



Hindmarsh
Shire Council

FOI Part II Statement

Freedom of Information Act 1982

FREEDOM OF INFORMATION

PART II STATEMENT

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Introduction

The purpose of Part II of the *Freedom of Information Act 1982* (FOI Act) is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information or documents (see section 7 – section 12 of the FOI Act). Hindmarsh Shire Council is committed to ensuring that, where appropriate, members of the public have access to information held by Council and that both decision-making and operational processes of Council are transparent.

The Part II Statement provides members of the community with information about Council and informs them of the type of information and the type of documents that are held by Council. It also details the process of obtaining access to information and documents, including documents that are publicly available and documents that may be requested through Freedom of Information.

The Part II Statement gives effect to the public transparency principles contained in section 58 of the *Local Government Act 2020* and it operates in conjunction with Council's Public Transparency Policy.

Hindmarsh Shire Council has compiled a Part II Freedom of Information Statement where you will find information about—

- Statement 1—Organisation and Functions of Council
Freedom of Information Act 1982—section 7(1)(a)(i), (vii) and (viii)
- Statement 2— Categories of Documents
Freedom of Information Act 1982—section 7(1)(a)(ii)
- Statement 3—Freedom of Information Arrangements
Freedom of Information Act 1982—section 7(1)(a)(iii),(v),(vi)
- Statement 4—Publications
Freedom of Information Act 1982—section 7(1)(a)(iv)
- Statement 5—Policies and Procedures
Freedom of Information Act 1982—section 8

Much of the information included in these information statements can be found in Council's Annual Report and on the Hindmarsh Shire Council [website](#).

Statement 1: Operation 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 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

Hindmarsh Shire Council was established by an Order of the Governor in Council on 20 January 1995 with the merger of the Shire of Lowan and the Shire of Dimboola. The Shire is divided into 3 wards, each represented by 2 Councillors— North Ward, East Ward, and West Ward.

Principle Officer and Address

The principal officer is the Chief Executive Officer, Greg Wood.

Postal Address: PO Box 250, Nhill 3418

Administration Centre: 92 Nelson Street, Nhill

Telephone: 03 5391 4444

Email: info@hindmarsh.vic.gov.au

Website: www.hindmarsh.vic.gov.au

Location

Hindmarsh Shire Council is located in the Wimmera region in Western Victoria, covering an area of 7,527km². Hindmarsh is bound by two National Parks, the Little Desert in the South and Wyperfeld in the North.

Hindmarsh Shire is based in or around the Shire's four main towns of Dimboola, Jeparit, Nhill and Rainbow.

Council Offices

Nhill Office

92 Nelson Street
 NHILL VIC 3418
 Phone: 03 5391 4444
 Fax: 03 5391 1376

Dimboola Office

101 Lloyd Street
 DIMBOOLA VIC 3414
 Phone: 03 5361 4452
 Fax: 03 5389 1734

Jeparit Office

10 Roy Street
 JEPARIT VIC 3423
 Phone: 03 5391 4450
 Fax: 03 5397 2263

Rainbow Office

49 Federal Street
 RAINBOW VIC 3424
 Phone: 03 5391 4451
 Fax: 03 5395 1436

Postal address:

PO Box 250
 NHILL VIC 3418

Email: info@hindmarsh.vic.gov.au

Website: www.hindmarsh.vic.gov.au

Facebook:
<http://www.facebook.com/hindmarshshirecouncil>

Organisational Structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day to day management of operations in accordance with the strategic directions of the Council Plan. Two Directors and the CEO form the Executive Management Team and lead the organisation. Details of the Senior Management Team are set out below.

Chief Executive Officer	<u>Areas of Responsibility:</u> Overall Responsibility for Council's operations
Senior Officers reporting directly to the CEO:	
Director Corporate & Community Services	Director Infrastructure Services
<u>Areas of responsibility:</u> Business Development Tourism Finance Information Technology Family, Youth and Leisure Aged and Disability Services Governance Economic Development Risk and Insurance Human Resources	<u>Areas of responsibility:</u> Asset Planning Engineering and Traffic Environment and Sustainability Infrastructure Parks and Gardens Building Planning and Development Local Laws Environmental Health

Occupational Health and Safety Customer Service Libraries	
Senior Managers reporting to Directors:	
Manager Community and Economic Development Manager Finance and Customer Service Manager Governance and Human Services	Manager Works and Operations Manager Assets and Facilities Manager Regulatory Services

Council Role and Principles to Perform its Role

Council’s activities are diverse and extensive. Significant infrastructure is maintained, a range of services are provided, and various laws are enforced to protect the amenity of our community. As prescribed in section 8 of the *Local Government Act 2020*, the role of Council, and the principles to perform its role, include:

- Prioritise achieving the best outcomes for the community, including future generations.
- Promote the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.
- Engage the community in strategic planning and strategic decision making.
- Pursue innovation and continuous improvement.
- Collaborate with other Councils, other levels of Government, and statutory bodies.
- Ensure the ongoing financial viability of Council.
- Take into account regional, state, and national plans and policies in strategic planning and decision making.
- Ensure the transparency of Council decisions, actions, and information.
- Perform any duties or functions or exercise any powers conferred on a Council by or under this Act and any other Act.
- Perform any other functions relating to the peace, order, and good governance of the municipal district.

Section 8 of the *Local Government Act 2020* sets out what the role of a Council is:

(1) The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

(2) A Council provides good governance if—

- (a) it performs its role in accordance with section 9;
- (b) the Councillors of the Council perform their roles in accordance with section 28.

(3) In performing its role, a Council may—

- (a) perform any duties or functions or exercise any powers conferred on a Council by or under this Act or any other Act; and
- (b) perform any other functions that the Council determines are necessary to enable the Council to perform its role.

(4) If it is necessary to do so for the purpose of performing its role, a Council may perform a function outside its municipal district.

Local Government Functions and Activities

The Council has responsibility for managing a broad range of functions, activities and services. These include:

Animal management	Governance
Domestic Animal Registration	Electoral Boundaries and Electoral Structures – Review
Responsible Pet Ownership Promotion	Planning, Preparation and Conduct of Local Government Elections and Polls of Voters
Enforcement	Council and Committee Meetings
Building Control	Law Making
Building Permit Management	Compliance Administration and Enforcement
Municipal Building Surveyor Services	Land Use Planning
Community and Economic Development	Planning Scheme Management
Community and economic development support	Planning Scheme Amendments
Competitions and Awards	Permits
Tourism	Subdivision
Childcare and early education provisions	Enforcement
Youth	Rates and Valuations
Environmental Health	Property valuation
Premises or business registration	Rates management
Compliance management	Recreational and Cultural Services
Infectious disease management	Community events
Consumer Safety Management	Facilities and Programs
Immunisation management	Cultural and Community Heritage
Environmental Management	Artistic and Cultural Heritage Collection Management

Waste management	Library Services Collection Management
Illegal Dumping and Litter management	Library Services User Management
Effluent Wastewater Management	Service Infrastructure Management
Ecosystem Management	Service Infrastructure Development and Redevelopment
Sustainability Initiatives	Service Infrastructure Maintenance
	Service Infrastructure Enforcement

Common Administrative Functions

Committees	Occupational Health & Safety
Community Relations	Personnel Management
Contracting-Out	Policy
Financial Management	Property Management
Fleet Management	Reporting
Government Relations	Staff Development
Industrial Relations	Strategic Management
Information Management	Technology and Telecommunication

Acts Administered

Aboriginal Heritage Act 2006	Local Government Act 1989
Building Act 1993	Local Government Act 2020
Building Regulations 2018	Local Government (Electoral) Regulations 2020
Catchment and Land Protection Act 1994	Local Government (Planning and Reporting) Regulations 2020
Children Youth and Families Act 2005	Local Government (Governance and Integrity) Regulations 2020
Child Wellbeing and Safety Act 2005	Local Government (Land Information) Regulations 2021
Climate Change Act 2017	Local Government (Long Service Leave) Regulations 2021
Conservation, Forests and Land Act 1987	Magistrates' Court Act 1989
Country Fire Authority Act 1958	Major Transport Projects Facilitation Act 2009
Country Fire Authority Regulations 2014	Mineral Resources (Sustainable Development) Act 1990
Crown Land (Reserves) Act 1978	Planning and Environment Act 1987
Cultural and Recreational Lands Act 1963	Planning and Environment Regulations 2015

Dangerous Goods Act 1985	Pipelines Act 2005
Disability Act 2006	Privacy and Data Protection Act 2014
Domestic Animals Act 1994	Public Interest Disclosures Act 2012
Education and Care Services National Law 2010	Public Health and Wellbeing Act 2008
Educational Training Reform Act 2006	Public Health and Wellbeing Regulations 2009
Electricity Safety Act 1998	Public Records Act 1973
Electoral Act 2002	Road Management Act 2004
Emergency Management Act 1986	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
Emergency Management Act 2013	Residential Tenancies Act 1997
Environment Protection Act 2017	Road Management Act 2004
Equal Opportunity Act 2010	Road Management (General) Regulations 2016
Estate Agents Act 1980	Road Safety Act 1986
Family Violence Prevention Act 2008	Road Safety (Vehicles) Regulations 2009
Fences Act 1968	Road Safety Road Rules 2017
Filming Approval Act 2014	Second Hand Dealers and Pawnbrokers Act 1989
Fines Reform Act 2014	Sex Work Act 1994
Fire Services Property Levy Act 2012	Sport and Recreation Act 1972
Flora, Fauna Guarantee Act 1988	Sheriff Act 2009
Food Act 1984	Subdivision (Fees) Regulations 2016
Freedom of Information Act 1982	Subdivision Act 1988
Gambling Regulation Act 2003	Summary Offenses Act 1966
Gender Equality Act 2020	Taxation Administration Act 1997
Graffiti Prevention Act 2007	Transport Integration Act 2010
Health Records Act 2001	Transport (Safety Schemes Compliance & Enforcement) Act 2014
Heavy Vehicle National Law 2012	Tobacco Act 1987
Heavy Vehicle National Law Application Act 2013	Transfer of Land Act 1958

Heritage Act 1995	Urban Renewal Authority Victoria Act 2003
Housing Act 1983	Valuation Land Act 1960
Impounding of Livestock Act 1994	Victorian Data Sharing Act 2017
Independent Broad-Based Anti-Corruption Commission Act 2011	Victorian Grants Commission Act 1976
Infringements Act 2006	Victorian Energy Efficiency Target (Project- Based Activities) Regulations 2017
Infringements Regulations 2016	Victoria State Emergency Service Act 2005
Land Acquisition and Compensation Act 1986	Victorian Urban Development Authority Act 2003
Land Acquisition and Compensation Regulations 2010	Victorian Inspectorate Act 2011
Land Act 1958	Victorian Planning Authority Act 2017
Libraries Act 1988	Water Act 1989
Liquor Control Reform Act 1998	

Local Laws

Council has the following Local Laws in place:

- Hindmarsh Municipal Local Law
- Hindmarsh Governance Local Law

Council's Local Laws are available on the Council website [here](#).

Decision Making Powers

Council is a statutory entity and is able to do only those things which it is authorised by legislation 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 and Special Meetings of Council.

Ordinary Meetings of Council are scheduled at the final meeting in a calendar year for the following calendar year. Council meetings are primarily held in Nhill at the Nhill Memorial Community Centre and live-streamed to Council's Facebook page where practicable.

All meetings are open to the public. Meetings may be closed to the public in accordance with the relevant provisions of the *Local Government Act 2020*.

Agendas and Minutes of all meetings in the past year are available on Council's website.

Council's Governance Rules and Election Period Policy and Governance Local Laws document the manner of voting and making resolutions of Council. Both documents can be found on Council's website.

Through Others Acting on Council's Behalf

The *Local Government Act 2020* provides for the appointment of delegates to act on behalf of Council. Most Council decision-making power is allocated by formal Instruments of Delegation: delegations to the CEO, to Council staff and to special committees. The decision of a delegate of Council is 'deemed' to be a decision of Council.

The Instrument of Delegation to the CEO empowers the CEO to exercise various powers of the Council, including the power to sub-delegate powers to Council staff.

Further details of specific decision-making powers held by Council and Council officers can be found in Council's Instruments of Delegation, which are available for public inspection at Council Offices.

Consultative Arrangements

Council is required to consult with other persons and bodies in relation to its activities, in developing its policies and practices, and in assessing the impact on internal and external stakeholders. This is done in a number of ways including public meetings, public question time at Ordinary Council Meetings, consultative committees (as required), the giving of public notice, and via feedback on Council's website. 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 Hindmarsh Shire Council's website and at Council's offices.

Advisory Committees

The following advisory committees have been established by Council. The committees comprise Council and community and user body representatives

- Nhill Town Committee;
- Jeparit Town Committee;
- Dimboola Town Committee;
- Rainbow Town Committee;
- Hindmarsh Pride; and
- Audit and Risk Committee.

Minutes of meetings are reported to formal Council meetings and are available for inspection.

Community Asset Management Committees

The following Community Asset Management Committees have been established by Council as per section 65 of the *Local Government Act 2020*:

- Rainbow Civic Centre Community Asset Committee;
- Rainbow Recreation Reserve Community Asset Committee
- Wimmera Mallee Pioneer Museum Community Asset Committee

- Yanac Hall and Recreation Reserve Community Asset Committee
- Yurunga Homestead Community Asset Committee;
- Antwerp Hall Community Asset Committee
- Diapur Hall Community Asset Committee
- Gerang Hall Community Asset Committee
- Jeparit Memorial Hall Community Asset Committee
- Lorquon Memorial Hall Community Asset Committee.

Minutes of meetings are reported to formal Council meetings and are available for inspection.

Libraries

Dimboola		Nhill	
101 Lloyd St, Dimboola 3414 03 5391 452		Clarence Street, Nhill 03 5391 4449	
Opening Hours		Opening Hours	
Tuesday	9.00am – 12.00pm & 2.00pm – 5.00pm	Tuesday	2.00pm – 5.00pm
Wednesday	2.00pm – 6.00pm	Wednesday	2.00pm – 6.00pm
Thursday	9.00am – 12.00pm & 2.00pm – 5.00pm	Thursday	9.00am – 12.00pm & 2.00pm – 5.00pm
Friday	9.00am – 12.00pm & 2.00pm – 5.00pm	Friday	2.00pm – 5.00pm
Rainbow		Jeparit	
49 Federal Street, Rainbow 3424 03 5391 4451		10 Roy Street, Jeparit 3414 03 5391 4450	
Opening Hours		Opening Hours	
Wednesday	2:00pm - 5pm	Monday	9.00am – 12.00pm & 1.00pm – 5.00pm
Friday	9.00am – 12.00pm & 1.00pm – 5.00pm	Wednesday	9:00am – 12:00pm

Email: libraries@hindmarsh.vic.gov.au

Facebook: <https://www.facebook.com/hindmarshshirelibraries>

Statement 2: Categories of Documents

A statement of the categories of documents that are maintained in the possession of the agency.
[Section 7(1)(a)(ii)]

Information Management Systems

Hindmarsh Shire Council operates a centralised records management system. The current records management software package in use for recording and tracking of files and documents is MagiQ Document Suite. Council maintains a variety of documents, ranging from general

correspondence with members of the public to Council adopted policies and resolutions. The categories of documents in Council's possession include—

- Agreements
- Animal Management
- Asset
- Building
- Business Support
- Community and Economic Development
- Community Relations
- Community Services
- Council Properties
- Councillor Correspondence
- Current Council Policies
- Customer Complaints
- Emergency Management
- Environmental Health
- Environmental Management
- Events Management
- Financial Management
- Fire Prevention
- Fleet and Plant Management
- Governance
- Government Relations
- Grants
- Human Resources
- Information Technology
- Infrastructure Services
- Local Laws
- Personnel
- Plans and Strategies
- Policies
- Procedures
- Rates and Valuations
- Records Management
- Recreational and Cultural Services
- Risk Management and Insurance
- Roads and Streets
- Telecommunications
- Tenders and Evaluations
- Water Management
- Waterways
- Youth and Early Years

Principal Records

Documents that may be maintained in the possession of Council include:

Abandoned or dumped cars	Asset Management, Register
Accident reports	Weeds - Management
Accounting	Work Orders
Accreditation	Work Request – Roads Maintenance
Acquisition & Disposal Notices	Work Request – Service Infrastructure
Administrative Reporting	Workplace Agreements
Advertising	Young Citizen Award
Advisory Committees	Youth Council
Aged & Disability and Aged Care	Abatement Notices
Agency Wide Policy	Damage and Illegal Entry
Agendas – External Committees	Accounts Payable
Agreements	Acquisition – equipment, land, fleet, furniture, IT, property
Air Testing	Acts of Parliament
Allocations – telecommunications	Client Files
Allowances – Fleet Management	Advisory Groups
Amalgamations	Depot Works After Hours requests
Analysts certificates and reports	Agency Vehicle infringements
Annual Budget - estimates, working papers,	Agendas – Internal Committees, Boards
Annual Statements of Accounts	Air pollution complaints
Applications– development, enrolments,	Allocation – Equipment and stores
Appraisals - staff	Allocations – fleet, Councillors, overtime, personnel, travel
Attendance – FDC, personnel	Allowances – Councillors
Audit – OH&S, Telecommunication equipment, Chart of Accounts, CCT, Financial, IT, Committee, Food Premises	Amendments
Australia Day – awards, nominations, celebrations, meetings, permits, committee	Animal Management including permits, complaints, registration
Australia Post – audit, services	Annual Reporting
Australian Bureau of Statistics	Appointments – members of committees, Council elections, government relations
Authorisation – Financial	Approved point of discharge – drainage
Authorised Officers	Asbestos – Fit outs, personnel exposure, volunteers exposure, removal, waste
Awards – community, industrial, local	Aquatic and Recreation – Membership, programs
B Double Transport Permits	Business Classification Schemes
Bad Debts	Business Registrations – food
Ballot papers	Capital Works – budget, progress
Banking – fees, cards, guarantees, debit tax,	Campaign Donation Returns – Elections
Bankruptcy notices	Access – Land Use

Banners	Car registration
Barking dogs – action	Cancelled Cheques
Benchmarking	Candidates – electoral
Best value reporting	Car parks – building, construction, maintenance
Bike paths – building	Carers – agreements, payments
Billboards – roadside advertising permits	Carpets – installation
Bins – new, payments, requests, replacement, streets	Catering
Birth notices	Cash – records, books, ledgers, rebates
Boards	Celebrations, ceremonies and functions
Body piercing – applications	Cemeteries
Bookings – halls, reserves	Ceremonies
Boundaries – amalgamation, councils, electoral	Centenary celebrations
Bowling greens – building of	Certificates – occupancy, food handling, sick leave training, animal registration
Bridges – construction	Certification – support services
Builders cord of practice	Charitable organisations – rate exemptions
Building – applications, compliance, Council	Change of advice – staff
Building permits – extension, register permits,	Charities – permits
Building permits – extension, register, permits,	Chart of accounts
Business process mapping	Child care – benefits, accidents, assessment, assistance, attendance records, cash rebates, client files, enrolments, fee relief, incidents, subsidies, placement, program, registration, surveys, centres
Business unit plans	Cheques – butts, cancelled, dishonoured, stopped
Child care	Cigarettes – retailers
Client files – adults, aged and disability, child	Circulars
Closures – roads	Citizenship ceremonies
Coaching – staff development	Civic events
Code of conduct	Claims – industrial relations, public liability insurance, vehicle insurance, workers compensation
Collection – dumped rubbish, litter	Classification schemes
Committees of management – halls and	Cleaning inspections
Common boundary fencing	Conflict of interest register
Common seal – register of use	Forms
Community bulletins	Contracting out
Community plans	Contractor registers
Community resource guide	Contractors
Community services	Contracts – summary of tenders, register
Compensation – legal, OHS	Contravention
Compensation – legal, OHS	Copyright – publication
Competitive tendering CCT	Footpaths – complaints, trading, building of, enforcement, inspections, maintenance
Complaints – air pollution, health, animal control,	Council buildings – building of, construction

Compulsory fire clearances	Council buildings – general, sale, use
Compulsory land acquisitions	Council elections – applications for enrolment, appointments, ballot papers, campaign donations, candidates, counting of votes, declarations, donations, failure to vote, final results, how to vote cards, late returns, list of non-voters, nominations, non-voting excuses, notices of appointment, candidature, organization, polling booths, postal votes, prosecutions, publicity, results, returning officer, polls, eligibility, voters list, voters roll, infringements
Computers – use of	Council plans – development, duplicates, copies
Conferences – arrangements, attendance, catering, duplicates, invitations, staff development, reports	Council facilities – building of, fees and charges, memberships
Confirmation of ownership (rates)	Council functions
Conflict of interest	Council functions
Construction – council owned buildings	Council meetings – submissions, agenda, deferred items, invitations, minutes, notices of motion, questions, reports
Construction and renovation – property	Council newsletters
Daily worksheets – depot staff	Councillors – insurances, allowances, employment conditions, entitlements, functions, general, handbook, invitations, orientation, pecuniary interest, forums
Dangerous dogs – notification, records,	Council owned land
Database management	Credit notes
Debtor listings and reports	Cricket pitches – building of
Debtors – system, sundry	Crossovers – inspections, enforcement
Deceased animal returns – animal registration	Cultural services grants
Declaration – public highways	Customer service strategy
Delegations of authority	Contaminated land
Delegations of authority – finance, personnel	Contract management guidelines – OHS
Delivery dockets	Contract payment summaries – tendering
Demolition	Debt collection
Demolition permits	Emergency management – community education support planning, response, plans, support
Depreciation	Employee contracts
Desexing – animal control	Employment conditions
Development Plans – planning	Employment enquiries
Dial before you dig	Enquiries – fencing, planning, public reaction, submissions and complaints
Digital signatures	Enforcement – animal management, elections, food, illegal dumping, littering, planning permits, rates, traffic
Direct debit	Enterprise Agreements
Disabled parking permits	Enterprise Bargaining
Disaster repairs	Environment Grants
Discontinued roads	Environment – pest control

Dishonoured cheques	Equipment and stores
Disposal – fleet, property, equipment, stores, IT,	Estimates
Disposition and acquisition notices	European wasps – pest control
Distribution - publication	Events – invitations, permits, support media
Dog attacks	Excess animal permits
Dog infringements	Exhibitions
Dog registration	Expressions of interest – tenders
Donations	External committees
Door knocking appeals	Facilitation of meetings
Drafting	Fridge Benefit Tax
Drainage – building, cleaning, construction,	Fees and charges – facilities
Early education	Fencing
Easements – creation	Festivals
Economic development	File Classification Systems
Education – pet ownership	Final inspections – buildings
EFT children financial reports, placement	Financial Receipts
Elections – council advertising, appointments	Financial Statements
Electoral boundaries – establishment, reviews	Fire – compulsory clearances, permits
Electrical – installation of	Fire Hazards - clearance, inspections, notification
Food – business registration, enforcement,	Fire Hydrants – installation, markers
Freedom of information	Fire prevention – enforcement, notices
FreeZa events	Fire Wardens
Fringe benefit tax – Council and personnel	First Aid – registers, kits, usage
Functional reporting	Fit outs
Functions	Fleet management – accident reports, fuel costs, infringements, insurance claims, policies, renewal, purchase, sale
Funding – roads, unsuccessful	Flood Level Certificates
Funding – VicRoads, from government sources	FOI Registers and requests
Fundraising	Home Carers – Rosters/timesheets, payroll
Furniture – acquisition, park installation	Holiday Programs
Garbage – collection	Home Maintenance – requests, job sheets, support, clients
Garnishee order	Hire – plant, sporting facilities, sports grounds
General ledgers	Impounding Animals & Notices
Goods and services tax	Infringement Appeals – Cat and dog Registration
Government wide policy	Infringements – Fleet Management, personnel, animal, elections, illegal dumping, littering, parking traffic
Grading – road maintenance	Infringement Appeals – Parking
Graffiti – complaints, removal	Inquiries – Government Relations
Grants – funding, allocation, annual return, available, FACS, Grants Commission, HACC, received, returns, roads, agency giving, agency receiving	Inspections – Crossovers, fire hazard, food premises, footpaths, OH&S, playground equipment, playgrounds, routine workplace, pools, telecommunication equipment
Green waste collection	Indexes – Master Control Records, recordkeeping systems
Greetings	Induction Courses

Ground maintenance	IDO Interim Development Orders, objections and registers
Guests	Illegally Dumped waste - Collection
Hairdressers – complaints, registration,	Immunisations
Halls – bookings, cleaning	Impounded Vehicles – Council Auction
Handbooks – Councillors	Implementation and Installation – Telecommunication Equipment
Hard waste collection	Impounded Vehicles – No Action
Hazardous substance / waste	Inclusion Support Subsidy ISS – Childcare
Health inspection reports	Impounded Vehicles – Owners Action
Health premises – applications, OHS	Installation – park furniture, property
Herbicide – use of	Insurance – Property, fleet, claims, renewals, policies, professional indemnity, public liability
Heritage – building permits	Insurance – Staff – Claims, policies, renewals
Heritage Buildings – amended applications, final	Intellectual Property – Legal Services
Home and community care – applications,	Interest Generated – Rate Reports
Intellectual property – legal services	Interim Development Orders IDO incl objections
Interest generated – rate reports	Internal Committees – Operational
Interim development orders (IDO) including	Internal Committees - Strategic
Internal committees – operational	Interest Generated – Rate Reports
Internal committees – strategic – agendas and	Internal Committees – Operational
Investigation – infectious disease	Interim Development Orders IDO incl objections
Investments – financial	Internal Committees – Strategic
Invoices	Intellectual Property – Legal Services
Job advertisements – press	Legal Advice
Job descriptions	Legal point of discharge
Job enquiries	Liaison – legislation – Direct relation to Council
Job safety analysis	Legislation – Liaison – Direct relation to Council
Job vacancy records	Legal Services
Joint venture – agreements – major and minor	Liaison – legislation – No Direct impact to
Kennel registration	Liaison – MAV – Changes to Council
Kerb and channel – maintenance	Liaison – Member Organisations
Kindergarten applications and enrolments –	Legislation – Government relations
Land – acquisition	Liaison – Enquiries
Land – exchange or ownership – roads	Liaison- Government Inquiry – Agency recommendations, general
Land – purchase and sales	Legislation – Rate Enquiry
Land information certificates	Legislation – Regulation / Developing
Land tax	LGPA Local Government Town Planners Group
Land use – access	Liaison – Complaints
Leasing – vehicles, property, Council owned	Liaison – Planning Permits
Leasing out – property	Liaison – Street Lighting – Power Supplier
Leave Records	Liaison – Telecom
Local Laws After Hours requests	Library – Mobile
Magazine – Subscription	Library – Service

Mail Management	Library Membership
Maintenance – Equipment and Stores	Licence – Alcohol Consumption
Maintenance – Fleet Management	Licence – Apparatus
Maintenance – Playground Equipment	Licence – Liquor
Maintenance – Playground Graffiti	Licence – Petrol Pumps
Maintenance – Property	Licence – Telecommunication Equipment
Maintenance – Service Infrastructure	Photographs and films
Maintenance – Telecommunication Equipment	Litter – Collection
Maintenance records – Vehicles	Liquidation – Creditors, debt recovery information
Major Renovations	Littering – Enforcement
MAPS Municipal Authorities Purchasing Scheme	Livestock – Destruction / Putting Down
Marketing	Local Government Engineers Association
Master Control Records	Local Government Town Planners group LGPA
Master Control Records - Indexes	Local Laws – After Hours Reports
Master Control Records - Registers	Logs – vehicles
Material Safety Data Sheets	Local Laws – Court Cases
Maternal & Child Health – Client files, contract	Local Laws – Development of
MAV – Advisory Groups. Circulars, committees,	Local Laws – Final Copy of Laws
Meals on Wheels – mileage reimbursement for	Mileage Reimbursement
Media Relations	Minutes – Board Meetings
Member Organisations	Minutes – Committee Meetings
Memberships – Council Facilities	Mobile Library Service
Memberships – To extend Organisations	Municipal Association of Victoria
Memorandums of Understanding -	Moving – Personnel and Property
Memorials	Municipal Authorities Purchasing Scheme MAPS
Metadata – Maintenance	Name and Address Amendment – Ratepayers
Microchipping	Names – Roads and streets
Minutes – Committees of Management	NAR forms – Ratepayers
Minutes – Council Meetings	Nature strip Reinstatements
Objections – Animal Registration	Needle / Sharps / Syringes Program
Objections – Interim Development Orders	New Bins – Requests
Observation – information management, property	New Residents Kits
Occupancy Permits – Building	New Title Details
Occupancy Permits – Classes 1b, 3a-f, Class 5,	News Paper Clippings – External Sources
Occupancy Permits – Heritage Buildings	Noise – Complaints
Occupancy permits – Temporary Building	Noise Assessment – OHS
Occupational Health & Safety – air testing,	Nominations – Australia Day
Ombudsman – Complaints	Non Toxic Waste – Removal
Orders Notices & Certificate Files	Notice Boards – Community
Outline Development Plan – Strategic Planning	Customer service – developing strategies, information management, telecommunication equipment, telephone calls
Outstanding Balance Reports – Rates	Notification – Infectious Diseases
Park Furniture – Installation	Notice of Acquisition
Park Furniture – Maintenance	Notice of Disposition
Parking – Complaints	Notices

Parking – Infringements	Notices of Motion – Council Meetings
Parking Permits - Disabled	Notification – Birth Notices
Parks – Damage	Notification – Food Selling Events
Parks – Ground Maintenance	Notification of Appointment - Building
Parks – Planning	Permits – Expiry – Heritage Buildings
Payment Audit Reports – Rates	Permits – Extension – Heritage Buildings
Payments – Private Street Schemes	Permits – Festivals
Payroll – deductions and tax	Permits – Fire
PBS Private Building Surveyor	Permits – Roadside Signage
Penalties – Failure to Vote Council Elections	Permits – Roadside Trading
Pensioner – Concessions	Permits – Roadside Advertising
Pensioner – Rebate Applications	Permits – Statutory Registers of Building Permits
Pensioner - Rebates	Permits – To work on Road Reserve
Performance Management	Permits – Tree – Removal
Performance Review Documents	Permits – Vehicle Crossing
Permissions to use photos	Personal Care – Assessment (HACC)
Permits – Animal	Pest Control – Property
Permits – Australia Day Celebrations	Pest Control – Environmental
Permits – B Double Transport	Pest Control – European Wasps
Permits – Billboards	Pest Control – Foxes
Permits – Burn off	Pesticide – Use of
Permits – Cancellation – Heritage Buildings	Pests – Baiting
Permits – Collecting Money for Charity	Pet Ownership Education
Permits – Demolition	Petitions
Permits – Excess Dogs / Cats	Petitions - Register
Permits – Expiry – Building	Petrol Vouchers – Meals on Wheels
Planning – General enquiries	Photographs – Agency Master Set
Planning – OHS	Photos – Permissions to use
Planning – Parks	Piggeries – Applications
Planning – Property	Piggeries – Complaints – Environmental
Planning Scheme – Legislation	Piggeries – Complaints – Smell
Planning Scheme – Other Councils	Piggeries – Closing of
Planning Scheme – Relocations	Piggeries – Management
Planning Scheme – Rezoning – Approved – No	Piggeries – Permits
Planning Scheme – Rezoning – Approved –	Private Street Construction – Payments
Planning Scheme – Rezoning – Not Approved	Procedures
Planning Scheme – Rezoning – Revoked	Procedures - Financial
Planning Schemes	Procedures – Record Management Systems
Planning Schemes – Delegations	Planning – Studies
Plant – Hire	Planning Permit – Contraventions
Plant Reports – Depreciation	Planning Permit – Prosecutions
Plaques – Memorial	Planning Permit - Revocations
Playgrounds – Building of	Planning Permits – Appeals
Playgrounds – Equipment – Inspections,	Planning Permits – Endorsing of
Plumbing	Planning Permits - Enforcement
Points of Discharge – Approved	Planning Permits – Interim development Orders IDO
Policy – Administration	Planning Permits – Liaison

Position Descriptions	Private Charge Schemes – Petitions
Positions	Planning Scheme – General
Postal Votes – Council Elections	Private Charge Schemes – Streets – Abandoned
Pound – Daily maintenance	Private Charge Schemes – Tendering
Pound – Operational Management	Private Charge Schemes – Surveys
Pound – Registers of animals admitted	Private Street Construction
Pound – Release Books	Production – Publication
Pound – Seizure or Impounding animals	Preschool – Summary Records
Pound – Summary of animals impounded with	Press Clippings
Project Management – Strategic Management	Program Management – MCH
Project Management – Summaries	Programs – Developing for Conference
Property – Acquisition	Programs – Immunisation
Property – Council Purchase of	Project Management – Development of Project
Property – Council Sale of	Project Management Registers
Property – Damage	Public Toilets
Property – Enquiry Application	Provision of information affecting specific properties
Property – Maintenance – Public Buildings	Preschool – Enrolments
Property – Management	Planning Scheme – Amendments
Publications	Planning Scheme – Compulsory Acquisitions
Publicity – Advertising, elections, liaison	Privacy – Information Management
Purchase – Land	Private Building Surveyor PBS
Purchase – Orders	Private Charge Schemes – Drainage, footpaths - Abandoned
Questions – Council Meetings	Private Charge Schemes – Objections
Quotations – Building Department Services	Private Charge Schemes – Objections, VCAT
Quotations – fencing	Publications – Articles, copyright, corporate style, Distribution, versions, input, production, quotations, stock take
Quotations – general, hiring of Council facilities,	Position Vacancy Records
Raffles	Agendas – Council Meetings
Rates – Abandonments	Press Releases
Rates – Certifications, 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, outstanding penalties, property owners, rating rounds, refunds, reports sale of properties, separate, special charge schemes, Title searches	Prosecutions – Local Laws Dept taking matters to Court
RDOs – Rostered Day Off	Planning Permits – Register
Rebates – pensioner	Property – Rental
Recall – Food / Product Notifications	Property – Rental – Finance
Receipts	Property – Valuations

Receivership Notices	Prosecutions
Reclaimed Animals	Public Session – Immunisation Consent Cards Pre 1996
Reconciliation – Bank	Public Buildings – Structural Maintenance
Record Management Systems – Procedures	Questionnaires/Surveys
Recordkeeping Systems – Configuration	Rehabilitation – OHS
Recordkeeping Systems – Indexes	Quarries – General, delivery dockets
Recordkeeping Systems – Procedures	Removal – Non Toxic Waste
Recreational Grants – Applications – Successful	Rental – Council owned
Recreational Grants – Applications -	Remuneration Registers
Recruitment	Renting – by Council
Recycling	Replacement – Rubbish Bins
Refunds – Rates	Replacement Bins
Refurbishments	Reporting
Register – Authorised Officers	Reporting – Community Plan
Register – Hazardous Substance	Reporting – Corporate Planning
Register – Master Control records	Reports – Board Meetings
Register – Planning Permits	Reports – Committee Meetings
Register – Security Pass	Reports – Council Meetings
Register – Tenders Received	Record Management Systems
Register - Trust	Representation (including Parliamentary Questions)
Registers – Tender Contracts	Representatives – OHS
Registration – Cat	Registration – Food Business
Registration – Dog	Rezoning
Registration – Fleet vehicles	Rezoning – Planning Scheme – Approved –No Scheme Amendments
Reports – External Committees Convened by Agency	Rezoning – Planning Scheme – Approved Scheme Amendments
Requests – Additional Bin	Returned Cheques
Requests – Building Form 10 from a Solicitor	Returning Officer Correspondence
Requests – Building Information Request from a	Revocations – Planning Permit
Requests – Home Maintenance	Registration – Piggeries
Requests – House Plans	Reports – Internal Meetings
Requests – Information – General	Roads – Opening Permits (Road Maintenance)
Requests – Invoices	Roads – Reserve Permit
Requests – Questions for Council Meetings	Roads – VicRoads Funding
Requisition to Purchase Orders	Roadside Signage – Permit
Research – Legal Services	Roadside Trading – Permits
Reserves – Bookings	Roads – Building of
Reserves – Inspections	Roads – Closures
Residents Kits	Roads – Closures – Events
Resurfacing – Infrastructure Maintenance	Roads – Construction
Retaining Walls – Building of	Room Observations – Family Day Care

Rezoning – Planning Scheme – Not Approved	Rostered Day Off
Rezoning Planning Scheme – Revoked	Rosters – Home Carer
Risk Management – OHS	Routine Workplace Inspections – OHS
Risk Management – Strategic management	Roundabouts – Building of
Roads – Accident Reports	Rubbish – Collection
Roads – Closure Permits for Public Events	Rubbish – Dumped
Roads – Closures – Discontinuations	Rubbish Bin – New Bin Payments via Rates
Roads – Discontinued	Rubbish – Collection – Complaints
Roads – Exchange of Land Ownership	Roads – Signs
Roads – Funding	Roads – Signs – Names
Roads – Funding – Applications	Roadside Advertising – Permit
Roads – Improvements - Maintenance	Road Funding
Roads – Maintenance	Roads – Special Charge Schemes
Roads – Maintenance – Work Requests	Roads – Speed Limits
Roads – Maintenance, Road Opening Permits	Roads – VicRoads – Claims
Roads – Names	Rubbish Bin – Replacement
Roadside Signs – Permits	Safe Work Method Statements SWMS
Septic Tanks - Payments	Salaries – Payment Processing
Septic Tanks – Servicing Reports	Sale – Council Property
Service Infrastructure - Maintenance	Sales Tax
Service Infrastructure – Service Request	School Crossing Supervisors - Subsidies
Servicing Reports – Septic Tanks	School Crossings – Building Location
Sewage Reticulation	School Crossings – Building of
Sewer Reticulation – Tendering	School Entry Immunisation Cards pre 1996
Sewerage – Connection	Rubbish Bin – New Bin Payments
Sewerage – Declared Sewerage areas	Section 173 Agreements
Sewerage – Declared Sewerage areas	Security
Sewerage – Disposal Sites	Security – Equipment and Stores
Sewerage – Disposal Sites	Seminars
Sewerage – General	Senior Leadership Team – Meetings
Sewerage – General	Septic Tanks – Applications
Sewerage – Treatment Plants	Septic Tanks – General
Sewerage – Treatment Plants	Strategic Management
Sign – Road Side Permit	Strategic Planning – Outline Development Plan
Signage – Road	Street – Lighting – Maintenance
Signs – Roads	Street – Closures
Signs – Roads – Names	Street – Lighting – Power Supplier – Liaison
Skate Parks – Building of	Street – Lighting
Smoking – Restrictions – External	Street – Tree Planting
Smoking – Restrictions - workplace	Street – Lighting – Complaints
Social Clubs – Staff Development	Street – Names
SPAM	Street – Numbering
Special Charge Scheme - Rates	Street Signs – Loading Zones
Special Charge Schemes – Roads	Street Stalls – Permits
Speeches – Major Event	Streets – Construction
Speed Limits – Roads	Streetscapes – Building of
Sponsorship – Provided by Agency	Streetscapes – Maintenance

Sponsorship – Received from external agency	Structural Maintenance – Public Buildings
Sporting Facilities – Hire	Studies – Planning
Sports Centres - Construction	Study Leave Forms
Sports Facilities – Inspections	Subdivision Files – Successful
Sports Ground – Hire	Subdivisions
Sports Ground Pavilion Inspections	Submissions – Council Meetings
Staff Bulletins	Submissions – Government Relations
Staff Meetings	Submissions – Internal Meetings
Statement of Accounts	Submissions – Internal Meetings - Duplicate
Statistics	Subpoenas – Legal Discovery Process
Statues – Memorial	Subscriptions
Statutory Council Meetings	Subsidies
Stock take – Equipment and Stores	Subsidies – School Crossing Supervisors
Stock take – Publication	Summary of Tender Contracts
Stopped Cheques	Sundry Debtors
Storage – Equipment and Stores	Supplementary Valuations
Storage – Information Management	Supplementary Valuations - Details
Strandpipes	Surveys – Child Care
Telecommunications Activities – Internal	Surveys – General
Tendering	Swimming Pool – General
Tendering – Contract Payment Summaries	Swimming Pool – Maintenance
Tendering – Contract Registers	Swimming Pool – Program
Tendering – Contracts – Building of Council	Syringes / Sharps / Needle Program
Tendering – Contracts – Building of Council	Tattoo Salon – Applications
Tendering – Contracts – Building of Public	Tax – Bank Account Debit
Tendering – Contracts – Building of Tennis Courts	Supplementary Valuations – Confirmation of Ownership
Tendering – Contracts – Disaster Repairs	Tax – Land
Tendering – Contracts – Maintenance	Telephones – Infrastructure installation
Tendering – Contracts – Major Renovations	Telephones – Municipality Installation
Tendering – Contracts – Public Buildings –	Temporary Food Applications
Tendering – Contracts – Public Buildings – Property Maintenance	Training – Attendance / Certificates
Tendering Contracts – Bowling Greens – Building of	Training – Material
Tendering Contracts – Bus Shelters – Building of	Trading – Footpath
Tendering Contracts – Bus Stops – Building of	Trading – Road Side Permit
Tendering Contracts – Carports – Building of	Trading Hours
Tendering Contracts – Cricket Pitches – Building	Traffic – Counts
Tendering Contracts – Footpaths – Building of	Tendering Contracts – Playgrounds – Building of
Tendering Contracts – Infrastructure Maintenance - Drainage	Tendering Contracts – Public Lighting – Building of
Tendering Contracts – Infrastructure Maintenance – Footpaths	Tendering Contracts – Roundabouts – Building of
Tendering Contracts – Infrastructure Maintenance – Grading	Tendering Contracts – School Crossings – Building of
Tendering Contracts – Infrastructure	Tendering Contracts – Streetscapes – Building of

Tendering Contracts – Infrastructure Maintenance - Repairs	Tendering Contracts Traffic Signals – Installation of
Tendering Contracts – Infrastructure	Tenders – Contract Register
Tendering Contracts – Infrastructure Maintenance – Road Improvements	Tenders – Development of
Tendering Contracts – Infrastructure	Tendering – Documentation
Tendering Contracts – Infrastructure Maintenance upgrades	Tendering – Due Diligence Checks
Tendering Contracts – Kerb and Channel – Building of	Tax – Sales
Toilets – Public, cleaning	Taxation
Tourism – General	Technology – Acquisition
Town Planning – Correspondence	Technology – Activities
Town Planning – liaison	Telecom – Liaison
Traffic – Management – Complaints – Changes to Policy or Procedures	Telecommunications – Maintenance
Traffic – Management – Complaints – Detailed	Telstra – Notice of Access
Traffic – Management – Complaints – Routine	Tendering – Evaluation of Tenders
Traffic – Management – Liaison with Authorities	Tenders – Documentation / Drafts
Traffic – Management – Schemes	Tendering – Expressions of Interest
Traffic infringements – Agency Vehicles	Tendering – Heritage Buildings
Traffic Lights	Tenders – Received register
Traffic Signals – Installation of	Tenders – Unsuccessful
Transfer of Land – Amalgamation	Tennis Courts – Building of
Transfer of Ownership – Animal Registration	Thank You letters
Travel	Tidy Town
Travel – Allowances	Title Search
Treatment Plants – Sewerage	Toilets – Public – Construction
Tree – Removal – Permit - Approved	Toilets – Public – Maintenance
Tree – Removal – Permit – Not Approved	Vehicles – Impounded – Owners Action
Tree Lopping – by Council Staff	Vehicles – Maintenance Records
Tree Planting – Streets	Vehicles – Registration
Trust – Deposit	Vehicles – Usage
Trust – Register	Vic Roads – Claims
Trust Accounts – Audit – Major Changes	Vic Roads - Funding
Trust Accounts – Audit – Minor Changes	Vic Roads – Funding - Projects
Trust Reconciliation Reports	Vic Roads – Funding – Roads
Unclaimed Monies	Victoria 150 th Celebrations
Unightly Premises – Council Court Action	Victoria 150 th Celebrations – Publicity
Unightly Premises – External Court Action	Victorian Grant Commission – Grants
Unightly Premises – No action	Viruses – Computer
Usage – Equipment and Stores	Vehicles – Dumped – No Legal Action
Usage – Fleet Management	Vehicles – Impounded – Council Action
Usage – Vehicle Reports	Vehicles – Impounded – No Action
Vacancy Records	Visits – Government Relations
Valuations – General	Visits & Tours

Vehicle – Leases	Volunteers
Vehicle – Logs	Wall Fittings – Installation of
Vehicle – Maintenance Records	Ward Boundaries – Electoral
Vehicle – Usage Report	Ward Boundaries – Electoral – Reviews
Vehicle Crossing Permit	Waste – Hard Waste Collection
Vehicle Insurance - Claims	Waste – Non Toxic – Removal
Vehicle insurance - Policy	Waste Collection
Vehicle insurance – Policy renewal	Waste Collection – Complaints
Vehicle Sale – Fleet management	Waste Collection – Dumped Rubbish
Vehicles – Driver Approvals	Waste Collection – Green Waste
Vehicles – Dumped – Legal Action	Waste Management
Waste Collection	Water – Analysis
Water – Trunk – Service	Water – Pollution
Water Accounts – Committees	Water – Rates
Water Authority – Notice of Access	Water – Supply – Weirs / Reservoirs
Water Management Facilities	

Archived files

Archival records are stored at Council's secondary storage facility and at Grace Records Management facility.

Other records

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

- Positive ageing – client files
- Finance unit – accounts/receipts
- Infrastructure – parks and gardens and other infrastructure maintenance, plans and drawings and maps, Geographic Information on GIS
- Rates, Finance, Planning and Building – Authority is the current operating system
- All units – standard operating procedures
- Not all records are retained and some are destroyed in accordance with the *Public Records Act 1973*.

Public Materials

This section is to be read in conjunction with **Annexure A**.

Local Government Act 2020

Type of Document	What Council must have available for inspection or in copy	Where to access information
Annual Report	A copy of the Annual Report including the report operations of the Council, audited performance and financial statements and reports (s98)	Council's Website
Asset Plan	A copy of the Asset Plan (s92)	Council's Website

Budget	A copy of the Budget (s94) and Quarterly Budget Report (s97)	Council's Website
Community Engagement Policy	A copy of the Community Engagement Policy (s55)	Council's Website
Community Vision	A copy of the Community Vision (s88)	Council's Website
Council Plan	A copy of the Council Plan (s90)	Council's Website
Councillor Code of Conduct	A copy of the current Councillor Code of Conduct (s139)	Council's Website
Delegations	A public register of delegations kept under sections 11(8) and 47(7) of the Local Government Act 2020, including the date of the last review.	Council's Website
Election Campaign Donation Returns	Copies of Election Campaign Donation Returns (s307, s308)	Council's Website
Expenses Policy	A copy of the Expenses Policy in relation to the reimbursement of expenses for Councillors and members of Council committees (s40)	Council's Website
Financial Plan	A copy of the Long Term Financial Plan (s91)	Council's Website
Governance Rules	A copy of the Governance Rules (s60)	Council's Website
Minutes of Meetings of Delegated Committees	Minutes of Meetings of Delegated Committees held in the previous 12 months except if the minutes relate to parts of meetings which have been closed to members of the public (s54, s63)	Council's Website (within Council Meeting Minutes)
Operating Local Laws	Copies of Local Laws operative within Hindmarsh Shire (s74, s75, s76)	Council's Website
Scheduled and Unscheduled Council Meeting Agendas and Minutes	Includes all resolutions of Council (s59), held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to the public, in which Council is required to record in the minutes the grounds or grounds for determining to close the meeting to the public by reference to	Council's Website

	confidential information as defined in s3(1) of the Act 2020, and an explanation of why the specified ground or grounds applied (s66)	
Procurement Policy	A copy of the Procurement Policy (s108)	Council's Website
Proposed Local Laws	A copy of any Council proposed Local Law and explanatory documents setting out prescribed details in relation to the Local Law (s73)	When a Local Law is proposed, it will be made available on the Council Website 'Have Your Say' page for public comment
Public Transparency Policy	A copy of the Public Transparency Policy (s57)	Council's Website
Rating and Revenue Plan	A copy of the Revenue and Rating Plan (s93)	Council's Website
Summary of Personal Interests	A Summary of Personal Interests (s135)	Council's Website

Local Government (General) Regulations 2015

In accordance with Regulation 12 of the *Local Government (General) Regulations 2015*, the following documents are available for inspection:

- 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—
 - the name of the Councillor or member of Council staff; and
 - the dates on which the travel began and ended; and
 - the destination of the travel; and
 - the purpose of the travel; and
 - the total cost to the Council of the travel, including accommodation costs;
- the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 66 of the LGA 2020 and are confidential information within the meaning of section 3 of the LGA 2020;
- a register of delegations kept, including the date on which the last review took place;
- 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;
- a register maintained under section 224(1A) of the LGA 1989 of authorised officers appointed under that section;
- 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.

Building Act 1993 and Building Regulations 2018

In accordance with the *Building Act 1993*, the following documents are available for inspection:

- a register of building permits (s31)
- a register of occupancy permits, certificates of final inspection, temporary approvals, and amendments (s74)
- a register of emergency orders, building notices, and building orders (s126)
- Copy of the most recent map given to Council under subsection (7)
- Register of exercise of powers of entry (s230)

In accordance with *Building Regulations 2018*, the following information is available upon request:

- Copy of any documents submitted with an application for a building permit (r50)
- Certain information on request (r51 & r52)
- Copy of each designated special map area applicable (r149(4))
- certificates of final inspection, building and occupancy permits issued in the preceding 10 years, any current statement under Building Regulation 502 or 503, current building notices, and current building orders (r326[1])
- information on the likelihood that a given property is susceptible to flood, termites, bushfire, and/or snowfalls, and that a given property is within an area of designated land or works as prescribed by regulation 806 (r326[2])
- approval dates of the mandatory notification stages for building works (r326[3])

Planning and Environment Act 1987

In accordance with the *Planning and Environment Act 1987*, the following documents are available for inspection:

- a copy of Victorian Planning Provisions and any amendments to Victorian Planning Provisions (s4H(1) and (2) and S4I)
- a copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18; 21)
- a copy of panel hearing reports on submissions to amend a planning scheme (s26)
- a copy of approved amendment lodged under s40 and any documents lodged with it (s41(1) and (2))
- a copy of an amended planning scheme (s42)
- a register containing applications for permits and application for amendment of permits and all decisions and determinations relating to permits and amendment of permits (s49)
- a copy of every application and the prescribed information supplied in respect of it (s51)
- a register of applications referred to Council (as referral authority) (s56A)
- a copy of objections to permit applications and application for amendment of permit during the period which an application may be made for review of a decision on the application (s57)
- copies of Council issued permits (s70)

- copy of proposed permit where amendment to a planning scheme requested (s96C(8A))
- copy of every permit issues under s97F (s97G(6))
- a copy of agreements Council has entered into with an owner of land in the area covered by a planning scheme for which it is a responsible authority (s179[2]).

Domestic Animals Act 1994

In accordance with the *Domestic Animals Act 1994*, the following documents are available for inspection:

- register of all registered dogs and cats (s18)evaluation of implementation of Domestic Animal Management Plan (within the Annual report) (s68A(3))
- copy of the Emergency Management Plan (s60A19ab)

Food Act 1984

In accordance with the *Food Act 1984*, the following documents are available for inspection:

- copy of direction by the minister (Annual Report) (s7E(6))
- the method of determining the reasonable costs of an audit payable under subsection (2) and the criteria fixed under subsection (3) as well as the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) (ss19U(4-5))
- records of registrations, renewals and transfers in relation to a particular food premises, including details of orders to suspend or revoke registration of food premises under Part III of the Act (s43).

Gender Equality Act 2020

In accordance with the *Gender Equality Act 2020*, the following documents are available for inspection:

- Gender Equality Action Plan, report or other document taken to be a Gender Equality Action Plan, an amended Gender Equality Action Plan and any progress report. (s12(3)(a)), s13(3), s15(2)(b)) & s20).

Public Health and Wellbeing Act 2008

In accordance with the *Public Health and Wellbeing Act 2008*, the following document is available for inspection:

- Municipal Public Health and Wellbeing Plan (incorporated into the Council Plan)

Road Management Act 2004

In accordance with the *Road Management Act 2004*, the following documents are available for inspection:

- Council's Public Road Register

Public Interest Disclosure Act 2012

In accordance with the *Public Interest Disclosure Act 2012*, the following documents are available for inspection:

Procedures for handling disclosures made under the *Public Interest Disclosures Act 2012* which outlines Council's procedure on the making of disclosures, investigation of disclosed matters, and protection of persons from reprisals (s70).

Facebook Pages

Council also has the following Facebook accounts:

- Hindmarsh Shire Council
- Hindmarsh Shire Youth Council
- Hindmarsh Shire Libraries
- Nhill Cinema
- Visit Hindmarsh
- Dimboola Town Committee
- Nhill Town Committee
- Yurunga Homestead
- Wimmera-Mallee Pioneer Museum
- Riverside Holiday Park Dimboola

Statement 3: Freedom of Information Arrangements

A statement of the material that has been prepared by the agency under Part II of the Act for publication 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)]

Freedom of Information Arrangements

The FOI Act gives you the right to access documents that are held by a Council and not older than 1 January 1989, including:

- documents about your personal affairs (regardless of the age of the documents) and the activities of government organisations
- documents created by the organisation
- documents supplied to the organisation by an external organisation or individual

You may also request Council amend or remove any incorrect or misleading information about you. This includes documents:

- created by the organisation
- supplied to the organisation by an external organisation or individual

Please note, if the documents relate to your personal affairs information, then you are entitled to also seek access to documents dated prior to 1 January 1989.

There is a fixed application fee (set by the State Government) and access charges for FOI requests.

There are common exemptions and Council will provide reasons if we refuse an FOI request. These exemptions may include:

- information obtained in confidence (such as the details of complaints about barking dogs)
- personal information where release would be unreasonable (including the details of an individual's health or financial position)
- commercially sensitive material

The FOI Act allows Council to refuse access to certain documents or information. These documents are often called 'exempt' documents or information. In some cases you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information redacted.

Some documents which might be exempt include internal working documents, law enforcement documents, legal advice, personal information about other people, confidential documents or documents which are covered by secrecy provisions in other legislation.

Making an FOI Application

You can make a request yourself, or you can authorise another person, such as a solicitor, to submit the request on your behalf.

The FOI Act defines 'documents' very broadly. It includes files, emails, text messages, case notes, draft material, handwritten notes, discs, photographs, and maps. Essentially, anything in the possession of Council that is capable of conveying information or meaning is considered a document.

Your application must include:

- Your contact details or details of a representative submitting the request on your behalf;
- Proof of identification if the documents you are seeking access to relate to you personally;
- Enough information to enable us to identify the documents you are seeking.

Details that help us identify the documents you are seeking include:

- What the document(s) relate to (for example, a complaint you made, or a particular project);
- The date range in which the document(s) may have been created;
- Where the document(s) might be located (for example, in a particular email account, with a specific person, or held by a business or work unit);
- The type of document(s) you seek (for example, an email, report, CCTV footage);
- Any documents that could be excluded (such as duplicates, drafts, personal information relating to third parties); and
- Whether you consent to receive edited copies of documents with exempt or irrelevant information redacted as per s25 of the FOI Act.

It is important you think about the wording of your request carefully.

Please try to avoid phrases like 'all documents'. If the request is broad, it may delay the process as Council will be required to clarify with you the scope of your request. Additionally, it may mean the search finds many documents that you will be charged for (search time and for the documents). You may pay for documents you do not want.

Before processing your request, payment of the application fee is required. Payment can be made by cheque, credit card or debit card over the phone or at a Council Customer Service Centre. Under Section 17(2B) of the FOI Act, Council has the ability to waive or reduce the payment of the Freedom of Information application fee on the grounds of hardship and subject to any conditions determined by Council.

To seek a waiver or reduced fee, an applicant will need to provide evidence of hardship such as a concession card, financial statements, or evidence of welfare assistance.

Upon receipt of a clear request and payment of the application fee, we will:

- Write to you to acknowledge your request and the due date for Council to provide the relevant documents;
- Search for and retrieve all documents;
- Consult with external entities and individuals, where necessary;
- Review the documents and remove irrelevant and exempt material, where applicable; and
- Compile a determination letter which advises you of our decision on access.

Freedom of Information Response Time

Under the FOI Act, Council has 30 days in which to notify you of an access decision. This starts when your request is sufficiently clear, and your application fee has been paid.

Depending on the nature of your request, additional time may be needed to process your application. Where Council is required to seek the views of other entities or individuals (known as third party consultation), Council may extend the period for deciding a request by up to 15 calendar days. You will be notified in writing if mandatory third-party consultation is necessary and advised of the revised statutory due date.

A deposit is required where the information will cost \$50.00 or more.

Where you are required to pay a deposit for information, the 30-day timeframe permitted for processing your request commences upon payment of the deposit.

In all cases Council may seek an applicant's agreement to extend the timeframe for a decision to release information by up to 30 days at a time. Council may do so any number of times.

Further information about applying under Freedom of Information is available on Council's website.

Right of Appeal

The Information Commissioner may decide to release the document the applicant requested in full, in part, or deny access in full.

If the applicant is not satisfied with the decision on their request, they may then apply to the Office of the Victorian Information Commissioner for a review of the decision.

Requests – Correction to 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, addressed to the Freedom of Information Officer and should specify-

- an address to where notices may be sent to the person making the request; and
- 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.

Requests may be lodged:

- In person at Council Offices (see page 5)
- By post, addressed to— Freedom of Information Officer, Hindmarsh Shire Council, PO Box 250, Nhill, Victoria, 3418.

Freedom of Information Officers

Freedom of Information Officers, as listed below, are responsible for:

- (a) initial receipt of and action upon FOI requests

- (b) inspection or purchase of Part II Statements on categories of documents, FOI arrangements and Publicity Services
- (c) initial receipt of an action upon FOI requests of records of other agencies in custody of the Hindmarsh Shire Council
- (d) inspection or purchase of documents available under section 8 of the FOI Act
- (e) inspection of documents found relevant to FOI requests, including listening to or viewing a tape

Petra Croot Manager Governance and Human Services Freedom of Information Officer Email: foi@hindmarsh.vic.gov.au	
Hindmarsh Shire Council Customer Service Centre 92 Nelson Street PO Box 250 Nhill 3418	Office hours: Monday to Friday 9.00am – 5.00pm

Right of appeal

If an applicant is dissatisfied with Council’s decision to refuse access to a document, defer access to a document, not waive or reduce a fee or not amend a document, they have the right to appeal that decision to the Victorian Information Commissioner.

Victorian Information Commissioner

PO Box 24274, Melbourne 3000

Telephone: 1300 006 842

Email: enquiries@foicommissioner.vic.gov.au

Website: www.foicommissioner.vic.gov.au

Statement 4: Publicity Materials

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

Hindmarsh is responsible for a number of communications services for residents, businesses and visitors.

Newsletters

Hindmarsh produces a fortnightly e-news and monthly newsletter for residents, businesses and visitors. These publications are available on our website or can be obtained by contacting our Customer Service Centres.

Social Media

Following Hindmarsh on social media is a great way to keep up to date with our latest news, events, consultation and services related information. We monitor our social media pages during business hours and aim to respond to all enquires as soon as possible. Social media sites and pages operated and managed by Hindmarsh include:

Facebook

- Hindmarsh Shire Council
- Hindmarsh Shire Youth Council
- Hindmarsh Shire Libraries
- Nhill Cinema
- Visit Hindmarsh
- Dimboola Town Committee
- Nhill Town Committee
- Yurunga Homestead
- Wimmera-Mallee Pioneer Museum
- Riverside Holiday Park Dimboola

Instagram

- Hindmarsh Shire Council
- HS Youth Council
- Hindmarsh Shire Libraries
- Visit Hindmarsh Shire Council

YouTube

- Hindmarsh Shire Council

Council also produces and distributes 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.

A wide range of publications can be downloaded from the Hindmarsh Shire Council website or by contacting Council offices on 03 5391 4444 or info@hindmarsh.vic.gov.au for copies. Search engines can also be used to locate them.

Statement 5: Policies and Procedures

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 –

- (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 Act or scheme administered by the agency, not being particulars contained in another act; or*
 - (ii) *Manuals, rules of procedures, statements or 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*

Freedom of Information Act 1982—section 8 (1)

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 Hindmarsh Shire Council's website and inspection and copies can be arranged by contacting the Governance Unit at the Nhill Council Office on 03 5391 4444.

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

Community and Economic development

- Youth Strategy
- Karen Community Plan 2017 – 2021
- Hindmarsh Sport and Recreation Strategy 2016
- Dimboola Community Precinct Plan 2016
- Jeparit Community Plan 2016 – 2019
- Rainbow Community Plan 2016 – 2019
- Nhill Community Precinct Plan 2016
- Economic Development Strategy 2015 – 2020
- Climate Change Adaption Strategy 2012

Aged and Disability Services

- Ageing and Inclusion Plan

Children's services

- Guide to National Quality Standard
- Australian Children's Education and Care Quality Authority

- Guide to the Education and Care Services National Law
- *Education and Care Services National Regulations 2011*
- Municipal Early Years Plan

Community relations

- Social Media Policy
- Media Policy
- VicRoads Agency Guide
- Department of Premier and Cabinet Public Relations Protocols
- Department of Immigration Citizenship Protocols

Corporate management

- Complaints Handling Procedure
- Public Interest Disclosure Procedure
- Social Media Policy
- Fraud Policy
- Corporate Credit Card Policy
- Financial Hardship Policy
- Strategic Resources Plan
- Procurement Policy
- Privacy Policy
- Dog Attack Investigation Procedure
- Occupational Health And Safety Policy
- Risk Management Policy
- Employee Code of Conduct
- Motor Vehicle Use Policy

Council Properties

- Nhill Aerodrome Master Plan

Emergency Management

- Municipal Fire Prevention Plan
- Country Fire Authority Guidelines
- Municipal Emergency Management Plan
- Pandemic Plan
- IT Disaster Recovery Plan

Governance

- Local Government Act 2020
- Local Government Act 1989
- Councillor Code of Conduct
- Public Interest Disclosure Policy and Procedure
- Governance Rules
- Complaints Handling Procedure
- Annual Budget
- Council Plan
- Council Vision (as contained with the Council Plan)

- Gifts and Hospitality Policy (Councillors)
- Gifts and Hospitality Policy (Council Employees)
- Councillor Expenses Policy
- Public Transparency Policy

Land Use and Planning

- Hindmarsh Planning Scheme

Local Law Enforcement

- Domestic Animal Management Plan
- Hindmarsh Shire Municipal Local Law

Parks and Reserves

- Tree Strategy

Public Health

- Municipal Health and Wellbeing Plan (contained within Council Plan)

Risk Management

- Risk Management Strategy
- Business Continuity Plan

Service Infrastructure

- Road Management Plan
- Roadside Pest and Weed Control Plan

Waste Management

- Waste Management Plan

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 within Council meeting minutes and they are available for download from the Hindmarsh Shire Council website.

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 Hindmarsh Shire Council website.

Council posts, reports and policies on the Hindmarsh Shire Council website and can be used to locate them. In addition copies can be made available for inspection or purchase by contracting the Governance Unit at Council's Nhill office on 5391 4444.

Reports, Statements and Submissions

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.

Annexure A

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Travel	Register	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	R12(a)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ	None
Agendas and minutes	Agendas and minutes	The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under s66 of the Act and are confidential information within the meaning of s3 of the Act	R12(b)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ	None
Returns of Delegations	Register	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 ss86(6) and 98(6)	R12(d)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Delegations by Council	Register	Council must keep a public register of delegations made under section 11 of the Act s.11(8) <i>Local Government Act 2020</i>	S11(8)	<i>Local Government Act 2020</i>	Public	Magiq Website	None
Delegations by CEO	Register	A Chief Executive Officer must keep a register of delegations made under section 47 of the Act s.47(7) <i>Local Government Act 2020</i>	S47(7)	<i>Local Government Act 2020</i>	Public	Magiq Website	None
Leases	Register	A document containing the details of all leases involving land which were entered into Council as lessor, including the lessee and the terms and value of the lease	R12(e)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ	None
Authorised officers	Register	A register maintained under s224(1A) of the Act of authorized officer appointed under that section	S12(f)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ	None
Donations and grants	Register	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	R12(g)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ	None
Public Health and Wellbeing Plan	Document	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	S26	<i>Public Health and Wellbeing Act 2008</i>	Public	MagiQ	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Campaign donation returns	Register	The CEO must retain an election campaign donation return for a period of four years from the date that it is given under 306	S306	<i>Local Government Act 2020</i>	Public	MagiQ	None
Councilor expense policy	Document	A Council must adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of delegated committees.	S41	<i>Local Government Act 2020</i>	Public	MagiQ	None
Councillor code of conduct	Document	A Council must develop a Councillor Code of Conduct	S139	<i>Local Government Act 2020</i>	Public	MagiQ	None
Primary and ordinary returns	Document	The Chief Executive Officer must prepare a summary of the personal interests information disclosed in the last personal interests return lodged with the Chief Executive Officer	S135	<i>Local Government 2020</i>	Public	MagiQ	None
CEO Remuneration	Document	A Council must develop, adopt and keep in force a Chief Executive Employment and Remuneration Policy ¹	S45	<i>Local Government 2020</i>	Public	MagiQ	None
Local Law	Document	The Council must ensure that a copy of a local law made under section 74 is available for inspection – (a) At the Council's office; and (b) On the Council's Internet site.	S75	<i>Local Government Act 2020</i>	Public	MagiQ and website	None

¹ Commencing July 2021

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Differential rates	Document	A Council which declares a differential rate must ensure that copies of the following information is available on its 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 property for the total rates and charges this represents; (d) Any other information which the Council considers it necessary to make available.	S161(3)	<i>Local Government Act 1989</i>	Public	MagiQ / website	None
Register of Building, Occupancy Permits and Temporary Approvals	Register	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	S31(2)	<i>Building Act 1993</i>	Public	Building office	None
Register of Occupancy Permits and Temporary Approvals	Register	Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available during officer hours for any person to inspect free of charge	S74(2)	<i>Building Act 1993</i>	Public	Building office	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Register of Orders	Register	Council is required to keep a register of all emergency orders, building notices or building orders given to Council, and make	S126(2)	<i>Building Act 1993</i>	Public	Building officer	None
Building permits	Document	Duty to make documents available on request of owner or mortgagee or person authorized in writing by owner or mortgagee	R50	<i>Building Regulations 2018</i>	Owner or mortgagee	MagiQ Documents	None
Neighborhood Safer Places Pan	Document	Duty to publish and make available Neighborhood Safe Places Plan	S50F(4)	<i>Country Fire Authority Act 1958</i>	Public	MagiQ	None
Dog and cat register	Register	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 fixed fee 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.	S18	<i>Domestic Animals Act 1994</i>	Public	Customer Service Centers (via Authority)	\$20
Licensing of Premises / Works Approval referral	Document	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	S20(8)(ba)	<i>Environment Protection Act 1970</i>	Public	MagiQ	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
		for any person to inspect free of charge					
Amendment of licence	Document	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	S20A(6)(ba)	<i>Environment Protection Act 1970</i>	Public	MagiQ	None
Food safety audits	Document	Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	S19U(4)	<i>Food Act 1984</i>	Public	MagiQ	None
Food Safety Audits	Document	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	S19UA(5)	<i>Food Act 1984</i>	Public	MagiQ	None
Registration	Document	Duty to make available information held in records, free of charge, on request if Council is the registration authority	S43(3)	<i>Food Act 1984</i>	Public	MagiQ	None
Food premises register	Register	Council must supply free of charge a certified copy of any entry in the Register to any person on request	S43(5)	<i>Food Act 1984</i>	Public	MagiQ	None
Freedom of Information Annual Report	Register	Council must supply free of charge a certified copy of an entry in the Register to any person on request.	S65AA(3)	<i>Freedom of Information Act 1982</i>	Public	MagiQ	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Freedom of Information on Part II Statement	Document	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.	S11 (2)(a)	<i>Freedom of Information Act 1982</i>	Public	MagiQ	None
Planning Scheme Amendment Submissions	Register	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, s21 (2)	<i>Planning and Environment Act 1987</i>	Public	Planning office	None
Planning scheme amendments	Document	(1) The planning authority may make the panel's report available at its office during office hours for any person 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	S26 (1) and (2)	<i>Planning and Environment Act 1987</i>	Public	Planning office	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
		<p>(b) 28 days have elapsed since it received the panel's report.</p> <p>(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.</p>					
Planning scheme amendments	Document	Responsible Authority with whom a copy of an approved amendment is lodged under s5G 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.	S4H	<i>Planning and Environment Act 1987</i>	Public	Planning office	None
Planning scheme amendments and schemes (approved)	Register	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, s41	<i>Planning and Environment Act 1987</i>	Public	Planning office	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
Planning scheme amendments and schemes (approved)	Register	Responsible authority must keep a copy of the planning scheme incorporating all amendments to it and of all amendments under s40 available at their respective offices for any person to inspect during office hours free of charge.	Division 4, s42	<i>Planning and Environment Act 1987</i>	Public	Planning office	None
Planning permit applications	Register	Council is 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, s49(1) and (2)	<i>Planning and Environment Act 1987</i>	Public	Planning office	None
Planning permit applications	Register	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 ss77, 78, 80 or 82 in relation to the 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	Part 4, Division 1, ss51 and 57(5)	<i>Planning and Environment Act 1987</i>	Public	Planning office	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
		(s57(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.					
Planning permit applications	Document	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.	S97G(6)	<i>Planning and Environment Act 1987</i>	Public	Planning office	None
Planning permit applications	Document	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.	S179(2)	<i>Planning and Environment Act 1987</i>	Public	Planning office	None
Planning permit applications	Document	Duty to make copy of matter considered under s60(1A)(g) available for inspection free of charge.	R25(a) and r25(b)	<i>Planning and Environment Regulations 2015</i>	Public	Planning office	None
Protected disclosure	Procedure documents	Duty to make procedures established under s58 available to the public and to staff and Councillors.	S59(4)	<i>Protected Disclosure Act 2012</i>	Public	MagiQ/website	None
Register of Public Roads	Register	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	S19(5)	<i>Road Management Act 2004</i>	Public	Infrastructure	None

Record	Type	Compliance	Section	Act	Access	Location of access	Charge
		hours, at the place or places determined by the road authority.					
Road Management Plan Review	Document	Duty to produce written report of review of road management plan and make report available	R9(2)	<i>Road Management (General) Regulations 2016</i>			
Management Plan	Document	Duty to keep copy of approved management plan available for inspection	S32H	<i>Water Act 1989</i>	Public	MagiQ	None