



Ararat Rural City

# Ararat Rural City Council Freedom of Information Part II Statements

*Freedom of Information Act 1982*

November 2019

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## INTRODUCTION

### Purpose

The purpose of Part II of the *Freedom of Information Act 1982* (the Act) (section 7 – section 12) is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information which may affect them. To this end they must be aware of what government does, how it acts and what information it holds.

Council releases a large amount of information through online and print publishing as well as person-to-person service provision. These Freedom of Information Part II Information Statements show how Council is making information readily available to the public.

Making information easily accessible reduces the need for members of the public to submit requests under the Act.

### Responsibility

Agencies (including councils) must prepare six major statements under Part II of the Act and ensure that these statements are published and made available to the public. Ararat Rural City Council has compiled these statements to provide members of the public with information about:

- Statement 1 – Organisation and Functions of Council  
*Freedom of Information Act 1982, Section 7(1)(a)(i),(vii) and (viii)*
- Statement 2 – Categories of Documents  
*Freedom of Information Act 1982, Section 7(1)(a)(ii)*
- Statement 3 – FOI Arrangements  
*Freedom of Information Act 1982, Section 7(1)(a)(iii),(v),(vi)*
- Statement 4 – Publicity Material  
*Freedom of Information Act 1982, Section 7(1)(a)(iv)*
- Statement 5 – Rules, Policies & Procedures  
*Freedom of Information Act 1982, Section 8*
- Statement 6 – Report Literature  
*Freedom of Information Act 1982, Section 11*

## STATEMENT 1: ORGANISATION AND FUNCTIONS

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

*A statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are 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

The Ararat Rural City Council was established by an Order in Council on 20 September 1994 and consists of the municipal districts of the former Shire of Ararat and City of Ararat, and parts of Moyne Shire Council, Southern Grampians Shire Council and Northern Grampians Shire Council. The Council is an unsubdivided Council represented by 7 Councillors.

### Principal Officer and Address

The Principal Officer is Dr Tim Harrison, Chief Executive Officer

Postal Address: PO Box 246, Ararat 3377  
Municipal Offices: 59 Vincent Street, Ararat  
Telephone: 5350 0200  
Email: [council@ararat.vic.gov.au](mailto:council@ararat.vic.gov.au)  
Website: [www.ararat.vic.gov.au](http://www.ararat.vic.gov.au)

### Location

The Ararat Rural City Council is located at the foothills of the Grampians and is the centrepiece in a region of tranquil and inspiring national attractions, including the Grampians National Park, Mount Langi Ghiran, Mount Cole, Mount Buangor, Ararat Hills Regional Park and the Pyrenees Ranges. The municipality covers approximately 4,230 square kilometres and services the townships of Elmhurst, Moyston, Willaura, Pomonal, Narrapumelap South, Lake Bolac, Rossbridge, Wickliffe, Maroona, Tatyoon, Buangor, Mininera, Westmere, Streatham, Warrak, Mt Cole, Nerrin Nerrin and Pura Pura and Armstrong.

### Fast Facts

Area: approximately 4,230 square kilometres  
Population: approximately 11,723  
Rate and charge revenue \$17.025 million (2018/19 actual)  
Total Revenue \$34.184million (2018/19 actual)  
Length of sealed local roads 764kms  
Length of unsealed local roads 1,660kms

## Current Councillors

Ararat Rural City Council has 7 Councillors who will hold office until October 2020.

Cr Gwenda Allgood  
Date elected: 27 October 2012  
[gallgood@ararat.vic.gov.au](mailto:gallgood@ararat.vic.gov.au)  
0458 583 746



Cr Frank Deutsch  
Date elected: 6 June 2018  
[fdeutsch@ararat.vic.gov.au](mailto:fdeutsch@ararat.vic.gov.au)  
0436 439 301



Cr Jo Armstrong  
Date elected: 22 October 2016  
[jarmstrong@ararat.vic.gov.au](mailto:jarmstrong@ararat.vic.gov.au)  
0437 132 896



Cr Fay Hull  
Date elected: 21 May 2018  
[fhull@ararat.vic.gov.au](mailto:fhull@ararat.vic.gov.au)  
0448 043 522



Cr Peter Beales  
Date elected: 22 October 2016  
[pbeales@ararat.vic.gov.au](mailto:pbeales@ararat.vic.gov.au)  
0437 118 582



Cr David Pettman  
Date elected: 22 October 2016  
[dpettman@ararat.vic.gov.au](mailto:dpettman@ararat.vic.gov.au)  
0437 148 010



Cr Bill Braithwaite  
Date elected: 29 November 2017  
[bbraithwaite@ararat.vic.gov.au](mailto:bbraithwaite@ararat.vic.gov.au)  
0448 782 539



## Organisation

The Chief Executive Officer is supported by a team of seven officers. The Chief Executive Officer and officers provide a broad range of services and to exercise the duties and functions of the Council, the organisation has been structured as detailed in the following Organisation Chart.

# OUR ORGANISATION



## Functions

Section 3E of the *Local Government Act 1989* prescribes the functions of a Council which include :

- (a) advocating and promoting proposals which are in the best interests of the local community;
- (b) planning for and providing services and facilities for the local community;
- (c) providing and maintaining community infrastructure in the municipal district;
- (d) undertaking strategic and land use planning for the municipal district;
- (e) raising revenue to enable the Council to perform its functions;
- (f) making and enforcing local laws;
- (g) exercising, performing and discharging the duties, functions and powers of Councils under the *Local Government Act 1989* and other Acts;
- (h) any other function relating to the peace, order and good government of the municipal district.

### Common Administrative Functions

1. Committees
2. Community Relations
3. Contracting-Out
4. Equipment and Stores
5. Financial Management
6. Fleet Management
7. Government Relations
8. Industrial Relations
9. Information Management
10. Legal Services
11. Occupational Health & Safety
12. Personnel Management
13. Policy
14. Property Management
15. Publication
16. Reporting
17. Staff Development
18. Strategic Management
19. Technology and Telecommunications

## Decision Making Powers

Council is a statutory entity and is able to do only those things which it is authorised by statute to do. It can act in only one of two ways: by resolution, or through others acting on its behalf.

### **By Resolution**

Council exercises its decision-making powers at ordinary Council meetings and special meetings of Council which are called from time to time to deal with any urgent matters that may arise. These meetings are generally held on the third Tuesday of each month in the Council Chamber, Shire Hall, Barkly Street, Ararat and commence at 6.00pm. All meetings are open to the public. Meetings may be closed to the public to consider confidential items.

The dates of all meetings are published in local newspapers and on [Ararat Rural City Council's website](#). Agendas for all meetings are made available on the Ararat Rural City Council website, on the Thursday prior to the Council meeting, and minutes in the same format are available to the public within one week after the meeting.

Council's *Meeting Procedure* documents the manner of voting and making of resolutions of Council.

### ***Through others acting on its behalf***

The *Local Government Act 1989* makes express provision for the appointment of delegates to act on behalf of Councils. Most Council decision-making power is allocated by formal delegations: delegation to special committees and delegation to members of staff. The decision of a delegate of Council is 'deemed' to be a decision by Council.

The Instrument of Delegation to the Chief Executive Officer empowers the CEO to exercise various powers of the Council, including the power to sub-delegate powers to council officers.

### **Consultative Arrangements**

Council is required to consult with other persons and bodies in relation to its activities, in developing its policy and practice and the impact on internal and external stakeholders. This is done in a number of ways including workshops, face to face meetings, public question time at Ordinary Council meetings, consultative committees and processes, on-line surveys, the giving of public notice and compliance with legislative requirements. Copies of all documents (including policy, planning, strategy, setting of fees and charges) for which community comment is sought, and information on how to provide that comment, is made available on the [Ararat Rural City Council website](#) and at Council's Municipal offices.

Members of the public are encouraged to write directly to Council (PO Box 246, Ararat 3377) or complete the online form on the [Ararat Rural City Council website](#) to seek information on any aspect of its operations.

Each year Council formally appoints its representatives/delegates to the following committees, memberships and supported groups which provide a two-way information stream and assists in the formulation of policy and the administration of the Council.

- *Municipal Association of Victoria*
- *MAV Human Services Committee*
- *MAV Emergency Management Committee*
- *Rural Councils Victoria*
- *Central Highlands Council Victoria*
- *Western Highway Action Committee*
- *Grampians Central West Waste & Resource Recovery Group Board*
- *Lake Fyans Recreational Area Committee of Management*

The following committees of Council have been established for the purpose of advising Council. The committees comprise Council and community and user body representatives.

- *Audit Committee*
- *CEO Employment and Remuneration Advisory Committee*
- *Municipal Emergency Management Planning Committee*

Council has also established the following S86 Committees of Management, who are delegated powers, duties and functions to manage the facilities and control activities on Council's behalf.

- *Alexandra Hall Committee of Management*
- *Buangor Community Sports Centre Committee of Management (including Cobb & Co Building)*
- *Elmhurst Public Hall Committee of Management*
- *Lake Bolac Complex Committee of Management*
- *Lake Bolac Memorial Hall Committee of Management*
- *Maroona Recreation Reserve Committee of Management*
- *Moyston Public Hall Committee of Management*
- *Pomonal Hall and Recreation Reserve Committee of Management*
- *Streatham Memorial Hall Committee of Management*



- *Tatyoorn Hall and Recreation Reserve Committee of Management*
- *Warrak Public Hall committee of Management*
- *Westmere Progress Association Committee of Management*
- *Wickliffe Recreation Reserve Committee of Management*
- *Willaura Golf Club Committee of Management*
- *Willaura Memorial Hall Committee of Management*
- *Willaura Recreation Reserve Committee of Management*
- *Yalla-Y-Poora Community Centre Committee of Management*

Minutes of meetings of the Audit Committee, CEO Employment and Remuneration Advisory Committee and Municipal Emergency Management Planning Committee and all Section 86 Committees are reported to formal Council meetings and are available for inspection.

Council, through the Chief Executive Officer also has representation on following committees.

- *Central Highlands Regional Library Corporation*
- *East Grampians Business Network*
- *East Grampians Rural Pipeline Project CCC*
- *Grampians Peak Trail Project Control Group*
- *Grampians Tourism Board*
- *Municipal Fire Management Planning Committee*
- *Rail Freight Alliance*
- *South West Municipalities Association*
- *Victorian Local Government Association*

To make enquiries about any of these committees, memberships and supported groups, please contact Governance unit via email [council@ararat.vic.gov.au](mailto:council@ararat.vic.gov.au).

## Libraries

Council is a member of the [Central Highlands Libraries Network](#). The main library is situated in Ararat, a rural library in Lake Bolac, and Outreach library services operating at Elmhurst, Moyston, Pomonal, Willaura and Streatham.

### Ararat Library

Cnr Barkly and Queen Streets, Ararat

Telephone : 5352 1722

Email : [library@ararat.vic.gov.au](mailto:library@ararat.vic.gov.au)

Further information regarding the Ararat Library and its services can be found on the Ararat Rural City Council website.

#### *Opening hours*

Monday – Thursday 10.00am – 5.30pm

Friday 10.00am – 5.00pm

Saturday 9.00am – 12noon

### Lake Bolac Business and Information Centre

2110 Glenelg Highway, Lake Bolac

Telephone : 5350 2204

Email : [lbibc@bigpond.com](mailto:lbibc@bigpond.com)

#### *Opening hours*

Monday – Friday 10.00am – 5pm

Saturday and Sunday 10.00am – 4.00pm

### Outreach Library Service

#### *Timetable*

Elmhurst – Elmhurst Bush Nursing Centre, Green Street, Elmhurst – Monday 10.30am – 12.15pm

Pomonal – Pomonal Hall, Ararat-Halls Gap Road, Pomonal – Tuesday 10.30am – 11.30am

Moyston – Moyston Public Hall, Brooke Street, Moyston – Tuesday 12.30pm – 1.30pm

Streatham – Streatham Public Hall, Glenelg Highway, Streatham – Thursday 10.30am – 11.30am

Willaura – Willaura Public Hall, Main Street, Willaura – Thursday 2.00pm – 3.00pm

Further information regarding Library services in the municipality can be found on the [Ararat Rural City Council website](#).

## Acts Administered

Council performs its functions through the enforcement and administration of a large number of principal Acts and corresponding Regulations and Council Local Laws.

<i>Aboriginal Heritage Act 2006</i>	<i>Occupational Health and Safety Act 2004</i>
<i>Associations Incorporation Reform Act 2012</i>	<i>Occupational Health and Safety Regulations 2017</i>
<i>Building Act 1993</i>	<i>Magistrates' Court Act 1989</i>
<i>Building Regulations 2018</i>	<i>Major Transport Projects Facilitation Act 2009</i>
<i>Charter of Human Rights and Responsibilities Act 2006</i>	<i>Mineral Resources (Sustainable Development) Act 1990</i>
<i>Child Wellbeing and Safety Act 2005</i>	<i>National Parks Act 1975</i>
<i>Children Youth and Families Act 2005</i>	<i>Pipelines Act 2005</i>
<i>Climate Change Act 2017</i>	<i>Planning and Environment Act 1987</i>
<i>Conservation Forests &amp; Lands Act 1987</i>	<i>Planning and Environment Regulations 2015</i>
<i>Country Fire Authority Act 1958</i>	<i>Planning and Environment (Fees) Regulations 2016</i>
<i>Country Fire Authority Regulations 2014</i>	<i>Prevention of Cruelty to Animals Act 1986</i>
<i>Crown Land (Reserves) Act 1978</i>	<i>Privacy and Data Protection Act 2014</i>
<i>Cultural &amp; Recreational Lands Act 1963</i>	<i>Protected Disclosure Act 2012</i>
<i>Dangerous Goods Act 1985</i>	<i>Public Health and Wellbeing Act 2008</i>
<i>Dangerous Goods (Explosives) Regulations 2011</i>	<i>Public Health and Wellbeing Regulations 2009</i>
<i>Drugs, Poisons and Controlled Substances Regulations 2017</i>	<i>Public Records Act 1973</i>
<i>Development Victoria Act 2003</i>	<i>Rail Safety Act 2006</i>
<i>Disability Act 2006</i>	<i>Road Management Act 2004</i>
<i>Domestic Animals Act 1994</i>	<i>Road Management (General) Regulations 2009</i>
<i>Domestic Building Contracts Act 1995</i>	<i>Road Management (Works and Infrastructure) Regulations 2015</i>
<i>Education and Care Services National Law Act 2010</i>	<i>Road Safety Act 1986</i>
<i>Education and Training Reform Act 2006</i>	<i>Road Safety Rules 2017</i>
<i>Electricity Safety Act 1998</i>	<i>Road Safety (General) Regulations 2009</i>
<i>Electoral Act 2002</i>	<i>Road Safety (Traffic Management) Regulations 2009</i>
<i>Emergency Management Act 1986</i>	<i>Road Safety (Vehicles) Regulations 2009</i>
<i>Emergency Management Act 2013</i>	<i>Rooming House Operators Act 2016</i>
<i>Environment Protection Act 1970</i>	<i>Second Hand Dealers &amp; Pawnbrokers Act 1989</i>
<i>Equal Opportunity Act 2010</i>	<i>Service Victoria Act 2018</i>
<i>Estate Agents Act 1980</i>	<i>Sex Work Act 1994</i>
<i>Fences Act 1968</i>	<i>Sheriff Act 2009</i>
<i>Family Violence Protection Act 2008</i>	<i>Sport and Recreation Act 1972</i>
<i>Filming Approval Act 2014</i>	<i>Subdivision Act 1988</i>
<i>Fines Reform Act 2014</i>	<i>Subdivision (Fees) Regulations 2016</i>
<i>Fire Services Property Levy Act 2012</i>	<i>Subdivision (Procedures) Regulations 2011</i>
<i>Flora and Fauna Guarantee Act 1988</i>	<i>Subdivision (Registrar's Requirements) Regulations 2011</i>
<i>Food Act 1984</i>	<i>Summary Offences Act 1966</i>
<i>Freedom of Information Act 1982</i>	<i>Taxation Administration Act 1997</i>
<i>Gambling Regulation Act 2003</i>	<i>Tobacco Act 1987</i>
<i>Graffiti Prevention Act 2007</i>	<i>Transfer of Land Act 1958</i>
<i>Health Records Act 2001</i>	<i>Transport Integration Act 2010</i>
<i>Heavy Vehicle National Law 2012</i>	<i>Transport (Safety Schemes Compliance &amp; Enforcement) Act 2014</i>
<i>Heavy Vehicle National Law Application Act 2013</i>	<i>Valuation of Land Act 1960</i>
<i>Heritage Act 2017</i>	<i>Victoria Grants Commission Act 1976</i>
<i>Housing Act 1983</i>	<i>Victoria State Emergency Services Act 2005</i>
<i>Impounding of Livestock Act 1994</i>	<i>Victorian Data Sharing Act 2017</i>
<i>Independent Broad-Based Anti-Corruption Commission Act 2011</i>	<i>Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017</i>
<i>Infringements Act 2006</i>	<i>Victorian Environmental Assessment Council Act 2001</i>
<i>Infringements Regulations 2016</i>	<i>Victorian Inspectorate Act 2011</i>
<i>Land Act 1958</i>	<i>Victorian Planning Authority Act 2017</i>
<i>Land Acquisition and Compensation Act 1986</i>	<i>Water Act 1989</i>
<i>Land Acquisitions and Compensations Regulations 2010</i>	<i>General Local Law 2012</i>
<i>Liquor Control Reform Act 1998</i>	<i>Governance Local Law 2012</i>
<i>Livestock Disease Control Act 1994</i>	<i>Meeting Procedure 2012</i>
<i>Local Government Act 1989</i>	
<i>Local Government (Elections) Regulations 2016</i>	
<i>Local Government (Performance Reporting and Accountability) Act 2014</i>	
<i>Local Government (Long Service Leave) Regulations 2012</i>	
<i>Local Government (General) Regulations 2015</i>	
<i>Local Government (Planning and Reporting) Regulations 2014</i>	

## **STATEMENT 2 : CATEGORIES OF DOCUMENTS**

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

### **Description of Record Keeping system**

Council uses Open Office CRMS, which is a centralised Electronic Document Records Management System (EDRMS) for storing records that relate to Council business.

The Records Management Business Classification Scheme is a three-tiered structure, Organisational Structure - Category – Sub Category Service.

We have two document libraries within our EDRMS, the Business Classification Scheme and Human Resources. The folders in the first tier in the BCS are as follows:

- Aerodromes
- Aged and Disabled Services
- Alexandra Oval Community Recreation Centre
- Animal Management
- Ararat Regional Art Gallery
- Asset Management
- Bridges
- Building
- Business and Events Approvals
- CEO - Office
- Community Development and Planning
- Community Safety
- Council Meetings & Briefings
- Design & Project Management
- Drainage
- Economic Development
- Education
- Emergency
- Environment and Sustainability
- Environmental Protection and Services
- Events
- Family & Community Services
- Finance
- Finance - Taxation
- Finance - Valuations
- Footpaths
- General Request For Depot Assistance
- Governance
- Grampians Pyrenees Regional Projects
- Health
- Housing
- Information Services
- Insurance
- Kerb & Channel
- Library
- Litter Control
- Local Government Business Enterprise
- Local Roads
- Maternal & Child Health
- Parks and Gardens
- People and Culture
- Pest Control
- Phone Message
- Plant / Machinery
- Private Works
- Procurement
- Property
- Rates & Charges
- Records Management
- Recreation & Culture
- Risk Management
- Roads
- Roadside Water Supplies
- Section 86 Committees
- Septic Tanks & Sewerage & Waste Water
- Street Lighting
- Streetscape
- System
- Tourism
- Town Planning
- Townhall
- Trees
- War Memorial Cenotaphs
- Waste Management
- Workplace Hazard Inspections

Former records systems were used to manage paper records and include property, contract and subject files, financial accounts and personnel records, and these are stored at the specific purpose-built Records facility at the Council Depot, Flattely Street, Ararat.

Those records are stored and disposed of in accordance with Public Records Victoria (PROV) Standards and specifications. Some records inherited from the former Councils (Shire and City of Ararat), no longer in current use, were previously transferred to the custody of the Public Records Office, Ballarat.

Broadly Council maintains personal, procedure, policy, operational, administrative and correspondence documents.

Information and documents on the Ararat Rural City Council Website are categorised by menu tabs and site maps. In addition, the search engine can be used to locate a wide range of Council information.

## Principal Records

Documents maintained in the possession of Council include:

Abandoned or dumped cars	Abatement Notices
Australian Bureau of Statistics	Access – Land Use
Accident reports	Damage and Illegal Entry
Accounting	Accounts Payable
Accreditation	Acquisition – equipment, land, fleet, furniture, IT, property
Acquisition & Disposal Notices	Acts of Parliament
Waste Collection	Addresses – Speeches
Administrative Reporting	Client Files
Advertising	Advisory Groups
Advisory Committees	Depot Works After Hours requests
Local Laws After Hours requests	Photographs and films
Aged & Disability and Aged Care	Agency Vehicle infringements
Publications	Agendas – Council Meetings
Agency Wide Policy	Agendas – Internal Committees, Boards
Agendas – External Committees	Air pollution complaints
Agreements	Allocation – Equipment and stores
Air Testing	Allocations – fleet, Councillors, overtime, personnel, travel
Allocations – telecommunications	Allowances – Councillors
Allowances – Fleet Management	Amendments
Amalgamations	Animal Management incl permits, complaints, registration
Analysts certificates and reports	Annual Reporting
Annual Budget - estimates, working papers, budgeting	Appointments – members of committees, Council elections, government relations
Annual Statements of Accounts	Approved point of discharge – drainage
Appraisals - staff	Aquatic and Recreation – Membership, programs
Applications – development, enrolments, services, burning off, grants, voters lists, heritage building, pensioner rebates, road funding, septic tanks, sporting ground, temporary food premises	Asbestos – Fit outs, personnel exposure, volunteers exposure, removal, waste
	Asset Management, Register
Attendance – FDC, personnel	Business Classification Schemes
Audit – OH&S, Telecommunication equipment, Chart of Accounts, CCT, Financial, IT, Committee, Food premises	Business Registrations – food
Australia Post – audit, services	Campaign Donation Returns – Elections
Authorised Officers	Cancelled Cheques
Australia Day – awards, nominations, celebrations, meetings, permits, committee	Capital Works – budget, progress
Authorisation – Financial	Car registration
Awards – community, industrial, local government, staff	Candidates – electoral
B Double Transport Permits	Car parks – building, construction, maintenance
Bad Debts	Carers – agreements, payments
Ballot papers	Carpets - installation

Banking – fees, cards, guarantees, debit tax, reconciliation, statements	Catering
Bankruptcy notices	Cash – records, books, ledgers, rebates
Banners	Celebrations, Ceremonies and Functions
Barking dogs – action	Cemeteries
Benchmarking	Ceremonies
Best Value Reporting	Centenary Celebrations
Bike Paths – building	Certificates – Occupancy, food handling, sick leave, training, animal registration
Billboards – roadside advertising permits	Certification – support services
Bins – new, payments, requests, replacement, streets	Charitable Organisations – rate exemptions
Birth Notices	Change of Advice – staff
Boards	Charities – permits
Body Piercing – applications	Chart of Accounts
Bookings – halls, reserves	Child care – benefits, accidents, assessment, assistance, attendance records, cash rebates, client files, enrolments, fee relief, incidents, subsidies, placement, program, registration, surveys, centres
Boundaries – amalgamation, Councils, electoral, review	Cheques – butts, cancelled, dishonoured, stopped
Bowling Greens – building of	Cigarettes - retailers
Bridges – Construction	Circulars
Builders Code of Practice	Citizenship ceremonies
Building – applications, compliance, Council buildings, final inspections, Form 10, MBS requests, appointments, occupancy permits, inspection diaries, levy returns, public commercial buildings, notices	Civic events
Building permits – extension, register, permits, complaints, enquiries, specifications	Claims – Industrial relations, public liability insurance, vehicle insurance, workers compensation
Bushfires – Inquest	Classification Schemes
Business Process Mapping	Cleaning inspections
Business Unit Plans	Conflict of Interest Register
Bus shelters – building of	Conflicts of Interest
Client files – adults, aged and disability, child care, family day care, Maternal and Child Health, youth services	Contracting out
Closures – roads	Contractor registers
Coaching – staff development	Contractors
Code of Conduct	Contracts – summary of tenders, register
Collection – dumped rubbish, litter,	Contravention
Committees of Management – halls and reserves, membership. Minutes, accounts	Copyright – publication
Common seal – register of use	Council buildings – building of, construction
Community Bulletins	Council buildings – general, sale, use
Community Plans	Council elections – applications for enrolment, appointments, ballot papers, campaign donations, candidates, counting of votes, declarations, donations, extraordinary, failure to vote, final results, how to vote cards, late returns, list of non voters, nominations, non-voting excuses, notices of appointment, candidature, organisation, polling booths, postal votes, prosecutions, publicity, results, returning officer, polls, eligibility, voters list, voters roll, infringements
Community Resource Guide	Council Plans – development, duplicates, copies
Community Services	Council facilities – building of, fees and charges, memberships
Compensation – legal, OH&S	Council functions
Competitive tendering CCT	Council meetings – submissions, agenda, deferred items, invitations, minutes, notices, notices of motion, questions, reports

Complaints – air pollution, health, animal control, general, noise, graffiti, ombudsman, routine, street lighting OH&S	Councillor Newsletters
Compulsory fire clearances	Councillors – insurance, allowances, employment conditions, entitlements, functions, general, handbook, invitations, orientation, pecuniary interest, forums
Compulsory land acquisitions	Council owned land
Computers – use of	Credit notes
Conferences – arrangements, attendance, catering, duplicates, invitations, staff development, reports	Cricket pitches – building of
Confirmation of ownership (rates)	Crossovers – inspections, enforcement
Conflict of Interest	Cultural services grants
Conservation – information management, property	Customer Service – developing strategies, information management, telecommunication equipment, telephone calls
Construction – Council owned buildings	Customer Service Strategy
Construction and renovation – property	Daily Activity Reports – M&CH
Contaminated Land	Daily work sheets – depot staff
Contract Management Guidelines – OH&S	Dangerous dogs – notification, records, registration
Contract Payment Summaries - tendering	Database management
Contract Service reports – M&CH	Debt collection
Debtor listings and reports	Emergency Management – community education support, planning, response, plans, support
Debtors – system, sundry	Employee Contracts
Deceased Animal Returns – animal registration	Employment conditions
Declaration – public highways	Employment enquiries
Delegations of Authority – finance, personnel	Enforcement – animal management, elections, food, illegal dumping, littering, planning permits, rates, traffic
Delegations of Authority	Enquiries – fencing, planning, public reaction, submissions and complaints
Delivery dockets	Enterprise Agreements
Demolition	Enterprise Bargaining
Demolition permits	Environment Grants
Depreciation	Environment – pest control
Desexing - animal control	Equipment and stores
Development Plans – planning	Estimates
Dial before you dig	European wasps – pest control
Digital signatures	Events – invitations, permits, support media
Direct debit	Excess animal permits
Disabled Parking Permits	Exhibitions
Disaster repairs	Expressions of interest – tenders
Discharged clients	External committees
Discontinued Roads	Facilitation of meetings
Dishonoured cheques	Farmland – valuations
Disposal – fleet, property, equipment, stores, IT, telecommunication equipment	Fringe Benefit Tax
Disposition and Acquisition Notices	Fees and charges – facilities
Distribution – publication	Fencing
Dog attacks	Festivals
Dog infringements	File Classification Systems
Dog registration	Final inspections – buildings
Donations	Financial Receipts
Door knocking appeals	Financial Statements
Drafting	Fire – compulsory clearances, permits
Drainage – building, cleaning construction, maintenance	Fire Hazards – clearance, inspections, notification
Early Education	Fire Hydrants – installation, markers
Easements – creation	Fire prevention – enforcement, notices
Economic Development	Fire Wardens

Education – pet ownership	First Aid – registers, kits, usage,
EFT children financial reports, placement	Fit outs
Elections – Council, advertising, appointments	Fleet management – accident reports, fuel costs, infringements, insurance claims, policies, renewal, purchase, sale
Electoral boundaries – establishment, reviews	Flood Level Certificates
Electrical – installation of	FOI Registers and requests
Common boundary fencing	Footpaths – complaints, trading, building of, enforcement, inspections, maintenance
Child Care	Forms
Food – business registration, enforcement, handling certificates, poisoning, premises applications, audits, inspections, recall notices, regulations, safety plans, sampling, selling at events, stalls, transport vehicles	Home Carers – Rosters/timesheets, payroll
Freedom of Information	Holiday Programs
Freeza Events	Home Maintenance – requests, job sheets, support, clients
Fringe Benefit Tax (FBT) – Council and personnel	Hire – plant, sporting facilities, sports grounds
Functional reporting	Impounding Animals & Notices
Functions	Infringement Appeals - Cat and dog Registration
Funding – VicRoads, from government sources	Infringement Appeals - Parking
Funding – roads, unsuccessful	Infringements - Fleet Management, personnel, animal, elections, illegal dumping, littering, parking, traffic
Fundraising	Inquiries - Government Relations
Furniture – acquisition, park installation	Inspections – Crossovers, fire hazard, food premises, footpaths, OH&S, playground equipment, playgrounds, routine workplace, pools, telecommunication equipment
Garbage – collection	Indexes - Master Control Records, recordkeeping systems
Garnishee Order	Induction Courses
General Ledgers	IDO Interim Development Orders, objections and registers
Goods and Services Tax (GST)	Illegally Dumped Waste - Collection
Government wide policy	Immunisations
Grading – road maintenance	Impounded Vehicles – Council Action
Grants – funding, allocation, annual return, available, FACS, Grants Commission, HACC, received, returns, roads, agency giving, agency receiving	Impounded Vehicles – No Action
Graffiti – complaints, removal	Implementation and Installation - Telecommunication Equipment
Greetings	Impounded Vehicles – Owners Action
Green Waste collection	Inclusion Support Subsidy ISS – Childcare
Ground maintenance	Installation - park furniture, property
Guests	Insurance - Property, fleet, claims, renewals, policies, professional indemnity, public liability
Hairdressers – complaints, registration, applications	Insurance – Staff – Claims, policies, renewals
Home and Community Care – applications, assessment, funding, services, funding,	Intellectual Property - Legal Services
Halls – bookings, cleaning	Intellectual Property - Legal Services
Handbooks – Councillors	Interest Generated - Rate Reports
Hard waste collection	Interim Development Orders IDO incl objections
Hazardous substance/waste	Internal Committees – Operational
Health Inspection reports	Internal Committees – Strategic
Health Premises – applications, OH&S	Interest Generated - Rate Reports
Heritage – building permits	Interim Development Orders IDO incl objections
Herbicide – Use of	Internal Committees – Operational
Heritage Buildings – Amended Applications, applications, final inspection, notifications, occupancy permits	Internal Committees – Strategic
Internal Committees - Strategic – Agendas And minutes	Legal Services
Intellectual Property - Legal Services	Legal Advice



Interest Generated - Rate Reports	Legal point of discharge
Interim Development Orders IDO incl objections	Liaison – Legislation – Direct relation to Council
Internal Committees – Operational	Legislation – Liaison - Direct relation to Council
Internal Committees - Strategic – Agendas And minutes	Liaison - Legislation – No Direct impact to Council
Internal Meetings – Agendas and minutes, reports, submissions	Liaison – MAV – Changes to Council
Investigation – Infectious Disease	Liaison – Member Organisations
Investments - Financial	Legislation - Government Relations
Invoices	Liaison – Enquiries
Job Advertisements - Press	Liaison – Government Inquiry– Agency recommendations, general
Job Descriptions	Legislation – Rate Enquiry
Job Enquiries	Legislation - Regulation / Developing
Job Safety Analysis – OH&S	LGPA Local Government Town Planners Group
Job Safety Analysis – Worksheets	Liaison – Complaints
Job Vacancy Records	Liaison – Planning Permits
Joint Venture - Agreements – Major and minor, government relations	Liaison – Street Lighting – Power Supplier
Kennel Registration	Liaison – Telecom
Kerb and Channel – Maintenance	Library – Mobile
Kindergarten Applications and Enrolments – Summary Records, placement officers	Library – Service
Land - Acquisition	Library Membership
Land – Exchange of Ownership – Roads	Licence – Alcohol Consumption
Land – Purchase and sales	Licence – Apparatus
Land Information Certificates	Licence - Liquor
Land Tax	Licence – Petrol Pumps
Land Use – Access	Licence - Telecommunication Equipment
Landfill Sites - Animal Deterrent Systems	Liquidation – Creditors, debt recovery, information
Landfill Sites - Contents of Sites	Litter - Collection
Landfill Sites - Drainage Systems	Littering - Enforcement
Landfill Sites - Monitoring Physical Impact	Livestock - Destruction / Putting Down
Landfill Sites - Operational Management, rehabilitation, security, water management	Local Government Engineers Association
Landslip Reports	Local Government Town Planners Group LGPA
Leasing – Vehicles, property, Council owned properties, fleet management, non-Council owned properties, telecommunications equipment	Local Laws - After Hour Reports
Leasing-out - Property	Logs - vehicles
Leave Records	Local Laws - Court Cases
Local Laws - Final Copy of Laws	Local Laws – Development of
Mail Management	Mileage Reimbursement
Magazine – Subscription	Minutes - Board Meetings
Maintenance - Equipment and Stores	Minutes - Committee Meetings
Maintenance - Fleet Management	Mobile Library Service
Maintenance - Playground Equipment	Moving - Personnel and Property
Maintenance – Playground Graffiti	Municipal Association of Victoria
Maintenance - Property	Municipal Authorities Purchasing Scheme MAPS
Maintenance – Service Infrastructure	Name and Address Amendment - Ratepayers
Maintenance - Telecommunication Equipment	Names – Roads and streets
Maintenance Records – Vehicles	NAR Forms - Ratepayers
Magazine – Subscription	Nature strip Reinstatements
Maintenance - Equipment and Stores	Needle / Sharps / Syringes Program
Maintenance - Fleet Management	New Bins - Requests
Maintenance - Playground Equipment	New Residents Kits
Maintenance – Playground Graffiti	New Title Details
Maintenance - Property	Moving - Personnel and Property

Maintenance – Service Infrastructure	Municipal Association of Victoria
Maintenance - Telecommunication Equipment	Municipal Authorities Purchasing Scheme MAPS
Maintenance Records – Vehicles	Name and Address Amendment - Ratepayers
Major Renovations	Names – Roads and streets
MAPS Municipal Authorities Purchasing Scheme	NAR Forms - Ratepayers
Marketing	Nature strip Reinstatements
Master Control Records	Needle / Sharps / Syringes Program
Master Control Records - Indexes	New Bins - Requests
Material Safety Data Sheets	New Residents Kits
	New Title Details
Master Control Records - Registers	News Paper Clippings - External Sources
Maternal & Child Health - Client Files, contract service reports, daily activity reports, diaries, information/education	Noise – Complaints
MAV – Advisory Groups. Circulars, committees, general, liaison – changes to Council, Local Government Week, Restructure	Noise Assessment – OHS
Meals on Wheels – mileage reimbursement for volunteers, petrol vouchers, volunteers	Nominations - Australia Day
Media Relations	Non-Toxic Waste - Removal
Member Organisations	Notice Boards – Community
Memberships - Council Facilities	Notice of Acquisition
Memberships - To external Organisations	Notice of Disposition
Memorandums of Understanding – Amalgamations, significance, small scale	Notices
Memorials	Notices of Motion – Council Meetings
Metadata - Maintenance	Notification - Birth Notices
Microchipping	Notification - Infectious Diseases
Minutes - Committees of Management	Notification - Food Selling Events
Minutes - Council Meetings	Notification of Appointment - Building
Objections – Animal Registration	Permits - Expiry - Heritage Buildings
Objections – Interim Development Orders	Permits - Extension - Heritage Buildings
Occupancy Permits - Classes 1b, 3a-f, Class 5, class 6a-d, Class 7b, Class 8, Classes 9a-c	Permits – Festivals
Occupancy Permits - Heritage Buildings	Permits - Fire
Occupancy Permits - Temporary Building	Permits - Roadside Signage
Occupational Health & Safety – air testing, audits, committees, computers, contract management, contractors, hearing tests, job safety analysis, noise assessment, routine workplace inspections and incident reports	Permits - Roadside Trading
Ombudsman – Complaints	Permits - Roadside Advertising
Occupancy Permits - Building	Permits - Statutory Registers of Building Permits
Orders Notices & Certificate Files	Permits - To work on Road Reserve
Outline Development Plan - Strategic Planning	Permits – Tree – Removal
Outstanding Balance Reports - Rates	Permits – Vehicle Crossing
Park Furniture – Installation	Personal Care - Assessment (HACC)
Park Furniture - Maintenance	Pest Control - Property
Parking – Complaints	Pest Control – Environmental
Parking - Infringements	Pest Control – European Wasps
Parking Permits - Disabled	Pest Control – Foxes
Parks - Damage	Pesticide - Use of
Parks – Ground Maintenance	Pests – Baiting
Parks – Planning	Pet Ownership Education

Payment Audit Reports - Rates	Petitions
Payments – Private Street Schemes	Petitions - Register
Payroll – deductions and tax	Petrol Vouchers - Meals on Wheels
PBS Private Building Surveyor	Petty Cash Records
Penalties - Failure to Vote Council Elections	Photographs - Agency Master Set
Pensioner - Concessions	Photos - Permissions to use
Pensioner - Rebate Applications	Piggeries – Applications
Pensioner - Rebates	Piggeries – Complaints – Environmental
Performance Management	Piggeries – Complaints – Smell
Perin	Piggeries – Closing of
Permissions to use photos	Piggeries – Management
Permits - Animal	Piggeries – Permits
Permits – Australia Day Celebrations	Planning – Studies
Permits - B Double Transport	Planning Permit – Contraventions
Permits - Billboards	Planning Permit – Prosecutions
Permits - Burn off	Planning Permit – Revocations
Permits - Cancellation - Heritage Buildings	Planning Permits - Appeals
Permits - Collecting Money for Charity	Planning Permits – Endorsing of
Permits – Demolition	Planning Permits – Enforcement
Permits - Excess Dogs / Cats	Planning Permits – Interim Development Orders IDO
Permits - Expiry - Building	Planning Permits – Liaison
Planning Scheme – Legislation	Planning Scheme – General
Planning Scheme – Other Councils	Private Charge Schemes – Petitions
Planning Scheme – Relocations	Private Charge Schemes – Streets - Abandoned
Planning Scheme – Rezoning – Approved – No Scheme Amendments	Private Charge Schemes – Surveys
Planning Scheme – Rezoning – Approved – Scheme Amendments	Private Charge Schemes – Tendering
Planning Scheme – Rezoning – Not Approved	Private Street Construction
Planning Scheme – Rezoning – Revoked	Private Street Construction - Payments
Planning Schemes	Procedures
Planning Scheme - Delegations	Procedures - Financial
Plant Reports - Depreciation	Procedures - Records Management Systems
Plant – Hire	Production - Publication
Plaques - Memorial	Program Management - MCH
Playgrounds - Equipment – Inspections, maintenance, graffiti removal, installation	Programs - Developing for Conference
Playgrounds - Building of	Programs – Immunisation
Plumbing	Project Management - Development of Project
Planning – General Enquiries	Project Management - Registers
Planning - OHS	Public Toilets
Planning – Parks	Provision of information affecting specific properties
Planning - Property	Preschool – Enrolments
Points of Discharge – Approved	Preschool – Summary Records
Positions	Press Clippings
Postal Votes – Council Elections	Press Releases
Pound - Daily maintenance	Prosecutions - Local Laws Dept taking matter to Court
Pound - Operational Management	Planning Permits – Register
Pound - Registers of animals admitted	Planning Scheme - Amendments
Pound - Release Books	Planning Scheme – Compulsory Acquisitions
Pound - Seizure or Impounding animals	Privacy - Information Management

Pound - Summary of animals impounded with municipality	Private Building Surveyor PBS
Policy - Administration	Private Charge Schemes – Drainage, footpaths - Abandoned
Position Descriptions	Private Charge Schemes – Objections
Publicity – Advertising, elections, liaison	Private Charge Schemes – Objections, VCAT
Purchase – Land	Publications – Articles, copyright, corporate style, Distribution, versions, input, production, quotations, stock take
Purchase - Orders	Position Vacancy Records
Project Management - Strategic Management	Property – Rental
Project Management - Summaries	Property – Rental – Finance
Property - Acquisition	Property - Valuations
Property – Council Purchase of	Prosecutions
Property – Council Sale of	Public Buildings - Structural Maintenance
Property - Damage	Public Session - Immunisation Consent Cards Pre 1996
Property - Enquiry Application	Questionnaires/Surveys
Property - Maintenance - Public Buildings	Quarries – General, delivery dockets
Property - Management	
Questions – Council Meetings	Rehabilitation - OHS
Quotations – Building Department Services charges	Removal – Non-Toxic Waste
Quotes – fencing	Remuneration Registers
Quotations – general, hiring of Council facilities, publications, tendering	Rental – Council owned
Rates – Abandonments	Renting – by Council
Raffles	Replacement – Rubbish Bins
Rates – Certificates, change of address details, deferment, direct debit audit reports, enforcement, establishing rates, farmland, farmland classifications, general, liaison, interest generated, legislation, non-rateable properties, outstanding balance reports, payment audit reports, payments direct debit, payments, outstanding penalties, property owners, rating rounds, refunds, reports, sale of properties, separate, special charge schemes, Title searches	Replacement Bins
Rebates - pensioner	Reporting
RDOs – Rostered Day off	Reporting - Community Plan
Recall - Food / Product Notifications	Reporting - Corporate Planning
Receivership Notices	Reports - Board Meetings
Receipts	Reports - Committee Meetings
Reclaimed Animals	Reports - Council Meetings
Reconciliation – Bank	Record Management Systems
Record Management Systems - Procedures	Representations (including Parliamentary Questions)
Recordkeeping Systems - Configuration	Representatives - OHS
Recordkeeping Systems - Indexes	Returned Cheques
Recordkeeping Systems - Procedures	Returning Officer Correspondence
Recreational Grants - Applications - Successful	Revocations – Planning Permit
Recreational Grants - Applications - Unsuccessful	Rezoning
Recruitment	Rezoning – Planning Scheme – Approved – No Scheme Amendments
Recycling	Rezoning – Planning Scheme – Approved – Scheme Amendments
Refunds – Rates	Registration – Food Business
Refurbishment	Registration – Piggeries
Register - Security Pass	Reports - Internal Meetings

Register - Tenders Received	Roads - Opening Permits (Road Maintenance)
Register - Trust	Roads - Reserve Permit
Register - Hazardous Substance	Roads – Signs
Register - Master Control Records	Roads – Signs – Names
Register – Planning Permits	Roads - Special Charge Schemes
Register - Authorised Officers	Roads – Speed Limits
Registers - Tender Contracts	Roads – VicRoads – Claims
Registration - Cat	Roads – VicRoads Funding
Registration - Dog	Roadside Advertising - Permit
Registration - Fleet Vehicles	
Rezoning – Planning Scheme – Not Approved	Road Funding
Rezoning – Planning Scheme - Revoked	Roadside Signage - Permit
Roads - Accident Reports	Roadside Trading – Permits
Roads - Closure Permits for Public Events	Roads - Building of
Roads - Closures - Discontinuations	Roads – Closures
Reports - External Committees Convened by Agency	Roads - Closures - Events
Risk Management - OHS	Roads - Construction
Risk Management - Strategic Management	Room Observations - Family Day Care
Requests - Additional Bin	Rostered Day Off
Requests - Building Form 10 from a Solicitor	Rosters – Home Carer
Requests - Building Information Request from a Building Surveyor	Routine Workplace Inspections – OHS
Requests – Home Maintenance	Roundabouts - Building Of
Requests - House Plans	Rubbish – Collection
Requests - Information - General	Rubbish - Dumped
Requests - Invoices	Rubbish Bin – New Bin Payments via Rates
Requests – Questions for Council Meetings	Rubbish - Collection - Complaints
Requisition to Purchase Orders	Rubbish Bin – New Bin Payments
Research - Legal Services	Rubbish Bin – Replacement
Reserves - Bookings	Safe Work Method Statements SWMS
Reserves - Inspections	Salaries - Payment Processing
Residents Kits	Sale – Council Property
Resurfacing - Infrastructure Maintenance	Sales Tax
Retaining Walls - Building Of	School Crossing Supervisors - Subsidies
Roadside Signs – Permits	School Crossings - Building of
Roads – Discontinued	School Crossings - Building Location
Roads – Exchange of Land Ownership	School Entry Immunisation Cards pre 1996
Roads – Funding	Section 173 Agreements
Roads - Funding - Applications	Security
Roads - Improvements - Maintenance	Security - Equipment and Stores
Roads - Maintenance	Seminars
Roads - Maintenance, Road Opening Permits	Senior Leadership Team – Meetings
Roads - Maintenance - Work Requests	Septic Tanks - Applications
Roads – Names	Septic Tanks – General
Septic Tanks – Payments	Strategic Management
Septic Tanks - Servicing Reports	Strategic Planning - Outline Development Plan
Service Infrastructure - Maintenance	Street - Closures
Service Infrastructure - Service Request	Street - Lighting
Servicing Reports - Septic Tanks	Street – Lighting – Complaints
Sewage Reticulation	Street - Lighting – Maintenance
Sewer Reticulation – Tendering	Street – Lighting – Power Supplier - Liaison
Sewerage – Connection	Street - Tree Planting

Sewerage – Declared Sewerage areas	Street- Names
Sewerage – Disposal Sites	Street -Numbering
Sewerage – General	Street Signs - Loading Zones
Sewerage – Treatment Plants	Street Stalls - Permits
Sewerage – Declared Sewerage areas	Streets – Construction
Sewerage – Disposal Sites	Streetscapes - Building Of
Sewerage – General	Streetscapes - Maintenance
Sewerage – Treatment Plants	Structural Maintenance - Public Buildings
Sign - Road Side Permit	Studies – Planning
Signage - Road	Study Leave Forms
Signs – Roads	Subdivision Files - Successful
Signs – Roads – Names	Subdivisions
Skate Parks - Building of	Submissions - Council Meetings
Smoking – Restrictions – External	Submissions - Government Relations
Smoking - Restrictions - workplace	Submissions - Internal Meetings
Social Clubs - Staff Development	Submissions - Internal Meetings - Duplicate
SPAM	Subpoenas - Legal Discovery Process
Special Charge Scheme – Rates	Subscriptions
Special Charge Schemes - Roads	Subsidies
Speeches - Major Event	Subsidies – School Crossing Supervisors
Speed Limits – Roads	Summary of Tender Contracts
Sponsorship - Provided by Agency	Sundry Debtors
Sponsorship - Received from external agency	Supplementary Valuations
Sporting Facilities - Hire	Supplementary Valuations - Confirmation of Ownership
Sports Centres – Redevelopment	Supplementary Valuations - Details
Sports Facilities - Inspections	Surveys - Child Care
Sports Ground - Hire	Surveys – General
Sports Ground Pavilion Inspections	Swimming Pool – General
Staff Bulletins	Swimming Pool - Maintenance
Staff Meetings	Swimming Pool - Programs
Standpipes	Syringes / Sharps / Needle Program
Statement of Accounts	Tattoo Salon – Applications
Statistics	Tax – Bank Account Debit
Statues - Memorial	Tax – Land
Statutory Council Meetings	Tax – Sales
Stock take - Equipment and Stores	Taxation
Stock take - Publication	Technology - Acquisition
Stopped Cheques	Technology - Activities
Storage - Equipment and Stores	Telecom – Liaison
Storage - Information Management	Telecommunications – Maintenance
Telecommunications Activities - Internal	Telstra – Notice of Access
Tendering Contracts - Infrastructure Maintenance – Footpaths	Telephones - Infrastructure installation
Tendering Contracts - Infrastructure Maintenance – Grading	Telephones – Municipality Installation
Tendering Contracts - Infrastructure Maintenance - Line Marking	Temporary Food Applications
Tendering Contracts - Infrastructure Maintenance – Repairs	Training - Attendance / Certificates
Tendering Contracts - Infrastructure Maintenance – Repairs	Training – Material
Tendering Contracts - Infrastructure Maintenance - Resurfacing	Trading – Footpath

Tendering Contracts - Infrastructure Maintenance - Road Improvements	Trading - Road Side Permit
Tendering Contracts - Infrastructure Maintenance - Streetscapes	Trading Hours
Tendering	Traffic - Counts
Tendering - Contract Payment Summaries	Tenders - Contract Register
Tendering - Contract Registers	Tenders - Development of
Tendering - Contract Registers	Tenders - Documentation / Drafts
Tendering - Contracts - Disaster Repairs	Tendering - Documentation
Tendering - Contracts - Maintenance	Tendering - Due Diligence Checks
Tendering - Contracts - Major Renovations	Tendering - Evaluation of Tenders
Tendering Contracts - Infrastructure Maintenance - Drainage	Tendering - Expressions of Interest
Tendering Contracts - Infrastructure Maintenance - upgrades	Tendering - Heritage Buildings
Tenders - Unsuccessful	Tenders - Received register
Tennis Courts - Building of	Tidy Towns
Thank you letters	Title Search
Toilets - Public, cleaning	Toilets – Public – Construction
Tourism – General	Toilets – Public – Maintenance
Town Planning – Correspondence	Vehicles – Impounded – Owners Action
Town Planning – Liaison	Vehicles - Maintenance Records
Traffic - Management – Complaints – Changes to Policy or Procedures	Vehicles – Registration
Traffic – Management – Complaints – Detailed	Vehicles - Usage
Traffic - Management – Complaints – Routine	Vic Roads – Claims
Traffic – Management – Liaison with Authorities	Vic Roads - Funding
Traffic - Management - Schemes	Vic Roads - Funding – Projects
Traffic infringements - Agency Vehicles	Vic Roads - Funding – Roads
Traffic Lights	Victorian Grant Commission – Grants
Traffic Signals - Installation Of	Viruses - Computer
Transfer of Land – Amalgamation	Vehicles – Dumped – No Legal Action
Transfer of Ownership - Animal Registration	Vehicles – Impounded - Council Action
Travel	Vehicles – Impounded – No Action
Travel - Allowances	Visits - Government Relations
Treatment Plants – Sewerage	Visits & Tours
Tree – Removal – Permit – Approved	Volunteers
Tree – Removal – Permit – Not Approved	Wall Fittings - Installation of
Tree Lopping - By Council Staff	Ward Boundaries - Electoral
Tree Planting - Streets	Ward Boundaries - Electoral - Reviews
Trust - Deposit	Waste - Hard Waste Collection
Trust - Register	Waste - Non Toxic - Removal
Trust Accounts – Audit – Major Changes	Waste Collection
Trust Accounts – Audit – Minor Changes	Waste Collection - Complaints
Trust Reconciliation Reports	Waste Collection – Dumped Rubbish
Unclaimed Monies	Waste Collection - Green Waste
Unightly Premises – Council Court Action	Waste Management
Unightly Premises – External Court Action	Water – Analysis
Unightly Premises – No action	Water – Pollution
Usage - Equipment and Stores	Water – Rates
Usage - Fleet Management	Water – Supply – Weirs / Reservoirs
Usage - Vehicle Reports	Water – Trunk – Service
Vacancy Records	Water Accounts – Committees

Valuations - General	Water Authority – Notice of Access
Vehicle - Leases	Water Management Facilities
Vehicle – Logs	Weeds – Management
Vehicle – Maintenance Records	Work Orders
Vehicle – Usage Report	Work Request - Roads Maintenance
Vehicle Crossing Permit	Work Request - Service Infrastructure
Vehicle Insurance – Claims	Workplace Agreements
Vehicle Insurance – Policy	Young Citizen Award
Vehicle Insurance – Policy Renewal	Youth Action Plan
Vehicle Sale – Fleet Management	
Vehicles – Driver Approvals	
Vehicles – Dumped – Legal Action	

### Central Registry

The Open Office CRMS contains electronic records of all hard copy records received and/or prepared by Council staff since its inception in July 2007.

From 1996 to 2007 records were kept using Lotus Approach. Hard copies are stored at the specific purpose-built records facility at the Council Depot, Flattely Street, Ararat.

The hard copy files from the systems for each of the former councils pre 1994 have been transferred to the Public Records Office.

### Other Records

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

Home and Community Care - client files, Carelink;  
 Children’s Services and Maternal & Child Health - client files, including immunisation records;  
 Infrastructure - parks and gardens and other infrastructure maintenance, plans and drawings and maps;  
 Geographic Information on GIS;  
 Governance Unit – registers containing original and copies of Council Minutes;  
 Rates, Finance, Planning, Building, Health Manager, Animals, Streatrader, Parking Permits, Local Laws,  
 Septic Tanks – Open Office is the current operating system;  
 All units – standard operating procedures;

Council uses the Reliansys System to manage Risk Management, Incident Reporting and Delegations.

Not all records are retained and some are destroyed in accordance with the *Public Records Act 1973*.



### **STATEMENT 3 : FOI ARRANGEMENTS**

*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**

Copies of the following material prepared by Council under Part II for Publication or Inspection by the Public can be inspected at Council's offices and are available by either download from the [Ararat Rural City Council website](#) or hard copy by contacting the Council offices on 5355 0200 –

Statement 1 : Organisation and Functions

Statement 2 : Categories of Documents

Statement 3 : FOI Arrangements

Statement 4 : Publicity Services

Statement 5 : Documents available for Inspection or Purchase under s.18

Statement 6 : Documents on Reports under s.11.

Much of the information included in these information statements can be found in the Council's [Annual Report](#) and on the [Ararat Rural City Council website](#). Search engines can be used to locate them.

#### **Documents Available for Inspection**

Council is required under the *Local Government Act 1989* to make the following documents available for inspection by the public -

For the purposes of section 222 of the Act, the following are prescribed documents if they are not published on the Internet website of the Council—

- (a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including—
  - (i) the name of the Councillor or member of Council staff; and
  - (ii) the dates on which the travel began and ended; and
  - (iii) the destination of the travel; and
  - (iv) the purpose of the travel; and
  - (v) the total cost to the Council of the travel, including accommodation costs;
- (b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;

- (e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- (f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- (g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant

## Other Documents

Council provides documents outside the FOI process. Documents Council has a legislative requirement to make available to the public are set out below.

Record	Type	Compliance	Section	Act	Access	Location of Access	Charge
Travel	Register	A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including— (i) the name of the Councillor or member of Council staff; and (ii) the dates on which the travel began and ended; and (iii) the destination of the travel; and (iv) the purpose of the travel; and (v) the total cost to the Council of the travel, including accommodation costs;	r.12(a)	<i>Local Government (General) Regulations 2015</i>	Public	Governance Unit	None
Agendas & Minutes	Agendas & Minutes	The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;	r.12(b)	<i>Local Government (General) Regulations 2015</i>	Public	Website and Governance Unit	None
Minutes	Minutes	The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;	r.12(c)	<i>Local Government (General) Regulations 2015</i>	Public	Website and Governance Unit	None
Returns of Interest	Register	A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;	r.12(d)	<i>Local Government (General) Regulations 2015</i>	Public	Governance Unit	None
Leases	Register	A document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;	r.12(e)	<i>Local Government (General) Regulations 2015</i>	Public	Governance Unit	None
Authorised Officers	Register	A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;	r.12(f)	<i>Local Government (General) Regulations 2015</i>	Public	Governance Unit	None
Donations & Grants	Register	A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.	r.12(g)	<i>Local Government (General) Regulations 2015</i>	Public	Finance Unit	None
Inspection of Exhibition Roll	Exhibition Roll	The Registrar must ensure that the exhibition roll is available for inspection by members of the public for the period of 15 working days ending at 4pm on the entitlement date.	s.23A(6)	<i>Local Government Act 1989</i>	Restricted	Customer Service Counter Municipal Offices, Ararat during exhibition period only.	None
Inspection of Voters' Roll	Voters' Roll	The CEO must ensure that the Voters' Roll certified under s.24 is available for inspection by	s.24B	<i>Local Government</i>	Restricted	Customer Service	None

		members of the public for the period (a) beginning on the day that the voters' roll is certified and (b) ending 30 days after election day.		<i>Act 1989</i>		Counter Municipal Offices, Ararat during exhibition period only.	
Provision of Voters' Roll	Voters' Roll	On the request of any person or organisation, the CEO may only provide a copy of the voters' roll to the person or organisation for a permitted purpose – (a) in a form determined by the CEO; and (b) subject to any conditions determined by the CEO; and (c) upon payment of the fee determined by the CEO. A permitted purpose for the purposes of subsection (4) is (a) any purpose connected with an election (b) any purpose connected with communicating with or surveying constituents in relation to council functions; (c) the conduct of a poll of voters; (d) subject to the approval of the Privacy Commissioner, any other public interest purpose.	s.24C(4) & (5)	<i>Local Government Act 1989</i>	Restricted	Access based on meeting criteria for a permitted purpose upon written request to the CEO.	None
Public Health & Wellbeing Plan	Document	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	s.26(7)	<i>Local Government Act 1989</i>	Public	Governance Unit	None
Campaign Donation Returns	Register	The CEO must retain an election campaign donation return for a period of 4 years from the date that it is given under s.62. The CEO must ensure that a copy of an election campaign donation return retained under subsection (2) is available for inspection at the office of the Council during normal office hours.	s.62A(2) & (3)	<i>Local Government Act 1989</i>	Public	Website and Governance Unit	None
Councillor Expense Entitlement & Support (Reimbursement Policy)	Document	A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council.	s.75B(3)	<i>Local Government Act 1989</i>	Public	Website and Governance Unit	None
Councillor Code of Conduct	Document	A Council must be available for inspection by the public at the Council offices and any district offices	s.76C(6)	<i>Local Government Act 1989</i>	Public	Website and Governance Unit	None
Assembly of Councillors	Register	The CEO must ensure that the written record of an assembly of councillors is made available for public inspection at the offices of the Council for a period of 12 months after the date of the assembly.	s.80A(1) & (2)	<i>Local Government Act 1989</i>	Public	Website and Governance Unit	None
Primary & Ordinary Returns	Register	The CEO must allow a person to inspect the register if that person has previously made written application to the CEO to do so and the application meets the requirements of the Regulations.	s.81(10)	<i>Local Government Act 1989</i>	Public	Governance Unit	None
Internet website	Web content	(1) A Council must maintain an internet website. (2) The Council must ensure that – (a) any public notice required to be given by the council is published on the internet website; (b) a copy of each local law made by the Council and in force is available on the internet website – (i) from the date the local law comes into operation; and (ii) in a consolidated and up to date form; (c) a list of documents of the Council that the Council is required to make available for public inspection under this Act, and how a member of the public can examine each document on the list is published on the internet website.	s.82A(1) & s.82A(2)	<i>Local Government Act 1989</i>	Public	<a href="http://ararat.vic.gov.au">ararat.vic.gov.au</a>	None
CEO Remuneration	Document	Duty to make details of proposed remuneration of CEO available for public inspection	s.94(6)	<i>Local Government Act 1989</i>	Public	Website and Governance Unit	None
Local Law	Document	Council has a duty to ensure proposed law is available for inspection	s.119(2A)	<i>Local Government Act 1989</i>	Public	Website and Governance Unit	\$20 for hard copy of

							General Law 2012
Local Law	Document	(2) A Council must ensure that a copy of every local law – (a) is available for inspection at the Council offices during the Council's office's office hours; and (b) can be purchased on demand at the Council office during the Council office's office hours.  A copy of every document incorporated by a local law under s.112 is to be available for inspection at the Council office during office hours.	s.120(2) and s.120(3)	Local Government Act 1989	Public	Website and Governance Unit	\$20 for hard copy of General Law 2012
Council Plan	Document	A copy of the current Council Plan must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the Regulations.	s.125(3A) and s.125(11)	Local Government Act 1989	Public	Website and Governance Unit	None
Strategic Resource Plan (forms part of Budget document)	Document	A copy of the current Strategic Resource Plan must be available for inspection by the public at the (a) the Council office and any district offices; and (b) any other place required by the regulations	s.126(4)	Local Government Act 1989	Public	Website and Governance Unit	None
Budget	Document	A copy of the budget or revised budget must be displayed at the places specified under subsection (3)(b)	s.129(4)	Local Government Act 1989	Public	Website and Finance Unit	None
Annual Report	Document	A copy of the annual report must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the regulations	s.131(11)	Local Government Act 1989	Public	Website and Governance Unit	None
Differential Rates	Document	A <u>Council</u> which declares a differential rate must ensure that copies of the following information are available on its Internet website and for public inspection at the <u>Council</u> office- (a) the definition of the types or classes of land which are subject to the rate; (b) the objectives of the differential rate; (c) the rate and amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents; (d) any other information which the <u>Council</u> considers it necessary to make available.	s.161(3)	Local Government Act 1989	Public	Website and Finance Unit	None
Procurement Policy	Document	(2) A Council must within 12 months after the commencement of section 67 of the Local Government Amendment (Councillor Conduct and Other Matters) Act 2008 prepare and approve a procurement policy. (8) A copy of the current procurement policy must be available for inspection by the public – (a) at the Council office; and (b) on the Council's internet website	s.186A(2) & (8)	Local Government Act 1989	Public	Website and Finance Unit	None
Best Value	Document	Duty to ensure that the program for the application of the Best Value Principles is available to the public	s.208E(2)	Local Government Act 1989	Public	Governance Unit	None
Quality or Cost Standards	Document	A Council must ensure that any quality or cost standards it adopts are available for inspection by the public	s.208F	Local Government Act 1989	Public	Governance Unit	None
Enquiries, Reviews & Suspension of Council	Document	Duty to ensure copy of preliminary conduct of review report is available for inspection	s.219F(8)	Local Government Act 1989	Public	Governance Unit	None
Enquiries, Reviews & Suspension of Council	Document	Duty to ensure that the final review report is available for inspection and may be purchased	s.219F(11)	Local Government Act 1989	Public	Governance Unit	None

Right of Inspection of Prescribed Documents	Document	Duty to make prescribed documents available for inspection at all reasonable times	s.222(1)	<i>Local Government Act 1989</i>	Public	Governance Unit	None
Information relating to land to inspectors of livestock	Document	Duty to make available to the Secretary to the DPI any information requested in accordance with s.121A of the <i>Livestock Disease Control Act 1994</i>	s.237A	<i>Local Government Act 1989</i>	Secretary	Planning, Community and Compliance Unit	None
Register of Building, Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all building permits issued, and make the register available during office hours for any person to inspect free of charge.	s.31(2)	<i>Building Act 1993</i>	Public	Planning, Community and Compliance Unit	None
Register of Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available during office hours for any person to inspect free of charge.	s.74(2)	<i>Building Act 1993</i>	Public	Planning, Community and Compliance Unit	None
Register of Orders	Register	Council required to keep a register of all emergency orders, building notices or building orders given to Council, and make the register available during office hours for any person to inspect free of charge.	s.126(2)	<i>Building Act 1993</i>	Public	Planning, Community and Compliance Unit	None
Building Permits	Document	Duty to make documents available on request of owner or mortgagee or person authorised in writing by owner or mortgagee	r.50	<i>Building Regulations 2018</i>	Owner or mortgagee	Planning, Community and Compliance Unit	None
Roadside weed and pest animal management plan	Document	Duty to ensure that copies of the approved roadside weed and pest animal management plan are available for inspection during normal office hours	s.22I(2)	<i>Catchment and Land Protection Act 1998</i>	Public	Planning, Community and Compliance Unit	None
Roadside weed and pest animal management plan	Document	Duty to ensure that a consolidated version of its approved roadside weed and pest animal management is available for inspection	s.22M(2)	<i>Catchment and Land Protection Act 1998</i>	Public	Website and Planning, Community and Compliance Unit	None
Neighbourhood Safer Places Plan	Document	Duty to publish and make available Neighbourhood Safer Places Plan	s.50F(4)	<i>Country Fire Authority Act 1958</i>	Public	Website and Planning, Community and Compliance Unit	None
Dog & Cat Register	Register	Council required to keep a register of all registered dogs and cats, and make the register available during office hours for any person to inspect, upon payment of a fee fixed by Council. A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat.	s.18	<i>Domestic Animals Act 1994</i>	Public	Finance Unit	\$20
Licensing of Premises/ Works Approval referral	Document	A responsible authority to which a copy of an application has been referred under paragraph (a) of this subsection must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge;	s.20(8)(ba)	<i>Environment Protection Act 1970</i>	Public	Planning, Community and Compliance Unit	None
Amendment of Licence	Document	A responsible authority to which a copy of an application is referred under paragraph (a) must make a copy of the application and a copy of all	s.20A(6)(b a)	<i>Environment Protection Act 1970</i>	Public	Planning, Community and	None

		accompanying documents available at its office for any person to inspect free of charge				Compliance Unit	
Food Safety Audits	Document	Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	s.19U(4)	<i>Food Act 1984</i>	Public	Planning, Community and Compliance Unit	None
Food Safety Audits	Document	Council has a duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	s.19UA(5)	<i>Food Act 1984</i>	Public	Planning, Community and Compliance Unit	None
Registration	Document	Duty to make available information held in records, free of charge, on request if Council is the registration authority	s.43(3)	<i>Food Act 1984</i>	Public	Planning, Community and Compliance Unit	None
Food Premises Register	Register	Council must supply free of charge a certified copy of any entry in the Register to any person on request	s.43(5)	<i>Food Act 1984</i>	Public	Planning, Community and Compliance Unit	None
Freedom of Information Annual Report	Document	A Council must make a copy of each report of the operation of the Act under s.65AA for public inspection during ordinary business hours at the main office of the council.	s.65AA(3)	<i>Freedom of Information Act 1982</i>	Public	Governance Unit	None
Freedom of Information Part 11 Statement	Document	The principal officer of an agency shall cause to be published in the prescribed form as soon as practicable after the commencement of this Part a statement (which may take the form of an index) specifying the documents to which this section applies which have been created since the date of commencement of Part 1 of this Act and are in the possession of the agency.	s.11(2)(a)	<i>Freedom of Information Act 1982</i>	Public	Website and Governance Unit	None
Registered Premises Book	Register	Council must supply a certified copy of any entry in the Register to any person on request. Premises must include accommodation houses, hairdressers, beauty therapists and skin penetration businesses.	s.371(4)	<i>Health Act 1958</i>	Public	Planning, Community and Compliance Unit	None
Planning Scheme Amendments	Register	The planning authority that prepared an <u>amendment</u> and any person who is given a copy of an <u>amendment</u> under <u>section 17(1)(a)</u> or (c) must make the <u>amendment</u> , the explanatory report, any document applied, adopted or incorporated in the <u>amendment</u> and any accompanying agreement available at their respective offices during office hours for any person to inspect free of charge until the <u>amendment</u> is approved or lapses.	Part 3, Division 1, s.18	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Scheme Amendment Submissions	Register	The planning authority must make a copy of every submission available at its office for any person to inspect during office hours free of charge until the end of two months after the <u>amendment</u> comes into operation or lapses.	Division 2, s.21(2)	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Scheme Amendments	Document	(1) The planning authority may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if— (a) the planning authority has decided whether or not to adopt the <u>amendment</u> ; or (b) 28 days have elapsed since it received the panel's report.  (2) A report made available for inspection under subsection 26(1) must be kept available for inspection until the end of two months after the <u>amendment</u> comes into operation or lapses.	s.26(1) and (2)	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Scheme Amendments	Document	Responsible Authority with whom a copy of an approved amendment is lodged under s.4G must make the copy and any documents lodged with it available at their respective offices during office	s.4H	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance	None

		hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.				Unit office	
Planning Scheme Amendments and schemes (approved)	Register	The planning authority must make the copy of an approved amendment and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.	Division 4, s.41	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Scheme Amendments and schemes (approved)	Register	Responsible authority must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under section 40 available at their respective offices for any person to inspect during office hours free of charge.	Division 4, s.42	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Permit Applications	Register	Council required to keep a register of all applications for permits and all decisions and determinations relating to permits, and make the register available during office hours for any person to inspect free of charge.	Part 4, Division 1, s.49(1) & (2)	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Permit Applications	Register	Council required to make a copy of every application and the prescribed information supplied in respect of it available at its office for any person to inspect during office hours free of charge until the end of the latest period during which an application for review may be made under section 77, 79, 80 or 82 in relation to the application or the permit, or if an application for review is made to the Tribunal within that period, until the application is determined by the Tribunal or withdrawn. Whilst the application for a permit is current any person may come into the office and inspect all of the documents on the planning application file (s.57(5)), requires Council to make a copy of every objection available for any person to inspect during office hours free of charge until the end of the period during which an application may be made for review of a decision on the application.	Part 4, Division 1, s.51 s.57(5)	<i>Planning &amp; Environment Act 1987</i>	Public	Planning, Community and Compliance Unit	None
Planning Permit Applications	Document	Responsible Authority must make a copy of every permit issued under section 97F by the Minister available at their respective offices for inspection by any person during office hours free of charge.	s.97G(6)	<i>Planning &amp; Environment Act 1987</i>		Planning, Community and Compliance Unit	
Planning Permit Applications	Document	The responsible authority must keep a copy of each agreement indicating any <u>amendment</u> made to it available at its office for any person to inspect during office hours free of charge.	s.179(2)	<i>Planning &amp; Environment Act 1987</i>		Planning, Community and Compliance Unit	
Planning Permit Applications	Document	Duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	r.25(a) and r.25(b)	<i>Planning &amp; Environment Regulations 2015</i>		Planning, Community and Compliance Unit	
Protected Disclosure	Procedures Document	Duty to make procedures established under s.58 available to the public and to staff and Councillors	s.59(4)	<i>Protected Disclosure Act 2012</i>	Public	Governance Unit	None
Register of Public Roads	Register	A road authority must ensure that the register of public roads is available for inspection by members of the public free of charge, during normal business hours, at the place or places determined by the road authority.	s.19(5)	<i>Road Management Act 2004</i>	Public	Assets Unit	None
Road Management Plan Review	Document	Duty to produce written report of review of road management plan and make report available	r.9(2)	<i>Road Management (General) Regulations 2016</i>		Assets Unit	
Subdivision Permits	Register	Council has a duty to make a register available for inspection	r.33(4)	<i>Subdivision (Procedures) Regulations 2011</i>	Public	Planning, Community and Compliance Unit	None

Management Plan	Document	Duty to keep copy of approved management plan available for inspection	s.32H	Water Act 1989	Public	Planning, Community and Compliance Unit	None
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## FOI Access Arrangements

Requests for access to all Council's documents are dealt with centrally by the Council's Freedom of Information Officer. Requests for access to documents of other agencies, held in the custody of Council, should be sent directly to those agencies. Where such requests are received directly by Council the requests will normally be transferred to the agency concerned in accordance with section 8 of the *Freedom of Information Act 1982* (the Act).

People wanting to access documents that are not available outside the Act must make a request in writing (an application form is available on the [Ararat Rural City Council website](#)) and accompanied by the prescribed application fee. The fee is increased annually in accordance with the *Monetary Units Act 2004* and applicants should check the web site or contact Council offices at the time of making their application to find out the current fee.

Not all documents are automatically available in response to a request under the Act. The Act sets out a number of situations in which a Council may refuse a person access, eg requests for documents which affect the personal affairs of another person, commercially confidential, documents which would undermine law enforcement, or which contain information supplied in confidence.

Applications can be made for access to documents about a person's personal affairs, regardless of the age of the documents, and other documents held by Council, not older than 1 January 1989.

The application fee may be waived or reduced if payment of the fee would cause hardship to the applicant. If applicants consider they are entitled to have the application fee waived, they should submit a request with supporting documentation (such as a pension or health care card).

Requests may be lodged in person at Council Municipal Office, by post addressed to the Freedom of Information Officer, Ararat Rural City Council, PO Box 246, Ararat 3377 or by email to [council@ararat.vic.gov.au](mailto:council@ararat.vic.gov.au). The Freedom of Information Officer will respond to requests as quickly as possible.



## Officers responsible for requests to access documents

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

<p>Jenny Woolcock          Governance and Administration Coordinator          Freedom of Information Officer          Email: <a href="mailto:jwoolcock@ararat.vic.gov.au">jwoolcock@ararat.vic.gov.au</a></p>	
<p>Ararat Rural City Council          59 Vincent Street, Ararat          PO Box 246, Ararat 3377</p>	<p>Office hours:          8.00am – 5.15pm          Monday - Friday</p>

## Right of Appeal

Victorian Information Commissioner  
 PO Box 24274, Melbourne 3000  
 Telephone : 1300 006 842  
 Email: [enquiries@foicommissioner.vic.gov.au](mailto:enquiries@foicommissioner.vic.gov.au)  
 Website: [www.foicommissioner.vic.gov.au](http://www.foicommissioner.vic.gov.au)

## Identification of Documents

FOI requests must contain sufficient detail concerning the document to enable the agency to identify it. Information about the subject and the approximate date of the document(s) sought should be indicated as precisely as possible.

Where a request fails to provide the necessary information to sufficiently identify the document(s) requested, the FOI Officer will assist you in making a request which will aid in identifying the documents sought.

## Charges<sup>1</sup>

All valid FOI requests must be written and accompanied by an application fee of **\$29.60**. The only exception for an application fee to be waived is when hardship or concession status is applied (evidence needs to be included).

Fees and charges are imposed by the Act and Regulations, not Council.

All access charges and fees pertaining to FOI Requests are published on the Council website. Access charges relate to the costs incurred in granting access to the documents you have requested. Indications of the costs you may incur are:

- search charges - \$22.20 per hour or part of an hour

<sup>1</sup> As at 1 July 2019

- supervision or inspection charges - \$22.20 per hour to be calculated per quarter hour or part of a quarter hour
- photocopying charges \$0.20 per black and white A4 page (other charges apply for documents larger than A4 or reproduced in colour)
- providing access in a form other than photocopying - the reasonable costs incurred by us in providing the copy
- charge for listening or viewing a tape - the reasonable costs incurred by us in making arrangements to listen or to view (supervision charges also apply)
- charge for making a written transcript out of a recording -the reasonable costs incurred by us in providing a written transcript.

All fees and charges are exempt from GST.

Where the fee for access is assessed as likely to exceed \$50, the applicant will be asked to pay a deposit before the search for documents is begun.

Access charges for a request should be calculated in accordance with the *Freedom of Information (Access Charges) Regulations 2014* using the value of a fee unit. Council sets a fee annually for provision of documents outside the Act.

### **Correction of Personal Information**

Requests for correction or amendment of information about a person which is contained in a document held by the agency may be made in writing preferably on the form provided for this purpose and should specify-

- (a) an address to where notices may be sent to the person making the request; and
- (b) particulars of why the person making the request believes the information to be incomplete, incorrect, out of date or misleading and specifying the amendments he or she wishes made.

## **STATEMENT 4 : PUBLICITY SERVICES**

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

### **Publications**

Council produces a range of publications and policies to ensure residents, ratepayers, community groups and businesses have easy access to information about Council and the municipality.

#### Corporate Documents

Council produces a range of publications which is available to the public free of charge, including:

- *Annual Report*  
The Annual Report details Council's performance during the previous financial year, and presents a snapshot of the hundreds of services and programs that Council provides its residents
- *Council Plan*  
The Council Plan sets out the strategic objectives that Council will pursue over a four-year period.
- *Council Vision 2030*  
Council's Vision 2030 details the goals and aspirations for the future of the Ararat Rural City community through four key pillars.
- *Annual Budget and Strategic Resource Plan*  
Council's Annual Budget is framed within the Strategic Resource Plan, considered the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan.
- *Health and Wellbeing Plan*  
The Plan describes the priorities and objectives of the health and wellbeing of the people of Ararat Rural City, and the key strategies that Council in partnership will undertake over the next four years.
- *Local Laws*  
Ararat Rural City Council has two Local Laws – General Local Law and Governance Local Law. Council has two incorporated documents – Meeting Procedures and Local Laws Infringement Notices, Permits and Fees.

A wide range of publications can be downloaded from the [Ararat Rural City Council website](#) or by contacting Council offices on 5355 0200 or visiting [council@ararat.vic.gov.au](mailto:council@ararat.vic.gov.au) for copies.

## **STATEMENT 5 : PROCEDURES 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. [Section 8(1)]-*

- (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 procedures, 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.*

This statement applies to documents that are provided by Council for the use or guidance of Council or its officers.

Council must, as far as possible, make its 'hidden law' explicit to the public with procedure manuals, interpretations of the law, policy statements and enforcement methods.

Copies of all documents are made available for inspection and for purchase by members of the public. A large number of the documents are available from the Ararat Rural City Council website (search engines can be used to locate them) and inspection and copies can be arranged by contacting the Governance Unit at Council's Municipal Office on 03 5355 0200.

This list is not an exhaustive list of documents used by Council or its officers, it is an example of the types of documents which are frequently referred to assist to make decisions.

- Local Government Act
- Protected Disclosures Policy
- Councillor Code of Conduct
- Councillor Gift, Gratuities and Favours In Kind Policy
- Councillor Support and Reimbursement of Expenses Policy
- Councillor Induction Manual
- Council Plan
- Council Budget
- Municipal Public Health and Wellbeing Plan
- Complaints Resolution Policy
- Social Media Policy
- Occupational Health and Safety Policy
- Privacy and Data Protection and Health Records Policy
- Fraud and Corruption Policy
- Election Period Policy
- Insurer Liability Management Manual
- General Local Law
- Governance Local Law
- Meeting Procedure
- Risk Management Policy and Framework

- Business Continuity Plan
- Disaster Recovery Plan
- Best Value Principles
- Workforce Management Plan
- Ararat Visitor Economy Strategy 2018-2021
- Audit Committee Charter 2017
- Community Action Plans
- Family Violence Policy
- Equal Employment Opportunity Policy
- Vehicle Policy
- Complaints Handling Policy
- Training and Development Policy
- Keys to the City and Freedom of Entry to City Policy
- Child Safe Policy
- Community Engagement Policy
- Request to Address Council Policy
- Domestic Animal Management Plan
- Municipal Emergency Management Plan
- Municipal Fire Prevention Plan
- Municipal Strategic Statement (MSS)
- Ararat Rural City Planning Scheme
- Ararat Rural City Council Neighbourhood Safety Places Plan
- Roadside Vegetation Management Plan
- Environment Sustainability Strategy 2010-2020 (ESS)
- Freight and Logistics Strategy
- Ararat Rural City Council Sport and Recreation Facility Study 2017
- Ararat Rural City Heritage Study
- Ararat Sustainable Growth Future
- Ararat Rural City Council Heatwave Plan 2010
- Community Access Strategy
- Municipal Early Years Plan 2016
- Youth Strategy
- Community Support Grants and Events Funding Policy
- Injury Management Policy
- Procurement Policy
- Investment Policy
- Corporate Credit Card Policy
- Alexandra Gardens Master Plan
- Asset Management Policy
- Road Management Plan
- Street Trees and Management Plan 2016
- Green Hill Lake Operations Manual 2018
- Ararat on the Move Active Transport and Lifestyle Strategy
- Community Road Safety Strategy 2015-2020

## **STATEMENT 6 : REPORT LITERATURE**

*Statement of certain documents in possession of agencies to be published. [Section 11(1)]*

Under section 11 of the *Freedom of Information Act 1982*, Council must make a wide range of final reports and records of decisions relating to policy 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 [Ararat Rural City Council website](#).

Council posts reports and policies on the Ararat Rural City Council website and search engines can be used to locate them. In addition, copies can be made available for inspection or purchase by contacting the Governance Unit on 5355 0200.

### **Reports, Statements and Submissions**

Council makes the following two classes of documents accessible to the public -

1. A document prepared outside the Council for consideration by the Council.
2. A document prepared within the Council for consideration by the Council.