

LODDON SHIRE COUNCIL

FREEDOM OF INFORMATION PART II STATEMENT 2020



LODDON
SHIRE

DOCUMENT INFORMATION

DOCUMENT TYPE: Controlled document

DOCUMENT STATUS: Approved

POLICY OWNER POSITION: Director Corporate Services

INTERNAL COMMITTEE ENDORSEMENT:
APPROVED BY: Not applicable
Management Executive Group

DATE ADOPTED: 17/06/2020

VERSION NUMBER: 1

REVIEW DATE: 16/06/2021

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES: Freedom of Information Request Form

RELATED LEGISLATION: Freedom of Information Act 1982 (Vic)

EVIDENCE OF APPROVAL:

Signed by Chief Executive Officer



FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Strategies - adopted PDF and Word\STR Freedom of Information Statement v1.docx

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

CONTENTS

1	PURPOSE	1
2	RESPONSIBILITY	1
3	STATEMENT 1: ORGANISATION AND FUNCTIONS	1
	3.1 Establishment.....	1
	3.2 Principal officer and address	2
	3.3 Location.....	2
	3.4 Fast facts.....	2
	3.5 Organisation.....	3
	3.6 Functions.....	3
	3.7 Decision making powers	3
	3.8 Consultative arrangements	4
	3.8.1 Sporting facilities:	4
	3.8.2 Halls:.....	5
	3.8.3 Community centres:.....	5
	3.8.4 Other facilities:.....	5
	3.8.5 Other facilities:.....	6
	3.9 Library and reading rooms	7
	3.9.1 Boort.....	7
	3.9.2 Dingee	7
	3.9.3 Inglewood	7
	3.9.4 Pyramid Hill	8
	3.9.5 Tarnagulla.....	8
	3.9.6 Wedderburn.....	8
	3.10 Acts administered.....	9
	3.10.1 Acts:.....	9
	3.10.2 Regulations:.....	10
	3.10.3 Local Laws:.....	10
4	STATEMENT 2: CATEGORIES OF DOCUMENTS	11
	4.1 Description of record keeping system	11
	4.2 Principal records	11
	4.3 Central registry	12
	4.4 Other records	12
5	STATEMENT 3: FOI ARRANGEMENTS	13
	5.1 Published information.....	13
	5.2 Documents available for inspection	14
	5.3 Documents available for inspection	15
	5.3.1 Documents	15
	5.3.2 Agendas and Minutes.....	19
	5.3.3 Registers	20
	5.3.4 Rolls.....	23
	5.3.5 Web content	25

5.4	Other	25
5.5	FOI access arrangements	26
5.6	Officers responsible for requests to access documents	26
5.7	Right of appeal	27
5.8	Identification of documents	27
5.9	Charges	27
5.10	Correction of personal information	28
6	STATEMENT 4: PUBLICITY SERVICES	29
6.1	Literature available by subscription or free mailing lists	29
7	STATEMENT 5: PROCEDURES AND GUIDELINES	30
7.1	Plans and Strategies	30
7.2	Policies	31
8	STATEMENT 6: REPORT LITERATURE	31
8.1	Plans and Strategies	32

1 PURPOSE

The purpose of Part II of the Victorian *Freedom of Information Act 1982* (the Act) (section 7 – section 12) is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information which may affect them. To this end they must be aware of what government does, how it acts and what information it holds.

Council releases a large amount of information through online and print publishing as well as person-to-person service provision. This Freedom of Information Part II Information Statements show how Council is making information readily available to the public.

Making information easily accessible reduces the need for members of the public to submit requests under the Act.

2 RESPONSIBILITY

Agencies (including councils) must prepare six major statements under Part II of the Act and ensure that these statements are published and made available to the public.

3 STATEMENT 1: ORGANISATION AND FUNCTIONS

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 arrangement that exists for consultation with, or representation by, bodies and persons outside the government administration in relation to the formulation of policy in, or the administration of, the agency. [Section 7(1)(a)(i)]

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

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

3.1 Establishment

Loddon Shire Council was established by an Order in Council on 19 January 1995 and consists of the municipal districts of the former Shires of East Loddon, Gordon and Korong, as well as parts of the Rural City of Marong, Shire of Bet Bet, the Shire of Maldon and the Shire of Tullaroop. The Shire is divided into five (5) wards: Boort, Inglewood, Tarnagulla, Terrick and Wedderburn, with each ward represented by a ward councillor.

3.2 Principal officer and address

The principal officer is: Ms Sharon Morrison
Director Corporate Services

Postal Address: PO Box 21
WEDDERBURN VIC 3518

Administration Centre: 41 High Street
WEDDERBURN VIC 3518

Service Centre: 37 Peppercorn Way
SERPENTINE VIC 3517

Telephone: (03) 5494 1200

Email: loddon@loddon.vic.gov.au

Website: www.loddon.vic.gov.au

3.3 Location

Loddon Shire Council is a small rural municipality located in rural northern Victoria, located to the west and northwest of the provincial city of Bendigo. The Shire covers an area of 6,700 square kilometres with a population of around 7,500, spread over a number of small communities. The main townships are Boort, Bridgewater, Inglewood, Pyramid Hill, and Wedderburn.

3.4 Fast facts

Road length: 945 kilometres of sealed local roads

Rateable properties: 7,456

Rates and charges revenue: \$10.75 million

Total revenue (including grants): \$45.52 million

Industry: In 2016 the three most popular industry sectors were:

- Agriculture, Forestry and Fishing (1,011 people or 35.6%)
- Health Care and Social Assistance (305 people or 10.7%)
- Manufacturing (214 people or 7.5%)

3.5 Organisation



3.6 Functions

Section 3E of the *Local Government Act 1989* prescribes the functions of a Council which 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 the *Local Government Act 1989* and other Acts;
- (h) any other function relating to the peace, order and good government of the municipal district.

3.7 Decision making powers

Council is a statutory entity and is able to do only those things which it is authorised by statute to do. It can act in only one of two ways: by resolution, or through others acting on its behalf.

By resolution

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. These meetings are generally held at the Serpentine Council Chambers on the fourth Tuesday of each month, starting at 3.00pm. All meetings are open to the public. Meetings may be closed to the public to consider confidential items.

The dates of all meetings are published in local newspapers. Agendas for all meetings are made available on the Loddon Shire Council website and in hard copy upon request, generally one week prior, and minutes in the same format are available to the public within one week after the meeting. Council's Local Law Number 1 documents the manner of voting and making of resolutions of Council.

Through others acting on its behalf

The Local Government Act 1989 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 Officer empowers the CEO to exercise various powers of the Council, including the power to sub-delegate powers to council officers.

3.8 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 Ordinary 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 Loddon Shire Council website and at Council's offices.

Members of the public are encouraged to write directly to Council (PO Box 21 Wedderburn VIC 3518) or telephone (03) 5494 1200.

The following committees of Council have been established for the purpose of advising Council. The committees comprise Council and community and user body representatives.

3.8.1 Sporting facilities:

- Boort Park - to administer, manage and control the facility known as Boort Park.
- Donaldson Park - to administer, manage and control the facility known as Donaldson Park
- Inglewood Community Sports Centre - to administer, manage and control the facility known as Inglewood Community Sports Centre.
- Korong Vale Sports Centre - to administer, manage and control the facility known as Korong Vale Sports Centre.
- Pyramid Hill Swimming Pool - to administer, manage and control the facility known as Pyramid Hill Swimming Pool.
- Serpentine Bowls and Tennis Pavilion Reserve - to administer, manage and control the facility known as Serpentine Bowls and Tennis Pavilion Reserve.

3.8.2 Halls:

- Boort Memorial Hall - to administer, manage and control the facility known as the Boort Memorial Hall.
- Campbells Forest Hall - to administer, manage and control the facility known as the Campbells Forest Hall.
- Inglewood Town Hall Hub - to administer, manage and control the facility known as the Inglewood Town Hall Hub.
- Korong Vale Mechanics Hall - to administer, manage and control the facility known as the Korong Vale Mechanics Hall.
- Pyramid Hill Memorial Hall - to administer, manage and control the facility known as the Pyramid Hill Memorial Hall.
- Wedderburn Mechanics and Literary Institute Hall - to administer, manage and control the facility known as the Wedderburn Mechanics and Literary Institute Hall.
- Yando Public Hall - to administer, manage and control the facility known as the Yando Public Hall.

3.8.3 Community centres:

- Boort Memorial Hall - to administer, manage and control the facility known as the Boort Memorial Hall.
- East Loddon Community Centre - to administer, manage and control the facility known as East Loddon Community Centre.
- Wedderburn Community Centre - to administer, manage and control the facility known as Wedderburn Community Centre.

3.8.4 Other facilities:

- Boort Memorial Hall - to administer, manage and control the facility known as the Boort Memorial Hall.
- Boort Aerodrome - to administer, manage and control the facility known as the Boort Aerodrome.
- Inglewood Community Elderly Persons Units - to administer, manage and control the facility known as the Inglewood Community Elderly Persons Units.
- Jones Eucalyptus Distillery Site - to administer, manage and control the land known as the Jones Eucalyptus Distillery Site.
- Little Lake Boort - to administer, manage and control the facility known as Little Lake Boort.
- Wedderburn Engine Park and Market Square reserve - To administer, manage and control the facility known as Wedderburn Engine Park and Market Square Reserve.

3.8.5 Other facilities:

- Boort Tourism Development - to promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region.
- Bridgewater on Loddon Development - to administer, manage and control the facility known as Bridgewater on Loddon Memorial Hall.
- Kingower Development and Tourism - to promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region.
- Loddon Southern Tourism and Development - to promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region.
- Wedderburn Tourism - to promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region. To administer, manage and control Government Battery, Hard Hill Wedderburn. To administer, manage, maintain and control Hard Hill Tourist Reserve, a Crown land reserve with a community committee of management.

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

- AFL Central Victoria Project Control Group
- Bendigo Regional Tourism Board
- Bendigo Loddon Primary Care Partnership Board
- Buloke Loddon Gannawarra Health Network
- Calder Highway Improvement Committee (1 representative, 1 substitute)
- Early Years Compact
- Loddon Mallee Waste Resource Recovery Group
- Healthy Minds Network
- L2P Steering Committee
- Local Government Womens Charter
- Loddon Campaspe Councils
- Loddon Healthy Eating Active Living network
- Loddon Shire Family Violence Network
- Municipal Association of Victoria
- Murray River Group of Councils
- Nature Tourism Advisory Team
- Nature Tourism Festival Committee (Sub Committee of Nature Tourism Advisory Team)
- North Central Goldfields Regional Library
- North Central Local Learning and Employment Network
- Rail Freight Alliance
- Rural Councils Victoria Executive
- South West Loddon Pipeline Project Steering Committee
- Strong Families Strong Children network
- Audit Committee
- Australia Day Committee
- Central Victorian Greenhouse Alliance
- Central Victoria Rural Women's Network
- Municipal Emergency Management Plan Committee
- Municipal Fire Management Plan Committee

3.9 Library and reading rooms

Council is a member of the Goldfields Library Corporation, and provides the following library services:

3.9.1 Boort

Boort Resource and Information Centre
119-121 Godfrey Street, Boort

Usual opening hours:

Monday 10.00am-3.30pm
Tuesday 10.00am-3.30pm
Wednesday 10.00am-3.30pm
Thursday 10.00am-3.30pm
Friday 10.00am-3.30pm

Weekly library visits:

Monday 10.30am-12.00pm
Thursday 10.30am-12.00pm

3.9.2 Dingee

Country Women's Association (CWA)
Dingee and District
Dingee Railway Station
Mack Street, Dingee

Usual opening hours:

Tuesday 9.00am-11.00pm
Thursday 2.00pm-5.00pm

Weekly library visits:

Tuesday 9.30am-10.30am

3.9.3 Inglewood

Inglewood Community Neighbourhood House
Inglewood Town Hall Hub
20 Verdon Street, Inglewood

Usual opening hours:

Monday 9.00am-3.30pm
Tuesday 9.00am-4.30pm
Wednesday 9.00am-2.30pm
Thursday 9.00am-4.30pm

Weekly library visits:

Wednesday 10.00am-12.00pm
Tuesday (fortnightly) 10.30am-12.00pm

3.9.4 Pyramid Hill

Pyramid Hill Neighbourhood House
Unit 5-8/43 Kelly Street, Pyramid

Usual opening hours:

Monday 3.00pm-6.00pm
Tuesday 10.00am-6.00pm
Wednesday 10.00am-6.00pm
Thursday 10.00am-4.00pm
Friday 10.00am-12.00pm

Weekly library visits:

Tuesday 11.30am-12.30pm

3.9.5 Tarnagulla

Tarnagulla Community Centre
8 Sandy Creek Lane, Tarnagulla

Usual opening hours:

Monday 2.00pm-4.30pm

Weekly library visits:

Monday 2.00am-4.30pm

3.9.6 Wedderburn

Wedderburn Community Centre
24 Wilson Street, Wedderburn

Usual opening hours:

Monday 9.00am-5.00pm
Tuesday 9.00am-5.00pm
Wednesday 9.00am-5.00pm
Thursday 9.00am-5.00pm
Friday 9.00am-5.00pm

Weekly library visits:

Wednesday 1.00pm-3.00pm

3.10 Acts administered

Council performs its functions through the enforcement and administration of a large number of principal Acts and corresponding Regulations and Council Local Laws.

3.10.1 Acts:

- *Aboriginal Heritage Act 2006*
- *Associations Incorporations Reform Act 2012*
- *Audit Act 1994*
- *Building Act 1993*
- *Catchment and Land Protection Act 1994*
- *Cemeteries and Crematoria Act 2003*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Climate Change Act 2017*
- *Conservation Forests and Lands Act 1987*
- *Country Fire Authority Act 1958*
- *Crown Land (Reserves) Act 1978*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Development Victoria Act 2003*
- *Disability Act 2006*
- *Domestic Animals Act 1994*
- *Domestic Building Contracts Act 1995*
- *Education and Care Services National Law Act 2010*
- *Educational and Training Reform Regulations 2017*
- *Electricity Safety Act 1998*
- *Emergency Management Act 2013*
- *Environment Protection Act 1970*
- *Environment Protection Amendment Act 2018*
- *Equal Opportunity Act 2010*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fines Reform Amendment Act 2017*
- *Fire Services Property Levy Act 2012*
- *Flora and Fauna Guarantee Act 1988*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heavy Vehicle National Law 2012*
- *Heavy Vehicle National Law Application Act 2012*
- *Heritage Act 1995*
- *Housing Act 1963*
- *Impounding of Livestock Act 1994*
- *Independent Broad-based Anti-corruption Commission Act 2011*
- *Land Acquisition and Compensation Act 1986*
- *Landlord and Tenant Act 1958*
- *Libraries Act 1988*
- *Liquor Control Reform Act 1998*
- *Local Government Act 1989*
- *Magistrates Court Act 1989*
- *Major Transport Projects Facilitation Act 2009*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Occupational Health and Safety Act 2004*
- *Pipelines Act 2005*
- *Planning and Environment Act 1987*
- *Privacy and Data Protection Act 2014*
- *Protected Disclosure Act 2012*
- *Prevention of Cruelty to Animals Act 1986*
- *Public Health And Wellbeing Act 2008*
- *Public Interest Disclosures Act 2012*
- *Public Records Act 1973*
- *Rail Safety Act 2006*
- *Rail Safety (Local Operations) Act 2006*
- *Residential Tenancies Act 1997*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Sheriff Act 2009*
- *Sport and Recreation Act 1972*
- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport (Safety Schemes Compliance & Enforcement) Act 2014*
- *Transport Integration Act 2010*
- *Urban Renewal Authority Victoria Act 2003*
- *Valuation of Land Act 1960*
- *Victoria State Emergency Service Act 2005*
- *Victorian Data Sharing Act 2017*
- *Victorian Grants Commission Act 1976*
- *Victorian Inspectorate Act 2011*
- *Victorian Planning Authority Act 2017*

- *Infringements Act 2006*
- *Land Act 1958*
- *Victorian Urban Development Authority Act 2003*
- *Water Act 1989*

3.10.2 Regulations:

- *Building Regulations 2018*
- *Building Site Code of Practice*
- *Cemeteries and Crematoria Regulations 2015*
- *Code of Practice for the Placement of Waste Bins on Roadsides 2001*
- *Dangerous Goods (Explosives) Regulations 2011*
- *Drugs, Poisons and Controlled Substances Regulations 2006*
- *Local Government (Finance And Reporting) Regulations 2004*
- *Local Government (Electoral) Regulations 2016*
- *Local Government (General) Regulations 2015*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Occupational Health and Safety Regulations 2017*
- *Planning and Environment Regulations 2015*
- *Planning and Environment (Fees) Regulations 2016*
- *Public Health and Wellbeing Regulations 2009*
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Safety Road Rules 2017*
- *Road Safety (General) Regulations 2009*
- *Road Safety (Traffic Management) Regulations 2009*
- *Road Safety (Vehicles) Regulations 2009*
- *Road Safety Road Rules 2017*
- *Subdivision (Fees) Regulations 2016*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivision (Registrar's Requirements) Regulations 2011*
- *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*

3.10.3 Local Laws:

- *Loddon Shire Council Local Law No. 1: Process of Municipal Government (Meetings and Common Seal) Local Law 2017*
- *Loddon Shire Council Local Law No. 2: Streets and Roads Local Law 2010*
- *Loddon Shire Council Local Law No. 3: Municipal Places Local Law (Amendment No. 4) 2006*
- *Loddon Shire Council Local Law No. 4: Environment Local Law 2015*
- *Loddon Shire Council Local Law No. 5: Livestock Local Law (Amendment No. 3) 2005*

4 STATEMENT 2: CATEGORIES OF DOCUMENTS

A statement of the categories of documents that are maintained in the possession of the agency. [Section7(1)(a)(ii)]

4.1 Description of record keeping system

Council uses the Content Manager suite which is a centralised Electronic Document Records Management System (EDRMS) for storing records that relate to Council business. The folders stored are reflected in Council's Business Classification System. Former records systems were used to manage paper records and include property, contract and subject files, financial accounts and personnel records, and these are stored at the Wedderburn Council offices.

Those records are stored and disposed of in accordance with Public Records Victoria (PROV) Standards and specifications. Some records inherited from the former councils, no longer in current use, were previously transferred to the custody of the Public Records Office.

Broadly Council maintains personal, procedure, policy, operational, administrative and correspondence documents.

Information and documents on the Loddon Shire Council website are categorised by menu tabs and site maps. In addition, the search engine can be used to locate a wide range of Council information.

4.2 Principal records

Documents maintained in the possession of Council include:

- Agendas and Minutes
- Annual and financial reports
- Building and planning permits and associated documents, including plans
- Community Grants
- Council resolutions
- Councillor correspondence
- Departmental publications, including newsletters
- Disclosures of conflicts of interest
- Documents submitted by third parties
- Internal administration documents relating to staff management and the operation of Council, including personnel records, audit records and internal operating procedures
- Legal documents, including Local Laws, contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advices and court documents
- Mailing lists
- Maternal and Child Health Records, including immunisation records
- Media releases and general advertising
- Notes of meetings
- Officer recommendations
- Permit applications and permits issued under Council's Local Laws
- Policies, guidelines, strategies and plans, including their development and implementation
- Public and stakeholder consultation processes and outcomes
- Records of the administration and enforcement of legislation and Local Laws
- Reports prepared by external consultants
- Requests for information under the *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests
- Risk management assessments
- Standard Operating Procedures
- Surveys, statistics and data
- Tenders and evaluations
- Training material
- Written and verbal complaints received, and records of any subsequent investigations

4.3 Central registry

The EDRMS contains electronic records of all hard copy records received and/or prepared by Council staff since its inception in December 2019 and also contains a full inventory of the hard copy Archive boxes (and their content) for reference and retrieval purposes.

4.4 Other records

In addition to the centralised records system, several service units maintain their own hard copy and electronic records including:

- Assets and Infrastructure – plans, drawings and maps,
- Geographic Information on Geographic Information System.

Not all records are retained and some are destroyed in accordance with the *Public Records Act 1973*.

5 STATEMENT 3: FOI ARRANGEMENTS

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. [Section 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. [Section 7(1)(a)(v)]

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

5.1 Published information

Copies of the following material prepared by Council under Part II for Publication or Inspection by the Public can be inspected at Council's offices and are available by either download from the Loddon Shire Council website or hard copy by contacting the Council offices on (03) 5494 1200:

Statement 1 : Organisation and Functions

Statement 2 : Categories of Documents

Statement 3 : Freedom of Information Arrangements

Statement 4 : Publicity Services

Statement 5 : Documents available for Inspection or Purchase under s.18

Statement 6 : Documents on Reports under s.11.

Much of the information included in these information statements can be found in the Council's Annual Report and on the Loddon Shire Council website. Search engines can be used to locate them.

5.2 Documents available for inspection

Council is required under the *Local Government Act 1989* to make the following documents available for inspection by the public.

For the purposes of section 222 of the Act, the following are prescribed documents if they are not published on the website of the Council—

- (a) 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;
- (b) 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;
- (c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those 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;
- (d) 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;
- (e) 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;
- (f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- (g) 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.

5.3 Documents available for inspection

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

5.3.1 Documents

Record	Compliance	Legislative Provision	Access
Public Health and Wellbeing Plan	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	s.26(7) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Councillor Expense Entitlement and Support (Reimbursement Policy)	A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council.	s.75B(3) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Councillor Code of Conduct	A Council must be available for inspection by the public at the Council offices and any district offices	s.76C(6) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
CEO Remuneration	Duty to make details of proposed remuneration of CEO available for public inspection	s.94(6) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS
Local Law	Council has a duty to ensure proposed law is available for inspection	s.119(2 A) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Local Law	(2) A Council must ensure that a copy of every local law – (a) is available for inspection at the Council offices during the Council’s office’s office hours; and (b) can be purchased on demand at the Council office during the Council office’s office hours. A copy of every document incorporated by a local law under s.112 is to be available for inspection at the Council office during office hours.	s.120(2) and s.120(3) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Council Plan	A copy of the current Council Plan must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the Regulations.	s.125(3 A) and s.125(1 1) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Strategic Resource Plan (forms part of budget document)	A copy of the current Strategic Resource Plan must be available for inspection by the public at the (a) the Council office and any district offices; and (b) any other place required by the regulations	s.126(4) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website

Record	Compliance	Legislative Provision	Access
Budget	A copy of the budget or revised budget must be displayed at the places specified under sub-section (3)(b)	s.126(4) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Annual Report	A copy of the annual report must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the regulations	s.131(1 1) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Differential Rates	A Council which declares a differential rate must ensure that copies of the following information are available on its Internet website and for public inspection at the Council office- (a) the definition of the types or classes of land which are subject to the rate; (b) the objectives of the differential rate; (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.	s.161(3) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Procurement Policy	(2) A Council must within 12 months after the commencement of section 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	s.186A(2) & (8) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Best Value	Duty to ensure that the program for the application of the Best Value Principles is available to the public	s.208E(2) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Quality or Costs Standards	A Council must ensure that any quality or cost standards it adopts are available for inspection by the public	s.208F of the <i>Local Government Act 1989</i>	
Enquiries, Reviews and Suspension of Council	Duty to ensure copy of preliminary conduct of review report is available for inspection	s.219F(8) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Enquiries, Reviews and Suspension of Council	Duty to ensure that the final review report is available for inspection and may be purchased	s.219F(11) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website

Record	Compliance	Legislative Provision	Access
Right of Inspection of Prescribed documents	Duty to make prescribed documents available for inspection at all reasonable times	s.222(1) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Information relating to land to inspection of livestock	Duty to make available to the Secretary to the DPI any information requested in accordance with s.121A of the <i>Livestock Disease Control Act 1994</i>	s.237A of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Building Permits	Duty to make documents available on request of owner or mortgagee or person authorised in writing by owner or mortgagee	r.50 of the <i>Building Regulations 2018</i>	Available only to property owner or Mortgagee on EDRMS
Roadside weed and pest management plan	Duty to ensure that copies of the approved roadside weed and pest animal management plan are available for inspection during normal office hours	s.22I(2) of the <i>Catchment and Land Protection Act 1998</i>	Publicly available on EDRMS and Council website
Roadside weed and pest management plan	Duty to ensure that a consolidated version of its approved roadside weed and pest animal management is available for inspection	s.22M(2) of the <i>Catchment and Land Protection Act 1998</i>	Publicly available on EDRMS and Council website
Neighbourhood Safer Places Plan	Duty to publish and make available Neighbourhood Safer Places Plan	s.50F(4) of the <i>Country Fire Authority Act 1958</i>	Publicly available on EDRMS and Council website
Licensing of Premises/ Works Approval referral	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	s.20(8)(ba) of the <i>Environment Protection Act 1970</i>	Publicly available on EDRMS
Amendment of Licence	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	s.20A(6)(ba) of the <i>Environment Protection Act 1970</i>	Publicly available on EDRMS
Food Safety Audits	Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	s.19U(4) of the <i>Food Act 1984</i>	Publicly available on EDRMS
Food Safety Audits	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	s.19UA(5) of the <i>Food Act 1984</i>	Publicly available on EDRMS

Record	Compliance	Legislative Provision	Access
Registration	Duty to make available information held in records, free of charge, on request if Council is the registration authority	s.43(3) of the <i>Food Act 1984</i>	Publicly available on EDRMS
Food Premises Register	Council must supply free of charge a certified copy of any entry in the Register to any person on request	s.43(5) of the <i>Food Act 1984</i>	Publicly available on EDRMS
Freedom of Information Annual Report	A Council must make a copy of each report of the operation of the Act under s.65AA for public inspection during ordinary business hours at the main office of the council.	s.65AA(3) of the <i>Freedom of Information Act 1982</i>	Publicly available on EDRMS
Freedom of Information Part 11 Statement	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.	s.11(2)(a) of the <i>Freedom of Information Act 1982</i>	Publicly available on EDRMS and Council website
Planning Scheme Amendments	(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.	s.26(1) and (2) of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Planning Scheme Amendments	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	s.4H of the <i>Planning & Environment Act 1987</i>	Public
Planning Permit Applications	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.	s.97G(6) of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office

Record	Compliance	Legislative Provision	Access
Planning Permit Applications	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.	s.179(2) of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Planning Permit Applications	Duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge.	r.25(a) and r.25(b) of the <i>Planning & Environment Regulations 2015</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Protected Disclosure	Duty to make procedures established under s.58 available to the public and to staff and Councillors	s.59(4) of the <i>Protected Disclosure Act 2012</i>	Publicly available on EDRMS and Council website
Road Management Plan Review	Duty to produce written report of review of road management plan and make report available	r.9(2) of the <i>Road Management (General) Regulations 2016</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Management Plan	Duty to keep copy of approved management plan available for inspection	s.32H of the <i>Water Act 1989</i>	Publicly available on EDRMS and Council website

5.3.2 Agendas and Minutes

Record	Compliance	Legislative Provision	Access
Agendas and Minutes	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	r.12(b) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS
Minutes	The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those 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	r.12(c) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS

5.3.3 Registers

Record	Compliance	Legislative Provision	Access
Travel	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	r.12(a) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS
Returns of Interest	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	r.12(d) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS
Leases	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	r.12(e) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS
Authorised Officers	A register maintained under section 224(1A) of the Act of authorised officers appointed under that section	r.12(f) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS
Donations and Grants	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.	r.12(g) of the <i>Local Government (General) Regulations 2015</i>	Publicly available on EDRMS

Record	Compliance	Legislative Provision	Access
Campaign Donation Returns	<p>(2) The Chief Executive Officer must ensure that, within 14 days after the period specified in section 62(1), a summary of each election campaign donation return given to the Chief Executive Officer under section 62 is made available on the Internet website of the Council.</p> <p>(2A) If an election campaign donation return is given after the period specified in section 62(1), the Chief Executive Officer must ensure that a summary of the return is made available on the Internet website of the Council.</p> <p>(2C) The Chief Executive Officer must ensure that a summary of an election campaign donation return is made available on the Internet website of the Council until the entitlement date for the next general election</p> <p>(3) The Chief Executive Officer must ensure that a copy of an election campaign donation return is available for inspection at the office of the Council during normal office hours for a period of 4 years from the date that it is given under section 62.</p>	s.62A(2) & (3) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Assembly of Councillors	The CEO must ensure that the written record of an assembly of councillors is made available for public inspection at the offices of the Council for a period of 12 months after the date of the assembly.	s.80A(1) & (2) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Primary and Ordinary Returns	A CEO must maintain a register of the interests of Councillors, members of special committees and nominated officers	s.81(9) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Primary and Ordinary Returns	The CEO must allow a person to inspect the register if that person has previously made written application to the CEO to do so and the application meets the requirements of the Regulations.	s.81(10) of the <i>Local Government Act 1989</i>	Publicly available on EDRMS and Council website
Register of Building, Occupancy Permits and Temporary Approvals	Council required to keep a register of all building permits issued, and make the register available during office hours for any person to inspect free of charge.	s.31(2) of the <i>Building Act 1993</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Register of Occupancy Permits & Temporary Approvals	Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available during office hours for any person to inspect free of charge.	s.74(2) of the <i>Building Act 1993</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office

Record	Compliance	Legislative Provision	Access
Register of Orders	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 free of charge.	s.126(2) of the <i>Building Act 1993</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Dog and cat register	Council 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.	s.18 of the <i>Domestic Animals Act 1994</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Registered Premises Book	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.	s.371(4) of the <i>Health Act 1958</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Planning Scheme Amendments	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.	Part 3, Division 1, s.18 of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the Customer Service counter at Wedderburn Council Office
Planning Scheme Amendment Submissions	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.	Division 2, s.21(2) of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Planning Scheme Amendments and schemes (approved)	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.	Division 4, s.41 of the <i>Planning & Environment Act 1987</i>	Public

Record	Compliance	Legislative Provision	Access
Planning Scheme Amendments and schemes (approved)	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.	Division 4, s.42 of the <i>Planning & Environment Act 1987</i>	Public
Planning Permit Applications	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.	Part 4, Division 1, s.49(1) & (2) of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Planning Permit Applications	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 free of charge until the end of the period during which an application may be made for review of a decision on the application.	Part 4, Division 1, s.51 s.57(5) of the <i>Planning & Environment Act 1987</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Register of Public Roads	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.	s.19(5) of the <i>Road Management Act 2004</i>	Publicly available for perusal at the customer service counter at Wedderburn Council office
Subdivision Permits	Council has a duty to make a register available for inspection	r.33(4) of the <i>Subdivision (Procedures) Regulations 2011</i>	Publicly available on EDRMS and Council website

5.3.4 Rolls

Record	Compliance	Legislative Provision	Access
Inspection of	The Registrar must ensure that the exhibition	s.23A(6) of	Restricted

Exhibition Roll	roll is available for inspection by members of the public for the period of 15 working days ending at 4pm on the entitlement date.	the <i>Local Government Act 1989</i>	access. Available for perusal at the customer service counter at Wedderburn Council office during exhibition period only
Inspection of Voters' Roll	The CEO must ensure that the Voters' Roll certified under s.24 is available for inspection by members of the public for the period (a) beginning on the day that the voters' roll is certified and (b) ending 30 days after election day.	s.24B of the <i>Local Government Act 1989</i>	Restricted access. Available for perusal at the customer service counter at Wedderburn Council office during exhibition period only
Provision of Voters' Roll	On the request of any person or organisation, the CEO may only provide a copy of the voters' roll to the person or organisation for a permitted purpose – (a) in a form determined by the CEO; and (b) subject to any conditions determined by the CEO; and (c) upon payment of the fee determined by the CEO. A permitted purpose for the purposes of subsection (4) is (a) any purpose connected with an election (b) any purpose connected with communicating with or surveying constituents in relation to council functions; (c) the conduct of a poll of voters; (d) subject to the approval of the Privacy Commissioner, any other public interest purpose.	s.24C(4) & (5) of the <i>Local Government Act 1989</i>	Restricted access. Access based on meeting criteria for a permitted purpose upon written request to the CEO.

5.3.5 Web content

Record	Compliance	Legislative Provision	Access
Internet website	(1) A Council must maintain an internet website. (2) The Council must ensure that – (a) any public notice required to be given by the council is published on the internet website; (b) a copy of each local law made by the Council and in force is available on the internet website – (i) from the date the local law comes into operation; and (ii) in a consolidated and up to date form; (c) a list of documents of the Council that the Council is required to make available for public inspection under this Act, and how a member of the public can examine each document on the list is published on the internet website.	s.82A(1) & s.82A(2) of the <i>Local Government Act 1989</i>	Council website is publicly available

5.4 Other

Cemeteries and Crematoria Act 2003 for Councils which are a Class A cemetery Trust have a duty to ensure approved annual plan and approved strategic plan are available to members of the public on request (s.18N(7) and s.18O(5)), make information in cemetery records and interment plans available s.60(1) and s.70(2). Loddon Shire Council is a Class B cemetery trust.

Other documents available outside the FOI process include:

- historical information, i.e. rate book searches
- Land Information Certificates or priority Land Information Certificates
- Immunisations Status Certificates (Health Act 1958 s.144)
- archive searches of planning documents (a) planning documents for applications less than two years old and (b) planning documents for applications over two years old
- archive searches of health documents (a) applications over 2 years old and (b) applications over two years old
- archive searches of building documents (a) applications less than two years old and (b) applications over two years old.

Please refer to the Loddon Shire Council Fees and Charges document for the fees and charges associated with the above searches.

5.5 FOI access arrangements

Requests for access to all Council's documents are dealt with centrally by the 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* (the Act).

People wanting to access documents that are not available outside the Act must make a request in writing (an application form is available on the Loddon Shire Council website and accompanied by the prescribed application fee). The fee is increased annually in accordance with the *Monetary Units Act 2004* and applicants should check the web site or contact Council offices at the time of making their application to find out the current fee.

Not all documents are automatically available in response to a request under the Act. The Act sets out a number of situations in which a Council may refuse a person access, e.g. requests for documents which affect the personal affairs of another person, commercially confidential, documents which would undermine law enforcement or which contain information supplied in confidence.

Applications can be made for access to documents about a person's personal affairs, regardless of the age of the documents, and other documents held by Council created before 1 January, 1989.

The application fee may be waived or reduced if payment of the fee would cause hardship to the applicant. If applicants consider they are entitled to have the application fee waived, they should submit a request with supporting documentation (such as a pension or health care card).

Written or email requests may be lodged either in person at the Council offices, by post addressed to the Freedom of Information Officer, Loddon Shire Council, PO Box 21, Wedderburn 3518 or by email to loddon@loddon.vic.gov.au. The Freedom of Information Officer will respond to requests as quickly as possible.

5.6 Officers responsible for requests to access documents

- (a) For initial receipt of and action upon FOI requests
- (b) For inspection or purchase of Part II Statements 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 Loddon Shire Council
- (d) For inspection or purchase of documents available under section 8 of the FOI Act
- (e) For inspection of documents found relevant to FOI request, including listening to or viewing a tape

Sharon Morrison
The Freedom of Information Officer
Director Corporate Services
Email: smorrison@loddon.vic.gov.au

Loddon Shire Council
41 High Street, Wedderburn VIC 3518
PO Box 21, Wedderburn VIC 3518

Office hours:
8.15am – 4.45pm, Monday-Friday

5.7 Right of appeal

Office of the Victorian Information Commissioner
PO Box 24274, Melbourne 3001
Telephone: 1300 006 842
Email: enquiries@foicommisioner.vic.gov.au
Website: www.ovic.vic.gov.au

5.8 Identification of documents

FOI requests must contain sufficient detail concerning the document to enable the agency to identify it. Information about the subject and the approximate date of the document(s) sought should be indicated as precisely as possible.

Where a request fails to provide the necessary information to sufficiently identify the document(s) requested, the FOI Officer will assist you in making a request which will aid in identifying the documents sought.

5.9 Charges

Applicants will be supplied, as soon as possible, with a statement of further charges if appropriate. Charges will be in accordance with the *Freedom of Information (Access Charges) Regulations 2004* which are currently set at:

- A charge for search time will be equal to 1.5 fee units per hour or part of an hour (\$21.30 per hour or part of an hour rounded to the nearest 10 cents for search and retrieval)
- A charge for supervision will be equal to 1.5 fee units per hour (to be calculated per quarter hour or part of a quarter hour) (\$21.33 per hour to be calculated per ¼ hour or part of a quarter hour, rounded to the nearest 10 cents for supervision while inspecting documents)
- A charge for the costs of a suitably qualified health service provider providing an explanation of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour; or 6 fee units, whichever is the lesser.
- A charge for providing a summary of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour, or 6 fee units, whichever is the lesser.
- A charge for providing black and white photocopy – 20 cents per A4 page
- A charge for providing copy of a document other than black and white photocopy – The reasonable costs incurred by the agency in providing the copy.
- A charge for arrangements to hear or view sound or visual image – The reasonable costs incurred by the agency in making the arrangements.
- A charge for providing a written transcript - The reasonable costs incurred by the agency in providing the written transcript.
- A charge for providing written document - The reasonable costs incurred by the agency in providing the written document.

Access charges for a request should be calculated in accordance with the *Freedom of Information (Access Charges) Regulations 2014* using the value of a fee unit. Council sets a fee annually for provision of documents outside the Act.

5.10 Correction of personal information

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 preferably on the form provided for this purpose 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 he or she wishes made.

6 STATEMENT 4: PUBLICITY SERVICES

A statement listing the literature available by way of subscription services or free mailing lists.
[Section 7(1)(a)(iv)]

6.1 Literature available by subscription or free mailing lists

Council does not produce any literature which is available to the public by subscription or under a free mailing list arrangement.

Council does however produce and distribute a variety of literature which is available to the public free of charge, including:

- Annual Report
- Council Plan
- Councillor Code of Conduct
- Annual Budget and Strategic Resource Plan
- Local Laws
- Policies, Plans and Strategies
- Facebook updates on the Loddon Shire Council Facebook page and the Loddon Valley tourism Facebook and Instagram page

A wide range of publications can be downloaded from the Loddon Shire Council website or by contacting the Council offices on 03 5494 1200 or loddon@loddon.vic.gov.au for copies. Search engines can be used to locate them.

7 STATEMENT 5: PROCEDURES AND GUIDELINES

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 officers. [Section 8(1)]-

- (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 agency, not being particulars contained in another Act; or*
 - ii. manuals, rules of procedures, statements of policy, records of decisions, letters of advice to 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.*

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

Council must, as far as possible, make its 'hidden law' explicit to the public with procedure manuals, interpretations of the law, policy statements and enforcement methods.

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 the Loddon Shire Council website (search engines can be used to locate them) and inspection and copies can be arranged by contacting the Corporate Services directorate on (03) 5494 1200.

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.

7.1 Plans and Strategies

- Activating Open Space Strategy
- Asset Management Strategy
- Audit Committee Charter
- Bridges Asset Management Plan
- Building Asset Management Plan
- Business Continuity Framework
- Child Safe Standards Framework
- Climate Proofing Sport and Recreational Facilities strategy
- Community Care Strategy
- Community Planning Framework
- Complaint Handling Framework
- Councillor Code of Conduct
- Council Plan
- Customer Service Strategy
- Disability Access and Inclusion Plan 2018-2021
- Disability Access and Inclusion Plan 2018-2021 Year 1 Action Plan
- Domestic Animal Management Plan
- Domestic Wastewater Management Plan
- Economic Development and Tourism
- Loddon Healthy Minds Network Strategic Plan
- Municipal Early Years Plan
- Municipal Emergency Management Plan
- Municipal Fire Management Plan
- Municipal Heatwave Plan
- Municipal Public Health and Wellbeing Plan
- Neighbourhood Safer Places Plan
- Parks Asset Management Plan
- Performance Reporting Framework
- Procurement Strategy
- Rating Strategy
- Recreation Strategy
- Risk Management Framework
- Road Asset Management Plan
- Road Management Plan
- Roadside Management Plan
- Rural Zones Review
- Social Media Strategy
- Staff, Volunteers and Contractors Code of Conduct

- Strategy
- Emergency Animal Welfare Plan
- Environmental Sustainability Strategy and Action Plan
- Event Management - a Guide for Organisers of Events
- Fees and Charges
- Footpath Asset Management Plan
- Strategic Document Policy and Procedure Framework
- Swimming Pool Improvement Plan
- Tourism Marketing Plan
- Tourism Strategy
- Waste Management Strategy
- Youth Strategy
- Volunteer Strategy

7.2 Policies

- Anti-fraud and Corruption Policy
- Asset Management Policy
- Asset Naming Policy
- Building Control Policy
- Business Continuity Management Policy
- Child Safe Standards Reporting Policy
- Community Engagement Policy
- Community Support Policy
- Complaints Against Councillors Policy
- Compliance Policy
- Compliant Contractor Guidelines
- Council Advocacy Policy
- Councillors Support and Reimbursement of Expenses Policy
- Delivery of Funded Community Care Services Policy
- Disposal of Council Assets Policy
- Election of Mayor Policy
- Election Period Policy
- Enforcement of Local Laws Policy
- Financial Reserves Policy
- Financial Hardship Policy
- Inglewood Reservoir Pipeline Water Supply Policy
- Investment Policy
- Kerbside Waste and Recycling Policy
- Long Service Leave Financing Policy
- Major Recreation Reserve: Oval Mower Replacement Assistance Policy
- Media and Social Media Policy
- Privacy Policy
- Procurement Policy
- Protected Disclosure Policy
- Provision for Doubtful Debts and Writing Off Bad Debts Policy
- Rateable Properties with Environment Covenants Policy
- Rates Policy
- Related Party Disclosures Policy
- Response to Community Use of Legal and Illegal Drugs Policy
- Revenue and Debt Collection Policy
- Risk Management Policy
- Section 86 Committee of Management Policy
- Small Towns Policy
- Street Stall, Roadside Collection and Door Knock Policy
- Surrender of Land Policy
- Tree Clearing and Planting on Road Reserves Policy
- Volunteer Policy
- Water Trading Policy
- Welcome to and Acknowledgement of Country Policy
- Working With Children Check Policy

8 STATEMENT 6: REPORT LITERATURE

Statement of certain documents in possession of agencies to be published. [Section 11(1)]

Under section 11 of the *Freedom of Information Act 1982*, Council must make a wide range of final reports and records of decisions relating to policy and the administration of policy of interest to the public available for inspection or purchase.

Council publishes its progress reports, final reports and records of decisions relating to policy within Council meeting minutes and they are available for download from the Loddon Shire Council website. Council posts reports and policies on the Loddon Shire Council website and

search engines can be used to locate them. In addition copies can be made available for inspection or purchase by contacting the Loddon Shire Council on (03) 5494 1200.

8.1 Plans and Strategies

Council makes the following two classes of documents accessible to the public:

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