



## **Surf Coast Shire Council**

### **Freedom of Information Part II Statements 1 July 2020**

## Contents

### Table of Contents

<b>Freedom of Information Act 1982</b>	<b>4</b>
<b>Part II Publication of Certain Documents and Information</b>	<b>4</b>
<b>Statement 1 - Organisation and Functions of Council</b>	<b>5</b>
<b>Establishment</b>	<b>5</b>
<b>Snapshot of Council</b>	<b>5</b>
Location	5
Population	6
Contact Information	7
<b>Winchelsea Visitor Centre</b>	<b>7</b>
Our Councillors	8
Surf Coast Shire Council Wards	9
<b>Purpose of Council</b>	<b>10</b>
Role of Council and Councillors	10
LG Act Section 9 Overarching governance principles and supporting principles	10
Councillor Code of Conduct	11
The Role of a Councillor	11
Conflict of interest	11
<b>What are the Powers of Councils?</b>	<b>12</b>
Decision Making Powers	12
Council Meetings	12
Public Participation	12
<b>Organisational Structure</b>	<b>13</b>
Chief Executive Officer	13
Executive Management Team	14
Community Consultation	16
Boards, Committees and other Bodies	16
<b>Legislation – Acts, Regulations &amp; Local Laws</b>	<b>18</b>
<b>Library Services</b>	<b>12</b>
<b>Statement 2 – Categories of Documents Maintained by Council</b>	<b>13</b>
<b>Surf Coast Shire Council Document Classification Scheme</b>	<b>31</b>
<b>Corporate Systems</b>	<b>43</b>
<b>Statement 3 – Freedom of Information Arrangements</b>	<b>44</b>
<b>Public Access to Registers and Documents</b>	<b>44</b>
Information not Available	45
Public Interest Test	46
<b>Freedom of Information at Surf Coast Shire Council</b>	<b>47</b>
What Is Freedom of Information?	47
What information is available?	47
What information is not available?	47
Do I Need to Use Freedom of Information to Access Documents?	48
Before making a request	48
How do I make a request?	48

Right of Appeal	49
Freedom of Information – Responsible Officers	49
<b>Statement 4 – Publicity Material</b>	<b>41</b>
<b>Publications Available by Subscription or Free Mailing Lists</b>	<b>41</b>
Online Communication	41
Council Websites	41
Social Media	41
Newsletters	41
Publications	41
<b>Statement 5 – Publications &amp; documents available for inspection – Freedom of Information Act</b>	<b>42</b>
<b>Statement 6: Report Literature</b>	<b>43</b>

## **Freedom of Information Act 1982**

### **Part II Publication of Certain Documents and Information**

#### **Introduction**

All Victorian government agencies and authorities covered by the *Freedom of Information Act 1982* (the Act) are legally required to publish a *Part II Information Statement*.

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 made aware of what government does, how it acts and what information it holds.

Part II of the Act requires agencies to prepare 6 statements and annually publish them setting out the particulars of the agency.

Surf Coast Shire 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 of Council

### Freedom of Information Act 1982 – section 7(1)(a)(i), (vii) and (viii)

#### **Sections 7(1)(a)(i)(vii)(viii)**

Section 7(1)(a)(i) - 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 arrangements that exist for consultation with, or representation by, bodies and persons outside the government administration in relations to the formulation of policy in, or the administration of, the agency.

Section 7(1)(a)(vii) - 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)(viii) - 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.

### **Establishment**

---

Surf Coast Shire Council is a local government authority (one of 79 throughout Victoria) that serves as a third-tier of democratic government within Australia, and governs a municipality in close contact with the community.

Surf Coast Shire Council was created by the Order of the Governor in Council on Thursday 15th December 1994, and involved the amalgamation of the former Shires of Winchelsea and Barrabool and part of the former City of South Barwon.

The Shire is divided into 4 wards, Anglesea Ward, Lorne Ward, Torquay Ward and Winchelsea Ward represented by nine Councillors. Every four years a Council election takes place to elect Councillors to represent each of the four wards. Information about council elections can be found at Victorian Electoral Commission (VEC) website - <https://www.vec.vic.gov.au/About/Default.html>.

### **Snapshot of Council**

---

#### **Location**

---

The Surf Coast Shire is located in south-western Victoria, 1.5 hours from Melbourne, 20 minutes south of Geelong and the official start of the iconic Great Ocean Road. The municipality is bounded by the City of Greater Geelong, Golden Plains Shire and Colac-Otway Shire.

The Surf Coast is blessed with unique environments – coast and hinterland: towns and villages with their own culture and lifestyles; world class surfing destinations; businesses servicing local, national and international markets; a history of innovation and entrepreneurship; and a strong visitor economy.

The charm and values of a coastal lifestyle make it, more than ever, a place where people want to live, work, visit and experience an exceptional quality of life.

The shire is home to ten distinct townships; Aireys Inlet, Anglesea, Bellbrae, Deans Marsh, Fairhaven, Jan Juc, Lorne, Moriac, Torquay and Winchelsea. Each of these townships has a keen sense of community, a unique identity and a strong desire to protect and nurture the environment. There is also a significant rural population including farming and rural/residential communities.

Torquay is at the start of the Great Ocean Road and is the fastest growing location within the municipality, with census data showing that Torquay and neighbouring Jan Juc's population increased by 3,244 people (23.7%) from 2011 to 2016 (Census of Population and Housing 2011 and 2016). This

represents an average annual population change of 4.35% per year over the period.

Torquay and Jan Juc continue to attract a large number of young families to the shire given the coastal lifestyle and ease of commuting to Geelong and Melbourne. There is a growing number of small businesses & entrepreneurs attracted to enjoy a coastal lifestyle thanks to improved technology and internet capabilities.

Winchelsea has been identified as a town that is also capable of supporting substantial residential growth and is the principal agricultural centre of the shire. Duplication of the Princes Highway together with access to good physical and community infrastructure support Winchelsea's position as our secondary growth centre within the shire.

Lorne, in the south-west of the shire, is another iconic destination. Bordered by Loutit Bay, the Great Ocean Road and the Great Otway National Park, this town is a scenic and recreational wonderland. Smaller coastal towns of Anglesea and Aireys Inlet offer magnificent seaside and bushland experiences, while the hinterland villages of Deans Marsh and Moriac maintain strong links to the land, which consists of productive agriculture, rural land and tourist businesses. Rural landscapes in the hinterland are highly valued by the community and are an important element in its economic future.

The Surf Coast economy is unique and it's growing. Powered by sectors including surfing, tourism, construction and small business, it supports over 3,500 businesses which drive an economy estimated to be worth over \$1.3 billion annually. A rise in home-based, innovative and creative businesses has led to the Surf Coast being recognised as the fifth largest lifestyle-lead innovation hotspot in Australia.

## Population

---

Location and lifestyle continue to contribute to the Surf Coast Shire being one the fastest growing municipalities in Victoria.

Between 2001 and 2018 the population of the Surf Coast Shire grew from 20,872 to 32,251, with a 2.9% growth rate between 2017 and 2018. The latest Australian Bureau of Statistics (ABS) Regional Population Growth figures released 27 March 2018 list Surf Coast Shire as the ninth fastest growing Council in Victoria behind six city Councils and two shire Councils (Cardinia 4.6% and Mitchell 3.3%). Between 2016 and 2036, the population for Surf Coast Shire is forecast to grow by 15,272 persons to 45,717 (50.16% growth), at an average annual change of 2.5%.

Surf Coast Shire includes the localities of Aireys Inlet, Anglesea, Bambra, Barrabool, Bellbrae, Bells Beach, Benwerrin, Big Hill, Birregurra (part), Boonah, Breamlea (part), Buckley, Connewarre (part), Deans Marsh, Eastern View, Fairhaven, Freshwater Creek, Gherang, Gnarwarre, Inverleigh (part), Jan Juc, Lorne, Modewarre, Moggs Creek, Moriac, Mount Duneed (part), Mount Moriac, Ombersley (part), Paraparap, Pennyroyal (part), Torquay, Wensleydale, Winchelsea (part), Winchelsea South and Wurdiboluc.

By the end of 2021 the Shire's population is forecast to grow to 34,230, with a further 11,487 people forecast to live in Surf Coast Shire by 2036 (Forecast.id.com.au).

## Contact Information

---

### Main office

Location: 1 Merrijig Drive, Torquay  
Hours: 8.30 am - 5 pm (Monday to Friday)  
Phone: [\(03\) 5261 0600](tel:(03)52610600) or [1300 610 600](tel:1300610600)  
Fax: (03) 5261 0525  
Postal Address: PO Box 350, Torquay, 3228  
Email: [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)  
Visitor Centres

### Anglesea Visitor Information Centre

Anglesea River Bank  
Great Ocean Road, Anglesea  
Ph: 1300 614 219  
Email: [torquayvic@surfcoast.vic.gov.au](mailto:torquayvic@surfcoast.vic.gov.au)  
Opening hours vary seasonally

### Torquay Visitor Centre

Surf City Plaza  
Beach Road (off Surfcoast Highway) Torquay  
Ph: 1300 614 219  
Email: [torquayvic@surfcoast.vic.gov.au](mailto:torquayvic@surfcoast.vic.gov.au)  
9am-5pm, seven days a week  
(Attached to the [Australian National Surfing Museum](#))

### Lorne Visitor Centre

15 Mountjoy Parade, Lorne  
Ph: 1300 891 152  
Email: [lornevic@surfcoast.vic.gov.au](mailto:lornevic@surfcoast.vic.gov.au)  
9am-5pm, seven days a week

### Winchelsea Visitor Centre

1B Willis Street, Winchelsea  
Ph: 1300 891 152  
Email: [lornevic@surfcoast.vic.gov.au](mailto:lornevic@surfcoast.vic.gov.au)  
Open Friday 1pm - 4pm, Saturday & Sunday 10am -4pm

### Connect With Us

[Facebook](#)  
[Twitter](#)  
[Instagram](#)  
[LinkedIn](#)  
[YouTube](#)

## Our Councillors

---

### **Cr Rose Hodge - Mayor**



Ward: Torquay  
First elected: 2004  
Mayor: 2006-07, 2013-14,  
2015-16, 2018-19, 2019-  
20

Re-elected: 2008, 2012,  
2016 (the next Council  
election is 2020)

### **Cr Clive Goldsworthy - Deputy Mayor**



Ward: Lorne  
First elected: 2012  
Deputy Mayor: 2015-16,  
2017-18, 2019-20

Re-elected: 2016

### **Cr Brian McKitterick**



Ward: Torquay  
First elected: 2008  
Mayor: 2011-2012, 2016-  
17

Re-elected: 2012, 2016

### **Cr David Bell**



Ward: Torquay  
First elected: 2012  
Re-elected: 2016  
Mayor: 2017-18

### **Cr Martin Duke**



Ward: Torquay  
First elected: 2016

### **Cr Margot Smith**



Ward: Anglesea  
First elected: 2012  
Mayor: 2014-15  
Re-elected: 2016

### **Cr Tony Revell**



Ward: Anglesea  
First Elected: 2019

### **Cr Heather Wellington**



Ward: Winchelsea  
First elected: 2012  
Re-elected: 2016

### **Cr James McIntyre**



Ward: Winchelsea  
First Elected: 2019



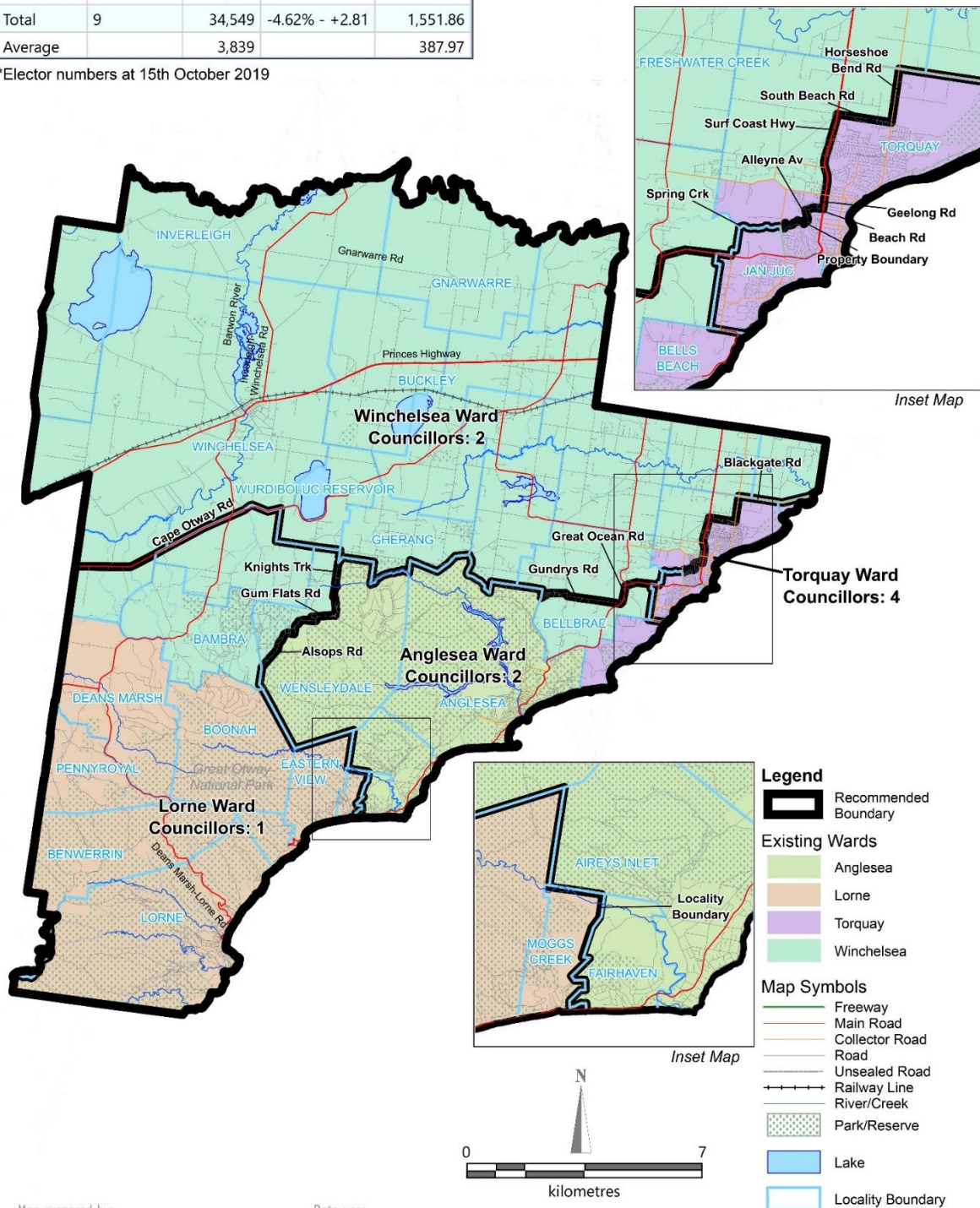
## Surf Coast Shire Council Wards

Ward	Councillors	Electors*	Deviation	Area sq km
Anglesea	2	7,323	-4.62%	221.08
Lorne	1	3,716	-3.20%	435.04
Torquay	4	15,786	+2.81%	22.98
Winchelsea	2	7,724	+0.60%	872.76
Total	9	34,549	-4.62% - +2.81	1,551.86
Average		3,839		387.97

\*Elector numbers at 15th October 2019

## Surf Coast Shire Council

### Map of Recommended Option Nine Councillors, Four Wards



Map prepared by:

Victorian Electoral Commission **VEC**

Data use:



Copyright © 2020- State Government Victoria,  
Department of Environment, Land, Water &  
Planning

Disclaimer: This content is provided for information purposes only. While every effort has been made to ensure accuracy and authenticity of the content, the Victorian government does not accept any liability to any person for the information provided.

## Purpose of Council

---

The purpose of local government is to provide a system under which Councils perform the functions and exercise the powers conferred by or under the Local Government Acts 2020, and any other Act, for the peace, order and good government of their municipal districts.

## Role of Council and Councillors

---

### LG Act Section 8      Role of a Council

---

- (1) The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.
- (2) A Council provides good governance if—
  - (a) it performs its role in accordance with section 9;
  - (b) the Councillors of the Council perform their roles in accordance with section 28.
- (3) In performing its role, a Council may—
  - (a) perform any duties or functions or exercise any powers conferred on a Council by or under this Act or any other Act; and
  - (b) perform any other functions that the Council determines are necessary to enable the Council to perform its role.
- (4) If it is necessary to do so for the purpose of performing its role, a Council may perform a function outside its municipal district.

### LG Act Section 9      Overarching governance principles and supporting principles

---

- (1) A Council must in the performance of its role give effect to the overarching governance principles.
- (2) The following are the overarching governance principles—
  - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
  - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
  - (e) innovation and continuous improvement is to be pursued;
  - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
  - (g) the ongoing financial viability of the Council is to be ensured;
  - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
  - (i) the transparency of Council decisions, actions and information is to be ensured.

## Councillor Code of Conduct

---

The Councillor Code of Conduct enables Councillors to recognise the importance of maintaining the highest levels of integrity and ethical behaviour in order to provide effective governance and leadership for the community. Councillors recognise, accept and have committed to the following primary principles of conduct:

- to act with integrity
- to impartially exercise their responsibilities in the interests of the community
- to not improperly seek to confer an advantage or disadvantage on any person.

The Local Government Act 2020 places obligations on Councillors in relation to the way they should act and also prohibits certain conduct by Councillors. Penalties are prescribed for Councillors who contravene these provisions.

The Councillor Code of Conduct can be found at <https://www.surfcoast.vic.gov.au/About-us/Council/Documents-available-for-public-inspection>.

## The Role of a Councillor

---

Section 28 describes the role of a Councillor

- (1) The role of every Councillor is—
  - (a) to participate in the decision making of the Council; and
  - (b) to represent the interests of the municipal community in that decision making; and
  - (c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.
- (2) In performing the role of a Councillor, a Councillor must—
  - (a) consider the diversity of interests and needs of the municipal community; and
  - (b) support the role of the Council; and
  - (c) acknowledge and support the role of the Mayor; and
  - (d) act lawfully and in accordance with the oath or affirmation of office; and
  - (e) act in accordance with the standards of conduct; and
  - (f) comply with Council procedures required for good governance.
- (3) The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

## Conflict of interest

---

Our Councillors recognise the importance of maintaining the highest levels of integrity and ethical behaviour. Personal interest forms are provided to Councillors and a record of conflict of interest disclosures is maintained. Conflicts may relate to direct or indirect personal or private interests that compromise their ability to act in the public interest.

## What are the Powers of Councils?

---

LG Act Section 10(1) Subject to any limitations or restrictions imposed by or under the Local Government Act or any other Act, a Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

### Decision Making Powers

---

Council's formal decision-making processes are conducted through Council meeting resolutions and where functions, duties and/or powers are delegated, through formal instruments of delegation to committees or Council staff under the Local Government Act 2020. Specifically these include: Section 11, which provides the power of Council to delegate to members of a delegated committee and to the CEO.

Section 47, which provides the power of sub-delegation by the CEO to members of Council staff and members of community asset committees, on the strength of Council's delegation to the CEO.

#### **Note:**

Section 86 of the Local Government Act 1989 continues to apply to Committees of Council and section 98 to Council staff until September 2020.

### Council Meetings

---

Council meetings are held on the fourth Tuesday of each month at the Council Civic Centre. However in accordance with the COVID-19 Omnibus (Emergency Measures) Act 2020 'virtual' council meetings with livestreaming can be held between 1 May 2020 and 2 November 2020.

Council meetings begin at 6pm in the Council Chambers at 1 Merrijig Drive, Torquay, unless advertised otherwise.

The agenda for the meeting will be available online by the close of business on the Friday before the meeting. The minutes and recording will be online as soon as possible after the meeting, usually the following week.

Council meetings and special meetings are streamed live via video and audio. Log on at <https://www.surfcoast.vic.gov.au/About-us/Council/Meetings-and-minutes/Minutes-Agendas>.

Agenda and minutes of meetings are available on Council's website and can be viewed or downloaded at <https://www.surfcoast.vic.gov.au/About-us/Council/Meetings-and-minutes/Minutes-Agendas>.

Council meetings are currently governed by Surf Coast Shire's Local Law No.2 of 2019 – Council Meeting Procedures & Common Seal which be found at <https://www.surfcoast.vic.gov.au/About-us/Council/Meetings-and-minutes>. The Local Law will be replaced in September 2020 with Governance Rules and a Local Law to govern use of the Common Seal and explain offences and penalties for miscellaneous offences.

### Public Participation

---

Public question time held at planned Council meetings is to enable public participation in Council decision making. It provides any member of the public the opportunity to freely ask a question relating to any Council related matter.

If you have a question you would like to ask at planned Council meeting, it must be written and received by 10am on the day of the meeting.

Public question time is to allow for questions to be asked to the Council, it is not an opportunity to make statements or to present a case on a particular issue. You are asked to respect this when submitting your question.

Questions must comply with section 19 or the Local Law No. 2 of 2019 or the Governance Rules from September 2020.

## Organisational Structure

---

To exercise these powers and functions Surf Coast Shire Council consists of the Chief Executive's Office and three Divisions – Culture and Community, Environment and Development and Governance and Infrastructure.

### Chief Executive Officer

---

The Principal Officer of Surf Coast Shire Council is Chief Executive Officer Keith Baillie, and from 1 August 2020 the Acting Chief Executive Officer is Anne Howard.

The functions of the Chief Executive Officer are described in section 46 of the LG Act 2020. The Chief Executive Officer is responsible for:

- (1) Supporting the Mayor and the Councillors in the performance of their roles;
- (1)(a) this responsibility includes the following—
  - ensuring that the decisions of the Council are implemented without undue delay;
  - ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
  - supporting the Mayor in the performance of the Mayor's role as Mayor;
  - setting the agenda for Council meetings after consulting the Mayor;
  - when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;
  - carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.
- (1)(b) ensuring the effective and efficient management of the day to day operations of the Council;
- (1)(b) this responsibility includes the following
  - (a) establishing and maintaining an organisational structure for the Council
  - (b) being responsible for all staffing matters, including appointing, directing, managing and dismissing members of Council staff;
  - (c) managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented
  - (d) performing any other function or duty of the Chief Executive Officer specified in this Act or any other Act.

The Chief Executive Officer is responsible for managing interactions between Council staff and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors.

The Councillor and Staff Interaction Protocol is available at <https://www.surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Council-Policies>.



## **Executive Management Team**

---

Surf Coast Shire Council's Chief Executive Officer reports directly to the Council and is supported by three General Managers who together comprise the Executive Management Team.

### **Executive**

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

### **Culture and Community**

Community Relations  
Access and Inclusion  
Arts Development  
Communications and Community Engagement  
Customer Experience  
Community Strengthening  
Aged and Family Services  
Community Health and Development  
Early Years and Youth  
Youth Development  
Facilities and Open Space Operations  
Open Space Operations  
Facilities Management  
Sports Facilities and Programs  
People and Culture  
Human Resources  
Learning and Development  
Workplace Health and Safety  
Workplace Transformation  
Recreation and Open Space Planning  
Open Space Planning  
Recreation Planning

### **Environment and Development**

Business Improvement, Ranger Services and Building Compliance  
Building Compliance  
Business Improvement  
Ranger Services  
Economic Development  
Australian National Surfing Museum  
Economic Development  
Events  
Visitor Information Centres  
Environment and Community Safety  
Community Emergency Management  
Environment  
Environmental Health  
Environment Sustainability  
Planning and Development  
Planning Compliance  
Statutory Planning  
Strategic Land Use Planning  
Program Management Office

## **Governance and Infrastructure**

Digital Transformation Program  
Engineering Services  
Civil Works  
Design and Traffic  
Special Projects Engineering  
Waste management  
Finance  
Financial Accounting  
Management Accounting  
Revenue  
Governance and Risk  
Corporate Planning  
Governance  
Procurement  
Risk Management & Legal Services  
Information Management  
Information Technology  
Records Management  
Strategic Asset  
Asset Management  
Fleet  
Infrastructure Development

Council's organisational structure can be downloaded from the website at  
<https://www.surfcoast.vic.gov.au/About-us/Council/Organisational-structure>.

## Community Consultation

---

Consultation is an important means of gathering community feedback. The information assists Council to understand the community's view on a whole range of subjects. These may include opportunities for feedback on specific local issues through to planning for the future needs of the municipality.

Council consults with the community through planning consultation forums, interviews, resident surveys, invitations for submissions, committees, public meetings, information nights, direct mail to residents, the provision of drafts and exhibits for public comment, onsite meetings, online surveys and at Special Committee Meetings where residents are given the opportunity to comment on any issue.

Additionally Council enables residents to contribute their ideas and opinions on some projects and issues being considered by Council via the online community consultation and engagement page of Council's website: <https://www.surfcoast.vic.gov.au/About-us/Your-Say>.

## Boards, Committees and other Bodies

---

The Local Government Act 2020 acknowledges the need for committees of Council. These committees may include Councillors, Council staff and other persons as deemed necessary. The Act also allows for Council, by Instrument of Delegation, to delegate any of its functions, duties or powers to delegated or community asset committees

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

	<b>Advisory Committees</b>
1	All Abilities Advisory Committee
2	Audit & Risk Committee
3	Bells Beach Committee
4	Chief Executive Officer Employment Matters Committee
5	Hearing of Submissions Committee
6	Municipal Emergency Management Planning Committee
7	Positive Ageing Advisory Committee
	<b>Other Organisations/Committees</b>
1	25% by 2020 Renewable Energy Task Force
2	Anglesea Community Impact Advisory Committee (CIAC)
3	Australian Local Government Association (ALGA)
4	Barwon South West Waste and Resource Recovery Group
5	G21 Geelong Region Alliance Ltd - Board of Directors
6	G21 Arts and Culture Pillar
7	G21 Environment Pillar
8	G21 Health and Wellbeing Pillar
9	G21 Planning and Services Pillar
10	G21 Sport and Recreation Pillar
11	G21 Transport Pillar
12	G21 Geelong Region Alliance Ltd - Board of Directors
13	Geelong Heritage Centre Collection Advisory Committee
14	Geelong Regional Library Corporation (GRLC)



	Other Organisations/Committees
15	Great Ocean Road Regional Tourism Inc. (GORRT)
16	Hinterland Community Impact Advisory Committee (CIAC)
17	Lorne Community Impact Advisory Committee (CIAC)
18	Municipal Association of Victoria (MAV)
19	Rural and Peri-urban Advisory Committee (CoGG)
20	Torquay Community Impact Advisory Committee (CIAC)
21	Victorian Local Governance Association (VLGA)

Confirmed minutes of meetings of the Audit & Risk Committee are reported to Council meetings.

To make enquiries about any of these sub-committees, memberships and supported groups, please contact Council via email at [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au). Your query will be directed to the most appropriate officer.

---

## Legislation – Acts, Regulations & Local Laws

---

Surf Coast Shire Council performs its function through the enforcement and administration of various Victorian Acts, Regulations and through Council Local Laws, including:

<i>Aboriginal Heritage Act 2006</i>	<i>Freedom of Information Act 1982</i>
<i>Audit Act 1994</i>	<i>Gambling Regulation Act 2003</i>
<i>Building Act 1993</i>	<i>Graffiti Prevention Act 2007</i>
<i>Building Regulations 2018</i>	<i>Health Records Act 2001</i>
<i>Building Site Code of Practice</i>	<i>Heavy Vehicle National Law 2012</i>
<i>Catchment and Land Protection Act 1994</i>	<i>Heavy Vehicle National Law Application Act 2013</i>
<i>Cemeteries and Crematoria Regulations 2015</i>	<i>Heritage Act 1995</i>
<i>Charter of Human Rights and Responsibilities Act 2006</i>	<i>Housing Act 1983</i>
<i>Child Wellbeing and Safety Act 2005</i>	<i>Impounding of Livestock Act 1994</i>
<i>Children Youth and Families Act 2005</i>	<i>Independent Broad-Based Anti-Corruption Commission Act 2011</i>
<i>Climate Change Act 2017</i>	<i>Infringements Act 2006</i>
<i>Code of Practice for the Placement of Waste Bins on Roadsides 2001</i>	<i>Land Acquisition and Compensation Act 1986</i>
<i>Community Local Law 2014</i>	<i>Land Act 1958</i>
<i>Community Local Law Impact Statement 2014</i>	<i>Landlord and Tenant Act 1958</i>
<i>Conservation, Forests and Land Act 1987</i>	<i>Libraries Act 1988</i>
<i>Crown Land (Reserves) Act 1978</i>	<i>Liquor Control Reform Act 1998</i>
<i>Cultural and Recreational Lands Act 1963</i>	<i>Local Government (Finance and Reporting) Regulations 2004</i>
<i>Dangerous Goods Act 1985</i>	<i>Local Government (Electoral) Regulations 2016</i>
<i>Dangerous Goods (Explosives) Regulations 2011</i>	<i>Local Government (General) Regulations 2015</i>
<i>Development Victoria Act 2003</i>	<i>Local Government (Long Service Leave) Regulations 2012</i>
<i>Disability Act 2006</i>	<i>Local Government (Planning and Reporting) Regulations 2014</i>
<i>Domestic Animals Act 1994</i>	<i>Local Government Act 1989</i>
<i>Domestic Building Contracts Act 1995</i>	<i>Magistrates Court Act 1989</i>
<i>Drugs, Poisons and Controlled Substances Regulations 2006</i>	<i>Major Transport Projects Facilitation Act 2009</i>
<i>Education and Care Services National Law Act 2010</i>	<i>Meeting Procedures and Common Seal Local Law 2013</i>
<i>Educational and Training Reform Regulations 2017</i>	<i>Occupational Health and Safety Act 2004</i>
<i>Electricity Safety Act 1998</i>	<i>Occupational Health and Safety Regulations 2017</i>
<i>Emergency Management Act 2013</i>	<i>Public Interest Disclosures Act 2012</i>
<i>Environment Protection Act 1970</i>	<i>Planning and Environment Act 1987</i>
<i>Environment Protection Amendment Act 2018</i>	<i>Planning and Environment Regulations 2015</i>
<i>Equal Opportunity Act 2010</i>	<i>Planning and Environment (Fees) Regulations 2016</i>
<i>Fences Act 1968</i>	<i>Privacy and Data Protection Act 2014</i>
<i>Filming Approval Act 2014</i>	<i>Procedures for Work on and Protection of Council Assets</i>
<i>Fines Reform Amendment Act 2017</i>	<i>Prevention of Cruelty to Animals Act 1986</i>
<i>Fire Services Property Levy Act 2012</i>	
<i>Flora, Fauna Guarantee Act 1988</i>	
<i>Food Act 1984</i>	
	<i>Road Safety Road Rules 2017</i>
<i>Privacy and Data Protection Act 2014</i>	<i>Road Safety (General) Regulations 2009</i>
<i>Protected Disclosure Act 2012</i>	<i>Road Safety (Traffic Management) Regulations 2009</i>
<i>Public Health and Wellbeing Act 2008</i>	<i>Road Safety (Vehicles) Regulations 2009</i>
<i>Public Health and Wellbeing Regulations 2009</i>	<i>Road Safety Road Rules 2017</i>
<i>Public Records Act 1973</i>	<i>Second Hand Dealers and Pawnbrokers Act 1989</i>
<i>Rail Safety Act 2006</i>	<i>Sex Work Act 1994</i>
<i>Rail Safety (Local Operations) Act 2006</i>	<i>Sheriff Act 2009</i>
<i>Residential Tenancies Act 1997</i>	
<i>Revised 2016 Domestic and Commercial Waste Management Procedure</i>	<i>Sport and Recreation Act 1972</i>
<i>Road Management Act 2004</i>	<i>Subdivision Act 1988</i>
<i>Road Management (General) Regulations 2016</i>	<i>Subdivision (Fees) Regulations 2016</i>
<i>Road Management (Works and Infrastructure) Regulations 2015</i>	<i>Subdivision (Procedures) Regulations 2011</i>
<i>Road Safety Act 1986</i>	<i>Subdivision (Registrar's Requirements) Regulations 2011</i>

*Summary Offences Act 1966*  
*Tobacco Act 1987*  
*Transfer of Land Act 1958*  
*Transport (Safety Schemes Compliance & Enforcement) Act 2014*  
*Transport Integration Act 2010*  
*Urban Renewal Authority Victoria Act 2003*  
*Valuation of Land Act 1960*  
*Victoria State Emergency Service Act 2005*

*Victorian Data Sharing Act 2017*  
*Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*  
*Victorian Grants Commission Act 1976*  
*Victorian Inspectorate Act 2011*  
*Victorian Planning Authority Act 2017*  
*Victorian Urban Development Authority Act 2003*  
*Water Act 1989*

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents Website at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au).

Alternatively, current legislation may be purchased in hard copy form by contacting Information Victoria on 1300 366 356 or Anstat on (03) 9278 1133.

## Library Services

---

The Torquay Library and Surf Coast mobile library are both part of the Geelong Regional Libraries network.

### **Torquay Library**

**Location:** Surf City Plaza (corner of Beach Road and Surf Coast Highway)

**Phone:** 5261 3049

Books, music, magazines, movies, audiobooks, ebooks and more for loan

- 12 computers with internet access
- iPads for use in the library
- free WiFi for members
- weekly Preschool Storytime, Toddler Time and Babytime Nursery Verses
- touchscreen PCs with early literacy and numeracy games for children
- wheelchair access and a computer at wheelchair height.

### **Hours**

Monday: 10am to 5.30pm

Tuesday: 10am to 5:30pm

Wednesday: 10am to 5:30pm

Thursday: 10am to 8pm

Friday: 10am to 5:30pm

Saturday: 10am to 1pm

Sunday: 1:30pm to 4pm

### **Mobile library**

A mobile library visits Surf Coast towns, providing access to Geelong Regional Libraries' huge collection. You can also access free WiFi, computers and iPads on the mobile library, as well as printing, scanning and photocopying facilities.

## Statement 2 – Categories of Documents Maintained by Council

### Freedom of Information Act 1982 – section 7(1)(a)(ii)

#### **Section 7(1)(a)(ii)**

*A statement of the categories of documents that are maintained in the possession of the agency.*

---

The Surf Coast Shire Council creates a large number of documents and records in the course of its activities. The Council uses an electronic document and records management system to classify, store, access and manage a broad range of electronic and hard copy documents.

The Public Records Act 1973 requires Victorian public agencies and public officers to 'make and keep full and accurate records' of their decisions & activities. Additional, all agencies are obligated to 'establish and maintain a records management program' in conformity with standards and codes of best practice as established by the Public Records Office of Victoria (PROV). These standards apply equally to paper and electronic record keeping environments.

Council maintains a number of systems to manage and maintain a wide variety of business activities including Content Manager as the Electronic Document Records Management System (EDRMS) for the management of records. Many of these systems contain facilities to store and generate documents.

Incoming hardcopy documents are scanned onto the EDRMS and held and maintained in accordance with the Public Record Office of Victoria (PROV) requirements. Other documents born digitally are maintained in a digital form. All emails sent to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au) are also captured into the EDRMS by Records staff.

Council holds a quantity of hardcopy files. These include:

- Files created prior to the introduction of an EDRMS in 2010
- Files created prior to council's establishment in 1994 and include records from Shire of Winchelsea, Shire of Barrabool and City of South Barwon. These hard copy files are stored in off-site storage and are scanned and registered into the EDRMS when access is required.
- Planning Permit Application Files
- Planning Enforcement Files
- Contracts and Legal Agreements
- Any other document as required by the Local Government Act

The Classification Scheme used within the EDRMS is based on the Local Government Classification Scheme. It is a three tier system that is linked with PROV retention and disposal requirements.

1. Function - Prescribed descriptors which outline the functions undertaken by Surf Coast Shire Council
2. Activity - Reflects the activities performed within the Function
3. Subject Files - The topics related to the function-activity pairing. Documents are kept in these files.

## Surf Coast Shire Council Document Classification Scheme

Level 1 - Function	Description
<b>Building Control</b>	Documents relating to the function of regulating building activities through the administration and enforcement of building permits and regulations and the provision of advice on building related matters either by Council or private building surveyors.
<b>Community Relations</b>	Documents relating to the function of establishing rapport with the community and raising and advancing Council's public image and its relationships with outside bodies, including the media and the public. Includes marketing, media relations, celebrations, ceremonies, speeches as well as official representation at functions and community activities. Also includes community consultation, the management of corporate image and memorials.
<b>Community Services</b>	Documents relating to the function of planning, providing and operating services, programs and resources which provide assistance and support to residents and the local community particularly the aged, disabled, infants, children, adolescents and their families. Also includes council managing and operating community housing and programs.
<b>Contracts and Tendering</b>	Documents relating to the function of managing the process of tendering and contracting for services. Includes the preparation, evaluation and selection of tenders, contracts, quotations and expressions of interest and the continued management of terms and conditions of contracts. Contracts are inclusive of Service contracts, project related contracts and consulting contracts.
<b>Corporate Management</b>	Documents relating to the function of applying broad systematic management planning, monitoring, reporting and review of organisational structures, strategic direction and performance of Council. Includes the development of corporate mission and objectives, the implementation of business framework and continuous improvement programs and the development, monitoring and review of corporate and business plans.
<b>Council Governance</b>	Documents relating to the function of managing Council elections, the establishment of Council boundaries, terms and conditions for Councillors and the management and recording of Council meetings.
<b>Customer Services</b>	Documents relating to the function of planning, monitoring and evaluating the methods and level of services provided to customers by the council, including customer consultation and feedback. Also includes managing the processes in how service is provided and complaints handling procedures.
<b>Emergency Management</b>	Documents relating to the function of preventing loss and minimising threats to life, property and the natural environment, from fire, flood and other emergency situations. Includes Council working in cooperation with government agencies, organisations and the community on hazard reduction and mitigation activities and coordinating resources and services during emergency situations and the recovery process.
<b>Environmental Management</b>	Documents relating to the function of managing, conserving, protecting and rehabilitating air, soil, water and native flora and fauna. Includes the development, planning and implementation of environmental policy, plans and programs in co-operation with government agencies, organisations and the community.

Level 1 - Function	Description
<b>External Organisations</b>	Documents relating to the function of council interacting with government at all levels, members of parliament, political parties as well as community groups, professional bodies, associations and other organisations' for the purpose of exchanging, updating or renewing general contact, administrative, organisational or membership information. Includes the receipt of annual reports, publications, brochures, newsletters and media releases from external organisations. Also includes Council participating in formal inquiries through submissions and providing evidence.
<b>Financial Management</b>	<p>Documents relating to the function of managing Council's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures, financial planning, budgeting, estimates of expenditure and receipts, forecasting, and managing revenue from charging and investments.</p> <p>See – Rates and Valuations for activities relating to managing, regulating, setting and collecting Council income through the valuation of rateable land and other property related charges including special charge schemes.</p> <p>See – Grants and Subsidies for the management of payments to Council from State and Federal Governments for special purposes and from Council to other agencies."</p>
<b>Fleet, Plant and Equipment</b>	<p>Documents relating to the function of acquiring, managing, maintaining and disposing of vehicles, plant, equipment and stores for use by Council.</p> <p>See Information Technology for records relating to the acquisition, management and disposal of information technologies and telecommunications.</p>
<b>Grants and Subsidies</b>	Documents relating to the function of managing the application, evaluation, awarding and reporting associated with financial assistance for specific programs, projects or services, to Council from government and non-government sources and from Council to other organisations and the community.
<b>Human Resources Management</b>	Documents relating to the function of managing the conditions of employment and administration of Council employees, contractors and consultants and volunteers. Includes employment policies and matters relating to safety and accident prevention procedures and arrangements within Council. Also includes the management of industrial relations, training and development, and arrangements for employee travel.
<b>Information Management</b>	Documents relating to the function of managing Council's information resources through their capture, storage, distribution, retrieval, archiving and disposal. Includes the management of current, in-active and archival records. Also includes requests for and handling of information and the reporting of such matters in accordance with the Freedom of Information and Information Privacy legislation.
<b>Information Technology</b>	Documents relating to the function of managing communications and information technology infrastructure and systems to support the business operations of Council. Includes the evaluation, acquisition, development, implementation and disposal of hardware, software, email, web based technology and communications devices such as telephones and PABX. Also includes data security management.

Level 1 - Function	Description
<b>Land use Planning and Development</b>	Documents relating to the function of establishing, interpreting and implementing strategies, policies and controls to deliver sustainable land use outcomes. Includes the administration and enforcement of the Planning Scheme and associated legislation, assessment of land use, development and subdivision applications, planning scheme amendments and the provision of advice on land use related matters.
<b>Legal Services and Legislation</b>	Documents relating to the function of managing legal services as provided to Council. Includes the interpretation and provision of advice regarding legal matters, the drawing up of legal documentation (e.g. Leases, Contracts, Agreements and Memorandums of Understanding), handling legal action and disputes and the management of Council's intellectual property. Also includes Council input into submissions to Government for the development of Acts and Regulations. Council feedback into these submissions may or may not include the provision of legal advice.
<b>Local Laws and Enforcement</b>	Documents relating to the function of upholding State legislation and the development and enforcement of policies, regulations and local laws appropriate to the safety and wellbeing of residents, visitors and the general public. Includes, but is not restricted to domestic animal management, livestock control, traffic management, litter, graffiti, consumption of alcohol in public places and the use of footpaths and road reserves for commercial activities.
<b>Occupational Health and Safety (OHS)</b>	Documents relating to the function of implementing and coordinating occupational health and safety measures to ensure a safe work environment and practices for Council employees. Includes ensuring the safe handling and use of hazardous materials by Council employees.
<b>Parks Reserves and Open Spaces</b>	Documents relating to the function of acquiring, designing, developing, maintaining and disposing of spaces such as; parks, reserves and open space either owned, leased, managed by council. This function also includes the installation and maintenance of infrastructure such as lighting, furniture, playground equipment, public art and memorials, security and access arrangements in these spaces.
<b>Property Management</b>	Documents relating to the function of acquiring, constructing, fitting-out, maintaining, securing and disposing of facilities and premises such as; buildings, Council halls and centres for multi-purpose uses owned, leased, used or otherwise managed by Council.
<b>Public Health Services</b>	Documents relating to the function of managing, monitoring and regulating activities to protect and improve public health. Includes the promotion, management and enforcement of health codes, standards and regulations relating to food, infectious diseases, immunisation, cemeteries, pest control, domestic waste water treatment and substances which impact on public health and safety.
<b>Rates and Valuations</b>	Documents relating to the function of managing, regulating, setting and collecting Council income through the valuation of rateable land and other property related charges including special charge schemes. Also includes the management of property database.
<b>Recreation and Cultural Services</b>	Documents relating to the function of Council arranging, managing and encouraging programs, events and services which promote the arts, sport, cultural and recreational activities. Includes the operation of sporting and cultural facilities such as swimming pools, leisure centres, museums, galleries and libraries and managing the booking and hire of Council's sporting grounds, halls and recreational facilities.



Level 1 - Function	Description
<b>Risk Management</b>	Documents relating to the function of identifying, managing and reducing the risks associated with Council properties, equipment and operations. Includes managing the risks to members of the general public, Council personnel, consultants, contractors, volunteers, councillors and liability to the public. Risk Management is inclusive of both strategic and operational risks associated, but not limited to: fraud, litigation and insurance.
<b>Transport and Infrastructure Management</b>	Documents relating to the function of acquiring, planning, designing, constructing and maintaining roads, streets, bridges, drainage and associated infrastructure owned or managed by Council. Includes the planning, monitoring and management of transportation needs and the efficient movement and safety of traffic.
<b>Utilities</b>	Documents relating to the function of Council working with energy, water, telecommunications and television and radio transmission and service providers to assist with the planning, design, installation and maintenance of associated infrastructure. Includes supply and service provision.
<b>Waste Management</b>	Documents relating to the function of providing and operating services, resources and programs related to the management of waste. Includes household and commercial waste collection services, the operation of waste disposal sites and programs and initiatives promoting waste reduction and recycling.

Level 2 - Activity	Description
Access	Activities to provide fair, efficient and impartial access to council services and council facilities. Includes programs to increase and include public access, including access for disabled persons to Council buildings and properties.
Accident and Injury	Accident and Injury Reporting is recorded in PAN Software
Accreditation	The process of gaining official recognition against a standard, statutory requirements, code, best practice principles, and/or guidelines from a body external to Council. See AUDIT for records relating to audits undertaken to retain accreditation.
Acquisition	The activities associated with purchase, donation, bequest or transfer to Council of property, equipment, vehicles and plant, stores and the collections of libraries, museums, galleries and council records.
Acts & Regulations	The activities associated with the interpretation and implementation of acts, laws, legislation, national and international standards to which Council is subject. Includes Council submissions to proposed changes or the introduction of new acts, laws, legislation, and standards that may impact on Council services and activities.
Advertising	The preparation and publication of information about Council services, activities, plans and achievements in order to promote Council's public image and to inform the community. Includes advertisements and public notices as well as regular communiques such as the Mayor's column.
Advise	The activities associated with seeking and receiving legal or professional advice by Council.
Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between Council and service providers and government agencies which provide services.
Audit	The activities associated with the official checking of Council's records, procedures and operations to ensure compliance with agreed or legislated standards. Includes audits carried out internally or by an independent assessor.
Awards and Ceremonies	The activities associated with the planning, coordination and management of ceremonies which recognise awards, honours or citizenship.
Banking	The activities involved in the opening and maintaining bank accounts, reconciling accounts and the maintenance of signatories.
Boundaries	The process of monitoring and reviewing boundaries of and within the municipality. Includes wards, districts, localities, suburbs and the boundaries between municipalities.
Budgeting	The process of planning the use of expected income and expenditure over a specified period.
Building Applications	The activities associated with the receipt, assessment and determination of applications for approval or consent under the Building Act and Regulations by Council or private building surveyor.
Claims Management	The activities associated with the management of insurance claims made by or against Council and its personnel. Includes claims made for personal injury, professional indemnity, public liability and property damage or loss.
Client Management	The activity of managing client records including requests and applications for service, assessment of eligibility and changes in services provided to clients.
Community Engagement	Records relating to a planned process with the specific purpose of working with identified groups of people in the community
Contracts	The activities associated with the establishment, maintenance, review and negotiation of contracts.

Level 2 - Activity	Description
Corporate Image	The activities of identifying and designing, and procuring logos, signs, letterhead, corporate uniforms (including caps) and other symbols such as stationery (rulers, pens etc) that incorporate the identity and image of Council.
Council Meetings	The activity associated with the formal decision-making processes of Council, recording the official minutes of meetings, and summarising decisions of the meetings of elected Councillors with action in response by Council staff. Includes attendance records of meetings of elected Councillors. Also includes the processes of tracking actions and when action is due.
Councillor Conditions	The activities associated with managing the general conditions of Councillors.
Creditors	The activity of managing payments to whom Council owes money.\r\n\r\nAlso known as Accounts Payable - We pay them
Data Management	The activities associated with the building, prototyping, testing of databases. Includes changes to schemas, view and configuration management.
Debtors	The activity of managing Council's debtors. Includes reviewing and the recovery of debts.\r\n\r\nAlso known as Accounts Receivable - They pay Council
Delegations	The activities associated with giving authority for decisions, activities and expenditure.
Design and Construction	The activities associated with the design and construction of Council property, equipment, infrastructure and facilities. Also includes Council input into the design and construction of the infrastructure that supports essential services such as electricity, gas, telecommunications, water and alternative energy sources.
Discipline	The activities associated with the coordinating and managing disciplinary matters that occur when an employee or Councillor has under-performed or been involved in an incident of misconduct.
Disposal	The activities associated with the sale, surrender, disposal, destruction or transfer by Council of property, equipment, vehicles and plant, stores, impounded animals and vehicles and the collections of libraries, museums, galleries and council records.
Donations and Sponsorship	The activities associated with the provision and receipt of donations or sponsorship for programs, services or events. Includes financial and in-kind support or the provision of other resources to Council or by Council to other organisations, groups or charities.
Education and Awareness	The activities associated with developing and implementing public awareness and education. Includes Council promoting and participating in other agency's campaigns
Elections	The activities associated with preparing for, conducting and reviewing the election of councillors to represent residents and ratepayers of the municipality. Also includes the process of electing the mayor.
Employee Files	Individual files for each employee in the organisation.
Employee Performance	The activities associated with developing, managing and measuring the performance of Council employees. Includes the process of setting individual goals and objectives and the appraisal of performance.
Employment and Training Schemes	The activities associated with the implementation and management of employment and training schemes including apprenticeships, traineeships and work experience.
Enquiries	The activities associated with the handling of requests for information about Council and its services. Includes general enquiries, requests for advice and the application for and provision of information on land, buildings and rates payable.

Level 2 - Activity	Description
Equal Employment Opportunity (EEO)	The activity of managing programs to provide workplaces that are free from all forms of unlawful discrimination and harassment, and which assist members of Equal Employment Opportunity (EEO) groups to overcome past or present disadvantage.
Establishment	The activities associated with changing and establishing the Council administrative structure and allocation of functional responsibility to business units. Also includes managing positions, duties and reporting relationships between staff.
Evaluation	The process of determining suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation.
Event Management	Activities relating to the planning, coordination and management of community, cultural, sporting, environmental, major and iconic events in which Council is involved.
Fees and Charges	The activities relating to the establishment, setting and review of fees and charges for services rendered by Council.
Freedom of Information	The activity of managing access to information held by Council in accordance with Freedom of Information legislation.
Geographical Information Systems (GIS)	The activity of managing land and environmental information that incorporates map base, property information, environmental data, street and reserve naming and house numbering, as well as comprehensive population analysis and forecasting systems, used to support strategic planning.
Government Enquiries	The activities associated with liaising with state and Federal governments, including Royal Commissions and Ombudsman in relation to formal inquiries and investigations. Includes Council participation in the form of submissions and providing evidence. May not be on matters that are directly related to Council business or operations.
Grant Application	The activities associated with Council applying for funding or grants from government and non-government sources. Includes preparation of applications, notification of successful and unsuccessful applications, execution of agreements and subsequent reporting on successful applications. Also includes agreements, claims, reporting and acquittals for re-occurring funding.
Grant Facilitation	The activities associated with Council assisting local community groups, sporting clubs and organisations or individuals in the evaluation and application for financial assistance from government and non-government grant and funding programs.
Grant Provision	The activities associated with the receipt, assessment and awarding of grants from Council to other organisations and the community. Includes reports received by Council from successful applicants on the utilisation of funds.
Greetings	The activities associated with preparing, sending and receiving messages of appreciation, congratulations or condolence by Council.
Grievances	The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those over the work environment, organisation and distribution of work, peers, supervisors, or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties.
Health Monitoring	Records associated with checking, observing and recording of health monitoring, may include monitoring of Ergonomics, hearing conservation, medical examinations, personal protective equipment and rehabilitation
Health Promotion	Promotion of healthy lifestyles to Council employees.

Level 2 - Activity	Description
Implementation and Installation	The activities associated with the installation and operation of information technology programs, systems and hardware.
Industrial Relations	The activity of managing an agreed set of employment conditions and level(s) of payment applicable to all employees in a particular occupation, set either by mutual consent or through arbitration. Includes negotiations conducted to obtain determinations, agreements or awards, industrial actions and industrial disputes settled within Council or by an external arbiter.
Infringements	Activities involved in the issuing and management of fines or penalties for breaches of laws, regulations, notices or permit conditions.
Infringements and Prosecutions	The function of implementing and coordinating occupational health and safety measures to ensure a safe work environment and practices for Council employees. Includes ensuring the safe handling and use of hazardous materials by Council employees.
Insurance	The activities associated with Council taking out insurance premiums to cover accident, injury, death, damage or loss. Includes administration of insurance policies and their renewal. Also includes Council requesting and receiving proof of appropriate insurance cover from contractors as a condition of engagement.
Intellectual Property	The activities involved in managing Council's intellectual property, both published and unpublished. Includes copyright, patents and trademarks.
Interest Groups	The function of council interacting with government at all levels, members of parliament, political parties as well as community groups, professional bodies, associations and other organisations' purely for the purpose of exchanging, updating or renewing general contact, administrative, organisational or membership information. Includes the receipt of annual reports, publications, brochures, newsletters and media releases from external organisations.
Internal Ombudsman	The activity of appointing an official to investigate public complaints about Council decisions or activities, and to provide and independent review of complaints.
International Relations	The activities associated with managing relations with other parties in other countries, including Sister City.
Investigations	The activity of investigating and advising of breaches of laws, regulations, notices or permit conditions prior to the issue of an infringement or penalty.
Investments	The activity of managing capital that has been invested by Council.
Leasing	The activity of leasing plant, equipment, vehicles, properties or facilities by Council from another individual or organisation.
Leasing-Out	The activity of Council leasing out or licensing the use of land, facilities or premises to other individuals or organisations.
Liaison	The activities associated with maintaining regular general contact between Council and other organisations, other councils, state and federal government, professional associations and community groups for the expressed purpose of discussing membership, building networks and relationships, professional development, the sharing informal advice and/or the building of a body of knowledge in a particular issue relating to this functional area.
Licensing, Permits and Registrations	The activities associated with the application, assessment and determination of permits, licences and registrations. Includes successful and unsuccessful applications, cancellations, transfers, renewals, suspensions and revocations.
Litigation	The activities involved in managing lawsuits or legal proceedings between Council and other parties.

Level 2 - Activity	Description
Loans	The activity of borrowing money to enable Council to perform its functions and exercise its power.
Local Government	The function of council interacting with government at all levels, members of parliament, political parties as well as community groups, professional bodies, associations and other organisations' for the purpose of exchanging, updating or renewing general contact, administrative, organisational or membership information. Includes the receipt of annual reports, publications, brochures, newsletters and media releases from external organisations. Also includes Council participating in formal inquiries through submissions and providing evidence.
Local Laws	The activities associated with the formulation, adoption, implementation and review of local laws.
Mail Management	The activities associated with the receipt and dispatch of mail. Includes mail received and sent through postal and courier services.
Maintenance	The activities associated with the upkeep, repair, servicing and preservation of property, equipment, infrastructure, facilities and the collections of libraries, galleries and council records.
Manual Handling	Conditions of safe work for manual handling and weight lifting rules.
Media Liaison	The activities associated with establishing a relationship between the media and Council. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.
Meetings	The activities associated with the management of gatherings initiated by Council or where Council is formally represented to discuss and resolve issues and matters relating to the operation and business of Council. Includes both internal and external meetings and is also inclusive of Committees where Council has a delegated representative. Includes establishment, appointment and selection of participants, terms of reference, notices of meetings, agendas, minutes and reporting of actions and decisions.
Membership	Activities associated with the administration and management of memberships to Council affiliated groups associations. Includes regular circulars to members.
Monitoring	The activities associated with checking, observing and recording the operation and performance of Council equipment, infrastructure and systems and activities and events within the community which have the potential to impact on health and safety.
Naming	The activities associated with naming of any place, building or object under the jurisdiction of Council. Includes the naming of townships, suburbs, localities, parks, reserves, topographical features, roads, streets and buildings.
Organisations	The activities associated with implementing and measuring performance of Council. Includes the development and implementation of continuous improvement activities such as benchmarking and indicators and measures for performance.
Organisational Performance	The function of council interacting with government at all levels, members of parliament, political parties as well as community groups, professional bodies, associations and other organisations' for the purpose of exchanging, updating or renewing general contact, administrative, organisational or membership information. Includes the receipt of annual reports, publications, brochures, newsletters and media releases from external organisations. Also includes Council participating in formal inquiries through submissions and providing evidence.

Level 2 - Activity	Description
Payments	The activity of managing the payment of Council rates and property charges. Includes the issuing of notices, assessment of applications for concession, deferral or waiver, administering the frequency and methods of payment and the management and recovery of outstanding rates.
Payroll	The activities associated with managing the payroll process. Includes timesheets, adjustments, deductions, group certificates, superannuation and variations of salaries.
Planning	The activities associated with the development of plans and strategies which outline specific objectives and goals and how they are to be achieved.
Planning Scheme Amendments	The activities associated with the receipt, assessment and determination of applications for amendment to the Surf Coast Planning Scheme either through the instigation of Council or at the instigation of a member of the public. Also includes notifications, submissions and outcomes of state government amendments to the planning scheme (known as VC amendments)
Policy	The activities associated with the formulation, adoption, implementation and review of Council policies, guidelines, standards, codes of practice etc.
Presentations	Activity of giving presentations for training, community relations or sales purposes. Includes speeches and multi-media presentations.
Privacy	The activities associated with managing the collection, handling, use and disclosure of information in accordance with Information Privacy legislation.
Procedures	The process of developing, implementing and reviewing standard methods of operation to activities undertaken by Council according to formulated policy. Includes procedures, work instructions, guidelines etc.
Programs	The activity of delivering services and programs by Council or by agencies in association with Council. Includes instances where Council is not the responsible agency but may coordinate or be a participant in the service or program. Does not include the management of client records.
Promotion	Activities associated with the promotion of the local area, business and tourism industries.
Property History	The activities associated with managing the identification and ownership of land within the municipality. Includes the allocation of street numbers and property addresses and the updating of the legal owners of properties and their information.
Prosecutions	The activities involved in managing legal proceedings between Council and other parties relating to breaches of laws, regulations, notices or permit conditions.
Public Reaction	The activities associated with handling public reaction and complaints about Council and its services. Includes expressions of complaint, congratulations or appreciation received from the public and redirecting those not related to Council.
Public Relations	The activities associated with having works, irrespective of format, issued for distribution or sale, internally or to the public. Includes drafting, production, printing, marketing and supply of publications by Council.
Quotations	The activities associated with the receipt, evaluation and selection of quotations for goods and services for Council.
Rate Classifications	The activities associated with the setting, management and implementation of classifications used to identify the use of land and to determine the calculation of municipal rates. Includes assessment of requests for the application or removal of particular rate classifications to be applied to land.



Level 2 - Activity	Description
Recovery	The activities associated with Council seeking recovery of overdue municipal rates and property charges. Includes debt collection services and sale of land.
Recruitment	The activities associated with process of recruiting personnel to Council. Includes justifications, advertising of positions, handling of applications, interviews, selection, culling and appointment.
Registers	The activity of managing summary records including inventories, lists, indexes and registers.
Reporting	The activities associated with providing formal responses to requests or situations as a requisite of Council policy or statutory requirement. Includes discussion papers, financial reports, proposals, reports and returns.
Representation	The activities associated with the representation of Council by Councillors or employees at events or impromptu meetings. Does not include meetings where Council has formally representation or membership.
Research	The activities associated with the receipt, collection and interpretation of information or data to discover facts, provide evidence or support a position. Includes Council providing input into as well as undertaking surveys, questionnaires, statistics
Risk Assessment	The activity of managing the analysis of identified and potential risks, the rate of severity of risks, and also the measures to prevent their impacts.
Road Classifications	The activities associated with identifying roads within Surf Coast Shire in accordance with Council's road hierarchy classifications. Classifications identify roads according to their location, use, traffic flows, links and thus the authority (i.e. Council, VicRoads) or who is responsible for their management, maintenance, upgrade and control. Road classifications can range from Highway, Main and Link Road which are generally the responsibility of VicRoads to Collector, Access and Private Road for which Council or associated landholders are responsible. Classifications also include discontinuance and closures, permanent, temporary or partial. Activities also include changes in a road's classification instigated by Council or other authority.
Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage from unauthorised access.
Separations	The activity of managing the departure of employees or Councillors from Council due to resignation, retirement, retrenchment, redeployment or termination.
Service Honours	The activities associated with the planning, coordination and management of ceremonies which recognise awards, honours, citizenship or are part of solemn or important public or state occasions.
Social Activities	The activities associated with the planning, coordination and management of social activities for Council employees including those arranged by staff social clubs.
Subdivisions	The activities associated with the receipt, assessment and determination of applications for the subdivision and consolidation of land, including the creation, variation and removal of easements.
Submissions	The preparation and submission of a formal statement (e.g. Report, statistics etc) supporting a case or opinion held by Council which is submitted to another Council or organisation, or within Council.
Supply	Activities associated with the supply of electricity, gas, water and telecommunications by providers to Council and the community.



Level 2 - Activity	Description
Taxation	The activity of managing compulsory monetary contribution demanded by a government for its support and levied on incomes, property, goods purchased etc.
Tendering	The activities involved in receiving and assessing tenders for the supply, sale or purchase of goods and services. Includes development of tender specifications, managing the tender process and the evaluation of tender submissions received.
Training and Development	The activities associated with internal/external training and development opportunities available to Council employees and Councillors including conferences, courses, seminars and staff induction. Includes attendance, supporting materials and evaluation.
Travel	The activity of managing travel arrangements for Council employees or councillors.
Trusts	The activities associated with managing trusts. Includes trusts dedicated to the creation and maintenance of parks and reserves, or funds and assets held by trustees on behalf of investors.
Usage	The activities associated with administering the use of plant, equipment, vehicles, properties and facilities. Includes arrangements for booking, hire, rental and requests for use and instructions on use. Also includes infringements or penalties incurred by Council personnel using Council vehicles.
User Support	The activity of providing advice and technical support to end users to resolve problems, difficulties and undertake improvements in information technology.
Valuations	The activities associated with the valuing of property, equipment, vehicles and plant, stores and other assets owned by Council. Includes the valuation of rateable land within the municipality for the purpose of determining rates and charges to be levied.
Visits and Receptions	The activities involved in the planning, coordination and management of arrangements and functions associated with visits by dignitaries and officials for special occasions such as announcements, openings, etc.
Welfare	The activity of managing the provision of support and counselling services to employees.
Workers Compensation	The activity of managing the provision of workers compensations to employees.

## Corporate Systems

---

Other corporate applications used by Council include:

Corporate Systems		
AutoISSUE	IBIS	Precisely Mapinfo Pro.
Benchmark software	InfoCouncil	Priava
CDIS	IRIS	ProComp
Centaman	iWeigh	Promaster
Cambron	Kapish – Content Manager (TRIM)	Qikkids
MYOB	Konect (GIS)	RelianSys
Civica - Carelink	Litmos	Seamless - Intranet
Civica - Authority	MetroCount	Seamless - OpenCities
Civica - BIS	Open office - Town Planning	Seamless – OpenForms
Datalink Services – CrisisWorks	Open Office Health Manager	Seamless - YourSay
DocuSign	Outback Imaging - Ezescan	Smarty Grants
Educa	Palm Technology - Qikkids	Symphony3
EnrolNow	Pan Software – Riskware	Tenderlink
eRates – ZipForms (Online rates system)	Periscope	Trapeze - Objective
Fleet	Precisely – Exponare	VM online - Thomson Reuters (stores valuations)
Harmony		

## Statement 3 – Freedom of Information Arrangements

### Freedom of Information Act 1982 – Section 7(1)(a)(iii),(v),(vi)

*Section 7(1)(a)(iii) - 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)(v) - 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)(vi) - A statement designating by name the officer or officers responsible within each agency for the initial receipt of an action upon, requests for access to a document.*

---

### Public Access to Registers and Documents

---

A range of documents are available for public inspection at Council's Civic Centre or for download from Council's website.

Type	Description
Council Records	Agendas, minutes, live stream and video recordings of Council Meetings
	Reporting from Committees to Council eg Delegated Committees Community Asset Committees
	Terms of Reference or Charters for Council committees
Local Laws	Community Amenity Local Law
	Meeting Procedure and Common Seal Local Law
	Governance Rules
Policies, Strategies, Reports	Council Plan, Annual Report, Strategies, Council Policies, Budget
Organisation	Organisational chart
Councillors	Councillor payment summaries
	Councillor profiles
Council Elections	Election Campaign Donation Returns
	Candidate Information (during elections)
Donations & Grants	Grant programs
Planning	Development plans, reference and incorporated docs
	Development contributions
	Current planning applications
Property	How rates are calculated
	Current planning applications
	Development contributions
Businesses	Council's Terms and Conditions
	Awarded Tenders
Council operations	Events information
	Waste management and recycling information
	Information relating to families, positive ageing, childcare and pets
	Tourism and local area – variety of information
	Parks and reserves - listing

Type	Description
Registers	Register of Building Occupancy Permits
	Register of Authorised Officers
	Register of Delegations
	Register of Personal Interests (Register of Interests until 24 October 2020)
	Register of Leases
	Register of Overseas or Interstate Travel
	Register of Gifts, Benefits and Hospitality (Crs and Staff)
Process/Other Information	Application processes for approvals, permits, grants, access to Council services
	Community engagement processes
	Complaints handling processes
	Practice notes
	Online payments and applications
	Employment with Council
	Lodging a request/complaint
	Economic and population profiles
	Information relating to access (maps and guides)

If you are interested in viewing a document but have been unable to locate it on Council's website you can contact Council using one of the following methods:

- Phoning Customer Service on 03 5261 0600.
- Emailing [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au).
- Via Council's website using the 'Lodge a Request', 'Make a Complaint' or Freedom of Information application online forms at <https://www.surfcoast.vic.gov.au/About-us/Contact-Us>

The *Freedom of Information Act 1982* gives you right of access to documents that Council holds. If you cannot find the document you require, call us before you make an FOI application as we may be able to make it available.

Please note that Council's website is not available to view in other languages however a translation service is available only at customer service through TIS (Translating and Interpreting Service).

Council will respond to requests for information in alignment with the Act, the Public Transparency Principles, and this policy. Council officers will continue to explore opportunities to make further documents available on Council's website or on request.

### Information not Available

Some Council information may not be made publicly available. This will only occur if the information is confidential information by virtue of the *Local Government Act 2020* or any other Act, or if its release would be contrary to the public interest.

"Confidential Information" is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration information	Confidential information relating internal arbitration about an alleged breach of the Councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law, in breach of contractual requirements or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

### Public Interest Test

Information that might be withheld because it is contrary to the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- directions to Council staff regarding negotiations in contractual or civil liability matters, where release may damage the Council's capacity to negotiate the best outcome for the community, correspondence with members of the community, where release may inappropriately expose a person's private dealings.

## Freedom of Information at Surf Coast Shire Council

### What Is Freedom of Information?

---

The Victorian *Freedom of Information Act 1982* gives you the right to request information held by:

- ministers
- state government departments
- local councils
- most semi-government agencies and statutory authorities
- public hospitals and community health centres
- universities, TAFE colleges and schools.

The Act gives you:

- (a) the right to access documents about your personal affairs and the activities of government agencies; and
- (b) the right to request that incorrect or misleading information held by an agency about you be amended or removed.

### What information is available?

---

You have a right to apply for access to documents that are held by an agency which is covered by the Freedom of Information Act. This includes:

- (a) Documents created by the agency.
- (b) Documents supplied to the agency by an external organisation or individual.
- (c) You can apply for access to:
- (d) Documents about your personal affairs, regardless of the age of the documents.
- (e) Documents of a non-personal nature, not older than 5 July 1978.
- (f) Documents held by a Council, not older than 1 January 1989.

It is not only documents in paper form that are accessible. The word 'documents' covers a broad range of media including maps, films, microfiche, photographs, computer printouts, emails, computer discs, tape recordings and videotapes.

You may ask for a copy of the document, or you may request access to the document, for example, to see a film or to get a transcript of a tape recording.

### What information is not available?

---

Not all information is automatically available.

The Act allows an agency to refuse access to certain documents or information. These documents or information are often called 'exempt' documents.

In some cases you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted.

Some documents that you may not be able to access include:

- (a) cabinet documents
- (b) some internal working documents
- (c) law enforcement documents
- (d) documents covered by legal professional privilege, such as legal advice
- (e) documents containing personal information about other people
- (f) documents containing information provided to an agency in confidence
- (g) documents containing information provided to an agency by a business
- (h) documents which are covered by secrecy provisions in other legislation.

This should not deter you from asking for access as each document is assessed on its merits before a decision is made.

## Do I Need to Use Freedom of Information to Access Documents?

---

Many documents are available outside the requirements of the Freedom of Information Act. In these instances the request will not be processed under FOI.

Documents you may obtain without an FOI application include information which is available publicly, such as on a public register, and information which is available for purchase.

Please note that if you require documents for a court hearing or litigation, speak to your legal adviser about other methods available to gain access in those circumstances.

## Before making a request

---

Before you make a formal request for access to documents, there are a number of things to consider:

### Is the information you seek in a document?

The FOI Act gives you the right to request access to documents. Generally, you cannot request information that does not exist in an existing document or answers to questions under the FOI Act. Remember, a request must be for information contained in documents.

### Identify the agency that has the document you seek

Contact the agency to confirm if it has the document before making your request. The agency may be able to tell you how to obtain the document without a formal request, or if another agency has the document.

### Is the document you seek publicly available?

For example, it may be published on an agency's website or available for purchase from the agency.

### Why do you want access to the document or information?

Consider informing the agency of your reason for seeking access to the document or information, or if you plan to use the document or information for a specific purpose. This may assist the agency to consider whether it can informally release the document or information to you without the need for a formal request.

## How do I make a request?

---

Any individual can make a request, or with written authorisation, enable another person to make a request on their behalf (for example a solicitor).

For an application to be valid it must:

- be in writing
- clearly describe the documents being requested (i.e. a specific and targeted request including date ranges)
- include an application fee or evidence of qualification to have the fee waived or reduced (health care card, pension card, financial hardship)

A copy of the application form can be found on Council's website at

<https://www.surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Freedom-of-Information>.

## Costs Associated with Making a Request under the Freedom of Information Act 1982

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 - \$21.67 per hour or part of an hour
- supervision or inspection charges - \$21.67 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.

Customer service will contact you to arrange payment of the application fee.

Note: Fees are updated on the 1<sup>st</sup> of July each year.

### Right of Appeal

---

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

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

Telephone: 1300 006 842 (1300 00 OVIC)

Email: [enquiries@ovic.vic.gov.au](mailto:enquiries@ovic.vic.gov.au)

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

### Freedom of Information – Responsible Officers

---

Principal Officer	Freedom of Information Officer
Keith Baillie, Chief Executive Officer (until 31 July 2020) Anne Howard, Acting Chief Executive Officer (from 1 August 2020)	Julie Anderson

**Applications can be emailed to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au) or posted to**

Surf Coast Shire Council  
PO Box 350  
Torquay VIC 3228



## **Statement 4 – Publicity Material**

### **Freedom of Information Act 1982 – section 7(1)(a)(iv)**

#### **Section 7(1)(a)(iv)**

*A statement listing the literature available by way of subscription services or free mailing lists.*

### **Publications Available by Subscription or Free Mailing Lists**

---

#### **Online Communication**

---

Surf Coast Shire Council uses a range of communication channels to keep residents informed on the latest news. Some of the ways in which we do this are through the council website, social media and newsletters. Council also uses local media to inform the community about local projects. Some of the channels that are used are:

#### **Council Websites**

---

Council maintains two public websites which all residents have access to. These websites are updated regularly and a large amount of important and useful information is published on them.

Corporate Website: [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

#### **Social Media**

---

Members of the public are also able to connect with Council via the following media:

[Facebook](#)

[Twitter](#)

[Instagram](#)

[LinkedIn](#)

[YouTube](#)

#### **Newsletters**

---

Council publishes a range of reports handbooks and newsletters (eg *Groundswell*), for residents, businesses and visitors to Council. You can download them from the website or call Council for a copy. Some of these publications are available at council libraries.

#### **Publications**

---

Council produces a number of policies, strategies and plans to help guide decisions and to achieve outcomes and goals. These documents can be downloaded from Surf Coast Shire's website, including:

- Annual Report
- Council Plan and Strategic Resource Plan
- Councillor Code of Conduct
- Annual Budget
- Local Laws
- Policies, Plans and Strategies.

## Statement 5 – Publications & documents available for inspection – Freedom of Information Act

### Section 8

#### **Section 8(1)**

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

*(a) in making decisions or recommendations, or in providing advice to persons outside the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to or for which persons are or may be entitled, eligible or subject, being-*

*i) documents containing interpretations or particulars of Acts or schemes administered by the agency, not being particulars contained in another Act; or*

*ii) manuals, rules of 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.*

---

In addition to documents made available for public inspection under Section 11 of the Local Government (General) Regulations 2015, the *Freedom of Information Act 1982* requires Council to make available certain documents for inspection and purchase.

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

- Making decisions/recommendations; and
- Providing advice to persons outside Council with respect to rights, privileges, benefits, obligations penalties.

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 Council's website and copies can be arranged by contacting Council on 5261 0600.

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.

#### **Council Reports and Plans**

- Annual Budget
- Annual Report
- Surf Coast Shire Council Planning Scheme
- Council Plan
- Municipal Public Health and Wellbeing Plan

#### **Laws and Regulations**

- Local Law No 1—Community Amenity Local Law No.1 of 2011
- Local Law No 2— Council Meeting Procedures and Common Seal (Governance Rules from September 2020)

## **Statement 6: Report Literature**

### **Freedom of Information Act Section 11(1)**

#### **Section 11(1)**

*Statement of certain documents in possession of agencies to be published*

---

Under section 11 of the Freedom of Information Act 1982, Council must report on and keep records of all decisions relating to policy and the administration of policy that would be considered of interest to the public. These reports and records must be made available for inspection or purchase.

Council reports, policy documents and records of decisions, relating to Council policy (recorded in the Council Meeting Minutes), are available to download from Council's website at [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au).

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

Council makes the following two classes of document accessible to the public wherever possible:

- A document prepared outside the Council for consideration by the Council.
- A document prepared within the Council for consideration by the Council.