

# Part II Statement Freedom of Information

Corangamite Shire

July 2024

# Part II Statement



## Publication Requirements

### Purpose

The Freedom of Information (FOI Act) 1982, Part II sets out the requirements for agencies to supply a statement to help individuals and organisations to effectively exercise their right to obtain access to government information. This statement is to help with identifying what role Corangamite Shire Council undertakes, how it goes about its business and what records it holds.

### Responsibility

Each agency in the scope of the legislation (FOI Act) are prescribed to prepare statements under Part II of the FOI Act. Responsibility for ensuring that these statements are published rests with the Principal Officer. Statements are considered published if they are available for sale or distribution to the public on request.

### Publication

There are six areas that must be included in a Part II Statement, which together make up a Part II Statement. They are as follows.

		<b>Section of FOI Act</b>
<b>1</b>	<b>Information concerning functions of agency</b>	Section 7
	Organisation and function	Section 7(1)(a)(i) and (viii)
	Decision Making Powers	Section 7(1)(a)(i)
	Consultative Arrangements	Section 7(1)(a)(i)
<b>2</b>	<b>Categories of Documents</b>	Section 7(1)(a)(ii)
<b>3</b>	<b>Freedom of Information Arrangements</b>	Section 7(1)(a)(v) and (vi)
<b>4</b>	<b>Publicity Services</b>	Section 7(1)(a)(iv)
<b>5</b>	<b>Procedures, Policies and Guidelines</b>	Section 8
<b>6</b>	<b>Report Literature</b>	Section 11

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## Statement 1. Organisation and Functions (7(1)(a)(i), (vii), (viii))

*A statement setting out particulars of the organisation and functions of the agency, indicating, as far as practicable the decision-making powers and other powers affecting members of the public that are involved in those functions and particulars of any arrangement that exists for consultation with, or representation by, bodies and persons outside the government administration in relation to the formulation of policy in, or the administration of, the agency. [Section 7(1)(a)(i)]*

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

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

## Establishment

Corangamite Shire Council was established in September 1994, resulting from the amalgamation of the Town of Camperdown, Hampden and Heytesbury Shires. Corangamite Shire is represented by seven Councillors from five wards, who work to represent their communities, and also to ensure the whole Shire benefits from sound and transparent decision-making across all areas of Council business. Council's Wards are: North, Central, South Central, Coastal and South West.



## **Principal Officer**

Corangamite Shire Council's Principal Officer is the Chief Executive Officer,  
Mr David Rae

## **Address**

Civic Centre  
181 Manifold Street  
Camperdown, Victoria 3260  
Ph (03) 5593 7100  
[shire@corangamite.vic.gov.au](mailto:shire@corangamite.vic.gov.au)

## **Our Vision**

A connected and thriving community.

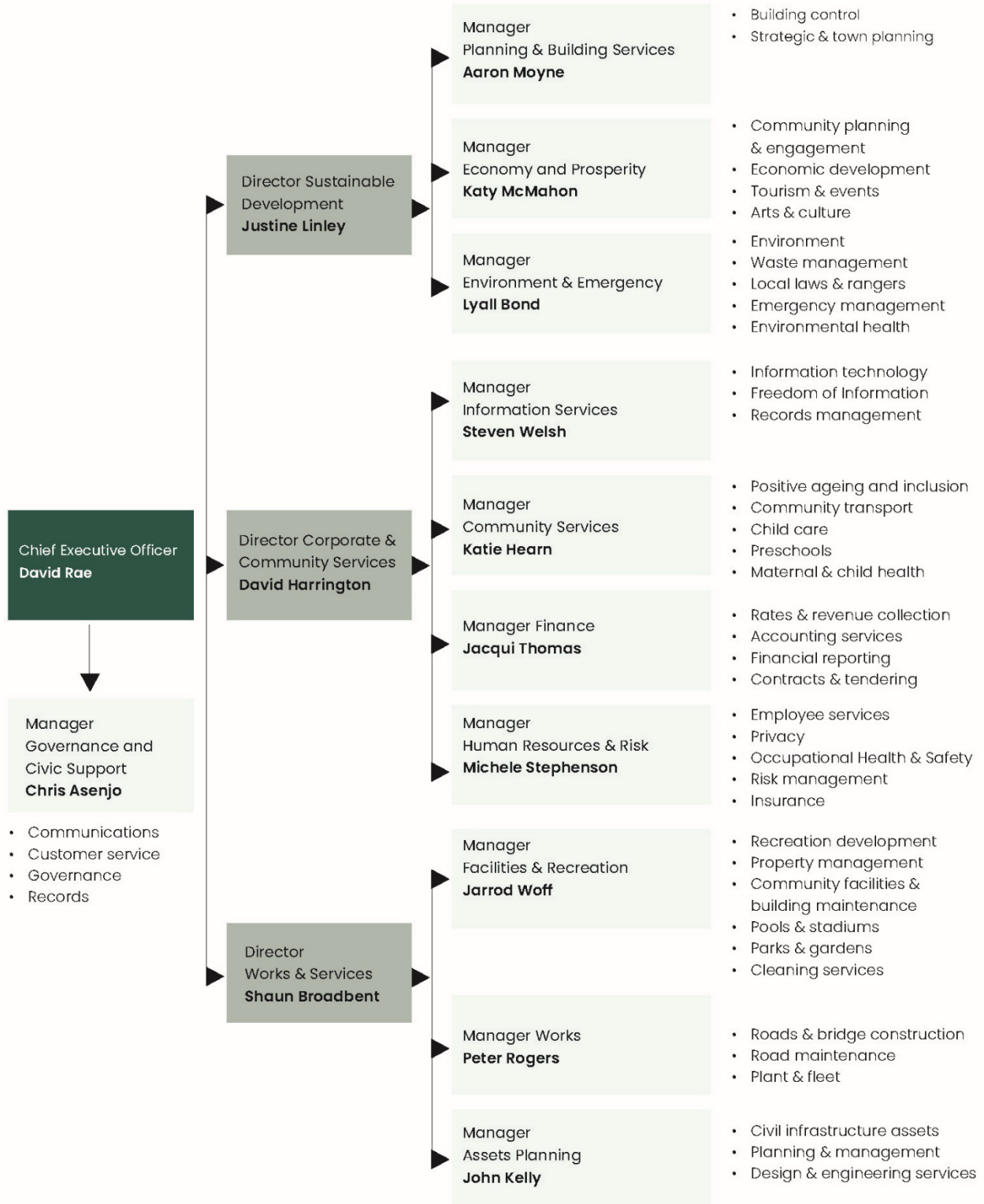
## **Our Mission**

We will foster opportunities, celebrate our identity and lifestyle, and provide high quality and responsive services.

## **Our Values**

Teamwork, Integrity, and Respect.

# Organisation structure



## Functions

As prescribed under section 8 of the *Local Government Act 2020*, the functions of Council is to provide good governance in its municipal district for the wellbeing of the municipal community.

This function is to be conducted under the overarching governance and supporting principles set out in Section 9 of the *Local Government Act 2020*. These are as follows:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- The municipal community is to be engaged in strategic planning and strategic decision making;
- Innovation and continuous improvement is to be pursued;
- Collaboration with other Councils and Governments and statutory bodies is to be sought;
- The ongoing financial viability of the Council is to be ensured.

To achieve Council goals Corangamite Shire Council, supply the following services:

Animal Management

Environmental Management

Building Control

Governance

Community and Economic Development

Land Use Planning

Emergency Services

Rates and Valuations

Emergency Management

Recreational and Cultural Services

Environmental Health

Service Infrastructure Management

## Decision Making Powers

Council exercises its decision-making powers in two formal forums: Council meetings and, Services Special Committee meetings. Council meets on the fourth Tuesday of each month (except public holidays, when the meeting is held on a Wednesday). In December, the meeting is held a week earlier to allow Council decisions to be implemented prior to Christmas. Meetings begin at 7pm and are held either at the Killara Centre in Camperdown (210-212 Manifold Street, behind the public library) or at a venue in one of the Shire's five wards.

Council's meeting dates as well as agendas and minutes are available on Council's website - [Council Meetings - Corangamite Shire](https://www.corangamite.vic.gov.au/Council/Inside-Council/Council-Meetings) (<https://www.corangamite.vic.gov.au/Council/Inside-Council/Council-Meetings> ).

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

## Consultative Arrangements

Council must consult with other persons and bodies in relation to its activities and the impact on internal and external stakeholders. Council has adopted a *Community Engagement Policy* [Community Engagement Policy - Corangamite Shire](https://www.corangamite.vic.gov.au/Council/Publications/Policies-A-Z/Community-Engagement) (<https://www.corangamite.vic.gov.au/Council/Publications/Policies-A-Z/Community-Engagement>) which aims to establish a clear statement about the role of community engagement activities in Council decision-making processes including, but not limited to: strategic projects, policy, plan and strategy development, service delivery programs, major projects, and capital works.

Council's consultation consists of activities such as town walk throughs (for streetscape and infrastructure projects), taking part in the Community Satisfaction Survey, sitting on advisory committees for community projects, and facilitation of community plans developed for each township within the Shire.

Community Asset Committees of Council are committees set up by Council under section 65 of the *Local Government Act 2020* to manage community assets within Corangamite Shire. Committee members are appointed by Council for a fixed term, and are delegated powers, duties, and functions by the Chief Executive Officer. Positions are advertised when they become available.

The following committees are current Community Asset Committees of Council:

Berrybank Hall Committee of Management	Camperdown Swimming Pool Committee of Management
Cobden Aerodrome Committee of Management	Cobden Civic Hall Committee of Management
Cobden Swimming Pool Committee of Management	Ecklin Hall Committee of Management
Kilnoorat Cemetery Committee of Management	Lake Tooliorook Recreation Reserve Committee of Management
Lismore Swimming Pool Committee of Management	Mount Leura and Mount Sugarloaf Committee of Management
Mount Noorat Committee of Management	Port Campbell Public Purposes Reserve Committee Management
Simpson and District Public Hall Committee of Management	Skipton Swimming Pool Committee of Management
Terang Civic Centre Committee of Management	Terang Swimming Pool Committee of Management
Timboon and District Public Hall Committee of Management	Timboon Sporting Centre Committee of Management
Timboon Swimming Pool Committee of Management	

Council has set up a number of Advisory Committees to provide a consultative process for the community and provide advice to Council, these include:

Access and Inclusion Group	Audit Committee
Camperdown Saleyards Advisory Committee	Central Pools Committee
Cobden Airstrip Advisory Committee	Cobden Lake Advisory Committee
Cobden Racecourse Reserve Advisory Committee	Cobden Recreation Advisory Committee
Corangamite Heritage Study Advisory Committee	Corangamite Youth Council
Elm Tree Reference Group	Environmental Monitoring Committee
Lake Bullen Merri and Lake Gnotuk Advisory Committee	Landfill Environmental Monitoring Committee
Municipal Emergency Management Committee	

Other community reference groups may be established for projects for example, the Noorat Public Art Reference Group.



## Acts Administered

Council performs its functions through the enforcement and administration of Victorian Acts, Regulations and Council Local Laws. The following non-exhaustive list is indicative of the Acts, Regulations and Local Laws that apply to Council.

Aboriginal Heritage Act 2006	Associations Incorporation Reform Act 2012
Building Act 1993	Building Regulations 2018
Catchment and land Protection (Register of Interests) Regulations 2016	Catchment and Land Protection Act 1994
Cemeteries and Crematoria Act 2003	Cemeteries and Crematoria Regulations 2015
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
Cultural and Recreational Lands Act 1963	Dangerous Good Act 1985
Development Victoria Act 2003	Disability Act 2006
Domestic Animals Act 1994	Domestic Building Contracts Act 1995
Drugs, Poisons and Controlled Substances Regulations 1981	Education and Care Services National Law Act 2010
Education and Training Reform Act 2006	Electoral Act 2002
Electricity Safety Act 1998	Emergency Management Act 1986
Emergency Management Act 2013	Environment Protection Act 2017
Estate Agents Act 1980	Family Violence Protection Act 2008
Fences Act 1968	Filming Approval Act 2014
Fines Reform Act 2014	Fire Services Property Levy Act 2012
Flora and Fauna Guarantee Act 1988	Food Act 1984
Freedom of Information Act 1982	Gambling Regulation Act 2003
Geothermal Energy Resources Act 2016	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	Infringements Regulations 2016
Land Acquisition and Compensation Act 1986	Land Acquisition and Compensation Regulations 2021
Land Act 1958	Liquor Control Reform Act 1998
Local Government (Electoral) Regulations 2020	Local Government (General) Regulations 2015
Local Government (Governance and Integrity) Regulations 2020	Local Government (Land Information) Regulations 2021

Local Government (Long Service leave) Regulations 2021	Local Government (Planning and Reporting) Regulations 2020
Local Government Act 1989	Local Government Act 2020
Local Government Revocation Regulations 2021	Local Government Revocation Regulations 2020
Magistrates' Court Act 1989	Major Transport Projects Facilitation Act 2009
Mineral Resources (Sustainable Development) Act 1990	National Parks Act 1975
Occupational Health and Safety Regulations 2017	Occupational Health and Safety Act 2004
Pipelines Act 2005	Planning and Environment (Fees) Regulations 2016
Planning and Environment Act 1987	Planning and Environment Regulations 2015
Prevention of Cruelty to Animals Act 2019	Privacy and Data Protection Act 2014
Public Health and Well Being Regulations 2019	Public Health and Wellbeing Act 2008
Public Interest Disclosures Act 2012	Public Records Act 1973
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	Residential Tenancies Act 1997
Road Management (General) Regulations 2016	Road Management (Works and infrastructure) Regulations 2015
Road Management Act 2004	Road Safety (General) Regulations 2019
Road Safety (Traffic Management) Regulations 2019	Road Safety (Vehicles) Regulations 2021
Road Safety Act 1986	Road Safety Road Rules 2017
Rooming House Operators Act 2016	Second Hand Dealers and Pawnbrokers Act 1989
Sex Work Act 1994	Sheriff Act 2009
Shop Trading Reform Act 1996	Sport and Recreation Act 1972
Subdivision (Fees) Regulations 2016	Subdivision (Procedures) Regulations 2021
Subdivision (Registrar's Requirements) Regulations 2021	Subdivision Act 1988
Summary Offences Act 1966	Tobacco Act 1987
Transfer of Land Act 1958	Transport (Safety Schemes Compliance and Enforcement) Act 2014
Transport Integration Act 2010	Valuation of Land Act 1960
Victoria Local Government Grants Commission Act 1976	Victoria State Emergency Service Act 2005
Victorian Civil and Administrative Tribunal Act 1998	Victorian Inspectorate Act 2011
Water Act 1989	

## Library and Reading Rooms

Council makes available meeting rooms as reading rooms at its Civic Centre (181 Manifold Street Camperdown) for the inspection of registers and documents. Council office hours are 8:30am - 5pm Monday to Friday.

There are six public libraries in Corangamite Shire. These library services are part of the Corangamite Moyne Library Service.

Library membership is free. More information can be found by clicking on the following link [Home Corangamite Moyne Library Service \(cmlibraries.com.au\)](http://cmlibraries.com.au)

### Branch Opening Hours

Location	Address	Opening Hours	Phone
Camperdown	212 Manifold Street	Tues: 11 am - 1 pm & 1.30 - 5.30 pm Thurs & Fri: 12 noon - 1 pm & 1.30 - 5.30 pm Sat: 10 am - 12 noon	03 5593 2356
Cobden	53 Victoria Street	Wed & Fri: 11.30 am - 12.30 pm & 1 - 5 pm Sat: 10 am - 12 noon	03 5595 1228
Derrinallum	44 Main Street	Thurs & Fri: 11 am - 12.30 pm & 1 - 5 pm Sat: 10 am - 12 noon	03 5597 6658
Skipton	5 Anderson Street	Tues: 10am – 12 noon Fri: 3pm – 5pm	
Terang	High Street	Mon: 2 - 5 pm Wed & Fri: 10 am - 12.30 pm & 1 - 5 pm Sat: 10 am - 12 noon	03 5592 1397
Timboon	Wark Street	<b>School term:</b> Mon - Wed: 1.30 pm - 5 pm Thurs & Fri: 10 am - 2.30 pm Sat: 10 am - 12 noon <b>School holidays:</b> Mon & Wed: 2 pm - 5pm Fri: 10 am - 2.30 pm Sat: 10 am - 12 noon	03 5598 3394

## Statement 2. Categories of Documents (7(1)(a)(ii))

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

### Description of Record Keeping System

Council uses an Electronic Document and Records Management System (EDRMS), provided by TechnologyOne, called Enterprise Content Manager (ECM) as its central records management system for Council business. The system is used to manage Council's paper records and electronic records, moving towards a fully electronic records management system.

### Documents kept by Council

Council keeps 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 are listed below.

#### **ANIMAL MANAGEMENT**

Domestic Animal Registration	Responsible Pet Ownership Promotion
Domestic Animal Business Registration	Enforcement

#### **BUILDING**

Building Permit Management	Municipal Building Surveyor Services
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#### **COMMUNITY AND ECONOMIC DEVELOPMENT**

Community and Economic Development Support Competitions and Awards	Tourism
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#### **COMMUNITY SERVICES**

Accreditation and Registration	Maternal and Child Health Service Provision
Individual Support Services Management	Childcare and Early Education Provision
Program Management	Staff Reporting
Immunisation Management	

#### **EMERGENCY MANAGEMENT**

Community Preparedness	Community Recovery
Emergency Response	

#### **ENVIRONMENTAL HEALTH**

Premises or Business Registration	Infectious Diseases Management
Compliance Management	Consumer Safety Management

#### **ENVIRONMENTAL MANAGEMENT**

Waste Management	Ecosystem Management
Illegal Dumping and Litter Management	Sustainability Initiatives
Effluent and Wastewater Management	

#### **GOVERNANCE**

Electoral Boundaries and Electoral Structures – Review	Challenges to Election Conduct or Results
Planning, Preparation and Conduct of Local Government Elections and Polls of Voters	Council and Committee Meetings
	Law Making
	Compliance Administration and Enforcement

## **LAND USE PLANNING**

Planning Scheme Management  
Planning Scheme Amendments  
Permits

Subdivision  
Enforcement

## **RATES AND VALUATIONS**

Property Valuation

Rates Management

## **RECREATIONAL AND CULTURAL SERVICES**

Community Events  
Facilities and Programs

Cultural and Community Heritage

## **SERVICE INFRASTRUCTURE MANAGEMENT**

Service Infrastructure Development and  
Redevelopment

Service Infrastructure Maintenance  
Service Infrastructure Enforcement

## **COMMITTEES**

Advisory Committees  
Boards  
External Committees – Convened by the Agency  
External Committees – Not Convened by the  
Agency

Facilitation of Meetings  
Internal Committees – Operational  
Internal Committees – Strategic

## **COMMUNITY RELATIONS**

Addresses (Presentations)  
Celebrations, Ceremonies & Functions  
Complaints  
Conferences  
Customer Service  
Donations  
Enquiries & Public Reaction  
Exhibitions  
Fundraising

Grant Allocation  
Grant Funding Received  
Greetings  
Liaison  
Marketing  
Media Relations  
Security  
Sponsorship  
Visits & Tours

## **CONTRACTING OUT**

Consultants  
Contractors

Contracts  
Tendering/Quotations

## **EQUIPMENT & STORES**

Acquisition  
Allocation  
Delivery  
Disposal  
Maintenance

Security  
Stocktake  
Storage  
Usage

## **FINANCIAL MANAGEMENT**

Accounting  
Asset Register  
Audit  
Authorisation  
Budgeting  
Financial Statements

Fraud  
Fundraising  
Pecuniary Interests  
Salaries  
Taxation  
Loans Management

## **FLEET MANAGEMENT**

Accidents  
Acquisition  
Allowances  
Disposal  
Infringements

Insurance  
Leasing  
Maintenance  
Usage

## **GOVERNMENT RELATIONS**

Addresses (Presentations)  
Advice  
Appointments  
Cabinet Business Management  
Inquiries

Joint Ventures  
Legislation  
Representations  
Submissions  
Visits

## **INDUSTRIAL RELATIONS**

Advice  
Agreements  
Appeals

Disputes  
Industrial Action  
Workplace Agreements

## **INFORMATION MANAGEMENT**

Acquisition  
Audit  
Conservation  
Control  
Disposal

Freedom of Information (FOI)  
Mail Management  
Privacy  
Security  
Storage

## **LEGAL SERVICES**

Advice  
Compensation

Intellectual Property  
Litigation

## **OCCUPATIONAL HEALTH & SAFETY**

Accidents  
Advice  
Appeals  
Audit  
Compensation  
Compliance

Health Promotion  
Inspections  
Planning  
Rehabilitation  
Representatives  
Risk Management

## **POLICY**

Organisational Policy  
Council Policy

Procedures

## **PROPERTY MANAGEMENT**

Accidents, Damage & Illegal Entry  
Acquisition  
Conservation  
Construction & Renovation  
Disposal  
Fit-Outs  
Installation  
Insurance

Leasing  
Leasing-out  
Maintenance  
Moving  
Pest Control  
Planning  
Security

## **PUBLICATION**

Agency Photographs & Films  
Agency Publication  
Copyright  
Corporate Style

Distribution  
Drafting  
Production

## **REPORTING**

Administrative Reporting  
Annual Reporting

Functional Reporting  
Input to Agency Reports

## **STRATEGIC MANAGEMENT**

Customer Service Strategy  
Planning  
Project Management

Restructuring  
Risk Management

## **TECHNOLOGY AND TELECOMMUNICATIONS**

Acquisition  
Allocation  
Application Development  
Audit  
Control  
Customer Service

Data Administration  
Database Management  
Disposal  
Implementation and Installation  
Inspections  
Leasing  
Licenses  
Maintenance  
Security

## **Principal Records Series**

### **EDRMS Based Files** 2009 – to present.

All central Council records are kept electronically and/or in hardcopy, through a function-based classification in ECM.

### **Subject Files** 1994 – 2009

Central Council files from 1994 to 2009 are kept in hardcopy on subject based files. These are stored in Council's onsite storage facility.

### **Planning Files** 1994 – 2009

Planning files are kept in hardcopy and are stored at Council's onsite storage facility; Planning Files are being migrated to Council's EDRMS

### **Building Files** 1994 – 2009

Building files are kept in hardcopy and are stored at Council's onsite storage facility; Building Files are being migrated to Council's EDRMS

### **Contract Files** 1994 – to present

Contract files are kept at Council's onsite storage as well as offsite secondary storage.

## **Historical Records**

Shire of Hampden, Town of Camperdown, and Shire of Heytesbury records prior to amalgamation are kept at Council's onsite storage facility and a secondary offsite storage.

**Contract Files** Shire of Hampden, Town of Camperdown, and Shire of Heytesbury contracts files prior to amalgamation are kept at Council's offsite storage provider.

**Planning and Building Files** Town of Camperdown, Shire of Hampden and Heytesbury planning and building files are kept at Council's onsite storage facility.



### **Statement 3. FOI Arrangements (7(1)(a)(iii), (v), (vi))**

*A statement of the material that has been prepared by the agency under Part II of the Act for publication or for inspection by members of the public, and the places at which a person may inspect or obtain that material. [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)]*

### **Published Information on Freedom of Information (FOI)**

The Freedom of Information Act 1982 (FOI Act) requires Council to make available information and documentation, where such information and documentation is not exempt by legislation.

All FOI Requests should be accompanied with payment of the right application fee, specified by the Act (\$32.70 as of 1<sup>st</sup> July 2024). Added costs may apply depending on the nature of the request and the amount of search time or number of documents to be provided.

### **FOI Access Arrangements**

A valid request must be:

In writing (Section 17(1) of the FOI Act).

Accompanied by an application fee of 2 units, which total, as of 1<sup>st</sup> July 2024, to \$32.70 unless waived or reduced because of sufficient evidence of hardship (Section 17(2)(a) of the FOI Act).

Sufficiently clear to enable agency to conduct a thorough and diligent search for the documents sought (Section 17(2) of FOI Act).

On receipt of a Freedom of Information request a response will be provided within 30 days. The protection of the public interest and business affairs may cause documents to be exempted from access. Where a decision is made to refuse or defer access, the applicant will be notified in writing of the reasons for denial/deferral. If the applicant is not satisfied with the reasons, they can seek a review from the Freedom of Information Commissioner.

Office of the Victorian Information Commissioner  
PO Box 24274  
Melbourne Victoria 3001

### **Identification of Documents**

FOI requests must have sufficient detail concerning the document to enable the agency to identify it. Information about the subject and approximate date of the document(s) requested, if known, should be included.

Where a request does not supply the necessary information to sufficiently identify the document(s) requested, the FOI Officer will help the applicant in making a request which will aid in identifying the document(s) sought.

## Charges

Applicants will be supplied with a statement of further charges if applicable. Charges will be per the Freedom of Information (Access Charges) Regulations 2014. These are currently (1 January 2024) set at

Charge	Amount in fee units	Amount in dollars
Photocopying Black and White	20 cents per A4 page	20 cents per A4 page
Photocopying other than Black and white	The reasonable costs incurred by agency in supplying the copy	50 cents per A3 page or A4 double sided 60 cents per A3 double sided
Charge for search time	1.5 fee units per hour or part of an hour	\$24.495 per hour or part of an hour
Charge for supervision	1.5 fee units per hour (to be calculated per quarter hour or part of a quarter hour)	\$24.495 per hour (to be calculated per quarter hour or part of a quarter hour)

## Correction of Personal Information

Requests for correction or amendment of information about a person which is contained in a document held by Council may be made in writing and should specify,

- 1) An address where notices may be sent to the person making the request.
- 2) Particulars of why the requestor believes the information to be incomplete, incorrect, out of date or misleading *and* specifying the amendments he or she wishes made.

## Nominated Officers

These are the nominated officer for the initial receipt of, and action of Freedom of Information Requests.

Mr Steven Welsh – Manager Information Services

Ms Kathrine Bryan – Coordinator Knowledge and Records Services.

Corangamite Shire Council

PO Box 84

181 Manifold Street

Camperdown Victoria 3260

Telephone (03) 5593 7100

## Statement 4. Publicity Services (7(1)(a)(iv))

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

### Literature Available by Subscription or Free Mailing Lists

Council supplies a free mailing list to all called e-news. This mailing list can be subscribed to by going to [Corangamite e-news - Corangamite Shire](https://www.corangamite.vic.gov.au/Council/News-and-Media/Corangamite-e-news) (<https://www.corangamite.vic.gov.au/Council/News-and-Media/Corangamite-e-news>) Council also sends a quarterly newssheet, Corangamite News, to all residents.

A number of other publications are available on Council's website including:

- Annual Action Plan
- Annual Report
- Audit and Risk Committee Charter
- Budget
- Community Satisfaction Survey
- Council Plan
- Councillor Code of Conduct
- Customer Service Charter
- Plans and Strategies
- Policies (as listed on pages 19 - 21)
- Priority Projects

[Publications - Corangamite Shire](https://www.corangamite.vic.gov.au/Council/Publications) (<https://www.corangamite.vic.gov.au/Council/Publications>)

Data that council holds is made freely available through a data portal. [Home — Corangamite Data Portal](https://data.corangamite.vic.gov.au/pages/home/) (<https://data.corangamite.vic.gov.au/pages/home/>). This portal has information such as

- Corangamite Shire Assets
- Camperdown Weather Station data,
- Street and Park tree positions
- Animal Registrations

The data contained in the portal is released under a creative commons license and is released in line with the Open Data Access Policy

## Statement 5. Procedures, Policies and Guidelines

*Documents that are provided by the agency for the use or guidance of, or are used or may be used by, the agency or its officers—*

- (a) in making decisions or recommendations, or in providing advice to persons outside the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to or for which persons are or may be entitled, eligible or subject, being—*
  - (i) documents containing interpretations or particulars of Acts or schemes administered by the agency, not being particulars contained in another Act; or*
  - (ii) manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the agency, or similar documents containing rules, policies, guidelines, practices or precedents; and*
- (b) in enforcing Acts or schemes administered by the agency where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the Acts or schemes.*

### Manuals, Procedures, Policies and Interpretation of Acts or Schemes

This is a non-exhaustive list of documents used by Council and/or its officers. It supplies multiple examples of the types of documents frequently referred to in making decisions.

#### Council Plans

- Asset Plan 2022 – 2023
- Annual Action Plan 2023 – 2024
- Camperdown Botanic Gardens Management Plan 2006
- Camperdown Electric Line Clearance Management Plan 2023 – 2024
- Corangamite Shire Flood Management Plan 2014
- Council Plan 2021 – 2025
- Domestic Animal Management Plan 2021 – 2025
- Domestic Wastewater Management Plan 2014
- Gender Equality Action Plan 2021 – 2025
- Heatwave Plan 2017
- Municipal Emergency Management Plan - 2022 – 2023
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Neighbourhood Safer Places Plan 2010
- Road Management Plan 2021
- Storm Water Management Plan – Part I
- Storm Water Management Plan – Part 2
- Urban Street Trees Management Policy 2023

#### Council Strategies

- Environment and Sustainability Strategy 2014 – 2019
- Recreation and Open Space Strategy 2016 - 2026

#### Policies

##### Assets and Infrastructure

- Assets Management 2022
- Asset Valuation and Revaluation 2023A
- Cattle Underpasses 2020
- Disposal of Assets 2022
- Dust Suppression 2023
- Heavy Vehicle Access Policy 2023
- Light Vehicle Fleet Policy 2021
- Naming of roads, Features, or Localities Policy 2020
- Nature Strip Planting 2023
- Playground Management Policy 2022
- School Bus Shelters 2023
- Sale of Council Land and Buildings 2022
- Urban Street Trees Management 2023
- Vehicle Crossing 2023
- Works Within Road Reserves Permit 2020

## Community

- Business Façade Improvement Program 2022
- Community Engagement Policy 2021
- Community Initiated Projects 2022
- Complaints Handling 2021
- COVID 19 Economic Stimulus and Support Package Policy 2020
- COVID 19 Financial Hardship Policy 2020
- Domestic Wastewater System Contribution Program 2021
- Fair Access Policy 2023
- Flying Flags 2022
- Grants 2022
- Information Privacy 2023
- Kerbside Garbage, Recyclables and Food Organics Collection 2022
- Media Relations 2021
- Memorials Policy 2022Public Art 2012
- Ready Now Grants Policy 2023
- Roadside Firewood Collection 2023
- Small Business Assistance Program 2023

## Community Health and Safety

- Disability Discrimination 2023
- Fuel Reduction Slashing on Roadsides Policy 2023
- Social Inclusion Policy 2023
- Universal Access Ramps on Footpaths 2023

## Facilities and Recreation

- Community Planning Infrastructure 2019
- Essential Safety Measures 2022
- Events and Festivals Grants Program 2022
- Hard Court Maintenance 2023
- Recreational Facility Development 2022
- Playground Management 2022
- Public Halls Management 2022
- Recreation Reserves Management 2023
- Sale of Council Land and Buildings
- Swimming Pool Maintenance 2022
- Trails Management 2023

## Finance

- Borrowing 2022
- Community Group Loan Guarantee 2023
- Corporate Purchase Card 2022
- Council Expenses Policy 2020
- Fees and Charges 2021
- Council Fraud and Corruption Prevention 2021
- Investment Policy 2023
- Planning and Building Fee Waiver 2023
- Property Leasing 2022
- Procurement 2021
- Rates and Charges Collection and Hardship 2021
- Rates Payment Methods 2009
- Rating of Residential Properties Used for Charitable Purposes 2022
- Special Rates and Charges 2021

## Children And Family Services

- Child Safe 2022
- Family and Childrens Services Policy Manual 2022
- Family Day Care 2015
- Kindergarten Policy Manual 2013
- Kindergarten – Enrolment and Orientation 2014

## Governance

- Committees of Council 2020
- Council Candidates at Federal or State Elections 2022
- Council Election Period (Caretaker) 2019
- Councillor Code of Conduct 2021
- Councillor Expenses 2020
- Councillor Gift 2021
- Councillor Professional Development 2021
- Governance Rules 2022
- Interaction with Developers 2023
- Meeting Procedures
- Public Interest Disclosures 2023
- Public Participation at Council Meetings 2018
- Public Transparency 2021
- Public Interest Disclosures Policy 2023
- Social Media 2021

### **Human Resources**

- Bullying Prevention Policy 2019
- Business Continuity 2022
- Chief Executive Officer Employment and Remuneration 2023
- Disability Discrimination 2023
- Risk Management 2020
- Equal Opportunity 2019
- Occupational Health & Safety 2022
- Sexual Harassment – Prevention and Reporting 2022

### **Information Management**

- Records Management 2022
- Open Data Access Policy 2021

### **Local Laws**

- General Local Law 2015 (Local Law No 1)
- Animals Policy 2021
- Enforcement, Infringements and Prosecutions Policy 2023
- Livestock Local Law 2009 (Local Law No 2)
- Local Laws Use of Private Land 2019
- Open Air Burning 2021
- Use of Council Land 2021
- Processes of Municipal Government Local Law 2009 (Local Law No 3) – Meeting Procedures 2016
- Water Stand Pipes 2009

## **Statement 6. Report Literature (11)(1)**

*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 report and records of decisions relating to policy and the administration of policy of interest to the public available for inspection or purchase.

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

Council posts reports and policies on the Corangamite Shire Council website ([www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au)) and a search engine can be used to locate them. In addition, copies can be made available for inspection or purchase by contacting Council on (03) 5593 7100 or [shire@corangamite.vic.gov.au](mailto:shire@corangamite.vic.gov.au)