



Freedom of Information

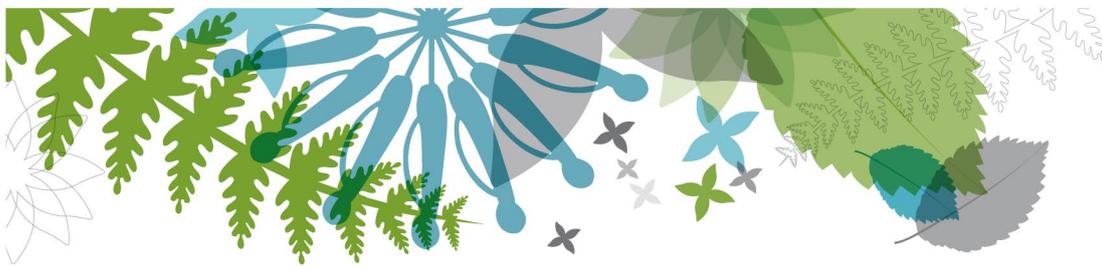
PART II STATEMENT

Freedom of Information Act 1982

October 2020

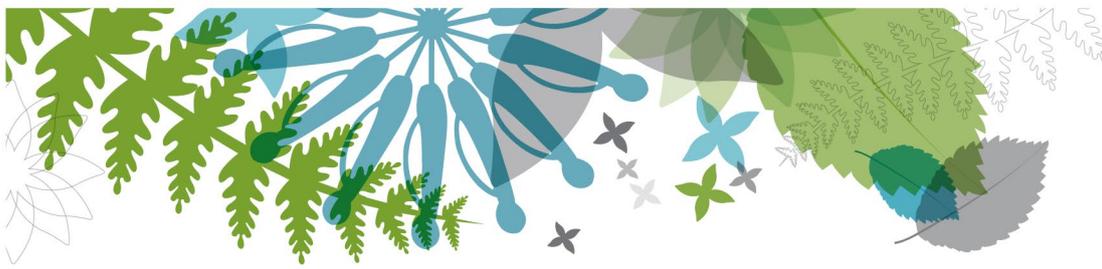


Colac Otway
SHIRE



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SUMMARY

Agencies are required to publish lists of documents and information in accordance with Part II of the *Freedom of Information Act 1982* (FOI Act).

A Part II Information Statement contains information relating to types of documents held by the agency, what the agency does and how a person can access the information they require.

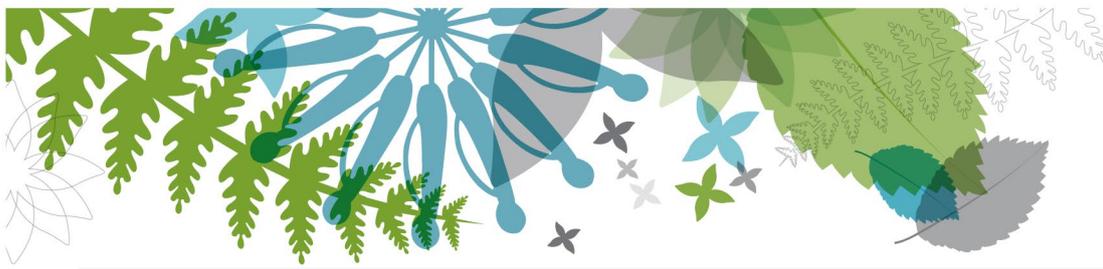
Purpose

The purpose of Part II (sections 7-11) of the FOI Act is to assist the public to exercise their right to obtain access to information held by agencies, by providing information in relation to what the agency does, how it acts, what information it holds and how to access the information.

Publication

There are six categories of documents related to Council which together will constitute publication under Part II.

Categories	Sections of FOI Act
1. Organisation and Functions	Section 7
- Organisation and Function	Section 7(1)(a)(i)
- Decision Making Powers	Section 7(1)(a)(i)
- Consultative Arrangements	Section 7(1)(a)(i)
- Boards, committees and other bodies	Section 7 (1)(a)(vii)
- Library or reading room(s)	Section 7 (1)(a)(viii)
2. Categories of Documents	Section 7(1)(a)(ii)
3. Freedom of Information Arrangements	Section 7(1)(a)(iii)(v) and (vi)
4. Publications	Section 7(1)(a)(iv)
5. Rules, Policies and Procedures	Section 8
6. Report Literature	Section 11



STATEMENT 1: ORGANISATION AND FUNCTIONS

Sections 7(1)(a)(i)(vii)(viii)

A statement setting out our particulars of the organisation and functions of the agency, indicating, as far as practicable the decision-making powers and other powers affecting members of the public that are involved in those functions and particulars of any arrangements that exist for consultation with, or representation by, bodies and persons outside the government administration in relation to the formulation of policy in, or the administration of, the agency. (Section 7(1)(a)(i))

A statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are a part of, or that have been established for the purpose of advising, the agency, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection. (Section 7(1)(a)(vii))

If the agency maintains a library or reading room that is available for public use – a statement of that fact including details of the address and hours of opening of the library or reading room. (Section 7(1)(a)(viii))

ESTABLISHMENT

The Colac Otway Shire Council was established by an Order in Council in September 1994.

The Shire is unsubdivided and has seven Councillors.

PRINCIPAL OFFICER AND ADDRESS

The principal officer of Colac Otway Shire is Mr Peter Brown, Chief Executive

Postal Address: PO Box 283, Colac Vic 3250

E: inq@colacotway.vic.gov.au

W: www.colacotway.vic.gov.au

Colac Service Centre

2-6 Rae Street

Colac Vic 3250

Phone (03) 5232 9400

Hours: 8.30 am—5.00 pm

Monday to Friday

Apollo Bay Service Centre (GORVIC)

100 Great Ocean Road

Apollo Bay Vic 3233

Phone (03) 5232 9400

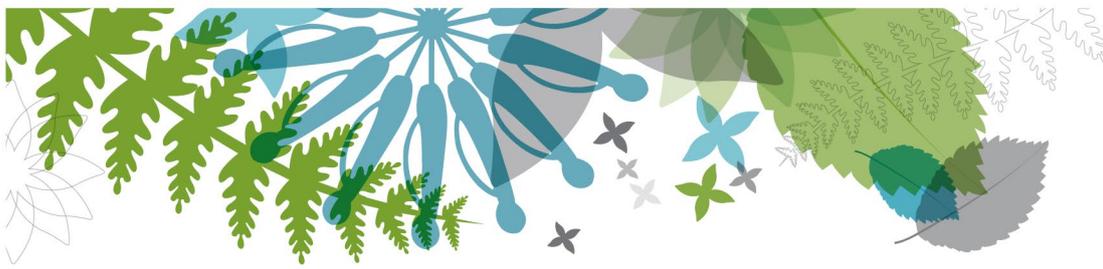
Hours: 9.00 am—5.00 pm

Monday to Sunday

LOCATION

As the gateway to the Great South Coast region we are situated about 160 kilometres south-west of the Melbourne CBD and approximately an hour to the large regional cities of Geelong to the east, Warrnambool to the west and Ballarat to the north.

The shire has two main townships: Colac, the largest and the major service town where most community support and health services, retail trade and manufacturing businesses are located; and Apollo Bay, which serves as the major tourism centre. Dotted throughout the shire are many small and historic towns with active community associations.



Estimated Population	21,685
Area	3,433 sq km's
Unsealed Roads	1,064 km
Sealed Roads	561 km
Coastline	95 km
Forest & National Park	110,000 hectares
Rateable properties	15,304
Employment rate	96%
Major Industry Sectors	
Manufacturing	13.5% (1,291 people)
Health Care & Social Assistance	12.7% (1,209 people)
Agriculture, Forestry & Fishing	12.5% (1,191 people)
Retail Trade	9.1% (872 people)
Tourism	8.7% (835 people)

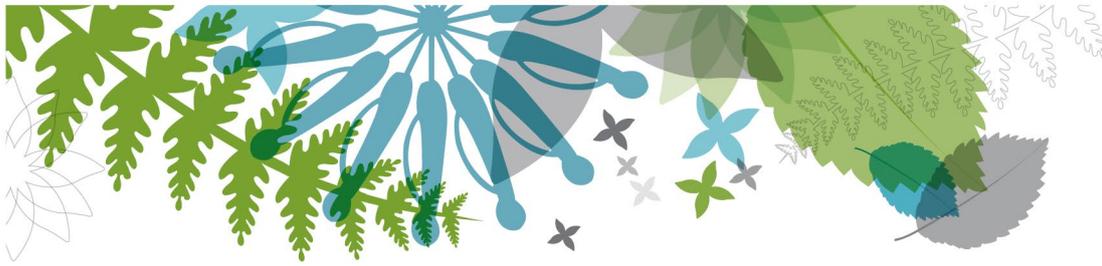
The source of this information is from the Colac Otway Shire Council 2018-19 Annual Report.

Our History

Before European arrival in the district, Colac was known as “Kolak” or “Kolakgnat” which means ‘belonging to sand’ to the Gulidjan People of the Eastern Maar Nation. The Gadubanud people occupied the rainforest, estuaries, grass and wetlands and coastline of the Otways. Lake Colac, the Volcanic Plains and the Otways provided a rich and diverse food supply, including drinkable water from Lake Colac in the south-east and the Woady Yaloak River to the north. Ownership and custodianship of these areas spans thousands of years and is still present today.

European settlement dates from 1837 when pastoralists settled near Lake Colac, with further development occurring over the following years as timber-getting and sawmills were established. The Apollo Bay township was established in the 1860s, with other coastal villages being settled by the 1880s.

The opening of the Great Ocean Road in 1932 gave greater access to coastal townships, with tourism spurring growth in the 1950s. Since the 1970s rural residential living has steadily increased in popularity.



ORGANISATION

The Chief Executive is supported by the Manager, Governance & Communications and three General Managers and 12 other third line managers in the following departments:

Corporate Services

- Finance & Customer Services
- Information Services
- People & Culture
- Procurement & Contracts

Environment and Infrastructure Services

- Service & Operations
- Assets and Project Delivery
- Environment & Community Safety

Development and Community Services

- Economic and Business Enterprise, Tourism & Events
- Planning, Building & Health Protection
- Healthy Active Communities
- Older Persons and Ability Support Services

To provide a broad range of services and to exercise the duties and functions of the Council, the organisation has been structured as detailed in the following Organisation Chart.

Organisational Structure



Chief Executive
Peter Brown
 Office of the
 Chief Executive,
 Mayor & Councillors



Governance & Communications
Tamara Stewart
 Acting Manager

- Executive & Councillor Support
- Communications
- Governance & Privacy
- Freedom of Information
- Corporate Planning & Reporting



Corporate Services
Errol Lawrence
 General Manager



Environment & Infrastructure
Tony McGann
 General Manager



Development & Community Services
Ian Seuren
 General Manager



People & Culture
Jo Grainger
 Manager

- Human Resources
- Risk & OH&S
- Training & Development
- Customer Service & Visitor Information Centres



Services & Operations
Cameron Duthie
 Manager

- Bridge Maintenance
- Parks & Gardens
- Fleet
- Road Construction & Maintenance
- Building Maintenance
- Waste Management



Planning, Building & Health
Doug McNeill
 Manager

- Building
- Health Protection
- Statutory Planning
- Strategic Planning
- Planning Enforcement



Information Services
Steven Crawford
 Manager

- Information Technology
- Information Management
- Geographic Info System
- IT Helpdesk



Assets & Project Delivery
Maddy Bisits
 Manager

- Capital Works
- Asset Management
- Strategic Property Management
- Project Delivery
- Infrastructure Development



Economy & Business Enterprises
James Myatt
 Manager

- Economic Development & Tourism (Incl. Events & Grants)
- Bluewater
- COPACC
- Saleyards



Financial Services
Jason Clissold
 Manager

- Accounts & Payroll
- Financial Management & Reporting
- Rates
- Strategic Financial Planning



City Deals
Frank Castles
 Project Director

- Port of Apollo Bay



Healthy Active Communities
Tamzin McLennan
 Manager

- Recreation & Open Space
- Family & Childrens Services
- Maternal & Child Health
- Library Services
- Community Engagement

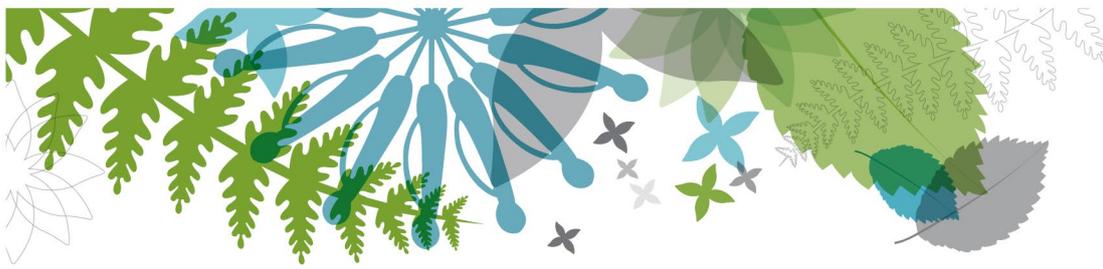
- Procurement & Contract Management



Environment & Community Safety
Stewart Anderson
 Manager

- Environment & Sustainability
- Local Laws & School Crossings
- Fire & Emergency Management
- Landfill Rehabilitation

- Older Persons & Ability Support Services (OPASS)



FUNCTIONS OF COUNCIL

The functions of Council are prescribed under section 3E of the *Local Government Act 2020*.

3E. What are the functions of a Council?

1. The functions of a Council include -
 - a) advocating and promoting proposals which are in the best interests of the local community;
 - b) planning for and providing services and facilities for the local community;
 - c) providing and maintaining community infrastructure in the municipal district;
 - d) undertaking strategic and land use planning for the municipal district;
 - e) raising revenue to enable the Council to perform its functions;
 - f) making and enforcing local laws;
 - g) exercising, performing and discharging the duties, functions and powers of Councils under this Act and other Acts.

LOCAL GOVERNMENT FUNCTIONS AND ACTIVITIES

To achieve the above objectives and functions, Council provides the following services:

Chief Executive Office

- Chief Executive Office
- Governance of Council Operations
- Communications and Marketing
- Corporate Planning and Reporting

Corporate Services

- Corporate and Community Services Management
- Financial Services
- Revenue and Property Services
- VicRoads Agency
- Customer and Support Services
- Information Technology and Management
- Organisational Support and Development
- Human Resources and Recruitment
- Risk Management and Work Cover
- Procurement and Contract Management

Development & Community Services

- Health and Community Services Management
- Older Persons & Ability Support Services
- Home Care
- Community Activities
- Community Transport
- Family, Children and Kindergarten Services
- Maternal and Child Health
- Public Health and Septic Tanks
- Immunisation



Part II Statement

- Rural Access
- Community Events
- Sustainable Planning and Development Management
- Economic Development—Business
- Economic Development—Tourism
- Strategic Planning
- Statutory Planning
- Building Services
- Colac Livestock Selling Centre

Environment & Infrastructure Services

- Infrastructure and Services Management
- Capital Works Management
- Street and Public Lighting
- Road Maintenance
- Road Furniture Maintenance
- Road Safety and Pavement Marking Maintenance
- Roadside Vegetation Control
- Footpaths, Kerb and Channel Maintenance
- Street Cleaning
- Bridge and Major Culvert Maintenance
- Drainage Maintenance
- Parks and Reserves and Street Trees
- Heavy Plant Operations
- Major Projects
- Port of Apollo Bay
- Waste Management
- Aerodromes
- Light Fleet Operations
- Sustainable Assets
- Council Facilities
- Public Amenities
- Libraries
- Bluewater Fitness Centre
- Other Leisure and Fitness Centres
- Colac Otway Performing Arts & Cultural Centre (COPACC)
- Environment
- Local Laws
- School Crossing Supervision
- Animal Management
- Emergency Management
- Fire Prevention



COMMON ADMINISTRATIVE FUNCTIONS

1. Committees
2. Community Relations
3. Contracting-Out
4. Equipment and Stores
5. Financial Management
6. Fleet Management
7. Government Relations
8. Industrial Relations
9. Information Management
10. Legal Services
11. Occupational Health & Safety
12. Personnel Management
13. Policy
14. Property Management
15. Publication
16. Reporting
17. Staff Development
18. Strategic Management
19. Technology and Telecommunications

DECISION MAKING POWERS

Council derives its decision making powers primarily from the *Local Government Act 1989* (partially repealed) and the *Local Government Act 2020* (partially proclaimed).

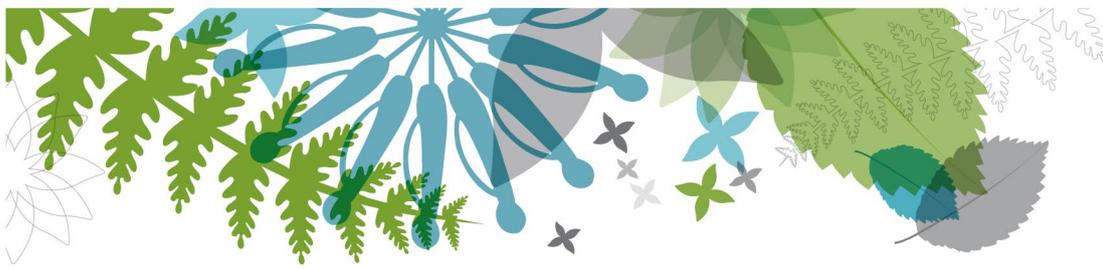
Council decisions are made in one of two ways:

1. By resolution at Council meetings and Delegated Committees of Council.
2. By Council officers under delegated authority.
 - Most decisions of an operational nature have been delegated to officers through the Chief Executive Officer (CEO). This system recognises the CEO's responsibility under the Local Government Acts referenced above in managing the day-to-day operations of the organisation.

Council Meetings

Council exercises its decision-making powers at ordinary Council meetings and special meetings of Council which are called from time to time to deal with any urgent matters that may arise. Ordinary Council meetings are generally held on the fourth Wednesday of each month. With the exception of two or three meetings a year, the meetings are held in Council Chambers in Colac and start at 4.00pm. All meetings are open to the public however meetings may be closed to the public to consider confidential items.

The dates of all meetings are published in the local newspaper and community newsletters. Agendas for all meetings are made available on Colac Otway Shire's website and a limited number in hard copy at the meeting. Unconfirmed resolutions are made available to the public within one week of the meeting on Council's website. Confirmed minutes from the previous meeting are available the day following their confirmation.



Part II Statement

Council's Meeting Procedure Local Law documents the manner of voting and making of resolutions of Council.

Question time at Council meetings

At each Ordinary and Special Council meeting there is a public question time to enable members of the public to ask questions of Council.

Any questions posed at Special Council meetings must relate only to items in the agenda of that meeting.

The guidelines for question time at Council Meetings are set down in the Governance Local Law No 4: Clause 100 and Schedule 1.

Planning Committee of Council

The Planning Committee of Council is a Special Committee of Council comprised of all Councillors.

The Committee meets on the second Wednesday of the month if there is a planning item for consideration. Agendas for each Planning Committee meeting are available to the public on the Council's website.

Minutes of these meetings are published on the Council's website after their confirmation at the following Planning Committee meeting.

The dates of all meetings are published in local newspapers and on Council's website.

Delegated Authority

Through others acting on its behalf the *Local Government Act 2020* makes express provision for the appointment of delegates to act on behalf of Councils. Most Council decision-making power is allocated by formal delegations; delegation to special committees and delegation to members of staff. The decision of a delegate of Council is 'deemed' to be a decision by Council.

The Instrument of Delegation to the Chief Executive empowers the CE to exercise various powers of the Council, including the power to sub-delegate powers to council officers.

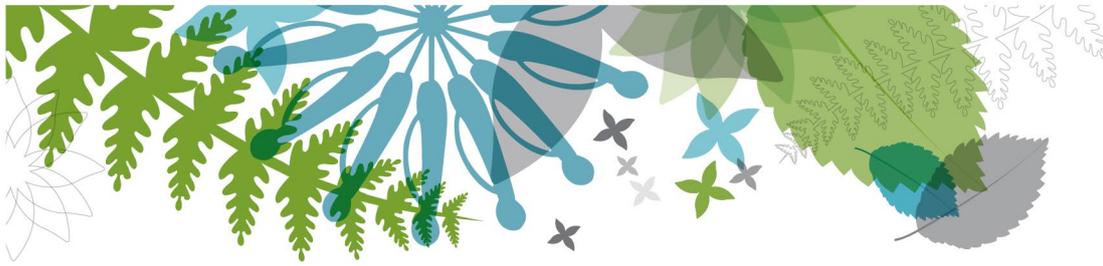
Why are Delegations Necessary?

Councils have wide-ranging responsibilities and have been given many powers, duties and functions under different pieces of legislation. It would be impossible for a Council to exercise all of these powers, duties and functions itself because it would need to pass a Council resolution each time it wished to act. For day to day operations, councils need others to make decisions and act on their behalf.

Delegating a Council's powers, duties and functions is essential to fulfilling the responsibilities of local government. When a Council delegates a power, duty or function to a member of staff or to a committee ("the delegate"), the decision of the delegate is deemed to be a decision of the Council.

CONSULTATIVE ARRANGEMENTS

Council is required to consult with other persons and bodies in relation to its activities, in developing its policy and practice and the impact on internal and external stakeholders. This is done in a number of ways including workshops, face to face meetings, public question time at Council meetings, consultative committees and processes, on-line surveys, the giving of public notice and compliance with legislative requirements. Copies of all documents (including policy, planning, strategy, setting of fees and charges) for which community comment is sought, and information on how to provide that comment, is made available on the Colac Otway Shire Council website and at Council's offices.



Part II Statement

Members of the public are encouraged to email Council at inq@colacotway.vic.gov.au or complete the online form on Colac Otway Shire's website to seek information on any aspect of its operations.

ACTS ADMINISTERED

Council performs its functions through enforcement and administration of applicable Victorian Acts and Regulations and Council Local Laws.

The following provides a list of the key legislation applicable to Local Government.

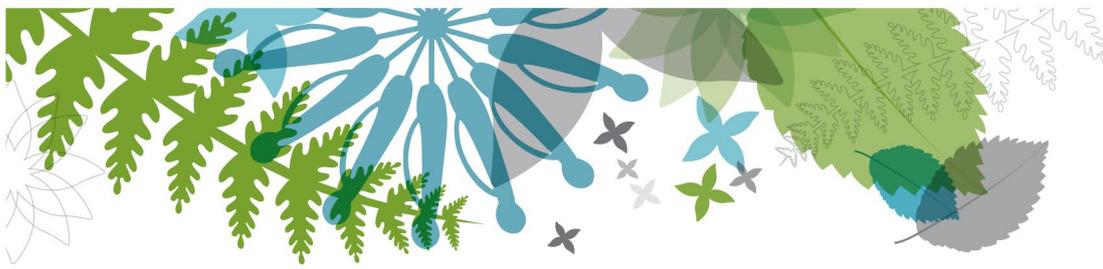
Key laws impacting Council

- Building Act 1993
- Building Regulations 2006
- Charter of Human Rights and Responsibilities Act 2006
- Disability Act 2006
- Domestic Animals Act 1994
- Emergency Management Act 1986
- Environment Protection Act 1970
- Food Act 1984
- Freedom of Information Act 1982
- Heritage Act 1995
- Infringements Act 2006
- Land Acquisition and Compensation Act 1986
- Local Government Act 1989
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Planning and Environment Act 1987
- Planning and Environment Regulations 2005
- Privacy and Data Protection Act 2014
- Protected Disclosure Act 2012
- Public Health and Wellbeing Act 2008
- Public Records Act 1973
- Road Management Act 2004
- Road Safety Act 1986
- Road Safety Road Rules Regulations 2009
- Road Safety (General) Regulations 2009
- Road Safety (Traffic Management) Regulations 2009
- Subdivision Act 1988
- Transfer of Land Act 1958
- Valuation of Land Act 1960

Local Laws

Council has adopted the following local laws, which can be viewed at Council's Colac Customer Services Centre at 2-6 Rae Street, Colac and on Council's website www.colacotway.vic.gov.au

- Consumption to Alcohol in Public Places Local Law
- General Local Law
- Livestock Local Law
- Council Meeting Procedures and Common Seal Local Law
- Colac Livestock Selling Centre Local Law



Boards, Committees and other Bodies

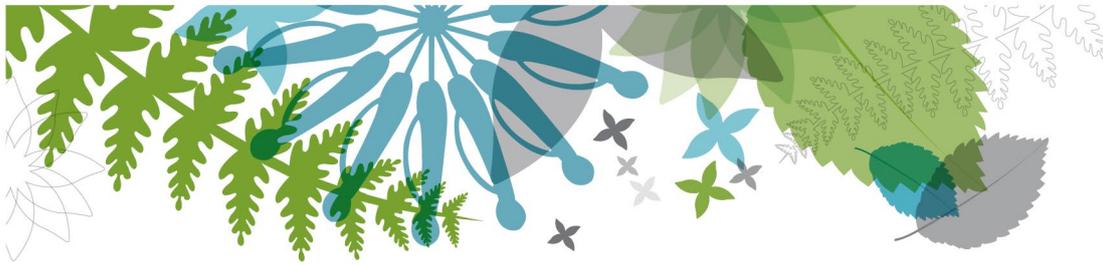
The *Local Government Act 2020* acknowledges the need for Committees of Council. These committees may include Councillors, council staff and other persons as deemed necessary. The Act also allows for Council and/or Chief Executive Officer, by Instrument of Delegation, to delegate any of its functions, duties or powers to a Committee. The current Committees of Council are as follows:

- Audit and Risk Committee
- Central Reserve Advisory Committee
- Chief Executive Recruitment Special Committee
- Colac Regional Saleyards Advisory Committee
- Friends of the Colac Botanic Gardens Advisory Committee
- Lake Colac Co-ordinating Committee
- Planning Committee of Council
- Submissions Committee of Council
- Chief Executive Employment Matters Advisory Committee.
- Colac Otway Roads Advisory Committee

Confirmed minutes of meetings of the Audit and Risk Committee are reported to Council meetings.

Each year Council appoints its representatives/delegates to the following sub-committees, memberships and supported groups which provide a two-way information stream and assist in the formulation of policy and the administration of the Council.

- Apollo Bay Harbour Precinct Redevelopment Project Control Group
- Australian Local Government Association
- Barnard Trust Committee
- Barwon South West Waste and Resource Recovery Local Government Forum
- Colac Community Library and Learning Centre Joint Use Committee
- Colac Road Safety Group
- Community Hub Inc
- COPACC Trust
- Corangamite Regional Library Corp.
- G21 Board
- G21 Pillar Membership
 - ❖ Arts and Culture
 - ❖ Economic Development
 - ❖ Education and Training
 - ❖ Environment
 - ❖ Health and Well Being
 - ❖ Planning and Services
 - ❖ Sports and Recreation
 - ❖ Transportation
- Lavers Hill & District Emergency Response Planning Committee
- Lavers Hill Swimming Pool Committee of Management



Part II Statement

- Mooleric Road Quarry Consultative Committee
- Municipal Aerodrome Committee – Colac
- Municipal Association of Victoria
- Municipal Emergency Management Planning Committee
- Municipal Fire Management Planning Committee
- Old Beechy Rail Trail Committee
- Ondit Quarry Consultative Committee
- Port of Apollo Bay Consultative Committee
- Rural Council of Victoria
- Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)
- Tirrengower Drainage Scheme Committee of Management
- Weeds Consultative Committee
- Timber Town Victoria Committee

To make enquiries about any of these sub-committees, memberships and supported groups, please contact Governance staff via email at inq@colacotway.vic.gov.au

LIBRARY SERVICES

Council is a member of the Corangamite Regional Library Corporation which has public libraries in Colac and Apollo Bay.

Colac Community Library and Learning Centre (CLLC)

173 Queen Street, Colac Vic 3250

T: 5231 4613

E: colaclib@crlc.vic.gov.au

Operating hours

Monday to Thursday 8.30am – 5.30pm

Friday 8.30am – 7.00pm

Saturday 10.00am – 12.00pm

Sunday closed

Apollo Bay Library (Marrar Woorn Neighbourhood House)

6 Pengilley Avenue, Apollo Bay Vic 3233

T: 5237 1013

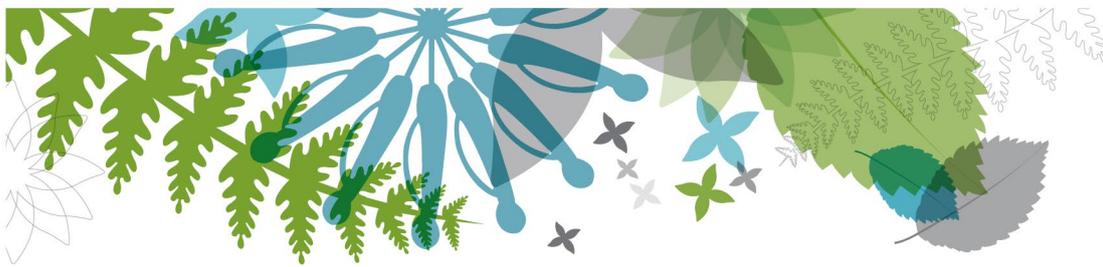
E: colaclib@crlc.vic.gov.au

Operating hours

Wednesday 11.00am – 1.00pm & 1.30pm – 6.00pm

Friday 10.00am – 1.00pm & 1.30pm – 6.00pm

Saturday 10.00am – 12.00 noon



STATEMENT 2: CATEGORIES OF DOCUMENTS

Section 7(1)(a)(ii)

A statement of the categories of documents that are maintained in the possession of the agency

The Colac Otway Shire creates a large number of documents and records in the course of its activities. The Council uses an electronic document and records management system to classify, store, access and manage a broad range of electronic and hard copy documents.

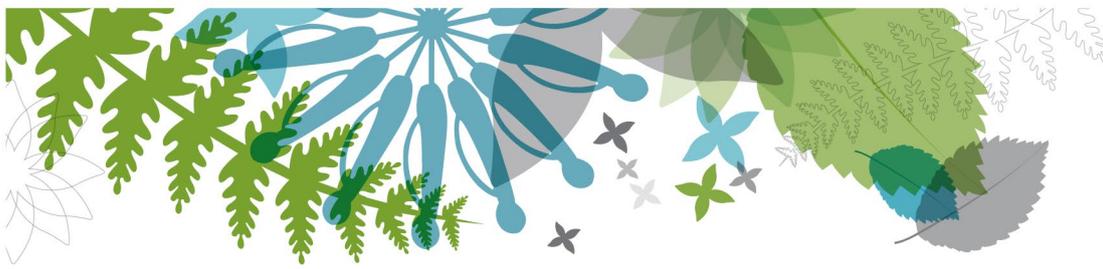
DOCUMENT TYPES

The types of documents that the council handles include:

- Applications and licences
- Audio-visual material
- Briefings and reports
- Correspondence
- Financial records
- Meeting records
- Policy, procedures and standards
- Registers

Documents are organised under the following categories according to Council's business classification scheme:

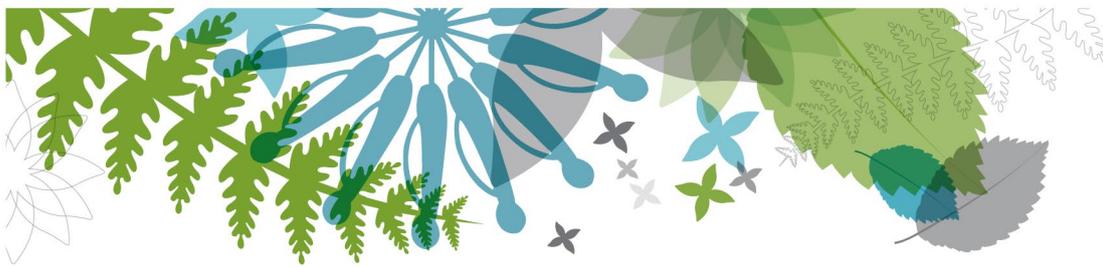
- Animal Management
- Asset Management
- Building
- Children's Services
- Committees & Meetings
- Community Development
- Community Relations
- Contracts & Procurement
- Economic Development
- Emergency Management
- Environmental Management
- Financial Management
- Governance
- Health
- Human Resource Management
- Information Communications Technology
- Information Management
- Infrastructure Services
- Legacy Records
- Legislation Regulation and Policy
- Library
- Maternal and Child Health
- Merit Requests
- Occupational Health & Safety
- Older Persons & Abilities Support Services
- Planning & Land Use
- Project Management
- Rates & Evaluations
- Recreation & Cultural Services
- Saleyards
- Strategic Management
- Transport & Capital Works
- Youth Services



PRINCIPAL RECORDS

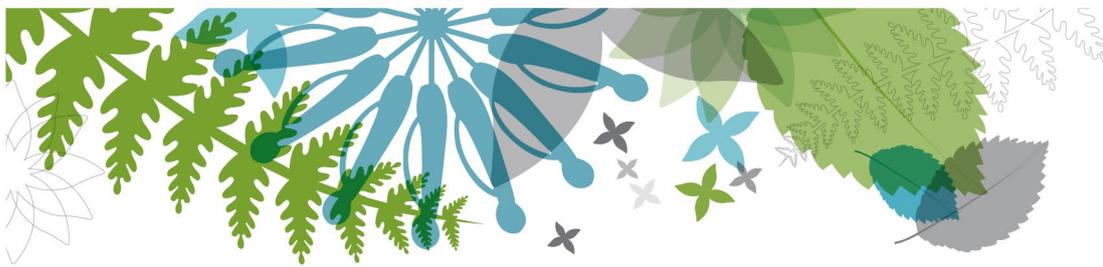
Colac Otway Shire keeps the following documents:

A
Abandoned or dumped cars
Abatement Notices
Access – Land Use
Accident reports Damage and Illegal Entry
Accounting Accounts Payable
Accreditation Acquisition – equipment, land, fleet, furniture, IT, property
Acquisition & Disposal Notices
Acts of Parliament
Addresses – Speeches
Administrative Reporting
Advertising Advisory Groups
Advisory Committees
Aged & Disability and Aged Care Agency
Agency Wide Policy
Agendas – External Committees
Agendas – Internal Committees, Boards
Agreements
Allocation – Equipment and stores
Allocations – telecommunications
Allowances – Councillors
Allowances – Fleet Management
Amalgamations
Amendments
Analysts certificates and reports
Animal Management incl permits, complaints, registration
Annual Budget - estimates, working papers, budgeting
Annual Reporting
Annual Statements of Accounts
Applications – development, enrolments, services, burning off, grants, voters lists, heritage building, pensioner rebates, road funding, septic tanks, sporting ground, temporary food premises
Appointments – members of committees, Council elections, government relations
Appraisals - staff
Approved point of discharge – drainage
Aquatic and Recreation – Membership, programs
Asbestos – Council owned facilities
Asset Management, Register
Attendance – FDC, personnel
Audit – OH&S, Telecommunication equipment, Chart of Accounts, CCT, Financial, IT, Committee, Food premises
Australia Day – awards, nominations, celebrations, meetings, permits, committee



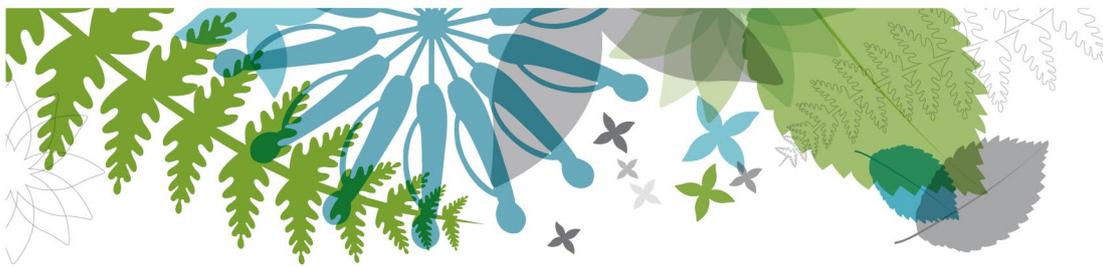
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Australia Post – audit, services
Australian Bureau of Statistics
Authorisation – Financial
Authorised Officers
Awards – community, industrial, local government, staff
B
Bad Debts
Ballot papers
Banking – fees, cards, guarantees, debit tax, reconciliation, statements
Bankruptcy notices
Banners
Barking dogs – action
Benchmarking
Best Value Reporting
Bike Paths – building
Billboards – roadside advertising permits
Bins – new, payments, requests, replacement, streets
Birth Notices
Boards Charities – permits
Body Piercing – applications
Bookings – halls, reserves
Boundaries – amalgamation, Councils, electoral, review
Bridges – Construction
Builders Code of Practice
Building – applications, compliance, Council buildings, final inspections, Form 10, MBS requests, appointments, occupancy permits, inspection diaries, levy returns, public commercial buildings, notices
Building permits – extension, register, permits, complaints, enquiries, specifications
Bus shelters – building of
Bushfires – Inquest
Business Classification Schemes
Business Process Mapping
Business Registrations – food
Business Unit Plans
C
Campaign Donation Returns – Elections
Cancelled Cheques
Candidates – electoral
Capital Works – budget, progress
Car parks – building, construction, maintenance
Car registration
Carers – agreements, payments
Carpets - installation
Cash – records, books, ledgers, rebates



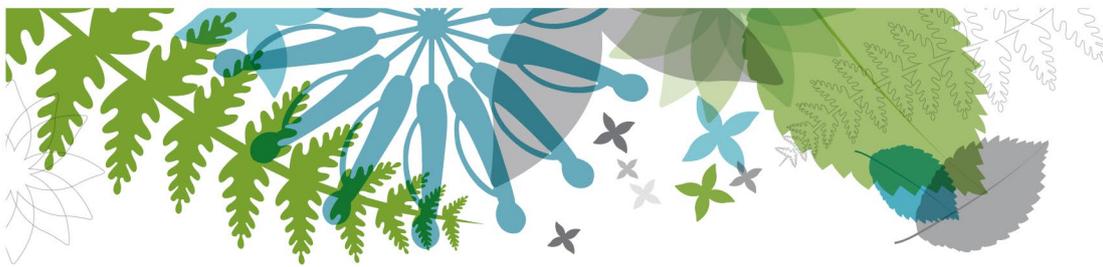
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Catering
Celebrations, Ceremonies and Functions
Cemeteries
Centenary Celebrations
Ceremonies
Certificates – Occupancy, food handling, sick leave, training, animal registration
Certification – support services
Change of Advice – staff
Charitable Organisations – rate exemptions
Chart of Accounts
Cheques – butts, cancelled, dishonoured, stopped
Child Care
Child care – benefits, accidents, assessment, assistance, attendance records, cash rebates, client files, enrolments, fee relief, incidents, subsidies, placement, program, registration, surveys, centres
Cigarettes - retailers
Circulars
Citizenship ceremonies
Civic events
Claims – Industrial relations, public liability insurance, vehicle insurance, workers compensation
Classification Schemes
Cleaning inspections
Client Files
Client files – adults, aged and disability, child care, family day care, Maternal and Child Health, youth services
Closures – roads
Coaching – staff development
Code of Conduct
Collection – dumped rubbish, litter,
Committees of Management – halls and reserves, membership. Minutes, accounts
Common boundary fencing
Common seal – register of use
Community Bulletins
Community Plans
Community Resource Guide
Community Services
Compensation – legal, OH&S
Competitive tendering CCT
Complaints – air pollution, health, animal control, general, noise, graffiti, ombudsman, routine, street lighting OH&S
Compulsory fire clearances
Compulsory land acquisitions
Computers – use of
Conferences – arrangements, attendance, catering, duplicates, invitations, staff development, reports
Confirmation of ownership (rates)



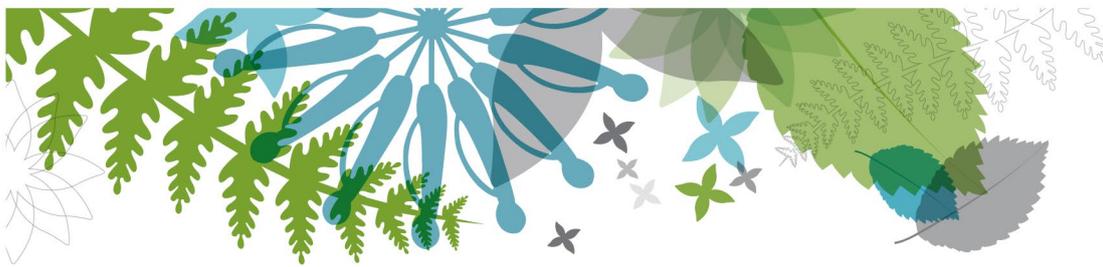
Part II Statement

Conflict of Interest
Conflict of Interest Register
Conflicts of Interest
Conservation – information management, property
Construction – Council owned buildings
Construction and renovation – property
Contaminated Land
Contract Management Guidelines – OH&S
Contract Payment Summaries - tendering
Contract Service reports – M&CH
Contracting out
Contractor registers
Contractors
Contracts – summary of tenders, register
Contravention
Copyright – publication
Council buildings – building of, construction
Council buildings – general, sale, use
Council elections – applications for enrolment, appointments, ballot papers, campaign donations, candidates, counting of votes, declarations, donations, extraordinary, failure to vote, final results, how to vote cards, late returns, list of non voters, nominations, non-voting excuses, notices of appointment, candidature, organisation, polling booths, postal votes, prosecutions, publicity, results, returning officer, polls, eligibility, voters list, voters roll, infringements
Council facilities – building of, fees and charges, memberships
Council functions
Council meetings – submissions, agenda, deferred items, invitations, minutes, notices, notices of motion, questions, reports
Council owned land
Council Plans – development, duplicates, copies
Councillor Newsletters
Councillors – insurance, allowances, employment conditions, entitlements, functions, general, handbook, invitations, orientation, pecuniary interest, forums
Credit notes
Cricket pitches – building of
Crossovers – inspections, enforcement
Cultural services grants
Customer Service – developing strategies, information management, telecommunication equipment, telephone calls
Customer Service Strategy
D
Daily Activity Reports – M&CH
Daily work sheets – depot staff
Dangerous dogs – notification, records, registration
Database management
Debt collection



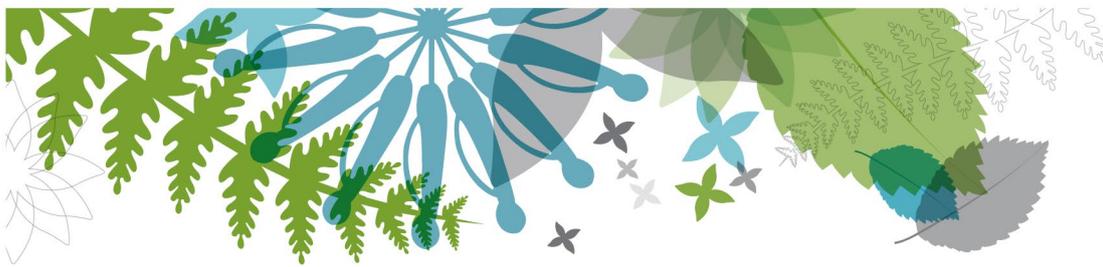
Part II Statement

Debtor listings and reports
Debtors – system, sundry
Deceased Animal Returns – animal registration
Declaration – public highways
Delegations of Authority
Delegations of Authority – finance, personnel
Delivery dockets
Demolition
Demolition permits
Depot Works After Hours requests
Depreciation
Desexing - animal control
Development Orders IDO incl objections
Development Plans – planning
Dial before you dig
Digital signatures
Direct debit
Disabled Parking Permits
Disaster repairs
Discharged clients
Discontinued Roads
Dishonoured cheques
Disposal – fleet, property, equipment, stores, IT, telecommunication equipment
Disposition and Acquisition Notices
Distribution – publication
Distribution, versions, input, production, quotations, stock take
Dog attacks
Dog infringements
Dog registration
Donations
Door knocking appeals
Drafting Fire – compulsory clearances, permits
Drainage – building, cleaning construction, maintenance
E
Early Education
Easements – creation
Economic Development
Education – pet ownership
EFT children financial reports, placement
Elections – Council, advertising, appointments
Electoral boundaries – establishment, reviews
Electrical – installation of



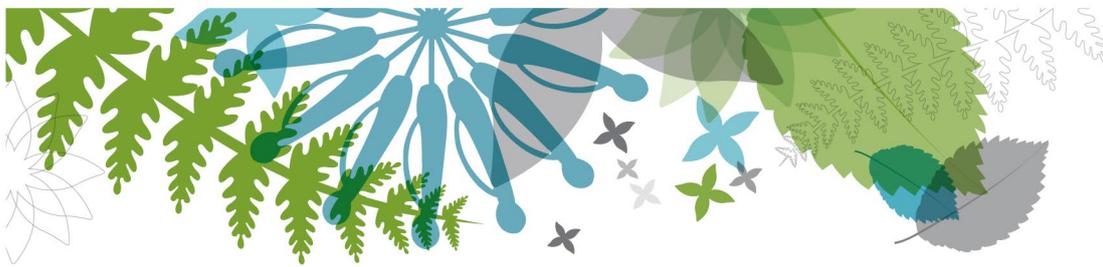
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Emergency Management – community education support, planning, response, plans, support
Employee Contracts
Employment conditions
Employment enquiries
Enforcement – animal management, elections, food, illegal dumping, littering, planning permits, rates, traffic
Enquiries – fencing, planning, public reaction, submissions and complaints
Enterprise Agreements
Enterprise Bargaining
Environment – pest control
Environment Grants
Equipment and stores
Estimates
European wasps – pest control
Events – invitations, permits, support media
Excess animal permits
Exhibitions
Expressions of interest – tenders
External committees
F
Facilitation of meetings
Farmland – valuations
Fees and charges – facilities
Fencing
Festivals
File Classification Systems
Final inspections – buildings
Financial Receipts
Financial Statements
Fire Hazards – clearance, inspections, notification
Fire Hydrants – installation, markers
Fire prevention – enforcement, notices
Fire Services Property Levy Reconciliations
Fire Wardens
First Aid – registers, kits, usage,
Fleet management – accident reports, fuel costs, infringements, insurance claims, policies, renewal, purchase, sale
Flood Level Certificates
FOI Registers and requests
Food – business registration, enforcement, handling certificates, poisoning, premises applications, audits, inspections, recall notices, regulations, safety plans, sampling, selling at events, stalls, transport vehicles
Footpaths – complaints, trading, building of, enforcement, inspections, maintenance
Forms
Freedom of Information



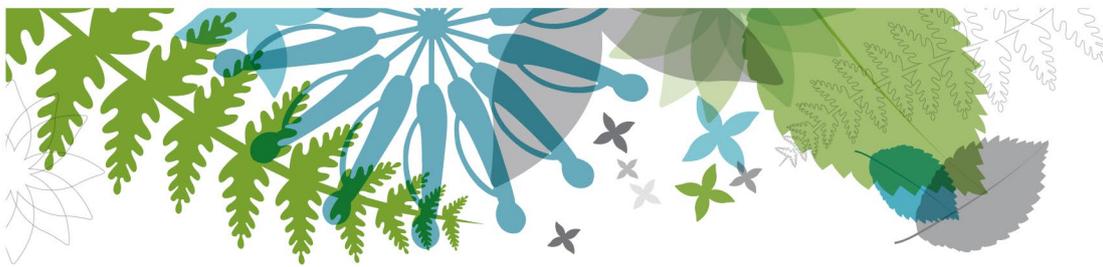
Part II Statement

Freeza Events
Fringe Benefit Tax
Fringe Benefit Tax (FBT) – Council and personnel
Functional reporting
Functions
Funding – roads, unsuccessful
Funding – VicRoads, from government sources
Fundraising
Furniture – acquisition, park installation
G
Garbage – collection
Garnishee Order
General Ledgers
Goods and Services Tax (GST)
Government wide policy
Grading – road maintenance
Graffiti – complaints, removal
Grants – funding, allocation, annual return, available, FAGS, Grants Commission, HACC, received, returns, roads, agency giving, agency receiving
Green Waste collection
Greetings
Ground maintenance
Guests
H
Hairdressers – complaints, registration, applications
Halls – bookings, cleaning Intellectual
Handbooks – Councillors
Hard waste collection
Hazardous substance/waste
Health Inspection reports
Health Premises – applications, OH&S
Heavy Vehicle Authorisation Forms
Herbicide – Use of
Heritage – building permits Interim
Heritage Buildings – Amended Applications, applications, final inspection, notifications, occupancy permits
Hire – plant, sporting facilities, sports grounds
Holiday Programs
Home and Community Care – applications, assessment, funding, services, funding,
Home Carers – Rosters/timesheets, payroll
Home Maintenance – requests, job sheets, support, clients
I
IDO Interim Development Orders, objections and registers
Illegally Dumped Waste - Collection



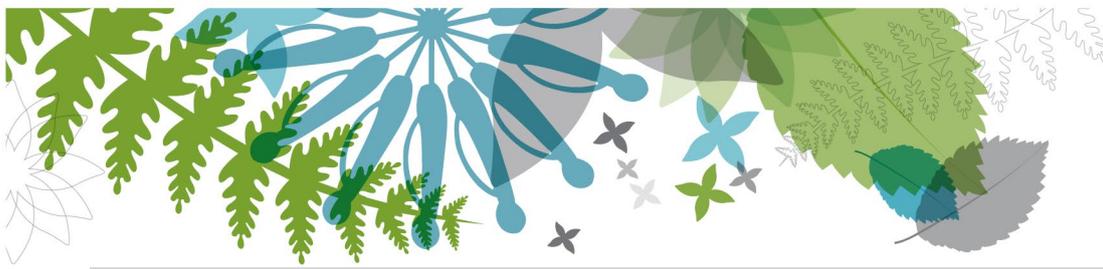
Part II Statement

Immunisations
Implementation and Installation - Telecommunication Equipment
Impounded Vehicles – Council Action
Impounded Vehicles – No Action
Impounded Vehicles – Owners Action
Impounding Animals & Notices
Inclusion Support Subsidy ISS – Childcare
Indexes - Master Control Records, recordkeeping systems
Induction Courses
Infringement Appeals - Cat and dog Registration
Infringement Appeals - Parking
Infringements - Fleet Management, personnel, animal, elections, illegal dumping, littering, parking, traffic
Inquiries - Government Relations
Inspections – Crossovers, fire hazard, food premises, footpaths, OH&S, playground equipment, playgrounds, routine workplace, pools, telecommunication equipment
Installation - park furniture, property
Insurance - Property, fleet, claims, renewals, policies, professional indemnity, public liability
Insurance – Staff – Claims, policies, renewals
Intellectual Property - Legal Services
Intellectual Property - Legal Services
Interest Generated - Rate Reports
Interest Generated - Rate Reports
Interest Generated - Rate Reports
Interim Development Orders IDO incl objections
Interim Development Orders IDO incl objections
Internal Committees – Operational
Internal Committees – Operational
Internal Committees – Operational
Internal Committees – Strategic
Internal Committees – Strategic
Internal Committees - Strategic – Agendas and Minutes
Internal Committees - Strategic – Agendas and Minutes
Internal Meetings – Agendas and minutes, reports, submissions
Investigation – Infectious Disease
Investments - Financial
Invoices Liaison – Enquiries
J
Job Advertisements - Press
Job Descriptions
Job Enquiries
Job Safety Analysis – OH&S
Job Safety Analysis – Worksheets
Job Vacancy Records



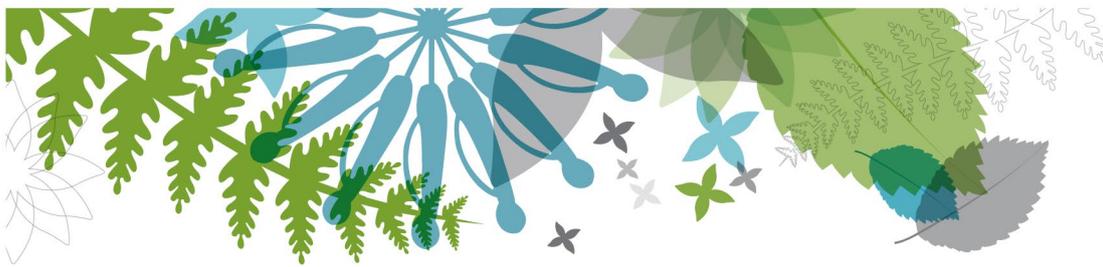
Part II Statement

Joint Venture - Agreements – Major and minor, government relations
K
Kennel Registration
Kerb and Channel – Maintenance
Kindergarten Applications and Enrolments – Summary Records, placement officers
L
Land - Acquisition
Land – Exchange of Ownership – Roads
Land – Purchase and sales
Land Information Certificates
Land Tax
Land Use – Access
Landfill Sites - Animal Deterrent Systems
Landfill Sites - Contents of Sites
Landfill Sites - Drainage Systems
Landfill Sites - Monitoring Physical Impact
Landfill Sites - Operational Management, rehabilitation, security, water management
Landslip Reports
Leasing – Vehicles, property, Council owned properties, fleet management, non-Council owned properties, telecommunications equipment
Leasing-out - Property
Leave Records
Legal Advice
Legal point of discharge
Legal Services
Legislation - Government Relations
Legislation – Liaison - Direct relation to Council
Legislation – Rate Enquiry
Legislation - Regulation / Developing
LGPA Local Government Town Planners Group
Liaison – Complaints
Liaison – Government Inquiry– Agency recommendations, general
Liaison – Legislation – Direct relation to Council
Liaison - Legislation – No Direct impact to Council
Liaison – MAV – Changes to Council
Liaison – Member Organisations
Liaison – Planning Permits
Liaison – Street Lighting – Power Supplier
Liaison – Telecom
Library – Mobile
Library – Service
Library Membership
Licence – Alcohol Consumption



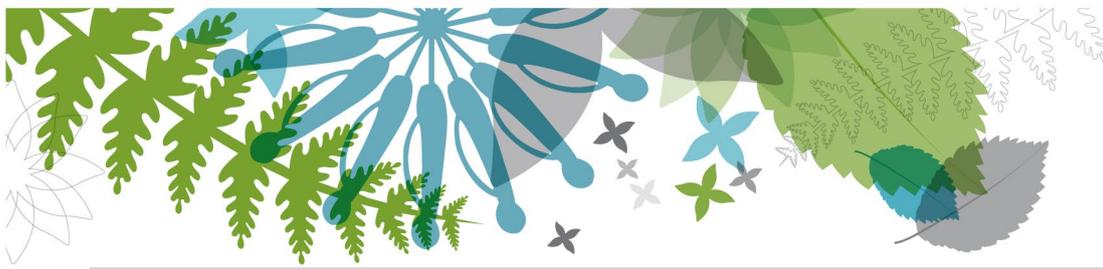
Part II Statement

Licence – Apparatus
Licence - Liquor
Licence – Petrol Pumps
Licence - Telecommunication Equipment
Liquidation – Creditors, debt recovery, information
Litter - Collection
Littering - Enforcement
Livestock - Destruction / Putting Down
Local Government Engineers Association
Local Government Town Planners Group LGPA
Local Laws - After Hour Reports
Local Laws - Court Cases
Local Laws – Development of
Local Laws - Final Copy of Laws
Local Laws After Hours requests
Logs - vehicles
M
Magazine – Subscription
Magazine – Subscription
Mail Management
Maintenance - Equipment and Stores
Maintenance - Equipment and Stores
Maintenance - Fleet Management
Maintenance - Fleet Management
Maintenance - Playground Equipment
Maintenance - Playground Equipment
Maintenance – Playground Graffiti
Maintenance – Playground Graffiti
Maintenance - Property
Maintenance - Property
Maintenance – Service Infrastructure
Maintenance – Service Infrastructure
Maintenance - Telecommunication Equipment
Maintenance - Telecommunication Equipment
Maintenance Records – Vehicles
Maintenance Records – Vehicles
Major Renovations
MAPS Municipal Authorities Purchasing Scheme
Marketing
Material Safety Data Sheets
Maternal & Child Health - Client Files, contract service reports, daily activity reports, diaries, information/education



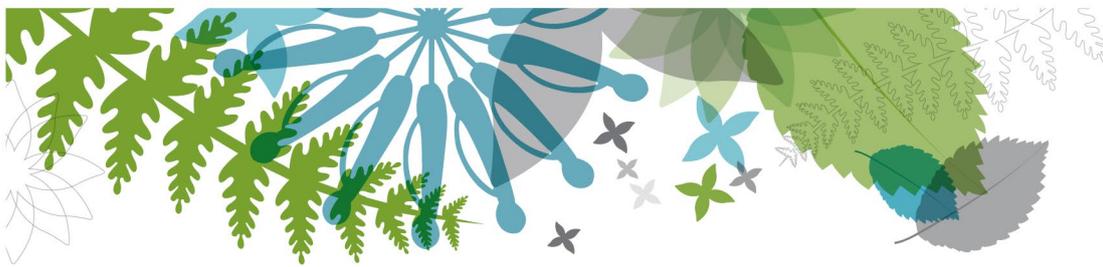
Part II Statement

MAV – Advisory Groups. Circulars, committees, general, liaison – changes to Council, Local Government Week, Restructure
Meals on Wheels – mileage reimbursement for volunteers, petrol vouchers, volunteers
Media Relations
Member Organisations
Memberships - Council Facilities
Memberships - To external Organisations
Memorandums of Understanding – Amalgamations, significance, small scale
Memorials Notices of Motion – Council Meetings
Metadata - Maintenance
Microchipping
Mileage Reimbursement
Minutes - Board Meetings
Minutes - Committee Meetings
Minutes - Committees of Management
Minutes - Council Meetings
Moving - Personnel and Property
Moving - Personnel and Property
Municipal Association of Victoria
Municipal Association of Victoria
Municipal Authorities Purchasing Scheme MAPS
Municipal Authorities Purchasing Scheme MAPS
N
Name and Address Amendment - Ratepayers
Name and Address Amendment - Ratepayers
Names – Roads and streets
Names – Roads and streets
NAR Forms - Ratepayers
Nature strip Reinstatements
Needle / Sharps / Syringes Program
New Bins - Requests
New Residents Kits
New Title Details
News Paper Clippings - External Sources
Noise – Complaints
Noise Assessment – OHS
Nominations - Australia Day
Non Toxic Waste - Removal
Notice Boards – Community
Notice of Acquisition
Notice of Disposition
Notices
Notification - Birth Notices



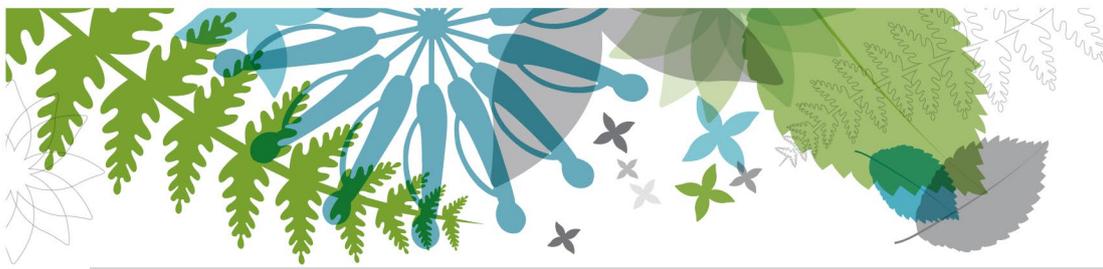
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Notification - Food Selling Events
Notification - Infectious Diseases
Notification of Appointment - Building
O
Objections – Animal Registration
Objections – Interim Development Orders
Occupancy Permits - Building
Occupancy Permits - Classes 1b, 3a-f, Class 5, class 6a-d, Class 7b, Class 8, Classes 9a-c
Occupancy Permits - Heritage Buildings
Occupancy Permits - Temporary Building
Occupational Health & Safety – air testing, audits, committees, computers, contract management, contractors, hearing tests, job safety analysis, noise assessment, routine workplace inspections and incident reports
Ombudsman – Complaints
Orders Notices & Certificate Files
Outline Development Plan - Strategic Planning
Outstanding Balance Reports - Rates
P
Park Furniture – Installation
Park Furniture - Maintenance
Parking – Complaints
Parking - Infringements
Parking Permits - Disabled
Parks - Damage
Parks – Ground Maintenance
Parks – Planning
Payment Audit Reports - Rates
Payments – Private Street Schemes
Payroll – deductions and tax
PBS Private Building Surveyor
Penalties - Failure to Vote Council Elections
Pensioner - Concessions
Pensioner - Rebate Applications
Pensioner - Rebates
Performance Management
Permissions to use photos
Permits - Animal
Permits – Australia Day Celebrations
Permits - B Double Transport
Permits - Billboards
Permits - Burn off
Permits - Cancellation - Heritage Buildings
Permits - Collecting Money for Charity



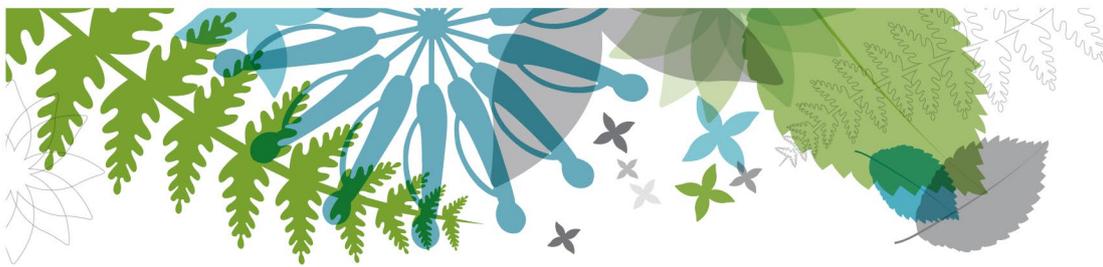
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Permits – Demolition
Permits - Excess Dogs / Cats
Permits - Expiry - Building
Permits - Expiry - Heritage Buildings
Permits - Extension - Heritage Buildings
Permits – Festivals
Permits - Fire
Permits - Roadside Advertising
Permits - Roadside Signage
Permits - Roadside Trading
Permits - Statutory Registers of Building Permits
Permits - To work on Road Reserve
Permits – Tree – Removal
Permits – Vehicle Crossing
Personal Care - Assessment (HACC)
Pest Control – Environmental
Pest Control – European Wasps
Pest Control – Foxes
Pest Control - Property
Pesticide - Use of
Pests – Baiting
Pet Ownership Education
Petitions
Petitions - Register
Petrol Vouchers - Meals on Wheels
Petty Cash Records
Photographs - Agency Master Set
Photographs and films
Photos - Permissions to use
Planning – General Enquiries
Planning - OHS Public Toilets
Planning – Parks
Planning - Property
Planning – Studies
Planning Permit – Contraventions
Planning Permit – Prosecutions
Planning Permit – Revocations
Planning Permits - Appeals
Planning Permits – Endorsing of
Planning Permits – Enforcement
Planning Permits – Interim Development Orders IDO
Planning Permits – Liaison



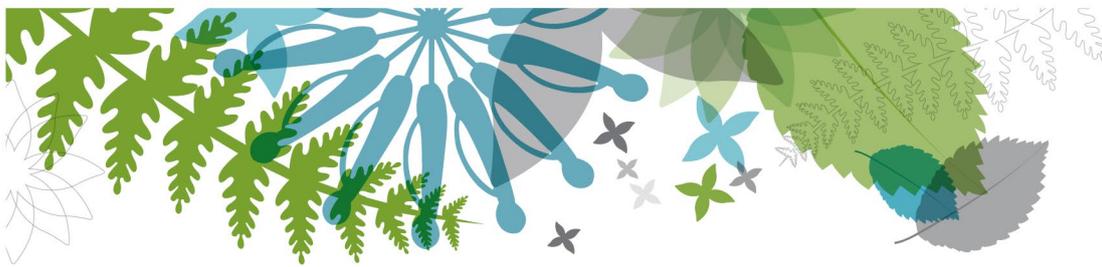
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Planning Permits – Register
Planning Scheme - Amendments
Planning Scheme – Compulsory Acquisitions
Planning Scheme - Delegations Procedures - Financial
Planning Scheme – General
Planning Scheme – Legislation
Planning Scheme – Other Councils
Planning Scheme – Relocations
Planning Scheme – Rezoning – Approved – No Scheme Amendments
Planning Scheme – Rezoning – Approved – Scheme Amendments
Planning Scheme – Rezoning – Not Approved
Planning Scheme – Rezoning – Revoked
Planning Schemes
Plant – Hire
Plant Reports - Depreciation
Plaques - Memorial
Playgrounds - Building of
Playgrounds - Equipment – Inspections, maintenance, graffiti removal, installation
Plumbing
Points of Discharge – Approved
Policy - Administration
Position Descriptions
Position Vacancy Records
Positions
Pound - Daily maintenance
Pound - Operational Management
Pound - Registers of animals admitted
Pound - Release Books
Pound - Seizure or Impounding animals
Pound - Summary of animals impounded with municipality
Press Clippings
Press Releases
Privacy - Information Management
Private Building Surveyor PBS
Private Charge Schemes – Drainage, footpaths - Abandoned
Private Charge Schemes – Objections
Private Charge Schemes – Objections, VCAT
Private Charge Schemes – Petitions
Private Charge Schemes – Streets - Abandoned
Private Charge Schemes – Surveys
Private Charge Schemes – Tendering
Private Street Construction



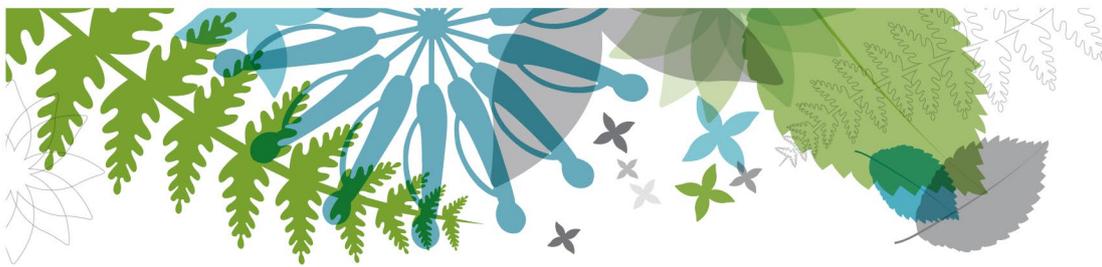
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Private Street Construction - Payments
Procedures
Production - Publication
Program Management - MCH
Programs - Developing for Conference
Programs – Immunisation
Project Management - Development of Project
Project Management - Registers
Project Management - Strategic Management
Project Management - Summaries
Property - Acquisition
Property – Council
Property – Council Sale of
Property - Damage
Property - Enquiry Application
Property - Legal Services
Property - Maintenance - Public Buildings
Property - Management
Property – Rental
Property – Rental – Finance
Property - Valuations
Prosecutions - Local Laws Dept taking matter to Court
Provision of information affecting specific properties
Public Buildings - Structural Maintenance
Publications – Articles, copyright, corporate style,
Publications Agendas – Council Meetings
Publicity – Advertising, elections, liaison
Purchase – Land
Purchase - Orders
Purchase of Prosecutions
Q
Quarries – General, delivery dockets
Questionnaires/Surveys
Questions – Council Meetings
Quotations – Building Department Services charges
Quotations – general, hiring of Council facilities, publications, tendering
Quotes – fencing
R
Raffles
Rates – Abandonments
Rates – Certificates, change of address details, deferment, direct debit audit reports, enforcement, establishing rates, farmland, farmland classifications, general, liaison, interest generated, legislation, non-rateable properties, outstanding balance reports, payment audit reports, payments direct debit, payments,



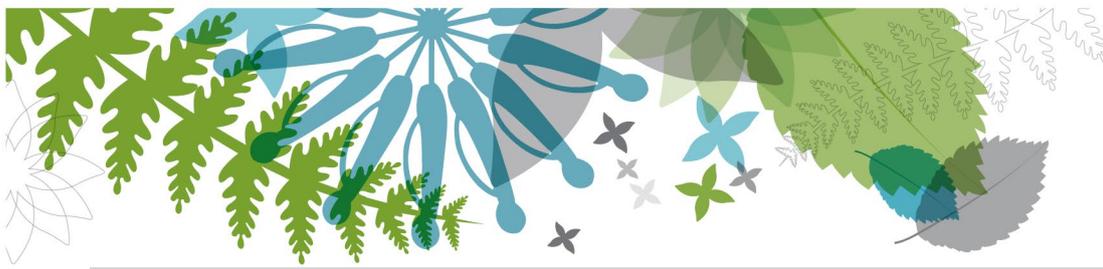
Part II Statement

outstanding penalties, property owners, rating rounds, refunds, reports, sale of properties, separate, special charge schemes, title searches, annual capping compliance
RDOs – Rostered Day off
Rebates - pensioner
Recall - Food / Product Notifications
Receipts Reports - Committee Meetings
Receivership Notices
Reclaimed Animals
Reconciliation – Bank
Record Management Systems
Record Management Systems - Procedures
Recordkeeping Systems - Configuration
Recordkeeping Systems - Indexes
Recordkeeping Systems - Procedures
Recreational Grants - Applications - Successful
Recreational Grants - Applications - Unsuccessful
Recruitment
Recycling
Refunds – Rates
Refurbishment
Register - Authorised Officers
Register - Hazardous Substance
Register – Planning Permits
Register - Security Pass
Register - Tenders Received
Register - Trust
Registers - Tender Contracts
Registration - Cat
Registration - Dog
Registration - Fleet Vehicles
Registration – Food Business
Rehabilitation - OHS
Removal - Non Toxic Waste
Remuneration Registers
Rental – Council owned
Renting – by Council
Replacement – Rubbish Bins
Replacement Bins
Reporting
Reporting - Community Plan
Reporting - Corporate Planning
Reports - Board Meetings
Reports - Council Meetings



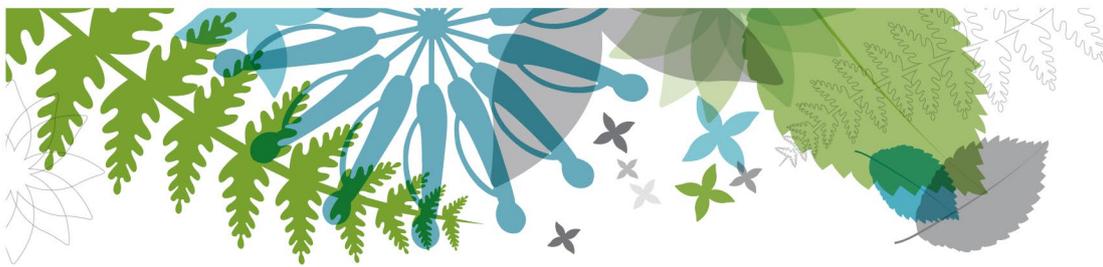
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Reports - External Committees Convened by Agency
Reports - Internal Meetings
Representations (including Parliamentary Questions)
Representatives - OHS
Requests - Additional Bin
Requests - Building Form 10 from a Solicitor
Requests - Building Information Request from a Building Surveyor
Requests – Home Maintenance
Requests - House Plans
Requests - Information - General
Requests - Invoices
Requests – Questions for Council Meetings
Requisition to Purchase Orders
Research - Legal Services
Reserves - Bookings Safe Work Method Statements SWMS
Reserves - Inspections Salaries - Payment Processing
Residents Kits Sale – Council Property
Resurfacing - Infrastructure Maintenance
Retaining Walls - Building Of
Returned Cheques
Returning Officer Correspondence
Revocations – Planning Permit
Rezoning
Rezoning – Planning Scheme – Approved – No Scheme Amendments
Rezoning – Planning Scheme – Approved – Scheme Amendments
Rezoning – Planning Scheme – Not Approved Road Funding
Rezoning – Planning Scheme - Revoked Roadside Signage - Permit
Risk Management - OHS Roads - Construction
Risk Management - Strategic Management
Roads - Accident Reports
Roads - Building of
Roads - Closure Permits for Public Events
Roads – Closures
Roads - Closures - Discontinuations
Roads - Closures - Events
Roads – Discontinued
Roads – Exchange of Land Ownership
Roads – Funding
Roads - Funding - Applications Security
Roads - Improvements - Maintenance
Roads - Maintenance
Roads - Maintenance - Work Requests



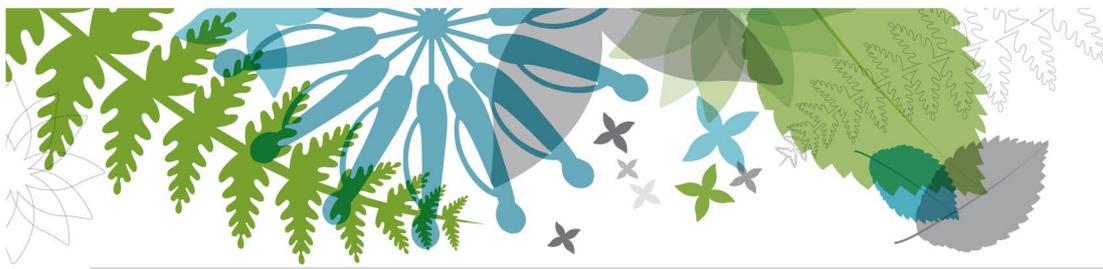
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Roads - Maintenance, Road Opening Permits
Roads – Names
Roads - Opening Permits (Road Maintenance)
Roads - Reserve Permit
Roads – Signs
Roads – Signs – Names
Roads - Special Charge Schemes
Roads – Speed Limits
Roads – VicRoads – Claims
Roads – VicRoads Funding
Roadside Advertising - Permit
Roadside Signs – Permits
Roadside Trading – Permits
Room Observations - Family Day Care
Rosters – Home Carer
Roundabouts - Building Of
Routine Workplace Inspections – OHS
Rubbish – Collection
Rubbish - Collection - Complaints
Rubbish - Dumped
Rubbish Bin – New Bin Payments
Rubbish Bin – New Bin Payments via Rates
Rubbish Bin – Replacement
S
Sales Tax
School Crossing Supervisors - Subsidies
School Crossings - Building Location
School Crossings - Building of
Section 173 Agreements
Security - Equipment and Stores
Seminars
Senior Leadership Team – Meetings
Septic Tanks - Applications
Septic Tanks – General
Septic Tanks – Payments
Septic Tanks - Servicing Reports
Service Infrastructure - Maintenance
Service Infrastructure - Service Request
Servicing Reports - Septic Tanks
Sewage Reticulation
Sewer Reticulation – Tendering Street – Lighting – Power Supplier - Liaison
Sewerage – Connection



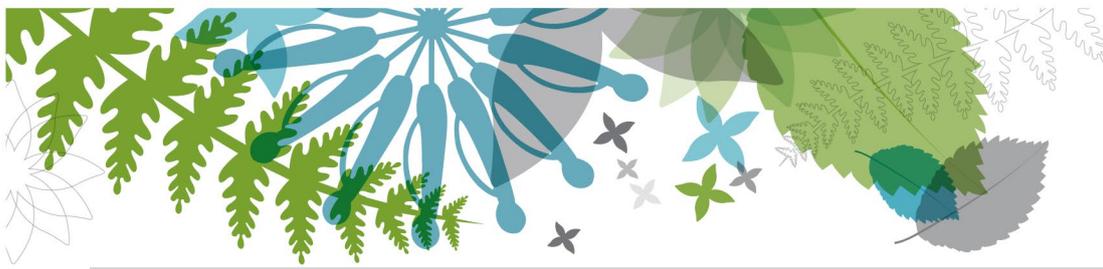
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Sewerage – Declared Sewerage areas
Sewerage – Disposal Sites
Sewerage – General
Sewerage – Treatment Plants
Sign - Road Side Permit
Signage - Road
Signs – Roads
Signs – Roads – Names
Skate Parks - Building of
Smoking – Restrictions – External
Smoking - Restrictions - workplace
Social Clubs - Staff Development
SPAM Subpoenas - Legal Discovery Process
Special Charge Scheme – Rates
Special Charge Schemes - Roads
Speeches - Major Event
Speed Limits – Roads
Sponsorship - Provided by Agency
Sponsorship - Received from external agency
Sporting Facilities - Hire
Sports Centres – Construction
Sports Facilities - Inspections
Sports Ground - Hire
Sports Ground Pavilion Inspections
Staff Bulletins
Staff Meetings
Standpipes
Statement of Accounts
Statistics Tax – Bank Account Debit
Statues - Memorial
Statutory Council Meetings
Stock take - Equipment and Stores
Stock take - Publication
Stopped Cheques
Storage - Equipment and Stores
Storage - Information Management
Strategic Management
Strategic Planning - Outline Development Plan
Street - Closures
Street - Lighting
Street – Lighting – Complaints
Street - Lighting – Maintenance



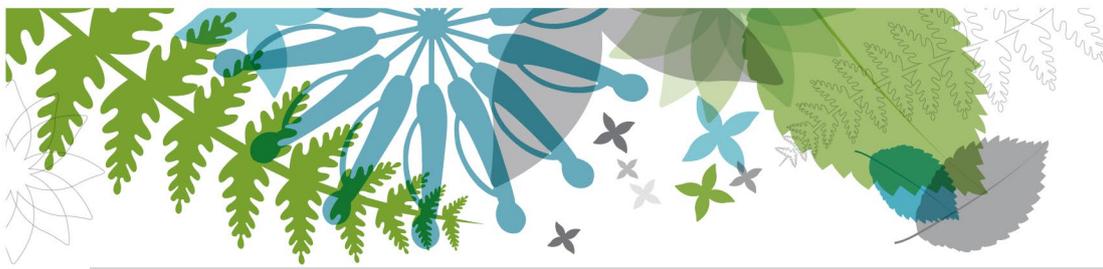
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Street - Tree Planting
Street- Names
Street -Numbering
Street Signs - Loading Zones
Street Stalls - Permits
Streets – Construction
Streetscapes - Building Of
Streetscapes - Maintenance
Structural Maintenance - Public Buildings
Studies – Planning
Study Leave Forms
Subdivision Files - Successful
Subdivisions
Submissions - Council Meetings
Submissions - Government Relations
Submissions - Internal Meetings
Submissions - Internal Meetings - Duplicate
Subscriptions
Subsidies
Subsidies – School Crossing Supervisors
Summary of Tender Contracts
Sundry Debtors
Supplementary Valuations
Supplementary Valuations - Confirmation of Ownership
Supplementary Valuations - Details
Surveys - Child Care
Surveys – General
Swimming Pool – General
Swimming Pool - Maintenance
Swimming Pool - Programs
Syringes / Sharps / Needle Program
T
Tattoo Salon – Applications
Tax – Land
Tax – Sales
Taxation
Technology - Acquisition
Technology - Activities
Telecom – Liaison
Telecommunications – Maintenance
Telecommunications Activities - Internal
Telephones - Infrastructure installation



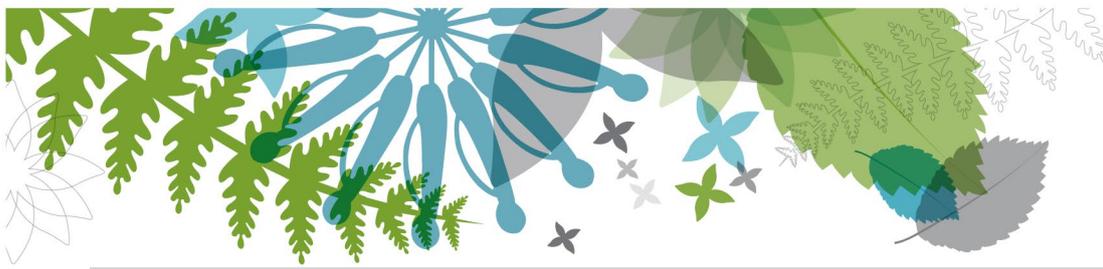
Part II Statement

Telephones – Municipality Installation
Telstra – Notice of Access
Temporary Food Applications
Tendering
Tendering - Contract Payment Summaries
Tendering - Contract Registers
Tendering - Contract Registers
Tendering - Contracts - Building of Council Buildings
Tendering - Contracts - Building of Council Facilities
Tendering - Contracts - Building of Public Toilets
Tendering - Contracts - Building of Tennis Courts
Tendering - Contracts - Disaster Repairs
Tendering - Contracts - Maintenance
Tendering - Contracts - Major Renovations
Tendering - Contracts - Public Buildings - Grounds Maintenance
Tendering - Contracts - Public Buildings - Property Maintenance
Tendering - Documentation
Tendering - Due Diligence Checks
Tendering - Evaluation of Tenders
Tendering - Expressions of Interest
Tendering - Heritage Buildings
Tendering Contracts - Bowling Greens – Building of
Tendering Contracts - Bus Shelters - Building of
Tendering Contracts - Bus Stops - Building of
Tendering Contracts - Carports - Building of Tenders - Received register
Tendering Contracts - Cricket Pitches - Building of Tenders - Unsuccessful
Tendering Contracts - Footpaths - Building of
Tendering Contracts – Infrastructure Maintenance - Drainage
Tendering Contracts – Infrastructure Maintenance - Footpaths
Tendering Contracts – Infrastructure Maintenance - Grading
Tendering Contracts – Infrastructure Maintenance - Line Marking
Tendering Contracts – Infrastructure Maintenance - Repairs
Tendering Contracts – Infrastructure Maintenance - Repairs
Tendering Contracts – Infrastructure Maintenance - Resurfacing
Tendering Contracts – Infrastructure Maintenance - Road Improvements
Tendering Contracts – Infrastructure Maintenance - Streetscapes
Tendering Contracts – Infrastructure Maintenance - upgrades
Tendering Contracts - Kerb and Channel - Building of
Tendering Contracts - Playgrounds - Building of
Tendering Contracts - Public Lighting - Building of
Tendering Contracts - Retaining Walls - Building of
Tendering Contracts - Roundabouts - Building of



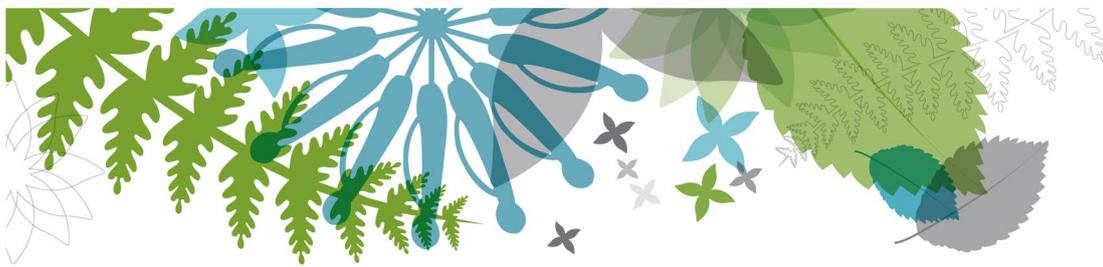
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Tendering Contracts - School Crossings - Building of
Tendering Contracts - Streetscapes - Building of
Tendering Contracts - Traffic Signals - Installation of
Tenders - Contract Register
Tenders - Development of
Tenders - Documentation / Drafts
Tennis Courts - Building of
Thank you letters
Tidy Towns
Title Search
Toilets – Public – Maintenance
Toilets - Public, cleaning Toilets – Public – Construction
Tourism – General
Town Planning – Correspondence
Town Planning – Liaison Vehicles - Maintenance Records
Trading – Footpath
Trading - Road Side Permit
Trading Hours
Traffic - Counts
Traffic - Management – Complaints – Changes to Policy or Procedures
Traffic – Management – Complaints – Detailed
Traffic - Management – Complaints – Routine
Traffic – Management – Liaison with Authorities
Traffic - Management - Schemes
Traffic infringements - Agency Vehicles
Traffic Lights
Traffic Signals - Installation Of
Training - Attendance / Certificates
Training – Material
Transfer of Land – Amalgamation
Transfer of Ownership - Animal Registration
Travel
Travel - Allowances
Treatment Plants – Sewerage
Tree – Removal – Permit – Approved
Tree – Removal – Permit – Not Approved
Tree Lopping - By Council Staff
Tree Planting - Streets
Trust - Deposit
Trust – Register
Trust Accounts – Audit – Major Changes
Trust Accounts – Audit – Minor Changes



Part II Statement

Trust Reconciliation Reports
U
Unclaimed Monies
Unightly Premises – Council Court Action
Unightly Premises – External Court Action
Unightly Premises – No action
Usage - Equipment and Stores
Usage - Fleet Management
Usage - Vehicle Reports
V
Vacancy Records
Valuations - General
Vehicle - Leases
Vehicle – Logs
Vehicle – Maintenance Records
Vehicle – Usage Report
Vehicle Crossing Permit
Vehicle infringements
Vehicle Insurance – Claims
Vehicle Insurance – Policy
Vehicle Insurance – Policy Renewal
Vehicle Sale – Fleet Management
Vehicles – Driver Approvals
Vehicles – Dumped – Legal Action
Vehicles – Dumped – No Legal Action
Vehicles – Impounded - Council Action
Vehicles – Impounded – No Action
Vehicles – Impounded – Owners Action
Vehicles – Registration
Vehicles - Usage
Vic Roads – Claims
Vic Roads - Funding
Vic Roads - Funding – Projects
Vic Roads - Funding – Roads
Victorian Grant Commission – Grants
Viruses - Computer
Visits - Government Relations
Visits & Tours
Volunteers
W
Wall Fittings - Installation of
Ward Boundaries - Electoral



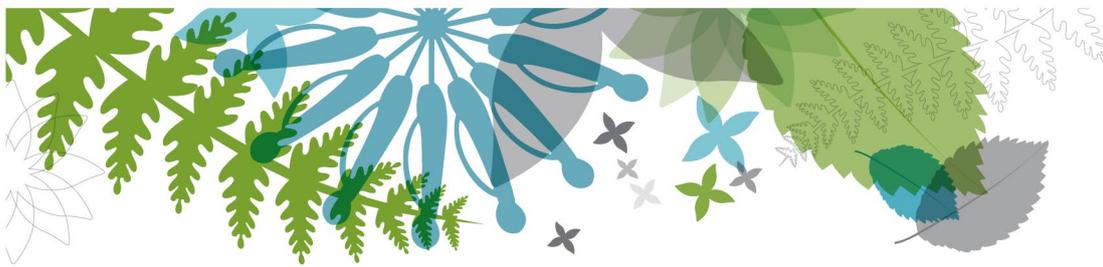
Part II Statement

Ward Boundaries - Electoral - Reviews
Waste - Hard Waste Collection
Waste - Non Toxic - Removal
Waste Collection
Waste Collection - Complaints
Waste Collection – Dumped Rubbish
Waste Collection - Green Waste
Waste Management
Water – Analysis
Water – Pollution
Water – Rates
Water – Supply – Weirs / Reservoirs
Water – Trunk – Service
Water Accounts – Committees
Water Authority – Notice of Access
Water Management Facilities
Weeds – Management
Work Orders
Work Request - Roads Maintenance
Work Request - Service Infrastructure
Workplace Agreements
Y
Young Citizen Award
Youth Action Committee

OTHER RECORDS

In addition to the controlled Electronic Document Record Management System (EDRMS) several service units maintain their own hard copy and electronic records including:

- Home and Community Care - client files
- Children’s Services and Maternal & Child Health - client files, including immunisation records
- Finance Unit - accounts/receipts
- Infrastructure - parks and gardens and other infrastructure maintenance, plans and drawings and maps, Geographic Information on GIS
- Governance Unit - registers containing original and copies of Council Minutes
- Rates, Finance, Planning and Building – Authority is the current operating system
- All units – standard operating procedures
- Human Resources – staff files
- Local PC Drives and Shared Network Drives
- Email folders
- Other hard copy systems not controlled by Councils EDRMS
- Portable storage devices
- Not all records are retained and some are destroyed in accordance with the *Public Records Act 1973*.



STATEMENT 3: FREEDOM OF INFORMATION ARRANGEMENTS

Sections 7(1)(a)(iii)(v)(vi)

A statement of the material that has been prepared by the agency under Part II of the Act for publication or for inspection by members of the public, and the places at which a person may inspect or obtain that material.

7(1)(a)(iii)

A statement of the procedure to be followed by a person when a request for access to a document is made to the agency. 7(1)(a)(v)

A statement designating by name the officer or officers responsible within each agency for the initial receipt of an action upon, requests for access to a document. 7(1)(a)(vi)

PUBLIC ACCESS TO DOCUMENTS

In accordance with clause 8 of Council's Public Transparency Policy, the following Council Information will generally, and subject to this Policy, be made available either on the Council Website or on request by a member of the Community.

1. Documents such as:

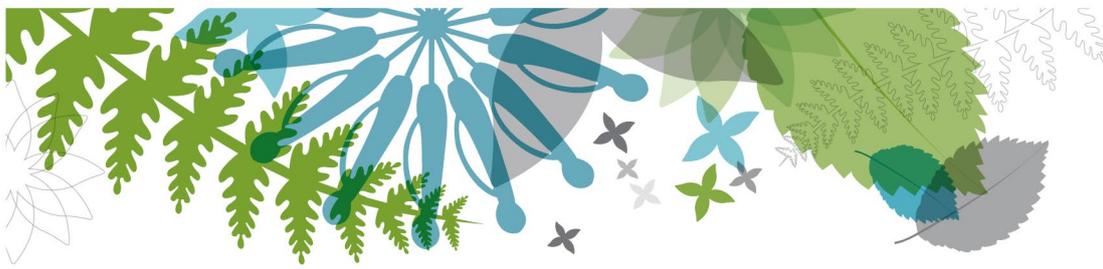
- Plans and Reports adopted by Council;
- Council Policies;
- Project and Service Plans;
- Service Agreements, Contracts, Leases and Licences; and
- relevant technical reports and/or research that inform Council's decision-making.

2. Process information such as:

- application processes for approvals, permits, grants, access to Council services;
- decision-making processes;
- Guidelines and Manuals;
- Community Engagement Processes; and
- Complaints Handling Processes.

3. The following Council Information will be available on Council's website:

- Meeting Agendas;
- Minutes of Meetings;
- Audit and Risk Committee Charter;
- Terms of Reference for Delegated Committees;
- Gift Registers for Councillors and Council Staff;
- Travel Registers for Councillors and Council Staff;
- Registers of Conflicts of Interest disclosed by Councillors and Council Staff;
- Registers of Leases entered into by Council;
- Register of Delegations;
- Register of Authorised Officers;
- Register of Election Campaign Donations;
- Summary of Personal Interests; and
- any other Registers or Records required by the Act or any other Act.



Part II Statement

OTHER DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

Council provides documents outside the FOI process. Documents Council has a legislative requirement to make available to the public are set out below.

Record	Type	Act	Section	Access	Charge
Travel	Register	<i>Local Government (General) Regulations 2015</i>	r.12(a)	Public	None

A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including—

- I. the name of the Councillor or member of Council staff; and
- II. the dates on which the travel began and ended; and
- III. the destination of the travel; and
- IV. the purpose of the travel; and
- V. the total cost to the Council of the travel, including accommodation costs;

Record	Type	Act	Section	Access	Charge
Agendas & Minutes	Register	<i>Local Government (General) Regulations 2015</i>	r.12(b)	Public	None

The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;

Record	Type	Act	Section	Access	Charge
Minutes	Register	<i>Local Government (General) Regulations 2015</i>	r.12(c)	Public	None

The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;

Record	Type	Act	Section	Access	Charge
Returns of Interest	Register	<i>Local Government (General) Regulations 2015</i>	r.12(d)	Public	None

A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;



Part II Statement

Record	Type	Act	Section	Access	Charge
Leases	Register	<i>Local Government (General) Regulations 2015</i>	r.12(e)	Public	None

A document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;

Record	Type	Act	Section	Access	Charge
Authorised Officers	Register	<i>Local Government (General) Regulations 2015</i>	r.12(f)	Public	None

A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;

Record	Type	Act	Section	Access	Charge
Donations & Grants	Register	<i>Local Government (General) Regulations 2015</i>	r.12(g)	Public	None

A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

Record	Type	Act	Section	Access	Charge
Public Health & Wellbeing Plan	Documents	<i>Public Health and Wellbeing Act 2008</i>	s.26(7)	Public	None

Duty to make copy of current municipal public health and wellbeing plan available for public inspection

Record	Type	Act	Section	Access	Charge
Public register of delegations	Register	<i>Local Government Act 2020</i>	s.11(8)	Public	20c per page black & white

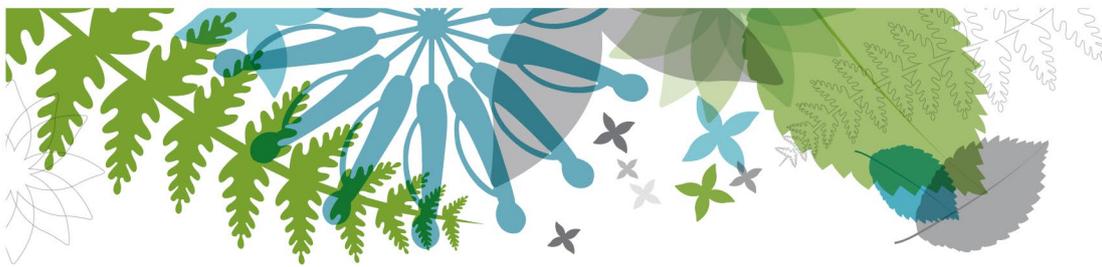
A Council must keep a public register of delegations.

Record	Type	Act	Section	Access	Charge
Public register of delegations by the CEO	Register	<i>Local Government Act 2020</i>	s.47 (7)	Public	20c per page black & white

A Council must keep a register of delegations made under this section.

Record	Type	Act	Section	Access	Charge
Campaign Donation Returns	Register	<i>Local Government Act 2020</i>	s.307(2) & (3) and s.308	Public	None

The CEO must ensure that within 14 days after a specified period (s.306(1)), and after the end of a specified period, a summary of each election campaign donation return is made available on Council's website until the close of roll for the next general election.



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Record	Type	Act	Section	Access	Charge
Primary & Ordinary Returns	Register for inspection and website	<i>Local Government Act 2020</i>	s.135(3)(a) and (b)	Public	None

The CEO must publish the summary of personal interests on the website and ensure it is available for inspection at the Council office.

Record	Type	Act	Section	Access	Charge
Public Transparency	Web Content	<i>Local Government Act 2020</i>	s.57 & s.58	Public	None

A Council must adopt and maintain a public transparency policy giving effect to the public transparency principles and describing the ways in which Council information is to be made publicly available.

www.colacotway.vic.gov.au

Record	Type	Act	Section	Access	Charge
Local Law	Document	<i>Local Government Act 1989</i>	s.119(2A)	Public	20c per page black & white

Council must ensure that a copy of the proposed law is available for inspection at, and obtainable from, Council's office.

Record	Type	Act	Section	Access	Charge
Local Law Availability	Document	<i>Local Government Act 1989</i>	s.120	Public	20c per page black & white

A Council must ensure that a copy of a local law is available for inspection at Council's office and can be purchased.

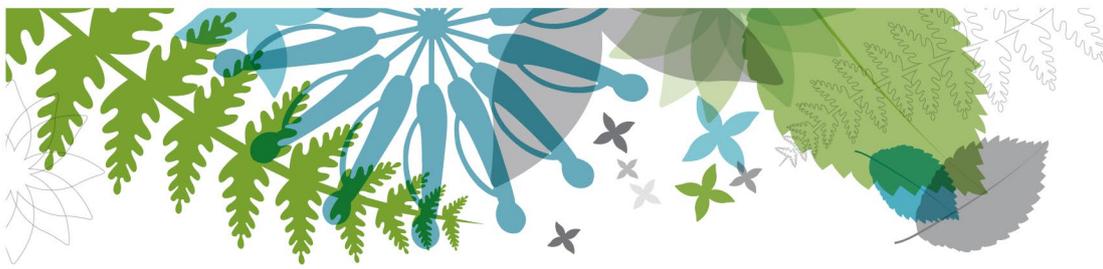
Record	Type	Act	Section	Access	Charge
Local Law Availability	Document	<i>Local Government Act 1989</i>	s.120(3)	Public	20c per page black & white

A Council must ensure that a copy of every document incorporated by a local law under section 112 is available for inspection at the Council office.

Record	Type	Act	Section	Access	Charge
Differential Rates	Document	<i>Local Government Act 1989</i>	s.161(3)	Public	None

A Council which declares a differential rate must ensure that copies of the following information are available on its internet website and for public inspection at the Council office -

- a) the definition of the types or classes of land which are subject to rate;
- b) the objectives of the differential rate;



Part II Statement

- c) the rate and amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents;
- d) any other information which the Council considers it necessary to make available.

Record	Type	Act	Section	Access	Charge
Special Rate and Special Charge	Document	<i>Local Government Act 1989</i>	s.163(1B)(c)	Public	None

A Council in proposing to declare a special rate must advise that copies of the proposed declaration are available for inspection at the Council office for at least 28 days after the publication of the relevant notice.

Record	Type	Act	Section	Access	Charge
Procurement Policy	Document	<i>Local Government Act 1989</i>	s.186A(2) & (8)	Public	None

(2) A council must within 12 months after the commencement of 67 of the *Local Government Amendment (Councillor Conduct and Other Matters) Act 2008* prepare and approve a procurement policy.

(8) A copy of the current procurement policy must be available for inspection by the public -

- a) at the Council office; and
- b) on the Council's internet website.

Record	Type	Act	Section	Access	Charge
Resolution to reappoint a CEO	Document	<i>Local Government Act 1989</i>	s.94(6)	Public	None

If a Council resolves to reappoint a CEO without advertising the position, the Council must make details of the proposed total remuneration under the new contract available for public inspection within 14 days of the passing of the resolution.

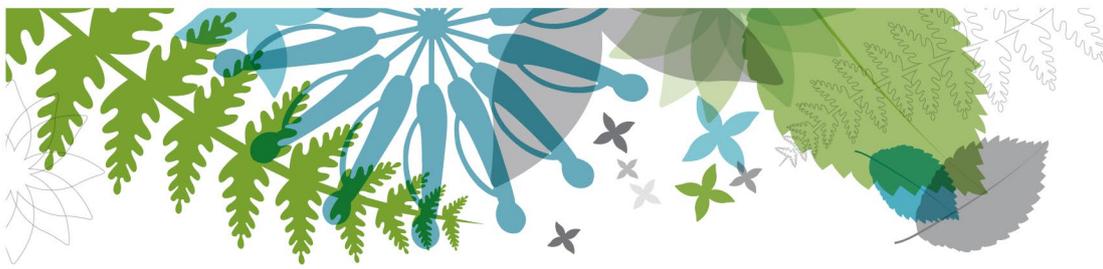
Record	Type	Act	Section	Access	Charge
Register of Authorised Officers	Document	<i>Local Government Act 1989</i>	s.224(1A)	Public	None

A Council must maintain a register that shows the names of all people appointed by it to be authorised officers.

Record	Type	Act	Section	Access	Charge
Council information must be publicly available	Document	<i>Local Government Act 2020</i>	s.57 & 58(b)	Public	20c per page black & white

Section 57 states Council must adopt and maintain a public transparency policy which describes the ways in which Council information is to be made publicly available.

Section 58(b) states Council information must be made publicly available unless specific provisions apply.



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Record	Type	Act	Section	Access	Charge
Public Interest Disclosure	Procedures Document	<i>Public Interest Disclosures Act 2012</i>	s.59(4)(b)	Public	None

Duty to make procedures established under s.58 readily available to the public and to staff and Councillors.

Record	Type	Act	Section	Access	Charge
Register of Building, Occupancy Permits & Temporary Approvals	Register	<i>Building Act 1993</i>	s.31(2)	Public	None

Council required to keep a register of all building permits issued, and make a register available during office hours for any person to inspect for free.

Record	Type	Act	Section	Access	Charge
Register of Occupancy Permits & Temporary Approvals	Register	<i>Building Act 1993</i>	s.74(2)	Public	None

Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make a register available during office hours for any person to inspect for free.

Record	Type	Act	Section	Access	Charge
Register of Orders	Register	<i>Building Act 1993</i>	s.126(2)	Public	None

Council required to keep a register of all emergency orders, building notices or building orders given to Council, and make the register available during office hours for any person to inspect for free.

Record	Type	Act	Section	Access	Charge
Building Permits	Document	<i>Building Regulations 2018</i>	s.50	Owner or Mortgagee	None

Duty to make documents available on request of owner or mortgagee or person authorised in writing by owner or mortgagee.

Record	Type	Act	Section	Access	Charge
Roadside Weed and Pest Animal Management Plan	Document	<i>Catchment and Land Protection Act 1998</i>	s.221(2)	Public	None

Duty to ensure that copies of the approved roadside weed and pest animal management plan are available for inspection during normal office hours.



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Record	Type	Act	Section	Access	Charge
Roadside Weed and Pest Animal Management Plan	Document	<i>Catchment and Land Protection Act 1998</i>	s.22M(2)	Public	None

Duty to ensure that a consolidated version of its approved roadside weed and pest animal management plan is available for inspection.

Record	Type	Act	Section	Access	Charge
Neighbourhood Safer Places Plan	Document	<i>Country Fire Authority Act 1958</i>	s.50F(4)	Public	None

Duty to publish and make available Neighbourhood Safer Places Plan.

Record	Type	Act	Section	Access	Charge
Dog & Cat Register	Register	<i>Domestic Animals Act 1994</i>	s.18	Public	20c per page black & white

Council is required to keep a register of all registered dogs and cats, and make the register available during office hours for any person to inspect, upon payment of a fee fixed by Council. A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat.

Record	Type	Act	Section	Access	Charge
Licensing of Premises/Works Approval referral	Document	<i>Environment Protection Act 1970</i>	s.20(8)(ba)	Public	None

A responsible authority to which a copy of an application has been referred under paragraph (a) of this subsection must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge;

Record	Type	Act	Section	Access	Charge
Amendment of Licence	Document	<i>Environment Protection Act 1970</i>	s.20A(8)(ba)	Public	None

A responsible authority to which a copy of an application is referred under paragraph (a) must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge.



Part II Statement

Record	Type	Act	Section	Access	Charge
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Food Safety Audits	Document	<i>Food Act 1984</i>	s.19U(4)	Public	None
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Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public.

Record	Type	Act	Section	Access	Charge
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Food Safety Audits	Document	<i>Food Act 1984</i>	s.19A(5)	Public	None
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Council has a duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public.

Record	Type	Act	Section	Access	Charge
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Registration	Document	<i>Food Act 1984</i>	s.43(3)	Public	None
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Council has a duty to make available information held in records, free of charge, on request if Council is the registration authority.

Record	Type	Act	Section	Access	Charge
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Food Premises Register	Register	<i>Food Act 1984</i>	s.43(5)	Public	None
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Council must supply free of charge a certified copy of any entry in the Register to any person on request.

Record	Type	Act	Section	Access	Charge
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Freedom of Information Annual Report	Document	<i>Freedom of Information Act 1982</i>	s.65AA(3)	Public	None
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A Council must make a copy of each report of operation of the Act under s.65AA for public inspection during ordinary business hours at the main office of the council.

Record	Type	Act	Section	Access	Charge
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Freedom of Information Part (II) Statement	Document	<i>Freedom of Information Act 1982</i>	s.11(2)(a)	Public	None
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The principal officer of an agency shall cause to be published in the prescribed form as soon as practicable after the commencement of this Part a statement (which may take the form of an index) specifying the documents to which this section applies which have been created since the date of commencement of Part 1 of this Act and are in the possession of the agency.



Part II Statement

Record	Type	Act	Section	Access	Charge
Registered Premises Book	Register	<i>Health Act 1958</i>	s.371(4)	Public	None

Council must supply a certified copy of any entry in the Register to any person on request. Premises must include accommodation houses, hairdressers, beauty therapists and skin penetration businesses.

Record	Type	Act	Section	Access	Charge
Planning Scheme Amendments	Register	<i>Planning & Environment Act 1987</i>	Part 3, Division 1 s.18	Public	None

The planning authority that prepared an amendment and any person who is given a copy of an amendment under section 17(1)(a) or (c) must make the amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement available at their respective offices during office hours for any person to inspect free of charge until the amendment is approved or lapses.

Record	Type	Act	Section	Access	Charge
Planning Scheme Amendment Submissions	Register	<i>Planning & Environment Act 1987</i>	Division 2 s.21(2)	Public	None

The planning authority must make a copy of every submission available at its office for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses.

Record	Type	Act	Section	Access	Charge
Planning Scheme Amendments	Document	<i>Planning & Environment Act 1987</i>	s.26(1) & (2)	Public	None

- 1) The planning authority may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if—
 - (a) the planning authority has decided whether or not to adopt the amendment; or
 - (b) 28 days have elapsed since it received the panel's report.
- 2) A report made available for inspection under subsection 26(1) must be kept available for inspection until the end of two months after the amendment comes into operation or lapses.



Part II Statement

Record	Type	Act	Section	Access	Charge
Planning Scheme Amendments	Document	<i>Planning & Environment Act 1987</i>	s.4H	Public	None

Responsible Authority with whom a copy of an approved amendment is lodged under s.4G must make the copy and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.

Record	Type	Act	Section	Access	Charge
Planning Scheme Amendments and schemes (approved)	Register	<i>Planning & Environment Act 1987</i>	Division 4, s.41	Public	None

The planning authority must make the copy of an approved amendment and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.

Record	Type	Act	Section	Access	Charge
Planning Scheme Amendments and schemes (approved)	Register	<i>Planning & Environment Act 1987</i>	Division 4, s.44	Public	None

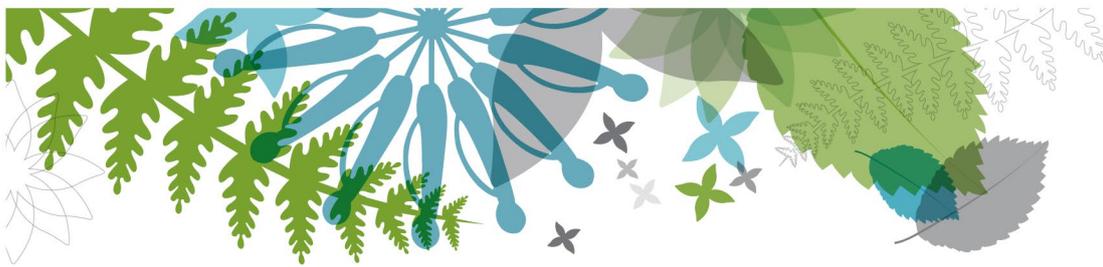
Responsible authority must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under section 40 available at their respective offices for any person to inspect during office hours free of charge.

Record	Type	Act	Section	Access	Charge
Planning Permit Applications	Register	<i>Planning & Environment Act 1987</i>	Part 4, Division 1, s.49(1) & (2)	Public	None

Council required to keep a register of all applications for permits and all decisions and determinations relating to permits, and make the register available during office hours for any person to inspect free of charge.

Record	Type	Act	Section	Access	Charge
Planning Permit Applications	Register	<i>Planning & Environment Act 1987</i>	Part 4, Division 1, s.51 & s.57(5)	Public	None

Council required to make a copy of every application and the prescribed information supplied in respect of it available at its office for any person to inspect during office hours free of charge until the end of the latest period during which an application for review may be made under section 77, 79, 80 or 82 in relation to the application or the permit, or if an application for review is made to the Tribunal within that period, until the application is determined by the Tribunal or withdrawn. Whilst the application for a permit is current any person may come into the office and inspect all of the documents on the planning application file (s.57(5)), requires Council to make a copy of every objection available for any person to inspect during office hours



Part II Statement

free of charge until the end of the period during which an application may be made for review of a decision on the application.

Record	Type	Act	Section	Access	Charge
Planning Permit Applications	Document	<i>Planning & Environment Act 1987</i>	s.97G(6)	Public	None

The responsible authority must make a copy of every permit issued under section 97F by the Minister available at their respective offices for inspection by any person during office hours free of charge.

Record	Type	Act	Section	Access	Charge
Planning Permit Applications	Register	<i>Planning & Environment Act 1987</i>	s.179(2)	Public	None

The responsible authority must keep a copy of each agreement indicating any amendment made to it available at its office for any person to inspect during office hours free of charge.

Record	Type	Act	Section	Access	Charge
Planning Permit Applications	Register	<i>Planning & Environment Regulations 2015</i>	r.25(a) & r.25(b)	Public	None

Duty to make copy of matter considered under section 30(1A)(g) available for inspection free of charge.

Record	Type	Act	Section	Access	Charge
Register of Public Roads	Register	<i>Road Management Act 2004</i>	s.19(5)	Public	None

A road authority must ensure that the register of public roads is available for inspection by members of the public free of charge, during normal business hours, at the place or places determined by the road authority.

Record	Type	Act	Section	Access	Charge
Road Management Plan Review	Document	<i>Road Management (General) Regulations 2016</i>	s.9(2)	Public	None

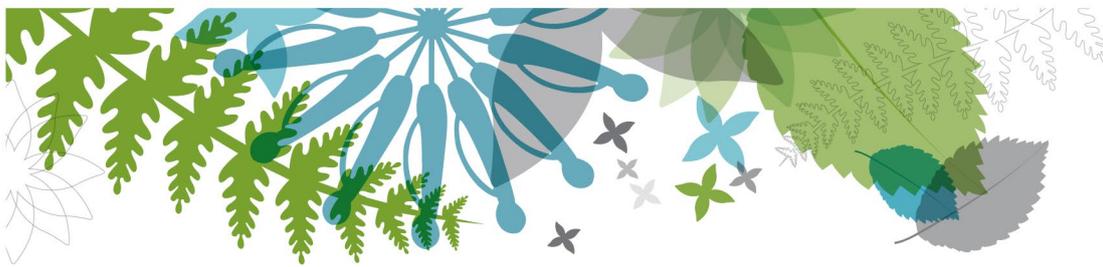
Duty to produce written report of review of road management plan and make report available.

Record	Type	Act	Section	Access	Charge
Subdivision Permits	Register	<i>Subdivision (Procedures) Regulations 2011</i>	r.33(4)	Public	None

Council has a duty to make register available for inspection.

Record	Type	Act	Section	Access	Charge
Management Plan	Document	<i>Water Act 1989</i>	s.32H	Public	None

Duty to keep copy of approved management plan available for inspection.



Other Document Services

- Council provides search services for historical health documents, with majority being for septic system records. Basic search fee is \$113 advanced search fee is \$226.
- Council provides, upon request, Australian Immunisation Register History Statements; there is currently no fee.
- Council provides search services for Planning permits and Building plans. Applications or plans dated after 1994 include a search fee of \$113; for applications or plans dated before 1994 the search fee is \$2206
- Council provides search services for Swimming Pool Information. The search fee is \$47.20
- Council provides searches for Land Information Certificates; the search fee is \$27.

FOI ACCESS ARRANGEMENTS

Requests for access to all Council's documents are coordinated by Council's Freedom of Information Officer. Requests for access to documents of other agencies, held in the custody of Council, should be sent directly to those agencies. Where such requests are received directly by Council the requests will normally be transferred to the agency concerned in accordance with section 8 of the *Freedom of Information Act 1982*.

Freedom of information (FOI) requests must be made in writing and be accompanied by an application fee; this fee is increased annually in accordance with the *Monetary Units Act 2004*.

Each person has a legally enforceable right to access information, limited only by exemptions necessary for the protection of the public interest and the private and business affairs of persons from whom information is collected by Council.

The *Freedom of Information Act* gives you:

- the right to access documents about your personal affairs and the activities of government agencies; and
- the right to request that incorrect or misleading information held by an agency about you be amended or removed.

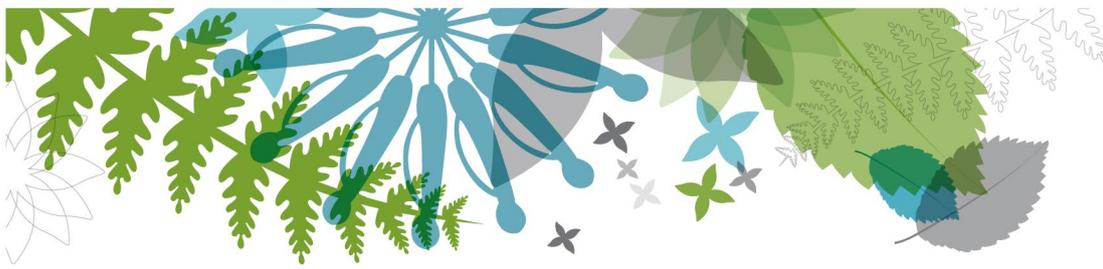
A person can make a request themselves, or they can authorise another person (for example, a solicitor) to make a request on their behalf. If they want someone to make a request on their behalf for their personal information, they must give them written authorisation.

To lodge an FOI request, email a completed form to inq@colacotway.vic.gov.au

Further information and access to the FOI request form can be found on Council's website www.colacotway.vic.gov.au

OFFICERS RESPONSIBLE FOR REQUESTS TO ACCESS DOCUMENTS

- a) For initial receipt of and action upon FOI requests
- b) For inspection or purchase of a Part II Statement on categories of documents, FOI arrangements and Publicity Services
- c) For initial receipt of an action upon FOI requests of records of other agencies in custody of the Colac Otway Shire
- d) For inspection or purchase of documents available under section 8 of the *Freedom of Information Act 2004*
- e) For inspection of documents found relevant to FOI request, including listening to or viewing a tape



Part II Statement

The responsible officers at Colac Otway Shire are:

- **Information Management Coordinator**
- **Manager, Governance & Communications**
- **General Manager, Corporate Services** (Freedom of Information Officer)

Colac Otway Shire

2-6 Rae Street

Colac, Vic 3250

E: inq@colacotway.vic.gov.au

T: 5232 9400

Office hours: 9.00am – 5.00pm, Monday to Friday

RIGHT OF APPEAL

Applicants may appeal the decision made about their FOI request or the cost charged for access to document(s), or may appeal against a decision not to give access to information or not to amend a personal record.

Victorian Information Commissioner

PO Box 24274, Melbourne 3000

Telephone: 1300 006 842

Email: enquiries@foicommissioner.vic.gov.au

Website: www.foicommissioner.vic.gov.au

IDENTIFICATION OF DOCUMENTS

FOI requests must clearly describe the document(s) being requested and provide as much detail to allow the FOI Officer to reasonably identify the document(s) being requested. This should include information about the approximate date of the document(s).

Where a request fails to provide the necessary information to sufficiently identify the document(s) requested, the FOI Officer will contact the applicant seeking clarification.

CHARGES

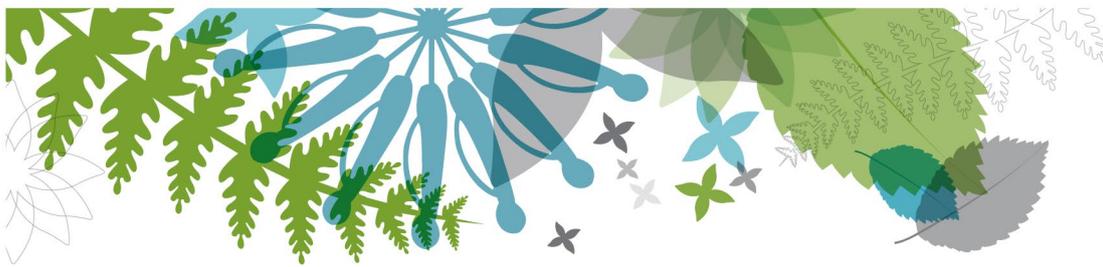
There is a fee of \$29.60 for the FOI Request/Application and this must be enclosed with the request form.

The Act also provides that Council may charge \$22.20 per hour for 'search time' taken to locate the documents, as some requests involve a considerable amount of material, particularly where some of the documents go back to 1989, as these are not held within the office and must be retrieved from off-site storage.

If it is estimated that the search time will exceed \$50, you will be contacted and a deposit may be required. Once payment of the deposit is received, the 30-day response period will commence.

Photocopying of documents costs 20 cents per A4 copy in black and white. Other documents (such as large maps, photographs, etc) will be charged at cost. Copies of plans may not be able to be provided due to copyright restrictions. Other charges may occur accordingly with Council fees and charges, for example, for colour copies or transcripts.

Inspection time is charged at \$5.60 per quarter hour or part thereof. Applicants may inspect original documents under supervision of Council staff.



CORRECTION OF PERSONAL INFORMATION

The *Freedom of Information Act* gives a person:

- The right to request that incorrect or misleading information held by an agency about a person be amended or removed.

Requests for correction or amendment of information about a person which is contained in a document held by the agency may be made in writing and should specify –

- a) An address to where notices may be sent to the person making the request; and
- b) Particulars of why the person making the request believes the information to be incomplete, incorrect, out of date or misleading and specifying the amendments requested to be made.

STATEMENT 4: PUBLICITY SERVICES

Section 7(1)(a)(iv)

A statement listing the literature available by way of subscription services or free mailing lists.

PUBLICATIONS AVAILABLE BY SUBSCRIPTION OR FREE MAILING LISTS

Council currently provides literature in the form of Newsletters which are available to the public by subscription or under a free mailing list arrangement. These include:

- COPACC Newsletter (hard copy and email)
- Wye Sep News (email)

In addition, a wide range of publications can be downloaded from Colac Otway Shire's website, including:

- Annual Report
- Council Plan and Strategic Resource Plan
- Councillor Code of Conduct
- Annual Budget
- Local Laws
- Policies, Plans and Strategies.

COUNCIL POLICIES, STRATEGIES AND PLANS

Council produces a number of policies, strategies and plans to help guide decisions and to achieve outcomes and goals:

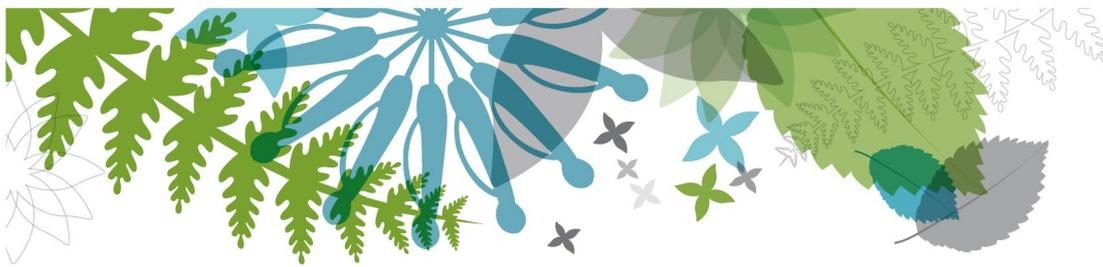
Policies

Communication/Information

- 2.4 Confidential Information Policy
- 2.5 Community Engagement Policy
- 2.6 Customer Service Policy/Guidelines
- 2.7 Social Media Policy

Contracts and Tendering

- 3.2 Procurement Policy



Part II Statement

Council Property

- 4.2 Council Property Leasing Policy
- 4.3 Sale and Exchange of Council Land Policy

Grants/Donations/Sponsorships/Funding

- 6.1 Landscaping Sponsorship Policy
- 6.2 Funding Advances to Community Organisations Policy
- 6.3 Donations—Miscellaneous Policy
- 6.4 Council Support to Neighbourhood Houses Policy
- 6.5 Temporary Naming of Sporting Ground
- 6.6 Memorial and Plaques

Human Resources

- 7.3 Risk Management Policy
- 7.4 Equal Opportunity Policy

Tourism/Economic Development

- 8.5 Investment Attraction Policy
- 8.6 Tourism Directional Signage Policy

Colac Livestock Selling Centre

- 9.1 Off Loading of Livestock at the Colac Livestock Selling Centre Policy
- 9.2 Colac Regional Saleyards Conditions of Entry and Operating Policy

Public Health

- 10.1 Maternal and Child Health Policy

Rating

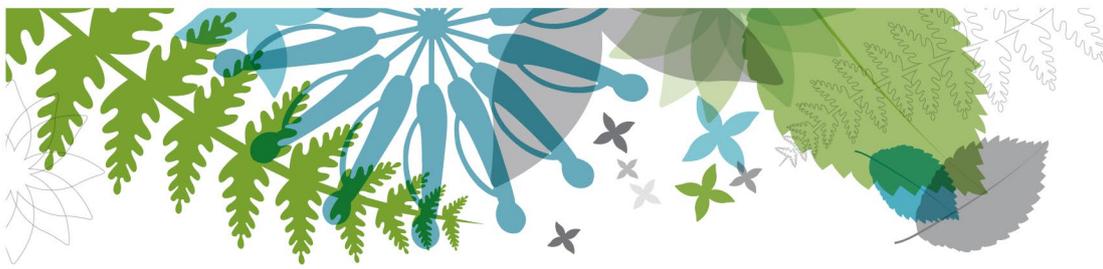
- 11.1 Rates Assistance to Community Groups Policy
- 11.3 Special Rates and Special Charges Policy
- 11.4 Assistance to Rates Debtors in Hardship Policy
- 11.5 Residential Properties deemed to be Not Rateable as used for Charitable Purposes Policy

Recreation and Culture

- 12.1 Recreation Reserve Fees and Charges Policy
- 12.2 Skate Park Events and Hire Policy
- 12.3 Playground Maintenance and Improvement Policy
- 12.4 Plaques and Memorials in Colac Botanic Gardens Policy
- 12.5 Use of the Old Beechy Rail Trail by Recreational Vehicles Policy
- 12.6 Fencing for Events Policy
- 12.7 Events Policy

Traffic/Road Management

- 13.1 Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage Policy
- 13.4 Installation and Usage of Stock Underpasses Policy
- 13.6 Street Tree Management Policy
- 13.7 Asset Management Policy
- 13.8 Heavy Vehicle Access Policy
- 13.9 Event Road Closure Consultation and Communication Policy
- 13.10 Installation and Usage of Cattle Grids Policy



Part II Statement

Committees of Management

- 15.1 Committees of Management of Drainage Systems Policy
- 15.2 Section 86 Committees Policy

Finance

- 16.1 Internal Audit Policy and Audit Committee Charter
- 16.2 Fraud Prevention & Control Audit Policy
- 16.3 Investment Policy
- 16.4 Guarantee of Community Loans Policy
- 16.5 Debtor Management and Debt Recovery Policy
- 16.5 Asset Captilisation
- 16.6 Asset Valuation and Revaluation
- 16.7 Borrowing Policy

Governance

- 18.1 Complaints Policy
- 18.2 Information Privacy Policy
- 18.4 Election Period
- 18.5 Councillor Support Policy
- 18.6 Audio Recordings of Council Meetings Policy
- 18.7 Councillor Committees Policy
- 18.9 Gifts, Benefits and Hospitality Policy
- 18.10 Casting Vote Guidelines
- 18.11 Community Reference Group Policy and Guidelines
- 18.12 Flag Protocol

Building

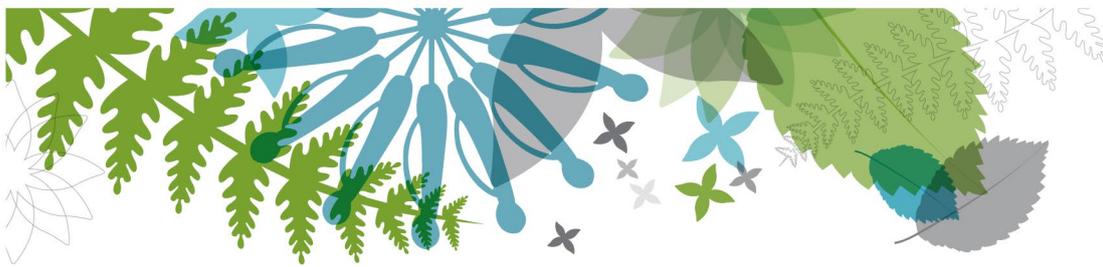
- 19.1 Municipal Building Control Intervention Filter Criteria Guideline Policy
- 19.2 Municipal Pool and Spa Enforcement Policy
- 19.3 Essential Safety Measures Policy

Other Policies

- 20.1 Environmental Sustainability Policy
- 20.2 Naming of Roads, Localities and Features Policy

Strategies and Plans

- Municipal Public Health & Wellbeing Plan
- Colac 2050 Growth Plan
- Colac Township Economic Development, Commercial and Industrial Land Use Strategy
- Economic Development Strategy
- Public Open Space Strategy
- Redevelopment of Apollo Bay Harbour Precinct
- Tourism Employment Opportunity Study
- Tourism & Events Strategy
- Forrest Mountain Bike Strategy
- Gellibrand Structure Plan
- Asset Management Strategy & Plans
- Develop Operations Strategy to Inform Road & Park Maintenance Program
- Environment Strategy
- Information Services Strategy
- Operations Strategy
- Property Strategy
- Access, Equity & Inclusion Action Plan
- Arts & Culture Strategy
- Climate Adaption Plan
- Physical Activity Strategy



Part II Statement

- Property Strategy
- Carbon Neutral Plan
- Organisational Development Strategy
- Streamline Planning Scheme
- Sustainability Policy
- Waste Management Review

STATEMENT 5: PROCEDURES AND GUIDELINES

Section 8(1)

Documents that are provided by the agency for the use or guidance of, or are used or may be used by, the agency or its officer.

- a) in making decisions or recommendations, or in providing advice to persons outside the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to or for which persons are or may be entitled, eligible or subject, being-*
 - i) documents containing interpretations or particulars of Acts or schemes administered by the*
 - ii) agency, not being particulars contained in another Act; or*
 - iii) manuals, rules of procedures, statements of policy, records of decisions, letters of advice to*
 - iv) persons outside the agency, or similar documents containing rules, policies, guidelines, practices or precedents; and*
- b) in enforcing Acts or schemes administered by the agency where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the Acts or Schemes.*

In addition to documents made available for public inspection under Section 11 of the Local Government (General) Regulations 2004, the *Freedom of Information Act 1982* requires Council to make available certain documents for inspection and purchase.

This statement applies to documents that are provided by Council for the use or guidance of Council or its officers.

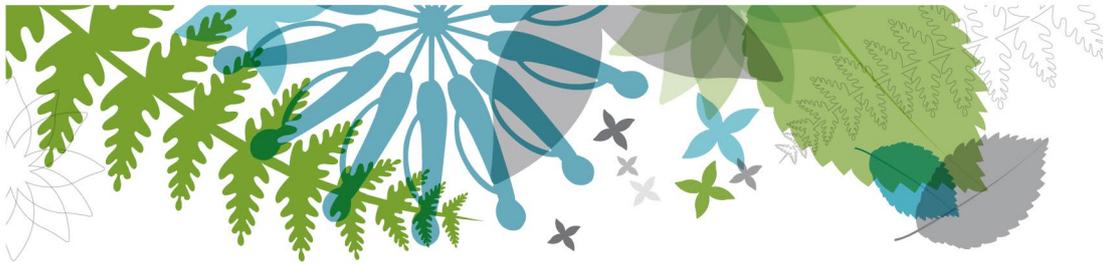
- Making decisions/recommendations; and
- Providing advice to persons outside Council with respect to rights, privileges, benefits, obligations penalties.

Copies of all documents are made available for inspection and for purchase by members of the public. A large number of the documents are available from Council's website and copies can be arranged by contacting Council on 5232 9400.

This list is not an exhaustive list of documents used by Council or its officers; it is an example of the types of documents which are frequently referred to assist to make decisions.

Council Reports and Plans

- Annual Budget
- Annual Report
- Colac Otway Planning Scheme
- Council Plan
- Operational Plan
- Municipal Public Health and Wellbeing Plan



Laws and Regulations

- Local Law No 1—Consumption and Alcohol in a Public Place
- Local Law No 2—General Local Law
- Local Law No 3—Livestock Local Law
- Local Law No 4—Governance
- Local Law No 5—Colac Livestock Selling Centre

STATEMENT 6: REPORT LITERATURE

Section 11(1)

Statement of certain documents in possession of agencies to be published

Under section 11 of the *Freedom of Information Act 1982*, Council must report on and keep records of all decisions relating to policy and the administration of policy, that would be considered of interest to the public. These reports and records must be made available for inspection or purchase.

Council reports, policy documents and records of decisions, relating to Council policy (recorded in the Council Meeting Minutes), are available to download from Council's website at www.colacotway.vic.gov.au

REPORTS, STATEMENTS AND SUBMISSIONS

Council makes the following two classes of document accessible to the public wherever possible:

- A document prepared outside the Council for consideration by the Council.
- A document prepared within the Council for consideration by the Council.

The content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of Council's website or by contacting the Freedom of Information Officer.