



# Part II Statement

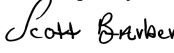
in accordance with the *Freedom of Information Act* 1982  
January 2024



# Document Information

Document type:	Part II Statement
Document status:	Adopted
Responsible officer:	Information Coordinator
Internal committee endorsement:	N/A
Approved by:	Chief Executive Officer
Date adopted:	20/05/2019
Version number:	3
Review date:	January 2024 (Subject to changes in legislation or prompted by a change in policy and/or procedure)
Related documents, policies, Procedures:	Freedom of Information Policy POL/CORP207 Freedom of Information PRO/CORP207
Related legislation:	<i>Freedom of Information Act 1982</i>

Evidence of approval:

DocuSigned by:  
  
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Signed by the Chief Executive Officer

Council documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Swan Hill Rural City Council website - [www.swanhill.vic.gov.au](http://www.swanhill.vic.gov.au) - to ensure that the version you are using is up to date.

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## Background

The *Freedom of Information Act* 1982 ('the Act') provides the community with a right to access information, unless categorised as exempt, in the possession of the Government of Victoria and other bodies constituted under the law of Victoria. Part II of the Act requires all agencies to annually publish a statement setting out the particulars of the agency and listing all documents that are either produced by or in possession of the agency.

The purpose of this Part II Statement is to:

- make the community aware of the existence of documents held by the Swan Hill Rural City Council;
- provide the community with the information needed to identify specific documents of interest; and
- provide details of how to apply for access to said documents.

## How to read our Part II Statement

### Statement 1 – Organisation and Function

The agency must summarise its structures and function. In addition it must list what powers it has to make decisions directly affecting the public and what mechanisms it has for advice and consultation with the public in developing agency policy and practice.

### Statement 2 – Category of Documents

The agency must summarise its record-keeping system. It should include a description of the key record series found within that system and where possible it should relate the component parts of the system to the agency's structure and functions.

### Statement 3 - Freedom of Information Arrangements

A summary must be made of the way in which agencies will handle FOI requests. In particular, agencies must provide a statement of the materials published under Part II, a statement of the procedures to be followed in making a request for access to documents and the names of the officers responsible for acting on requests.

### Statement 4 - List of Documents Produced for Publication and Public Inspection

All publicity material and documents that are open for inspection must be listed.

### Statement 5 - Rules, Policies and Procedures

As far as possible, the "hidden law" of an agency must be made explicit. Thus, manuals of procedure, interpretations of governing statutes, statements of policy and documents concerning methods of enforcing acts or schemes must be made available for inspection or purchase. However, the "hidden law" need only be available to the extent that it bears directly on the public. An indexed list of relevant documents must therefore be prepared and published.

### Statement 6 - Council Committees

A summary of Council Committees, including Delegated Committees and Community Asset Committees under the *Local Government Act 2020* and other groups where Council is a member.

# Statement 1: Organisation and Function

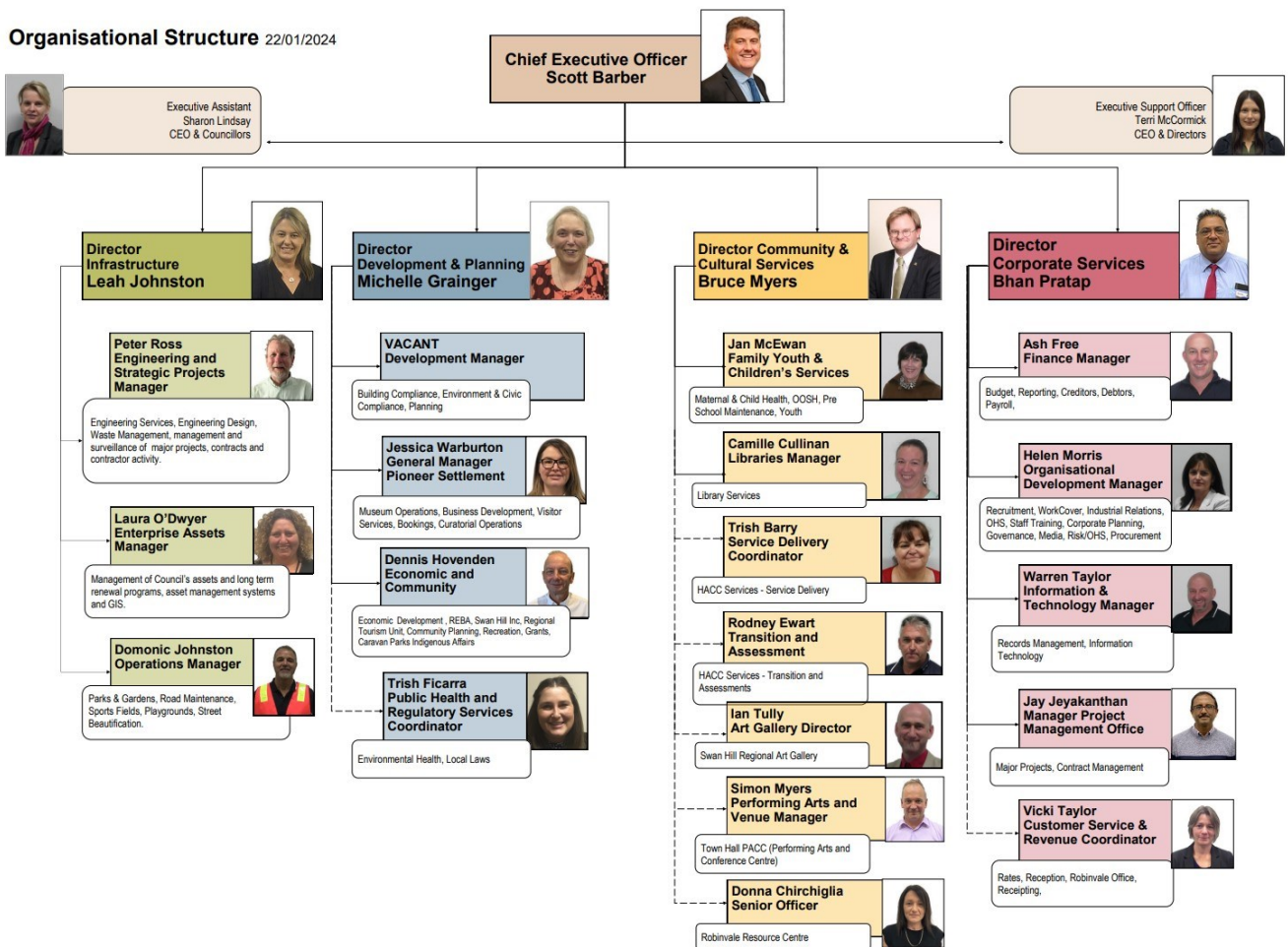
## Organisation

Swan Hill Rural City Council consists of seven Councillors elected for a four year term. The next election will be held in 2024 The organisation is accountable to Council through the Chief Executive Officer.

The Chief Executive Officer is appointed by the Council and he is responsible for the employment of all other members of Council staff. As per section 46 of the Local Government Act 2020, the Chief Executive Officer is responsible for:

- supporting the Mayor and the Councillors in the performance of their roles; and
- ensuring the effective and efficient management of the day to day operations of the Council.

The Organisational Structure is as below:



## Function

Council's activities are diverse and extensive. Significant infrastructure is maintained, a range of services are provided and various laws are enforced for the community.

According to section 9 of the Local Government Act 2020, the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

A Council provides good governance if it performs its role in accordance with the overarching governance principles and supporting principles in section 9; and Councillors of the council perform their roles in accordance with their role as prescribed under section 28.

Council performs its functions through the enforcement and administration of a large number of Victorian Acts and Regulations and Council Local Laws. The following list indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council.

## Acts and Legislation

- Aboriginal Heritage Act 2006
- Associations Incorporations Reform Act 2012
- Australian Consumer Law
- Building Regulations 2018
- Building Act 1993
- Catchment and Land Protection Act 1994
- Community Services Act 1970
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Children's Services Regulations 2020
- Climate Change Act 2010
- Conservation, Forests and Land Act 1987
- Constitution Act 1975
- Country Fire Authority Act 1958
- Country Fire Authority Regulations 2014
- Crown Land (Reserves) Act 1978
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Drugs, Poisons and Controlled Substances Regulations 2017
- Domestic Animals Act 1994
- Disability Act 2006
- Education and Care Services National Law Act 2010
- Electrical Safety Act 1998
- Emergency Management Act 2013
- Environment Protection Act 2017
- Equal Opportunity Act 2010
- Estate Agents Act 1980
- Evidence Act 2008
- Fences Act 1968
- Filming Approval Act 2014
- Fines Reform Act 2014
- Fire Services Property Levy Act 2012
- Financial Institutions Duty Act 1982
- Flora and Fauna Guarantee Act 1988
- Food Act 1984
- Food Standards Code 2016
- Freedom of Information Act 1982
- Gambling Regulation Act 2003
- Graffiti Prevention Act 2007
- Geothermal Energy Resources Regulations 2016
- Health Act 1958
- Health Records Act 2001
- Health Services Act 1988
- Heritage Act 2017
- Heavy Vehicle National Law 2012
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Infringements Act 2011
- Infringements Regulations 2016
- Land Acquisition and Compensation Act 1986
- Land Acquisition and Compensation Regulations 2021
- Land Act 1958
- Landlord and Tenant Act 1958
- Liquor Control Reform Act 1998
- Local Government (Electoral) Regulations 2020

- Local Government (Planning and Reporting) Regulations 2020
- Local Government (General) Regulations 2015
- Local Government (Long Service Leave) Regulations 2021
- Local Government Act 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 Act 2004
- Occupational Health and Safety Regulations 2017
- Pipelines Act 2005
- Planning and Environment (Fees) Regulations 2016
- Planning and Environment Act 1987
- Planning and Environment (Planning Schemes) Act 1996
- Planning And Environment Regulations 2015
- Prevention of Cruelty to Animals Act 1986
- Property Law Act 1958
- Privacy and Data Protection Act 2014
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Public Records Act 1973
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Residential Tenancies Act 1997
- Road Management (General) Regulations 2016
- Road Management Act 2004
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety (Road Rules) 2017
- Road Safety (Vehicles) Regulations 2021
- Road Safety Act 1986
- Sale of Land Act 1962
- Sex Work Act 1994
- Sherriff Act 2009
- Shop Trading Reform Act 1996
- Sport and Recreation Act 1972
- Subdivision (Fees) Regulations 2016
- Subdivision (Procedures) Regulations 2021
- Subdivisions Act 1988
- Subordinate Legislation Act 1994
- Summary Offences Act 1966
- Tobacco Act 1987
- Transfer of Land Act 1958
- Transport Integration Act 2010
- Transport (Safety Schemes Compliance and Enforcement) Act 2014
- Valuation of Land Act 1960
- Victorian Data Sharing Act 2017
- Victoria Grants Commission Act 1976
- Victorian Civil and Administrative Tribunal Act 1998
- Victorian Grants Commission Act 1976
- Victorian State Emergency Act 2005
- Water Act 1989
- Worker Screening Act 2020

## Local Laws

- Community Local Law No. 2 (June 2017)
- Regional Livestock Exchange Local law 2021

## Decision making powers

Council exercises powers that affect members of the public both at Council Meetings and by Council employees with delegated authority.

Meetings are held on the third Tuesday of each month usually in the Council Chambers, Swan Hill Town Hall, McCallum Street, Swan Hill. Council also holds special Council meetings where needed. A schedule of Council meetings can be located on Council's website <https://www.swanhill.vic.gov.au/>. Council and Special meetings that are open to the public are streamed live on Council's website <https://www.swanhill.vic.gov.au>.

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

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at <http://www.legislation.vic.gov.au>.

Council's Local Laws are available on Council's website - <https://www.swanhill.vic.gov.au/>

## Consultation

Community engagement is undertaken in accordance with Council's Community Engagement Policy and Guidelines.

Community engagement will be undertaken where required by legislation or when significant changes in the levels, standards or modes of delivery of services are being contemplated, or where a decision of Council significantly impacts on the build, social, economic and natural environment within our municipality.

The extent of public participation will depend on the importance of the issue under consideration, and the diversity and accessibility of the sector(s) of the community affected by the proposed decision.

Council will ensure that when undertaking community or stakeholder engagement, the activities will be guided by the following five community engagement principles set out under section 56 of the *Local Government Act 2020*:

- a community engagement process must have a clearly defined objective and scope;
- participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement; and
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.



<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
Provide balanced and objective information.	Seek feedback on alternatives and/or decisions.	Work directly with the community during the process to ensure needs is considered.	Partner with the community during each aspect of decision making.	Final decision making power sits with community.
Promise to keep community informed.	Promise to keep community informed, listen to issues & provide feedback as to how input affected the decision.	Promise to ensure aspirations are directly reflected in the alternatives and provide feedback as to how input affected the decision.	Promise to look to the community for advice and incorporate this advice into the alternatives.	Promise to implement what the community decides.
<b>Example techniques</b>				
Let's Talk Fact sheets Web sites Open days	Let's Talk Public comment Focus groups Survey	Let's Talk Advisory committees Workshop Deliberate polling	Let's Talk Citizen advisory committee	Let's Talk Citizen juries Ballots Delegated decisions
<b>Example of when this engagement level may be appropriate</b>				
In the event of an emergency	Undertaking a survey on playground redevelopment	Seeking input from an Advisory Committee on sustainability initiatives and plans	Stakeholder led discussions on developing community vision key directions	Building capacity skills of small business employees through skills
<b>Role of the Community and/or stakeholders</b>				
Listen	Contribute	Participate	Partner	Lead

# Statement 2 - Categories of Documents

## Documents held by Council

Council maintains a range of documents from general correspondence to Council adopted policies and procedures. Access to this information is either through the website, inspection or the Freedom of Information process. The categories of documents in Council's possession are:

- Agendas and Minutes of Council Meetings
- Council resolutions
- Correspondence (General and Councillor)
- Public and stakeholder consultation processes and outcomes
- Building and Planning permits and associated documents, including plans
- Local Laws permit applications and permits issued
- Cat & Dog Registration applications and registrations 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 those requests
- Annual and Financial reports
- Records of the 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
- Client Records (Maternal & Child Health, Aged Care, Child & Family Services)
- Insurance policies and claims records

## Statement 3 - Freedom of Information Arrangements

### Procedure for accessing documents

Access to documents in the possession of the Council can be obtained:

- by direct access to published documents on the Internet;
- by inspection of public documents available at Council's offices;
- by request to the relevant Council Department;
- In accordance with Council's Public Transparency Policy;
- By informal release; and
- through freedom of information (FOI) application process in accordance with the FOI Act.

The making of a FOI request should be considered as a last resort. Potential applicants are encouraged to consider the following before making a formal FOI request:

- Explore Council's website which contains various documents, including policies, plans, reports and strategies;
- Explore our website's pages describing our various services and functions;
- Read Council's Public Transparency Policy and note the types of documents which may be accessed through informal release;
- If in doubt, speak to the Freedom of Information Officer about your request before sending the application form and fee.

Requests to access documents not available through the relevant department or that are not available publicly can be made under the *Freedom of Information Act 1982*.

If you have any questions about the process please call the Freedom of Information Officer on (03) 5036 2315 or email [foi@swanhill.vic.gov.au](mailto:foi@swanhill.vic.gov.au) or refer to Council's website page at [www.swanhill.vic.gov.au](http://www.swanhill.vic.gov.au)

FOI requests must be in writing and accompanied by an application fee which is two fee units. If payment of the application fee will cause you hardship, you may apply for it to be waived. Generally evidence of a low income such as a Centrelink Pension or Healthcare Card is required for the fee to be waived. There may be additional charges and the Council will notify you of any potential charges before they are imposed. Please address requests to:

#### **Freedom of Information Officer**

Swan Hill Rural City Council  
PO Box 488  
SWAN HILL VIC 3585

The designated officer for receiving, processing and making decisions on FOI requests for Swan Hill Rural City Council is:

**Anthony Duffin**, Information Coordinator

The alternative decision maker is:

**Bhan Pratap**, Director Corporate Services

The Principal Officer is:

**Scott Barber**, Chief Executive Officer

# Statement 4 - List of Documents Produced for Publication and Public Inspection

## Documents available for publication or inspection

Council maintains a range of documents and registers for public inspection that are required by various Acts that Council must adhere to. Inspection of the documents can be done between the hours of 8.30am-5pm by appointment. Please note that the Council cannot guarantee inspection without an appointment.

In accordance with Council's Public Transparency Policy developed under section 57 of the Local Government Act 2020, the following Council information will generally, and subject to that Policy, be made available either on Council's website, on request by a member of the community or by public inspection at Council's offices.

### Documents such as:

- Plans and reports adopted by Council;
- Council Policies;
- Project and Service Plans;
- Service Agreements, Contracts, Leases and Licenses;
- Relevant technical reports and/or research that informs Council's decision making

### Process information such as:

- Practice notes and operating procedures;
- Application processes for approvals, permits, grants, access to Council services;
- Decision-making processes;
- Guidelines and manuals;
- Community engagement processes;
- Complaints handling processes

### The following Council information will be available on Council's website:

- Meeting agendas and reports to Council and Delegated committees;
- Minutes of Council meetings and meetings of Delegated committees;
- Audit and Risk Committee Charter;
- Terms of Reference for Delegated Committees and Advisory Committees;
- Submissions received under section 223 of the *Local Government Act 1989*;
- Gift Registers for Councillors;
- Travel Registers for Councillors and Council Staff;
- Registers of Conflicts of Interest disclosed in open session by Councillors;
- Registers of leases entered into by Council;
- Register of Delegations;
- Register of Donations and Grants;
- Register of Election Campaign Donations;
- Summary of Personal Interest Returns;
- Any other Public Registers or Records required by the Act or any other Act

### The following Council Information will be available for public inspection at the Council office

- Register of Authorised Officers

A list of prescribed information available under various legislation is available in Appendix A.

Council's Annual Reports also contain various information previously prescribed as information available for public inspection under the now repealed Local Government (General) Regulations 2004.

Council's Information Management Unit and Executive Services Unit are primarily responsible for maintaining this information. Documents are available for inspection at the Council Offices, and the Council's website <https://www.swanhill.vic.gov.au/>

## Newsletters, websites and social media

Council also produces a number of regular publications and newsletters to provide information to the community and these are available from Council's website, the publications include:

Swan Hill Rural City News (monthly via local newspapers, on-line, socials and email by request)

Swan Hill Regional Library Newsletter (monthly)

Swan Hill Out of School Hours Program Newsletter (each term)

Business Newsletter (bi-monthly – by subscription)

Art Gallery Newsletter (by subscription)

[www.swanhill.vic.gov.au](http://www.swanhill.vic.gov.au)

Swan Hill Rural City Council Facebook Page

Swan Hill Rural City Council RSS Feed

Swan Hill Rural City Council Instagram Page

Swan Hill Rural City Council YouTube Page

Swan Hill Rural City Council LinkedIn Page

[www.pioneersettlement.com.au](http://www.pioneersettlement.com.au)

Swan Hill Pioneer Settlement Facebook Page

Swan Hill Pioneer Settlement Instagram Page

Swan Hill Pioneer Settlement Youtube Channel

[youth.swanhill.vic.gov.au](http://youth.swanhill.vic.gov.au)

Youth Inc Facebook Page

Youth Inc YouTube Page

Youth Inc RSS Feed

[gallery.swanhill.vic.gov.au](http://gallery.swanhill.vic.gov.au)

Swan Hill Regional Art Gallery Facebook Page

Swan Hill Regional Art Gallery Instagram Page

[townhall.swanhill.vic.gov.au](http://townhall.swanhill.vic.gov.au)

Swan Hill Town Hall Facebook Page

Swan Hill Town Hall Instagram Page

[library.swanhill.vic.gov.au](http://library.swanhill.vic.gov.au)

Swan Hill Regional Library Facebook Page

Swan Hill Regional Library YouTube Page

Swan Hill Regional Library Instagram Page

Swan Hill Regional Library RSS Feed

[directory.swanhill.vic.gov.au](http://directory.swanhill.vic.gov.au)

Information about the range of services Council provides can be found on Council's website at <https://www.swanhill.vic.gov.au/>

# Statement 5 - Rules, Policies and Procedures

## Policies, Plans and Strategies

Council's decision making process is governed by a number of policies, strategies and plans. The major ones are listed below:

- Alternative Waterwise Naturestrip Treatment Policy
- Asset Management Policy
- Asset Naming Policy
- Charter of Human Rights Policy
- Chief Executive Officer Employment & Remuneration Policy
- Child Safe Standards Policy
- Civic Receptions, Receptions and the Provision of Hospitality Policy
- Community and Event Grants Policy
- Community Care Services – Home and Community Care Program for Younger People and Commonwealth Home Support Program Services Policy
- Community Care Services – Provision of Brokered Services Policy
- Community Care Services – Service Standards Policy
- Community Garden Policy
- Complaints Handling Policy
- Council Loan Support Policy
- Councillor and Staff Interaction Policy
- Councillor Code of Conduct
- Control of Damage to Council Infrastructure at Building Sites Policy
- Councillor Attendance at Functions Policy
- Debt Collection Policy
- Diversity Policy
- Domestic Wastewater Operational Management Policy
- Environmental Management Policy
- Events Policy
- Financial Hardship Policy
- Financial Investments Policy
- Fraud Control Policy
- Infrastructure Contributions Policy
- Investment Attraction Policy
- Media Policy
- Occupational Health and Safety (OHS) Council Policy
- Procurement Policy
- Public Art Policy
- Public Transparency Policy
- Recreational Vehicle (RV) Friendly Policy
- Social Media Policy
- Travel by Councillors Policy
- Youth Engagement Policy
- Community Vision & Council Plan
- Aboriginal Community Partnership Strategy
- Active Transport Strategy
- Bromley Road Masterplan
- Central Murray Regional Transport Strategy
- Communication and Engagement Strategy
- Community Access and Inclusion Strategy

- Community Plans
- Creative Strategy
- Crops in Swan Hill LGA
- Customer Service Strategy
- Domestic Animal Management Plan
- Domestic Wastewater Management Plan
- Electric Line Clearance Management Plan
- Financial Plan
- Gender Equality Action Plan
- Loddon Mallee North Regional Growth Plan
- Management of the Murray Darling Basin Position Paper
- Missing Links Footpath Construction Strategy
- Municipal Emergency Management Plan
- Murray River Interpretive Centre Feasibility
- Public Convenience Strategy
- Public Health and Wellbeing Plan
- Recreation Reserves Masterplan
- Resilience Action Strategy
- Revenue & Rating Plan
- Road Management Plan
- Robinvale Housing & Population Strategy
- Rural Land Use Strategy
- Strategic Asset Management Plan
- Sustainable Living Strategy
- Swan Hill Car Parking Strategy
- Swan Hill Health Precinct – Background Analysis
- Swan Hill – Lake Boga Active Trails
- Swan Hill Municipal Early-Middle Years Plan
- Swan Hill Regional Economic Development Strategy
- Swan Hill Riverfront Masterplan
- Swan Hill Retail Strategy
- Urban Tree Management Plan
- Youth Strategic Plan
- Workforce Development Plan
- Annual Report
- Annual Budget
- Long Term Financial Plan

## Statement 6 - Council Committees

### Council Committees

- Audit & Risk Committee
- OHS Committee
- Consultative Committee
- Gender Equality Committee
- Chief Executive Officer Employment & Remuneration Committee
- Swan Hill Regional Livestock Exchange Advisory Committee
- Swan Hill Regional Art Gallery Advisory Committee
- Event Support Fund Committee
- Community Development Fund Committee
- Agribusiness Advisory Committee
- Swan Hill Recreation Reserve Advisory Committee

# Appendix A



## List of information to be made publicly available by Council As at 1 July 2020

No	Act/Section	Description	Manner	Comments
<b>Building Act 1993</b>				
1.	s 11(3)	Notice of the fact that a regulation under Part has ceased to have effect in the municipal district or part of it	Newspaper circulating in municipal district	Currently in force
2.	s 31	Register of building permits	Available for inspection by any person during normal office hours	Currently in force
3.	s 74	Register of occupancy permits and temporary approvals/amendments	Available for inspection by any person during normal office hours	Currently in force
4.	s 126	Register of all emergency orders, building notices or building orders	Available for inspection by any person during normal office hours	Currently in force
5.	s 192A(8)	Copy of the most recent map given to Council under subsection (7)	Available for inspection at the Council's office during office hours free of charge	Currently in force
6.	s 216D	Register of swimming pools and spas	Certain persons may inspect	Currently in force
7.	s 230	Register of exercise of powers of entry	Made available for inspection by the Authority on request	Currently in force
<b>Building Regulations 2018</b>				
8.	r 50	Copy of any documents submitted with an application for a building permit	On request of an owner/mortgagee of the building/land or person authorised in writing by such person	Currently in force
9.	rr 51 & 52	Certain information on request	On request and payment of a fee	Currently in force
10.	r 149(4)	Copy of each designated special area map applicable	Available for public inspection at the Council office during office hours free of charge	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Catchment and Land Protection Act 1994</b>				
11.	s 22I(1)	Approved roadside weed and pest animal management plan	Copy made available for inspection at Council's office during normal office hours at and published on website as soon as practicable after the plan is approved	Currently in force
12.	s 22M(1)	Consolidated version of approved roadside weed and pest animal management plan	Copy made available for inspection at Council's office during normal office hours at and published on website as soon as practicable after the plan is approved	Currently in force
<b>Country Fire Authority Act 1958</b>				
13.	s 50F(4)	Municipal Council Neighbourhood Safer Places Plan	Made available at Council's office for public inspection and website	Currently in force
<b>Development Victoria Act 2003</b>				
14.	s 56E(3)	Register of Certificate	Made available for inspection by Development Australia or any other interested person	Currently in force
<b>Domestic Animals Act 1994</b>				
15.	s 10A(3)(a)	Resolution made by Council under s 10A	Government Gazette and newspaper circulating in municipal district	Currently in force
16.	s 10C(5)	Resolution made by Council under s 10C	Government Gazette and newspaper circulating in municipal district	Currently in force
17.	s 10D(6)	Resolution made by Council under s 10D	Government Gazette and newspaper circulating in municipal district	Currently in force
18.	s 18	Register of all registered dogs and cats	Made available for inspection at the Council's office	Currently in force
19.	s 25(3)	Orders made by Council under s 25(3)	Government Gazette and newspaper circulating in municipal district	Currently in force



No	Act/Section	Description	Manner	Comments
<b>Domestic Animals Act 1994</b>				
20.	s 26(3)	Orders made by Council under s 26(3)	Government Gazette and newspaper circulating in municipal district	Currently in force
21.	s 68A	Publish an evaluation of its implementation of the domestic animal management plan	Annual report	Currently in force
<b>Filming Approval Act 2014</b>				
22.	Sch 1 Principle 7	Film permits issued and any other relevant information	Made available on Council's Website	Currently in force
<b>Food Act 1984</b>				
23.	s 19U(4)	The method of determining the reasonable costs of an audit payable under subsection (2) and the criteria fixed under subsection (3)	Available for public inspection	Currently in force
24.	s 19UA(5)	The method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4)	Available for public inspection	Currently in force
25.	s 43	Records of registrations, renewals and transfers in relation to a particular food premises, including details of any relevant orders	Available free of charge on request	Currently in force
<b>Freedom of Information Act 1982</b>				
26.	Part II	Information concerning functions etc and documents available for inspection and purchase	In the Annual Report (can be website)	Currently in force
<b>Gender Equality Act 2020</b>				
27.	s 12(3)(a)	Gender Equality Action Plan	Made available on Council's website	In force from 31 March 2021

No	Act/Section	Description	Manner	Comments
<b>Gender Equality Act 2020</b>				
28.	s 13(3)	A report or other document taken to be a Gender Equality Action Plan	Made available on Council's website	In force from 31 March 2021
29.	s 15(2)(b)	Amended Gender Equality Action Plan	Made available on Council's website	In force from 31 March 2021
30.	s 20	Progress Report	Made available on Council's website	In force from 31 March 2021
<b>Great Ocean Road and Environs Protections Act 2020</b>				
31.	s 41	Approved Great Ocean Road strategic framework plan	Available for inspection at the Council office and website	In force from 1 December 2020
<b>Infringements Act 2006</b>				
32.	s 9	Enforcement Agency Guidelines and Policies	Council's discretion	Currently in force
<b>Land Acquisition and Compensation Act 1986</b>				
33.	ss 19 and 23	Notice declaring interest in land to be acquired	Government Gazette and newspaper circulating in municipal district [Copy published in newspaper as soon as practicable after publication in the Government Gazette]	Currently in force
<b>Local Government Act 2020</b>				
34.	s 11(8)	Public register of delegations	Unspecified	Currently in force
35.	s 18(1)(d)	Mayor must report on implementation of the Council Plan	Must report to the municipal community at least once a year	In force from 24 October 2020
36.	s 40(2)	Details of reimbursements	Must be provided to the Audit and Risk Committee	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Local Government Act 2020</b>				
37.	s 41(1)	Expenses policy in relation to reimbursement of out of pocket expenses	Unspecified	Currently in force [Until a Council adopts a policy under this section, the policy adopted under s 75B of the <i>Local Government Act 1989</i> applies as if it had been adopted under this Act]
38.	s 45	CEO Employment and Remuneration Policy	Unspecified	In force from 1 July 2021 [Must be adopted within 6 months of commencement of this section]
39.	s 47(7)	Register of CEO's delegations	Unspecified	Currently in force
40.	s 48	Recruitment policy for members of Council staff	Unspecified	In force from 1 July 2021 [Must be adopted within 6 months of commencement of this section]
41.	s 49	Code of Conduct for members of Council staff	Unspecified	In force from 1 July 2021 [Must be developed within 6 months of commencement of this section]
42.	s 57	Public transparency policy	Unspecified	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Local Government Act 2020</b>				
43.	s 60	Governance Rules	Unspecified	Currently in force
44.	s 63	Delegated Committee	Unspecified	Currently in force
45.	s 64	Joint Delegated Committee	Unspecified	Currently in force
46.	s 65	Community Asset Committee	Unspecified	Currently in force
47.	s 66(3)	Must record in the minutes of closed meetings certain information	Minutes made available for public inspection	Currently in force
48.	s 73	Proposing a local law	Made available for inspection at Council's office and website [Publish notice of proposed local law until made or altered]	In force from 1 July 2021
49.	ss 74(4)	Making a local law	Copy made available for inspection at Council's office and website	In force from 1 July 2021
50.	s 74(5)	Notice of local law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations	In force from 1 July 2021
51.	s 75	Local law as made	Copy of local law as long as local law is in force made available for inspection at Council's office and website	In force from 1 July 2021
52.	s 76(3)	Notice of amendment of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Published on Council's website	In force from 1 July 2021
53.	s 76(4)	Copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Made available for inspection at Council's office and website	In force from 1 July 2021

No	Act/Section	Description	Manner	Comments
<b>Local Government Act 2020</b>				
54.	s 90	Council Plan	Unspecified	In force from 24 October 2020
55.	s 91	Financial Plan	Unspecified	In force from 24 October 2020
56.	s 92	Asset Plan	Unspecified	In force from 24 October 2020 [Must be developed and adopted in accordance with community engagement policy by 30 June 2022 following the first general election]
57.	ss 94 and 95	Budget	Unspecified	In force from 24 October 2020
58.	s 98	Annual Report	Unspecified	In force from 24 October 2020
59.	s 107	Complaints Policy	Unspecified	In force from 1 July 2021 [Must be developed within 6 months of commencement of this section]
60.	ss 108 and 109	Procurement	Unspecified	In force from 1 July 2021 [Must be adopted within 6 months of the commencement of this section]

No	Act/Section	Description	Manner	Comments
<b>Local Government Act 2020</b>				
61.	s 114	Selling or exchanging land	Publish notice 4 weeks prior to leasing on website and in any other manner prescribed by the regulations	In force from 1 July 2021
62.	s 115	Lease of land	Unspecified [If lease not included in budget, must engage community engagement process in accordance with community engagement policy]	In force from 1 July 2021
63.	s 130(2)	Disclosure of conflicts of interests at meetings	Unspecified [In accordance with Governance Rules]	In force from 24 October 2020
64.	s 135(3)	Summary of personal interest returns	Made available for inspection at Council's office and website	In force from 24 October 2020
65.	s 138	Councillor Gift Policy	Unspecified	In force from 24 October 2020 [Must be adopted within 6 months of commencement of this section]
66.	s 139	Councillor Code of Conduct	Unspecified	In force from 24 October 2020 [Must be reviewed and adopted within the period of 4 months after a general election]
67.	ss 307 and 308	Summary of each election campaign donation return  Copy of election campaign donation return	Summary made available on Council's website until the close of the roll for the next election  Copy made available for inspection at Council's office for 4 years	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Local Government Act 1989</b>				
79.	s 157(2)	Notice of change to valuation system	Publish public notice – can be via website as per definition	Currently in force
80.	s 161(3)	Differential rates	Made available for inspection at Council's office and website	Currently in force
81.	s 163(1B)	Special rate and special charge – public notice	Available for public inspection at the Council office for at least 28 days after the publication of the notice	Currently in force
<b>Local Government (Electoral) Regulations 2020</b>				
84.	s 223(1)(a)	Right to make a submission	Publish public notice – can be via website as per definition	Currently in force
85.	s 224	Register of Authorised Officers	Unspecified	Currently in force
86.	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Government Gazette	Currently in force
87.	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Government Gazette	Currently in force
88.	r 35	Register of attendance	Unspecified	In force from 13 July 2020

No	Act/Section	Description	Manner	Comments
<b>Planning and Environment Act 1987</b>				
89.	s 4H	Copy of approved amendment	Made available for inspection free of charge at Council's office during office hours for months after the amendment comes into operation and after that period on payment of the prescribed fee	Currently in force
90.	s4I	Copy of the Victoria Planning Provisions incorporating all amendments to them and of all documents lodged with those amendments	Made available for inspection free of charge at Council's office during office hours	Currently in force
91.	s 18	Amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement	Made available for inspection free of charge at Council's offices during office hours until the amendment is approved or lapses	Currently in force
92.	s 21	Copy of every submission	Made available for inspection free of charge at Council's office during office hours until the end of two months after the amendment comes into operation or lapses	Currently in force
93.	s 26	Panel hearing reports	Made available for inspection free of charge at Council's office during office hours until the end of two months after the amendment comes into operation or lapses	Currently in force
94.	s 41	Copy of approved amendment lodged under s 40 and any documents lodged with it	Made available for inspection free of charge at Council's office during office hours for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Planning and Environment Act 1987</b>				
95.	s 42	Copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments	Made available for inspection free of charge at Council's office during office hours	Currently in force
96.	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available for inspection free of charge at Council's office during office hours	Currently in force
97.	s 51	Copy of every application and the prescribed information supplied in respect of it	Made available for inspection free of charge at Council's office during office hours until:  (a) the end of the latest period during which an application for review may be made under ss 77, 79, 80 or 82 in relation to the application or the permit; or  (b) if an application for review is made to VCAT within that period, the application is determined by VCAT or withdrawn	Currently in force
98.	s 57(5)	Copy of objection to planning permit	Made available for inspection free of charge at Council's office during office hours until the end of the period during which an application may be made for review of a decision on the application	Currently in force
99.	s 70	Copy of every permit issued	Made available for inspection free of charge at Council's office during office hours	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Planning and Environment Act 1987</b>				
100.	s 97G(6)	Copy of every permit issued under s 97F	Available for inspection at the Council's office during office hours free of charge and/or via website (s 205)	Currently in force
<b>Public Health and Wellbeing Act 2008</b>				
101.	s 26(7)	Municipal Public Health and Wellbeing Plan  [unless s 27 applies]	Made available for inspection at the places at which the current Council Plan is available	Currently in force
<b>Road Management Act 2004</b>				
102.	s 19	Register of public roads	Available for inspection by any person during normal office hours	Currently in force
103.	s 86	Register of exercise of powers of entry	Unspecified	Currently in force
104.	s 22(4)	Copy or summary of Ministerial direction	Annual report	Currently in force
105.	Sch 2 Cl 5(1)	Notice of the making, amending or revoking of a declaration made under s 42	Government Gazette	Currently in force
<b>Sex Work Act 1994</b>				
106.	s 81(1)(a)	Notice of the making of the declaration made under s 80	Newspaper generally circulating in the area in which the premises is situated	Currently in force

No	Act/Section	Description	Manner	Comments
<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>				
107.	r 17	Register of caravan parks	Unspecified	Currently in force
<b>Subdivision (Procedures) Regulations 2011</b>				
108.	r 33	Register of all applications  [Kept in conjunction with the register of permit applications required to be kept under s 49(1) of the Planning and Environment Act 1987]	Available for inspection by any person during normal office hours	Currently in force
<b>Water Act 1989</b>				
109.	s 32H	Copy of approved management plan	Available for public inspection at the Council office during office hours free of charge	Currently in force
<b>Yarra River Protection (Wilipgin Birrarung murrn) Act 2017</b>				
110.	s 40(a)	Yarra Strategic Plan	Available for public inspection at the Council office free of charge and website	Currently in force