



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

**SUMMARY OF AFFAIRS
of
WINGECARRIBEE SHIRE COUNCIL**

FOI Agency No. 2236 (30/06/08)

File: 1421/3

SECTION 1 - POLICY DOCUMENTS

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

Documents may be inspected during office hours Monday to Friday, 8.30am to 4.30pm at the Civic Centre, Elizabeth Street, Moss Vale, NSW.

SECTION 2 - STATEMENT OF AFFAIRS

A Statement of Affairs as at 30 June 2008 has been prepared in accordance with Section 14(1) and (2) of the Freedom of Information Act and is available for inspection during office hours at the Civic Centre, Elizabeth Street, Moss Vale.

SECTION 3 – CONTACT ARRANGEMENTS

Council has procedures in place for accessing information (other than the policy documents listed below), which require completion of a 'File Access Request' form, to record requests and to facilitate ease of access, in accordance with Section 12 of the Local Government Act. Any reasonable request for access to documents held by Council is considered and wherever possible access will be arranged free of charge. However, photocopying charges will apply.

There may however, be reasons why information is not provided and Council's reasons for refusal may include the following:

- The time and resources which may be involved in providing access
- The rights to privacy of others who may be affected by the disclosure of the information
- Legal information
- Other information that is determined by Council not to be in the 'Public Interest' to be released.

FOI Applications

If information is not available under Section 12 of the Local Government Act then a person may make a formal application under the Freedom of Information Act for access to documents held by Council. Formal applications must be made in writing accompanied by a fee of \$30.00 and addressed to:

The Freedom of Information Officer
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Applications for a review of a determination regarding an (FOI) application must also be made in writing to the General Manager and accompanied by a fee of \$40.

Inquiries

Inquiries may be directed to the Freedom of Information Officer by telephoning (02) 48680 888 during business hours Monday to Friday, 8.30am to 4.30pm.

Fees and Charges

1. Application fees cover costs of receiving applications including registration and initial discussions with applicants. Any applications requiring more than 1/2 hour file research will involve processing charges of \$30.00 per hour (subject to note 4).
2. An advance deposit may also be required in accordance with Sections 21 and 22 of the Freedom of information Act 1989, if Council's costs are likely to exceed the application fee.
3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship. (Refer FOI Procedure Manual for criteria).
4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs.

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

PUBLICLY AVAILABLE DOCUMENTS

(Available for viewing free of charge)

Adjoining owners notification (see Notification of Adjoining Owners Policy)
Advertising Code
Annual Reports including Annual Financial Reports
Auditors Report
Budget (see also Management Plan)
Building application/approval records
Building Line Policy
Business Papers
Code of Conduct (per Section 440 of LGA)
Code of Meeting Practice
Contributions Plans (see also Section 94 Contributions)
Delegations of Authority Register
Development application/consent records
Development Control Plans
Disaster Plan
Disclosures Register (see also Pecuniary Interest Returns)
EEO Management Plan
Expenses and Facilities Policy (concerning the payment of expenses incurred by, and in the provision of facilities to, Councillors)
Fees & Charges (see Revenue Policy)
General Manager's Quarterly Reports
Internal Reporting Policy (for the purposes of the Protected Disclosures Act)
Investment Register
Library Annual Report
Local Environmental Plans
Land Register
Local Approvals Policy
Management Plan
Minutes of Committee Meetings
Minutes of Council Meetings
Motor Vehicle Policy (see Private Use of Council Vehicles Policy)
Notification of Adjoining Owners Policy
Occupational Health and Safety Code
Occupational Health and Safety Committee Policy
Organisational Employment related Policies
Pecuniary Interest Returns (see also Disclosures Register)
Plans of management for community land
Policy Register
Pricing Policy (see also Management Plan)
Private Use of Council Vehicles Policy
Rehabilitation Policy
Revenue Policy (including Fees & Charges)
Section 94 Contributions Plans (see Contributions plans)
Smoke Free Work Environment Policy
State of the Environment Report
Statement of Affairs - FOI
Summary of Affairs - FOI
Subdivision Code
Tendering Policy
Wingecarribee Shire Map
Council Managed Halls List
Volunteer Managed Committees
Community Halls

Rate Payments Options
Guidelines for keeping poultry
Tighter Controls for Dangerous dogs
List of Parks Gardens & Reserves in Wingecarribee Shire
Orders on Premises Not in a Safe or Healthy Condition
Wingecarribee Shire Issues and Actions 2006 - 2010
Community Care and Support for Older People people with a disability and Carers
General Burning Approvals -Towns
General Burning Approvals -Rural Areas & Villages
General Burning Approvals -Shire at a glance
Clean Air Regulation - Fact Sheet
Rules for Backyard Burning
Guidelines for Pile Burning with RFS diagrams
Wingecarribee Webb (newsletter)
Bushfire Management Plan (x12)
Bush Fire Prone Land
Reserve Management Plans (x12)
Handling of Liquid Wastes
Storing Liquid Wastes
Responding to spills
Preventing Spills
Reducing Liquid Waste
WOFE Program Management Plan 2003 - 2008
Recommended Erosion and Sediment Controls
Burradoo Bu2 Catchment Assessment Study
WSC Pesticide Notification Plan
Local Management Plan Noxious Weeds
Noxious Weed Management Plan
Noxious Weed General Fact Sheet
Noxious Weeds Act
Noxious Weed Declarations 2006
Section 18 Notice to Control Noxious Weed
Environmental Weeds of the Southern Highlands
Bowral Country Golf Course Plan of Management X 3
Roadside Mowing Urban
Roadside Mowing Rural
What is Roadside Vegetation
Guidelines for Assessment of Tree Removal Applications Flow Chart
Application to Remove Roadside Vegetation
State of the Environment Reports
DECC Composting Guide
Tree Removal Application Form
NSW Greywater Usage Guidelines
Keeping your plants and soil healthy with grey water
LTW Fees & Charges
LTW FAQ 2007-2008
Robertson Sewerage Scheme Update
Green Waste Shire Wide Information Brochure
Commercial Service Information Pamphlet
Managing waste from Construction Sites
Recycling Service
Waste Service
Disposal Fees and Charges for bringing waste to the RRC
2007-2008 Waste Collection Calendar
The Draft LEP Maps X 20
Where is the plan exhibited and what information forums will there be. X 5
Locality Discussion Paper X 18

Thematic Discussion Papers X 17
Background Papers X 9
How to make a submission X 2
Land Reclassification X 31
Bundanoon Plan - May 2007
May 2007 onwards
Developer Contribution Plan Beaconsfield Road Moss Vale Development Area
Wingecarribee DCP X 33
Shire Significant Development Information
Development Co-ordination Unit Information
Shire Significant Development
Draft LEP 124
Standard Notes for Subdivision
Possible Urban Release Sites X 6
Wingecarribee Social Plan X 7
Feasibility Study - Wingecarribee Enterprise Zone
Plan Documents x 10
Individual Precinct Plans X 22
General Information Alcohol Free Zones
Moss Vale - Alcohol Free Zones
Mittagong - Alcohol Free Zones
Bowral - Alcohol Free Zones
Bicycle Information & Safety
Unformed Roads Fact Sheet
Unformed Roads Policy
Wingecarribee Shire Council Map
A Short History of Wingecarribee Shire Council
History of Wingecarribee prior to 1981

Council's Policy Register (which contains the following adopted policies of Council)

Folder Name	Policy Name
ADMINISTRATION	Closure of Unformed Public Roads
	Guidelines for the Management Committee Budget
	Media Statements
	Records & Document Management
	Release of Complainant
ADVERTISING	Outdoor Advertising Sign Code – <i>"Council has adopted an Outdoor Advertising Sign Code (See Volume 2, Codes, Approvals and Orders)"</i>
	Advertising & Sponsorship Policy
BUILDING MATTERS	Building Lines
	Dividing Fences – Council Contributions
	Garages & Other Non-Habitable Buildings – <i>"Council has adopted a Local Approvals Policy for Garages and Other Non-Habitable Buildings (See Volume 2 Codes, Approvals and Orders)."</i>
	Local Orders Policies – <i>"Council has adopted various Local Orders Policies (See Volume 2 Codes, Approvals and Orders)."</i>
	Re-Sited Dwellings – <i>"Council has adopted a re-sited dwellings policy. (See Volume 2 Codes, Approvals and Orders)."</i>
	Tennis Courts – Lighting
CEMETERIES	Headstones – Lawn Beams Section
COMMUNITY SERVICES & CULTURAL SERVICES	Arts & Culture/Foyer Gallery Policy
	Arts & Culture
	Arts & Culture Policy
	Changes to Policy/Operating Procedure – Family Day Care
	Co-Carers – Family Day Care
	Council Appointed Committees – (Correspondence Guidelines)
	Homelessness
	Management & Advisory Committees – Budget Allocations
	Management Committees
	Pets – Family Day Care
	Provision of Access for People who have Disabilities

Folder Name	Policy Name
	Volunteer Committee Manual – Management and Advisory Committees – <i>"Please refer to the Committee Coordinator to obtain a comprehensive copy of the Volunteer Committee Manual."</i>
COUNCIL MATTERS	Code of Conduct – <i>"Council has adopted a Code of Conduct (See Volume 2 Codes, Approvals and Orders)."</i>
	Code of Meeting Practice – <i>"Council has adopted a Code of Meeting Practice (See Volume 2 Codes, Approvals and Orders)."</i>
	Councillor/Senior Staff Meetings
	Complaints Handling Policy
	Election Campaign Posters
	Election Campaign
	Interstate and Overseas Travel
	Open Council Meetings
	Payment of Expenses and Provision of Facilities
	Resumption of Council Meetings
	Visitor Presentations to Council
DEVELOPMENT CONSIDERATIONS	Concrete Footpath Construction – New Subdivision
	Local Approvals – Neighbour Notification – <i>"Council has adopted a Local Approvals - Neighbour Notifications Policy (See Volume 2 Codes, Approvals and Orders)."</i>
	Public Meetings
	Subdivision and Development Code – <i>"Council has adopted a Subdivision and Development Code (See Volume 2 Codes, Approvals and Orders)."</i>
	Unannounced Inspections – Bed and Breakfast Establishments
EMERGENCY SERVICES	Helicopters – NSW Police Service
	Rural Bush Fire Brigades – Mobile Telephones
ENVIRONMENT	Backyard Burning of Vegetation
	Floodplain Management Policy – <i>"Council has adopted a Flood Plain Management Policy (See Volume 2 Codes, Approvals and Orders)"</i>

Folder Name	Policy Name
	Hawkesbury Nepean Catchment Erosion and Sediment Control – <i>"Council has adopted the Hawkesbury - Nepean Catchment Management Trust's "Hawkesbury Nepean Catchment, erosion and Sediment Control" policy. See Volume 2 Codes, Approvals and Orders."</i>
	Radiata Pines
FINANCE	Asset Management – <i>"Council has adopted an Asset Management Policy. (See Volume 2 Codes, Approvals and Orders)."</i>
	Budgetary Monitoring
	Investment of Surplus Funds
HEALTH MATTERS	Rehabilitation of Site
HOUSING	Energy Efficient Housing Policy – Energy Smart Homes Policy for Council
HUMAN RESOURCES	Corporate Uniform – Customer Services Team
	Employee Education Assistance Scheme
	Equal Employment Opportunity (EEO) Policies – Grievance Policy
	Equal Employment Opportunity (EEO) Policies – Harassment Policy
	Equal Employment Opportunity (EEO) Policies
	Exit Interviews
	Job Evaluation Grievance Procedures
	Pre-Employment Medical Examination
LAND	Lease of Council Land – Personal Guarantees
	Surplus Council Lands Rationalisation Policy
LIBRARY SERVICES	Borrowing Policy (Schools)
NOXIOUS PLANTS	Noxious Weed Management Policy

Folder Name	Policy Name
OH&S	OHS Policy
PARKS, GARDENS & RESERVES	Bushcare Volunteer Policy
	Erection of Signs in Conjunction with the Donation of Trees
	Management of Trees on Council Roadside Reserves
PLUMBING & DRAINAGE	Inter-allotment Drainage Systems
	Stormwater Drainage
RANGER SERVICES	Investigation of Complaints Concerning Alleged "Dangerous Dogs"
RATING (WATER, SEWER & PROPERTY)	Pensioner Rate Rebate
	Rate Notices – Corporate Advertising
RISK MANAGEMENT	Gathering of Information
	Planning an Event
	Risk Management
ROADS, STREETS & TRAFFIC	Motor Vehicle Rallies
	Paving of Footpaths
	Request for Permission to Film
	Road Naming in Wingecarribee Council
	Roads Act 1993 – Public Road Closures – Distribution of Funds
	Upgrading of Unformed Roads
	Unsealed Streets & Roads
SEWERAGE	Discharge of Liquid Trade Waste
	Holding Wells
	Sewerage
SUBDIVISIONS	Bicycle-Pedestrian Ways
	Concessional Allotments

Folder Name	Policy Name
	Drains
	Power Lines
	Sealing, Kerb & Guttering Existing Roads
	Subdivision and Development Code – <i>"Council has adopted a Subdivision and Development Code (See Volume 2 Codes, Approvals and Orders)."</i>
TENDERS-CONTRACTS	Open Tendering
	Tendering Procedures
	Tenders
VEHICLES	Council Emblem
	Private Use Car Scheme and Vehicle Leasing
	Surplus Plant Disposal – Allocation of Income
WASTE	Acceptance of Waste for Handling and Disposal
	Discharge of Liquid Trade Waste into Council's Sewer
	Garbage Charges – Appeals Against
	Management of Contaminated Clinical and Related Wastes – <i>"Council has adopted a Management of Contaminated Clinical and Related Wastes Policy. (See Volume 2, Codes Approvals & Orders)"</i>
	Waste and Recycling Receptacles
WATER	Drought Management
	Issue and Use of Metered Standpipes
	Low Water Supply Pressure – Rebate