

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
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

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

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

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

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.

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Date Issued:	4 June 2007
Date for Review:	3 December 2008
Review Period:	6 months
Author's Title:	Manager Administration
Department:	Corporate & Community Services.