



Government Gazette

OF THE STATE OF
NEW SOUTH WALES

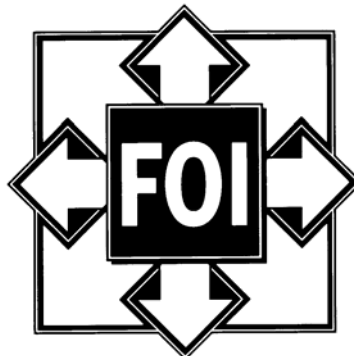
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Summary of Affairs

FREEDOM OF INFORMATION ACT 1989

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



**FREEDOM OF
INFORMATION**
YOUR RIGHT TO KNOW

Part 2

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

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

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

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FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
CONSUMER, TRADER AND TENANCY TRIBUNAL

SECTION 1 – POLICY DOCUMENTS AND PUBLICATIONS

Annual Reports

- CTTT Annual Report 2006-2007
- CTTT Annual Report 2005-2006
- CTTT Annual Report 2004-2005
- CTTT Annual Report 2003-2004
- CTTT Annual Report 2002-2003
- CTTT Annual Report 2001-2002
- Fair Trading Tribunal Annual Report 2001-2002
- Residential Tribunal Annual Report 2001-2002
- Residential Tribunal Annual Report 2000-2001

Bulletins

- CTTT Bulletins 1/2003, 2/2003, 3/2003, 1/2004, 2/2004, 3/2004, 4/2004, 1/2005, 2/2005, 3/2005, 1/2006, 2/2006, 3/2006, 1/2007, 2/2007, 1/2008.
- Residential Tribunal Bulletins 1/2000, 1/2001, 2/2001

Chairperson's Directions

The following publications are available in English, Arabic, Vietnamese and Chinese:

- CD 2004-3 Summons to attend, produce or give evidence
- CD 2008-1 Acceptance of building claims
- CD 2004-1 Adjournments
- CD 2003-3 Procedure in home building claims over \$25,000
- CD 2003-2 Expert witness code of conduct

Application Forms

- Request to issue a summons
- Tenancy Division application
- Tenancy Division termination and possession application
- Tenancy Division rental bond application
- General Division consumer claim application
- General Division holiday parks application
- General Division pawnbrokers and second-hand dealers application
- Home Building Division application
- Motor Vehicles Division application
- Residential Parks Division application
- Strata and Community Schemes Division application for an Adjudicator's order or request for an interim order
- Strata and Community Schemes Division application to the Tribunal
- Commercial Division application
- Retirement Villages Division application
- Section 68 rehearing application
- Notice to renew proceedings application
- General Division conveyancing costs application

General Publications

- Client Service Standards – Our Guarantee of Service
- Application Fees and Charges
- FOI Summary of Affairs June 2004
- FOI Summary of Affairs June 2005
- Hearing Lists
- Listing Calendar

- Home Building Division – General Information
- Home Building Division – Questions and Answers
- Scott Schedule 1 – Claims for defective workmanship or materials
- Scott Schedule 2 – Claiming extra work
- What Happens at the Tribunal?
- Privacy Management Plan
- Registry Service Feedback
- Flowchart 1 – What happens to a CTTT application
- Flowchart 2 – Life of an electronic application
- Code of Conduct for Members of the Consumer, Trader and Tenancy Tribunal
- 10 Top Tips for Conciliation
- Communications Strategy 2008-2010

Fact Sheets

- Conciliation Fact Sheet
- Hardship Variation
- Need Advice or Legal Assistance?
- Residential parks rent increase applications
- Home building claims or disputes under \$25,000

Multimedia

- Video “Get it Sorted”
- CD-ROM “CTTT – We’re talking YOUR language”

SECTION 2 – MOST RECENT STATEMENT OF AFFAIRS

Information relating to the CTTT’s management of Freedom of Information matters is contained in the CTTT’s Annual Report. The most recent Annual Report for the CTTT is the 2006-2007 edition.

SECTION 3 – CONTACT ARRANGEMENTS

Many of the documents published by the Consumer, Trader and Tenancy Tribunal are available on its website at www.cttt.nsw.gov.au.

To access documents and enquiries concerning Freedom of Information matters can be made from Monday to Friday between 8.30am and 5.00pm on telephone (02) 9641 6468 or in writing to the Registrar, Consumer, Trader and Tenancy Tribunal, GPO Box 4005, Sydney 2001. Arrangements can be made for documents to be viewed at any of the CTTT’s registries.

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

Country Energy has produced a wide range of policy and administrative documents in the following areas to which access is available to members of the public:

Customer Newsletters**Regulatory Information**

- Contestable Works
 - Production notification 12
 - Creation of Easements for Services installed by Level 2 Accredited Service Providers
 - Accredited Service Providers Requisition and Record sheet for the Supply of Metering Equipment
 - High Voltage Connection Requirements
 - P1 Single Phase Electronic Meter Installation and Use
 - Q4A Polyphase Electronic Meter Installation and Use
 - CM170 Single Phase Induction Disc Meter Installation and Use
 - General Terms and Conditions for the Supply of Electricity to New Subdivisions and Site Developments
 - Easement Requirements
 - Designer's Advice that Proposed Easement is Suitable
 - Solicitor's Undertaking that Easement will be Created
 - Solicitor's Advice that Easement has been Created
 - Consent Form – Customer Funded Project
 - Consent Form – Country Energy Funded Project
 - Consent Form Schedule of Works Required
 - Terms of Easement for Overhead Powerlines
 - Terms of Easement for Underground Powerlines
 - Terms of Easement for Multi purpose Electric Installation
 - Design Information
 - Public Lighting Consent
 - Design Submission
 - Notification to Commence Construction
 - Outage/Connection Request
 - Completion Notice
 - Manual – Contestability (Approved) materials inventory
 - Approved Materials Form
 - Environmental Impact Assessment
 - Environmental Assessment Supplementary Notes
 - Project Safety and Environment Plan
 - Consultant Checklist for the Preparation of REF
 - Environmental Impact Assessment Checklist
 - Notable Changes to the 2006 Service and Installation Rules of NSW
- Approved Credit Service Providers
 - Environment Policy
 - Safety, Health and Environmental Management
 - Initial Site Visit Checklist for Contamination Assessment
 - Vegetation Management Plan
 - Identification, Management and Disposal of PCB Materials
 - Electric and Magnetic Fields (Extra Low Frequency)
 - Waste Management
 - Aboriginal Cultural Heritage (Draft document)
 - Environmental Impact Assessment

- Environmental Impact Assessment Checklist
- Management of Acid Sulphate Soils
- Minor Works on Asbestos Based Electrical Mounting Boards for Domestic and Commercial Metering/
Electrical Installations
- Project Safety and Environment Plan
- Schedule of Rates for Minor Customer Service Work
- Environmental Operations Manual: Handbook
- Meter Drilling Templates
- Customer Installation Safety Plan
- Electricity Network Pricing and Info
 - Annual Prices Report 1 July 2008 to 30 June 2009
 - Network Price List 2008
 - Network Price List Obsolete Tariffs 2008
 - Network Price List Explanatory Notes 2008
 - Annual Prices Report 1 July 2007 to 30 June 2008
 - Network Strategy Statement
 - Network Price List 2007
 - Network Price List Obsolete Tariffs 2007
 - Network Price List Explanatory Notes 2007
 - Cost Allocation Method
 - Street Lighting Management Plan
 - Distribution Loss Factors – Methodology
 - Electricity Network Performance Report 06-07
 - Public Lighting Use of System Charges 1 July 2007
 - Public Lighting Use of System Charges – Annual Tariff Schedule
 - Standard Form Customer Connection Contract
 - Negotiated Short Form Customer Connection Contract
 - High Voltage Connection Requirements
 - Register of Interested Persons
 - Network Pricing FAQs
 - Excluded Services – Customer Funded Connections and Connection Related Services
 - Excluded Services – Type 1-4 Metering Services
 - Carrier Access Agreement Template
 - Access Price Schedule
 - Capital Contributions
 - Electricity Supply Standard
 - Reimbursement Scheme for Rural and Large Load Customers
 - Network Price List 2006
 - Network Price List 2005
 - Network Price List 2004
 - Australian Inland Network Price List 2004
- Electricity Pricing Documents
 - Regulated Retail Electricity Charges
 - Retail Price List
 - Residential Electricity Tariffs
 - Residential Electricity Tariffs (Far West Region)
- Electricity Contract Documents
 - Standard Form Customer Supply Contract
 - Summary for Small Retail Customers
 - Your Rights Regarding Bills and Charges for Electricity
 - Purchase Agreement for Electricity Generated by Small Generation Units for Market Contract
Customers – Victoria
 - Pricing for the purchase of small renewable generation – Victorian customers only
- Gas Network Pricing and Information
 - Wagga Wagga Gas Transportation Charges
 - Monaro Towns (Bombala and Cooma) Gas Transportation Charges
 - Riverina Towns (Temora, Culcairn, Holbrook, Henty and Walla Walla) Gas Transportation Charges
 - Tumut Valley Towns (Adelong, Gundagai and Tumut) Gas Transportation Charges
 - Wagga Wagga Access Arrangement Information
 - Wagga Wagga Access Arrangement

- Reference Service Agreement Wagga Wagga Natural Gas Distribution Network
- Gas Supply Availability Online Request Form
- Request for Consumption Data
- Request for Gas Transportation Form – application form Cooma
- Request for Service – Order Form
- Request for Deactivation – Order Form
- Meter Upgrade Request Form – Request Form
- Request for Meter Test – Request Form
- Request for Change of MDQ – Request Form
- Network Connection Application Form
- Relocation of Network Service – Request Form
- Relocation of Basic Metering Facility Form
- Notice of Leak Test of Consumer Installation
- Certificate of Compliance Form
- Natural Gas Pricing Documents
 - Regulated Retail Gas Charges
 - Wagga Wagga and Uranquinty Gas Tariffs
 - Tumut and Gundagai Gas Tariffs
 - Henty, Culcairn, Holbrook and Walla Walla Gas Tariffs
 - Temora Gas Tariffs
 - Cooma and Bombala Gas Tariffs
- Natural Gas Contract Documents
 - Standard Form Contract – Gas
 - Summary for Small Retail Customers
 - Your Rights Regarding Bills and Charges for Gas
- Policies
 - Risk Management
 - Health and Safety
 - Security and Privacy
 - Environment Policy
- Vegetation Management
 - Vegetation Management Plan
 - Tree Planting and Tree Trimming Guide
 - Weed Guide

Tenders and Expressions of Interest

Please see the RFT published under this section from time to time

Miscellaneous

- Statement of Business Ethics
- Summary of Affairs December 2005
- Statement of Affairs June 2005
- Annual Report
- Press Releases
- Vacancy List and Description

All documents are free of charge unless stated otherwise. These documents are published on Country Energy's website www.countryenergy.com.au.

SECTION 2 – STATEMENT OF AFFAIRS

The first edition of Country Energy's Statement of Affairs was published in July 2002. Copies of Country Energy's Statement of Affairs can be obtained by writing to:

The FOI Officer
Country Energy
PO Box 718
Queanbeyan NSW 2620

Copies of the Statement of Affairs and this Summary are free of charge. The Statement of Affairs includes:

- Structure and functions
- Effects on members of the public
- Participation by the public in policy making decisions
- Kinds of documents held
- Access arrangements, procedures, and contact points and amendment process

SECTION 3 – CONTACTS ARRANGEMENTS

In many instances, information may be provided or access given to documents by simply making a request either in person, by telephone, fax, mail or e-mail. Should Country Energy decline to provide information or give access to documents in response to a request of this nature, the applicant may consider making a formal application for access under the provisions of the Freedom of Information Act. Under this Act Country Energy is required to make information available where possible.

Access to documents can be obtained by making a request in writing to the Freedom of Information Officer, supplying all details required accompanied with the application fee. Applications may be lodged in person, faxed or posted to the FOI Officer. The FOI Officer is available during business hours of 8:00 am to 4:00 pm. Contact details of the FOI Officer are:

FOI Officer
Country Energy
PO Box 718
Queanbeyan NSW 2620
Telephone: 13 23 56
Facsimile: (02) 6332 6812

Proof of identity may be required at the time the inquiry is made or the application lodged.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS (NSW)**

The prosecution policy of the Director of Public Prosecutions (DPP) is set out in the "Prosecution Guidelines of the Director of Public Prosecutions", which were last furnished in their entirety on 1 June 2007. A copy of the Guidelines (which shows the current guidelines and the changes made since they were initially published on 20 October 2003) can be obtained from the ODPP website, <http://www.odpp.nsw.gov.au> or from the ODPP Head Office Library at 265 Castlereagh Street, Sydney, by telephoning any member of the Library staff (02) 9285 8912 between 9am and 5pm on weekdays. The publication is available at No. charge. The publication may be inspected by arrangement with a member of the Library staff at the ODPP Head Office at 265 Castlereagh Street, Sydney.

The Office of the Director of Public Prosecutions (ODPP) has published to its officers four internal procedural manuals relating to the performance of its prosecuting functions, namely the Sentencing Manual, the Child Sexual Assault Manual, the Court of Criminal Appeal Guide and the Solicitors Manual, and a number of Research Flyers on significant aspects of the ODPP's practice. The Director of Public Prosecutions, the Deputy Directors and the Solicitor for Public Prosecutions also publish memoranda to ODPP officers and Crown Prosecutors in relation to procedural matters relating to the performance of the ODPP's prosecuting functions. These documents are for internal use only (for training, operational and reference purposes), and are not available to members of the public, in the normal course, for inspection or for purchase. There are exemptions in the Act applicable to operational documents of this type.

The most recent Statement of Affairs of the ODPP published under section 14 (1) (a) of the Freedom of Information Act was published as at 31 December 2007.

A copy of the Statement of Affairs and/or a copy of the Summary of Affairs can be obtained from the ODPP website (<http://www.odpp.nsw.gov.au>) or by telephoning the Executive Assistant to the Solicitor's Executive at the ODPP Head Office at 265 Castlereagh Street, Sydney (02) 9285 8733 between 9am and 5pm on weekdays. In her absence a copy of the Statement and/or the Summary can be obtained by telephoning the Library (02) 9285 8912 between 9am and 5pm on weekdays. The Statement and the Summary are available at No. charge.

A copy of the Statement of Affairs and/or the Summary of Affairs may be inspected by arrangement with the Executive Assistant, or, in her absence, by arrangement with a member of the Library staff, at the ODPP Head Office at 265 Castlereagh Street, Sydney.

Deputy Solicitor for Public Prosecutions (Legal)
Office of the Director of Public Prosecutions
30 June 2008.

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

SECTION 1 – POLICY DOCUMENTS

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

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

- Administration
- Business Continuity Management
- Conflicts of Interest
- Contract/Contractor Management
- Customer Complaints
- Declarations of Interest
- Delegations
- Development Process
- Employment Conditions
- Environmental Management
- Ethnic Affairs Priority Statement
- Fair Treatment and Grievance
- Finance Procedures
- Fraud and Corruption Prevention
- Freedom of Information
- Gifts, Benefits and Favours
- Government Agency Liaison
- Information and Technology Management
- Insurance
- Land Dealings
- Legal Procedures
- Media and Sponsorship
- Ministerial Procedures
- Moderate Income Housing
- Occupational Health and Safety
- Privacy
- Probity
- Records Management
- Risk Management
- Stakeholder Consultation
- Training and Development

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 2

330 Church Street

Parramatta NSW 2150

Landcom Reception is open during business hours, Monday to Friday, 8.00 a.m.-6.00 p.m.

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

The FOI Coordinator

Landcom

PO Box 237

Parramatta NSW 2124

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****MARITIME AUTHORITY OF NSW****(trading as NSW MARITIME)****SECTION 1 – POLICY AND OTHER DOCUMENTS**

NSW Maritime's Policy Documents are listed below:

- (i) Corporate Plan and Business Plans.
- (ii) Policy Files held in the Records Section.
- (iii) Policy and Procedure Documents – containing policy and procedures relevant to recreational boating, commercial vessels, environmental assessments, boating plans, mooring plans of management, property, personnel, and administrative matters.
- (iv) Project Management Guidelines.
- (v) Privacy Management Plan dated 1 July 2000.

Information Documents

- (i) Annual Report.
- (ii) NSW Boating Handbook.
- (iii) Personal Watercraft (PWC) Handbook.
- (iv) NSW Tides 2008.
- (v) Maritime Infrastructure Program Information Kit and Application Form.
- (vi) Sydney's Aquatic Events A Boating Guide.
- (vii) brochures and fliers entitled:
 - Aquatic Events
 - Aquatic Licences
 - Australian Builders Plate
 - Bars 'n Boats – A Safety Guide
 - Be Bright. Be Safe at Night
 - Be Responsible Near Whales and Dolphins
 - Big Ships, Small Boats
 - Boatcode Agents
 - Boatcode Built-in Security For Your Boat
 - Boating Handbook
 - Boat Ramp Etiquette
 - Boating on Iron Cove
 - Boatsmart – Boats and Alcohol Caution
 - Boatsmart from the Start – Know When to Wear Your Lifejacket
 - Buying or Registering a Vessel
 - Carbon Monoxide
 - Determining the Length of Your Vessel
 - Don't Make Waves
 - Go Easy on the Drink
 - Hypothermia
 - I've Gone Boating
 - Leave Only Water In Your Wake
 - Manly Wharf
 - Maritime Infrastructure Program
 - Mooring Licence Conditions
 - Noise Annoys
 - Pittwater No. Wash Zone
 - Proof of Identity and the Use of Personal Information under the Privacy Act 1998
 - Safety Equipment Checklist
 - Safety Information
 - Sailboarding in the Waters of Sydney Harbour

- Series of Boating Maps – Your guide to safe navigation of NSW coastal and inland waterways
- Small Craft Safety
- Some People Go Overboard – Overloading Boats
- Take Charge of Your Discharge
- Take Charge of Your Discharge on Lake Macquarie
- Take Note When Hiring A Boat
- Traffic Co-ordination On Parramatta River
- Traffic Separation on Middle Harbour
- Transit Zone Under Sydney Harbour Bridge
- Wash Your Boat
- What To Know Before You Tow
- Your Boating Fees At Work

Posters

- (i) Always check the weather before and during boating
- (ii) Boatsmart From the Start – Know when to wear your lifejacket
- (iii) Boat stability – know the wind and wave limits
- (iv) Capsize is a major contributor to boating fatalities
- (v) Excessive wash can cause nuisance, annoyance or danger
- (vi) Go Easy on the Drink
- (vii) Keep carbon monoxide levels at a minimum and prevent poisoning
- (viii) Lifejackets compulsory when crossing bars
- (ix) Make sure when towing that it is safe
- (x) Preserve the aquatic environment for future generations

Stickers

- (i) Bar Crossing
- (ii) Bin Your Butts
- (iii) Boatsmart From The Start – Know When To Wear Your Lifejacket
- (iv) Bow Ridin.
- (v) Capacity Plate
- (vi) Drowning Is Uncool
- (vii) Go Easy on the Drink
- (viii) Hypothermia – Cold Water Kills
- (ix) Kids In Boats
- (x) Navigation Rules/Advisory Signs/Warning Signals/Remember
- (xi) Ride Smart – PWC Behaviour
- (xii) Safe Boating – Buoyage System
- (xiii) Safe Boating – Navigation Marks
- (xiv) Safe Boating – Navigation Rules
- (xv) Safety Check
- (xvi) Safety Check – Offshore
- (xvii) Water Ski Hand Signals
- (xviii) Whale Watching

Information Videos/DVDs/Maps

- (i) Blue Water Safety – An introduction to safe offshore boating, featuring “How to Cross Surf Bars” (video).
- (ii) Big Ships Small Boats – Your guide to safe navigation in busy ports (video).
- (iii) Boat Smart – Your guide to the boating traffic rules (video).
- (iv) Ride Smart – How to enjoy personal watercraft . . . the safe way (video).
- (v) DVD compilation of the above four videos.
- (vi) Boating Safety Course (DVD and Video) – required to study to obtain a General or Personal Watercraft Licence.

SECTION 2 – STATEMENT OF AFFAIRS

NSW Maritime’s last Statement of Affairs document was published in June 2008. The Statement provides an overview of NSW Maritime’s structure and functions, the effect of NSW Maritime’s functions on members of the public, the processes for public participation in the development of NSW Maritime policy, the documents held by NSW Maritime and document access and amendment procedures.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for copies of the NSW Maritime's Policy and Information Documents, Statement and Summary of Affairs Documents, posters, stickers and videos should be directed to:

Irene Lomis
Freedom Of Information Co-Ordinator
NSW Maritime
Locked Bag 5100
Camperdown NSW 1450
Phone: (02) 9563 8511

Alternatively the Statement and Summary of Affairs Documents, the Corporate Plan and Annual Report may be inspected at the State Library of New South Wales.

The office hours of NSW Maritime are 8.30am – 4.30pm, Monday – Friday, in the Sydney Metropolitan area and inspection or purchase of documents may be arranged at any NSW Maritime Operation Centre during those times or by contacting the FOI Co-ordinator at the number set out above.

For information in relation to the opening hours of Regional Offices or the location of your nearest NSW Maritime Operation Centre contact should be made with NSW Maritime's Info line on 13 12 56 for the cost of a local call.

NSW Maritime also has a telephone payment and recorded information service which may be accessed on 13 12 36 for the cost of a local call.

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

SECTION 1 – POLICY DOCUMENTS

Newcastle Port Corporation's Policy Documents are:

- Marine Pollution Incident Investigation and Prosecution Procedures;

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Corporation's Statement of Affairs can be provided by contacting the Corporation's Freedom of Information Officer.

SECTION 3 – CONTACT ARRANGEMENTS

Contact arrangements for Newcastle Port Corporation are:

Michael Dowzer
Newcastle Port Corporation
PO Box 663
Newcastle NSW 2300
Email: mail@newportcorp.com.au
Phone: (02) 4985 8222
1800 048 205

Inspection or purchase may be arranged during normal business hours. Most of the documents listed above are available for inspection or purchase upon application to the NPC FOI Officer. Requests under the Freedom of Information Act for access to documents held by the NPC must be made in writing with a \$30 fee.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
NEW SOUTH WALES POLICE FORCE
FOI Agency No. 16

SECTION 1 – POLICY DOCUMENTS

Corporate Policies

- Abducted Child Alert Standard Operating Procedures
- Aboriginal Strategic Direction 2007–2011
- Business Continuity Planning
- Business Planning Policy and Guidelines
- Cleaner, Greener Fleet Policy
- Conferences – Policy for Speaking At or Attending Conferences
- Confidential Information (Police Regulation 2000)
- Confidential Source Management Policy
- Corporate Branding Policy
- Corporate Branding Style Guidelines
- Corporate Plan
- Corporate Spokesperson Program: Policy and Procedures
- Covert Vehicle Policy
- Development of Policy – Guidelines
- Drafting Policy Documents – Guidelines
- Facial Recognition Policy
- Guide to Conducting a Launch
- Information Management Responsibilities
- Injury Management
- Media Policy
- Memorandum of Understanding (MoU)
- NSW Police Governance Framework
- Political Affiliations
- Privacy Code of Practice
- Psychological Wellbeing of Staff
- Records Management
- Release of Staff for Transfer to Vacancies
- Sponsorship and Endorsement Policy
- Traffic Policy Statement
- Travel – Overseas Application Guidelines
- Uniform Guidelines for Security Industry (Commissioners Policy)
- Vehicle Marking Policy

Human Resource Services Policy and Procedures

- A Guide to Advertising a Vacancy
- Aboriginal Employment Strategy 2003–2005
- Appointment and Transfer Policy and Guidelines for Supt. Rank
- Carers' Responsibilities Guideline
- Cashing in of Leave Scheme – Business Rules
- Code of Conduct and Ethics
- Code of Practice – Drug and Alcohol Counsellors
- Community Language Allowance Scheme
- Conditions of Employment – Administrative Officer
- Criminal Record Checks
- Cultural Diversity
- Department of Defence – Employer Support Payment Scheme
- Disability Action Plan

- Disclosure of Home Address
- Displaced Administrative Officer Guidelines
- Drug and Alcohol Policy
- Eligibility Lists – Administrative Officers, Guidelines for the use of
- Employee Management Policy
- Establishing a New Business Unit Checklist of Procedures
- Ethnic Affairs Priorities Statement
- Excess Administrative Officer Guidelines
- Family and Community Services and Carer’s Leave
- FAQs
- First Response Policing Arrangements
- Flexible Rostering – Administrative Officers and Ministerial Employees
- Flexible Rostering (Police Only)
- Flexible Work Options and Family Friendly Information Package
- Flexitime Agreement
- Full-Time Leave Without Pay
- Full-Time Leave Without Pay Check List for Commanders/Managers
- Guidelines To Request To Fill ‘Lateral’ Vacancies (Non-Commissioned Officers)
- Hard to Fill Location
- Harassment, Discrimination and Bullying
- Health and Fitness
- Human Resource Management Teams
- Hurt On Duty
- Induction – Administrative Officer
- Infectious Disease Control Policy
- Instrument of Delegation of Authority
- Internal Police Complaints – Guidelines for Commanders and Managers
- Internal Witness Policy
- International (in-bound) Secondment Guidelines
- Job Stream Details
- Lateral Transfer of Administrative Officer Guidelines
- Leading Senior Constable Guidelines
- Medical Discharge
- Needle Stick Injuries
- NSW Police Administrative Officer higher duties allowance Policy and Guidelines
- NSW Police officer higher duties allowance Policy and Guidelines
- NSW Police Service Employees Personal Files – Policy
- NSW Police Service Senior Executive Service Guidelines
- Overstrength Positions
- Parental Leave Policy
- Part time Annual Leave for Police Officers on Parental Leave
- Part Time Work for Police Officers Policy and Guidelines
- Percentage Occupancy Rates of Police Positions on SAP
- Planned Leave Business Rules
- Police Chaplaincy Policy
- Police Leave Conditions
- Police Officer Redeployment to Administrative Officer Positions
- Police Promotional Appeals
- Police Provident Fund
- Police Senior Executive Transfer Policy
- Policy and Guidelines for Advertising and Filling Administrative Officer Positions within NSW Police
- Policy on Release of Staff for Transfer to Vacancies
- Position Management Business Rules
- Pregnancy Procedures
- Rail Passes– Home and Duty
- Recreation Leave – A Guideline to Management
- Remedial Performance Procedures
- Restricted Duties Policy for Police
- Secondary Employment
- Secondment Business Rules
- Sick Leave Absence Information Guide

- Sick Leave Policy
- Special Sick Leave – Guidelines and Procedures
- Structural Change Guidelines
- Study Leave
- Suspension of Police – Policy and Guidelines
- Temporary Appointment Policy and Guidelines
- Term of Office of Non-Executive Commissioned Police Officers – Fixed Term Appointment Policy
- Transfer Policy and Procedures
- Travel Policy
- Voluntary Retirement Scheme
- Work Experience
- Working From Home

Information Technology Policies

- Business System Sponsor Guidelines
- Communication Devices – Mobile Phones and PDAs
- Computer Security for Employees working offsite
- COPS and RTA Audit Procedures
- Data Sanitisation
- Electronic Mail Etiquette
- Electronic Mail (Email) Guidelines and Procedures
- Electronic Mail – Secondary Access
- Electronic Messaging Policy
- Enduser Policy and Procedures Guide
- Enterprise Remote Access Policy
- Information Management – Code of Best Practice
- Information Management Principles and Policies
- Information Management Roles and Responsibilities
- Internet Content Guidelines
- Internet Usage Policy
- IT Equipment Disposal Policy
- Laptop Security
- Mobile Data Terminals
- Network Drive Usage Policy
- Network Security
- Radios Lost Stolen and Misplaced
- Records Management
- SMS Messaging – Instructions for Use
- Software Policy

Operational Policies

- Aboriginal Caution Protocol
- Aboriginal Strategic Direction 2007–2011
- Adult Sexual Assault – Policy and SOPs
- Adult Victims of Sexual Assault, Interagency Guidelines for Responding to
- Alcohol Policy Statement
- Bicycle Patrol Operations
- Bicycle Road Race Guide for Police
- Bicycle Road Race Guidelines (NSW)
- Bushfire SOPs and Guidelines
- Cannabis Cautioning Scheme Guidelines
- CareFlight Head Injury Retrieval Trial (HIRT) Helicopter Landings – SOPs
- CCTV – Development and Use of
- CCTV – NSW Government Policy Statement and Guidelines for the Establishment and Implementation of
- Child Abduction Alert SOPs
- Child Protection Intervention – Interagency Guidelines
- Child Protection Procedures
- Child Protection and Sex Crimes Charter
- Code of Practice CRIME
- Command Management Framework
- Communication Device Policy

- Confidential Source Management Policy
- Corporate Spokesperson Program: Policy and Procedures (NSW Police)
- Country of Birth COPS recording
- Creation, Classification, Evaluation, Storage, Review and Destruction of COPS Information Reports – Policy
- Criminal Infringement Notices (CINs) SOPs
- Critical Incidents, Guidelines for the Management and Investigation of Deaths in Custody, Correctional Centres, Guidelines for the Investigation of
- Department of Immigration and Multicultural and Indigenous Affairs
- Digital Speedometers
- Domestic Violence SOPs
- Drug Overdoes Guidelines
- Duty Officer’s Manual
- Duty Officer Statement
- DVLOs – Guidelines for using COPS
- Ethnic Affairs Priorities Statement (EAPS)
- Evidence Act – Procedures
- Facial Recognition Policy
- Forensic Procedures – SOPs
- Gay and Lesbian Policy
- Guidelines for the Creation and Formatting of Information Reports on COPS
- Handbook – Police
- Homeless People – NSW Govt Protocol
- Hunter District Disaster Plan (DISPLAN)
- Hydroponic Cannabis Crop Sites – SOPs
- iASK Handbook
- Incident and Emergency SOPs
- Interviewing People With Impaired Intellectual Functioning – Guidelines for Police
- Joint Investigative Response Teams 2001
- Major Crime, Guidelines for the Investigation of
- Mandatory Fatal (Major Traffic Crash) Drug Testing (MFDT) SOP
- MERIT Guidelines
- Methadone and Other Pharmacotherapies Information for Police 2005
- Missing Persons Policies and Procedures
- Needle and Syringe Program: Guidelines for Police (2005)
- Neighbourhood Watch Guidelines
- Notice of Suspension and Confiscation of Drivers Licence under Section 205 and 206 of the Road Transport (General) Act 2005
- NSW State Disaster Plan (Displan)
- Offender Photo Procedures – 35mm Camera
- Offender Photo SOPs – PhotoTrac ICS
- PACT Guidelines
- Pawnbroker and Second-hand dealer SOPs and Legislation
- Physical Evidence, Investigators Guide to
- Policy for the Creation, Classification, Evaluation, Storage, Review and Destruction of COPS Information Reports
- Public Order Management Policy
- Public Order and Operations Support Group – Guidelines
- Public Order and Riot Squad – Guidelines
- Radar Detector Detectors SOPs
- Radios – lost stolen and misplaced
- Railcorp closed circuit television requesting procedurer
- Random Breath Testing (RBT) SOPs
- Recovered Assets Pool Operating Guidelines
- Safe Driving Policy
- Sexual Servitude and People Trafficking Offences, Investigation of
- Single Unit Policing Policies
 - 1 and 2 Unit Police Stations Policy
 - 1 and 2 Unit Police Station Induction Package
 - OH&S Single Unit risk assessment
- State Rescue Policy

- Stationary Speed Enforcement (LIDAR) SOPs
- Suspect Targeting Management Plan II
- Suspension of a Driver/Rider Licence by Police under Section 204 of the Road Transport (General) Act 2005
- Threats Against NSW Police Employees
- Traffic Policy Statement
- Transcription (ERISP and Self Funded) Request Guidelines
- Travel – Overseas Application Guidelines
- Tyre Deflation Devices SOPs
- Victim Impact Statement – Information package
- Video Surveillance in Police Charge Rooms and other Locations in Police Stations
- Youth Justice Conferences Joint Protocol and General Procedures Manual
- Youth Policy

Finance and Administration Policies

- Accounts Payable Policy
- Accounts Receivable Policy
- Cab Charge Procedures
- FBT Guide
- Financial Policy
- Financial and Budget Management Framework 2006–2007
- Fixed Assets Policy
- Funding Policy
- GST Guide, FAQs and Updates
- Instrument of Delegation of Authority
- Overpayment Policy
- Payroll Deductions – Blue Ribbon Insurance Scheme
- Purchasing Policy
- Recordkeeping Policies/Procedures
- Recovered Assets Pool Operating Guidelines
- Risk Management Manual
- Risk Management Policy
- Travel Policy
- User Charges (User Pays) Policy, Procedures and forms
 - Business Cases and Business Development Proposals
 - Service Level Agreements
 - Cost Recovery and User Fees and Charges Schedule

Property Policies

- Escalation Procedure
- Works Request Procedure

Professional Standards Command Policies and Procedures

- Code of Conduct and Ethics
- Conflicts of Interest Policy and Guidelines
- Receipt of Gifts and Benefits Policy and Guidelines
- Secondary Access to Electronic Mail
- Internal Witness Policy
- Complaint Handling Guidelines
- Class and Kind Agreement
- Section 169A Guidelines
- c@tsi Resolution User Guide
- Internal Grievance Procedures
- EM Workplace Reviews SOPs
- Unsworn Remedial Conduct / Discipline Information

Safety

- Drug and Alcohol Policy 2007
- NSW Police Targeted Drug Testing Protocols and Procedures December 2003
- Injury Management Policy
- Restricted Duties Policy – Police
- Working from Home Policy and Guidelines
- Pregnancy Procedures

- Secondary Employment Policy and Guidelines
- Sick Leave Absence Management Guide
- Special Sick Leave Guidelines and Procedures
- Sick Leave Policy
- Safety Policy Statement
- OHS Management Responsibilities
- OHS Improvement Plan 2007–2008
- Smoke Free Workplace Policy
- Rehabilitation (Return to Work) Policy 2nd Edition
- First Aid Requirements
- OH&S Committee Action Plan 2007–2008
- Infection Control Policy

SECTION 2 – STATEMENT OF AFFAIRS

The functions and affairs of the Freedom of Information Unit are contained within the New South Wales Police Force Annual Report (2007-2008). There is an extensive website at www.police.nsw.gov.au which contains information free of charge for any member of the public to access further information.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to documents held by NSW Police Force should be directed to:

The Coordinator
Freedom of Information Unit
New South Wales Police
1 Charles Street
Parramatta NSW 2150

Telephone inquiries should be directed to the Coordinator, Freedom of Information Unit (02) 9689 7122.

Hours of Business: 8.30am-4.30 pm, Monday to Friday.

FREEDOM OF INFORMATION ACT 1989

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

SUMMARY OF AFFAIRS

of

NSW TREASURY

FOI Agency No. 8

SECTION 1 – POLICY DOCUMENTS

Office of Financial Management (OFM)

		Date Issued
NSW Gov't	Working with Government – Guidelines for Private Financed Projects White Paper	Dec 2006
<i>Treasury Policy and Guidelines Papers</i>		
• TPP08-2	Total Asset Management (TAM) requirements for updating the NSW State Infrastructure Strategy (SIS)	May 2008
• TPP08-1	Accounting Policy: Accounting for Financial Instruments	May 2008
• TPP07-8	Commercial Policy Framework: Guidelines for Boards of Government Businesses	Nov 2007
• TPP07-7	Commercial Policy Framework: Treasury Management Policy	July 2007
• TPP07-6	Economic Appraisal Principles and Procedures Simplified	July 2007
• TPP07-5	NSW Government Guidelines for Economic Appraisal	July 2007
• TPP07-4	Commercial Policy Framework: Guidelines for Financial Appraisal	July 2007
• TPP07-3	Service Costing in General Government Sector Agencies	July 2007
• TPP07-1	Valuation of Physical Non-Current Assets at Fair Value	Apr 2007
• TPP06-10	Information and Communications Technology (ICT) Capital Investment Process	Nov 2006
• TPP06-9	What You Do and Why an Agency Guide to Defining Results and Services	Sep 2006
• TPP06-8	Accounting Policy – Accounting for Privately Financed Projects	Jun 2006
• TPP06-7	Accounting Policy – Contributions by Owners Made to Wholly-Owned Public Sector Entities	Jun 2006
• TPP06-6	Accounting Policy – Guidelines for Capitalism of Expenditure on Property, Plant and Equipment	Jun 2006
• TPP06-5	Financial Reporting Code for Budget Dependent General Government Sector Agencies	Jun 2006
• TPP06-3	Lessor Accounting for Prepaid Long-term Leases of Land	Jun 2006
• TPP06-2	Fringe Benefits Tax Manual	Mar 2006
• TPP06-1	CEO Contract Guidelines for Government Businesses	Jan 2006
• TPP05-4	Distinguishing For-Profit from Not-For-Profit Entities	Dec 2005
• TPP05-2	Reporting and Monitoring Policy	Nov 2005
• TPP05-1	Credit Car Use- Best Practice Guide	Aug 2005
• TPP 04-2	Government Guarantee Fee Policy for Government Businesses	Jul 2004
• TPP 04-1	NSW Government Procurement Policy	Jul 2004
• TPP 03-6	State Owned Corporation Indemnity Policy	Oct 2003
• TPP 03-4	Tax Equivalent Regime for Government Businesses	Jun 2003
• TPP 02-7	Capital Structure Policy for Government Businesses	Sep 2002
• TPP 02-4	Guidelines for Assessment of Projects of State Significance	Jul 2002
• TPP 02-3	Financial Distribution Policy for Government Business	Jun 2002
• TPP 02-1	Policy Statement on the Application of Competitive Neutrality – Policy and Guidelines Paper	Jan 2002
• TPP 01-5	Guidelines for Budget Funding and Savings Requirements for Public Sector Wage Agreements	Dec 2001
• TPP 01-3	Guide to Economic Performance Measurement for General Government Agencies	Aug 2001
• TPP 01-2	Guidelines for Pricing of user charges	Jun 2001
• TPP 00-4	Financial Management Framework for the General Government Sector	Dec 2000

- TPP 99-6 Energy Trading Policy for Generators Oct 1999
- TPP 99-5 Energy Trading Policy for Retailers Oct 1999
- TPP 99-3 Goods and Services Tax (GST) Compliance Plan for Public Sector Agencies Jun 1999
- TPP 97-3 Risk Management and Internal Control Toolkit [4 volumes] Sep 1997
- TPP 96-1 Retail Competition in Electricity Supply Jun 1996
- TPP 95a Statement of Best Practice – Internal Control and Internal Audit Jun 1995
- TPP 95b Internal Control Assessment Jul 1995

Other OFM Publications and Technical Papers (General)

- OFM Annual Report Annually
- Crown Entity Annual Report Annually
- OFM Corporate Plan 2008 – 2011
- OFM Commitment to Service [refer OFM Annual Report and Corporate Plan] Annually
- Treasurer’s Directions
- Treasury Circulars (numbered individually)
- Freedom of Information Statement of Affairs and Summary of Affairs Annually
- Budget Papers 2008-09 Numbers 1-5 (A charge of \$140 applies)
- Budget Papers 1998/99 onwards are available on the internet only
- Financial Statements Monthly and Half Yearly
- Report on State Finances (previously titled Consolidated Financial Statements of the NSW Total State Sector, incorporating the NSW Public Accounts) Annually
- State Infrastructure Strategy NSW 2006-07 to 2015-16
- State Infrastructure Strategy NSW 2008-09 to 2017-18
- Electricity Reform Statement May 1995
- Managing State Finances: The NSW Experience (Don Nicholls) (A charge of \$20 plus \$6 for postage applies) June 1991

OFM Policy documents and many of the Other Publications can be accessed from the website www.treasury.nsw.gov.au. For printed copies contact the OFM publications officer on (02) 9228 4426.

Office of State Revenue (OSR)

Factsheets

- Client Feedback
- Code of Conduct
- Duty Relief for Storm Damaged Vehicles – Newcastle and Hunter
- Duty Relief for Storm Damaged Vehicles – Lismore Hailstorm
- Duty Relief for Storm Damaged Vehicles – Western Sydney
- Duty Relief for Damaged Vehicles in Declared Natural Disaster Zones
- EDR (Electronic Duties Returns)
- First Home Benefits (incl. First Home Owner Grant and First Home Plus)
- Freedom of Information Statement of Affairs 30 June 2008
- Health Insurance Levy and State Ambulance Insurance Plan
- Hire of Goods
- Insurance Duty
- Insurance Protection Tax
- Interest and Penalty Tax
- Investigations
- Land Rich Disposal Duty
- Land Rich Acquisition Duty
- Land Tax 2008
- Land Tax 2008 – Information Booklet
- Land Tax 2007 – Section 47 Clearance Certificate
- Land Tax – Information for Trustees and Unit Holders of Unit Trusts
- Land Tax 2007 – Information Booklet
- Land Tax 2007 Guide
- Land Tax 2007
- Land Tax Crown and council leases
- Land Tax primary production land exemptions
- Land Tax deduction to prevent double taxation
- Land Tax – Information for Trustees and Unit Holders of Unit Trusts

- Land Tax information for unit holders of unit trusts
- Motor Vehicle Registration Duty
- NSW Duties Rates
- Objections and reviews
- Payroll Tax (NSW) – Information for employers 2006 – 2007
- Payroll Tax (NSW) – Contractors and employment agents 2006 – 2007
- Payroll Tax (NSW) – exemptions 2006 – 2007
- Payroll Tax (NSW) – Information for employers 2007 – 2008
- Payroll Tax (NSW) – Contractors and employment agents 2007 – 2008
- Payroll Tax (NSW) – exemptions 2007 – 2008
- Payroll Tax (NSW and Vic) – Harmonisation
- Parking Space Levy
- Parking Space Levy Exemptions
- Petroleum Products Subsidy Scheme in NSW factsheet
- Premium Property Duty
- Privacy and Your Personal Information
- Proof of Identity Documents for First Home Owners Grant Applications
- Stamping and Marking Documents before lodging at Department of Lands
- State taxes and your business
- Taxation Administration Act 1996
- Taxation Hardship Review Board
- Unclaimed money – information for claimants
- Unclaimed money – information for enterprises
- Unclaimed money – information for super funds

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

OSR Revenue Rulings

- Business Franchise Revenue Rulings (28 rulings)
- Duties Revenue Rulings – these Revenue Rulings relate to the Duties Act 1997 (345 rulings)
- First Home Owner Grant Rulings (2 rulings)
- General Revenue Rulings (7 rulings)
- Land Tax Revenue Rulings (81 rulings)
- Parking Space Levy Revenue Rulings (1 ruling)
- Pay-roll Tax Revenue Rulings (66 rulings)
- Stamp Duty Revenue Rulings – these Revenue Rulings relate to the Stamp Duties Act 1920 (286 rulings)
- Tax Administration Revenue Rulings (3 rulings)
- Unclaimed Money Rulings (1 ruling)

The Revenue Rulings can be accessed directly from the Office of State Revenue's website:
www.osr.nsw.gov.au

OSR Seminar Notes

- June 2008 – Payroll Tax
- June 2008 – State Tax Update

The Seminar Notes can be accessed directly from the Office of State Revenue's website:
www.osr.nsw.gov.au

OSR Newsletters

- OSR Connect – June 2008
- OSR Connect – March 2008
- OSR Connect – November 2007
- OSR Connect – July 2007

Annual Reports

- 2006 – 2007 Annual Report

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

State Debt Recovery Office (SDRO)***Factsheets***

- Request a review of a penalty notice
- Having your penalty notice heard in Court
- Camera Detected Penalty Notices
- How to have my Enforced Fine postponed or Written-off
- Having your Enforced Fine Heard in Court
- Were you under 18 when the fine was issued?
- Roads and Traffic Authority (RTA) restrictions
- A Guide to the Fine Processing and Enforcement System
- Do you wish to provide feedback?
- SDRO Review Guidelines
- What Will Happen if You Don't Pay the Fine

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

SECTION 2 – STATEMENT OF AFFAIRS

Treasury's most recent Statement of Affairs was published effective from 30 June 2008.

Copies are available from the FOI and Privacy Coordinator at No. charge or can be accessed directly from the Office of State Revenue's website: www.osr.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

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

The FOI and Privacy Coordinator
Office of State Revenue
NSW Treasury
GPO Box 4042
Sydney NSW 2001

The FOI and Privacy Coordinator is located on Level 7, Lang Centre, 132 Marsden Street, Parramatta 2150. You can also make enquiries by telephone (02) 9761 9334 or email foi@osr.nsw.gov.au.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****OFFICE OF THE OMBUDSMAN****FOI Agency No. 31****SECTION 1 – POLICY DOCUMENTS**

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

Inter-agency arrangements

Arrangements between Administrative Decisions Tribunal of New South Wales and the NSW Ombudsman
Class and kind agreements between the Ombudsman and the Police Integrity Commission under the Police Act 1990

Complaint Referral and Information Sharing Arrangements under Part 6 of the Ombudsman Act between the NSW Ombudsman, Health Care Complaints Commission, Legal Services Commissioner and NSW Privacy

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Canberra and Goulburn

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Archbishop of Sydney

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Armidale

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Bathurst

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Broken Bay

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Lismore

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Maitland-Newcastle

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Parramatta

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wagga-Wagga

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wilcannia-Forbes

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the non-government schools under the authority of the Catholic Bishop of Wollongong

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Department of Education and TAFE Commission

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Barnardos

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning the Association of Independent Schools

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Maitland-Newcastle

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Sydney

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Wollongong

Determination by the NSW Ombudsman under Section 25CA of the Ombudsman Act concerning Centacare Broken Bay

Memorandum of Understanding between the Ombudsman and the Department of Community Services

Memorandum of Understanding between the Ombudsman and the Independent Commission Against Corruption
 Memorandum of Understanding between the Ombudsman and the NSW Energy and Water Ombudsman
 Memorandum of Understanding between the Ombudsman and the Department of Local Government
 Memorandum of Understanding between the Ombudsman and the Department of Corrective Services
 Memorandum of Understanding between the Ombudsman and the Commissioner of Police
 Memorandum of Understanding between the Ombudsman and the Department of Ageing, Disability and Homecare
 Memorandum of Understanding between the Ombudsman and the Office of the Children's Guardian
 Observation Program Agreement for the Ombudsman review of the Terrorism (Police Powers) Act between the Ombudsman, the Commissioner of Police and the Department of Corrective Services.
 PCCM Wide Area Network Service Level Agreement NSW Police, the PIC and the Ombudsman

General policies

Access Control Policy
 Business Continuity Policy

- Business Continuity Plan
- Business Continuity Risk Matrix

 Child Protection Policy
 Code of Conduct
 Complaints and Compliments Policy
 Disability Action Plan
 Disclosure of Information Policy
 Ethnic Affairs Priority Statement
 Environmental Policy

- Waste Reduction and Purchasing Policy

 FOI Standard Letters
 Internal Reporting Policy – Protected Disclosures Act
 Complainant Contact Policy
 Media Policy
 Mediation Protocol for the Ombudsman's Office
 Privacy Management Plan
 Procedure Manual – Child Protection Team
 Procedure Manual – Community Services Division – Complaints Procedures (sections 2-3 only – other sections being developed)
 Procedure Manual – Community Services Division – Complaints Handling Reviews
 Procedure Manual – General Team
 Procedure Manual – Official Community Visitor Scheme
 Procedure Manual – Police Team
 Procedure Manual – Section 19
 Request for Review of Decision Policy
 Secure Monitoring Unit Policy and Procedures
 Statement of Corporate Purpose
 Witness Protection Policy and Procedures
 Youth Guidelines

Office management and staffing policies

Accounting Manual
 Accounts Payable Policy
 Co-Lateral Flexible Working Hours Agreement
 Compensation for Loss to Private Property Policy
 Computer Systems Back up and Monitoring Policy
 Conflict of Interests Policy
 Consultative Arrangements Policy
 Corporate Governance Policy
 Delegations to Special Officers
 Equal Employment Opportunity Policy and Management Plan
 Grievance and Dispute Management policy
 Harassment Prevention Policy
 Higher Duties Policy
 Information and Communications Technology Policy

- Information and Communications Technology Strategic Plan 2006–2010

Information Security Policy

- Information Security Business owners
- Procedure for Responding to Incidents
- Information Security Compliance Program
- Key performance indicators

Occupational Health and Safety

- Occupational Health and Safety – Strategies and Procedures
- Occupational Health and Safety – Return to Work Program
- Occupational Health and Safety – First aid plan

Participation in Management Development Program Policy

Performance Management Policy

- Managing unsatisfactory performance
- SES performance management policy

Policy Development and Review

Reasonable Adjustment Policy

Recruitment Policy

Recording Time Worked

Records Management Policy

- File Classification Policy
- Context File Classification Plan

Risk Assessment Policy – Information Security

Salary Packaging

Secondment Policy

Study leave Policy

Style Guide

Total Asset Management Policy:

- Asset Strategy 2006–2009
- Capital Investment Strategy 2006–2009
- Asset Maintenance Strategy 2006–2009
- Asset Disposal Strategy 2006–2009
- Office Accommodation Strategy 2006–2009
- Procurement Plan 2006–2009

User password policy

Use of Communication and Information Technology Devices

Use of Office Cars Policy

- Use of office cars procedure

Working at Home Policy

Publications and Guidelines

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

Level 24
580 George Street
Sydney NSW 2000

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

- Annual Reports
- Level of Authorities
- Guarantee of Service
- Fraud Control Strategy
- Code of Conduct and Ethics
- Training and Procedure Manuals
- Records Management
- Complaints Handling Procedures
- Internal Reporting Policy (incorporating Protected Disclosures Act – “Whistleblowers Act”)
- Waste Management Plan
- Investment Policy
- Cab Charge Policy
- Corporate Credit Card Policy
- Provision of Goods and Services Policy
- Privacy Management Plan
- Risk Management Policy
- Gifts and Benefits Policy
- Health Privacy Principles Policy
- Business Continuity Management Policy
- Acceptable Use of Information and Communications Policy
- Information Security Policy
- Media Management Policy
- Playing Music or any Broadcast in the Workplace Policy

Promotional Brochures and Information Publications

- Public Trustee NSW who we are and what we do
- Wills and Appointing an Executor
- Attorney Services Flexible Management for your financial affairs
- Public Trustee NSW and Trusts
- Facts on Fees
- Privacy and Public Trustee NSW
- 2007 Annual Report
- PT Connect – external client newsletter
- ScriPT – internal staff newsletter
- Guide for Beneficiaries
- Guide for Wills
- Guide for Attorney Services
- Guide for Trust Clients
- Financial Services Guide
- Public Trustee NSW Client Feedback
- Agency Services: Superannuation Trusts
- Employee Entitlement Trusts
- Your Funds and the Public Trustee
- The Public Trustee’s Investment Profile 2006/07
- The Public Trustee’s Common Fund Portfolios

Human Resources Policies

- Bullying and Harassment Policy
- Ethnic Affairs Policies and Programs
- Ethical Work Practices
- Filling Substantive Vacancies
- Flexible Work Practice
- Grievance Procedures
- Keyholder's Policy
- Leave and Attendance Policy
- Management of Recreation Leave
- Mufti Day Dress Code
- Office Security
- Procedures for Responding to Poor Performance
- Sick Leave
- Study Assistance Policy
- Travel Guidelines
- Unauthorised Absences
- Work Dress Requirements Policy

Other Languages

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

SECTION 2 – STATEMENT OF AFFAIRS

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

SECTION 3 – CONTACT ARRANGEMENTS

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

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

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

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****ROADS AND TRAFFIC AUTHORITY****FOI Agency No. 60****SECTION 1 – POLICY DOCUMENTS**

The RTA has the following policy documents that are available from the contact persons indicated in the third section of this Summary of Affairs.

Where a charge is made for a document, \$ is shown after the name in the left-hand column. In some other cases a photocopy fee may be payable.

CORPORATE POLICY

1. Answering RTA Major Construction Project Calls (TMC-SOP-409244)
2. Appropriate Use of the Internet and Email Policy
3. Asset Management: Policies (3 Separate documents)
4. Casual Employment Policy
5. Code of Conduct and Ethics
6. Corrupt Conduct and Maladministration Prevention Policy
7. Data Acquisition
8. Data Privacy
9. Employment of People with Disabilities Policy
10. Flexilink Audit (TMC-SOP-409745)
11. Harassment, Discrimination and Workplace Bullying Policy
12. Policy on Electronic Mail Messages as Records (PN043)
13. Policy on Third Party Liability Claims against the RTA that come within the ambit of the Treasury Managed Fund
14. Process for Answering Subpoenas for Production and Subpoenas to Provide Evidence
15. Recording Customer Conversations (TMC-POL-409006)
16. Records Management Program Policy
17. Recruitment Selection and Appointment Policy
18. Re-engagement of former RTA Staff Policy
19. Reporting Noise Complaints to (EPA TMC-POL-409550)
20. RTA Heritage Guidelines (2004) – Version 2
21. RTA Quality, OHS and Environmental Audit Package
22. Secondment Policy
23. Skill Hire Personnel Policy
24. Sponsorship – Policy and Guidelines
25. Statement on Business Ethics
(Provides guidance to individuals both RTA staff and those with whom they deal) in respect to the RTA's ethical behaviour requirements in business dealings between it and outside organisations or individuals)
26. Temporary Employment Policy
27. Bitumous Works
28. Communicable Diseases
29. Drugs and Alcohol
30. Entry into confined spaces
31. Excavation
32. Fatigue Management
33. First aid
34. Hazardous substances
35. Health Surveillance
36. Incident Notification and Investigation
37. Injury Management
38. Manual Handling

39. managing radiation emitting devices
40. Noise Control
41. OHS Consultation
42. OHS Risk Management
43. OHS Policy Statement
44. Personal Protective Equipment
45. Plant training and assessment
46. Post incident counselling
47. Procedure for Drug and Alcohol Policy
48. Reasonable Suspicion Guidelines for Drug and Alcohol Policy
49. Remote or isolated work
50. Safe Driving
51. Safe Work Method Statements
52. Smoke Free
53. Working at heights
54. Working in Extreme Temperatures
55. Work in the Vicinity of Aboveground, Overhead, and underground Utility Services

CONTRACTS

1. Application for Construction Industry Contractors
2. Application for Pre qualification for Construction Industry Contractors (RTA Form 627)
3. Commercial Contracts Manual
4. Engagement of IT Consultants
5. Engineering Contract Administration Procedures (9 separate documents)
6. Engineering Contracts Manual
7. Engineering Contract Notes
8. Guidelines for Inviting Expressions of Interest
9. Guidelines for Inviting Request for Proposal
10. Guidelines for the Calling of Tenders
11. Managing Tidal Flow Contracts (TMC-SOP-409153)
12. Minor Works and Services – Calling and Letting of Tenders (TMS-SOP-409152)
13. Pre qualification Scheme for Construction Industry Contractors
14. Registration Scheme for Construction Industry Contractors
15. RTA Contractor's Environmental Management Plan – Proformas and Guidance Notes, Version 1
16. Sale of RTA data
17. Sale of RTA Software

PROPERTY

1. Disposal of Surplus Real Property
2. Land Acquisitions Policy Statement, 1999
3. Response to Building Management System Alarms (TMC-SOP-409237)
4. RTA Third Party Property Claims (first published in 2003)
5. Statutory Functions Relating to Land and Status of Main Roads
(Policies on formalising roads, freeways, road access, road widening and the compulsory acquisition of land)

FINANCE

1. Road Cost Index – (issued quarterly)
(Measures movements in the development and maintenance costs of roadworks, bridgeworks and traffic facilities in Sydney and non Sydney RTA operations.)
2. RTA Economic Analysis Manual
(Provides guidance to project managers and consultants on the appropriate and consistent methodologies and economic parameter values to use in economic evaluation of proposed road projects and non road assets.)

REGISTRATIONS

1. ANVIS Business Rules
2. Authorised Inspection Station bulletins
3. Automotive information sheets
4. AUVIS Bulletins
5. Business and Information Services
6. Business Rules for the Written –Off Vehicle Register
7. Changes to Registration that may effect you

8. Conditional Registration
9. Controlled Access Buses [buses longer than 12.5 metres]
10. Convex Safety Mirrors Guidelines
11. CRE8 YR OWN NUMB3R PL8S
12. Draft Vehicle Certification and Compliance Scheme – Service Level Agreements and Rules.
13. Driving and your health
14. 4.6 metre high truck routes and loading requirements
15. 14.6 metre semi-trailers
16. 14.9 metre Refrigerated semi-trailers
17. Getting your driver's licence
18. Heavy Vehicle Mass Loading and Access
19. Heavy Vehicles: NSW Country Road Safety Summit
20. Heavy Vehicle Safety Issues and Countermeasures
21. Information for Primary Producers
22. Love Your Bridge? Show it with Sydney Harbour Bridge Plates
23. New Vehicle Data Sheets (NVD)
24. Medical – Medical and driving tests
25. Mobility Park Scheme – What you'll need to park here
26. Motor Dealers Guide to Vehicle Registration
27. National Driver Licence Classes
28. NHVAS: National Heavy Vehicle Accreditation Scheme
29. NSW Photo Card – Show who you are
30. Purchasing and Registering a Heavy Vehicle
31. Road Vehicle Descriptor Sheet (RVD)
32. Route Assessment Guidelines for restricted access vehicles (May 2002)
33. Safer Child Restraints
34. Sale of RTA Data Pricing Guidelines
35. Special Number Plates – Terms and Conditions
36. Technical specifications
37. Truck and Dog Trailers over 42.5 tonnes
38. Vehicle Inspectors Bulletins (VIB)
39. Vehicle Specification Sheets (VSS)
40. Vehicle Standards Information (VSI)

Vehicle Emissions Management Programs

1. Clean Fleet Program – Auditor Procedures Manual
2. Clean Fleet Program – Information Kit
3. Clean Fleet Program – Information Sheet
4. Clean Fleet Program (Model Waste and Recycling Collection Contract) – Information Sheet
5. Clean Fleet Program (Metropolitan Bus Systems Contract) – Information Sheet
6. Diesel Retrofit Program – Information Sheet

Tow Trucks

1. Environmental Policy
2. Heavy Tow Truck and associated Work and Equipment Charges
3. Holding Yard Policy
4. Maximum Charges for Towing, Storage and Salvage of Motor Vehicles
5. Prohibited Vehicle Policy
6. Protective Clothing Policy
7. Tow Truck Driver Information Package

LICENCES

1. Accreditation of Multi-Combination Course Providers
2. Alcohol Interlock Information Package for Criminal Law Specialists
3. Alcohol Interlock Information Package for Participants
4. Auditing Enhanced Enforcement Program Operations Policy and Procedure
5. Demerit points – Encouraging safe driving
6. Enhanced Enforcement Program Guidelines Version 3
7. Heavy Vehicle Competency Based Assessment – Assessors Log Book
8. Heavy Vehicle Competency Based Assessment – Assessment Procedures
9. Heavy Vehicle Competency Based Assessment – Management Agreement
10. Motorcycle Operator Skills Test (MOST) Manual

11. Motorcycle Rider Training Manual – Learner Rider
12. Motorcycle Rider Training Manual – Provisional Rider
13. The Driving Ability Road Test for Class C Drivers – Testing Officers' Manual
14. The Driving Ability Road Test for Heavy Vehicle Drivers – Testing Officers' Manual
15. The Driving Ability Road Test for Motorcycle Riders – Testing Officers' Manual
16. Strikes Scheme
17. Worried about the driving ability of an older driver

MATERIALS

1. Bitumen Emulsion Guide (November 1995)
2. Bituminous Slurry Surfacing Guide – January 1994
3. Dynamic Testing Of Aggregate Heaps
4. Guidelines for the Management Acid Sulphate Materials: Acid Sulphate Soils, Acid Sulphate Rock and Monosulfidic Black Ooze (April 2005)
5. Guide to the Design, Construction, Maintenance and Management of Clay Pavements with Geotextile Reinforced Seals
6. Guide to the Use of the Novachip System of Bituminous Surfacing – January 1994
7. Guide to use of Fibredec system of Reinforced Bituminous Sprayed Sealing – May 1994
8. Guide to use of Foamed Bitumen in Sprayed sealing – May 1994
9. Long-Term Creep Characteristics of Concrete Prepared with Various Binders and Aggregates – CSIRO- June 2006
10. Materials Testing Manual Vol. 1-3
(*Guidelines and standards for use in testing of materials in laboratories*)
11. Non-Reflective Raised Pavement Markers For Lane Lines On Freeways and Dual Carriageways
12. Plastic Water Filled Devices for Roadwork Sites (TDT 2003/02)
13. Prequalified Retroreflective Raised Pavement Markers (TDT 2005/05)
14. Scrap Rubber Bitumen Guide – July 1995
15. Shotcrete Design Guidelines
16. Sprayed Sealing Guide – February 1997
17. Quality Assurance Maintenance Model Specifications (32 separate documents)
18. Design, Construct, Maintain Model Specifications (125 separate documents)
19. RTA Guidelines for the Management of Acid Sulfate Materials, 2005

BRIDGES AND FERRIES

1. Bridge Aesthetics 'Design Guidelines to improve the appearance on bridges in NSW'
2. Bridge Waterway Manual
3. Conditions for use of the Anzac (Glebe Island) Bridge for filming and photographic shoots
4. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots
5. Mortlake Ferry Operating Timetable
6. Revised RTA Bridge Standard Drawings
7. RTA Structural Drafting and Detailing Manual
8. Spit Bridge Opening Times
9. The Design and Construction of Incrementally Launched Bridges
10. Timber Bridge Management – January 2002
11. Control of fishing, jumping or climbing from or on bridges
12. Bridge inspection and condition rating

TRANSPORT PLANNING

1. Adoption of the Australian Road Rules (TD 99/20)
2. Approval of Green Light Corridors (TMC-SOP-409410)
3. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
4. "Beyond the pavement" RTA Urban and Regional Design Practice Notes
5. Bicycle Parking (TD 2003/08)
6. CADD Manual Version 3.2 June 2005
7. Coloured Pavement for Special Purpose Lanes (TD 99/9)
8. Cost Recovery for Special Events (TMC-SOP-409500)
9. Current Technical Directions
10. Development Program Guidelines 2006
11. Disposal of Dangerous Goods on RTA Roads Made Safe by Fire Brigades (TMC-SOP-409255)
12. Environmental Directions 1-20
13. Environmental Management System Brochure
14. Film and Video Policy (TMC-POL-409193)

15. Filming on major roads – Info pack
16. Filming on major roads Policy (TTP 00/3)
17. Flashing Lights At Fixed Locations In The Road Environment
18. 40 Km/h Speed Limits in High Volume Pedestrian Areas
19. General Holmes Drive Tidal Flow (TMC-SOP-409903)
20. Geogrid Guide – June 1998
21. Guidelines for Banners on Bridges over Classified Roads
22. Guidelines for Construction Water Quality Monitoring
23. Guidelines for the Selection of Bus Priority Enforcement Camera Sites (TDT 2005/03)
24. Guide to Traffic and Transport Management for Special Events
25. How to prepare a Bike Plan
26. Management of Skid Resistance Data using SCRIM (TD 2004/RS05 – April 2004)
27. Managing Police/Traffic Commander Requests for Changes to Traffic Signals Settings (TMC-SOP-409408)
28. Managing Police Requests for Changes to Traffic Signals Settings TMC-SOP-409408
29. Murray River Crossing Strategy – March 2002
30. Noise Wall Design Guidelines (2006)
31. NSW Speed Zoning Guidelines
32. Pay Parking (Version 2.0)
33. Policy for activating the JOC for Major Incidents and State Emergencies (TMC-POL-409250)
34. Policy for Green Light Corridors (TMC-POL-409406)
35. Policy for managing repairs to faulty Traffic Signal Loop Detectors (TMC-SOP-409750)
36. Policy for Traffic Modelling (TMC-POL-409706)
37. Procedures for Use in the Preparation of a Traffic Management Plan (Version 2)
38. Quality Assurance Model Specifications (159 separate documents)
39. Roadside Environment Strategic Plan (1995) (\$50)
40. Road Tunnel Design Guidelines – Fire Safety Design
41. Route Assessments for 14.5 metre buses (TTT-044)
42. RTA Aboriginal Heritage Guidelines (2002) \$
43. RTA Code of Practice for Water Management (1999)
44. RTA Community Involvement Practice Notes and Resource Manual (1998)
45. RTA Environmental Impact Assessment Policy Guidelines Procedures Version 4, (2001)
46. Environmental Impact Assessment (EIA) under Part 3A Assessment Approach: EIA-PO3-GN01
47. EIA under Part 3A Major Project applications: EIA-PO3-GN02
48. EIA under Part 3A Environmental risk Analysis
49. EIA under Part 5 Pre-project Approval Checklist: EIA-PO5-GN01
50. EIA Under Part 5 Preparing a Review of Environmental Factors: EIA-PO5-GN03
51. EIA under Part 5 Pre-project Approval Checklist: EIA-PO5-CHK01
52. Environmental Incident Classification and Management Policy (April 2008)
53. Guidance for Environmental Incident Classification and Management (April 2008)
54. Environmental Incident Classification and Management Procedure (April 2008)
55. RTA Environmental Management System (2006)
56. RTA Environment Policy (2007)
57. Environmental Legislation Explanatory Note: State Environmental Planning Policy (Infrastructure)
58. Environmental Inspection Report and Guidance Notes (2008)
59. RTA Heritage Action Plan 2005-2010
60. RTA Pesticide Use Notification Plan, 2007
61. RTA Review of Environmental Factors: EIA-PO5-TP03
62. RTA Procedure for selecting treatment strategies to control road runoff, Version 1.1
63. RTA Roadscape Guidelines (1998) (\$50)
64. RTA Road Tunnel Guideline Part 2 1.12 – Concept Design
65. RTA Road Tunnel Guideline Part 1 1.12 – Development of a scope of works
66. RTA Road Tunnel Guideline Part 3 1.12 – Design development
67. RTA Statutory Planning Guidelines (1999) (\$50)
68. RTA Thematic History (2006) – 2nd Edition
69. RTA Waste Reduction and Purchasing Plan (1998)
70. RTA Water Policy
71. Safe-T-Cam Policy and Procedures
72. SCATS Loop Repair Process (TMC-SOP-409751)
73. Schedule of Roads Classified under the Roads Act (January 2004)
74. Southern Cross Drive Congestion Monitoring (TMC-SOP-409913)

75. Sydney Airport Air Alert (TMC-SOP-409912)
76. The Aboriginal Action Plan 2006-2010
77. TMC Management of Special Events (TMC-POL-409190)
78. Tourist Signposting (Version 2.1)
79. Traffic Modelling (TMC-SOP-409705)
80. Policy for turning off the priority component of PTIPS (TMC-POL-409140)

ROAD AND TRAFFIC DESIGN

1. Advertising on RTA Infrastructure (TMP 98/3 and TMP 99/2)
2. Approved retro-reflective sheeting materials for road signs (TDT 2007/02)
3. Bus Stop Blackspot Zones (TD 98/14)
4. Concrete Roundabout Pavements – Guide to Design and Construction (March 2004)
5. Delineation (Version 1.0)
 - Section 1 – Introduction
 - Section 2 – Delineation principles
 - Section 3 – Pavement markings
 - Section 4 – Longitudinal markings
 - Section 5 – Enhanced longitudinal markings
6. Design vehicle and turning path templates (TDT 2006/01)
7. Environmental Impact Assessment Guidelines (2001) – Version 4
8. Environmental Impact Assessment – RTA Role and Procedures (1995)
9. 40 Km/h Speed Limits in High Volume Pedestrian Areas
10. Great Western Highway, Blue Mountains, Urban Design Framework
11. Great Western Highway Management Plan
12. Guide for the Measurement and Interpretation of Skid Resistance using SCRIM (August 1995)
13. Guidelines for Traffic Facilities (Green Book) (\$50)

(Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils)
(A series of guidelines covering the design and construction of roads and neighbourhood areas)

 - * Part 1. Legislative and Administrative Framework
 - * Part 2. Public Participation in Local Issues
 - * Part 3.1 Preferential Parking Zones
 - * Part 3.3 Angle Parking on Public Streets
 - * Part 3.5 Disabled Parking
 - * Part 4.1 Children’s Crossings
 - * Part 4.3 Grade Separated Pedestrian Facilities
 - * Part 4.4 Marked Foot crossings
 - * Part 6. Speed Humps – Planning and Implementation
 - * Part 7.1 40 km/h Speed Limits on Public Streets
 - * Part 7.2 Local Area Traffic Management
 - * Part 7.3 Shared Traffic Zones
 - * Part 7.4 Control of Traffic within Developments
 - * Part 8. Road Closures
 - * Part 9. Light Traffic Thoroughfares
14. Guide to Quality Assurance Specifications (9 separate documents)
15. Guide to use Portable Traffic Light Signals
16. Guidelines for the signposting of accommodation facilities (TDT 2006/06a)
17. Guidelines for the implementation of on-street car share parking (TDT 2007/04)
18. Hexham Bridge Booking and Opening Protocols, Revision 5, (July 2006)
19. Hook Turn Only Sign at Signalised Intersections (TD 99/24)
20. Installation of Light Emitting Diode (LED) Traffic Signal Lanterns (TDT 2005/04)
21. Keep Clear Pavement Marking (TD 99/26)
22. Kerb Ramps (TDT 2002/08)
23. Kerbside Line marking of Parking Restrictions (TDT2001/09)
24. Management of RTA Plans and Drawings (PN 145)
25. Management Responsibility for Heritage Items in the Road Reserve (2005)
26. Maintenance Activities on RTA Bridges, Tunnels and Ferries. Activity Specific Review of Environmental Factors (July 2006)
27. Maintenance Activities on RTA Maintained Roads. Activity Specific Review of Environmental Factors (July 2006)
28. Marked Footcrossings at Signalised Intersection (TDT 2001/08a)
29. Minor Works Review of Environmental Factors. For Minor Works on Managed and Maintained RTA

- Roads (October 2006)
30. Motor Bike Parking (TD 2004/02)
 31. Motorcyclist Risk Area Identification Signs
 32. New sign for use in roadwork speed zones (TDT 2007/03)
 33. No Entry Signs for Road-Related Areas (TD99/28)
 34. No Hook Turn By Bicycles (TD 99/25)
 35. No Standing and No. Parking Signs (TD 99/21)
 36. Pacific Highway Urban Design Framework: Hexham to Tweed Heads
 37. Parking Control Signs – Adoption of Symbolic Period Parking Signs (TD 97/22)
 38. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23)
 39. Parking Signs – Standard Zone Symbol Parking Signs Part 2 (TD 99/27)
 40. Pedestrian Refugees (TDT 2002/10)
 41. Permit Parking (Version 2.1)
 42. Plan Approval Process
 43. Policy For Safety Screening Of Bridges
 44. Post Completion Review Policy
 45. Prequalified retroreflective raised pavement markers (TDT 2002/14)
 46. Regulatory Signs (Version 1.2)
 47. Replacement of Tar Spraying Signs (TDT 2002/14)
 48. Replacement of Traffic Controller Ahead Symbolic Signs (TDT 2002/13)
 49. Rest Area Best Practice Design Guide
 50. Restricted Parking Areas (Version 2.0)
 51. Road Design Guide
(Statement of the geometric drainage and associated design structure associated with main roads in NSW)
 52. Road Environment Safety: A Practitioner's Reference Guide To Safer Roads
 53. Roundabouts – Geometric Design Method (Version 1.0)
 54. Roundabouts – Pavement Marking (Version 1.0)
 55. Route Standards, South West Region, Version 1.0 November 2004
 56. Route Standards for Western Region State Road Network (January 2003)
 57. RTA Contaminated Land Management Guideline Version 1 (2005)
 58. RTA Environmental Noise Management Manual, 2001
 59. RTA Erosion and Sedimentation Risk Assessment Procedure Issue 4 (2006)
 60. RTA Model Drawings
 61. RTA Noise Wall Design Guideline (2007)
 62. Safety in Sydney's Major Road Tunnels
 63. Safety Zone Signs (TD 99/31)
 64. School Zones
 65. Scramble Crossing – Signs and Markings (TD 99/22)
 66. Shared Paths – User Advisory Signs (TDT 2001/07a)
 67. Shared Zone Signs (TD 2000/06)
 68. Signposting for Hospitals (TD 92/47 + TS90/3)
 69. Signposting of Regional Shopping Centre (TDT 2002/02)
 70. Signposting for temporary rural closures (TDT 2006/05)
 71. Signposting Of Rest Areas, Driver Reviver Sites and Other Rest Stops
 72. Signs and Markings for Transit Lanes (TD 99/5)
 73. Signs for Prohibitions, Designated Paths and Control of Downhill Speed (TD 99/33)
 74. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/12)
 75. Temporary roadwork speedzones (TDT 2006/04)
 76. Toll Charge Signs (TDT 2005/06)
 77. Towards Guidelines for Retail Centres along Traffic Routes
 78. Traffic Control at Work Sites (Version 3.0)
 79. Traffic Separation using Road Marking Materials (TD 2000/4)
 80. Traffic Signal Practice – Design (Version 1.0)
(Design of traffic signals from geometric layout)
 Section 5 – Geometry
 Section 6 – Pavement marking
 Section 0 – Posts
 Section 15 – Special situations
 Section 17 – Alignment signs and markers
 Appendix D – Location and dimensions of components

81. Traffic Signal Design (Version 1.0)
 - Section 1 – Investigation
 - Section 2 – Warrants
 - Section 3 – Design process
 - Section 4 – Plan requirements
 - Section 7 – Phasing and signal group display
 - Section 8 – Lanterns
 - Section 10 – Signs
 - Section 11 – Detectors
 - Section 12 – Controller
 - Section 13 – Provision for future facilities
 - Section 14 – Signalised mid-block marked footcrossings
 - Section 16 – References
 - Appendix A – Design plan checklist
 - Appendix B – Traffic signal symbols
 - Appendix C – Location and function of lanterns
 - Appendix E – Left turn on red
82. Transport Interchange Signposting (TDT 2005/07)
83. Truck Lanes (TD 2000/5)
84. Use of fluorescent material for road signs (TDT 2007/01)
85. Use of Freeway Signs (TD 2000/2)
86. Use of Keep Left Unless Overtaking Signs (TD 2000/3)
87. U-Turns at Signalised Intersections (TD 99/23)
88. Vehicle Path Computer Program (TD 92/24)
89. Zig Zag Advanced Pavement Markings at Marked Foot crossings (TD 92/43)
90. GIPSICAM – Provision of State Road image to councils
91. Use of Geocentric Datum of Australia (GDA)
92. Management of RTA plans and drawings
93. Project handover: Considering asset management implications during the project life cycle (RNIM-POL-101)
94. Infrastructure Maintenance forward program (IM-POL-102)
95. Subnetwork ranking of roads for infrastructure asset management (IM-POL-104)
96. Business rules for the development and management of the slope stability remediation program
97. Business rules for program budgeting
98. Business rules for program development
99. Business rules for project selection in the infrastructure maintenance program
100. Location and Placement of Variable Message Signs (VMS)(TDT 2005/02)

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS

1. Arrangements with Councils for Road Management
2. Local Government Road Safety Officer Funding Agreement
3. Local Government Road Safety Program Project Funding Guidelines 2007
4. Memorandum of Understanding: – Local Government Road Safety Program
5. Murray River Crossings Agreement between the RTA and VIC Roads
6. Regional Roads Block Grant Agreement
7. Agreement for Block Grant Assistance to Council for Regional Roads
8. 2002-2004 Local Government Road Safety Program Strategic Plan
9. Memorandum of understanding between Sydney Water Corporation and RTA, Parts A and B

FIELD OPERATIONS

1. Answering 132 710 Traffic Information Calls (TMC-SOP-409238)
2. Issuing an Approval for Emergency Roadworks (TMC-SOP-409185)
3. A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) (Version 1.0)
4. Applying for a Road Occupancy or Road Development Licence (TMC-SOP-409185)
5. Barton Highway Incident Response Plan Manual
6. Clearway Towing – Owner/Driver Enquiries (TMC-SOP-409162)
7. Clearway Towing – Vehicle Events (TMC-SOP-409160)
8. Communication Major Incident Information to Stakeholders (TMC-SOP 409295)
9. Delegation to Chairpersons of Regional Traffic Committees – Appeals to Regional Traffic Committees
10. Delegation to Councils – Regulation of Traffic

11. Deploying portable generators to designated blacked-out intersections (TMC-SOP 409420)
12. Displaying manual messages on Variable Message Signs (VMS) (TMC-SOP-409269)
13. Electronic lane changing on the Sydney Harbour Bridge (TMC-SOP-409030)
14. Filming and Videoing Policy (TMC-POL-409193)
15. Guide to Traffic Generating Developments (December 2002)
16. Hume Highway Incident Response Plan Manual
17. Interim Guidelines For The Placement Of Building Waste Containers
18. Issuing a Road Occupancy Licence (TMC-SOP-409186)
19. Issuing a SHB Road Occupancy Licence (TMC-SOP 409187)
20. Issuing a Speed Zone Authorisation (TMC-POL-409184)
21. Management of Illuminated Street Name and Advertising Sign Proposals (Version 1) (TMP 99/3)
22. Murray River Crossings, Incident Response Sub Plan of the Murray District, DISPLAN
23. Placing Special Events and Road Occupancy Advertisements (TMC-SOP-409251)
24. Policy for communication for the traffic management of incidents (TMC-POL-409240)
25. Policy for development of Transport Business Continuity Plans (TMC-POL-409312)
26. Policy for removing vehicles from roads and road related areas (TMC-POL-409165)
27. Removal, relocation and disposal of vehicles that are abandoned, unattended, broken down or seized by the police RNIM –POL-810
28. Policy For Road Safety Audits Of Construction and Reconstruction Projects
29. Policy for using RTA traffic management CCTV cameras (TMC-POL-409008)
30. Policy for using variable speed limit signs (TMC-POL-409280)
31. Policy on answering calls in the Transport Operations Room (TMC-POL-409176)
32. RailCorp/CityRail Shutdowns (TMC-SOP 409158)
33. Recording Information on 132 701 IVR (TMC-SOP 409249)
34. Red Light Camera Incidents (TMC-SOP-409407)
35. Reporting Potholes (TMC-SOP-409172)
36. Reporting Traffic Sign Faults (Traffic Signs) (TMC-SOP-409173)
37. Reporting Traffic Signal Faults (Traffic Signals)(TMC-SOP-409174)
38. Removal of live and dead animals from State roads (TMC-POL-409800)
39. RTA Fixed Digital Speed Cameras (TMC-SOP-490409)
40. RTA Stockpile Site Management Procedures, 2001
41. SCATS and Sydney Light rail operations (TMC-WKI-409755)
42. SHB Approaches Phone Checks (TMC-SOP-409032)
43. The Asset Life Cycle Management System
44. Traffic Commanders Role in Traffic Management of Planned Incidents (TMC-POL-409197)
45. Traffic Commanders Role in Traffic Management of Unplanned Incidents (TMC-POL-409196)
46. Traffic Emergency Patrol roles in the traffic management of unplanned incidents(TMC-POL-409810)
47. Traffic Facilities Inventory – RTA Policy (TDT 2003/04)
48. Traffic Management Incidents Plans
49. Traffic Management of Unplanned Incidents (TMC-POL-409900)
50. Use of Class 1 Retro reflective Sheeting on Roadworks Signs (TDT 2004/01a)
51. Use of Variable Message Signs (VMS) (TDT 2002/11)
52. Upgrading the Pacific Highway Access to private property for investigation of road project
53. Upgrading the Pacific Highway Environmental Assessment. Part 3A. RTA/Pub.05.215
54. Upgrading the Pacific Highway How is noise addressed. RTA/Pub.05.213.
55. Upgrading the Pacific Highway Meeting environmental needs. RTA/Pub.05.214
56. Upgrading the Pacific Highway Property acquisition. RTA/Pub.05.212
57. Variable Message Signs (VMS) Standby Messages (TMC-POL-409266)
58. Works Authorisation Deed
59. Policy and Procedure for Contra-Flow Traffic management – F3 Freeway (TMC-POL-409285)
60. NSW Rural Fire Service request for assistance during bushfires (TMC-SOP-409330)
61. Traffic Commander operations (TMC-SOP-409211)

ROAD SAFETY

1. Accident Reduction Guide
2. Action for Bikes – Bikeplan 2010
3. A Guide For The Measurement and Interpretation Of Skid Resistance Using SCRIM
4. A guide to the correct installation and use of seat belts and child restraints
5. A Practical Guide to Addressing Road Safety Issues Around Schools
6. Children’s Crossings: A Guide to Promoting Correct Use (TDT 2002/07)

7. Children's Crossings – RTA Policy (TMP 01/1)
8. Compliance and enforcement – chain of responsibility
9. Compliance and enforcement – consignor/receiver
10. Compliance and enforcement – container weight declarations
11. Compliance and enforcement – container weight declarations – drivers
12. Compliance and enforcement – drivers
13. Compliance and enforcement – general information
14. Compliance and enforcement – heavy vehicle dimensions
15. Compliance and enforcement – heavy vehicle mass
16. Compliance and enforcement – loader/packer
17. Compliance and enforcement – NSW
18. Compliance and enforcement – operator/manager/scheduler
19. Concessional Mass Limits
20. Drink Drive: Problem Definition and Countermeasure Summary
21. Driver Fatigue: Problems Definition and Countermeasure Summary
22. Easy Audit – A Computer System For Road Safety Audits
23. Fatal Roadside Object Study
24. Fixed Digital Speed Cameras: Manual for Site Selection and Preparation
25. Guidelines for Driving Emergency Vehicles (TMC-POL-409210)
26. Guidelines for Implementing the 50km/h Urban Speed Limit
27. Higher Mass Limits in NSW – Information for Local Governments
28. How to Prepare a Pedestrian Access and Mobility Plan. An Easy Three Stage Guide
29. Management Of Skid Resistance Data Using SCRIM
30. Mobile crane towing a trailer
31. Motorcycle Safety: Issues and Countermeasures
32. NSW Bicycle Guidelines (Version 1.2)
33. NSW Guidelines for Bicycle Road Races
34. NSW Speed Zoning Guidelines
35. Pacific Highway Safety Review
36. Pedestrian Safety: Problem Definition and Countermeasure Summary
37. Planning Guidelines for Walking and Cycling (TDT 2005/01)
38. Princes Highway Safety Review
39. Procedure To Target Runoff Road To The Left On A Right Hand Curve Crashes On Undivided High Speed Rural Roads
40. Principle of Effective Community-Based Safe Driving Programs for Novice Drivers and Passengers
41. Road Safety Benefit-Cost Analysis: Materials For Program Submissions
42. Road Safety 2010 – a framework for saving 2000 lives by the year 2010 in New South Wales
43. Roadside Services in Remote Areas (TMP 99/7)
44. Road User Behaviour Study – Community Attitude Survey Report
45. Road User Behaviour Study – Crash Data Analysis Report
46. Road User Behaviour Study – Public Education and Mass Media Report
47. Road User Behaviour Study – Road Safety Enforcement and Deterrence Strategies Report
48. Road Trains
49. Road User Behaviour Study – Summary Report
50. RTA Bicycle Policy for Grates (TMP00/1)
51. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
52. Rural Road Crash Rates By Road Stereotypes
53. Safe Driving Policy (RTA)
54. Safety Barrier Terminal – MELT
55. Safety Restraint Fitting Manual
56. School Crossing Supervisors – Administration
57. School Crossing Supervisors – Training
58. School Zones
59. Sharing The Main Street: A Practitioner's Guide
60. Single Steer axle mass limit increase to 6.5 tonnes.
61. Significant Roadside Environment Area Signs (TMP 99/6)
62. Signposting of Educational Institutions (TDT 2002/03)
63. Snow and Ice Conditions Reporting (TMC-SOP-409241)
64. Speed Issues and Countermeasure Summary
65. Speed Problem Definition and Countermeasure Summary
66. The Use Of Crashcam For Crash Analysis and Investigation

67. Tidal Flow Inspections (TMC-SOP-409154)
68. Travelling on the Pacific Highway- Take a Break RTA/Pub.00.023
69. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
70. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)
71. Variable Message Signs (VMS) and Variable Speed Limit Signs (VSLS) Wet Weather Plan (TMC-SOP-409275)
72. Wire Rope Safety Barrier Crash Test
73. Policy for Variable Message Signs (VMS) at new fixed speed camera sites
74. Uncovering advisory signage at new fixed speed camera sites
75. Warning Letter period for all new fixed speed cameras

AUSTROADS PUBLICATIONS

1. Guide to Parking in NSW
2. Guide to Rehabilitation of Road Pavements, 2004
3. Guide to Structural Design of Road Pavements, Revised 2004
4. Producing and Using Transport Access Guides
5. Supplement to Austroads Pavement Rehabilitation Guide (2002)
6. Supplement to Austroads Pavement Design Guide 2004 Form 76
7. Traffic Engineering Practice [NAS-54]
 - Pt. 1: Traffic Flow [AP-11.1/88] (\$)
 - Pt. 2: Roadway Capacity [AP-11.2/88] (\$)
 - Pt. 3: Traffic Studies [AP-G11.4/04] (\$)
 - Pt. 4: Treatment of Crash Locations [AP-G11.4/04] (\$)
 - Pt. 5: Intersections at Grade [AP-11.5/88] (\$)
 - Pt. 6: Roundabouts [AP-11.6/93] (\$)
 - Pt. 7: Traffic Signals [AP-11.7/03] (\$)
 - Pt. 8: Traffic Control Devices [AP-11.8/88] (\$)
 - Pt. 9: Arterial Road Traffic Management [AP-11.9/88] (\$)
 - Pt. 10: Local Area Traffic Management [AP-11.10/88] (\$)
 - Pt. 11: Parking [AP-11.11/88] (\$)
 - Pt. 12: Roadway Lighting [AP-11.12/04] (\$)
 - Pt. 13: Pedestrians [AP-11.13/95] (\$)
 - Pt. 14: Bicycles [AP-11.14/99] (\$)
 - Pt. 15: Motorcycle Safety [AP-11.15/99] (\$)

FREEDOM OF INFORMATION

1. Procedures for Dealing with Freedom of Information and Privacy Applications and
(*Brochure for RTA staff and customers explaining how to handle FOI and Privacy Reviews requests and reviews*)
2. Decision making delegations under the Freedom of Information and Privacy Acts
3. Contract Reporting Requirements under NSW Freedom of Information Act
4. Protection of Personal Information

SECTION 2 – STATEMENT OF AFFAIRS

The Statement of Affairs is available, without charge, from the RTA's website at www.rta.nsw.gov.au.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for RTA records, information or documents under the FOI or Privacy Act should be applied for by:

1. Completing a RTA Request for Access form. This form is available at all RTA offices and on the RTA website at www.rta.nsw.gov.au/aboutus/downloads/foi_form_dl1.html or you may apply in writing supplying all the details required under the Section 17 of the FOI Act, Section 14 of the Privacy Act or Section 26 of the Health Privacy Act.
2. Present the form or letter, the appropriate fee and, where necessary, identification, to any RTA office or post it to the address on the form. Details of procedures, fees, and reductions in certain cases, can be obtained from the FOI and Privacy brochures, including the 'Procedures for Dealing with freedom of information and privacy applications and reviews' brochure, available at RTA offices or on the RTA website.

There are currently six RTA Regional FOI/Privacy Liaison Officers in NSW to handle FOI applications or enquires. They are located at:

Sydney Region
PO Box 973,
Parramatta NSW 2150
27 Argyle Street
Parramatta NSW 2150
DX 28555 Parramatta
Telephone: (02) 8849 2325
Facsimile: (02) 8849 2760
Monday to Friday, 8.30 am-4.30 pm

Western Region
PO Box 334,
Parkes NSW 2870
51-55 Currajong Street,
Parkes NSW 2870
DX 20256 Parkes
Telephone: (02) 6861 1444
Facsimile: (02) 6861 1414
Monday to Friday, 8.30 am-4.30 pm

South West Region
PO Box 484,
Wagga Wagga NSW 2650
1 Simmons Street,
Wagga Wagga NSW 2650
DX 5407 Wagga Wagga
Telephone: (02) 6938 1105
Facsimile: (02) 6938 1183
Monday to Friday, 8.30 am-4.30 pm

Southern Region
PO Box 477,
Wollongong East NSW 2520
Level 4, 90 Crown Street
Wollongong NSW 2500
DX 5178 Wollongong
Telephone: (02) 4221 2415
Facsimile: (02) 4227 3705
Monday to Friday, 8.30 am-4.30 pm

Northern Region
PO Box 576,
Grafton NSW 2460
31 Victoria Street,
Grafton NSW 2460
DX 7610 Grafton
Telephone: (02) 6640 1327
Facsimile: (02) 6640 1301
Monday to Friday, 8.30 am-4.30 pm

Hunter Region
Locked Bag 30,
Newcastle NSW 2300
59 Darby Street,
Newcastle NSW 2300
DX 7813 Newcastle
Telephone: (02) 4924 0203
Facsimile: (02) 4929 7107
Monday to Friday, 8.30 am-4.30 pm

Your local office can advise you which RTA FOI and Privacy Liaison Officer covers a given area or contact one of the following:

The Manager,
Records Access Unit,
PO Box K198, Haymarket NSW 1240
Ground Floor, 260 Elizabeth Street, Surry Hills NSW 2010
DX 13 Sydney
Telephone: (02) 9218 6632
Facsimile: (02) 9218 6085
Monday to Friday, 8.30 am-4.30 pm

Team Leader,
Freedom of Information and Privacy Access
PO Box K198, Haymarket NSW 1240
260 Elizabeth Street, Surry Hills NSW 2010
DX 13 Sydney
Telephone: (02) 9218 6053
Facsimile: (02) 9218 6085
Email: foi@rta.nsw.gov.au
Monday to Friday, 8.30 am-4.30 pm

Team Leader,
Privacy and Contract Reporting
PO Box K198, Haymarket NSW 1240
260 Elizabeth Street, Surry Hills 2010
DX 13 Sydney
Telephone: (02) 9218 3667
Facsimile: (02) 9218 6085
Email: privacy@rta.nsw.gov.au
Monday to Friday, 8.30 am-4.30 pm

Note: Copies of the RTA's Statement of Affairs and any requested policy documents listed above have been forwarded to the:

State Library of NSW
Library of the Parliament of NSW
National Library of Australia
Fisher Library, University of Sydney and
Ward Library, University of Western Sydney

Les Wielinga,
Chief Executive

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

SECTION 1 – POLICY DOCUMENTS

SAS Trustee Corporation (STC) is the trustee of the New South Wales public sector closed defined benefit superannuation schemes.

Policy documents in respect of STC that are available for inspection are:

- State Superannuation Scheme policy register
- State Authorities Superannuation Scheme policy register
- State Authorities Non-contributory Superannuation Scheme policy register
- Police Superannuation Scheme policy register
- STC Board Code of Conduct
- STC Executive Code of Conduct
- STC Privacy Statement
- Ethnic Affairs Priority Statement
- Disability Action Plan
- Equal Employment Opportunity Management Plan

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for STC was published in June 2007 in STC's Annual Report. The Statement is also available on the website at www.statesuper.nsw.gov.au. A copy of the Statement of Affairs can also be obtained (free of charge) by contacting the Freedom of Information Co-ordinator.

SECTION 3 – FREEDOM OF INFORMATION CONTACT POINT

Requests under the Freedom of Information Act 1989 for inspection of policy documents held by STC and requests by members to access their member records should be made to:

The Freedom of Information Co-ordinator
SAS Trustee Corporation
PO Box 1229
Wollongong NSW 2500
Telephone: (02) 4253 1478
Facsimile: (02) 4253 1467

Applications and inquiries can be made between 10.00 am and 4.00 pm Monday to Friday.

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

SECTION 1 – POLICY DOCUMENTS

- State Property Authority Privacy Statement

SECTION 2 – STATEMENT OF AFFAIRS

The Freedom of Information Act 1989 requires agencies to publish an annual Statement of Affairs.

The State Property Authority's operations officially commenced in September 2006. The Authority's first Statement of Affairs was published in its Annual Report for 2006-2007.

The Authority's Annual Report 2006-2007 is available for inspection at the following venues:

- The Authority's offices in Bligh Street, Sydney NSW
- The State Library of NSW, Macquarie Street, Sydney NSW
- Parliamentary Library of NSW, Parliament House, Sydney NSW
- University of Western Sydney, Penrith NSW
- University of Sydney NSW
- National Library of Australia, Canberra ACT
- State Records, 143 O'Connell Street, Kingswood NSW.

The annual Report is also available for inspection on the Authorities website at www.spa.nsw.gov.au

The Authority's Statement of Affairs describes the structure and functions of the State Property Authority, which was established under the State Property Authority Act 2006, as a statutory body with functions relating to the acquisition, management and disposal of property vested in the Crown and Government agencies, and to provide for the transfer of certain property to the Authority.

SECTION 3 – CONTACT ARRANGEMENTS

Any enquiries concerning access to documents held by the State Property Authority and subject to the Freedom of Information Act should be directed to the Freedom of Information Co-ordinator at the address below:

State Property Authority
Level 9
Bligh House
4-6 Bligh Street
Sydney NSW 2000
Telephone: 9338 7014
Facsimile: 9338 7111

Telephone enquiries are welcome between the hours of 9:00am and 5:00pm, Monday to Friday.

If a member of the public has questions or concerns about particular projects, activities or functions being undertaken by the Authority, they may write to the Chief Executive Officer, at Level 9, Bligh House, 4-6 Bligh Street, Sydney NSW 2000.

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

SECTION 1 – POLICY DOCUMENTS

The following policy documents are available:

1. Acceptable Use of Emails
2. Additional Responsibility Policy
3. Advertising Policy
4. Call-outs in Exceptional Circumstances
5. Code of Conduct
6. Complaints Handling and Resolution Policy
7. Corporate Credit Card Policy
8. Drug and Alcohol Policy
9. Electronic Signature Policy
10. Employee Planning and Review Policy
11. Energy Management Policy
12. Equal Employment Opportunity (EEO)
13. Fraud and Corruption Prevention Policy
14. Housing Policy – House Design Template
15. Housing Policy – Report Housing Policy
16. Housing Policy – Standards and Specifications
17. Induction Policy
18. Internal Protected Disclosure Policy
19. Interview Expenses Policy
20. Land Management Policy
21. Leave Management Policy
22. Media Policy
23. Motor Vehicle Policy
24. Motor Vehicle Safe Driving Policy
25. Motor Vehicle Selection Policy
26. No Smoking Policy
27. OH&S Policy
28. Personal Protective Equipment Policy
29. Petty Cash Policy
30. Probation Policy
31. Privacy Policy
32. Purchasing Policy
33. Records Management Policy
34. Recruitment and Selection Policy
35. Regulatory Compliance Policy
36. Risk Management Policy
37. Satellite Telephones Protocols
38. State Water Operating Protocols
39. Sundry Debtor Management Policy
40. Telephone Policy
41. Tender Board Policy
42. Travel Authorisation and Bookings Policy
43. Water Reduction and Purchasing
44. Water Debtor Management Plan Policy (WRAPP)
45. Working from Home Policy

INSPECTING AND PURCHASING OF POLICY DOCUMENTS

State Water's policy documents, Summary of Affairs and Statement of Affairs may be inspected at and/or purchased at Suites 13-14, Riverview Business Park, 36 Darling Street, Dubbo or Level 8, 2-10 Wentworth Street, Parramatta. Office Hours are 8.30am to 4.30pm.

SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs for State Water Corporation was published in October 2007. A copy of the most recent Statement of Affairs for State Water Corporation may be obtained by contacting the Risk Management Coordinator (details below).

SECTION 3 – CONTACT ARRANGEMENTS

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

Risk Management Coordinator
Strategic Policy and Compliance
State Water Corporation
Level 8, 2-10 Wentworth Street
Parramatta NSW 2150
Telephone: (02) 9354 1043
Facsimile: (02) 9354 1106

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SUPERANNUATION ADMINISTRATION CORPORATION****(trading as Pillar Administration)****SECTION 1 – POLICY DOCUMENTS**

The superannuation Administration Corporation was created as a statutory State owned corporation with effect from 26 July 1999 by the Superannuation Administration Authority Corporatisation Act 1999 (NSW) and now uses the trading name of Pillar Administration. The Freedom of Information Act 1989 (NSW) includes State owned corporations in its definition of an agency.

So far as material under the Freedom of Information Act 1989 (NSW), Pillar Administration (Pillar) provides superannuation administration services to the following trustees of public sector superannuation schemes; SAS Trustee Corporation (STC) and the Trustees of the Parliamentary Contributory Superannuation Fund (PCSF).

Pillar holds the following policy documents, some on behalf of STC, which are available free of charge. Where the documents relate to a superannuation scheme, the governing legislation is also identified.

1. All STC Schemes Policy Register, 31 October 2006.
This contains twelve (12) policies covering various matters affecting STC Schemes.
2. State Authorities Superannuation Scheme (SASS) Policy Register, 31 October 2006.
This contains policies made by STC under the State Authorities Superannuation Act 1987 (NSW).
3. State Superannuation Scheme (SSS) Policy Register, 31 October 2006.
This contains policies made by STC under the Superannuation Act 1916 (NSW).
4. Police Superannuation Scheme (PSS) Policy Register, 31 October 2006.
This contains policies made by STC under the Police Regulation (Superannuation) Act 1906 (NSW).
5. State Authorities Non-contributory Superannuation Scheme (SANCS – Basic Benefit) Policy Register, 31 October 2006.
This contains policies made by STC under the State Authorities Non-contributory Superannuation Act 1987 (NSW).
6. Pillar’s Equal Employment Opportunity Policy Statement.
This document sets out how Pillar aims, in carrying out its functions, to reflect the spirit and intent of anti-discrimination and equal employment opportunity legislation.
7. Pillar’s Privacy Policy.
This document sets out Pillar’s commitment to best practice privacy standards and how it aims to comply with the requirements of the Privacy Act 1988 (Cth).
8. Pillar’s Delegations of Authority.
This document sets out how Pillar’s Board delegates the authority for certain matters to the CEO, other executives and staff.
9. Pillar’s Fraud and Corruption Prevention Policy.
This document sets out Pillar’s commitment to ensuring they remain an ethical, law abiding workplace with high professional standards that protect the extensive data, funds and other resources entrusted to Pillar’s care.

Note: No. policy document relating to FSS Trustee Corporation (FTC) is listed above. FTC was incorporated as a proprietary company limited by shares and registered under the Corporations Act 2001 (Cth) on 1 May 2006 and from that date is no longer an “agency” to which the Freedom of Information Act 1989 (NSW) applies. Further, the First State Superannuation Scheme is, from 1 May 2006, a scheme regulated under the Superannuation Industry (Supervision) Act 1993 (Cth) and it has ceased to be a State public sector superannuation scheme.

SECTION 2 – STATEMENT OF AFFAIRS

Pillar Administration is required under Section 14 of the Freedom of Information Act 1989 to annually publish a Freedom of Information “Statement of Affairs”.

Pillar’s Statement of Affairs is included in the Annual Report of Superannuation Administration Corporation trading as Pillar Administration. The most recent Statement of Affairs is in the 1006/07 Annual Report. This Annual Report can be accessed through Pillar’s internet site www.pillar.com.au. Copies of the 2006/07 Annual Report (and of certain other previous Annual Reports) are also available free of charge by contacting:

Pillar Administration
PO Box 1229
Wollongong NSW 2500

SECTION 3 – PROCEDURES AND CONTACT POINT

Arrangements may be made to obtain copies of the documents listed or to inspect them between the hours of 10:00am and 4:00pm by contacting the Freedom of Information Coordinator at Old Springhill Road, Coniston NSW 2521 or by writing to:

The Freedom of Information Coordinator
Pillar Administration
PO Box 1229
Wollongong NSW 2500

Enquiries may be directed to the Freedom of Information Coordinator by:

Telephone: (02) 4298 6478
Facsimile: (02) 4298 6467

Peter Beck,
Chief Executive Officer
Pillar Administration

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

- Annual Report
- Customer Service Charter
- Occupational Health and Safety Policy
- Environmental Management Policy
- Quality Policy

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Ferries' most recent Statement of Affairs was published in the 2006-07 Annual Report, which can be accessed at www.sydneyferries.info. This document describes the structure and functions of the Corporation, the participation of the public in policy formulation, the documents held by Sydney Ferries and document access and amendment procedures.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting Sydney Ferries' policy documents and Statement of Affairs should be made to the Corporate Counsel, Company Secretary and FOI Officer. These documents may be inspected between the hours of 9am and 5pm at Level 9, 37 Pitt Street, Sydney, by prior arrangement.

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

The following documents are available free of charge:

- Action Plan for People with Disabilities
- Total Asset Management Strategy
- Code of Conduct for Board Members
- Code of Conduct for Sydney Harbour Foreshore Authority Staff
- Commercial Outdoor Seating Policy in Darling Harbour
- Commercial Outdoor Seating Policy in The Rocks and Circular Quay
- Commercial Signage Policy in Darling Harbour
- Cooks Cove Development Corporation Annual Report 2006/07
- Customer Request Management Service
- Darling Harbour Busking Policy
- Foreshore Promenade Policy
- Fraud and Corruption Prevention Strategy
- Lease Expiry Policy (abridged version)
- Leasing Strategy Statement, The Rocks
- Liquor Licensing Policy
- Luna Park Reserve Trust Annual Report 2006/07
- Outdoor Events Policy
- Privacy Management Plan
- Public Advertising and Notification of Development Applications Policy
- Public Art Policy
- Records Management Policy and Program
- Risk Management Policy
- Statement of Business Ethics
- Sydney Harbour Foreshore Authority Corporate Plan 2008-2010
- Sydney Harbour Foreshore Authority Environmental Management Plan 2003-2006
- Sydney Harbour Foreshore Authority Annual Report 2006/07
- Telecommunications Policy
- The Rocks Signage Policy (Vol. 1 – Strategy)
- The Rocks Signage Policy (Vol. 2 – Commercial Signage)
- The Rocks Signage Policy (Vol. 3 – Wayfinding Signage)
- The Rocks Heritage Management Plan
- The Rocks Lighting Policy
- Tree Policy
- Waste Reduction and Purchasing Policy.
- Sustainable Development Fitout Guide
- Sustainability Outcome Strategy

Please visit the Sydney Harbour Foreshore Authority website at: www.shfa.nsw.gov.au.

SECTION 2 – STATEMENT OF AFFAIRS

A copy of the Authority's most recent Statement of Affairs may be obtained by visiting www.shfa.nsw.gov.au or by contacting the Freedom of Information Coordinator (02) 9240 8852.

SECTION 3 – CONTACT ARRANGEMENTS

Requests for access to Sydney Harbour Foreshore Authority documents under the Freedom of Information Act should be addressed to:

The Freedom of Information Coordinator
Sydney Harbour Foreshore Authority
Level 6
66 Harrington Street
The Rocks NSW 2000
Telephone: (02) 9240 8852

Applications and enquiries can be made between 8.30am – 5.00pm Mondays to Fridays.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****SYDNEY OPERA HOUSE TRUST****FOI Agency No. 387****SECTION 1 – POLICY DOCUMENTS**

Policy documents held by the Sydney Opera House Trust include:

- Artistic vision
- Artworks management policy
- Assistance to community and charitable organisations and events
- Charitable collections policy
- Commitment to our customers
- Credit control and debtor management
- Customer feedback
- Giving corporate donations
- Illumination of the sails
- Movement of Vehicles on Site
- OH&S Risk Management
- On-site recording
- People with disabilities and older people
- Privacy policy
- Receiving gifts and benefits
- Smoking Ban – Covered Vehicle Concourse
- Sponsorship policy

These policies are available in the About Us: Corporate Information section of the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 2 – STATEMENT OF AFFAIRS

Sydney Opera House is operated and maintained for the Government of New South Wales by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961. It has 10 members appointed by the Governor on the nomination of the Minister for the Arts.

The Trust is charged with:

- the administration, care, control, management and maintenance of the building and site
- the management and administration of the Sydney Opera House as an arts centre and meeting place
- the promotion of artistic taste and achievement in any branch of the musical, operatic, dramatic, terpsichorean, visual or auditory arts
- scientific research into and the encouragement of new and improved forms of entertainment and methods of presentations.

The executive and staff of the Sydney Opera House assist the Trust in meeting these objectives.

A copy of the Trust's most recent Statement of Affairs may be obtained by contacting the Coordinator, Corporate Information whose details are shown below. The Statement of Affairs is also included in the latest Sydney Opera House Annual Report which is available in the About Us: Corporate Section on the Sydney Opera House website at www.sydneyoperahouse.com

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries about inspecting and purchasing the Sydney Opera House's policy documents and Statement of Affairs should be made to:

Coordinator, Corporate Information
Business Services Department
Sydney Opera House
GPO Box 4274
Sydney NSW 2001
Telephone: (02) 9250 7424
Fax: (02) 9250 7666
Email: foi@soh.nsw.gov.au

Arrangements can be made to inspect or purchase documents at the Sydney Opera House between 10am and 4pm Monday to Friday by contacting the Coordinator, Corporate Information.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF NEWCASTLE****FOI Agency No. 95****SECTION 1 – POLICY DOCUMENTS****Policy Library**

The University's Policy Library is on line at <http://search.newcastle.edu.au/policy/>

The following is a list of the policies and related documents included in the University's Policy Library under each of the policy categories. Those categories reflect the University's key functions. Some documents appear in several categories to ensure ease of access for readers.

The listing of these documents reflects the hierarchical structure of the policy library which includes: rules, policies, procedures and guidelines, and some miscellaneous documents categorised as Other. External documents which impact on the University's policy and practice are also listed.

GOVERNANCE**Act and By-Law**

- University of Newcastle Act 1989 – Other 000369
- University of Newcastle By-law – Other 000367

Audit and Risk Management

- Audit and Risk Committee Constitution – Other 000759
- Critical Incident Management Guidelines – 000080
- Critical Incident Management – Policy 000828
- Critical Incident Management – Procedure 000829
- Compliance – Policy 000838
- Fraud and Corruption Prevention – Policy 000472
- Information Security Classification – Policy 000814
- Information Security Roles and Responsibilities – Policy 000815
- Network Security – Policy 000816
- Paid Outside Work – Policy 000835
- Risk Management – Policy 000601
- Risk Management Implementation Plan – Other 000571

Rules

- Academic Dress – Rule 000399
- Boards of Studies Rules – 000050
- Constitution of the Academic Senate – Rule 000402
- Establishment of Faculties and Other Bodies (Excluding Schools) -Rule 000109
- Doctoral Degree by Research Rules – 000093
- Making of Rules by the Vice-Chancellor – Rule 000188
- Officers of the University – Rule 000243
- Role of Chancellor and Deputy Chancellor – 000298
- Rules Governing Faculties – 000305
- Rule Listing Degrees and Diplomas – 000635
- Rules Governing Graduation – 000593
- Rules Governing Professional Doctorates – 000580
- Rules Governing Master Degrees by Research – 000579
- Rules Governing Research Higher Degrees – 000830
- Rules Governing Admission and Enrolment – 000390
- Traffic and Parking – Rule 000362
- Rules Governing Undergraduate Academic Awards – 000311
- Rules Governing University Undergraduate Scholarships – 000312
- Rules Governing the Operation of the Executive Committee of Convocation – 000310

- Rules Governing Schools – 000309
- Rules Governing Postgraduate Research Scholarships – 000307
- Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers – 000302
- Rules Governing Postgraduate Coursework Awards – 000306
- Rules Governing the Administration of Assessment Items – 000113
- Student Discipline Rules – 000341
- Student Indebtedness – 000344
- The Gladys M Brawn Memorial Gift Committee – Rule 000136

Strategic Planning

- Critical Issues Media Management Plan – Other 000599
- Delegation of Authority – Policy 000083

University Bodies

- Audit and Risk Committee Constitution – Other 000759
- Boards of Studies Rules – Rule 000050
- Boards of Studies in Speech Pathology – Schedule 000761
- Constitution of the Academic Senate – Rule 000402
- Council Election Rules – Policy 000778
- Council Meeting Protocols – Policy 000077
- Establishment of Faculties and Other Bodies (Excluding Schools) – Rule 000109
- Gender Inclusive Membership of University Committees – Policy 000780
- Meetings Protocols – Policy 000229
- Rules Governing Faculties – Rule 000305
- Rules Governing Schools – Rule 000309
- Rules Governing the Operation of the Executive Committee of Convocation – Rule 000310
- The Gladys M Brawn Memorial Gift Committee – Rule 000136

University Officers

- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Officers of the University – Rule 000243
- Making of Rules by the Vice-Chancellor – Rule 000188
- Role of Chancellor and Deputy Chancellor – Rule 000298
- Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers – 000302
- Selection of Chancellor – Policy 000598

ETHICS, EQUITY and SOCIAL JUSTICE

Academic Integrity

- Code of Ethical Academic Conduct – Policy 000607
- Student Academic Dishonesty – Procedure 000609
- Student Academic Integrity – Policy 000608

Conduct

- Alcohol and Other Drugs – Policy 000410
- Alcohol and Other Drugs – Guidelines and Regulations for Policy Implementation – Guideline 000141
- Code of Conduct – Staff – Policy 000059
- Code of Conduct for University Chaplains – Policy 000600
- Code of Conduct for Residents Policy 000060
- Code of Ethical Academic Conduct – Policy 000607
- Code of Practice for Research Higher Degree Candidature – Policy 000061
- Fraud and Corruption Prevention – Policy 000472
- Internal Reporting – Staff – Policy 000618
- Prejudicial Relationships – Policy 000255
- Racism – Policy 000278
- Receipt of Gifts by Members of the University – Policy 000281
- Research Code of Practice for Students Enrolled in Honours Degrees – Guideline 000653
- Residential Licence Conditions – Policy 000296
- Student Discipline Rules – 000341

Complaints Resolution

- Complaint Resolution – Policy 000745

- FOI : Your Rights To Review and Appeal under the FOI Act 1989 – Other 000575
- Internal Reporting Staff – Policy 000618
- Radio Station 2NURFM Complaints Handling – Procedure 000825

Conflict of Interest

- Avoiding Conflicts of Interest – Policy 000420
- Conflict of Interest – Policy 000562
- Conflicts of Interest in Assessment – Policy 000651
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Prejudicial Relationships – Policy 000255

Equity and Diversity

- Diversity and Inclusiveness – Policy 000751
- B Medicine Joint Medical Program – Aboriginal and Torres Strait Island Selection – Procedure 000843
- Gender Inclusive Membership of University Committees – Policy 000780
- Inclusive Language – Policy 000156
- Inclusive Teaching and Learning – Guideline 000750
- Protocols for Respecting and Acknowledging Country – Policy 000808
- Protocols for Respecting and Acknowledging Country – Procedure 000809
- Work, Study and Family Responsibilities – Policy 000387
- Racism – Policy 000278
- Students with a Disability – Policy 000344
- Students with a Disability – Provision of Supporting Documentation – Policy 000839

TEACHING and LEARNING

Assessment

- A Guide to the Assessment Policies and Procedures of the University of Newcastle – Guideline 000779
- Appeal Against Final Result – Procedure 000261
- Award of Bachelor of Medicine Degree with Distinction – Guidelines 000845
- Code of Ethical Academic Conduct – Policy 000607
- Conflicts of Interest in Assessment – Policy 000651
- Course Outlines – Policy 000587
- Core Skills for Graduates – Policy 000515
- Essential Criteria in Course Assessment – Policy 000648
- Group, Self, and Peer Assessment – Policy 000650
- Prejudicial Relationships – Policy 000255
- Re-marks and Moderations – Procedure 000769
- Review of Progress – Procedure 000647
- Rules Governing Schools – 000309
- Rules Governing the Administration of Assessment Items – 000113
- School Assessment Responsibilities – Guideline 000771
- Special Circumstances Affecting Assessment Items – Procedure 000641
- Student Academic Dishonesty – Procedure 000609
- Student Academic Integrity – Policy 000608
- Students with a Disability – Provision of Support Documentation – Policy 000839
- University Medals – Procedure 000613
- Workload, Assessment and Marking and Grading – Policy 000649

Courses

- Course Outlines – Policy 000587
- Course Coordinator Role – Guideline 000626
- Online and Distance Education – Policy 000629
- Postgraduate Coursework Principles – Policy 000844
- Student Placement – Policy 000768
- Variation to Academic Subject Codes on Nustar – Guidelines for Approval – 000145

Programs

- Academic Dress – Rule 000399
- Boards of Studies Rules – 000050
- Doctoral Degree by Research Rules – 000093

- Embedded Honours Models Structures – Policy 000743
- Fourth Year Honours Programs – AVCC – Guideline 000128
- International Students Requesting Transfer to Another Institution – Procedure 000842
- Planning and Approval of New Programs – Policy 000549
- Policy and Procedure for Undertaking Program Reviews – 000624
- Postgraduate Coursework Principles – Policy 000844
- Program Convenor Role – Policy 000266
- Program Reviews: Generic Terms of Reference – Guideline 000536
- Program Revision Policy and Procedures – 000589
- Recognition of Prior Learning – Policy 000282
- Rule Listing Degrees and Diplomas – 000635
- Rules Governing Professional Doctorates – 000580
- Rules Governing Master Degrees by Research – 000579
- Rules Governing Undergraduate Academic Awards – 000311
- Rules Governing Postgraduate Coursework Awards – 000306
- 151 Schedules
- Structure for Model 1 Honours Programs – Policy 000643
- Undergraduate Program Structures – Policy 000257
- Undertaking Program Reviews – Policy 000624

Teaching

- AVCC's Guidelines for Effective University Teaching – Guideline 000419
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- Copyright Warning Notices – Guideline 000074
- Disclosure of Interests / Conflict of Interests (Members of Council and Senior Staff) – Policy 000563
- Electronic Copying – A Short Guide – 000096
- FOI : Your Rights To Review and Appeal under the FOI Act 1989 – Other 000575
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
- Part VA – Audio – Visual Copying and Communication – Guidelines (local access only) 000248
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- Privacy management Plan – Other 000258
- Subpoenas: Procedures for Handling – Procedure 000545
- University Agreements – Policy 000631

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- Copyright Act Flowchart – Other 000155
- Copyright Law – Other 000073
- Electronic Copying – A Short Guide 000096
- Information Access for Universities: Commentary and Answers to Frequently Asked Questions about Copyright (local access only) – Other 000166
- Library Resources: Selection and Ordering – Policy 000324
- Library Use – Policy 000182
- Part VA – Audio-Visual Copying and Communication Guidelines (local access only) – Guideline 000248
- Part VB – Electronic Copying and Communication Guidelines (local access only) – Guideline 000249
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- Copyright – Warning Notices – Guideline 000074
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- Electronic Copying: A Short Guide – Other 000096
- Electronic Mail (Email) Management Guidelines – Guideline 000143
- Electronic Records Management Checklist – Checklist 000053
- File Notes – Guideline 000514
- FOI: Your Rights To Review and Appeal under the FOI Act 1989 – Other 000575
- Health Records and Information Privacy Act 2002 – Other 000654
- Information Security – Policy 000813
- Information Security Classification – Policy 000814
- Network Security – Policy 000816
- Part VA – Audio – Visual Copying and Communication Guideline (local access only) – Guideline 000248
- Part VB – Electronic Copying 000249
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- Travel Payments – Schedule 000783
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- Travel Inconvenience Allowance – Procedure 000788
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- Critical Issues Media Management Plan – Other 000599
- Lotteries (including raffles) – Policy on Approval – Policy 000415
- Naming Rights : Buildings, Facilities, Academic Positions, Medals, Scholarships and Prizes – Policy 000573
- Partner Organisation (including off Campus) Delivery of Face-to-Face Teaching for a University Award – Policy 000630
- Radio 2NURFM Complaints Handling – Procedure 000825
- Solicitation : Donations and Contributions that Support Research and Other Activities – Policy 000572
- Tobacco Funding – Policy 000361
- University Agreements – Policy 000631
- University Donor Recognition – Policy 000574

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the Freedom of Information Act 1989 (NSW) is dated June, 2007.

The Statement of Affairs includes information on:

- The University's Structure and Functions
- The way those functions affect the public
- How the public may participate in University policy development
- The kinds of documents the agency holds
- How members of the public may access and amend University documents

The Statement is available on the University website at <http://www.newcastle.edu.au/service/foi> or at minimum cost from the Office of the Academic Registrar, who is the University's Freedom of Information Coordinator.

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries regarding access to the University's policy documents and Statement of Affairs whether for inspection or purchase can be made to:

Academic Registrar and Freedom of Information Coordinator
The Chancellery
The University of Newcastle
Callaghan NSW 2308
Phone: (02) 4921 5353
Fax: (02) 4921 7417
Email: FOI@newcastle.edu.au

The University's policy documents and Statement of Affairs may be inspected by prior arrangement at the office of the Academic Registrar and Freedom of Information Coordinator. Inspections may be arranged between the hours of 9.00am and 5.00pm Monday to Friday.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF NEW ENGLAND (UNE)

SECTION 1 – UNE POLICY DOCUMENTS

Policy documents held by UNE can be accessed:

- in the annual University of New England Handbook, most recently published in January 2008;
- on the UNE webpages (the full list can be found on <http://www.une.edu.au/policies/>); and
- in UNE's Records Management Office as well as in the office of the policy's origin and application.

UNE Handbook

The UNE Handbook is a comprehensive list of official University guidelines, rules and policies and is located on the web at <http://www.une.edu.au/studentcentre/handbook/2008/>. It consists of sections about the University's history, Arms, Council, Principal Officers, Senior Staff, Academic Board, Academic Dress, Course Rules (Course Catalogue), Unit Descriptions (Unit Catalogue), Faculties and Schools, Administrative Information for Students, Fees, International Students and Services, Principal Dates, Policies and Rules, General Rules, List of Scholarships and Offices, Centres and Institutes of the University.

The main UNE Policies are available on the web at: <http://www.une.edu.au/policies/>. The major groupings are:

Academic (at <http://www.une.edu.au/policies/academic.php>)

Academic Quality Management Policy and Guidelines

Admission Records

Admission Rule – Undergraduate

Advanced Standing

Advanced Standing Application Guidelines

Assessment

Assessment by Examination

Awarding of University Medal

Awards in Absentia

Conferring Awards Posthumously – Coursework

Conferring Awards Posthumously – Higher Research Policy

Confirmation of Candidature – Doctoral

Credit Points

Development and Teaching of Cross-Faculty Units in Non-Armidale Programs

e-publications@UNE COLLECTION and ACCESS POLICY

English Language Admission Requirements

Exchange Students' Language Requirements

Extensions

General Rules

Graduate Attributes

Higher Doctorates

Honorary Degrees

Human Anatomy

Intensive Schools Guidelines Semester 1 2009 implementation

Intensive Schools Policy Semester 1 2009 implementation

Language Requirements for Exchange Students

Library Rules

Minor Unit Amendment

Online Teaching at UNE

Peer Review of Research Grant Applications

Plagiarism and Academic Misconduct Policy: Coursework

Plagiarism and Academic Misconduct Coursework Policy: Semester 1 2008 implementation

Plagiarism and Academic Misconduct Policy: Higher Degree Research

Plagiarism and Academic Misconduct Higher degree Research Policy Non Coursework Component: Semester 1 2008 implementation

Plagiarism – Avoiding Plagiarism and Academic Misconduct (Coursework): Information for Students

Plagiarism – Avoiding Plagiarism and Academic Misconduct (Higher Degree Research): Information for Students

Plagiarism Declaration Form

Plagiarism – Prevention and Detecting Plagiarism (Coursework): Information and Procedures for Academic Staff

Plagiarism – Prevention and Detecting Plagiarism (Higher Degree Research): Information and Procedures for Academic Staff

Plagiarism – Standard Letters

Registration of Research Higher Degree Supervisors

Relaxing Clause

Rescission of Award

Special Assessment

Special Studies Program – Academic Staff

Student Appeals

Student Behavioural Misconduct Rules

Student Behavioural Misconduct Rules Investigation and Penalty Guidelines

Student Reservist Support

Undergraduate Scholarships

Uniform Credit Points

Withdrawal of Course

Workready

Equity (at <http://www.une.edu.au/policies/equity.php>)

Anti-Racism Policy and Guidance Materials

Cultural Diversity

Cultural Diversity Priority Statement

EEO Management Plan 2007 – 2010

Equal Employment Opportunity Policy

Gender Representaion on Decision Making and Advisory Committees

Grievance Mediation Policy and Procedures

Ombudsman

Reconciliation Statement

Sex-Based Harassment Policy and Procedures

Students with Disabilities

Facilities Management (at <http://www.une.edu.au/policies/fms.php>)

Energy Management

Environment and Sustainability

Firearms

Human Anatomy

Key and Lock

Naming for Facilities at UNE

Parking Scheme Area of Operation

Temporary Mobility Parking

Theatres and Halls Usage

Traffic and Parking Policy

Traffic and Parking Rule

Space Allocation

Student Alcohol and Other Drug

Visitor Parking

Finance and Travel (at <http://www.une.edu.au/policies/financeandtravel.php>)

Academic Pursuit Funds

Asset Disposal

Commercial Activities

Financial Delegations

Fundraising Guidelines

Risk Management – Policy – Guidelines

Travel – Overseas Guidelines (Interim)

Governance (at <http://www.une.edu.au/policies/governance.php>)

University of New England Act

By-law 2005

Policy Development and Management Framework

Advertising

Audit Recommendation – Implementation

Authorities retained by Council

Code of Ethics for Council

Council Policies

Entrepreneurial

Functions of the Vice-Chancellor Rule

Glossary of Key Terms

Honorary and Distinguished Awards and Appointments

Media

Power and Authority of the Chancellor and/or Deputy Chancellor

Principles for Principal Dates

Risk Assessment and Audit of Related Entities

Selection of Chancellor and Deputy Chancellor Rule

Standing Orders for Council

Use of University Seal

Information Technology and Communications (at <http://www.une.edu.au/policies/itc.php>)

AARNet Access and Acceptable Use

Charging for Internet Services

Charging for Modems

Communication Policy

Departmental Server Requirements

Disk Space

Email

Email Lists

Forum and Blog

ITD Student Lab

ITD Training Computer Lab

ITD Security

Internet Data Privacy Protection

Network Registration

Protocol for the Design, Installation and/or Modification of the Data and Voice Network Infrastructure at UNE
(Internal Building Cabling)

Rules for the Use of UNE Computing and Communication Facilities

Standard Operating Environments Policy

User Registration

Web

Records Management and Copyright (at <http://www.une.edu.au/policies/rmcopyright.php>)

Copyright

Freedom Information (FOI)

Policy Development and Management

Policy Template

Privacy Statement

Privacy Management Plan

Records Management Policy

Research (at <http://www.une.edu.au/policies/research.php>)

Code of Conduct for Research

Confirmation of Candidature – Doctoral

Doctoral Foundation Year

e-publications@UNE COLLECTION and ACCESS POLICY

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Handbook for Higher Degree Research Students and Supervisors (Gold Book)

Human Anatomy

Intellectual Property

Institutes, Centres and Groups – Establishment, Approval, Administration and Review

Minimum Facilities for UNE Postgraduate Research Students

Peer Review of Research Grant Applications
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Plagiarism Higher Degree Research Policy
Plagiarism – Avoiding Plagiarism and Academic Misconduct (Higher Degree Research) Information for Students
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Research Support Contributions
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Academic Staff Promotion Guidelines – Assessors
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Employment of Close Relatives
Equal Employment Opportunity
Fieldwork
First Aid
Flexible and Family Working Arrangements
Gender Representation on Decision-Making and Advisory Committees
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HR Privacy Guidelines – Staff Personal Information
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Leave – Long Service
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Performance Planning and Review – Senior Staff
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Assessment Examination
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Conferring Awards Posthumously – Higher Degree Research
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Plagiarism – Avoiding Plagiarism and Academic Misconduct (Higher Degree Research): Information for Students
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SECTION 2 – STATEMENT OF AFFAIRS

The most recent Statement of Affairs is dated December 2007 and is published in the 2007 Annual Report of University of New England.

SECTION 3 – CONTACT ARRANGEMENTS

Anyone wishing to inspect specific UNE policy documents may do so by prior arrangement with the Manager, Records Management Office. Unless a formal application for access to or amendment of documents is made under the Freedom of Information Act enquiries should be directed to the Manager, Records Management Office (contact details below)

The University of New England Handbook is located on the web at <http://www.une.edu.au/studentcentre/handbook/2008/>. Copies of The University of New England Handbooks for previous years are also held in Dixson Library and the Records Management Office, University of New England.

Address and Times for Enquiries

Enquiries may be made to:

Manager
Records Management Office
University of New England
Armidale NSW 2351
Telephone: (02) 6773 2140

Enquiries should be made during office hours, from 9.00am to 5.00pm, Mondays to Fridays.

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
THE UNIVERSITY OF NEW SOUTH WALES
FOI Agency No. 97

SECTION 1 – POLICY DOCUMENTS

Policy of the University may be found in various administrative and procedural manuals of the University and in some resolutions of the University Council, Academic Board and Faculties. The University also develops policy on specific matters, and planning documents which outline the strategic directions of the University. Listed below are publications and documents which contain policy relating to the functions of the University.

Publications containing policy and procedures

The University's handbooks contain the rules and procedures relating to relevant programs and awards as approved by the University Council.

The UNSW Online Handbook for prospective and current undergraduate and postgraduate students is available at: <http://www.handbook.unsw.edu.au/2008/index.html>. The UNSW@ADFA handbooks can be obtained from their website <http://www.unsw.adfa.edu.au/> or by contacting the Australian Defence Force Academy, Canberra ACT 2600.

The University of New South Wales Calendar is available for \$13.46 from the University Bookshop, located in the lower section of the Quadrangle building on the Kensington Campus.

Other Documents

Governance and Management Matters

- University of New South Wales Act 1989
- University of New South Wales By-law 2005
- University of New South Wales Rules
- UNSW Strategic Plan
- UNSW Annual Report
- UNSW Student Services Privacy Code of Practice
- UNSW Guidelines for Commercial Activities
- Conflict of Interest Policy
- Privacy Management Plan
- Policy for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration or Protected Disclosure at UNSW
- Policy Statement on Governance
- Code of Conduct
- Code of Conduct – Members of Council
- Code of Conduct for the Responsible Practice of Research
- Insider Trading Policy
- UNSW Policy on Sponsorship from the Tobacco Industry

Environment, Health and Safety Matters

- Air Monitoring and Health Surveillance Guideline
- Chemical Spills Guideline
- Environment Policy
- Environmental Management Plan 2005 to 2010
- Hazard and Incident Reporting Procedure
- Hazardous Substances and Dangerous Goods Procedure
- Ionising Radiation Procedure
- Labelling of Hazardous Substances Guideline
- Laboratory Hazardous Waste Disposal Procedure
- Occupational Health and Safety Policy
- Occupational Health and Safety (OHandS) Corrective Action Procedure
- Outdoor Workers Guideline

- Plant and Equipment Procedure
- Naming Rights Policy
- Thermal Comfort Policy for UNSW Buildings
- Transport of Dangerous Goods by Air Guideline
- Visitors to UNSW Facilities Guideline

Equity and Diversity Matters

- Anti-Racism Policy
- Equity and Diversity Policy Statement
- Equal Opportunity in Education Policy Statement
- Family Friendly Work Practices at UNSW
- Code of Practice – Students with Disabilities
- Student Discrimination and Harassment Grievance Policy and Procedures
- Staff Discrimination and Harassment Grievance Policy and Procedures
- Guidelines for Staff Handling Discrimination and Harassment Grievances
- Making UNSW an Harassment Free Zone for Staff
- Making UNSW an Harassment Free Zone for Students
- Non Discriminatory Presentation and Practice
- Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities

Student and Academic Matters

- Academic Standing Rules for Undergraduate Students
- Academic Standing Rules for Postgraduate Students
- Access to Assessment Information
- Admission Requirements and Procedures
- Admission to Degree or Diploma
- Admission with Advanced Standing and Credit Transfer
- Assessment Policy
- Assumed Knowledge
- Attendance and Absence
- Award of Pass with Distinction
- Award of University Medals Policy
- Breach of Discipline and Misconduct in Assessment
- Conditions for the Award of Degrees
- Conditions for the Award of Degree of Doctor of Philosophy (PhD)
- Copyright for Project Reports and Higher Degree Theses
- Cotutelle PhD Degrees
- Discontinuation and Program Leave
- Disclosure of Enrolment Information and Release of Information to Third Parties
- Education Services for Overseas Students (ESOS) Information for Students
- Enabling Skills for UNSW Literacy
- English Language Requirements
- Enrolment and Progression in Student Placement (Internship)
- Examination Rules, Policy, and Procedures
- Fee Policy: International Students
- Fee Policy: Local Students
- Grievance Resolution Policy for Students
- Grievance Resolution Procedure for Undergraduate and Postgraduate (Coursework) Students
- Grievance Resolution Procedure for Research Students
- Guidelines and Rules on Student Plagiarism – Handbook for Staff
- Guidelines and Rules on Student Plagiarism – Handbook for Students
- Guidelines on Learning that Inform Teaching
- Guidelines relating to the Provision of UNSW Courses by Non-UNSW Staff and Organisations
- Intellectual Property Policy
- Learning and Teaching Plan 2008-2010
- Library Rules
- Multiple Enrolment Rule
- Non-Award Enrolment Rules
- Policy on Examination of Research Degrees
- Policy on the Evaluation of Teaching
- Policy on Higher Degree Research Supervision
- Postgraduate Coursework Advanced Standing Credit Transfer and Articulation Guidelines

- Remission and Re-crediting Procedures
- Research Training Scheme
- Preparation and Submission of Master by Research and Doctoral Theses for Examination
- Special Consideration Procedures
- Student Misconduct Rules

Staffing Matters

- Child Protection Policy
- Conjoint Appointments
- Employment or Engagement of Services Involving Personal or Other Significant Relationships
- Emeritus Professors – Conferring of Title
- Facilities for Retired Academic Staff
- Grievance Resolution Policy for Staff
- Grievance Resolution Procedure for Staff
- Named Academic Positions Policy
- Paid Outside Work by Academic Staff
- Sessional Teaching – Staff Strategic Action Plan
- Visa Sponsorship (Immigration)
- Visiting Appointments

Information Technology Matters

- Acceptable Use of UNSW Information and Communication Technology Resources
- Email Policy
- IT Requirements for UNSW Students
- Website Policy

SECTION 2 – STATEMENT OF AFFAIRS

The University's Statement of Affairs is included in the University's Annual Report. The Statement of Affairs describes the University's structure and functions, how the public may participate in policy development, the kind of documents held and how members of the public may access those documents.

SECTION 3 – CONTACT ARRANGEMENTS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the FOI Act. The University's Summary of Affairs, Statement of Affairs and a significant number of policy documents are available free of charge on the University website <http://www.policy.unsw.edu.au/>. In other cases, a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI Officer between 9.00am and 5.00pm on weekdays.

Enquiries about FOI and about access to documents held by the University should be directed to:

The Freedom of Information Officer
University of New South Wales,
Sydney NSW 2052.
Telephone: (02) 9385 2860
Email: foi@unsw.edu.au

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

SECTION 1 – THE UNIVERSITY’S POLICY DOCUMENTS

The University’s policy documents include all documents, other than a legislative instrument, which have a bearing on the affairs of the University and which contain interpretations, rules, guidelines, statements of policy, practices or precedents, particulars of any administrative scheme, manner of administration of any legislative instrument or administrative scheme, procedure for investigation of any contravention of any legislative instrument or administrative scheme, that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject.

The University’s policies are published in a number of volumes and unbound documents. The following is a description of these publications as they relate to the interests of:

- the public generally;
- the University’s external community;
- the University’s students; and
- the University’s staff.

While some documents contain information other than policy, each contains some policy as described above.

STATUTES AND REGULATIONS

The University of Sydney Calendar 2008¹ contains the relevant statute and regulations. The enabling statute is the NSW University of Sydney Act 1989 (as amended) (“the Act”). By-laws are made pursuant to section 36 of the Act and rules are made pursuant to section 37 of the Act. Resolutions of the Senate, Academic Board, faculties, college, graduate schools and boards of studies are made pursuant to the by-laws and rules.

The relevant sections are:

University of Sydney By-law, 1999 (as amended)

Chapter

1. Preliminary
2. Making Rules
3. Chancellor and the Deputy Chancellor
4. Election of Fellows of Senate
- 4A. Appointed Fellows of the Senate
5. Vice-Chancellor
6. Academic governance
7. Convocation
8. Student discipline
9. Miscellaneous

University of Sydney (Academic Governance) Rule 2003 (as amended)

Part 1 – Preliminary

Part 2 – Functions and membership of the Academic Board

Part 3 – Chair, Deputy Chair and Chairs of Standing Committees

Part 4 – Meetings and procedures of the Academic Board

Part 5 – Election procedures for the Academic Board

University of Sydney (Amendment Act) Rule 1999 (as amended)

Part 1 – Preliminary

Part 2 – Standard format of Rules

Part 3 – Procedures of Senate

¹ The full text of this publication, including amendments made after the publication date, may be found at: <http://www.usyd.edu.au/calendar>

- Part 4 – Convocation
- Part 5 – Appointment to Student Proctorial Panel (repealed)
- Part 6 – Seal and Arms of the University
- Part 7 – Senior Officers of the University
- Part 8 – Intellectual Property (repealed)
- Part 9 – Admission to courses
- Part 10 – Awarding degrees, diplomas and certificates

University of Sydney (Appointment of Delegated Officers) Rule 2004

- Part 1 – Preliminary
- Part 2 – Appointment of Delegated Officers

University of Sydney (Appointment of Delegated Officers) Rule 2006

- Part 1 – Preliminary
- Part 2 – Appointment of Delegated Officers

University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)

- Preliminary
- 1. Chapter 8 – University of Sydney By-Law 1999
- 2. Other University instruments

University of Sydney (Coursework) Rule 2000 (as amended)

- Preliminary
- Rules relating to Coursework Award Courses
- Division 1 – Award course requirements, credit points and assessment
- Division 2 – Enrolment
- Division 3 – Credit, cross-institutional study and their upper limits
- Division 4 – Progression
- Division 5 – Discontinuation of enrolment and suspension of candidature
- Division 6 – Unsatisfactory progress and exclusion
- Division 7 – Exceptional circumstances
- Division 8 – Award of degrees, diplomas and certificates
- Division 9 – Transitional provisions

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

- Part 1 – Preliminary
- Part 2 – Admission to candidature
- Part 3 – Supervision
- Part 4 – Candidature
- Part 5 – Submission of thesis

University of Sydney (Intellectual Property) Rule 2002

- Division 1 – Dictionary
- Division 2 – Ownership of intellectual property created by staff members
- Division 3 – Ownership of intellectual property created by students
- Division 4 – Ownership of intellectual property created by visitors
- Division 5 – Reporting and developing intellectual property
- Division 6 – Dispute resolutions
- Division 7 – Miscellaneous

University of Sydney (Library) Rule 2003

- 1. Citation and commencement
- Schedule 1 – New Library Rule
- 1. Dictionary
- 2. Library Resources generally
- 3. Borrowing Library Resources
- 4. Suspension or revocation of Library Resources
- 5. Fees, fines and charges
- 6. Library notices

University of Sydney (Senate) Rule 2002

- 1. Citation and commencement
- 2. Purpose
- 3. Duty of Fellows

University of Sydney (Student Appeals against Academic Decisions) Rule 2006

- Part 1 – Preliminary
- Part 2 – Student appeals against Academic Decisions
- Part 3 – Student Appeals Panel
- Part 4 – Student Appeals Body
- Part 5 – Appeals Hearings
- Part 6 – Transitional Provisions

University of Sydney (Student Proctorial Panel) Rule 2003 (as amended)

- Part 1 – Preliminary
- Part 2 – Appointment to Student Proctorial Panel
- Part 3 – Meetings of the Student Proctorial Panel

Resolutions of the Senate and the Academic Board

- Academic Dress
- Appointment
- Dean, Director or College Principal
- Deputy Vice-Chancellor and Pro-Vice-Chancellor: Selection Committee
- Vice-Chancellor: procedures for consultation between the Senate and the Academic Board
- Degree of Doctor of Philosophy
- Governance
- University Governance; Senate Committees; Election of Principal Officers of the Senate and Committees of the Senate and of the Fellow Referred to in Section 9(6) of the Act; Faculties, College, College Board, Boards of Studies, Departments, Schools and Committees.
- Honorary awards
- Restriction on Re-enrolment
- Sports unions, SRC and faculty societies, SUPRA, Union, Cumberland Student Guild and SASCA
- Student appeals against academic decisions

Faculties, college, graduate schools and boards of studies: Resolutions relating to constitution and courses

- Faculty of Agriculture, Food and Natural Resources
- Faculty of Architecture Design and Planning
- Faculty of Arts
- Faculty of Dentistry
- Faculty of Economics and Business
- Faculty of Education and Social Work
- Faculty of Engineering and Information Technologies
- Faculty of Health Sciences
- Faculty of Law
- Faculty of Medicine
- Faculty of Nursing and Midwifery
- Faculty of Pharmacy
- Faculty of Science
- Faculty of Veterinary Science
- Sydney College of the Arts
- Sydney Conservatorium of Music and Department of Music
- Board of Studies in Indigenous Studies

Prizes, scholarships and bursaries

The terms and conditions of award of many prizes, scholarships and bursaries awarded by the University may be found on the websites of the Research Office (<http://www.usyd.edu.au/ro/>) and of the Students Services (http://www.usyd.edu.au/stuserv/finances/financial_assistance_office.shtml)

Documents to which the Seal of the University has been affixed

These documents, many of which constitute policy documents, are listed in the Seal Register and held by the University's Records Management Services. The documents include contracts, agreements, leases, patent applications and share transactions.

Handbooks

Details of courses of study offered by the faculties, boards of studies, the Sydney Conservatorium of Music and the Sydney College of the Arts are set out in their respective handbooks and prospectuses. The details include the requirements to be fulfilled by students in order to complete satisfactorily each course, including syllabuses and assessment information. In addition, a range of separate documents set out the University's procedures for international students. Many of these documents may be accessed through the University's website: <http://www.usyd.edu.au/handbooks>

Other general publications

University policy may also be found in the following publications:

Annual Report 2007

Equal Employment Opportunity / Affirmative Action Management Plan 2006-2010

Finance and Accounting Manual

Undergraduate Prospectus 2008 (<http://www.usyd.edu.au/about/publication/pub/ugprospectus/index.shtml>)

Privacy Management Plan

Statistics Book 2007

University of Sydney Strategic Directions 2006 – 2010

Other policy documents

University policy is also set out in the following documents:

Academic Board Chair's Nominees

Academic Dress

Academic Honesty in Coursework (plagiarism)

Academic Promotion Appeals

Academic Titles: Conferring of All Academic Titles

Access to Campus

Accident Reporting and Investigation

Ad Eundem Gradum, Degrees Conferred

Admission: Advanced Standing, Credit and Exemption Policy

Admission to Undergraduate Courses

Advertising on Campus

Air Conditioning Policy

Alcohol: Policy and Guidelines on Consumption

Annual Leave and Annual Leave Loading: Academic Staff

Annual Leave (General Staff)

Annual Leave Loading

Appeals: Student Appeals Against Academic Decisions – Academic Board Resolutions

Appointment of DVC and PVC

Appointment of VC

Appointments: Policy Document on the Appointment of a Dean, Director or College Principal

Asbestos Safety

Assessment and Examination of Coursework

Assessment and Examination: Special Arrangements

Award Courses and Units of Study – Creation, Variation and Deletion of Awards with Honours: Academic

Board Policy

Bequest Policy

Benchmarking: Improving Learning and Teaching through Collaboration, Benchmarking and Alliances

Budget: Policy Guidelines 2004

Building works: Approval and Management of

Campus Names

Carcinogenic Substances: Policy for Acquisition, Use and Disposal of Carcinogenic Substances

Career Development Leave for General Staff

Casual Employment

Casual Rates of Pay (Academic)

Casual Rates of Pay (General)

Centres: Policy for Establishment, Management and Review

Cessation of Employment – Security Issues

Chair Appointments Committee of Senate

Children: Policy on Children on University Premises

Code of Conduct (Staff)

Code of Conduct for Students

Co-funded University of Sydney Post Graduate Awards: method of award (second semester round)
Complaints: Resolution of Complaints Policy
Confined spaces: Policy on Working in Confined Spaces
Conflicts of Interest
Conjoint Ventures in Postgraduate Courses
Consultation with Students
Contract for Goods and Services – External Contractors
Controlled Entity Policy – Operational Guidelines
Convening of Conferences
Conversion from Casual to Non-Casual Employment
Copyright
Corruption: Reporting corruption, maladministration or serious and substantial waste of public money
Cotutelle Scheme
Course Online Reading Service
Coursework Teaching: Academic Board Resolutions: The Management and Evaluation of Coursework; Criteria for Award of Clinical Academic Titles: Level E Criteria for Award of Clinical Academic Titles: Levels A-D
Definition of “Subject Coordination” for determining step six level A academic
Coverage and Usage of the University Glossary of Terms and Abbreviations
Degrees conferred ad eundem gradum
Delegations for specific activities and financial delegations
Delegations of Authority: Academic Functions
Delegations of Authority: Administrative Functions – 2005
Disability Action Plan
Discretionary Salary Supplementations for Academic Staff
Discrimination prevention policy – your rights and responsibilities
Electronic Access, Policy on Networked Electronic Access – preference over print
Electronic Textbooks, Policy on
Email Virus Scanning Policy
English Language Requirements: Postgraduate
Enrolment status: Postgraduate: Discontinuation of Enrolment and Readmission after Discontinuation – Academic Board Resolutions
Environmental Policy
Equal opportunity in education policy
Exchange Policy and Procedures: General Staff
Fire and Other Emergencies in University Buildings
First Aid Policy
Flexible remuneration packaging scheme
Flexible, student-centred learning in the University of Sydney
Flexible working arrangements
Freedom of Information Policy
Generic Attributes of Graduates of the University of Sydney
Gift Policy
G08 Credit Transfer Agreement
Harassment Prevention Policy – Your Rights and Responsibilities
Hazardous waste
Heritage Management Policy
Higher Duties Allowance (HDA)
HIV or Hepatitis: Policy on Students with HIV or Hepatitis B
ICT Standard Operating Environment Acquisitions Policy
Incident and Accident Reporting and Investigation
Indirect Costs Recovery (Overheads)
Information and Communication Technology Resources: Use of University Information and Communication Technology Resources (ICT Resources): Policy
Information Literacy Policy Statement
Information Technology Facilities: Acceptable Use of
Internationalisation
Injury Management Policy
Insurance: Excess Applicable to Departments
Intellectual Property: University of Sydney (Intellectual Property) Rule 2002
ITC Cache Charging Policy
Leave without pay

Market-based salary loadings
Memorabilia policy
Motor vehicles: Use and management of University-owned motor vehicles
Naming of Buildings and other significant physical assets
Naming Policy – Positions and Events
Net Pay Disbursements
Notice Requirements for General Staff
OHS Policy
Out of Round Promotion Policy and Procedures
Outside Earnings (Academic)
Overheads Policy for all Research Projects which do not Contribute to the Research Infrastructure Block Grant (RIBG)
Parking: Temporary Free Parking
Parallel teaching of postgraduate and undergraduate students
Performance Management and Development (PMandD) 2005
Plagiarism: Student Coursework – Policy and Procedures
Policy document determining employee/contractor employment status
Portable Buildings Policy
Postgraduate: Attendance: Postgraduate Courses
Postgraduate Coursework: Responsibility for
Postgraduate: Degree of Doctor of Philosophy
Postgraduate: Distance, Alternative and Flexible Modes of Delivery in Postgraduate Courses
Postgraduate: Higher Degree Theses – submission and publication
Postgraduate Higher Research Degree Theses: Time limit for submission of emendations
Postgraduate: Length of Candidature and Minimum Credit Point Requirements for
Postgraduate: Master's degrees and postgraduate awards programs: levels of award, nomenclature and grading systems
Postgraduate: Nature of the PhD
Postgraduate: Oral Examination of PhD Theses at the University of Sydney
Postgraduate: PhD: Appointment of Additional Examiner as Assessor
Postgraduate: PhD Candidature: Maximum Length
Postgraduate: PhD: Submission of Doctor of Philosophy Theses Containing Published Work
Postgraduate: Probationary Candidature and English Expression
Postgraduate Research Higher Degree Training Supervision at the University of Sydney
Postgraduate: Review of Process for Postgraduate Research Students
Postgraduate: Submission of Treatise Containing Published Work
Postgraduate: University of Sydney Amendment (Earliest date for submission of a Doctor of Philosophy thesis) Rule 2003
Postgraduate Fellows: Policy on the employment of full-time Masters and Doctoral candidates as Postgraduate Fellows
Privacy: University Privacy Policy
Pro-Chancellor: role, appointment and term of office
Probation and Confirmation (Ac)
Probation (General Staff) – Policy
Proof-reading and editing theses and dissertations
Public Comment
Purchasing Policy
Quality Assurance and Learning Management Systems
Radiations Safety policy
Recordkeeping: University Recordkeeping Policy
Recruitment and Selection
Redundancy and Redeployment of General Staff
Remuneration: Policy on the Allocation and Remuneration of Administrative/Managerial Responsibilities of Deans, Faculty Academic Managers and Heads of Department
Research Fellows: Conditions
Road Closure
Role of Heads of Department and Schools and their Authorities and Delegations
Room heaters
Royal Charter of the University of Sydney
Safe Storage, Handling and Use of Gas Cylinders
Scholarships

Scholarships and Prizes: Academic Board Resolutions
 Scholarships and prizes: Establishment and Award of Scholarships and Prizes Scholarships and Prizes: Senate Resolutions
 Semester and Vacation Dates
 Senate: Election of Principal Officers of the Senate and of committees of the Senate and of the Fellow referred to in Section 9 (6) of the Act
 Sessional Casual Academic Employment
 Smoking: Policy on Smoking in the Workplace
 Special Duties Overseas/Australia Special Leave – General and Academic
 Special leave – general and academic staff
 Special Studies Program
 Staff Card policy
 Staffing Flexibility: Strategies for Managing Flexible Transition to Retirement
 Still Photography, Filming and Videotaping on or in University premises
 Strategies for Academic Staffing Flexibility
 Student Grievances, Appeals and Applications For Review
 Stu-vac
 Study time policy – general staff
 Sydney Summer School: Policy Document
 Titles of Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs
 Tobacco Industry Funding
 Traffic and Parking
 Travel Policy
 University Chair
 University Wide Information System (UWIS) Policy
 University of Sydney Academic Staff Agreement 2006-2008
 University of Sydney General Staff Agreement 2006-2008
 Use of University Land and Buildings by Telecommunications Carriers
 VIP Policy
 Voluntary Work/Work Experience Policy
 Web Sites: University websites Privacy Statement
 Workload: The Management of Staff Workload
 Written and Oral Communication Skills of Students

Policy Documents available through the World Wide Web

A public index to policies in electronic format is available is via the University's website:
<http://www.usyd.edu.au/policy/>

SECTION 2 – STATEMENT OF AFFAIRS

The University's most recent Statement of Affairs, made in accordance with sections 14 and 15 of the NSW Freedom of Information Act 1989, was issued in June 2007. It is also available through the World Wide Web at: http://www.usyd.edu.au/arms/info_freedom

SECTION 3 – ACCESS TO THE UNIVERSITY'S POLICY DOCUMENTS

Enquiries concerning access to the University's policy documents and statement of affairs, whether for inspection or purchase, can be made to the following officers:

– *at the Camperdown Campus*

Mr Tim Robinson
 FOI Coordinator
 A14
 University of Sydney NSW 2006
 Telephone: (02) 9351 4263

Ms Anne Picot
 FOI Coordinators
 A14
 University of Sydney NSW 2006
 Telephone: (02) 9351 7262

– *at the Faculty of Health Sciences*

Mr Scott Avery
 Faculty Manager
 Faculty of Health Sciences
 East Street
 Lidcombe NSW 2141
 Telephone: (02) 9351 9535

– *at the Sydney Conservatorium of Music*
 Ms Lynn Greenwood
 Faculty Manager
 C81 – Conservatorium of Music
 The University of Sydney
 NSW 2006 Australia
 Telephone: (02) 9351 1257

– *at the Sydney College of the Arts*
Ms Isabel Horton
Faculty Manager
Sydney College of the Arts
Balmain Road
Rozelle NSW 2039
Telephone: (02) 9351 1135

FREEDOM OF INFORMATION ACT 1989
Section 14 (1) (b) and (3)
SUMMARY OF AFFAIRS
of the
UNIVERSITY OF TECHNOLOGY, SYDNEY
FOI Agency No. 89

SECTION 1 – POLICY DOCUMENTS

The University has established a policy framework which governs the development, approval, implementation and review of University policies and policy-related instruments.

The types of policy instruments are policies, Vice-Chancellor's Operational Directives, standard operating principles and procedures, and guidelines for decision-making.

The University's policies' website contains many of the documents listed in this summary. As new policies are adopted and existing policies change they are added to the website: www.gsu.uts.edu.au/policies.

While not a policy document, the University Rules are important to add to any list of important documents about the exercise of the functions of UTS. They are made in accordance with section 29 of the University of Technology, Sydney, Act 1989 (NSW) and with Part 4 of the University of Technology, Sydney, By-law 2005. They are comprised of Student and Related Rules, and General Rules of the University.

This summary is required under part two, sections 14 and 15 of the Freedom of Information Act 1989 (NSW). It is created as a guide for the public to access a wide range of our documents, online or in print.

Documents can be viewed and/or downloaded at www.gsu.uts.edu.au/policies, except where noted.

General

- Acceptable Use of Information Technology Facilities Policy
- Environment, Health and Safety Policy
- Expression and Practice of Religious, Political and Other Values, Beliefs and Ideas at UTS
- Guidelines for the Use of Non-Discriminatory Language at UTS
- Plain English Policy
- Policy and Procedures for the Administration of Prizes
- Privacy Management Plan
- Setting the Pace 2006-2009: Strategic Directions for the Current Decade
- Standing Orders for the Academic Board
- Standing Orders for the Council of the University of Technology, Sydney
- UTS Email Policy
- UTS Fieldwork Guidelines
- UTS Policy on the Prevention of Harassment
- UTS Privacy Statement
- UTS Sustainability Policy

Courses and awards

- Academic Advisory Committees Policy
- Academic Transcripts – Vice-Chancellor's Operational Directive
- Award Course Approval Policy
- Coursework Assessment Policy and Procedures Manual
- Credit Point System for UTS Coursework Award Courses
- Disclosure of Assessment Results
- Diversity Guidelines for Courses and Subjects
- Guidelines for the Award of UTS Medals
- Policy on Nomenclature of Award Courses at UTS
- Policy on University Honours
- Presentation and Submission of Theses for Higher Degrees
- Principles for the Examination of Research Degree Work which is not Print on Paper
- Publication of Official UTS Award Course Information – Vice-Chancellor's Operational Directive
- Recognition of Prior Learning Policy

Research

- Code of Practice for Supervisors, Advisors and Research Degree Candidates
- Establishment and Management of Centres of Enterprise, Research and/or Community Service
- Ethical Conduct of Research — Academic and Support Staff Policy
- Framework for Quality Research Education
- Policies and Procedures for Managing Research Degree Candidatures
- Policy on Research Funding by the Tobacco Industry
- Human Research Ethics Committee Guidelines for Undergraduate and Postgraduate Students
- Human Research Ethics Committee Policy for Undergraduate and Postgraduate Students
- Intellectual Property Policy

Students

- Admissions Policy
- Advice to Students on Good Academic Practice
- Guidelines for Summary Exclusion of a Student from a Class or Facility
- Guidelines: Support for Research Students Working Off-Campus
- Guidelines for the Award of UTS Medals
- Policy on Handling Student Complaints
- Policy on Management and Protection of Personal Student Information
- Procedures for Managers Handling Student Complaints
- Statement of Postgraduate Coursework Students' Rights and Responsibilities
- Student Code of Conduct for Field Excursions
- Student Ombud Terms of Reference
- Support for Research Students Working Off-campus — Guidelines
- UTS Student Charter

Employment and equity

- Human Resources Manual
- Recruitment and Selection Policy
- Staff Secondments and Exchanges Policy
- Environment, health and safety
- Equal Opportunity Policy Statement
- Ethnic Affairs Priority Statement
- Outside Work Policy and Vice-Chancellor's Operational Directives
- UTS Corporate Credit Card – Vice Chancellor's Directives
- Vice-Chancellor's Operational Directives – Travel
- Wingara Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy
- Work, Study and Carer's Responsibilities Policy

Miscellaneous

- Council Directives for UTS Commercial Activities
- Guidelines for Acceptance of New Prizes
- Information Technology Security Policy
- Policy on Naming Rights
- Policy on Reporting Corrupt Conduct, Maladministration and Serious and Substantial Waste within UTS
- Policy on UTS Offshore Activities
- Potential and Actual Violent and Disruptive Behaviour on Campus – Vice-Chancellor's Directives
- Publishing on the UTSWeb Policy
- Records Management Policy
- UTS Art Collection Acquisition and Management Policy
- UTS Facilities Hire Vice-Chancellor's Directives
- UTS Gifts and Benefits Vice-Chancellor's Operational Directives
- UTS Parking – Vice-Chancellor's Operational Directives
- UTS Procurement Policy and Directives
- UTS Review Framework – Vice-Chancellor's Operational Directive

Publications containing policies and procedures

- UTS: Calendar
- UTS: Handbook

SECTION 2 – STATEMENT OF AFFAIRS

The University issues a Statement of Affairs in June each year. The UTS Statement of Affairs 2008, and the Summary of Affairs, are available from the Freedom of Information contact officer and online at www.gsu.uts.edu.au/foi/statementofaffairs.html.

SECTION 3 – CONTACT DETAILS

In general, the University will meet reasonable requests for access to information without the need for formal applications under the Freedom of Information Act 1989 (NSW). Some documents are available free of charge. In other cases they are available for purchase or a charge of 20 cents per page will be made for any photocopies provided. Policy documents may be inspected at the University by prior arrangement with the FOI contact officer.

The UTS: Calendar contains the UTS Act By-law and Rules. It is available from the UTS website at www.handbook.uts.edu.au/cal. The UTS: Handbook contains a wide range of information for students. It can be access at <http://www.handbook.uts.edu.au/>. Both of these publications can also be purchased. Order forms are available online on the websites referred to above.

The University's FOI contact officer is:

Deborah Edwards
Governance Support Unit
Level 26
Building 1 (Tower Building)
University of Technology, Sydney
Broadway NSW 2007
Telephone: (02) 9514 1245
Email: deborah.edwards@uts.edu.au
Office hours: Monday to Friday 9.00am to 4.00pm

The University's first point of contact for general inquiries is:

UTS Student Centres
City campus
Level 4
Building 1
15 Broadway
Broadway

Level 2
Building 10
235 Jones Street
Broadway

Kuring-gai campus
Level 6
Building 1
Eton Street
Lindfield

Telephone: (02) 9514 1222
Email: <https://servicedesk.uts.edu.au>

Postal address:

PO Box 123
Broadway NSW 2007

Inquiries can be made in person or by telephone Monday to Friday 9.00am to 5.00pm.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****UNIVERSITY OF WESTERN SYDNEY****FOI Agency No. 2280****SECTION 1 – POLICY DOCUMENTS**

This Section describes all documents which have a bearing on the affairs of the University as a whole.

The University's policies are published in a number of volumes, and as unbound documents. These policies are also published on the UWS website. The following is a description of various types of policies as they relate to the interests of the public generally, the University's external community, the University's students, and the University's staff.

University of Western Sydney By-law 2005

The By-law deals primarily with the constitution of the Board of Trustees and in particular with elections for Board members and office holders, including the Chancellor.

The latest version of the By-law is available from the NSW Parliamentary Counsel's Office website (look under 'U' in Regulations in force). <http://www.legislation.nsw.gov.au>

The object of this By-law is to provide for certain matters under the University of Western Sydney Act 1997, including the following:

- (a) the term of office of the Chancellor and Deputy Chancellors of the University,
- (b) the election by the Board of Trustees of the University (the Board) of the Chancellor and Deputy Chancellors,
- (c) the election by staff, students and former students of the University of staff, student and graduate members of the Board,
- (d) the procedures for nomination of appointed members of the Board,
- (e) the making of rules by the Board and officers of the University.

This By-law repeals the University of Western Sydney By-law 2002.

This By-law is made under the University of Western Sydney Act 1997, including section 40 (the general power to make by-laws).

Policies of the University

The policies of the University of Western Sydney are listed below under the Division/Office that holds responsibility for them. These policies can be found on the web at the following address: <http://policies.uws.edu.au/>.

Academic Governance Policy
Academic Review Policy
Academic Staff Agreement 2006 – 2008
Academic Staff Working in Educational and Learning Development Policy
Academic Workloads Principles Policy
Accident, Injury, Incident, Hazard Reporting and Investigation Policy
Additional Work Policy
Admissions Policy
Advanced Standing and Recognition of Prior Learning Policy
After Hours Access and Safety Policy
Alcohol and Drug Control Policy
Appointment By Invitation Policy
Art Collection Policy
Assessment Policy
Assessment Practice – Fundamental Code
Asset Management Policy
Biological and Gene Technology Work Safety Policy

Broadbanding (General Staff Positions) Policy
Carer's Responsibilities in the Workplace Policy
Charge-out of Expenditure Policy
Children on Campus Policy
Clinical Loadings Policy
Code of Conduct
Commercial Activities Guidelines
Complaint Handling and Resolution Policy
Conference Business Case Preparation Guidelines
Conference Policy
Conflict of Interest in Close Personal Relationships Guidelines
Conjoint Appointments Policy
Consultants – Appointment to UWS Policy
Copyright Policy
Corporate Credit Card Policy
Cotutelle Policy
Course External Advisory Committee Policy
Course Transfer Policy
Courses and Units Approval Policy
Dangerous Weapons Policy
Delegations (Administrative) Policy
Disability Policy
Disclosure and Use of Student Personal Information Guidelines
Doctor of Education Policy
Doctor of Letters and Doctor of Science Degrees Policy
Doctor of Philosophy by Publication Rule
Doctor of Philosophy Rule
Email Policy
Embedded Honours Policy
Emeritus Professor Policy
Employee Assistance Program
End-On Honours Degree Policy
Enrolment Policy
Equal Opportunity Policy
Examinations Policy
External Work Policy
Fees for Undergraduate Level Programs Policy
First Aid Policy
Freedom of Information Policy
General Staff Agreement 2006 – 2008
Gift and Benefit Acceptance and Management Policy
Gift and Benefit Reporting and Registration Procedure
Graduate Attributes
Graduation Policy
Harassment, Vilification and Bullying Prevention Policy
Head of Program (Responsibilities) Allowances Policy
Higher Degree Rules – Appeals Policy
Honorary Awards Policy
Inclusive Curriculum Policy
Inclusive Language Policy
Infectious Diseases Policy
Information Security Policy
Injury Management Policy
Intellectual Property Policy
International Partnerships for Academic Cooperation
IT Acceptable Use of Resources Policy
IT Leasing Policy
IT Non-Leased Equipment Disposal Policy
IT Remote Access Policy
IT Systems Implementation Policy
Legislation

Library Collection Development and Access Policy
Library Loans Policy
Masters (Honours) Policy
Media Policy
Misconduct – Research Students Misconduct in Research Policy
Misconduct – Student Academic Misconduct Policy
Misconduct – Student Non-Academic Misconduct Policy
Mobile Telephone Policy
Motor Vehicle – Private Vehicle Use Reimbursement Policy
Motor Vehicle Policy
Naming of Physical Property Policy
Occupational Health and Safety Legislation – Explanatory Notes
Occupational Health and Safety Policy
Official Noticeboards Policy
Parking Policy
Personal and Discretionary Expenditures Policy
Personal Professional Association Membership Fees Policy
Policy Template Structure
Policy, Procedure and Guideline Policy
Postgraduate Coursework Policy
Posthumous Awards and Aegrotat Grades Policy
Privacy Management Plan
Privacy Policy
Procurement Procedures and Tender Board Policy
Professional Development Policy
Professional Development Program (PDP) for Academic Staff Policy
Professional Doctorate Policy
Progression and Unsatisfactory Academic Progress Policy
Promotion to Lecturer, Senior Lecturer, Associate Professor Policy
Promotion to Professor Policy
Protected Disclosures Policy
Purchasing Procedures
Reasonable Adjustment in the Workplace for People with Disabilities
Records Management Policy
Recruitment and Retention (High Performance) Loadings Policy
Recruitment and Selection Policy
Relocation Fares and Expenses Payment Policy
Research Code of Practice
Research Conducted by External Parties Approval Policy
Research Ethics Policy
Research Higher Degree Candidature Essential Resources Policy
Retreats and Conferences Policy
Review of Grade Policy
Risk Management Policy
Salary Sacrifice (Vehicles) Policy
Scholarships and Prizes for Undergraduates Policy
Sexual Harassment Prevention Policy
Space Management Policy
Special Consideration Policy
Standing Committees of Academic Senate and College Academic Committees
Structure and Nomenclature of Bachelor Awards Policy
Student Feedback on Units and Teaching Survey Policy
Teaching and Learning – Fundamental Code
Telephone Protocols Policy
Timetabling Policy
Tobacco Policy
Travel (Domestic) Policy
Travel (Overseas) Policy
Unit Outline – Information Requirements Policy
Unit Outline for Courses Offered through Offshore Partners – Information Requirements Policy
University Seal Usage Policy

UWS Rules
Vice-Chancellor's Excellence Awards Guidelines
Vice-Chancellor's Excellence Awards Policy
Visiting and Adjunct Appointments Policy
Web Publishing Policy
Women's Representation on University Committees
Working with Children (UWS Employees) Policy

University Scholarships

Details of University scholarships awarded on a University-wide basis for undergraduate study are contained in the University's "Calendar" (see section 1.7, below) and at the following webpage address: <http://www.uws.edu.au/students/scholarships>

Documents to which the Seal of the University has been affixed

Documents to which the Seal of the University has been affixed are listed in the Seal Register, held in the Division of Corporate Services. Such documents include contracts, agreements and leases.

Calendar and Handbooks

The University of Western Sydney Calendar for 2008 is available electronically.

These can be found on the web at the following address: <http://handbook.uws.edu.au/hbook/>

Other General Publications

University policy is also contained in the following publications, which may be inspected on request:

- Annual Report
- Capital Management Plan
- Equal Employment Opportunity/Affirmative Action Plan
- Research Management Plan
- University Strategic Plan
- The Triennial Financial Plan

SECTION 2 – STATEMENT OF AFFAIRS

The Universities most recent Statement of Affairs, made in accordance with sections 14 and 15 of the Freedom of Information Act 1989, was issued in April 2007.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of the University's policy documents may be accessed by contacting:

Ms Tanya Rubin
Policy Manager
Division of Corporate Services
Werrington North Campus
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797
Telephone: (02) 9678 7800

Requests by students for access to University documents relating to their own affairs should be directed, in the first instance, to:

The Academic Registrar
Hawkesbury Campus
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797

Requests by staff for access to University documents relating to their own affairs should be directed, in the first instance, to:

The Director
Human Resources
University of Western Sydney
Locked Bag 1797
South Penrith Distribution Centre NSW 1797

General enquiries under the Freedom of Information Act and formal requests for access to documents of the University not available from the above named officers should be directed to:

The Freedom of Information Officer
Division of Corporate Services
Werrington North Campus
University of Western Sydney
PO Box 1000
St Marys NSW 1790
Telephone: 02 9678 7832

By prior arrangement, documents may be inspected between the hours of 9.00 am and 4:30 pm.

A photocopying charge of 10c per page will be made for any documents that are supplied. The Statement of Affairs and the Summary of Affairs are supplied free of charge.

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

For the purpose of this summary, University's policy documents include all documents which have a bearing on the affairs of the University and which contain:

- interpretations, rules, guidelines, statements of policy, practices or precedents,
- particulars of any administrative scheme,
- manner of administration of any legislative instrument or administrative scheme,
- procedure for investigation of any contravention of any legislative instrument or administrative scheme;

that affect rights, privileges, benefits, obligations or penalties to which the public may be entitled, eligible, liable or subject. The four key University policy documents are the University Calendar, Annual Report, University Council Minutes and Codes of Practice.

The University of Wollongong website incorporates all policy documents for public access at <http://www.uow.edu.au>. Relevant policies are listed below.

In accordance with NSW State Records Act 1998, the University maintains a central electronic records management system. Documents held on this system are accessible to campus-wide users within University access delegations.

OTHER RELEVANT POLICY DOCUMENTS

Listed below are the policies relevant to this document. All documents can be found on the University's website or by contacting the University's FOI and Privacy Officer.

Governance

- Conflict of Interest Policy
- Copyright Policy
- Definitions
- Delegations of Authority Policy
- Election Procedures (Senate and Faculty Committees)
- Forms and Policy Tools
- Freedom of Information
- Internal Audit Charter
- International Linkages Policy and Guidelines for Establishing Linkages
- Internationalisation Strategic Plan
- Learning and Teaching Strategic Plan
- Management of University Records
- Policy Information Kit for Honours Supervisors
- Policy Information Kit for Teaching Academics
- Policy Writing
- Privacy Policy
- Procedure on the Development and Management of UOW Policy
- Production of Marketing Material and use of the UOW brand
- Quality Review Framework
- Reconciliation Statement
- Standard on UOW Policy
- University of Wollongong Act 1989
- University of Wollongong By Law 1991
- University Strategic Plan
- Use of University Name

Equity and Diversity

- Aboriginal Employment Strategy
- Balancing Work and Family Guidelines

- Children on Campus Policy
- Equal Employment Opportunity and Affirmative Action
- Disability Policy – Staff
- Disability Policy – Students (DRAFT)
- Respect for Diversity Policy
- Sexual Assault Protocol
- Sexual Harassment Policy

Learning and Teaching

- Assessment Rules
- Appeals
- Amendments to Course Rules
- Academic Grievance Policy (Coursework and Honours Students)
- Academic Grievance Policy (Higher Degree Research Students)
- Acknowledgement Practice/Plagiarism Policy
- Admission Rules
- Advanced Standing
- Alternative Assessment for Students with a Disability
- Appeals Policy for Higher Degree (HDR) Thesis Examination Outcomes
- Assessment Committee Guidelines
- Assessment Guidelines – Scaling
- Attributes of a UOW Graduate
- Attributes of a UOW Research Graduate
- Authorship Policy
- Bachelor Degree Rules
- Code of Practice – Casual Academic Teaching Employees (DRAFT)
- Code of Practice – Honours
- Code of Practice – Practical Placements
- Code of Practice – Students
- Code of Practice – Supervision
- Code of Practice – Teaching and Assessment
- Computer Room Access Policy
- Cotutelle Agreements Policy
- Cotutelle Guidelines
- Course Progress Policy
- Course and Subject Approval Procedures
- Dean's Merit List Rules
- Doctoral Degree Rules
- Enrolment Rules
- Fees Discount, Waivers and Refunds Procedures
- Fellow, Volunteer and Visiting Student Assignment of IP Policy
- Fellow, Volunteer and Visiting Student Assignment of IP Guidelines
- General Course Rules
- Good Practice Assessment Guidelines
- Graduate Certificate Rules
- Graduate Diploma Rules
- Graduate Qualities Policy (Effective 1 January 2008)
- Grievance Resolution Procedures
- Higher Degree Research Rules
- Higher Degree Research (HDR) Student Academic Grievance Policy
- Information Literacies Rule
- Information Literacy Integration Policy
- Learning and Teaching Course Policy
- Learning and Teaching Strategic Plan
- Masters by Coursework Degree Rules
- Masters by Research Degree Rules
- Ownership of Work and Intellectual Property Rule
- Policy and Guidelines on Non-discriminatory Language Practice and Presentation Policy Statement
- Policy Guidelines for Double Degrees
- Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects

- Prizes for Academic Excellence Policy
- Quality Review Framework
- Refusal of Registration
- Rules for Student Discipline
- Scholarship and Prizes Approval Process
- Special Arrangements for Examinations for Students with a Disability
- Special Consideration Policy
- Subject Quota Guidelines
- Teaching and Assessment Policy
- Tertiary Literacy Policy and Procedures
- Thesis and Research Degree Rules
- Tuition Fees Policy
- Rules for Use of Computing Facilities
- Rules for Student Conduct and Discipline

Research

- Animal Research Ethics
- Animal Research Guidelines
- Authorship Policy
- Code of Practice – Research
- Commercial Activities Guidelines
- Commercial Research Policy
- Commercialisation Revenue Guidelines
- Commercialisation Revenue Policy
- Consultancy Expense Guidelines
- Fees for Human Research Ethics Committee Review
- Gene Technology Review
- Higher Degree Research Policies and Guidelines
- Human Research Ethics
- Human Research Ethics Committee Telephone Interviewing Policy
- Human Research Ethics Complaints Policy
- Human Research Ethics Guidelines
- Human Research Ethics Privacy Policy
- Intellectual Property Guidelines
- Intellectual Property Policy
- Policy on Ethical Objection by Students to the Use of Animals and Animal Products in Coursework Subjects
- Research Delegations
- Research Misconduct Policy
- Student Assignment of IP Guidelines
- Student Assignment of IP Policy
- Use of University Name

Finance and Insurance

- Asset Disposal Policy
- Asset Management Policy
- Cash Receipting and Banking Policy
- Corporate Credit Card Policy
- Delegations of Authority Policy
- Fees Discount, Waivers and Refunds Procedures
- Foreign Currency Management Plan
- Insurance Policies
- Internal Cost Recovery Accounting Policy
- Internal Audit Charter
- Investment Policy
- Payment Control Procedures
- Petty Cash Procedures
- Purchasing and Procurement Policy
- Risk Management Policy
- Segregation of Duties Policy
- Travel Policies Relating to Motor Vehicle Use

Health and Safety

- Alcohol and Drugs in the Workplace
- Asbestos Management Guidelines
- Biosafety
- Building Wardens
- Contractor Safety
- Design Safety
- Electrical Safety
- Emergency Procedures
- Ergonomics
- Evacuation Assembly Areas
- Fieldwork Safety
- First Aid
- First Aid Guidelines
- Hazard and Incident Reporting
- Hazardous Substances
- Hazardous Waste
- Information for Managers and Supervisors
- Injury Management
- Laboratory Safety
- Laser Safety
- Legislative Compliance Guidelines
- Manual Handling
- Mobile Phones
- Noise Management
- Occupational Health and Safety Policy
- OHandS Committee
- OHandS Committee Contacts
- OHandS Committee Minutes
- OHandS Document Control Guidelines
- OHandS Inspections
- OHandS Performance
- OHandS Purchasing
- Overcrowding in Teaching Spaces Policy
- Personal Protective Equipment
- Plant and Equipment Safety
- Radiation Safety
- Resolving an OHandS Hazard or Issue
- Risk Management
- Safe Work Procedures
- SafetyNet – online Hazard and Incident Reporting
- Sharps/Syringes and Blood/Bodily Fluids
- Smoke Free Workplace Policy
- Volunteering
- Work Experience
- Workers Compensation
- Working Alone and After Hours Work
- Workplace Advisory Committee

Information Technology

- “All” Mailing Lists Management Guidelines
- Computer Room Access Policy
- Email Access Policy
- Internet Access Guidelines
- Internet Access Policy
- IT Acceptable Use Policy
- IT Security Policy
- IT Server Security Policy
- Mobile Telephone Policy
- Music, Video and Software Piracy Policy
- Requirements for “All Academic” and “All General” emails

- Rules Governing Use of IT Facilities
- Software Asset Management Guidelines
- Telephone Policy
- University Copyright Information
- User Account Management Guidelines
- User Account Management Policy
- User Account Sponsors List
- Web Management Policy
- Web Proxy Policy

Physical Facilities and Services

- Campus Access and Order Rules
- Critical Incident Intervention
- Guidelines on the Use of the Parents Room
- Environmental Policy

Staff

- Aboriginal Employment Strategy
- Academic Promotion and Probation Appeals Procedure
- Academic Probation Committee Procedure
- Academic Staff – Leave, Absences and Cessation of Employment
 - General Statement (UOW [Academic Staff] Enterprise Agreement 2005)
 - Annual Leave
 - Conference Leave
 - Jury Services
 - Leave Without Pay
 - Long Service Leave
 - Parental Leave
 - Sick Leave
 - Special Leave
 - Study Leave
 - Resignation
- Accelerated Incremental Progression
- Access to Personal Files
- Alcohol – Guidelines
- Alcohol – Policy on Alcohol and Drugs in Employment
- Alcohol and Drugs Policy
- Anti Bullying Guidelines
- Anti Bullying Policy
- Appointment of Deans
- Aptitude Testing – General Staff
- Attraction and Retention Allowance
- Balancing Work and Family Guidelines
- Career Development Policy
- Casual Employment – Part-time Teaching
- Change of Name
- Children on Campus Policy
- Client Service and Complaints Handling
- Close Personal Relationships
- Code of Practice – Casual Academic Teaching Employees (Draft Policy)
- Competency Based Progression – General Staff
- Conflict of Interest Policy
- Contact Officer Guidelines
- Continuous Improvement
- Corporate Credit Card Policy
- Corruption Prevention Policy
- Delegations of Authority Policy
- Development Program Assistance – General Staff
- Early Start Lectureships
- Employee Assistance Program
- Fares and Relocation Expenses
- Fellows Appointment

- General Staff – Leave, Attendance and Overtime
 - Additional Hours
 - Leave Requirements for General Staff
 - Leave Without Pay
 - Parental Leave
 - Time and Attendance
 - Sick Leave
 - Study Time
- Grievance Investigations Procedures
- Higher Duties Allowance – General Staff
- Identification Cards
- Incremental Progression of Academic Staff
- Incremental Progression of General Staff
- Management Cadets – Conditions of Appointment
- Misconduct – General Staff
- Performance Agreement for Level 8/9 General Staff
- Performance Management – Academic Staff
- Policy and Guidelines on Non-discriminatory Language Practice and Presentation Policy Statement
- Position Classification Standards
- Postgraduate Sponsorship Program
- Probation for Academic Staff
- Probation for General Staff
- Procedure for the Development and Management of UOW Policy
- Production of Marketing Material and Use of UOW Brand
- Project Management Policy
- Promotion to Professor
- Promotion and Reclassification Procedure – General Staff
- Promotion – Criteria and Procedures for Academic Staff
- Records Management Policy
- Recruitment and Selection Policy
- Reference Check Policy
- Relocation Policy
- Secondary Employment Policy
- Sexual Assault Protocol
- Standard on UOW Policy
- Step-by-Step Guide to Recruitment at UOW
- Study Allowance – General Staff
- Supplementary Funding for Training and Development – General Staff
- Time and Attendance Policy
- Travel and Entertainment Policy
- Travel Policies relating to Motor Vehicle Use
- University Code of Conduct (Staff)
- Unsatisfactory Performance – General Staff
- Vice-Chancellor’s Award for Outstanding Contribution to Teaching and Learning
- Vice-Chancellor’s Award for Outstanding Service – General Staff

Library

- Archives Policy
- Client Feedback Policy
- Client Service Policy
- Code of Conduct
- Community Engagement Policy
- Copyright Policy
- Core Monographs Policy
- Fines Policy
- Information Access Policy
- Information Literacy Integration Policy
- Innovation Policy
- Journal Subscriptions Policy
- Selection Policy
- Serials – Policy and Management

UNIVERSITY COUNCIL MINUTES

Council Minutes are a record of the policy decisions taken by the University Council. These are available via the Council Secretary. Council meetings are open to members of the public on request.

University Council details are available from:

<http://www.uow.edu.au/governance/committees/council/index.html>

CODE OF PRACTICE DOCUMENTS

Code of Practice – Students

This Code defines the responsibilities of students who, with staff, share an active participation to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. It contains guidelines with regard to plagiarism, subject information, required reading, student academic grievances and late submission of work.

Code of Practice – Teaching and Assessment

The Code of Practice – Teaching and Assessment defines the responsibilities of staff in relation to the teaching and the assessment of all undergraduate and postgraduate coursework. It is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities in relation to learning, teaching and assessment, as well as procedures for academic teaching staff.

Code of Practice – Honours

The Code of Practice – Honours applies to a research project or creative project (referred to in this Code as an 'Honours project') within an Honours program or a course of study leading to an Honours award. It outlines the responsibilities of the University and the Academic Unit to ensure correct assessment and supervision of Honours students.

Code of Practice – Practical Placements

This Code of Practice sets out the current policies and practices relating to the workplace experience and other practical training requirements which comprise the whole or part of subjects offered at the University of Wollongong. Its purpose is to make clear what is expected from students, supervisors and the University, and to minimise difficulties caused by misunderstanding or poor communication.

Code of Practice – Supervision

This Code of Practice applies to supervision of candidates enrolled for Masters by Research and Doctorate by Research degrees only. It sets out the responsibilities shared by the Academic Units, staff and students to ensure that research is conducted in the most beneficial, efficient and effective manner.

Code of Practice – Research

This Code of Practice sets out the current policy and best practice relating to procedures for responsible practices in research and dealing with problems of research misconduct. The Code and associated reporting requirements for publication of research results applies to all research undertaken at the University of Wollongong.

Codes of Practice are published in the University Calendar and are available from the University Handbook.

SECTION 2 – STATEMENT OF AFFAIRS / ANNUAL REPORT

The University's most recent Statement of Affairs/Annual Report was issued on 24 April 2008.

The report is available on the web at

<http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow043868.pdf>.

This document provides details of administrative and academic activities, affiliated organisations and financial accounts for the calendar year.

SECTION 3 – CONTACT ARRANGEMENTS

The designated officer of the University is the FOI and Privacy Officer, to whom enquiries concerning the procedures for inspecting the Agency's policy documents can be directed. Any inquiries concerning access to the University's policy documents and Statement of Affairs can be made during office hours (Monday to Friday, 9.00 am to 5.00 pm) to:

FOI and Privacy Officer
Legal Services
Administration Building (36)
University of Wollongong
Wollongong NSW 2522
Telephone: (02) 4221 3277

Access to the University's Policy Documents

The University has a comprehensive website and all relevant documents can be found at the University web address <http://www.uow.edu.au> facilitating open access to information.

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of****WORKCOVER NSW****SECTION 1 – POLICY DOCUMENTS****Office of the Chief Executive**

Customer Service Charter
Compliments and Complaints Handling Policy and Procedures

Internal Audit Unit

Internal Fraud and Corruption Control Plan
Internal Audit Unit Guiding Principles and Procedures Manual

Corporate Services Division

Agency Temps, Contractors and Consultants Policy and Procedures
Claims Assistance Service Induction Manual (containing Case Management Principles)
Code of Conduct
OHS Policy
Passive Smoking
Pre-Employment/Placement Medical Assessment Policy
Privacy and Personal Information Management Plan-June 2000
Procedure for Dealing with threats against Insurers
Procedure for dealing with customers threatening suicide or self-harm
Recruitment and Selection Policy and Procedures
Social Justice Policies
Social Justice Plans
Disability Action Plans
EEO Management Plans
Ethnic Affairs Priority Statements
Indigenous Employment and Development Strategies
Spokeswomen's Strategic Plans
Sponsorship Policy
Statement of Business Ethics
WorkCover Compliance and Prosecution Policy
Information Security Policy

Workers Compensation Division

A Chiropractor's Guide to WorkCover NSW
An Osteopath's Guide to WorkCover NSW
Case Management Principles
Claims Estimation Manual
Compliance Policy and Prosecutions Guidelines
Cross Border Arrangements for Workers Compensation: Guide
Domestic Assistance Guidelines
Equipment and Workplace Modifications Guidelines
Guidelines for Employers Return-to-Work Programs
Guidelines on the Appointment and Functions of Injury Management Consultants
Guidelines for a Physiotherapist—A Physiotherapist's guide to WorkCover NSW
Guidelines for a Remedial Massage Therapist
Guidelines for Employers RTW Programs
Insurance Premiums Order
JobCover Placement Program Guidelines
Prosthetic Disc Replacement – Lumbar Spine. WorkCover guidance material
Rehabilitation Providers Standards and Conditions for Accreditation
Role of the medical practitioner in NSW Workers Compensation System. Joint Statement WorkCover and AMA

Standard Return to Work Program
 S53 Guidelines – retraining of injured workers, workplace modifications and equipment and employment incentives
 Wages Definition Manual
 Workers Compensation Benefits Guide
 Workers Compensation Fact Sheets
 WorkCover Guidelines for claiming compensation benefits
 WorkCover Guides for the Evaluation of Permanent Impairment
 WorkCover guidelines on independent medical examinations and reports
 WorkCover interim payment direction guidelines
 Worker Status Rulings Self Assessment Tool and Web Information
 Work Trial Guidelines (Policies and Procedures) for Rehabilitation Providers and Insurers

Self and Group Self Insurers

Licensing Policy of the WorkCover Authority – for Self-Insurers and Group Self-insurers Licensed under Section 211 of the Workers Compensation Act 1987 December 2001
 Self-Insurer (single company) – Model Licence Conditions – Issued Pursuant to S211 of the Workers Compensation Act 1987
 Group Self-Insurer – Model Licence Conditions – Issued Pursuant to S211 of the Workers Compensation Act 1987
 Application for Self-Insurer Licence – Group Licence
 Application for Self-Insurer Licence – Single Licence Self-Insurer Annual Information Requirements
 Pro-forma cross company guarantee – effective June 2006
 Pro-forma holding company guarantee – effective June 2006
 Holding company guarantee – group self-insurer – effective March 2007
 Holding company guarantee – single self-insurer – effective January 2007
 Financial Undertaking – December 2006
 SI Actuarial Assumptions
 Injury Management Program – checklist for self-insurers
 Self Insurer Case Management Self Audit Guide – November 2006
 Occupational Health and Safety Model for Self-Insurers – July 2005
 National Self-Insurer OHS Audit Tool – User Guide and Workbook – 16 February 2007
 Policy of the WorkCover Authority for transfer of Scheme Liabilities to Self-Insurers and Specialised Insurers under S208AA of the Workers Compensation Act 1987 (S208AA Policy) – September 2003
 Self and Specialised Insurer Guidelines

Specialised Insurers

Licensing Policy for Specialised Insurers under Division 3 of Part 7 of the Workers Compensation Act 1987
 Specialised Insurer Licence Issued Pursuant to Division 3 of Part 7 of the Workers Compensation Act 1987 – Model Conditions
 Injury Management Program – Specialised Insurer checklist
 Specialised Insurer Case Management Self Audit guideline
 Specialised Insurers – Annual Information Requirements
 Financial Undertaking – June 2007
 Actuarial Assumptions
 Policy of the WorkCover Authority for transfer of Scheme Liabilities to Self-Insurers and Specialised Insurers under S208AA of the Workers Compensation Act 1987 (S208AA Policy) – September 2003

Occupational Health and Safety Division

Application for fireworks (single use) Guidelines
 Application for blasting explosives users licence – Guide 2005
 Application for blasting explosives learners licence – Guide 2005
 Application for unsupervised handling licence – Guide 2005
 Application for licence to use Security Sensitive Dangerous Substances – Guide 2005
 Application for licence to import explosives and Security Sensitive Dangerous Substances – Guide 2005
 Application for licence to manufacture explosives and Security Sensitive Dangerous Substances – Guide 2005
 Application for licence to store explosives and Security Sensitive Dangerous Substances – Guide 2005
 Application for licence to supply explosives and Security Sensitive Dangerous Substances – Guide 2005
 Application for licence to transport explosives and Security Sensitive Dangerous Substances – Guide 2005
 Armed Hold-ups and Cash Handling
 Assembling Truck and Tractor Tyres and Rims

Assessment of Commercial and Residential Metering/Electrical Panel Installations for Potential Asbestos Containing Material
 Cashiers: Health and Safety at Work
 Ceiling Dusts Containing Lead: Guidance Note
 Chainsaw Safety
 Checkout Safety: a guide for cashiers, shop assistants, and their supervisors
 Checklist for Safe Use of Silos
 Chemical Analysis Branch Handbook
 Code of Practice: Accommodation for Rural Agricultural Work
 Code of Practice: Amenities for Construction Work
 Code of Practice: Amenity Tree Industry
 Code of Practice: Cash in Transit
 Code of Practice: Collection of Domestic Waste
 Code of Practice: Control of Workplace hazardous Substances
 Code of Practice: Cutting and Drilling Concrete and Other Masonry Products
 Code of Practice: Electrical Practices for Construction Work 2007
 Code of Practice: Excavation
 Code of Practice: Formwork
 Code of Practice: Labelling of Workplace Substances
 Code of Practice: Low Voltage Electrical Work 2007
 Code of Practice: Mono-strand Post-tensioning of Concrete Buildings
 Code of Practice: Moving Plant on Construction Sites.
 Code of Practice: Noise Management and Protection of Hearing at Work
 Code of Practice: NSW Construction No. 2 – Façade Retention
 Code of Practice: OHandS Consultation 2001
 Code of Practice: OHandS Induction Training for Construction Work
 Code of Practice: Overhead Protective Structures
 Code of Practice: Preparation of Material Safety Data Sheets
 Code of Practice: Pumping Concrete
 Code of Practice: Rural Workers Accommodation
 Code of Practice: Safe Handling and Storage of Enzymatic Detergent Powders and Liquids
 Code of Practice: Safe Handling of Timber Preservatives and Treated Timber
 Code of Practice: Safety aspects in the design of bulk solid containers
 Code of Practice: Safe Use of Silos
 Code of Practice: Safe use and storage of Chemicals (including pesticides and herbicides) in agriculture
 Code of Practice: Safe use of Pesticides (including Herbicides) in non-Agricultural Workplaces
 Code of Practice: Safe Work on Roofs Part 1 – Commercial and Industrial and Part 2 – Residential
 Code of Practice: Safety Aspects in the Design, Manufacture and Installation of Bulk Solids Containers, including Silos, Field Bins and Chaser Bins
 Code of Practice: Safe Use of Bulk Solids Containers and Flatbed Storage including Silos, Field Bins and Chaser Bins
 Code of Practice: Synthetic Mineral Fibres
 Code of Practice: Technical Guidance 2001
 Code of Practice: Tunnels Under Construction
 Code of Practice: Wine Industry
 Code of Practice: WorkCover NSW Health and Safety Risk Assessment 2001
 Code of Practice: Workplace Amenities 2001
 Code of Practice: Work Near Overhead Power Lines 2006
 Compliance and Prosecution Policy
 Compliance and Prosecution Policy- Summary
 Conditions for pyrotechnics and single use fireworks licences – Guide 2005
 Dangerous goods – guides to explosives and dangerous Goods Licensing
 Dangers of Set Lighting for Film, TV and Video Production
 Dangers of Using Combustion Engines in Confined Spaces
 Dangers of Separation of Electrical Plugs and Sockets
 Demolition Licensing
 Dermatitis- The Facts Starting from Scratch
 Drugs, Alcohol and the Workplace
 Due Diligence at Work
 Dust in the Workplace: how to prevent silicosis
 Fact Sheet Automatic Teller Machine (ATM) Placement

Fact Sheet – Establishing a Policy to manage alcohol and other drugs in the work place
Fact Sheet For Consignors and Consignees Managing Long Distance Truck Driver Fatigue in NSW
Fact Sheet For Drivers Managing Long Distance Truck Driver Fatigue in NSW
Fact Sheet Driver Fatigue Management Plans Managing Long Distance Truck Driver Fatigue in NSW
Fact Sheet For Employers and Head Carriers Managing Long Distance Truck Driver Fatigue in NSW
Factsheet: laser printers and indoor air quality
Fact Sheet and Checklist for managing the use of Hazardous Substances within the Motor Vehicle Repair Industry
Fact Sheet and Checklist for managing the risk of Sprains and Strains within the Motor Vehicle Repair Industry
Fact Sheet and Checklist for managing the risk of Slips, Trips and Falls within the Motor Vehicle Repair Industry
Fact Sheet and Checklist: Managing the use of hazardous substances within the Motor Vehicle Repair Industry
Fact Sheet and Checklist for managing the use of Plant in the Motor Vehicle Repair Industry
Farm Safety Starter Guide
Farm Safety Starter Kit
Fibro and Asbestos: A renovator and homeowner's guide
Fifteen Minute Farm Safety Checklist
First Aid in the Workplace – an example for small to medium businesses
First Aid in the Workplace, Guide 2001
Form 3 – Notice of Serious Injury of Death – School Children
Guidance Note for working with Asbestos in the Motor Vehicle Repair Industry
Guidance Notes for Workplace Occupational Health and Safety Committees
Guide for Dogging
Guide to Certification
Guide to Managing Diver Fatigue in the Long Haul Trucking Industry
Guide to Rigging
Guide to the Safe Use of Tractors
Guide to Workplace Health and Safety Committees
Guidelines for Demolition Licence Contractors
Handling Cytotoxic Drugs and Related Waste – standard operating procedures
Guidelines for Licensed Asbestos Removal Contractors
Guidelines for the Ethical Behaviour and Conduct of Research Funded by WorkCover NSW Injury Prevention, Education and Research Grants Scheme
Guidelines for the Notification and Use of Listed Carcinogenic Substances
Guidelines for the Notification of Lead Work
Special conditions of pyrotechnician's licences and fireworks single use licences for using Chinese string fireworks during lunar new year and Chinese lion dancing.
Hazard Identification and Risk Management for Small Builders
Health and Safety at Work: hairdressing
Health and Safety at Work: the waste management and recycling industry
Health and Safety at Work: greens, gardens and grounds
Health and Safety at Work: kitchens
Health and Safety at Work: Shearing Guide
Health and Safety Guidelines for Brothels in NSW
Health and Safety in the Office
Health and Safety Guidelines for Call Centres in NSW
Health and Safety Guidelines for Hairdressers
Hierarchy of Hazard Control
Host Employers Fact Sheet
Hotel/Motel Operators' Risk Assessment Tool for Housekeepers Tasks
Initial Injury Advice Form
Industry Reference Group Operational Guidelines, September 2005
Labour Hire Agencies Fact sheet
Managing Chemical Hazards in the Workplace: Guide
Managing Loss and Grief in the Aged Care Industry
Minor works on Asbestos-based Electrical Mounting Boards
Managing the Risk of Violence at Work: Fact Sheet
SMB Mentor Program
Nail Technicians' Tips for Health and Safety

Nanotechnology – Occupational Health and Safety Overview
National Certificates of Competency – Assessment instruments
National Certificate of Competency Assessors Accreditation Manual
– Package 1 – New Applications
National Certificate of Competency Assessors Accreditation Manual
– Package 2 – Additional Period
National Certificate of Competency Assessors Accreditation Manual
– Package 3 – Additional Class
National Certificate of Competency Assessors Accreditation Manual
– Package 4 – Interstate Assessor/ Interstate Transfer
New OHS Powers for Authorised Officers
NSW Sports Safety Award Scheme Nomination Form
NSW Sporting Injuries Committee 20th Annual Report 2003-2004 and Annual Reports from year ended 30 June 1985
Notification of dangerous goods on premises
Occupational Health and Safety Act 2000: a summary of the main provisions
Occupational Health and Safety in Hospitality-Employee Induction Checklist
Occupational Health and Safety in Hospitality-Supervisors Training Manual
OHS Certification Users Manual
OHS Investigations Reference Manual
OHS Trainer Accreditation Manual
OHS Training and Development Manual
OHS General Induction for Construction Work in NSW Administration (Manual) for Accredited Trainers and Approved Providers
OHS Consultation Administration Manual for Accredited Trainers and Approved Providers
OHS and the Multilingual Workforce: Why Bother?
Passive Smoking in the Workplace Policy and Control
Play it Safe Newsletters for Autumn 2005, Winter 2005, Spring 2005 and Summer 2005/06
Pregnancy and Work Guide 2002
Preventing Slips, Trips and Falls: Guide
Preventing Slips, Trips and Falls: Information for Workers – Fact Sheet
Prevention and Management of Workplace Aggression
Protecting Young Workers From Workplace Hazards
Providing First Aid at Work
Policy and Guidelines (Second Edition)
PTO Rebate Scheme Brochure and Application Form
Reading Labels and Material Safety Data Sheets: Guide
Research and Injury Prevention Scheme – Guidelines for Research Grants (Brochure – including application form)
Risk Management at Work Guide
Safe Hire Self Assessment Tool-Checklist
Safety Information Tools for the Wood Manufacturing industry sub-sector
Safe Use of Solvents at Work
Safety Alerts:
All Terrain Vehicles (ATV)
Barrow Hoists
Base failure in self – erecting tower crane
Chrysotile Asbestos Ban
Collapse of Domestic Roofs Under Construction
Concrete Placing Pumps
Contaminated Air – Warning to Divers
Control of Lead in the Radiator Industry
Crush Hazards
Danger of Electrical cables in Walls
Dangers in Some Bus Door Closing Systems
Dangers of In-Running Rollers
Dangers of Powerlines When Pumping Concrete
Divers or Persons Drowning
Electrical Hazards for Plumbers
Electrical Work near Live Electrical Equipment
Electrocution from Sander Polishers

Enclosed Areas
 Explosion Danger in Cutting Empty Fuel Drums
 Failure of Lifting Devices in Construction Work
 Fatal Fireworks Explosion
 Fatality Highlights Drilling Rig Dangers
 Harvest Machinery
 High Visibility Clothing
 Hydraulically Operated Post Drivers
 LP Gas Filling Adapters
 Maintenance to Forklift Truck
 Manual Handling Summit Response Program documents (several)
 Mobile Cranes
 Mobile Wood Chipping Machines
 Moving Plant on Construction Sites
 Pier Holes
 Plugs and Sockets used with Refrigerated Containers
 Portable Electrical Inverters for Construction Work
 Residual Current Devices on Portable Generators
 Risks from exposed reinforcement bars
 Safe Handling of Contaminated Groundwater at the Workplace
 Safety for Tilt Tray Trucks and Trailers
 Safety Mesh on Roofs
 Solid Fuel Boiler Furnace Doors
 Telehandlers
 Temporary support of Masonry walls under construction
 The Use of Telehandlers to Lift Freely Suspended Loads and on Sloping Ground
 Tiger Tails on Powerlines
 Tip Truck Trailers
 Tractor and Tractor Implement Operations
 Tree Amenity/Arborist Operations
 Use of Steel Wire Hooks in the Electrical Industry
 Use of bags to lift bulk materials
 Warning on the Use of Portable Electrical Inverters for Construction Work
 Safety Guides:
 Advisory Information on Work Platforms for Fork Lift Trucks
 Cantilevered Platform Materials Hoists – Upgrading of Safety Gear
 Fibro and Asbestos – A renovator and homeowner’s guide
 Guide 2006: Preventing Slips, Trips and Falls
 Guide for Amusement Device Owners/Operators- Safe Electrical Practices
 Guidelines to working on Electrical Meter Panels identified as containing asbestos
 Health Care and Accommodation Industries Thermostatic Water Mixing Valve Failure
 Inorganic Mercury Spillage Cleaning Procedures
 Manual Moving Heavy Objects Across a Truck Tray with a Crow Bar or Similar Lever
 New South Wales Sporting Injuries Insurance Scheme (Brochure)
 Portable Ladders
 Preventing Death by Drowning
 Safe Operation of Inflatable Type Amusement Devices
 Safety Helmets for Head Protection on Construction Sites
 Safety Near Concrete Pumps
 Supplementary Guidance on Identification of Synthetic Slings
 Use of Fall Arrest Systems
 Work near underground assets – Guide
 Safety Solutions Rebate probity documentation
 Secure and Safe: Handling of Explosives and Security Sensitive Dangerous Substances
 Serious about safe business pack
 Short Guide to Working with Asbestos
 Six steps to OHS: duty of care in OHS
 Skin cancer and outdoor workers: a guide for workers
 Small Business Starter Kit
 Small Business Safety checklist
 Spray Painting Guide 2001

Sporting Injuries Insurance Scheme Handbook
Sporting Injuries Insurance Scheme Benefits Table
Sporting Injuries Insurance Scheme Application for Membership Form
Stress, the Workplace and the Individual
Subby Pack
Supplementary Sporting Injuries Benefits Scheme (Brochure)
Summary of the OHS Regulation 2001
Supply of chemicals and substances to workplaces
Taking Safety Seriously (A systematic approach to managing workplace risks in the NSW Public Sector –
TestSafe Australia Business Plan 2007-2010
Unguarded Cooling Fan Belts on Generator Sets
Use of Fall Arrest Systems
Use of Portable Appliance Testers (PATs) for Testing Plug-In Electrical Equipment in the Workplace
Using Residual Current devices (Safety Switches)
Violence in the Workplace: What Managers Can Do
Work Hazards in the Hospitality Industry
Work Involving the Use of MOCA (4,4'-methylene bis(2-chloroaniline))
Work Near Underground Assets
WorkCover Injury Prevention, Education and Research Grants Scheme: Guide for Applicants
WorkCover NSW Inspectors Fixed Penalty Handbook
Workers Compensation Compliance Manual
Working from Home
Workplace Bullying
Workplace Complaints Handling relating to OHS and associated legislation
Workplace Improvement Framework
Workplace Improvement and Compliance Assessment Manual
Workplace PPE Program
Workplace Safety Kit
Workplace Violence in the Finance Sector-Guidelines, Checklists and Forms for Small to Medium
Workplaces
Work Site OHS Assessment Package
Young Workers, Work Experience and Work Placement Students – don't let their first day be their worst day
Your Guide for Working with Asbestos
Your Guide to Workplace Health and Safety
Additional requirements for Item Registration of tower cranes in NSW
Abrasive Blasting
Acceptance of plant registrations from other states and territories (Publication No. 4387)
Acceptance of overseas standards for plant registration under the OHS Regulation 2001 (Publication No.
4384)
Advice on the use of crane workboxes (Publication No. 4398)
Alteration of a lift, escalator or moving walk under the OHS Regulation 2001 (Publication No. 4364)
Change of person in control of plant (Publication No. 4369)
Clarification of Clause 121 of the OHS Regulation 2001 (Pub No. 4377)
Commissioning of lifts as part of the item registration process (Pub No. 4378)
Cranes, hoists and winches (Publication No. 4422)
Design of Plant that can be used for Multiple Purposes (pub No. 4401)
Design registration as assault of altering an item of plant (pub No. 4365)
Design of Vertical Ladders on Silos (pub No. 5008)
Exemption – tractors fitted with loadshifting attachments (pub No. 4601)
Fitting of attachments to earthmoving equipment (pub No. 4366)
Guidelines – Concrete Placing Units (pub No. 4380)
Indicating devices on self erecting tower cranes (pub No. 4382)
Interim requirements for operating self-erecting tower cranes (pub No. 4425)
Item registration of lifts for their use on construction sites (pub No. 4367)
Measures used to control the risks associated with working at height (pub No. 4379)
Multiple registration of plant items (pub No. 4383)
Protective structures for earthmoving equipment (pub No. 4393)
Registration of imported cylinders with limited use in NSW (pub No. 4386)
Registration of imported transportable pressure vessels with limited use in NSW (pub No. 4388)
Relocation of normally fixed plant (pub No. 4368)
Requirements for Auctioneers Selling Used Plant in NSW (pub No. 4855)

Requirements for Fencing (pub No. 4489)
 Requirements for persons selling or transferring plant (pub No. 4597)
 Requirements for Trestle Ladders in NSW (pub No. 4943)
 Requirements to use mobile construction plant registered in other states and territories (pub No. 4400)
 Responsibilities for persons supplying plant that is not in their control under the OHS Regulation 2001 (pub No. 4396)
 Roll over protection structures for tractors used in orchards (pub No. 4389)
 Tower Cranes: Additional Requirements for Item Registration in NSW (pub No. 5030)
 Use of plant for purposes for which it was not designed (pub No. 4382)
 Use of plant when altering or commissioning (pub No. 4385)
 Vehicle-Loading Cranes: Registration, Certification and other Requirements (pub No. 4391)
 Working Off Stepladders (pub No. 4395)
 Work near or in close proximity to overhead power lines
 Work platforms for forklift trucks (pub No. 4399)

Additional licensing information:

Clothing Factory Registration Manual
 Conversion Application for Construction Frequently Asked Questions
 OHS Consultation Administration Manual
 OHS General Induction for Construction Work in NSW Administration Manual
 OHS Trainer Manual
 NCOC Frequently Asked Questions (FAQs)
 NCOC Manual
 CIC Frequently Asked Questions
 Construction Induction Certificate Manual
 Pest and Fumigants Frequently Asked Questions
 Pest Fumigant NCOC – New Issue
 Pest Fumigant NCOC – Renewal

Strategy and Policy Division

Annual Reports
 Corporate Plan 2007/2010
 Freedom of Information Guidelines and Request for Access Form
 External Release of Data Policy (listed instead of ‘Procedure for Processing External Data Requests’)
 Privacy Management Plan 2006
 WorkCover Record Keeping Policy
 WorkCover Assist 2008 Information Pack
 WorkCover Assist Education and Training Grants Program 2008: Application Guideline [consolidation of ‘WorkCover Assist Commissioned Education Funding Briefs (9 initiatives)’ and ‘WorkCover Assist General Grant Funding Brief’]
 Information Security Policy
 Privacy Statement

Workers Compensation Commission

Access and Equity Service Charter Summary
 Access and Equity Service Charter
 Access to Compensation Court papers
 Annual Review 2002
 Annual Review 2003
 Annual Review 2004
 Annual Review 2005
 Annual Review 2006
 Annual Review 2007
 Appeal Against the Decision of an Arbitrator (Brochure)
 Form 1 – Application for Expedited Assessment
 Form 1A – Application to Revoke an Interim Payment Direction
 Form 1B- Reply to Application for Expedited Assessment
 Form 2 – Application to Resolve a Dispute
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 Form 2 Cover – Section 162
 Form 2 Cover – Uninsured Employer
 Form 2 Cover – Additional insurer/scheme agent

Form 2 – Supporting documents and information
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Form 2B – Application to Join a Party to Proceedings
Form 2C – Application to Admit Late Documents
Form 4 – Certificate of Service
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Form 5B – Application to Register a Redemption Agreement
Form 5C – Application for Determination to Commute Liability
Form 5D – Application to Determine to Redeem Liability
Form 6 – Application to Resolve a Workplace Injury Management Dispute
Form 7 – Application for Assessment by an Approved Medical Specialist
Form 7A – Response to application for assessment by an AMS
Form 8 – Direction for Production
Form 8A – Application for Leave to Serve a Direction for Production Outside the State
Form 8B – Summons to Attend
Form 9 – Appeal Against Decision of Arbitrator
Form 9A – Notice of Opposition to appeal against decision of Arbitrator
Form 10 – Appeal Against a Decision of Approved Medical Specialist
Form 10A – Notice of Opposition to Appeal Against Decision of Approved Medical Specialist
Form 11 – Direction for Access to Information and Premises
Form 11A – Certificate of Service for Work Injury Damages Claims
Form 11B – Application to Cure a Defective Pre-filing Statement
Form 11C – Application for Mediation to Resolve Work Injury Damages Claim
Form 11D – Response to an Application for Mediation to Resolve Work Injury Damages Claim
Form 11E – Application to Strike Out of Pre-Filing Statement
Form 11F – Opposition to Application to Strike Out of Pre-Filing Statement
Form 13 – Application for Leave to Refer a Question of Law
Form 13A – Notice of Opposition to Application for Leave to refer a Question of Law
Form 14A – Agreement to Discontinue Proceedings
Form 14B – Election to Discontinue Proceedings
Form 15 – Application for Assessment of Costs
Form 18 – Wages Schedule
Approved Medical Specialist’s Code of Conduct
Arbitrators Code of Conduct
Closing the Dispute Resolution Process (Brochure)
Commencing the Dispute Application Process – Applicant’s Procedures (Brochures)
Commencing the Dispute Application Process – Respondent’s Procedures (Brochures)
Consent Orders
E-Bulletin
Guide to Completing Form 1
Guide to Completing Form 1B
Guide to Completing Form 2
Guide to Completing Form 2A
Guide to Completing Form 6
Guide to Completing Form 7
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Guide to Completing Form 14A
Guide to Completing Form 14B
Guide to Completing Form 18
Guidelines for Media Representatives
Information for Injured Workers (Brochure, DVD and Video)
Interim Payment Directions (Brochure)
Medical Appeals (Brochure)
Policy on Publication of Decisions in the Workers Compensation Commission
Practice Direction No. 1 Determination of matters without a conciliation conference or arbitration hearing in person (‘on the papers’)

Practice Direction No. 2 Adjournment of Commission proceedings and leave to introduce evidence
 Practice Direction No. 3 Expert evidence.
 Practice Direction No. 4 Correction of 'obvious error' in a certificate of determination
 Practice Direction No. 5 Reference of question of law on compensation claim to the Workers Compensation Commission constituted by the President
 Practice Direction No. 6 Appeal against a decision of the Commission constituted by an Arbitrator.
 Practice Direction No. 7 Directions to produce documents and summonses to non-parties
 Practice Direction No. 8 Notices for production
 Practice Direction No. 9 Lodgement of late documents.
 Practice Direction No. 10 Determination of disputes concerning past weekly payments for a period not exceeding 12 weeks.
 Practice Direction No. 11 Process for Resolution of Permanent Impairment Disputes Lodged with the Commission
 Practice of the Conciliation/Arbitration Process in the Workers Compensation Commission
 President's Paper on the Workers Compensation Commission – August 2006
 Provision of Interpreter Services – Service Charter
 Record of Proceedings Policy
 Referral for Medical Assessment (Brochure)
 Registrar's Guideline for Work Injury Damages in the Workers Compensation Commission
 Registrar's Guideline for Standards of Conduct during Proceedings in the Workers Compensation Commission
 Registrar's Guideline – Requests for Reconsiderations under sections 329(1A), 350(3) and 378 of the Workplace Injury Management and Workers Compensation Act 1998
 Registrar's Guideline – Appeal against Medical Assessment
 Response to an Application for Mediation to Resolve Work Injury Damages Claim
 SEPA Notice to Producer
 SEPA Order
 Superseded Practice Directions
 The Self-Represented Worker (Brochure)
 Venue Policy
 Workers Compensation Commission Rules 2003 – (repealed)
 Workers Compensation Commission Rules 2006
 WorkCover Benefits (including information guidelines)
 WorkCover Guides for the Evaluation of Permanent Impairment
 WorkCover Interim Payment Direction Guidelines
 WorkCover Medical Assessment Guidelines
 WorkCover Guidelines for Claiming Compensation Benefits
 Workplace Injury Management Disputes (Brochure)

NSW Sporting Injuries Committee

NSW Sporting Injuries Committee Annual Report 2006-2007 and Annual Reports from year ended 30 June 1985
 New South Wales Sporting Injuries Insurance Scheme (Brochure)
 Sporting Injuries Insurance Scheme Handbook
 Sporting Injuries Insurance Scheme Benefits Table
 Sporting Injuries Insurance Scheme Application for Membership Form
 Supplementary Sporting Injuries Benefits Scheme (Brochure)
 Initial Injury Advice
 Benefit Application Form
 Benefit Application Form – Death
 Research and Injury Prevention Scheme (Brochure)
 Research and Injury Prevention Scheme Application Form
 NSW Sports Safety Awards Nomination Form
 Sporting Injuries Insurance Act 1978
 Sporting Injuries Insurance Rule 1997
 Sporting Injuries Insurance Regulation 2004

SECTION 2 – STATEMENT OF AFFAIRS

The most recent issue of the Statement of Affairs is December 2005. The Statement of Affairs of WorkCover NSW can be obtained free of charge from the WorkCover Assistance Service at the following address:

WorkCover Assistance Service
92-100 Donnison Street
Gosford NSW 2250
Locked Bag 2906
Lisarow NSW 2252
Hotline number: 13 10 50

The WorkCover Assistance Service is open to the public between 8:30am and 4:30pm weekdays.

The Statement of Affairs is also available on WorkCover's website at www.workcover.nsw.gov.au

SECTION 3 – CONTACT ARRANGEMENTS

Enquiries concerning the procedures for inspecting and purchasing policy documents should be directed to:

The FOI Liaison Officer
WorkCover NSW
Locked Bag 2906
Lisarow NSW 2252

Requests under the Freedom of Information Act 1989 for access to documents, other than policy documents, in the possession of WorkCover NSW and associated bodies should be accompanied with a \$30 application fee and mailed to the above officer at the above address.

Documents are sent to applicants via Australia Post or may be inspected during business hours by prior arrangement with WorkCover NSW. (Monday to Friday from 9.00am to 5.00pm)

FREEDOM OF INFORMATION ACT 1989**Section 14 (1) (b) and (3)****SUMMARY OF AFFAIRS****of the****WORLD YOUTH DAY CO-ORDINATION AUTHORITY****SECTION 1 – POLICY DOCUMENTS**

Code of Conduct and Ethics

Protected Disclosures Procedures

Procedures for Processing Freedom of Information (FOI) Applications

World Youth Day Co-ordination Authority Applications Manual

Guides

- Public Transport Guide to World Youth Day Events
- Pilgrim Transport Guide
- A Guide to Transport and Government Services for People with a Disability
- Not attending World Youth Day events? A guide to travelling in and around Sydney.

Brochures

- What's it all about
- Changes to your Eastern Suburbs bus services during the week of celebrations

Fact Sheets

- General Information
- Role of NSW and Commonwealth Governments
- Public Transport
- Key Events
- Economic Benefits
- NSW Health Activities
- Sydney – Home of International Events

Traffic and Transport Information

- Millers Point Households
- Sydney CBD Households
- Haymarket and Chinatown Households
- Sydney CBD Road Closures

SECTION 2 – STATEMENT OF AFFAIRS

The Authority was established by the World Youth Day Act 2006 and commenced operations on 4 December 2006. The Authority's first Statement of Affairs was published in its 2006-2007 Annual Report. The 2006-2007 Annual Report can be accessed at www.wydca.nsw.gov.au under Publications.

SECTION 3 – CONTACT ARRANGEMENTS

Copies of this Summary of Affairs and the documents listed in Section 1 can be inspected or obtained by contacting the Authority (02) 9201 3337. The Authority's office hours are 8.30am to 5.00pm on weekdays.

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

The Freedom of Information Manager
World Youth Day Co-ordination Authority
201 Elizabeth Street
Sydney NSW 2000
GPO Box 5341
Sydney NSW 2001

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