

Publication of Certain Documents and Information

Part II Statement published pursuant to
the *Freedom of Information Act 1982*

April 2018

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Background

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

The purpose of this Part II Statement is to:

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

Documents listed in this Part II Statement are available for inspection and/or purchase either on the Greater Shepparton City Council website or by contacting customer service:

Greater Shepparton City Council
90 Welsford Street
Locked Bag 1000
SHEPPARTON VIC 3632
Ph: 5832 9700
council@shepparton.vic.gov.au
www.greatershepparton.com.au



There are five statements that together will constitute publication under Part II:

Statement 1: Organisation and Functions of Council

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

Statement 2: Categories of Documents

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

Statement 3: Freedom of Information Arrangements

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

Statement 4: List of Documents Produced for Publication and Inspection

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

Statement 5: Rules, Policies and Procedures

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

Exemptions

In preparing statements, agencies are not required to make available documents containing exempt matters or to list such documents where listing itself cannot be done without disclosing what is exempt or if these documents can be made available in a comprehensive form with exempt matters having been excluded, then this must be done.

Not Listing Documents

No person shall suffer a detriment by virtue of not having complied with any rules, policies, guidelines or practice if those rules were not listed or made available and the person did not know of them.

Statement I: Organisation and Functions

Establishment

The Greater Shepparton City Council was established by an Order of the Governor in Council on 17 November 1994 and is a body corporate. Greater Shepparton City Council is governed by nine elected Councillors. The Council body elects one Councillor as Mayor.

The Administration's role is to advise Council, implement decisions of Council, and deliver services. The Administration is accountable to Council through the Chief Executive Officer.

Location

Greater Shepparton is a vibrant, diverse community located approximately two hours north of Melbourne in the heart of the Goulburn Valley, the foodbowl of Australia.

The Goulburn River forms the backbone and lifeblood of the region, winding its way through beautiful countryside, native forests and fertile farmlands, bringing life to the rich agricultural landscape which has made the area renowned as Australia's Food Bowl. This vibrant and dynamic region is the heart and soul of Australia's fruit and dairy processing.

Our central location is a major advantage and has seen our urban centre emerge as the retail, industry and services hub for central Victoria. Located at the intersection of the Midland and Goulburn Valley Highways, Greater Shepparton provides straightforward access to Adelaide, Sydney, Brisbane and Melbourne.

Fast Facts

Area: 242,136 square kilometres

Population: 65,076 as at 30 June 2014

Road length: 1,174 km of sealed roads and 1,120 km of unsealed roads

Rateable properties: 30,793

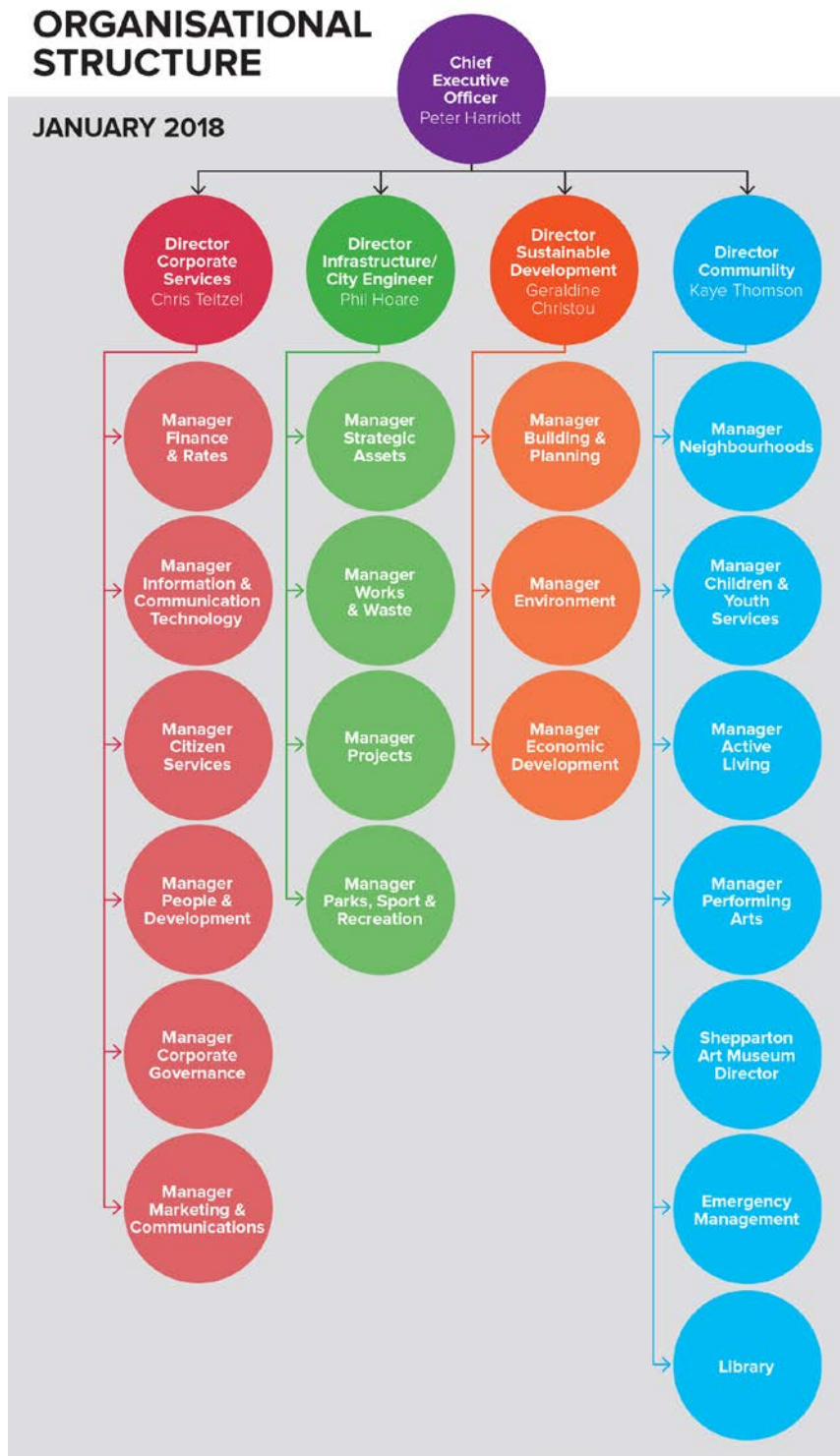
Rates and Charges Revenue: \$64,965,791

Total Revenue (inc grants): \$126,656,516

Industry: there are more than 6,281 businesses operating in the City, with the largest employment area being Health Care and Social Assistance.

Organisation

The Chief Executive Officer is supported by four Directors (Executive Leadership Team) and 20 Managers in the Corporate Services, Infrastructure, Sustainable Development and Community Directorates. To provide a broad range of services and to exercise the duties and functions of the Council, the organisation has been structured as detailed below:



Department profiles are contained in the Annual Report which can be accessed on Council's website at www.greatershepparton.com.au/council/council-documents/annual-report.

Functions

As prescribed under section 3E of the *Local Government Act 1989*, the functions of Council include:

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

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

Local Laws

- Local Law #1 – Community Living
 - Local Law #2 – Processes of Local Government (Meetings and Common Seal)
-
- *Aboriginal Heritage Act 2006*
 - *Associations Incorporation Reform Act 2012*
 - *Australian Consumer Law*
 - *Building Act 1993*
 - *Building Regulations 2006*
 - *Catchment and Land Protection Act 1994*
 - *Children Youth and Families Act 2005*
 - *Climate Change Act 2010*
 - *Conservation, Forests and Land Act 1987*
 - *County Fire Authority Act 1958*
 - *Cultural and Recreational Lands Act 1963*
 - *Dangerous Goods Act 1985*
 - *Disability Act 2006*
 - *Domestic Animals Act 1994*
 - *Education and Care Services National Law Act 2010*
 - *Education and Care Services National Regulations 2011*
 - *Education and Training Reform Act 2006*
 - *Electricity Safety Act 1998*
 - *Emergency Management Act 1986*
 - *Environment Protection Act 1970*
 - *Equal Opportunity Act 2010*
 - *Estate Agents Act 1980*
 - *Fences Act 1968*
 - *Filming Approval Act 2014*
 - *Flora and Fauna Guarantee Act 1988*
 - *Food Act 1984*
 - *Freedom of Information Act 1982*
 - *Gambling Regulation Act 2003*
 - *Geothermal Energy Resources Regulations 2006*
 - *Graffiti Prevention Act 2007*
 - *Health Records Act 2001*
 - *Heavy Vehicle National Law 2012*
 - *Heritage Act 1995*
 - *Housing Act 1983*
 - *Impounding of Livestock Act 1994*
 - *Independent Broad-Based Anti-Corruption Commission Act 2011*
 - *Infringements (General) Regulations 2006*
 - *Infringements Act 2006*
 - *Land Acquisition and Compensation Act 1986*

- *Land Acquisition and Compensation Regulations 2010*
- *Land Act 1958*
- *Liquor Control Reform Act 1998*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Local Government (General) Regulations 2015*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government Act 1989*
- *Magistrates' Court Act 1989*
- *Major Transport Projects Facilitation Act 2009*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Pipelines Act 2005*
- *Planning and Environment (Fees) Interim Regulations 2015*
- *Planning and Environment Act 1987*
- *Planning and Environment Regulations 2005*
- *Prevention of Cruelty to Animals Act 1986*
- *Privacy and Data Protection Act 2014*
- *Protected Disclosure Act 2012*
- *Public Health and Wellbeing Act 2008*
- *Public Records Act 1973*
- *Rail Safety (Local Operations) Act 2006*
- *Residential Tenancies Act 1997*
- *Road Management (General) Regulations 2005*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Management Act 2004*
- *Road Safety (General) Regulations 2009*
- *Road Safety (Traffic Management) Regulations 2009*
- *Road Safety (Vehicles) Regulations 2009*
- *Road Safety Act 1986*
- *Road Safety Road Rules Regulations 2009*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Sport and Recreation Act 1972*
- *Subdivision (Fees) Further Interim Regulations 2015*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Transport (Safety Schemes Compliance and Enforcement) Act 2014*
- *Urban Renewal Authority Victoria Act 2003*
- *Valuation of Land Act 1960*
- *Victoria Grants Commissions Act 1976*
- *Victoria State Emergency Service Act 2005*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Water Act 1989*
- *Working with Children Act 2005*

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au.

Council's Local Laws are available on Council's website - www.greatershepparton.com.au/council/parking-and-local-laws/read-our-local-laws

Decision-making powers

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

By resolution:

Council exercises its decision-making powers at ordinary Council meetings and special meetings of Council which are called from time to time to deal with any urgent matters that

may arise. These meetings are generally held on the third Tuesday of each month. The meetings are held in the Council Boardroom and start at 5.30pm. Meetings are open to the public however, at times, meetings may be closed to the public to consider confidential items.

The dates of all meetings are published on Council's website at <http://greater-shepparton.com.au/council/governance/council-meetings#section-2018-council-meeting-schedule>. Agendas for all meetings are made available on the Council's website, generally two days prior, and minutes in the same format are available to the public within three days after the meeting.

Council's Local Law#2 – Processes of Local Government (Meetings and Common Seal) documents the manner of voting and making of resolutions of Council.

Through others acting on its behalf

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

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

Council exercises its decision-making powers in *Council meetings and Special Committee meetings*. Meetings are generally held in the Council Boardroom and are open to the public. Currently, Council holds two off-site Ordinary Council Meetings per year at Mooroopna in April and Tatura in October.

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

Consultative Arrangements

Greater Shepparton City Council is required to consult with other persons and bodies in relation to its activities, in developing its policy and practice and the impact on internal and external stakeholders.

Council has adopted a Community Engagement Strategy which aims to:

- Enhance community involvement in the planning of Council services and programs in Greater Shepparton
- Provide a consistent, whole of Council approach to community engagement
- Support council to engage with a wider cross section of the community, including groups that are harder to reach.

Forms of community engagement and consultation techniques outlined in the Strategy include public meetings,

This is done in a number of ways including public meetings, public question time at Ordinary Council meetings, consultative committees and processes, on-line surveys, the giving of public notice and compliance with legislative requirements. Copies of all documents (including policy, planning, strategy, setting of fees and charges) for which community comment is sought, and information on how to provide that comment, is made available on the website and at Council's offices.

The Community Engagement Strategy is available on the Community Consultation page of Council's website: <http://greater-shepparton.com.au/council/consultation>.

Special Committees

Section 86 of the *Local Government Act 1989* gives Councils the power to establish Special Committees. Special Committees will be appointed where it can be established that a committee would be the most efficient method to:

- review policy and/or monitor and assess the performance of a specific function of the Council; or
- to manage and/or advise on the operation and maintenance of a Council facility.

By instrument of delegation, the Council can delegate any of its functions, duties or powers to a Special Committee. These delegated authorities will be clearly set out in the Charter for each committee.

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

Meetings are open to the public and minutes of meetings are recorded and available for public inspection.

- Arcadia Community Centre
- Australian Botanic Gardens Shepparton
- Ballantyne Centre
- Bunbartha Recreation Reserve
- Caniambo Hall
- Central Park Recreation Reserve
- Congupna Recreation Reserve and Community Centre
- Development Hearings Panel
- Dhurringile Recreation Reserve and Community Centre
- Dookie Memorial Hall
- Dookie Recreation Reserve and Community Centre
- Harston Hall
- Karramomus Recreation Reserve and Community Centre
- Katandra West Community Facilities
- Kialla District Hall
- Kialla West Recreation Reserve

- Lemnos Recreation Reserve
- Murchison Community Centre
- Shepparton Show Me
- Tallygaroopna Memorial Hall
- Tallygaroopna Recreation Reserve and Community Centre
- Toolamba Recreation Reserve and Community Centre

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

Advisory Committees

- Calder Woodburn Memorial Avenue Advisory Committee
- Cussen Park Advisory Committee
- Deakin Reserve Advisory Committee
- Goulburn Valley Highway Shepparton Bypass Action Group
- Greater Shepparton Aerodrome Advisory Committee
- Greater Shepparton Audit and Risk Management Committee
- Greater Shepparton Disability Advisory Committee
- Greater Shepparton Public Health and Wellbeing Plan Advisory Committee
- Greater Shepparton Heritage Advisory Committee
- Greater Shepparton Off Leash Dog Park Advisory Committee
- Greater Shepparton Positive Ageing Advisory Committee
- Greater Shepparton Safe Communities Advisory Committee
- Greater Shepparton Sports Hall of Fame Advisory Committee
- Greater Shepparton Women's Charter Alliance Advisory Committee
- RiverConnect Community Advisory Committee
- Shepparton Art Museum Advisory Committee
- Shepparton Regional Saleyards Advisory Committee
- Shepparton Showgrounds Advisory Committee
- Sir Murray Bouchier Memorial Advisory Committee
- Tatura Park Advisory Board

Other Committees & Groups

- Best Start Municipal Early Years Partnership Committee
- Dhurringile Prison Community Advisory Group
- Disability Advisory Committee
- Goulburn Broken Greenhouse Alliance
- Goulburn Valley Regional Library Corporation Board
- Heritage Advisory Committee
- Melbourne University Rural Clinical School Advisory Board and Department of Rural Health Management Advisory Committee
- Municipal Association of Victoria
- Municipal Emergency Management Planning Committee
- Murray Darling Association
- North Eastern Australian Local Government Women's Association (NE-ALGWA)

- Rail Freight Alliance Committee
- Regional Aboriginal Justice Advisory Committee
- Rumbalara Aboriginal Co-operative Working Party
- Shepparton Liquor Licensing Accord
- Shepparton Racecourse and Recreation Reserve Committee of Management
- Sports Hall of Fame Advisory Committee
- Victorian Local Governance Association
- 2030 Greater Victoria Commonwealth Games

To make enquiries about any of these sub-committees, memberships and supported groups, please contact Governance staff via email at council@shepparton.vic.gov.au.

Libraries and Reading Rooms

Council makes available non-public areas at its offices as reading rooms eg. places of inspection of public registers and digitally via the [Greater Shepparton City Council](http://www.greater-shepparton.vic.gov.au) website.

An Agreement was entered into between the Greater Shepparton City Council, Moira Shire Council and Strathbogie Shire Council in accordance with section 196 of the *Local Government Act 1989* to form a regional library to service the area comprising their municipal districts. This is called the Goulburn Valley Regional Library Corporation and libraries can be found within the Greater Shepparton district as follows:

Shepparton Library

41-42 Marungi Street, Shepparton
Telephone: 1300 374 765 (*Menu #1, then #1*)

Opening Hours

Monday – Thursday 10.00am – 6.00pm
Friday 10.00am – 8.00pm
Saturday 9.00am – 12noon
Sunday 1.00pm – 4.00pm

Mooroopna Library

9-11 Morrell Street, Mooroopna
Telephone: 1300 374 765 (*Menu #1, then #2*)

Opening Hours

Sunday – Monday Closed
Tuesday – Friday 9.30am – 5.00pm
Saturday 9.00am – 12noon

Tatura Library

12-16 Casey Street, Tatura
Telephone: 1300 374 765 (*Menu #1, then #3*)

Opening Hours

Monday Closed
Tuesday 10.30am – 5.00pm
Wednesday 3.00pm – 6.00pm
Thursday 1.00pm – 5.00pm
Friday 10.30am – 5.00pm
Saturday 10.00am – 12 noon
Sunday Closed
Closed for Lunch Tuesday & Friday 1.00pm – 2.30pm

Mobile Library

Goulburn Valley Regional Library's Mobile Library visits the towns of Murchison, Tallygaroopna, Toolamba, Dookie, Merrigum and Katandra West School. For timetable information phone 1300 374 765.

Statement 2 - Categories of documents held by the Greater Shepparton City Council

Council uses a centralised Electronic Document Records Management System (EDRMS) HPE Records Manager for storing records that relate to Council business. Original documents are scanned into the EDRMS and distributed digitally to staff.

The categories of documents in Council's possession are:

- Agendas and minutes/notes of meetings
- Annual and financial reports
- Building and planning permits and associated documents including plans
- Building enforcement documents
- Cat and dog registration applications and registrations issued
- Correspondence (general and Councillor)
- Council resolutions
- Departmental publications, including newsletters
- Disclosures of conflicts of interest
- Documents submitted by third parties
- Internal administration documents relating to staff management and the operation of Council including personnel records, organisational and staffing records, financial and resource management records, audit records, and internal operating procedures
- Legal documents, including Local Laws, contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advices and court documents
- Local Laws permit applications and permits issued
- Mailing lists
- Maternal and child health records, including immunisation records
- Media releases and general advertising
- Memorandums of Understanding and Service Agreements
- Officer recommendations
- Policies, guidelines, strategies and plans, including their development and implementation
- Public and stakeholder consultation processes and outcomes
- Records of the administration and enforcement of legislation and Local Laws
- Reports prepared by external consultants
- Requests for information under the Freedom of Information Act 1982 and files and papers relevant to the consideration of those requests
- Residential parking permit applications and permits issued
- Risk management assessments
- Standard operating procedures
- Surveys, statistics, and data
- Tender evaluations
- Training material
- Written and verbal complaints received, and records of any subsequent investigations

Files within these categories are held and maintained in accordance with best practice records management principles. This includes regular archiving and disposal of records undertaken in accordance with approved disposal schedules.

The Greater Shepparton City Council website can also be searched using the search engine for a wide range of information about the Council. To access the homepage of the Council website go to www.greatershepparton.com.au.

Statement 3 - Freedom of Information Arrangements

Requests to access documents should be directed first to the Council department primarily responsible for maintaining the information you require. Requests to access documents not available through the relevant department can be made under the Act by lodging a freedom of information request.

Under the Act, formal requests must be made in writing, addressed to the Freedom of Information Officer, and be accompanied by an application fee of \$28.90; unless a waiver or reduced fee is sought in which supporting documentation must be provided. If payment is by cheque or money order it should be made out to Greater Shepparton City Council.

FOI requests can be submitted via email, post or fax.

Post	FOI Officer Greater Shepparton City Council Locked Bag 1000 SHEPPARTON VIC 3632
Fax	03 5831 1987 Faxes should be marked: Attention: FOI Officer
Email	council@shepparton.vic.gov.au Emails should be marked: Attention: FOI Officer

A request for access must provide such information as is reasonably necessary to enable an Officer to identify the documents sought. Applicants will be notified of Council's decision and their review rights within 30 days of Council receiving the request.

It should be noted that the charge of 1.5 fee units per hour will apply to recover the cost of the time taken to find and identify the documents and a cost of 20 cents per A4 page will be charged for printed copies.

Further information and advice on making a request is available on Council's website at www.greatershepparton.com.au/council/governance/freedom-of-information or in Council's [Freedom of Information Policy](#).

Our Freedom of Information Officer is Shellie Cherry who can be contacted on 5832 9700.

Statement 4 - List of documents produced for Publication and Public Inspection

Council maintains a range of documents and registers which are available for public inspection. Inspections can be arranged by contacting the department primarily responsible for maintaining the information and will occur at Council's office at 90 Welsford Street, Shepparton during office hours (8.15am until 5.00pm Monday to Friday excluding public holidays).

In accordance with regulation 12 of the **Local Government (General) Regulations 2015**, the following documents are available for inspection:

- details of overseas or interstate travel (except for interstate travel by land for less than 3 days) undertaken in an official capacity by Councillors or Council staff in the previous 12 months
- public agendas and minutes of ordinary and special Council meetings and minutes of special committee meetings held in the previous 12 months
- a register of delegations kept under sections 87 and 98 of the *Local Government Act 1989*, including the date on which the last review of Council's delegations took place
- a list of all leases involving land entered into by Council as lessor, including the name of the other party to the lease and the value of the lease
- a register of authorised officers appointed under section 224 of the *Local Government Act 1989*
- a list of donations and grants made by the Council during the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.
- a list of contracts for services valued at \$150,000 or more and contracts for works valued at \$200,000 or more, entered into without first engaging in a competitive process during the financial year

In accordance with the **Local Government Act 1989**, the following documents are available for inspection:

- the exhibition voters' roll for a Council election for a period of five working days ending at 4pm on the entitlement date (s23A)
- the certified voters' roll for a Council election for the period beginning on the certification date and ending 30 days after election day (s24B)
- copies of election campaign donation returns (s62A)
- a copy of Council's policy in relation to the reimbursement of expenses for Councillors and members of Council committees (s75B)
- a copy of the current Councillor Code of Conduct (s76C)
- a copy of the current Council Election Period Policy (s93B)
- if Council reappoints the Chief Executive Officer without first advertising the position, details of the proposed total remuneration under the new contract (s94)

- a copy of any Council proposed local laws and explanatory documents setting out prescribed details in relation to the local laws (s119)
- copies of Local Laws operative within the municipal district (s120)
- a copy of the current Council Plan (s125)
- a copy of the current Strategic Resource Plan (s126), summarised in Council Plan and also incorporated in Budget
- a copy of the Budget or Revised Budget (s130)
- a copy of the Annual Report and the associated Auditors Report on the Financial Statements (s133)
- a copy of its accounts and records (s140)
- details regarding differential rates declared by Council (s161)
- where Council has given public notice of an intention to declare a special rate, a special charge, or a combination of both, copies of the proposed declaration will be available for at least 28 days after the publication of the notice (s163). Information regarding existing or proposed Special Rate or Charge Schemes is available by contacting Council's Rates Department on 5832 9700
- a copy of the current Procurement Policy (s186A)
- *Best Value Report* in compliance with S208 A to J of the *Local Government Act 1989*
- copies of any quality or cost standards that have been adopted by Council (s208F)
- copies of the Preliminary and Final Reports from the last Electoral Representation Review (s219F)

In accordance with the ***Building Act 1993***, the following documents are available for inspection:

- a register of building permits (s31)
- a register of occupancy permits, certificates of final inspection, temporary approvals, and amendments (s74)
- a register of emergency orders, building notices, and building orders (s126)

In accordance with ***Building Interim Regulations 2017***, the following information is available upon request:

- certificates of final inspection, building and occupancy permits issued in the preceding 10 years, any current statement under regulation 502 or 503 of the *Building Interim Regulations 2017*, current building notices, and current building orders (r326(1))
- information on the likelihood that a given property is susceptible to flood, termites, bushfire, and/or snowfalls, and that a given property is within an area of designated land or works as prescribed by regulation 806 of the *Building Interim Regulations 2017* (r326(2))
- approval dates of the mandatory notification stages for building works (r326(3))

Council's Building Department is primarily responsible for maintaining the above information.

In accordance with the **Domestic Animals Act 1994**, the following documents are available for inspection:

- a register of all registered dogs and cats (s18)

Council's Local Laws & Animal Management Department is primarily responsible for maintaining this information.

In accordance with the **Food Act 1984**, the following documents are available for inspection:

- records of registrations, renewals and transfers in relation to a particular food premises, including details of orders to suspend or revoke registration of food premises under Part III of the *Food Act 1984* (s43)

Council's Environmental Health Department is primarily responsible for maintaining this information.

In accordance with the **Planning and Environment Act 1987**, the following documents are available for inspection:

- a copy of *Victorian Planning Provisions* and any amendments to *Victorian Planning Provisions* (ss4H & I)
- a copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to the Greater Shepparton Planning Scheme (s18; 21)
- a copy of panel hearing reports on submissions to amend a planning scheme (s26)
- a copy of any approved planning amendments and any documents lodged with Council under section 40 (s41)
- a copy of an amended planning scheme (s42)
- a register containing applications for permits and application for amendment of permits and all decisions and determinations relating to permits and amendment of permits(s49)
- a copy of every permit application and the prescribed information supplied in respect of it (s51)
- a copy of objections to permit applications and application for amendment of permit during the period which an application may be made for review of a decision on the application (s57)
- copies of Council issued permits (s70)
- a copy of agreements Council has entered into with an owner of land in the area covered by Greater Shepparton Planning Scheme for which it is a responsible authority (s179(2)).

Council's Planning Department is primarily responsible for maintaining information in relation to planning applications. Council's Planning Department is primarily responsible for maintaining information with respect to amendments to the Greater Shepparton Planning Scheme.

In accordance with the **Public Health and Wellbeing Act 2008**, the following documents are available for inspection:

- A copy of the current municipal public health and wellbeing plan must be available for inspection by members of the public at the places at which the current Council Plan must be available under section 125(11) of the Local Government Act 1989.

Council's Community/Neighbourhoods department is primarily responsible for maintaining this information.

In accordance with the **Road Management Act 2004**, the following documents are available for inspection:

- Council's *Public Road Register* is available for inspection at Council offices and on Council's website (s19(5))
- Council's *Road Management Plan* is available on Council's website (s54)

Council's Works and Waste Department is primarily responsible for maintaining this information.

In accordance with the **Protected Disclosure Act 2012**, the following documents are available for inspection:

- Council's *Protected Disclosure Policy* which establishes a system for reporting disclosures of improper conduct or detrimental action by the Greater Shepparton City Council or its employees (s58)

Council's Governance Department is primarily responsible for maintaining this information.

Council also produces a range of documents for publication that provide information on specific aspects of the municipality. These include, but are not limited to, the following:

Facebook pages:

- Greater Shepparton City Council <https://www.facebook.com/GreaterShepparton>
- Shepparton Art Museum <https://www.facebook.com/SheppartonArtMuseum>
- Shepparton Show Me <https://www.facebook.com/SheppartonShowMe>
- Great Things Happen Here
<https://www.facebook.com/GreatThingsGreaterShepparton>
- Visit Shepparton <https://www.facebook.com/VisitShepparton>
- Aquamoves Lakeside Shepparton <https://www.facebook.com/aquamoves>
- KidsTown <https://www.facebook.com/KidsTownShepparton>
- Family Day Care <https://www.facebook.com/greatersheppartonfamilydaycare>
- Get Mooving Greater Shepparton <https://www.facebook.com/GetMoovingGS>

- Greater Shepparton's Moooving Art <https://www.facebook.com/MooovingArt>
- Greater Shepparton Business Centre
<https://www.facebook.com/GreaterSheppartonBusinesscentre>
- Riverlinks <https://www.facebook.com/riverlinks>
- RENEW Shepparton <https://www.facebook.com/RENEWShepparton>
- GV Highway Bypass Action Group
<https://www.facebook.com/GVHwyBypassActionGroup>

Twitter:

Greater Shepparton <https://twitter.com/GreaterShepp>

YouTube:

Greater Shepparton <https://www.youtube.com/channel/UCqWIOozZgFneoP4e8IMp9rg>

Statement 5 – Rules, policies and procedures

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

- *Asset Depreciation Policy*
- *Asset Management Policy*
- *Asset Valuation and Revaluation Policy*
- *Civic Recognition Policy*
- *Community Planning Policy*
- *Conflict of Interest Policy*
- *Councillors Expenses and Entitlements Policy*
- *Election Caretaker Provisions Policy*
- *Exercise of Delegations Policy*
- *Financial Hardship Policy*
- *Freedom of Information Policy*
- *Gifts and Benefits Policy*
- *Grant Distribution Policy*
- *Greater Shepparton City Council and Goulburn Valley Regional Collaborative Alliance Procurement Policy*
- *Investment and Cash Management Policy*
- *Itinerant Traders Policy*
- *Kerbside Landfill Waste Recycling and Organics Collection Policy*
- *Live Streaming and Publishing Recordings of Council Meetings*
- *Media Policy*
- *Privacy Policy*
- *Protected Disclosure Policy*
- *Public Toilet Policy*
- *Rates Rebates for Retail Land Occupied by Charitable Organisations*
- *Records Information Management Policy*
- *Risk Management Policy*
- *Roadside Fatality Memorials Policy*
- *Safer City Camera Network Policy*
- *Shepparton Art Museum Collection Development Policy*
- *Special Rates and Charges Policy*
- *Sports Facility Use Policy*
- *Surveillance Policy*
- *Sustainable Decision Making Policy*
- *Tree Management Policy*
- *Volunteer Policy*

The above policies, strategies and plans are available for inspection at Council offices and on Council's website www.greatershepparton.com.au.