



PUBLICATION GUIDE

**GOVERNMENT INFORMATION
(PUBLIC ACCESS) ACT, 2009**

15 December 2020

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1.0 AUTHORITY

1.1 This document has been prepared in accordance with the *Government Information (Public Access) Act 2009* (“the GIPA Act”). The object of the GIPA Act is:

In order to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, the object of the Act is to open government information to the public by:

- (a) authorising and encouraging the proactive release of government information by agencies, and*
- (b) giving members of the public an enforceable right to access government information, and*
- (c) providing that access to government information is restricted only when there is an overriding public interest against disclosure.*

This Publication Guide has been developed in accordance with Section 20 of the GIPA Act in order to facilitate open information for the public. It includes, among other things, the types of information available, how it is accessed, and whether or not there is a fee.

2.0 STRUCTURE AND FUNCTIONS OF MOSMAN COUNCIL

2.1 Organisation Structure

Refer to Appendix A for Mosman Council's Our Organisation (confirmed by Council, in conjunction with MOSPLAN Delivery Plan 2018-2028).

2.2 Functions

Section 8(1) of the Local Government Act, 1993, sets out the charter of a Council. The charter comprises a set of principles that are to guide a Council in the carrying out of its functions. These principles are:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively;
- to exercise community leadership;
- to exercise its functions with due regard to the cultural and linguistic diversity of its community;
- to promote and to provide and plan for the needs of children.
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible in a manner that is consistent with and promotes the principles of ecologically sustainable development.
- to have regard to the long term and cumulative effects of its decisions;
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible;
- to facilitate the involvement of councillors, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government;
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants;

- to keep the local community and the State Government (and through it, the wider community) informed about its activities;
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the Council is affected; and
- to be a responsible employer.

2.3 Functions under the Local Government Act, 1993

The Local Government Act, 1993, classifies certain of Council's functions as services, ie:

- Non-regulatory functions (Chapter 6)
- Regulatory functions (Chapter 7)
- Ancillary functions (Chapter 8)

Ancillary functions are those functions that assist the carrying out of a Council's service and the regulatory functions. A Council also has revenue functions (Chapter 15), administrative functions (Chapters 11, 12 and 13) and functions relating to the enforcement of this Act (Chapters 16 and 17).

These functions are summarised in the following table:

A COUNCIL EXERCISES FUNCTIONS UNDER THE LOCAL GOVERNMENT ACT, 1993					
Service Functions	Regulatory Functions	Ancillary Functions	Revenue Functions	Administrative Functions	Enforcement Functions
<i>Including:</i> Provision of community health, recreation, education and information services Environmental protection Waste removal and disposal Land & property, industry & tourism development and assistance	<i>Including:</i> Approvals Orders Building Certificates	<i>Including:</i> Resumption of land Powers of entry and inspection	<i>Including:</i> Rates Charges Fees Borrowings Investments	<i>Including:</i> Employment of staff Management plans Financial reporting Annual reports	<i>Including:</i> Proceedings for breaches of various acts Prosecution of offences Recovery of rates and charges

2.4 Other Functions

A Council has the functions conferred or imposed on it by or under any other Act or Law. (Section 22, Local Government Act, 1993.)

- Coastal Protection Act, 1979
- Community Land Development Act, 1989
- Companion Animals Act 1998
- Conveyancing Act, 1919

- Crown Lands Act, 1989
- Environmental Planning and Assessment Act, 1979
- Fire Brigades Act, 1989
- Fisheries Management Act, 1984
- Fluoridation of Public Water Supplies Act, 1957
- Food Act, 2003
- Government Information (Public Access) Act 2009
- Heritage Act, 1977
- Impounding Act, 1993
- Library Act, 1939
- Noxious Weeds Act, 1993
- Pesticides Act, 1999
- Privacy and Personal Information Act 1998
- Protection of the Environment Operations Act, 1997
- Public Health Act, 1991
- Recreation Vehicles Act, 1983
- Rivers and Foreshores Improvement Act, 1948
- Roads Act, 1993
- Rural Fires Act, 1997
- State Emergency and Rescue Management Act, 1989
- State Emergency Service Act, 1989
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes (Leasehold Development) Act 1986
- Swimming Pools Act, 1992
- Threatened Species Conservation Act, 1995
- Unclaimed Money Act, 1982
- Waste Avoidance and Resource Recovery Act, 2001

2.5 Council's Management Plan (MOSPLAN)

The functions of Mosman Council are administered through Council's Management Plan (MOSPLAN comprising community strategic, delivery and operational plans) which sets the direction of the Council so that the community's needs and expectations are met in a planned, coordinated and cost effective manner.

The 10 year Community Strategic Plan is a commitment by the Council of 2018-2028. It is based on community consultation and represents the way we are determined our community should be in the year 2028. It enunciates targets and financial implications.

The 4 year Delivery Plan is a commitment to the elected Council by the General Manager and the Administration. It supports the objectives of Council's 10 year Community Strategic Plan. Key officers are responsible for ensuring the outcomes within the forward financial plan.

The 1 year Operational Plan drives the outcomes to be achieved through the 4 year Delivery Plan. It is the responsibility of the General Manager and the Administration. Specified officers are directly accountable for the actions and associated budget.

The 3 tiers of MOSPLAN are each set out under 4 themes:

- Governance
- Environment
- Social
- Economic

The 4 themes divide into 12 programs which then divide into 70 sub programs – each sub program addresses a specific service area. At the 1 year operational level the sub programs list the actions that must be carried out to achieve the objectives of the 4 year Delivery and 10 year Community Strategic Plans.

The functions mentioned above are dealt with through three (3) Departments. The specific functional responsibilities of each Department are as follows:

ENVIRONMENT & PLANNING	CORPORATE SERVICES	COMMUNITY DEVELOPMENT
Development Assessment	General Administration	Community Development
Strategic Planning	Accounting Services	Mosman Community Care
Urban Design	Financial Planning	Youth Services & Activities
Building Regulation & Control	Information Technology Services	Volunteers
Environmental Health	Information Management Services	Community Information
Pollution Monitoring	Legal Matters	Library Services to all sectors of the community:
Water Sampling	Insurance	Lending Services
Shop Inspections	Risk Management	Reference & Information Services
Catchment Management	Property Acquisition & Sale	Home Library Service
Heritage Assessment	Leases – Commercial and Reserves/Roadways	Local Studies
Fire Safety and Upgrading	Occupational Health & Safety	Shorelink Network
Traffic Management	Civic Functions	Website
Waste Management	Business Recovery	Marketing
Roads & Footpaths	Community Safety	Mosman Art Gallery
Tree Preservation Order	Police Liaison	Recreation & Leisure
Stormwater Drainage	Work Health and Safety	Event Management
Parks, Ovals & Gardens	Equal Employment Opportunity	Business Liaison & Support
Bushland Reserves	Staff Training and Development	Mosman Now
Disaster Management	Annual Report	
Cleaning of Streets, Public Privies, Beaches & Reserves	GIPAs and PIPAs	
Council Property & Asset Management	Complaints Handling	
Municipal Contracting	Customer Service Charter	
Regulation of:		
<ul style="list-style-type: none"> • Carparking • Street Parking • Dogs • Litter Control • Abandoned Vehicles 		

The Director Community Development has a functional responsibility for dealing with Council's Management Plan (MOSPLAN comprising community strategic, delivery and operational plans).

3.0 EFFECT OF COUNCIL'S DECISION MAKING FUNCTIONS ON MEMBERS OF THE PUBLIC

Nearly all of the functions of Council have an affect on members of the public. The following is an outline of how the broad functions of Council affect the public.

Service functions affect the public as Council provides services and facilities to the public. These include halls and community centres, recreation facilities and the removal of excess garbage.

Regulatory functions place restrictions on development and buildings to ensure that they meet certain requirements and will not endanger the lives and safety of any person. Members of the public must be aware of and must comply with such regulations. Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community. For example, Council has developed a Management Plan which outlines the strategies of the Council over a short term and long-term period.

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences.

4.0 PUBLIC PARTICIPATION IN THE FORMULATION OF COUNCIL POLICY AND THE EXERCISE OF COUNCIL FUNCTIONS

4.1 Council is required, and actively encourages, under the provisions of Section 10(1) of the Local Government Act, 1993, to open its full Council meetings and meetings of its Committees to the press and general public.

4.2 Similarly, Council is required to give notice to the public of the times and places of its meetings and those of its Committees. The business papers for all meetings are available online.

4.3 Whilst Mosman Council is committed to, and has fostered, the practice of open local government, some matters are of a sensitive nature and are dealt with in closed committee.

The nature of such matters is contained within Section 10(A-E) of the Local Government Act, 1993.

4.4 Open Question Time

Open Question Time is held for a period of 10 minutes commencing at 6.45 pm prior to the commencement of a Council meeting scheduled to commence at 7.00 pm. Open Question Time is available only to Mosman residents and ratepayers.

Residents or ratepayers wishing to ask a question will be invited by the Mayor to read out the question. Questions may be on any matter unless it is on the Agenda for the meeting.

4.5 Council's Meeting Cycle

Council operates a monthly meeting cycle (Typically first Tuesday of the month) as follows:

Ordinary Meetings of Council

Ordinary Meetings of Council are held on the first Tuesday of each month (except January and November) and are scheduled to commence at 7.00 pm.

In addition to the above Meetings, Council has the Traffic Committee, which usually meets five times per annum.

The Audit Committee is scheduled to meet four times a year. These meetings are not open to the public.

The Code of Conduct Review Committee (comprising of independent panel members) meets as required.

Council also holds additional Ordinary Meetings as and when required.

5.0 INFORMATION HELD BY MOSMAN COUNCIL

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it.

Information accessible under Council's Access to Information Policy includes any record of information stored in a physical (paper) file or as a document, email/web request, customer request, map, plan, drawing or photograph in Council's electronic document management system, (ECM). Document shall mean any written instrument such as a letter, facsimile, memorandum, form, report, policy, certificate and the like. Customer requests are logs used to record information in Council's electronic document management system which may have been received from a telephone call, an in-person request or in any other form where a 'true' document does not exist.

Information is contained in:

1. Files – either physical or electronic
2. Policy documents
3. General Documents

1. Files

Prior to 1 October 1998 Council had a “hard copy” filing system, with material being held in physical (paper) files. Since then Council’s files have been maintained in electronic format except for plans associated with development/building/construction applications, which became available in electronic format from 1 January 2004.

Council’s files for development applications and related building and construction certificate applications are available on its website via the inquiry portal ‘DA Tracker’. Other files are not available on the website however this information may be made available either by informal release or via a formal access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provisions of the GIPA Act.

2. Policy Documents

Council’s policies are accessible on the Mosman Council website.

3. General Documents

The following list of general documents held by Council has been divided into four sections as outlined by the GIPA Regulations:

1. Information about Council
2. Plans and Policies
3. Information about Development Applications
4. Approvals, Orders and other Documents

The GIPA Regulations (2018) require that these documents held by Council are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council’s website and at the offices of the Council during ordinary office hours (Monday to Friday, 8.30 am to 5.00 pm). Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges. In respect of some information, there may be an overriding public interest against publishing it on the website. Where this is the case, the information will be available for inspection at Council offices only.

The open access documents are listed as follows:

1. Information about Council

- The model code prescribed under section 440 (1) of the LGA
- Councils adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor’s Report
- Management Plan
- EEO Management Plan
- Policy concerning the Payment of Expenses Incurred by, and the Provision of

Facilities to, Councillors

- Annual Reports of Bodies Exercising Functions Delegated by Council
- Any Codes referred to in the LGA
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council (not including closed meetings)
- Minutes of any meeting of Council or any Committee of Council (not including closed meetings)
- Departmental Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

2. Plans and Policies

- Local Policies adopted by Council concerning approvals and orders ??
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

3. Information about Development Applications

Development Applications and any associated documents received in relations to a proposed development:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions made on or after 1 July 2010 on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information as referred to at subclause 2 of the GIPA regulation

4. Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received

- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land
- Performance improvement orders issued to a Council under Part 6 of Chapter 13 of the LGA

An indicative listing of documents available for inspection and for sale appears as Appendix B.

6.0 HOW MEMBERS OF THE PUBLIC MAY ACCESS COUNCIL INFORMATION

6.1 Open access information (mandatory and proactive release)

Open access information as prescribed by Section 18 of the GIPA Act and by the GIPA Regulations and detailed in paragraph 5 above is publicly available on Council's website and at Council's offices during normal business hours. Persons unable to find the information they are looking for on Council's website should contact Council for assistance.

Persons requiring access to open access information at Council's offices may be required to complete an 'Application to Access Council Information' in order to be provided with access to Council's electronic document management system. Council will not charge a fee for inspection of open access information. Council will charge a fee for providing copies of open access information in accordance with its Schedule of Fees and Charges.

6.2 Informal access to information

Other information that is not available as open access information will be made publicly available unless there is an overriding public interest against disclosure. Persons unable to locate the information they are seeking as open access information may make an informal access request by completing an 'Application to Access Council Information'. Council staff will assess the application and may release the information either wholly or partially and subject to any reasonable conditions and in any format.

6.3 Formal access applications

Information not publicly available as open access or informal access information may be released subject to a formal access application being made. Persons should complete an 'Application for Formal Access to Council Information' accompanied by a \$30 application fee. The application will be dealt with pursuant to Part 4 of the GIPA Act and Council must determine the application within 20 working days (with provision for an extension of up to 15 working days in certain circumstances).

A person who makes a formal access application has a legally enforceable right to be

provided with the information requested unless there is an overriding public interest against disclosure. Decisions are subject to internal and external review.

7.0 ASSISTANCE AND FURTHER INFORMATION

7.1 Public Officer

Council has appointed the Director Corporate Services as its Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer.

Also, if you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Public Officer in the first instance.

7.2 Council Contact

Call Council on 9978 4000 or visit the Customer Service area at the Civic Centre with enquiries or requests for assistance.

Any written enquiries or applications should be directed to:

General Manager
Mosman Municipal Council
PO Box 211
SPIT JUNCTION NSW 2088

Civic Centre
573 Military Road
SPIT JUNCTION NSW 2088

Telephone: 9978 4000
Email: council@mosman.nsw.gov.au

Further information is available under the 'Access to Information' page of Council's website <https://mosman.nsw.gov.au/council/access-to-information>

7.3 Office of the Information and Privacy Commission NSW

Further advice or assistance concerning rights to access Council information may be obtained from the Information and Privacy Commission at the IPC website www.ipc.nsw.gov.au or by email ipcinfo@ipc.nsw.gov.au or by telephone 1800 472 679 between 9am and 5pm Monday to Friday (excluding public holidays).

The Information and Privacy Commission NSW office is located at Level 15, McKell Building, 2-24 Rawson Place, Haymarket. Postal address is GPO Box 7011, Sydney NSW 2001

APPENDIX A

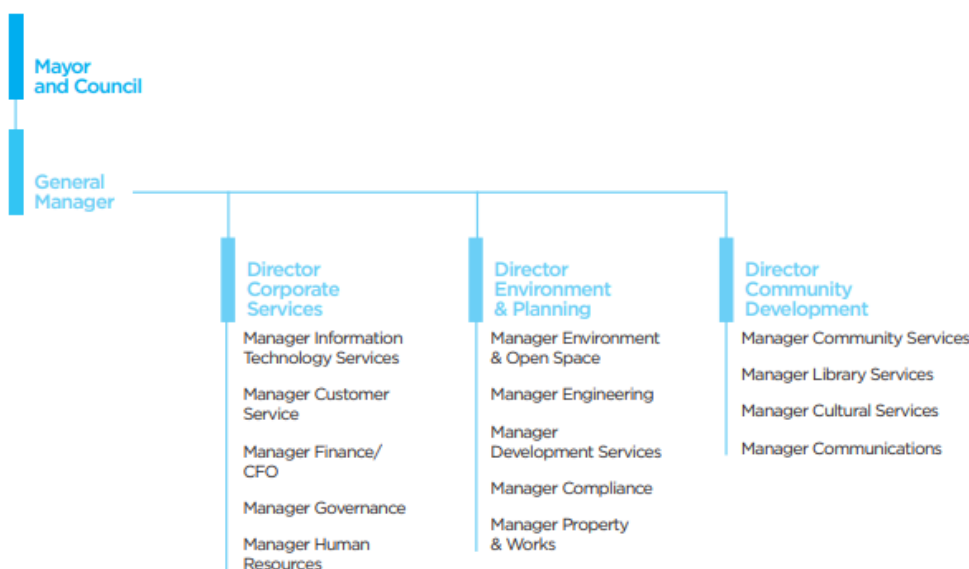
OUR ORGANISATION

COUNCIL MANAGEMENT

Leadership and management of Mosman Council is a collaborative effort between the Mayor, Councillors, the General Manager and staff.

The General Manager, Dominic Johnson, is responsible for the effective and efficient delivery of Council's day-to-day operations, and is assisted in this task by his Leadership Group and 176 (full time equivalent) members of staff.

Council's organisational structure is illustrated below:



COUNCILLORS: 2017-2021

Carolyn Corrigan (Mayor)		Roy Bendall	
David Cook	Simon Menzies	Libby Moline (Deputy Mayor)	
Tom Sherlock		Jacqui Willoughby	

Executive Team

General Manager	Mr Dominic Johnson
Director Corporate Services/Public Officer	Mr Ben Wicks
Director Community Development	Ms Diane Lawrence
Director Environment and Planning	Mr Craig Covich

APPENDIX B

INDICATIVE LISTING OF DOCUMENTS AVAILABLE FOR INSPECTION

The following documents are available for inspection by members of the public free of charge during ordinary office hours, i.e. Monday to Friday, 8.30 am to 5.00 pm. Selected documents and all of Council's policies are also available on Council's website at <https://mosman.nsw.gov.au/council/policies-forms/policies/>

Key Corporate Documents

- Code of Conduct
- Code of Meeting Practice
- Community Engagement Policy
- Community Groups Code of Conduct
- Conduct of Technical Experts at Council Meetings
- COVID-19 Summer Action Plan 2020-21 Beaches
- Customer Service Charter
- Delegations to the General Manager and Mayor
- Equal Employment Opportunity Management Plan 2018 – 2021
- MOSPLAN Workforce Plan 2018-2021

Policies

- 2020-2021 Schedule of Fees and Charges
- Access to Information Policy
- Art Gallery - Education/Public Programs Policy
- Art Gallery - Exhibition Policy
- Art Gallery - Mosman Art Collection Policy
- Asset Management Policy
- Asset Management Strategy
- Audit Risk and Improvement Committee Charter
- Bushcare Policy
- Car Share Policy
- Child Safety Policy
- Code of Meeting Practice
- Commercial Filming/Photography
- Commercial Promotion on Council Land
- Commercial Use (Low, Medium and High Intensity Seasonal) Licences for Council's Public Reserves (not otherwise provided for in the Pricing Policy)
- Community Engagement Policy
- Community Grants and Assistance Policy
- Community Groups Code of Conduct
- Complaints Management Policy
- Compliance and Enforcement Policy
- Conditions for Hire of Council's Ovals
- Conduct of Technical Experts at Council Meetings
- Conducting Charitable Collections, Sale of Raffle Tickets, Busking, Canvassing, Promotions and Conducting Protests on Council Land
- Customer Service Charter
- Debt Recovery Policy
- Delegations to the General Manager and Mayor

- Drill Hall - Venue Hire Policy & Procedures
- Enterprise Risk Management Policy
- Environmental Sustainability Policy
- Financial Investment Policy
- Fireworks and Ceremonial Fires on Council Land
- Food Safety Compliance and Enforcement Policy
- Graffiti Policy
- Greywater Policy for Domestic Use
- Houseboats and Mosman Rowing Club - Access to Spit West Reserve
- Infrastructure Asset Capitalisation, Revaluation and Disposal Policy
- Local Approvals - Appeals to Land and Environment Court
- Management of Aggressive Native Birds
- Management of Community Properties
- Marie Bashir Mosman Sports Centre - Venue Hire Policy
- Media Policy
- Memorial Seats - Donation of
- Miscellaneous Use of Ovals, Reserves and Public Open Space
- Model Code of Conduct and Procedures
- Nature Strip Maintenance Policy
- No Stopping Restriction at Intersections
- Outdoor Dining and Goods on Footpath Policy
- Parks and Gardens Policy
- Payment of Expenses and Provision of Facilities to General Manager
- Payment of Expenses and Provision of Facilities to Mayor and Councillors
- Personal Trainers - Licencing
- Pesticide Use Notification Plan
- Planning Agreements Policy
- Poultry - keeping of
- Prevention of Fraud and Corrupt Conduct Policy
- Privacy Management Plan
- Protocol for Interaction between Councillors and Staff
- Public Art Policy
- Public Banner Policy
- Public Interest Disclosures Policy
- Rates and Charges Hardship Management Policy
- Records and Information Management
- Related Party Disclosures Policy
- Road and Public Place Naming Policy
- Road Reserve Sale, Lease and Consent Policy
- School Activities on Reserves
- Signs as Remote Supervision
- Smoking in Public Places - Management of
- Social Media Policy
- Special Event Management - Policy Statement & Operations Manual
- Sponsorship Policy
- Statement of Business Ethics
- Statement of Values
- Stormwater Management in Mosman
- Street Address and Allotment Amendment Policy
- Street Parties - (including temporary road closures)
- Sustainable Event Management Policy
- Swimming Pools Inspection Program
- Temporary Access to Private Property Across Council Reserves

- Urban Forest Management Policy
- Use and Management of Sporting Fields Policy and Corporate Practice
- Waste Minimisation Policy

Other Corporate Documents

- Asset Management Strategy
- Audit – Audit Committee Charter
- Pesticide Use Notification Plan
- Statement of Business Ethics
- Statement of Values
- Street Tree Master Plan

Local Environment Plan

- Mosman Local Environmental Plan 2012
- Map - Bushfire Prone Lands
- Map - Foreshore Protection and Acid Sulfate Soils
- Map - Heritage Conservation
- Map - Wetlands
- Map - Zoning

Development Control Plans

- Exempt and Complying Development Control Plan
- Mosman Business Centres Development Control Plan (BCDCP)
- Notifications Development Control Plan
- Queenwood Sites Development Control Plan
- Residential Development Control Plan (RDCP)
- Transport Development Control Plan
- Warringah Bowling Club Child Care Centre Development Control Plan
- 2 Illawarra Street Development Control Plan
- 647-653 Military Road Development Control Plan

Section 94 Contributions

- Section 94 - S.94 Contributions Plan
- Section 94A - S.94A Contributions Plan
- S.94A Cost Summary Report (Development cost less than \$1,200,000)
- S.94A Cost Summary Report (Development costs of \$1,200,000 or more)

Plans of Management

- Balmoral Reserves Plan of Management
- Bathers' Pavilion Plan of Management
- Clifton Gardens Management Framework
- Environmental Plan of Management
- Mosman Park Plan of Management (awaiting gazettal by Minister)
- Natural Areas (Bushland) Plan of Management
- Parks Plan of Management
- Rawson Park Plan of Management
- Rosherville Reserve and Chinamans Beach Plan of Management (awaiting gazettal)

- The Spit Reserves Plan of Management

Heritage Brochures/Studies

- A Guide to Traditional Fence Styles in Mosman
- Aboriginal Heritage Study of the Mosman Local Government
- Belmont and Cabramatta Roads - Conservation Area Study
- Belmont and Cabramatta Roads - Ranking Map
- Boronia and Surrounds, Mosman. Conservation Management Plan - Volume 1: Historical Analysis
- Boronia and Surrounds, Mosman. Conservation Management Plan - Volume 2: Historical Analysis
- Boronia and Surrounds, Mosman. Conservation Management Plan - Volume 3: Historical Analysis
- Conservation and Architectural Guidelines for Residential Properties
- Design in Context: Guidelines for Infill Development in the Historic Environment
- Fact Sheet - Mosman Heritage: Carports and Garages
- Fact Sheet - Mosman Heritage: Dwelling House Additions
- Fact Sheet - Mosman Heritage: Front Fences
- Fact Sheet - Mosman Heritage: Painting
- Fences and Folly Features Report - Part 1
- Fences and Folly Features Report - Part 2
- Glover Street - Conservation Area Study
- Military Road Photographic Survey - May/June 2006
- Mosman's Architectural Heritage - by Robert Staas
- Mosman's Local Heritage Assistance Fund brochure
- Mosman Heritage Review 2007
- Mosman: History of its Harbour
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres

Maps - Conservation Areas

- Bradleys Head Road Conservation Area
- Holt Estate Conservation Area
- Keston Avenue conservation Area
- Killarney Estate Conservation Area
- Lang Street conservation Area
- Military Road Conservation Area
- Orlando Conservation Area
- Raglan Street Conservation Area
- Shadforth Street Conservation Area
- The Crescent Conservation Area
- Upper Avenue Road Conservation Area

Reports

- Annual Report
- Annual Financial Report
- State of the Environment Report
- End of Term Report

Plans

- Cultural Plan
- EEO Management Plan
- Environmental Management Plan
- Environmental Planning Instruments, development control plans made under Section 74C of the Environmental Planning and Assessment Act, 1979 applying to land within the Council's area
- Governance Plan
- Greenhouse Gas Reduction Plan
- Local Solutions to Local Crime and Safety Issues, a Collaborative Management Plan with Harbourside Local Area Command
- Management Plan, MOSPLAN (comprising strategic, delivery and operational plans and incorporating Budget and Pricing Policy)
- Plans of Land proposed to be compulsorily acquired by Council
- Plans of Management for Community Land
- Social/Community Plan
- Sustainable Purchasing Action Plan

Registers

- Council's Land Register
- Records of Building Certificates
- Register of Delegations
- Register of Investments
- Register of Planning Decisions
- Returns as to candidates' campaign donations
- Returns of the interests of Councillors, designated persons and delegates

Other

- Agendas and business papers for Council and Committee Meetings (but not including until the relevant date determined under Section 10E of the Local Government Act, 1993, business papers for matters considered when a meeting is closed to the public)
- Any Codes referred to in the Local Government Act
- Applications under Part 1 of Chapter 7 (Local Government Act) for approval to erect a building, and associated documents
- Community Engagement Strategy
- Community Environmental Contract (CEC) Report
- Development Applications (within the meaning of the Environmental Planning and Assessment Act, 1979) and associated documents
- Guarantee of Service
- Leases and licences for use of public land classified as community land
- Statement of Affairs, the Summary of Affairs and the Register of Policy documents required under the Freedom of Information Act, 1989
- Minutes of Council and Committee Meetings, but restricted until the relevant date determined under Section 10E of the Local Government Act, 1993 (in the case of any part of a meeting that is closed to the public) to the recommendations of the meeting
- Management of Waste in Public Spaces – Local Approvals Policy
- Management of Stormwater in Mosman
- Mosman and Spit Junctions Parking Study 2008
- Register of business papers and minutes referred to in Section 10E(6)

- SEPP 1 Register (State Environmental Planning Policy No. 1 – Development Standards)
- Statement of Business Ethics

Council has copies of these documents available for taking away either free of charge or on payment of charges prescribed in Council's Schedule of Fees and Charges.

The following databases are also available on Council's website:

- Community Information directory provides information on all organisations in the Mosman local government area and beyond.
- Community Portrait of Mosman compared with Sydney (based on 2001 Census)

INDICATIVE LISTING OF DOCUMENTS AVAILABLE FOR SALE

Documents produced by Council and available for sale:

- Local Environmental Plans
- Development Control Plans
- State of the Environment Report
- Organisations Manual
- Management Plan (MOSPLAN)
- Stormwater Pollution Control Code
- Contract Tender Documents
- Special Event Management Policy Statement/Operations Manual
- Building returns
- Building Service Corporation (Contracts)
- Bathers' Pavilion and its surrounds Plan of Management
- Mosman Plan of Management for Parks
- Mosman Plan of Management for Natural Bushland
- Plan of Management for Balmoral Reserves
- Public Domain Improvement Program for Spit and Mosman Junction Shopping Centres
- Rawson Park and Surrounds Plan of Management
- Recreational Needs Assessment Study 2000 (Suter & Assoc)
- Mosman Section 94 Development Contributions Plan 2006
- Mosman Section 94A Development Contributions Plan 2006
- Section 94 Contributions Plan Open Space
- Public Register under Provisions of Environmental Operations Act (1997)
- Stormwater Pollution Control Code
- Comprehensive Origin and Destination Survey (ERM 2000)
- Belmont and Cabramatta Roads Conservation Area Study
- Clifton Gardens Plan of Management
- Conservation & Architectural Guidelines
- Glover Street Heritage Assessment
- Mosman's Architectural Heritage
- Mosman Park Plan of Management (draft)