



Freedom of Information

PART II STATEMENT

Freedom of Information Act 1982

October 2020



Colac Otway
SHIRE



Contents

| | |
|---------------------------------------------------------------|-----------|
| Purpose | 3 |
| STATEMENT 1: Organisation and Functions | 4 |
| Establishment | 4 |
| Principal Officer and Address | 4 |
| Location | 4 |
| Organisation | 6 |
| Functions of Council | 8 |
| Local Government Functions and Activities | 8 |
| Common Administrative Functions | 10 |
| Decision Making Powers | 10 |
| Consultative Arrangements | 11 |
| Acts Administered | 12 |
| Library Services | 14 |
| STATEMENT 2: Categories of Documents | 15 |
| Document Types | 15 |
| Principal Records | 16 |
| Other Records | 39 |
| STATEMENT 3: FOI Arrangements | 40 |
| Public Access to Registers and Documents | 40 |
| Other Documents Available for Public Inspection | 41 |
| FOI Access | 51 |
| Officers Responsible for Requests to Access Documents | 51 |
| Right of Appeal | 52 |
| Identification of Documents | 52 |
| Charges | 52 |
| Correction of Personal Information | 53 |
| STATEMENT 4: Publicity Services | 53 |
| Publications Available by Subscriptions or Free Mailing Lists | 53 |
| Council Policies, Strategies and Plans | 53 |
| STATEMENT 5: Procedures and Guidelines | 56 |
| STATEMENT 6: Report Literature | 57 |
| Reports, Statements and Submissions | 57 |



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 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 relations 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.



Part II Statement

| | |
|--------------------------------------------|----------------------|
| 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





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



Part II Statement

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 (CCLLC)

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



Part II Statement

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 |



Part II Statement

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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 |



Part II Statement

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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

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| 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

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| 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 |



Part II Statement

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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

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|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 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

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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

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|--------------------------------------------------------------------------------------------------------------------------|
| 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

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|-------------------------------------------------------------------------------------------------------------------------|
| 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 |



Part II Statement

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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 |



Part II Statement

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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 |



Part II Statement

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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 |



Part II Statement

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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

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |



Part II Statement

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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 |



Part II Statement

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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 |



Part II Statement

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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 |



Part II Statement

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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

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|----------------------------------------------------------------------------|
| 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 |



Part II Statement

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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

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|-------------------------------------------|
| 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.



Part II Statement

| 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 -

- the definition of the types or classes of land which are subject to rate;
- 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.



Part II Statement

| 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.



Part II Statement

| 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 |
|--------------------|----------|----------------------|----------|--------|--------|
| Food Safety Audits | Document | <i>Food Act 1984</i> | s.19U(4) | Public | None |

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 |
|--------------------|----------|----------------------|----------|--------|--------|
| Food Safety Audits | Document | <i>Food Act 1984</i> | s.19A(5) | Public | None |

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 |
|--------------|----------|----------------------|---------|--------|--------|
| Registration | Document | <i>Food Act 1984</i> | s.43(3) | Public | None |

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 |
|------------------------|----------|----------------------|---------|--------|--------|
| Food Premises Register | Register | <i>Food Act 1984</i> | s.43(5) | Public | None |

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 |
|--------------------------------------|----------|----------------------------------------|-----------|--------|--------|
| Freedom of Information Annual Report | Document | <i>Freedom of Information Act 1982</i> | s.65AA(3) | Public | None |

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 |
|--------------------------------------------|----------|----------------------------------------|------------|--------|--------|
| Freedom of Information Part (II) Statement | Document | <i>Freedom of Information Act 1982</i> | s.11(2)(a) | Public | None |

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.



Part II Statement

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



Part II Statement

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.