



*South Gippsland
Shire Council*

Freedom of Information

Part II Statement
Pursuant to the *Freedom of Information Act 1982*

South Gippsland Shire Council
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Prepared by the
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Introduction

This information has been produced by South Gippsland Shire Council (SGSC) in accordance with Part II of the *Freedom of Information Act 1982*.

It provides an overview of the various types of information available from SGSC and explains the freedom of information process.

The purpose, objective, role and function of Council are set out in the local government charter of the Local Government Act 1989. The purpose of council is to provide a system under which it performs the functions and exercises the powers conferred by the Local Government Act 1989 and any other Act for the peace, order and good government of their municipal offices.

A Council consists of its Councillors who are democratically elected. The primary objective of Council is to endeavour to achieve the best outcomes for the local community having regard for the long term and cumulative effects of decisions.

In seeking to achieve its primary objective, Council must have regard to the following facilitating objectives-

- a) to promote the social, economic and environmental viability and sustainability of the municipal district;
- b) to ensure that resources are used efficiently and effectively and services are provided in accordance with the Best Value Principles to best meet the needs of the local community;
- c) to improve the overall quality of life of people in the local community;
- d) to promote appropriate business and employment opportunities;
- e) to ensure that services and facilities provided by the Council are accessible and equitable;
- f) to ensure the equitable imposition of rates and charges;
- g) to ensure transparency and accountability in Council decision making.

Council is elected to provide leadership for the good governance of the municipal district and the local community. The role of Council includes-

- a) acting as a representative government by taking into account the diverse needs of the local community in decision making;
- b) providing leadership by establishing strategic objectives and monitoring their achievement;
- c) maintain the viability of the Council by ensuring that resources are managed in a responsible and accountable manner;
- d) advocating the interests of the local community to other communities and governments;
- e) acting as a responsible partner in government by taking into account the needs of other communities;
- f) fostering community cohesion and encouraging active participation in civic life.

The functions of a Council include-

- a) advocating and promoting proposals which are in the best interests of the local community;
- b) planning for and providing services and facilities for the local community;
- c) providing and maintaining community infrastructure in the municipal district;
- d) undertaking strategic and land use planning for the municipal district;

- e) raising revenue to enable Council to perform its functions;
- f) making and enforcing local laws;
- g) exercising, performing and discharging the duties, functions and powers of Councils under this Act and other Acts;
- h) any other function relating to the peace, order and good governments of the municipal district.

A Council may perform its functions inside and outside its municipal district. Council has the power to do all things necessary or convenient to be done in connection with the achievement of its objectives and the performance of its functions.

Freedom of Information

The *Freedom of Information Act* 1982 has applied to local government since 1 January 1994. Freedom of Information (FOI) gives members of the public:

- a right to information held by Ministers, state government departments, agencies, statutory authorities and local government authorities
- a legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files.

FOI Principles

Freedom of information embraces the principles that:

- members of the public have a legally enforceable right of access to government information
- government departments and agencies are required to publish information concerning the documents they hold
- people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended
- people may appeal against a decision by a government body not to give access to the information, or not to amend a personal record.

What information is made available under freedom of information?

People have a right to seek access to documents that were created or received by SGSC after 1 January 1989. Documents may take the form of:

- written documentation whether registered on file or not
- books
- maps
- films
- microfiche
- photographs
- computer printouts
- electronic mail
- tape recordings
- computer disks
- video tapes
- soundtracks

Exempt documents

In some instances, the right of access to some documents may be refused or limited by specific exemptions of the *Freedom of Information Act*. These exemptions are applied where it is deemed necessary for the protection of the public's interest, privacy or commercial reasons. Exempt documents fall into the following categories:

- internal working documents
- law enforcement documents
- documents containing material obtained in confidence
- documents relating to trade secrets
- documents relating to legal professional privilege
- documents affecting personal privacy
- Council documents subject to section 89(3) of the Local Government Act 1989
- disclosure is contrary to public interest

***Freedom of Information Act 1982* publication requirements**

The *Freedom of Information Act 1982* (Part II) requires Council to make available the following statements to provide more detail about SGSC and the types of information available to members of the public.

The statements consist of:

- Organisation and functions of Council
- Categories of documents maintained by Council
- Documents prepared by Council for publication or public inspection
- Subscriptions and mailing lists
- Freedom of information arrangements and responsible officers
- List of committees whose meetings are open to the public or minutes publically available
- Locations and hours of operation of libraries or reading rooms available for public use.

Statement 1 - Organisation and Functions of Council
Freedom of Information Act 1982, Section 7(1)(a)(i)

Snapshot of Council



FAST FACTS

- 28,936 Resident population
(ABS estimated resident population 2016)
- 8,751 people (47%) of the population is aged 50 or over
(the main age group)
- 2.4 average people per household
- 47 is the median age of people residing in the Shire
- 5% of the population have a non-English speaking background
- 30% of households are 'couples without children'
- 25% of households are 'couples with children'
- 27% are lone person households
- 26 Townships and Hamlets

ORGANISATIONAL STRUCTURE

COUNCILLORS

CHIEF EXECUTIVE OFFICER

MANAGER People & Culture

- Recruitment/Employee Relations
- Payroll
- Learning & Development
- OH&S/Return to Work

MANAGER Executive Support & Community Information

- Communications
- Media/Social Media/Web content
- Customer Service
- Community Engagement

DIRECTOR - CORPORATE & COMMUNITY SERVICES

MANAGER Finance, Risk & Procurement

- Accounting & Finance
- Rates
- Valuations
- Risk Management
- Procurement

MANAGER Community Services

- Aged & Disability
- Children & Family Services
- Community Programs
- Library Board
- Emergency Management
- Grants

MANAGER Innovation & Council Business

- Corporate Planning
- Councillor Support
- Council Business
- IT Systems & Support
- Information Management
- Business Improvement

DIRECTOR - SUSTAINABLE COMMUNITIES & INFRASTRUCTURE

MANAGER Engineering & Assets

- Engineering
- Community Construction Projects
- Design
- Asset Management
- Development Referrals from Planning

MANAGER Operations

- Roads & Drains
- Footpaths
- Kerb & Channel
- Plant/Fleet Management
- Workshop
- Routine Maintenance
- Construction
- Parks & Gardens

MANAGER Sustainable Communities

- Waste Management
- Sustainability
- Biodiversity
- Buildings & Property
- Accessibility
- Arts, Culture, Recreation & Youth
- Volunteers
- Section 86 Committees
- Road Safety/L2P

DIRECTOR - DEVELOPMENT SERVICES

MANAGER Planning

- Statutory Planning
- Strategic Planning
- Social Planning

MANAGER Economic Development & Tourism

- Economic Development & Tourism
- Visitor Information Centres
- Caravan Parks
- Coal Creek Community Park & Museum

MANAGER Regulatory Services

- Building & Planning Enforcement
- Local Laws
- Environmental Health

Functions of Council

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

- aged and disability services
- animal management
- arts and cultural services
- assets and civic facilities management
- building services
- children and family services
- community development
- economic development
- environmental management
- heritage
- leisure and recreation services
- maternal child health care
- open space planning
- parking management
- public health and safety
- roads, footpaths and drainage
- traffic safety
- transport planning
- strategic and statutory planning
- waste management & recycling
- youth services.

Council derives its powers and operates pursuant to many Acts, Regulations and Council Local Laws. The following indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

Legislation

- *Audit Act 1994*
- *Aboriginal Heritage Act 2006*
- *Building Act 1993*
- *Children Youth and Families Act 2005*
- *Climate Change Act 2010*
- *Conservation, Forests and Land Act 1987*
- *Crown Land (Reserves) Act 1978*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Domestic Animals Act 1994*
- *Education and Care Services National Law 2010*
- *Education and Training Reform Act 2006*
- *Electricity Safety Act 1998*
- *Emergency Management Act 1986*
- *Environment Protection Act 1970*
- *Estate Agents Act 1980*
- *Equal Opportunity Act 2010*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fire Services Property Levy Act 2012*
- *Flora, Fauna Guarantee Act 1988*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heritage Act 1995*
- *Housing Act 1983*
- *Impounding of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Information Privacy & Data Protection Act 2014*
- *Infringements Act 2006*
- *Land Act 1958*

- *Land Acquisition & 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*
- *Metropolitan Fire Brigade Act 1958*
- *Mineral Resources (Sustainable Development) Act 1990*
- *Planning and Environment Act 1987*
- *Pipelines Act 2005*
- *Protected Disclosures Act 2012*
- *Public Health and Wellbeing Act 2008*
- *Public Records Act 1973*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Sport and Recreation Act 1972*
- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Transport (Safety Schemes Compliance & Enforcement) Act 2014*
- *Valuation of Land Act 1960*
- *Victorian Grants Commission Act 1976*
- *Victoria State Emergency Service Act 2005*
- *Victorian Urban Development Authority Act 2003*
- *Water Act 1989*

Local Laws

- General Local Law 2014
- Waste Management Services Procedures 2014
- Footpath Trading Code
- Local Law No.3 2010 – Processes of Municipal Government (Meeting Procedures and Common Seal Governance) Local Law 2009

Decision making power

Council derives its decision making powers primarily from the *Local Government Act 1989*. Decisions of Council are made at Ordinary and Special Meetings and Special Committees (s.86) of Council.

The Ordinary Meeting of Council are usually held on the fourth Wednesday of every month at 2pm and takes place in the Council Chamber, 9 Smith Street, Leongatha. Agenda and Minutes of meetings from the past years are available on Council's website (www.southgippsland.vic.gov.au) or recent printed copies at municipal local libraries. Archived Agendas and Minutes are available at the South Gippsland Shire Council offices or the Public Records Office.

Further decision making aspects that deal with the day to day running of Council and its services are delegated by Council to the Chief Executive. This is known as the Instrument of Delegation and is available for inspection on Council's website:

http://www.southgippsland.vic.gov.au/info/20004/your_council/253/council_instruments_of_delegation

External policy consultation

Council regularly invites the community to participate in policy making through a variety of consultation mediums.

1. Email to Council's corporate email address: council@southgippsland.vic.com.au
2. Letters;
3. Invitations to make submissions – at Council's reception and local South Gippsland libraries.
4. Invitations to make submissions – on councils website.
5. Social media, Facebook
6. Involvement in various network groups, Section 86 or Advisory Committees;
7. Involvement in surveys, forums and workshops;
8. CEO and Mayoral invitations to address Council;
9. Public Presentation Sessions; and
10. Public Question Time at Ordinary Council Meetings.
11. Petition/ Joint Letters submitted to Ordinary Council Meetings.

There are a number of policies that support community engagement/ consultation.

Council are soon to adopt a Community Engagement Strategy that is proposed to be adopted at Ordinary Council Meeting 25 July 2018. The Community Engagement Strategy 2018-2022 is included in a suite of engagement documents that govern how Council interacts with the community and strives for engagement best practice.

The strategy outlines the importance of community engagement, when community engagement is appropriate, Council's ideas of success and goals to achieve an effective community engagement approach and required actions.

The strategy has been developed as a result of the Council Plan 2017-2021 that recognizes community sentiment for sharing their views and making an impact on how Council operates.

Communication and Engagement Policy:

http://www.southgippsland.vic.gov.au/downloads/file/143/c06_communication_and_engagement_policy_-_adopted_june_2014pdf

The Communication and Engagement Policy broadly define Council's approach to communication and engagement with the community across the full range of policy, program and service issues of Council.

Public Participation in Meetings with Council Policy:

http://www.southgippsland.vic.gov.au/downloads/file/1271/c65_public_participation_in_meetings_with_council_policy_-_adopted_26_april_2016

The Public Participation in Meetings with Council Policy sets the context for public participation to support informed decision making by Council as well as outlining the expected behaviour and required of participants attending Council meetings where public participation is involved.

Council's Public presentation information page sets out the date, times and application process to make a presentation to council:

http://www.southgippsland.vic.gov.au/info/20004/your_council/108/presenting_to_council

Council's Question to Council information page sets how to submit questions to an Ordinary Council Meeting:

http://www.southgippsland.vic.gov.au/info/20004/your_council/322/questions_for_council_meetings

Information detailing how to lodge petitions to Council is included on Council's website:

http://www.southgippsland.vic.gov.au/downloads/file/1120/petition_information_and_template

Council has also established a number of Advisory Committees (as provided under Statement 7) and participates in a variety of other community groups.

Statement 2 – Documents maintained by Council

Freedom of Information Act 1982, Section 7(1)(a)(ii)

Information management systems

SGSC operates a centralised records management system. The current records management software package in use for the recording and tracking of files and documents is HPE Content Manager software application. This is integrated with the (Pathway) Property based database which manages Building Applications/Permits, Planning Applications/Permits, Health Registered Premises, Rate Assessments, Waste Water and Local Laws Files.

Five types of file are maintained by the Corporate Information Management Unit:

1. Subject Files

Subject files contain information of a subjective nature which can also be related to either administrative issues, property or street files. The list of file titles is wide and varied.

These can include files that contain information relating to a specific street or road including:

- Drainage
- Street furniture and signs - litter cabinets, seats, telephone booths, direction and information signs etc.,
- Street construction and maintenance (not program information) - Road marking, pothole repairs, applications for footpath construction and repair of nature strips, kerb and channel
- Road closures - temporary or permanent
- Parking and Traffic Management
- Any other matter pertaining to the street including any decision made by Council / Committees and Officers relating to the street.

2. Property Files

Property files contain information on the technical aspects of the property including:

- *Rates* - Notices of Acquisition and Disposition, Land Information Certificate Applications and Occupier advice
- *Health* - Copies of Annual Registrations, Prosecutions, EPA orders included on property files (See Environmental Health Unit for Registered Premises files)
- *Local Laws* - Fire Hazard Notices, Prosecution, Unsightly Premises Orders, Animal Registrations and Complaints, Overhanging Tree Orders etc.
- *Valuations* - Objections, Complaints, Enquiries and correspondence
- *Building and planning information* which does not form part of an application / permit process
- Any decision made by Council / Committees and Officers relating to an individual property.

3. **Contract Management Files**

Contract Management files contain information in relation to the work leading up to the calling of tenders or request for quotations for the construction and/or maintenance of Council assets. Examples of documents held on Contract Management files include, but are not limited to:

- Asset location documents
- Correspondence between authorities
- Letters to and from residents in relation to the proposed works
- Plans/drawings
- Consultants reports and correspondence
- Internal memos (usually in the form of printed emails).

4. **Vital Records Holdings**

A vital records repository is also maintained which contains documents which contain vital information to Council. These include:

- Council Titles
- Leases
- Agreements
- Contracts.

In addition to the five file types maintained by the Corporate Information Management or relevant Council Business Unit there are also many other file series throughout the Council which are created and maintained by the relevant departments. These file types include:

5. **Unit Specific File Series**

- *Building Applications and Permits*: Files managed internally by Building Department including archiving and offsite storage
- *Planning Application*: Active files managed internally by Planning Department including archiving and offsite storage
- *Health Registered Premises*: Files managed internally by Environmental Health Unit in Pathway.
- *Recruitment Files*: Files managed internally by People and Culture Department
- *Personnel Files*: Files managed internally by People and Culture Department
- *Work Cover File*: Files managed internally by People and Culture Department
- *Immunisation Records*: Files managed by Family & Children's Services Department

6. Secondary storage and archived files

Secondary and archival records are stored at Council's secondary storage service provider, and the Public Records Office Victoria (PROV).

The majority of records stored at Council's secondary storage service provider are recorded and tracked via HPE Content Manager, although some older files are listed on Excel spreadsheets and manual indexes.

Records transferred to PROV are grouped by series class and date range and recorded manually in a register. Records transferred to PROV may be viewed directly by contacting the Victorian Archive Centre (PROV) details on their website <http://prov.vic.gov.au/>

7. Electronic media file type records

Large quantities of information are stored and accessed using electronic media such as:

- computer tapes
- disks
- plans
- drawings
- maps
- server drives

Statement 3 - Documents prepared by Council for publication or public inspection

Freedom of Information Act 1982, Section 7(1) (a) (iii)

Information Available for Inspection

The following information is required to be made available for public inspection pursuant to Regulation 12 of the *Local Government (General) Regulations 2015*.

- details of overseas and interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by Councillors and members of Council staff in the previous 12 months
- agendas and minutes for ordinary and special meetings kept under section 93 of the Act, except where such agendas and minutes relate to parts of meetings which have been closed to members of the public under section 89 of the Act, available at www.southgippsland.vic.gov.au
- minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months except where such minutes relate to parts of meetings which have been closed to members of the public under section 89 of the Act
- register of delegations kept under sections 87 and 98 of the Act
- a document containing details of all leases involving land which were entered into by the Council as lessor
- a register of authorised officers appointed under section 224 of the Act
- a list of donations and grants made by Council during the financial year

To arrange an inspection of these documents please contact June Ernst on (03) 5662 9200.

In accordance with the *Local Government Act 1989*, the following information is required to be made available for public inspection:

- the certified voters roll under sections 23A and 24B of the Act for the immediate past roll and the next roll being prepared
- Election campaign donations returns lodged by Candidates at the previous election
- Councillor reimbursement policy, available on Council's website at www.southgippsland.vic.gov.au
- Councillor Code of Conduct, available on Council's website at www.southgippsland.vic.gov.au
- Records of assemblies of Councillors
- Local Laws which are in force in the municipal district, available on Council's website at www.southgippsland.vic.gov.au
- the current Council Plan, available on Council's website at www.southgippsland.vic.gov.au and South Gippsland Shire Council
- the current Annual Plan available on Council's website at www.southgippsland.vic.gov.au and South Gippsland Shire Council
- the current Council Budget, available on Council's website at www.southgippsland.vic.gov.au and South Gippsland Shire Council
- the current Annual Report and the associated Auditors Report, available on Council's website at www.southgippsland.vic.gov.au

- www.southgippsland.vic.gov.au and South Gippsland Shire Council
- details of differential rates declared by Council (see Council Plan, available on Council's website at www.southgippsland.vic.gov.au and South Gippsland Shire Council
- the current Procurement Policy, available on Council's website at www.southgippsland.vic.gov.au and South Gippsland Shire Council
- copies of any quality or costs standards that have been adopted by Council.

Other registers

In accordance with the Building Act 1993, Building Regulations 2006 and the *Planning and Environment Act* 1987 certain documents are available for inspection. Please contact Council's Building Department or Planning Department for further information:

Ph: (03) 5662 9200

Email: council@southgippsland.vic.gov.au

Visit: South Gippsland Shire Council, 9 Smith Street, Leongatha

Other Documents maintained by Council

- Asset Management Strategy 2017 available on Council's website at www.southgippsland.vic.gov.au
- Domestic Animal Management Plan 2017-2021 available on Council's website at www.southgippsland.vic.gov.au
- Economic Development & tourism Strategy 2018-2020 available on Council's website at www.southgippsland.vic.gov.au
- Children and Families Plan 2016 – 2021 available on Council's website at www.southgippsland.vic.gov.au
- Municipal Fire Management Plan 2013-2016 available on Council's website at www.southgippsland.vic.gov.au
- Municipal Public Health & Wellbeing Plan 2017-2021 available on Council's website at www.southgippsland.vic.gov.au
- Paths & Trails Strategy 2017 available on Council's website at www.southgippsland.vic.gov.au
- Road Management Plan 2017 available on Council's website at www.southgippsland.vic.gov.au
- Sustainability Strategy 2016-2020 available on Council's website at www.southgippsland.vic.gov.au
- Waste Management Strategy 2016-2021 available on Council's website at www.southgippsland.vic.gov.au
- Tree Management Plan 2017 available on Council's website at www.southgippsland.vic.gov.au
- Volunteer Policy 2016 available on Council's website at www.southgippsland.vic.gov.au

The following internal policies, guidelines and procedures assist Council in making decisions.

- Anti-Discrimination, Bullying & Harassment Policy
- Asset Disposal Policy
- Building/Planning Breach Process
- Casual for a Cause Policy
- Code of Conduct for Staff Policy
- Code Red, Severe & Extreme Fire Danger Day Policy
- Corporate Dress and Uniform Policy
- Corporate Information Management Policy
- Councillor Notice of Motion: Operating Guidelines
- Councillor Vehicles Policy
- Domestic Animal Business Community Foster Care Network & Animal Registration Procedures
- Employee Assistance Policy
- Employee Leave Policy
- Film Policy
- First Aid Policy
- Fitness for work – Drugs and Alcohol in the workplace Policy
- Fundraising Policy
- Grievance Policy
- Guidelines for Making & Handling Protected Disclosures & Protected Disclosures Welfare Management Policy
- Infringement Issuing Procedure
- Infringement Notice Internal Review Procedure
- Infringement Notice Payment Plan Procedure
- Internal Wireless Network Access Policy
- Interview Expenses Policy
- IT Policy
- IT Security standards
- Learning and Development Policy
- Local laws After Hours Emergency Call Out Procedure
- Mobile and Storage Device Security Policy
- Mobile Phones Policy
- Motor Vehicle Policy
- Multifunction Printers and Printer Policy

- National Competition Policy
- Network Login Password Policy
- Off Site Work Policy
- Police and Working with Children Check Policy
- Policy Framework Policy
- Procurement Approval Levels Policy
- Recruitment Policy
- Rehabilitation & Return to Work Policy
- Reward and Recognition Policy
- Salary Sacrifice - Superannuation Policy
- Software Version Control Policy
- Staff Recognition Policy
- Strategy and Plan Management Policy
- Submissions from the Public – Section 223 Procedure
- Workstation Standard Operating Environment Policy

Other Documents retained by Council

- Agendas and Minutes of Council meetings (including resolutions/decisions of Council)
- Records of Assemblies of Councillors
- Correspondence (General and Councillor)
- Public and stakeholder consultation processes and outcomes
- Building, Planning permits and septic tank applications/permits and associated documents, including plans
- Local law permit applications and permits issued
- Cat & Dog registration applications and permits issued
- Residential parking permits applications and permits issued
- Internal administration documents relating to staff management and the operation of Council, including personnel records, organisational and staffing records, financial and resource management records, audit records, and internal operating procedures
- Tender evaluations
- Policies, guidelines, strategies and plans, including their development and implementation
- Legal documents, including Local Laws, contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advices, and court documents
- Disclosures of conflicts of interest
- Requests for information under the Freedom of Information Act 1982 and files and papers relevant to the consideration of these requests
- Standard Operating Procedures
- Annual and Financial Reports
- Records of administration and enforcement of legislation and Local Laws
- Reports prepared by external consultants
- Documents submitted by third parties

- Surveys, statistics, and data
- Departmental publications, including newsletters
- Training material
- Media releases and general advertising
- Mailing lists
- Written and verbal complaints received, and records of any subsequent investigations
- Risk management assessments
- Maternal and Child Health Records, including immunisation records

Council Register

In accordance with the **Local Government Act 1989**, the following documents are available for inspection:

- The exhibition voters' roll for a Council election for a period of 5 working days ending at 4pm on the entitlement date (s23A)
- The certified voters' roll for a Council election for the period beginning on the certification date and ending 30 days after the election (s24B)
- Copies of election campaign donation returns, summaries also available on Council's website
- A copy of Council's policy in relation to the reimbursement of expenses for Councillors and members of Council committees (s75B) – Councillors Reimbursement and Support Policy – available on Council's website
- A copy of the current Councillor Code of Conduct (s76C) available on Council's website
- If Council reappoints the Chief Executive Officer without first advertising the position, details of the total proposed total remuneration under the new contract (s94)
- A copy of any Council proposed local laws and explanatory documents setting out prescribed details in relationship to the local laws (s119)
- Copies of Local laws operative within the Shire of South Gippsland (s120) available on Council's website
- A copy of the current Council Plan (s125), available on Council's website
- A copy of the current Strategic Resource Plan (s126) summarised in Council Plan and also incorporated in Budget
- A copy of the Budget or Revised Budget v (s130) available on Council's website
- A copy of the Annual Report and associated Auditors Report on the Financial Statements (s131) available on Council's website
- Details regarding differential rates declared by Council (s161)
- Where Council has given public notice of an intention to declare a special rate, a special charge, or a combination of both, copies of the proposed declaration will be available for at least 28 days after the publication of the notice (s163)
- A copy of the current Procurement Policy (s186A)

- Copies of any quality or cost standards that have been adopted by Council (s208F) available on Council's website
- Copies of the Preliminary and Final Reports from the last Electoral Representation Review (s219F) available on Council's website
- Best Value Report in compliance with s208 A-J of the Local Government Act 1989

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, temporary approvals, and amendments (s74)
- A register of emergency orders, building notices, and building orders (s126)

Council's **Regulatory Services** Department is primarily responsible for maintaining this information.

In accordance with **Building Regulations 2006** the following is available upon request:

- Building and occupancy permits, certificates of final inspection, any current statements under Building Regulations 502 or 503, building notices, and building orders (r326[1])
- Information on the likelihood that a given property is susceptible to flood, termites 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(2))

Council's **Local Laws Department** is primarily responsible for maintaining the following information.

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

- A register of all registered dogs and cats (s18)

Council's **Environmental Health Department** is primarily responsible for maintaining the following information.

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

- Records of registrations, renewals and transfers in relation to particular food premises, including details of orders to suspend or revoke registration of food premises under Part 111 of the Act (s43)

Council's **Planning Department** is primarily responsible for maintaining the following information.

In accordance with Section 49 of 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;I)
- A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18;2I)
- A copy of panel hearing reports on submissions to amend a planning scheme (s26)
- 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 objections to permit applications and application for amendment of a 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)
- 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])

Council's **Planning Department** is primarily responsible for maintaining information in relation to planning applications.

Council's **Planning Department** is primarily responsible for maintaining information in relation to amendments to the planning scheme.

In accordance with the **Public Health and Wellbeing Act 2008**, the following documents are available for inspection

- *South Gippsland Shire Council Health and Wellbeing Plan 2013-2017*

Council's Corporate and Community Services Directorate is primarily responsible for maintaining this information. The Plan is available on Council's website www.southgippsland.vic.gov.au

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

- Council's Public Road Register is available for inspection at Council offices and libraries (s19)

Council's **Operations Department** is primarily responsible for maintaining this information.

Right of Inspection

Section 222 of the Local Government Act 1989 says that Council must ensure that a prescribed document (a document set out in Regulation 12 of the Local Government [General] Regulations 2015 is available for inspection at all reasonable times. A person is entitled upon payment of the relevant fee to inspect a prescribed document; and make a copy of a prescribed document.

Internet

In addition to producing many hardcopy brochures, reports and pamphlets etc., Council also publishes a great deal of important and useful information on its website www.southgippsland.vic.gov.au

Statement 4 – Subscriptions and mailing lists

Freedom of Information Act 1982, Section 7(1) (a) (iv)

Council Noticeboard

- SGSC Noticeboard advertisements appear in local papers each week and contain details of upcoming Council meetings and various statutory notices. The Noticeboard advertisements are also available online at www.southgippsland.vic.gov.au.

Statement 5 - Freedom of Information arrangements

Freedom of Information Act 1982, Section 7(1) (a) (v)

How to make a FOI request?

People wanting to make a freedom of information request must:

- make a request in writing
- describe the documents you want to access (provide sufficient detail to allow Council to identify and locate relevant documents)
- specify whether you want to inspect an original document or receive a copy of the original document
- pay the prescribed current FOI application fee (changes annually, please see application form on Council's website)
- send your request and application fee made payable to SGSC to:

Freedom of Information Officer
South Gippsland Shire Council
Private Bag 4, Leongatha Vic 3953

Or by email to council@southgippsland.vic.gov.au

Fees may be paid by credit card over the phone.

The Freedom of Information Officer will respond to your request as quickly as possible.

Where the Freedom of Information Officer decides to refuse, partially grant or defer access, the applicant will be notified in writing of the reason for refusal, partial access or deferral.

Right of appeal

If an applicant is dissatisfied with the Freedom of Information Officer's decision to refuse access to a document; defer access to a document; not waive or reduce an application fee (whether or not the fee has already been paid by the applicant) or not amend a document (in accordance with section 39) the applicant may appeal the decision to the FOI Commissioner for review:

Victorian Information Commissioner
PO Box 24274
Melbourne. VIC, 3001
Tel: 1300 006 842
Email: enquiries@ovic.vic.gov.au
Web: www.ovic.vic.gov.au

Additional charges

In some instances, further charges may apply in addition to the application fee. Where this is the case, the applicant will be advised of the estimated additional costs prior to processing the FOI application.

Waiver of fee and charges

The application fee and charges may be waived in some circumstances, generally in relation to instances of demonstrated personal hardship or matters in the public interest.

Like to know more about fees and charges?

For more information about fees, charges, and waiving costs, contact:

Freedom of Information Officer
South Gippsland Shire Council
Ph: (03) 5662 9200
Email: council@southgippsland.vic.gov.au

Or visit www.southgippsland.vic.gov.au

Statement 6 – Officers responsible for requests to access documents

Freedom of Information Act 1982, Section 7(1)(a) (vi)

Principal Officer

Tim Tamlin Chief Executive Officer

Telephone: 5662 9200, email council@southgippsland.vic.gov.au

Freedom of Information Officer

Mrs Vanessa Adams
South Gippsland Shire Council
Private Bag 4, Leongatha Vic 3953 Ph: (03) 5662 9200
Fax: (03) 5662 3754
Email: council@southgippsland.vic.gov.au

Statement 7 - List of Committees whose meetings are open to the public or minutes publically available

Freedom of Information Act 1982, Section 7(1)(a) (vii)

Council is represented on a broad range of internal, state and regional organisations and committees, including the following:

Associations

- Municipal Association of Victoria (MAV)

Boards

- West Gippsland Regional Library Board
- Leongatha Education Precinct (LEP) – Governance Board

External Committees

- Leongatha Recreation Reserve Cttee
- Municipal Association of Victoria (MAV) Environment Committee
- South East Australian Transport Strategy Inc (SEATS)
- Gippsland Local Government Network (GLGN)
- Regional Aboriginal Justice Advisory Committee (RAJAC) Gippsland Region
- Roadsafe Gippsland
- Southwest Gippsland Transport Users
- Coastal Agency Liaison Group
- Rural Finance Counselling Service
- Municipal Association of Victoria (MAV) Planning Committee
- MAV Transport and Infrastructure Committee
- Alliance of Councils for Rail Freight Development -

Council Special Committees

- Chief Executive Officer Review Committee

Council and Local Advisory Committees

- Active Retirees Advisory Committee
- Audit Committee
- Active Retirees Advisory Committee
- Municipal Emergency Management & Planning Committee
- Mossvale Park Advisory Committee
- Toora Railway Reserve Park Advisory Committee
- Economic Development and Tourism Steering Committee
- Municipal Emergency Management Planning Committee

Other Committees

- Australia Day Awards
- Port Welshpool Marina Precinct Reference Group
- Australia Wide Rural Road Group
- Gippsland Local Government Waste Forum
- Prom Country Regional Tourism Committee
- South Gippsland Community Weeds Taskforce
- Great Southern Rail Trail Committee of Management

Statement 8 - Locations and hours of operation of libraries or reading rooms available for public use

Freedom of Information Act 1982, Section 7(1)(a) (viii)

Leongatha Library

2 Smith Street
Leongatha VIC 3953

Monday	10am-6pm
Tuesday	10am-7pm
Wednesday	10am-6pm
Thursday	10am-6pm
Friday	10am-6pm
Saturday	10am-1pm
Sunday	Closed

Korumburra Library

165 Commercial Street
Korumburra VIC 3950

Monday	10am-5.00pm
Tuesday	10am-5.30pm
Wednesday	10am-5.30pm
Thursday	10am-5.30pm
Friday	Closed
Saturday	10am-12noon
Sunday	Closed

Foster Library

Main Street
Foster VIC 3960

Monday	Closed
Tuesday	10am-5pm
Wednesday	Closed
Thursday	2pm-6pm
Friday	10am-5pm
Saturday	10.00am-1pm
Sunday	Closed

Mirboo North Library

Ridgway
Mirboo North VIC 3871

Monday	Closed
Tuesday	10am-6pm
Wednesday	2pm-5pm
Thursday	2pm-7pm
Friday	Closed
Saturday	9.30am-1pm
Sunday	Closed

Poowong Library

18 Ranceby Road
Poowong VIC 3988

Monday	Closed
Tuesday	Closed
Wednesday	Closed
Thursday	3.30pm-5.30pm
Friday	11am-12.30pm / 1.30-4.30pm
Saturday	Closed
Sunday	Closed