

Summary of Affairs of AlburyCity
FOI AGENCY 2070

SECTION 1 - POLICY DOCUMENTS

The following is a list of the documents held by the Council and which are available for perusal by members of the public at Council's Customer Service Centre:

- Adjoining Owners Notifications
- Agendas for Council & Committee Meetings
- Annual Report
- Auditors Report
- Building Approval Records
- Building Certificate Records
- Council Plan (see Management Plan)
- Delegations of Authority
- Development Applications/Consent Records
- Emergency Management Plan
- Investment Register
- Land Register
- Minutes of Open Council and Committee Meetings
- Pecuniary Interest Returns of Councillors and Designated Persons

Policy Registers (includes the following policies):

Part A – Public Policies

- Access to the Built Environment
- ACPAC – Subsidised use of
- Asset Management Policy
- Audit Committee Charter
- Banners for Display Policy
- Camping on Lake Hume Foreshore
- Child Protection Policy
- Code of Conduct for Councillors, Staff & Delegates
- Code of Meeting Practice
- Community & Social Planning Policy
- Complaints Management Policy
- Councillors – Payment of Expenses and Provision of Facilities Policy
- Cultural Plan 2004/05 – 2008/09
- Customer Service Charter
- Debt Recovery Policy
- Employee or Independent Contractors Policy
- Enforcement Policy – June 2008
- Equal Employment Opportunity Policy (EEO)
- Fees & Charges Policy (Sports Grounds)

Summary of Affairs of AlburyCity
FOI AGENCY 2070

- Financial Assistance Policy
- Footpaths Policy
- Foyer Display Policy – Council Admin Building
- Fraud Recognition
- General:
 - Albury Lawn & Monumental Cemeteries & Crematorium
 - Sewer Mains – Construction of Buildings adjacent to or over mains
 - Tree Preservation Order
- Investment Policy
- Local Environment Plan 2000 – Albury (DCP & LEP Policies Index)
- Media Liaison Policy
- No Smoking Policy
- OH&S & Rehabilitation Policy Statement
- Pigeon Policy (Keeping of Pigeons)
- Privacy Management Plan – Appendix One : Public Registers & Purpose. Appendix Two : Information Protection Principals
- Public Access to Information Policy
- Public Notification Policy
- Purchasing and Tendering Policy
- Recruitment and Selection Policy
- Revenue Policy
- Risk Management Policy
- Sheds in the Residential (Low Density) Zone and the Residential Areas of the Township Zone
- Signs as Remote Supervision Policy
- Statement of Business Ethics
- Street and Outdoor Activities Policy (*incorporating Street Advertising Policy*)
- Street Parades, Marches, Rallies and other Public Assemblies Policy & Guidelines
- Trade Waste Policy
- Unsealed Roads in the Rural (living) Zone Policy
- Volunteer Policy
- Waiving of Fees for Development Applications/Construction Certificates
- Water supply in the living zone – local Policy
- Youth Policy

Part B – Internal Policies

- Absentee Policy
- Annual Leave in Non-Peak Periods Policy
- Appeals Policy
- Banked Rostered Days Off Policy
- Carparking – AlburyCity Administration Building
- Child Protection Policy
- Corporate Credit Card Policy
- Complaints Management Policy

Summary of Affairs of AlburyCity
FOI AGENCY 2070

- Corporate Sponsorship Donations Policy
- Corporate Uniform Policy
- Disciplinary Policy
- Electronic (E-mail) Policy
- Emergency Service and Defence Force Reserve Leave
- Employee or Independent Contractors Policy
- Entry to Private Property Policy
- Fleet Safe Policy
- Flexible Work Arrangements
- Foyer Display Policy
- Fraud Recognition & Control
- Gathering Information Policy
- Grievance and Dispute Policy
- Higher Duties Policy
- Internal Reporting Policy
- Internet Access Policy
- Investment Policy
- Leasing Council Property Procedure
- Leave Guidelines
- Legislative Compliance Policy
- Loss of License Policy
- Motor Vehicle Policy
- Obtaining Access to Legal Advice
- Performance Management Action Plan Policy
- Purchasing and Tendering Policy
- Records Management
- Return to Work Program
- Salary Packaging Policy
- Salary System Policy
- Staff Recognition Policy
- Staff Exit Policy
- Telephone Etiquette
- Training & Development Policy
- Use of Private Motor Vehicles for Council Business
- Plans of Management for Community Land
- Register of Committees & Working Parties
- Section 64 and 94 Contribution Plans
- State of the Environment Report

Summary of Affairs of AlburyCity
FOI AGENCY 2070

SECTION 2 - STATEMENT OF AFFAIRS

AlburyCity has published a Statement of Affairs in accordance with S14 of the Freedom of Information Act 1989, as at 15 June 2008. This document is available for inspection at Councils Customer Service Centre, 553 Kiewa Street Albury, between the hours of 8.30am and 5.00pm, Monday to Friday.

SECTION 3 - CONTACT ARRANGEMENTS

All enquiries regarding the inspection or purchase of the Council's policy documents and Statement of Affairs should be directed to:

Customer Service Team Leader
AlburyCity
553 Kiewa Street (PO Box 323)
ALBURY NSW 2640
Telephone: 02 6023 8111