

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

**SUMMARY OF AFFAIRS
of**

**KEMPSEY SHIRE COUNCIL
(F.O.I. Agency No. 2156)**

SECTION 1 – POLICY DOCUMENTS

Kempsey Shire Council's Policy Documents are as follows:

| Policy Register | No |
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| Abandoned shopping trolleys | 13.1 |
| Access roads to rural residential areas | 22.05 |
| Access to rural subdivisions | 13.8 |
| Accounts - debts recovery | 11.1 |
| Accounts - fees and charges - sewerage charges | 21.1 |
| Accounts - plant hire and private works | 21.2 |
| Accounts - signing of cheques | 11.2 |
| Aged and invalid persons units - application for tenancy of rental units | 12.21 |
| Aggregation of certain land for rating purposes | 21.26 |
| Assistance to organisations - grant applications and project management | 11.3 |
| Awards - cultural/literary | 21.4 |
| Awards - sporting achievements | 21.3 |
| Beaches - beach bathing - beach inspectors | 12.3 |
| Beaches - motor vehicles on beaches | 23.17 |
| Beaches - use of surfcraft in horseshoe bay | 12.4 |
| Bridge naming | 12.15 |
| Building alignments | 23.2 |
| Buildings demolition | 13.2 |
| Building disposal of roofwater | 13.3 |
| Building temporary occupation of caravans or garages | 23.15 |
| Business incentive | 13.10 |
| Busking | 12.22 |
| Camping grounds - goolawah reserve racecourse - delicate | 11.14 |
| Caravan parks/camping grounds - caretakers authorities | 11.15 |
| Carnivals and concerts, circuses etc on council property | 11.4 |
| Cattle feed lots establishment of | 23.3 |
| Cemeteries and memorial garden policy | 12.10 |
| Chemical sensitivity | 21.24 |
| Child Protection | 11.13 |
| Civic centre use - hire of council chambers | 11.5 |
| Clyde street mall | 12.26 |
| Code of conduct | 24.8 |
| Code for food - commercial home catering | 23.18 |

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| Code for food - commercial premises | 23.19 |
| Code for food - markets, bazaars, stalls and the like | 23.20 |
| Code of meeting practice | 24.19 |
| Code for practice for the protection of buildings from subterranean termites | 23.4 |
| Committee meeting arrangements | 24.13 |
| Committees under section 377 of the local government act 1993 | 24.12 |
| Community consultation | 24.16 |
| Complaints and compliments - council activities | 24.17 |
| Conflict of interest | 24.9 |
| Consumption of alcohol on public reserves | 21.5 |
| Contributions to works for footpaving | 22.2 |
| Contributions to works for kerbing and guttering | 22.3 |
| Control of noxious weeds | 12.5 |
| Council meeting arrangements | 24.14 |
| Council publications - subscriptions | 21.6 |
| Council quarry operations drilling and or blasting rock | 12.6 |
| Councillors and staff - interaction and provision of information to | 24.1 |
| Damage to water meters | 12.17 |
| Definition of categories used for sewerage access and usage charges | 21.25 |
| Development and other applications - refund of fees | 23.5 |
| Disability access | 21.8 |
| Disclosures of interest – councillors and designated persons | 14.3 |
| Disconnection of water supply for non-payment | 12.1 |
| Disposal of assets | 11.16 |
| Dogs - control and registration | 13.4 |
| Dogs - keeping of and kennels | 13.5 |
| Donations and grants and subsidies | 21.7 |
| Ecologically sustainable development | 23.23 |
| Events management | 21.22 |
| Extension of water mains | 22.13 |
| Farm land rating | 21.9 |
| Flood plain management strategy | 23.6 |
| Food surveillance programme | 13.7 |
| Footpath risk management | 11.7 |
| Fraud control procedure | 24.20 |
| Freedom of information | 21.10 |
| General manager - delegation of authority | 24.2 |
| Gifts and benefits | 24.7 |
| Hardship - relief to ratepayers | 21.11 |
| Height of buildings | 23.7 |
| Helicopter landing sites in the shire other than on council owned and controlled property | 12.8 |
| Helicopter landings on council owned and controlled property | 12.7 |
| Holidays - local public | 21.12 |
| Implementation of water restrictions | 22.10 |

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| Incentive policy - sports facility develop and maint. Strategy | 12.9 |
| Industrial land - council owned | 21.23 |
| Information technology co-ordination policy | 11.6 |
| Initial sealing of roads | 22.9 |
| Insurances | 11.8 |
| Internal reporting of corruption and maladministration | 24.5 |
| Investment of funds | 21.13 |
| Jet ski hire | 23.8 |
| Land - lease of council property and roads - agistment rights | 22.11 |
| Leasing of public areas for restaurants or cafes | 23.9 |
| Legal proceedings litigation | 14.1 |
| Library fees and charges | 12.23 |
| Library loans | 12.24 |
| Library membership | 12.25 |
| Limiting access to staff and information by members of public | 24.15 |
| Loans to sporting clubs | 21.14 |
| Maintenance of subdivisions, security deposits & bank guarantees | 13.9 |
| Mayor - delegation of authority | 24.3 |
| Outdoor religious activities | 21.15 |
| Parking code | 23.12 |
| Payment of expenses and provision of facilities to the mayor and councillors | 24.4 |
| Public gates - public grids | 12.11 |
| Public notification | 23.22 |
| Purchasing of goods and services | 11.17 |
| Rating - vacant flood prone land | 21.17 |
| Receipts - issue | 11.9 |
| Records management program | 11.18 |
| Reference and information services | 11.10 |
| Replying to correspondence | 11.12 |
| Reporting breaches of the council code of conduct | 24.10 |
| Rewards vandalism | 21.18 |
| Rezoning applications | 23.13 |
| Risk management | 11.11 |
| Roadside stalls and street vending | 23.14 |
| Sale of goods in public places | 23.21 |
| Saleyard liveweight selling and general operation | 21.24 |
| Schools policy - use of sports fields and facilities | 12.12 |
| Service purchaser - provider relationship | 14.2 |
| Signs as remote supervision | 12.16 |
| Special sporting events | 12.13 |
| Sponsorship signs on sporting grounds | 22.8 |
| Sponsorship | 24.11 |
| Sporting fields – restriction of use | 12.14 |
| Sporting fields - allocations | 12.2 |
| Staff – alcohol and drug policy | 7.85 |

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| Staff – anti-harrassment and anti-bullying | 7.59 |
| Staff - appointments - recruitment of directors | 7.7 |
| Staff - appointments - equal opportunity provisions | 7.6 |
| Staff - appointments - induction | 7.5 |
| Staff - calculation of accrued employees leave entitlements | 7.65 |
| Staff – career development policy | 7.71 |
| Staff – child protection | 7.88 |
| Staff – children in the workplace | 7.87 |
| Staff - communication meetings | 7.86 |
| Staff - corporate uniform | 7.24 |
| Staff – council purchase cards | 7.74 |
| Staff – EEO policy | 7.10 |
| Staff – employee assistance program | 7.58 |
| Staff – employee grievances | 7.68 |
| Staff – employee inductions | 7.05 |
| Staff - fair treatment | 7.60 |
| Staff - hepatitis B injection | 7.36 |
| Staff - higher grade pay | 7.23 |
| Staff and human resources files | 7.20 |
| Staff – HIV aids policy | 7.09 |
| Staff - hours of work | 7.22 |
| Staff - internal licensing for operators of council plant | 7.73 |
| Staff – interview expenses | 7.01 |
| Staff – IT acceptable use of resources | 7.38 |
| Staff - lateral transfer, redeployment and job redesign | 7.35 |
| Staff – learning and development | 7.25 |
| Staff - leave without pay | 7.41 |
| Staff - long service leave | 7.42 |
| Staff - military leave | 7.46 |
| Staff – motor vehicle | 7.26 |
| Staff - occupational health and safety policy | 7.28 |
| Staff - passive smoking | 7.34 |
| Staff – personal protective equipment | 7.49 |
| Staff – personal relationships policy | 7.08 |
| Staff – policy changes | 7.89 |
| Staff - presentation | 7.66 |
| Staff - private use of council equipment | 7.70 |
| Staff - protection from uv radiation | 7.30 |
| Staff - provision of credit cards | 7.47 |
| Staff - provision of mobile phones | 7.33 |
| Staff - recruitment and selection | 7.03 |
| Staff - rehabilitation policy | 7.29 |
| Staff – reimbursement of removal expenses | 7.02 |
| Staff – resignation due to ill health | 7.62 |
| Staff - retirement counselling | 7.63 |
| Staff – rewards and recognition | 7.11 |
| Staff - salary packaging | 7.69 |
| Staff - salary system | 7.32 |
| Staff - sick leave - application | 7.40 |

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| Staff - state emergency services and bush fire brigades | 7.43 |
| Staff – study assistance | 7.90 |
| Staff - tea room - meeting room | 7.80 |
| Staff - telephones | 7.21 |
| Staff - travelling, accommodation and sustenance expenses - payments to staff | 7.27 |
| Staff – use of private vehicles for council work | 7.50 |
| Staff - vehicle accident investigation | 7.31 |
| Staff – work place surveillance | 7.39 |
| Staff - working alone | 7.72 |
| Staff - working from home | 7.37 |
| Staff - working on union picnic day | 7.44 |
| Staff - 25 year club | 7.67 |
| Statement of business ethics for external parties | 24.18 |
| Street lighting on public roads | 22.7 |
| Street naming | 22.6 |
| Street stalls and mall | 21.19 |
| Sunblinds over council property - mall development | 13.6 |
| Trees on public access areas – risk management | 12.27 |
| Water charges non-rateable land | 21.21 |
| Water connections marginal supply situations | 12.19 |
| Water meters | 12.20 |
| Water mains | 12.20 |
| Water storage | 23.16 |
| Water supply access charges for fire services | 22.14 |
| Water supply and connections | 12.18 |
| Water supplies for community purposes | 22.12 |
| Works committee meeting arrangements | 24.6 |
| Works over-expenditure | 21.20 |

SECTION 2 – STATEMENT OF AFFAIRS

A Statement of Affairs was prepared and published in June 2007. Copies are available free of charge from Council.

SECTION 3 – CONTACT ARRANGEMENTS

Council's designated officer to whom inquiries can be made is Mr Bruce Snape, Director Corporate and Community Services.

Council's Address is Civic Centre
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Appointments may be arranged outside
these hours if necessary.

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