

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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1. Introduction of the Freedom of Information Part II Statement

1.1 Introduction

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

It provides an overview of the various types of information available from SGSC and explains the freedom of information process. We encourage you to review these statements and search our website, then contact us if you cannot locate the information you seek before making a formal Freedom of Information (FOI) request. In some instances, we will be able to provide you with the information you are seeking without going through a formal process.

1.1.1 The role of Council is set out in s.8 of the *Local Government Act 2020 (2020 Act)*. as follows:

- 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 s.9;*
 - b) *The Councillors of the Council perform their roles in accordance with s.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 function 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.*

1.1.2 Under s.4 of the 2020 Act, Local Government is constituted as a democratically elected tier of Government in Victoria. Councils are constituted as representative bodies that are accountable, transparent, collaborative, efficient and engaged with communities. Councils have the functions and powers necessary to enable Councils to perform their role.

1.2 Freedom of Information Act 1982

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

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- b. a legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files.

1.3 Freedom of Information Principles

1.3.1 FOI embraces the principles that:

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- c. people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended; and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

1.4 What information is Made Available Under Freedom of Information?

1.4.1 People have a right to seek access to documents that were created or received by SGSC after 1 January 1989.

1.4.2 Documents may take the form of:

- | | |
|--|-------------------|
| a. written documentation whether registered on file or not | g. books |
| b. maps | h. films |
| c. microfiche | i. photographs |
| d. computer printouts | j. electronic map |
| e. tape recordings | k. computer disk |
| f. video tapes | l. soundtracks |

1.5 Exempt Documents

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

1.5.1 Exempt documents fall into the following categories:

- | | |
|--|---|
| a. Internal working documents. | g. Documents relating to IBAC |
| b. Law enforcement documents. | h. Documents affecting national security, defence or international relations |
| c. Documents containing material obtained in confidence. | i. Disclosure is contrary to public interest. |
| d. Documents relating to trade secrets. | j. Council documents declared confidential under the <i>Local Government Act 2020</i> . |
| e. Documents relating to legal professional privilege. | |
| f. Documents affecting personal privacy. | |

1.6 Freedom of Information Act Publication Requirements

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

1.6.2 The seven statements consist of:

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

2. Statement 1: Organisation and Functions of Council

The South Gippsland Shire is located in South-east Victoria. The South Gippsland Shire Council is divided into three Wards consisting of Strzelecki, Tarwin Valley and Coastal-Promontory. For South Gippsland Shire and Community Statistics, please visit https://www.southgippsland.vic.gov.au/homepage/125/shire_and_community_statistics

The Organisational Structure consists of the Councillors, the Chief Executive Officer and Directors responsible for Departments providing a wide range of services. To view the Organisation Structure, please visit the below link: https://www.southgippsland.vic.gov.au/downloads/file/2378/org_structure_nov_2017

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1) (A) (I)

2.1 Functions of Council

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

- Arts Cultural and Visitor Economy
- Assets Management
- Biodiversity
- Building Services
- Children and Family services
- Community Strengthening
- Economic Development
- Environmental Health
- Footpath, Kerb & Channel
- Recreation
- Routine Maintenance
- Immunisation

- Parks and Gardens
- Public Amenities
- Local Laws
- Roads and Drains
- Strategic and Statutory planning
- Waste Management

2.2 Legislation

2.2.1 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:

- Audit Act 1994
- Aboriginal Heritage Act 2006
- Building Act 1993
- Catchment and Land Protection Act 1994
- Charter of Human Rights and Responsibilities Act 2006
- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005
- Climate Change Act 2017
- Conservation, Forests and Land Act 1987
- Country Fire Authority Act 1958
- Crown Land (Reserves) Act 1978
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Disability Act 2006
- Domestic Animals Act 1994
- Domestic Building Contracts Act 1995
- Education and Care Services National Law 2010
- Education and Training Reform Act 2006
- Electricity Safety Act 1998
- Emergency Management Act 1986 and 2013
- Environment Protection Act 2017
- Estate Agents Act 1980
- Equal Opportunity Act 2010
- Fences Act 1968
- Filming Approval Act 2014
- Fire Rescue Victoria Act 1958
- Fire Services Property Levy Act 2012
- Flora, Fauna Guarantee Act 1988
- Food Act 1984
- Freedom of Information Act 1982
- Gambling Regulation Act 2003
- Gender Equality Act 2020
- Graffiti Prevention Act 2007
- Health Records Act 2001
- Heavy Vehicle National Law Application Act 2013
- Heritage Act 2017
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Infringements Act 2006
- Land Act 1958
- Land Acquisition & Compensation Act 1986
- Libraries Act 1988
- Liquor Control Reform Act 1998
- Livestock Disease Control Act 1994
- Local Government Acts 1989 and 2020

- Magistrates Court Act 1989
- Major Transport Projects Facilitation Act 2009
- Mineral Resources (Sustainable Development) Act 1990
- National Parks Act 1975
- Planning and Environment Act 1987
- Pipelines Act 2005
- Prevention of Cruelty to Animals Act 1986
- Public Interest Disclosures Act 2012
- Public Health and Wellbeing Act 2008
- Public Records Act 1973
- Rail Safety National Law Application Act 2013
- Residential Tenancies Act 1997
- Retail Leases Act 2003
- Road Management Act 2004
- Road Safety Act 1986
- Rooming House Operators Act 2016
- Second Hand Dealers and Pawnbrokers Act 1989
- Service Victoria Act 2018
- Sex Work Act 1994
- Sheriff Act 2009
- Shop Trading Reform Act 1996
- Sport and Recreation Act 1972
- Subdivision Act 1988
- Summary Offences Act 1966
- Taxation Administration Act 1997
- 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 Environmental Assessment Council Act 2001
- Victorian Local Government Grants Commission Act 1976
- Victoria State Emergency Service Act 2005
- Victorian Civil and Administrative Tribunal Act 1998
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Victorian Planning Authority Act 2017
- Development Victoria Act 2003
- Water Act 1989

2.3 Local Laws

2.3.1 South Gippsland Shire Council Local Laws:

- a. General Local Law 2014
- b. Local Law No.2 2020

2.4 Decision Making Power

Council derives its decision-making powers primarily from the *Local Government Act 2020*. Decisions of Council are made at Council Meetings and Delegated Committees of Council. Some decisions are made by Community Asset Committees appointed by the Chief Executive Officer (formerly Section 86 Committees) for community facilities.

Council Meetings are usually held on the fourth Wednesday of every month in the Council Chamber, 9 Smith Street, Leongatha. Agenda and Minutes of meetings are available on Council's website (www.southgippsland.vic.gov.au), or at municipal local libraries. Archived Agendas and Minutes are available at the Council offices or the Public Records Office.

In addition to powers provided to the Chief Executive Officer in the *Local Government Act 2020*, further decision-making, dealing with the day to day running of Council and its services, are delegated by Council to the Chief Executive Officer through an *Instrument of Delegation*. There are further delegations relating to specific duties, functions or powers under various pieces of legislation that are delegated by Council to nominated positions/Officers. The delegation from Council to Chief Executive Officer are available on the website:

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

The Chief Executive Officer has the ability to sub-delegate duties, functions and powers to nominated positions. These registers of delegations are available for inspection, upon request.

Council and the Chief Executive Officer can also issue instruments of appointment and authorisation to individual Officers. The register of Authorised Officers Appointed is available for inspection, upon request.

2.5 Community Consultation

2.5.1 Council regularly invites the community to participate in policy making through a variety of consultation mediums. Policies, strategies and information guides that support community engagement/consultation and are highlighted in the below paragraphs. These can be accessed on Council's website at:

Policies: www.southgippsland.vic.gov.au/info/20004/your_council/97/council_policies

Strategies: www.southgippsland.vic.gov.au/info/20004/your_council/274/council_strategies

- a. *Community Engagement Policy and Community Engagement Strategy*,
[Community Engagement Strategy 2020 2024 FINAL Adopted.pdf](#)
[Community Engagement Strategy 2020 2024 FINAL Adopted.pdf](#)
- b. '*Community Day*' - application process to make a presentation to Council:
www.southgippsland.vic.gov.au/info/20004/your_council/108/presenting_to_council
- c. '*Questions for Council Meetings*' application process to submit questions to a scheduled Council Meeting:
www.southgippsland.vic.gov.au/info/20004/your_council/322/questions_for_council_meetings
- d. Lodging a valid petition to Council:
www.southgippsland.vic.gov.au/downloads/file/1120/petition_information_and_template
- e. Governance Rules 2020 (C82):
<https://www.southgippsland.vic.gov.au/governancerules>

- f. Council has also established a number of Advisory Committees (as provided under Chapter 8 - Statement 7) and participates in a variety of other community groups.

3. Statement 2: Documents Maintained by Council

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1)(A)(II)

3.1 Information Management Systems

SGSC operates a centralised records management system. 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:

3.1.1 Subject Files

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

3.1.2 Property Files

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

- a. Rates
- b. Health
- c. Local Laws
- d. Valuations
- e. Building and planning information which does not form part of an application / permit process
- f. Any decision made by Council / Committees and Officers relating to an individual property.

3.1.3 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.

3.1.4 Vital Records Holdings

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

- a. Council Titles
- b. Leases

- c. Agreements
- d. Contracts.

3.1.5 Department Specific File Series

In addition to the five file types maintained by the Corporate Information Management, there are also many other file series throughout the Council which are created and maintained by the relevant Departments. Examples of these file types include:

- a. Building Applications and Permits
- b. Planning Application
- c. Health Registered Premises
- d. Recruitment Files
- e. Personnel Files
- f. Immunisation Records

3.1.6 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).

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/>

3.1.7 Electronic media file type records

Large quantities of information are stored and accessed using electronic media.

4. Statement 3: Documents Prepared by Council for Publication or Public Inspection

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1) (A) (III)

4.1 Information Available for Inspection

4.1.1 The following information is required to be made available for public inspection pursuant to Regulation 6, 7, 8 and 12 of the *Local Government (General) Regulations 2015*, or updated in accordance with the *Local Government Act 2020*. There may be changes to this information once the *Local Government Act 2020* regulations are gazetted.

- a. 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;
- b. 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/;

- c. Minutes of Special Committees established under s.65 of the *Local Government Act 2020* held over the past twelve months;
- d. register of Delegations by Council made under s.11 of the *Local Government Act 2020*;
- e. register of Delegations by the Chief Executive Officer made under s.47 of the *Local Government Act 2020*, including Community Asset Committees;
- f. a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee;
- g. a register of authorised officers appointed under section 224 of the *Local Government Act 1989*;
- h. a list of donations and grants made by Council in the previous twelve months;
- i. summary of Personal Interests in accordance with ss 135 and 136 of the *Local Government Act 2020*; and
- j. submissions received under s. 223 of the *Local Government Act 1989* until its repeal or received through an equivalent significant formal community engagement process undertaken by Council.

To arrange an inspection of these documents please contact the Freedom of Information Officer on (03) 5662 9200.

4.1.2 In accordance with the *Local Government Act 1989*, or *Local Government Act 2020* where required, the following information is required to be made available for public inspection:

- a. *Councillor Support and Expenditure Policy*, available on Council's website at www.southgippsland.vic.gov.au;
- b. *Councillor Code of Conduct*, available on Council's website at www.southgippsland.vic.gov.au;
- c. Local Laws and proposed Local Laws, available on Council's website at www.southgippsland.vic.gov.au;
- d. the current Council Plan, available on Council's website at www.southgippsland.vic.gov.au;
- e. the current Council Budget, available on Council's website at www.southgippsland.vic.gov.au;
- f. the current Annual Report and the associated Auditors Report, available on Council's website at www.southgippsland.vic.gov.au;
- g. details of differential rates declared by Council (see Council's Budget, available on Council's website at www.southgippsland.vic.gov.au);
- h. the current *Procurement Policy*, available on Council's website at www.southgippsland.vic.gov.au;
- i. Councillors Gift Register;
- j. Council Staff Gift Register;
- k. Copies of election campaign donation returns, summaries are also available on the website;

- l. Conflicts of Interest disclosed by Councillors or Council Staff; and
- m. Terms of reference or charters for Council established Delegated or joint Delegated Committees and Community Asset Committee appointed by the Chief Executive Officer.

4.2 Other Registers

4.2.1 In accordance with the *Building Act 1993*, *Building Regulations 2018* 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:

Contact Details: (03) 5662 9200

Email: council@southgippsland.vic.gov.au

Main Office location: South Gippsland Shire Council, 9 Smith Street,
Leongatha

4.3 Other Adopted Documents Maintained by Council

4.3.1 Council has a suite of adopted strategies, plans and policies that provide direction in relation to a wide range of Council services and good governance responsibilities. These may include overarching strategic directions or subject specific detailed plans. These adopted strategies, plans and policies are available on Council's website at www.southgippsland.vic.gov.au.

4.3.2 Council has a suite of internal operational policies, guidelines and procedures that enable the effective working of the organisation. These may be broad directions for all Departments to operate in a consistent manner, or may be relevant to assist particular Departments to deliver their services.

Some internal policies, guidelines or procedures may be published on the website where they may be relevant to assist the community interact with Council.

4.4 Council Register

4.4.1 In accordance with the ***Local Government Act 2020***, the following documents are currently available for inspection:

- a. The certified voters' roll for a Council election for the period beginning on the certification date and ending one month after the election (s251);
- b. Copies of election campaign donation returns, summaries also available on Council's website (s307)
- c. A copy of Council's policy in relation to the reimbursement of expenses for Councillors and members of Council committees (s41) – *Councillor Support and Expenditure Policy* – available on Council's website;
- d. A copy of the current Councillor Code of Conduct available on Council's website (s139);
- e. A copy of the current Chief Executive Officer Employment and Remuneration Policy available on Council's website (s45);

- f. A copy of any Council proposed local laws and objectives and intended effect of the proposed local law (s73);
 - g. Copies of Local laws operative within the Shire of South Gippsland available on Council's website (s75);
 - h. A copy of the current Council Plan (s90), available on Council's website;
 - i. A copy of the current Financial Plan (s91), available on Council's website;
 - j. A copy of the current Asset Plan (s92), available on Council's website;
 - k. A copy of the Revenue and Rating Plan (s93)
 - l. A copy of the Budget or Revised Budget v (ss 94 & 95) available on Council's website;
 - m. A copy of the Annual Report and associated Auditors Report on the Financial Statements (ss 98, 99 & 100) available on Council's website;
 - n. Details regarding differential rates declared by Council (s161 *Local Government Act 1989*);
 - o. 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 *Local Government Act 1989*);
 - p. A copy of the current *Procurement Policy* (s109); available on Council's website;
- 4.4.2 In accordance with the **Building Act 1993** the following documents are available for inspection:
- a. A register of building permits (s31);
 - b. A register of occupancy permits, temporary approvals, and amendments (s74); and
 - c. A register of emergency orders, building notices, and building orders (s126).
- 4.4.3 In accordance with **Building Regulations 2018** the following is available upon request:
- a. Building and occupancy permits, certificates of final inspection, any current statements under Building Regulations 502 or 503, building notices, and building orders (r326[1]);
 - b. 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));
 - c. Approval dates of the mandatory notification stages for building works (r326(2)).
- 4.4.4 In accordance with the **Domestic Animals Act 1994** a register of all registered dogs and cats (s18) is available for inspection.
- 4.4.5 In accordance with the **Food Act 1984** the following documents are available for inspection:
- a. 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).
- 4.4.6 In accordance with s.49 of the **Planning and Environment Act 1987** the following documents are available for inspection:
- a. A copy of Victorian Planning Provisions and any amendments to Victorian Planning Provisions (s4H;l);

- b. A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18; 2l);
 - c. A copy of panel hearing reports on submissions to amend a planning scheme (s26);
 - d. A copy of an amended planning scheme (s42);
 - e. 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);
 - f. 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);
 - g. Copies of Council issued permits (s70);
 - h. 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)).
- 4.4.7 In accordance with the **Public Health and Wellbeing Act 2008**, South Gippsland Shire Council Health and Wellbeing Plan is available for inspection on Council's website <https://www.southgippsland.vic.gov.au> .
- 4.4.8 In accordance with the **Road Management Act 2004** Council's Public Road Register is available for inspection at Council offices (s19).

4.5 Right of Inspection

- 4.5.1 Section 58(b) of the *Local Government Act 2020* requires that Council information be publicly available unless certain circumstances apply. A person is entitled upon payment of the relevant fee, where applicable, to inspect a prescribed document.

4.6 Internet

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

5. Statement 4: Subscriptions and mailing lists

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1) (A) (IV)

5.1 Council Noticeboard

- 5.1.1 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.

5.2 In The Know

- 5.2.1 Council maintains a fortnightly email-based community engagement newsletter that community members can subscribe to receive. The newsletter provides subscribers with updates on what is happening at Council and gives opportunities for feedback to be given to Council. Copies of the newsletter are also available online at www.southgippsland.vic.gov.au/intheknow.

5.3 Other Newsletters

5.3.2 Council has a number of other newsletters which community members can subscribe to including:

- a. Arts Newsletter [Art in South Gippsland | South Gippsland Shire Council](#)
- b. Community 55+ [Community 55+ | South Gippsland Shire Council](#)
- c. Business [Business Newsletters | South Gippsland Shire Council](#)

6. Statement 5: Freedom of Information Arrangements

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1) (A) (V)

6.1 How to Make a Freedom of Information (FOI) Request?

6.1.1 People wanting to make a freedom of information request must:

- a. make a request in writing. A form is provided on Council website, please view the form here:
https://www.southgippsland.vic.gov.au/downloads/file/356/freedom_of_information_-_application_form
- b. describe the documents you want to access (provide sufficient detail to allow Council to identify and locate relevant documents);
- c. specify whether you want to inspect an original document or receive a copy of the original document;
- d. pay the prescribed current FOI application fee (changes annually, please see application form on Council's website); and
- e. send your request and application fee made payable to South Gippsland Shire Council to:

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

Or by email to: foi@southgippsland.vic.gov.au

Fees may be paid by cheque, credit card or cash.

Where applicable these may be mailed, paid by phone or at the Council's Customer Service Centre. 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.

6.2 Right of Appeal

6.2.1 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 of the *FOI Act*) the applicant may appeal the decision to the FOI Commissioner for review.

6.2.2 For your review application to be valid, it must:

- a. be made within 28 days of you receiving the decision;
- b. be in writing;
- c. identify the relevant agency or Minister; and
- d. identify the decision you would like reviewed.

6.2.3 The FOI Act requires the Information Commissioner or Public Access Deputy Commissioner to complete their review of a decision within 30 days of receiving your application.

Victorian Information Commissioner
PO Box 24274
Melbourne VIC 3001

Contact Details: 1300 006 842

Email: enquiries@ovic.vic.gov.au

Website: www.ovic.vic.gov.au

6.3 Additional Charges

6.3.1 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, until payment is received processing is paused.

6.4 Waiver of Fee and Charges

6.4.1 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.

6.5 Like to Know More About Fees and Charges?

6.5.1 For more information about fees, charges, and waiving costs, contact, please visit the link below:
https://www.southgippsland.vic.gov.au/info/20004/your_council/112/freedom_of_information

Or contact the Freedom of Information Officer:

Main Office location: South Gippsland Shire Council, 9 Smith Street,
Leongatha

Contact Details: (03) 5662 9200

Email: council@southgippsland.vic.gov.au

Website: www.southgippsland.vic.gov.au

7. Statement 6: Officers Responsible for Requests to Access Documents

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1)(A) (VI)

7.1 SGSC Freedom of Information Officers

PRINCIPAL OFFICER

Kerryn Ellis Chief Executive Officer

Contact Details: (03) 5662 9200,

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8. Statement 7: List of Committees whose Meetings are Open to the Public or Minutes Publicly Available

FREEDOM OF INFORMATION ACT 1982, SECTION 7(1)(A) (VII)

8.1 Council's Representation

8.1.1 Council is represented on a broad range of internal, state and regional organisations and committees. The Council Committees, Boards and other bodies that are part of Council or established by Council for the purposes of advising Council and whose meetings are open to the public or the minutes of these meetings are available for public inspection include the following:

8.2 Boards

Myli - My Community Library Ltd Board

8.3 Council Delegated Committees

Council from time to time appoints Delegated Committees to undertake specific functions with powers to enact those functions. At the time of writing no Delegated Committees have been appointed.

8.4 Community Asset Committees

Council is establishing Community Asset Committee under s 65 of the *Local Government Act 2020*, formed originally under s 86 of the *Local Government Act 1989*. These committees have delegations for the management of facilities: To view the Community Asset Committees, please visit https://www.southgippsland.vic.gov.au/homepage/177/section_86_committees

8.5 Other Advisory Committees of Council Not Open to The Public

- Australia Day Awards
- Audit and Risk Committee
- Active Retirees Advisory Committee
- South Gippsland Art Advisory Committee
- Municipal Emergency Management & Planning Committee
- Mossvale Park Advisory Committee

9. 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)

The locations and hour of operations of libraries can be found via the below link:

<https://www.southgippsland.vic.gov.au/libraries>