



## **GLENELG SHIRE COUNCIL**

# **FREEDOM OF INFORMATION PART II STATEMENT *FREEDOM OF INFORMATION ACT 1982***

**Last Updated  
June 2024**

## **PURPOSE:**

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

The purpose of Part II of the *Freedom of Information Act 1982* (the Act) (sections 7 – 12) is to ensure that individuals and organisations can efficiently exercise their rights to access information held by Council. To this end they must be made aware of what government does, how it acts and what information it holds.

Section 7 of the Act requires all agencies, to publish a set of statements that describe their powers and functions, the documents and information they keep and the ways people can view or get copies of them.

Making Council information accessible reduces the need for individuals and organisations to submit requests under the Act.

There are six categories of documents related to Council which together will constitute publication under Part II:

<b>Categories</b>	<b>Sections of FOI Act</b>
<b>1. Organisation and Functions</b>	Section 7
- Organisation and Function	Section 7(1)(a)(i)
- Decision Making Powers	Section 7(1)(a)(i)
- Consultative Arrangements	Section 7(1)(a)(i)
- Boards, committees and other bodies	Section 7 (1)(a)(vii)
- Library or reading room(s)	Section 7 (1)(a)(viii)
<b>2. Categories of Documents</b>	Section 7(1)(a)(ii)
<b>3. Freedom of Information Arrangements</b>	Section 7(1)(a)(iii)(v) and (vi)
<b>4. Publicity Material</b>	Section 7(1)(a)(iv)
<b>5. Rules, Policies and Procedures</b>	Section 8
<b>6. Report Literature</b>	Section 11

## Statement 1 – Organisation and Functions

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

#### Establishment

The Glenelg Shire Council was established by an Order-in-Council under the *Local Government Act 1989*, published in the Victorian Government Gazette S63 on 23 September 1994. Three councils were amalgamated, the City of Portland and the Shires of Glenelg and Heywood, to form the Glenelg Shire.

By order in Council made under Section 220Q(j) and (n) of the *Local Government Act 1989*, Glenelg Shire Council is re-constituted as an unsubdivided municipal district and the number of Councillors assigned to the Council is fixed at 7.



#### Location

Encompassing an area of 6,212 square kilometres, the Glenelg Shire includes Portland, Heywood and Casterton, and many other small townships and localities. Rolling hills and rich agricultural land to the north give way to a scenic and secluded river region to the west. Pine and blue gum plantations line the roads through the hinterland, while a huge expanse of coastal beaches and rugged cliffs form the southern perimeter, making the Glenelg Shire a thriving tourist destination. The Glenelg Shire is located in south-western Victoria, about 360 kilometres from the Melbourne CBD.

#### Principle Officer and Address

The Principal Officer of the Glenelg Shire Council is Paul Phelan, Chief Executive Officer.

Casterton Customer Service Centre, 67 Henty Street Casterton

Heywood Customer Service Centre, 77 Edgar Street Heywood

Portland Customer Service Centre, 71 Cliff Street Portland

Contact 1300GLENELG (1300 453 635)



The Glenelg Shire Council respectfully acknowledges the traditional lands and waters of the Gunditjmara people, Boandik people, Jardwadjali people and their respective cultural heritages. Council embraces diversity and is committed to fostering an inclusive community.



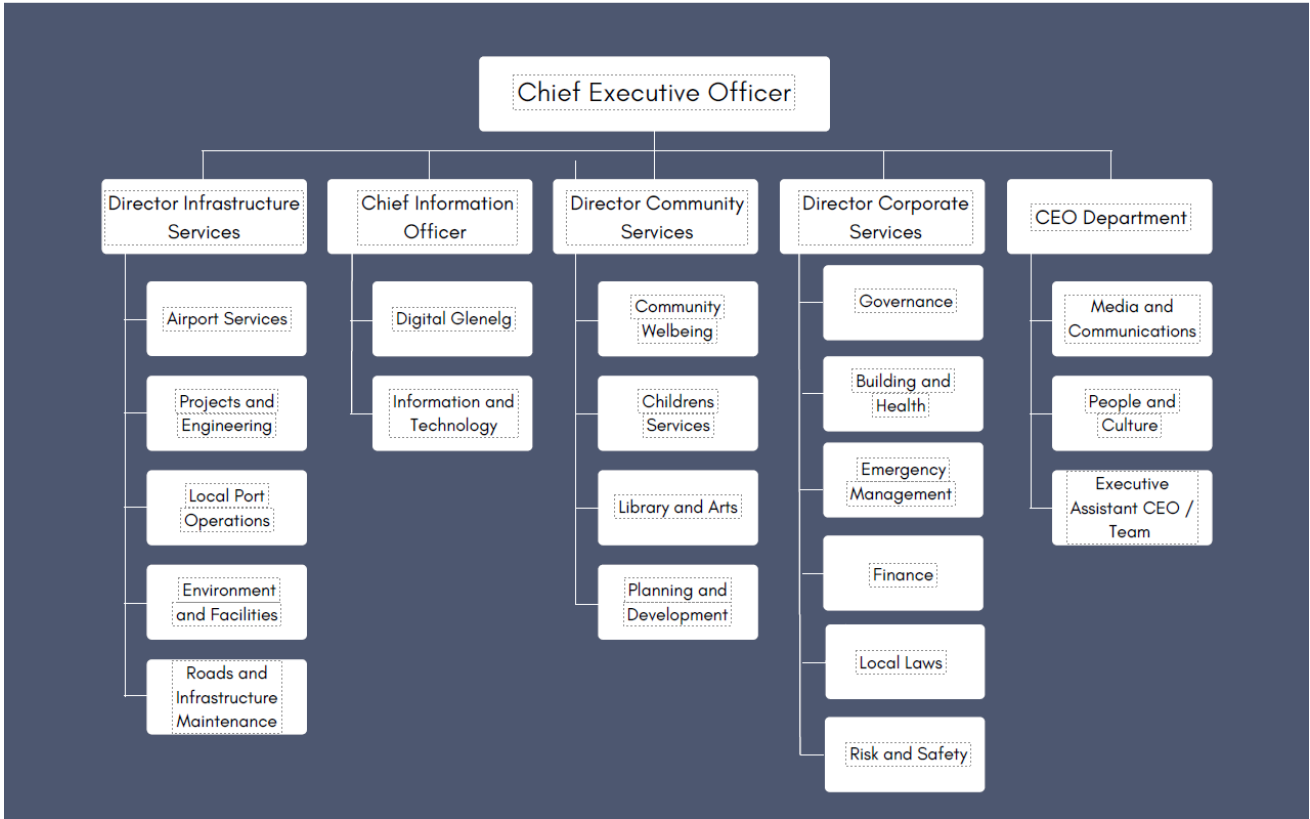
Council embraces diversity and is committed to fostering an inclusive community.

**Organisation**

The current organisational structure is comprised of the Office of the CEO and four Directorates: Infrastructure Services, Community Services, Corporate Services and Glenelg Futures.

To provide a broad range of services and to exercise the duties and functions of the Council, the organisation has been structured as detailed in the following Organisation Chart.

**Glenelg Shire Council**  
Organisation Chart



## Acts Administered

As prescribed under Section 8 of the *Local Government Act 2020*, the functions of Council, which may be performed both inside and outside the municipality, include:

- Advocating and promoting proposals which are in the best interests of the local community
- Planning for and providing services and facilities for the local community
- Providing and maintaining community infrastructure in the municipal district
- Undertaking strategic and land use planning for the municipal district
- Raising revenue to enable the Council to perform its functions
- Making and enforcing local laws
- Exercising, performing, and discharging the duties, functions, and powers of Councils under this Act and other Acts
- Any other function relating to the peace, order, and good government of the municipal district.

Many of our powers and functions are assigned to us by other Acts of parliament. We also enforce local laws which affect our residents, businesses and visitors to the Shire.

The following list indicates as far as practicable the Acts that apply to Council:

<i>Aboriginal Heritage Act 2006</i>	<i>Local Government Act 1989</i>
<i>Building Act 1993</i>	<i>Local Government Act 2020</i>
<i>Catchment and Land Protection Act 1994</i>	<i>Marine and Coastal Act 2018</i>
<i>Charter of Human Rights and Responsibilities Act 2006</i>	<i>Mineral Resources (Sustainable Development) Act 1990</i>
<i>Child Wellbeing and Safety Act 2005</i>	<i>Occupational Health and Safety Act 2004</i>
<i>Children Youth and Families Act 2005</i>	<i>Planning and Environment Act 1987</i>
<i>Children's Services Act 1996</i>	<i>Port Management Act 1995</i>
<i>Climate Change Act 2017</i>	<i>Prevention of Cruelty to Animals Act 1986</i>
<i>Coastal Management Act 1995</i>	<i>Privacy and Data Protection Act 2014</i>
<i>Conservation, Forests and Land Act 1987</i>	<i>Protected Disclosure Act 2012</i>
<i>Country Fire Authority Act 1958</i>	<i>Public Health and Wellbeing Act 2008</i>
<i>Crown Land (Reserves) Act 1978</i>	<i>Public Interest Disclosures Act 2012</i>
<i>Cultural and Recreational Lands Act 1963</i>	<i>Public Records Act 1973</i>
<i>Dangerous Goods Act 1985</i>	<i>Road Management Act 2004</i>
<i>Development Victoria Act 2003</i>	<i>Service Victoria Act 2018</i>
<i>Disability Act 2006</i>	<i>Sex Work Act 1994</i>

<i>Domestic Animals Act 1994</i>	<i>Sport and Recreation Act 1972</i>
<i>Domestic Building Contracts Act 1995</i>	<i>Subdivision Act 1988</i>
<i>Education and Care Services National Law Act 2010</i>	<i>Summary Offences Act 1966</i>
<i>Education and Care Services National Law Amendment Act 2017</i>	<i>Taxation Administration Act 1953</i>
<i>Education and Training Reform Act 2006</i>	<i>Tobacco Act 1987</i>
<i>Electoral Act 2002</i>	<i>Transfer of Land Act 1958</i>
<i>Emergency Management Act 2013</i>	<i>Transport Integration Act 2010</i>
<i>Environment Protection Act 2017</i>	<i>Valuation of Land Act 1960</i>
<i>Equal Opportunity Act 2010</i>	<i>Victorian Environmental Assessment Council Act 2001</i>
<i>Family Violence Protection Act 2008</i>	<i>Victorian Local Government Grants Commission Act 1976</i>
<i>Fair Work Act 2009</i>	<i>Victoria State Emergency Service Act 2005</i>
<i>Fences Act 1968</i>	<i>Victorian Data Sharing Act 2017</i>
<i>Fines Reform Act 2014</i>	<i>Victorian Inspectorate Act 2011</i>
<i>Fire Rescue Victoria Act 1958</i>	<i>Victorian Planning Authority Act 2017</i>
<i>Fire Services Property Levy Act 2012</i>	<i>Water Act 1989</i>
<i>Flora and Fauna Guarantee Act 1988</i>	<u>Regulations</u>
<i>Food Act 1984</i>	<i>Building Regulations 2018</i>
<i>Freedom of Information Act 1982</i>	<i>Country Fire Authority Regulations 2014</i>
<i>Fringe Benefits Tax Act 1986</i>	<i>Environment Protection Regulations 2021</i>
<i>Gambling Regulation Act 2003</i>	<i>Infringements Regulations 2016</i>
<i>Gender Equality Act 2020</i>	<i>Land Acquisition and Compensation Regulations 2010</i>
<i>Graffiti Prevention Act 2007</i>	<i>Local Government (Long Service Leave) Regulations 2021</i>
<i>Health Records Act 2001</i>	<i>Local Government (General) Regulations 2015</i>
<i>Heavy Vehicle National Law 2012</i>	<i>Local Government (Planning and Reporting) Regulations 2020</i>
<i>Heritage Act 2017</i>	<i>Occupational Health and Safety Regulations 2017</i>
<i>Housing Act 1983</i>	<i>Public Health and Wellbeing Regulations 2019</i>
<i>Impounding of Livestock Act 1994</i>	<i>Public Health and Wellbeing (Prescribed Accommodation) Regulations 2009</i>
<i>Independent Broad-Based Anti-Corruption Commission Act 2011</i>	<i>Road Safety (General) Regulations 2019</i>
<i>Infringements Act 2006</i>	<i>Road Safety (Traffic Management) Regulations 2019</i>
<i>Land Act 1958</i>	<i>Road Safety (Vehicles) Interim Regulations</i>

	2020
<i>Land Acquisition Act and Compensation Act 1986</i>	<i>Subdivision (Fees) Regulations 2016</i>
<i>Livestock Disease Control Act 1994</i>	<i>Subdivision (Procedures) Regulations 2011</i>
<i>Liquor Control Reform Act 1998</i>	<i>Subdivision (Registrar's Requirements) Regulations 2011</i>
	<i>Miscellaneous And Administrative Powers</i>

## Local Laws

- *Glenelg Shire Council General Local Law 2018*, available on Council's [Local Laws](#) webpage.
- *Casterton Livestock Saleyards Local Law 2013*, available on Council's [Casterton Livestock Saleyard](#) webpage.

## **Functions of Council**

To exercise these powers we have organised the administration of the organisation into these functional groups:

Airports	Media and Communications
Animal management	Online Mapping
Arts and cultural programs	Planning and development control
Assets and Works - Capital works and maintenance of parks and gardens, roads, pedestrian ways, and public spaces of the Shire	Public conveniences
Building services	Public health
Childrens and family services	Rates and valuations
Event support services	Recreation services
Food safety and regulation of food premises	Recycling and waste management
Governance	Regulation of parking and traffic
Information Technology infrastructure	Regulation of trading and other activities in the streets
Kindergartens	Street lighting
Libraries	Sustainability and environment
Local law enforcement	Tourism
Local Port of Portland Bay	Visitor information
Maintenance of council-owned facilities, property and other assets	Waste and Recycling
Maternal health	Youth services

Each Department and Unit is responsible for planning and implementing services for the municipality.

### **Decision Making Powers**

Council derives its decision making powers primarily from the *Local Government Act 2020*. Decisions are made at Council Meetings with Special Meetings of Council called to deal with any urgent matters that may arise.

Council meetings are held on the fourth Tuesday of each month (subject to public holidays) at the Council Office in Portland and are open to the public. A meeting schedule is available on [Council's website](#). Council's Meetings are [Live Streamed](#) on our website. Agendas and minutes of these meetings are publicly available and can be accessed on [Council's website](#).

### Governance Rules

Council in accordance with section 60 of the *Local Government Act 2020* adopted Governance Rules.

The purpose of the Governance Rules 2020 is to guide:

- The conduct of Council meetings
- The conduct of meetings of delegated committees
- The form and availability of meeting records
- The election of the Mayor and the Deputy Mayor
- The appointment of an Acting Mayor
- An election period policy
- The procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee
- The procedure for the disclosure of a conflict of interest by a Councillor
- The disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter
- Attending meetings virtually
- Any other matters prescribed by the regulations.

A copy of the Glenelg Shire Council's [Governance Rules](#) can be found on Council's website.

### **Consultative Arrangements**

Council has a [Community Engagement Policy](#) a legislative requirement which outlines Council's commitment to support the principles that drive quality community engagement. Council considers community engagement and public participation an essential component of good governance and leadership.



Our plans, services and policies serve you, so we need to consult with you about the best ways to do that in line with Council's Community Engagement Framework.

We run public consultations on any major strategy or plan which affects the public spaces of the municipality or the wellbeing of residents, businesses or visitors.

We advertise a period of consultation in newspapers, local community publications and on our website via [Your Say Glenelg](#). Your Say Glenelg is the Council's online community engagement hub, where you can provide feedback and direction and we can respond directly to any questions or comments you have.

### [Public Transparency](#)

### **Boards, Committees and other bodies**

The *Local Government Act 2020* requires Councils to consider the manner in which all Council Committees are established and administered.

Under the Act (2020) a limited number of committee types are defined:

- Delegated Committee (section 63 of the Act)
- Community Asset Committee (section 65 of the Act)
- Audit and Risk Committee (section 53 of the Act)
- Advisory Committees.

Council has an [Audit and Risk Committee](#) in accordance with section 53 of the Act. Minutes of the Audit and Risk Committee are referred to the next available Council Meeting for endorsement.

Council also has Councillor representation on the following external Committees:

- Alliance of Councils for Rail Freight Development
- Barwon South West Waste and Resource Recovery Group
- Committee for Portland
- Green Triangle Freight Action Plan
- Great South Group
- Municipal Association of Victoria
- National Timber Councils Taskforce Inc
- Rural Councils Victoria
- Timber Towns Victoria

- GORRT Great Ocean Road Tourism.

### **Library Services**

The Glenelg Shire has three library branches, located in the townships of Portland, Casterton and Heywood, as well as an outreach bus which visits the townships of Dartmoor, Merino and Digby every three weeks.

Casterton Library  
67 Henty Street  
Casterton  
(03) 5554 2444

Heywood Library  
77 Edgar Street  
Heywood  
(03) 5527 0666

Portland Library  
32 Bentinck Street  
Portland  
(03) 5522 2265

The libraries offer a wide range of facilities, services and resources, including books, CDs, DVDs, magazines, journals and newspapers in a range of languages as well as electronic publications. Library membership is free and open to anyone.

The Library provides the following information to members of the general public to keep them informed of specific programs offered by Glenelg Libraries. These include:

- Library Membership brochure detailing branch contact details, what is offered by the library and membership terms and conditions
- Outreach brochure outlining the libraries outreach service to small outlying towns
- Home Library Service brochure outlining the service to deliver books to those who are unable to make it into our library branches
- Library bookmarks outlining branch opening times and Libraries Victoria branches across Victoria
- Monthly What's On brochure outlining all upcoming events and programs for each month at Glenelg Libraries
- Book Chat brochure a list of reader recommendations generated by the monthly Book Chat meetings held at the Portland Library
- Monthly E-newsletter emailed to a subscription list of all the upcoming events and programs at Glenelg Libraries
- Guidance on accessing and downloading e-books from the Glenelg Libraries e-book collection
- Information on accessing the Glenelg Libraries catalogue and app to access titles across the Libraries Victoria library services; and
- Other general assistance with Library and computer matters.

These are all available in hard copy from any of Council's Public Libraries.

For further details visit the Glenelg Libraries website [www.glenelglibraries.vic.gov.au](http://www.glenelglibraries.vic.gov.au)

## Statement 2 – Categories of Documents

### *Freedom of Information Act 1982, Section 7(1)(a)(ii)*

The Departments and Units of Council that provide services and perform functions create and store documents relating to Council business. The documents created or received are distributed and stored electronically with some hardcopy records.

Glenelg Shire Council maintains a number of Corporate Systems to manage and maintain a wide variety of business activities. Many of these systems contain facilities to store and generate 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.

Additionally, 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 Record Office of Victoria (PROV). These standards apply equally to paper and electronic record keeping environments.

At Glenelg Shire Council Enterprise Content Management (ECM) is the main Electronic Document Records Management System (EDRMS) used for the management of records. These documents are linked to a subject with a three-tiered structure.

Enterprise Content Management (ECM) Document Categories:

(The Subject Classification Scheme at Glenelg Shire Council is based on PROV Retention and Disposal Schedules)

Active Communities	Finance	Meetings of Council
Advocacy	Fire Services Property Levy	Organisational Development
Aged & Disability	Foreshore	Parks & Gardens
Airports	Facility Hire	Plant Equipment & Furniture
Asset Management	Geothermal	Planning
Arts and Culture	GIS	Policies Procedures Guidelines & Strategies
Asbestos Management	Glenelg Futures	Rates and Valuations
Building Services	Government	Rural Access (Disability)
Childrens Services Civic Events & Functions	Grants	Records Management
Community Relations	GSC Local Port Authority	Recreation
Contract Management	Health	Risk & OHS Management
Corporate Governance	Human Resources	Roads & Streets
Corporate Publications	Indigenous Affairs	Saleyards

Council Elections	Information Technology	Service Infrastructure Permits
Councillor Support	Insurance	Swimming Pools
Customer Service	Integrity	Social Planning
Drainage	Internal Audit	Statistics/Surveys
Economy & Investment	Land & Building Sites	Strategic Planning
Emergency Management	Land & Buildings	Telecommunications
Engineering	Library Services	Tourism
Environment	Local Government Compliance	Timber Harvesting
Events	Local Laws	Waste Management
Extractive Industries	Media & Communications	Youth

## Statement 3 – Freedom of Information Arrangements

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

What information is available?

If the information and documents you want cannot be accessed by any of these means, then the *Freedom of Information Act 1982* gives you a right of access to documents that we hold.

Individuals can apply for access to:

- Documents about their personal affairs, regardless of the age of the documents
- Documents held by a Council, no older than 1 January 1989.

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

Under section 17 of the FOI Act, a request must meet three requirements to be valid:

- 1) your request must be in writing
- 2) you must pay the application fee, or if payment of the application fee is going to cause you hardship you can request to waive the fee in full or in part.
- 3) you must provide sufficient information about the documents you are requesting to enable us to identify and locate relevant documents.

To help you with your description of the documents you are requesting, we have listed some of the types of documents in Council's possession. Please note that some of them are available to the public and can be provided on request. See Statement 4 (page 16) which lists 'Information available for public inspection'. In these instances you won't need to apply under the *Freedom of Information Act 1982*:

- Policies, guidelines, manuals and research
- Project and service plans
- Records associated with capital works, engineering and the road network
- Grant applications, tenders and tender evaluation material
- Service agreements, contracts, leases and licences
- Records of work associated with public events and cultural programs
- Records of maintenance of parks and gardens, public facilities, street features and amenities
- Records of the administration and enforcement of local laws and acts
- Permits
- Leases, permits and notices of building and occupancy

- Records of land transfers, subdivisions and the history of use of land, roads and lanes.

What information is not available?

FOI will not be used to process requests for documents that have been released publicly by Council or made available (freely or for a fee) as part of a public register or another Council process.

The FOI Act allows agencies to refuse access to certain documents or parts of documents. These are referred to as exemptions, and include information relating to:

- Law enforcement activities
- Information protected by legal professional privilege
- Information about the personal affairs of another individual
- Confidential commercial information (of businesses or Council)
- Information provided in confidence
- Documents which are covered by secrecy provisions in other legislation.

Applications may be refused or require refinement if the application is considered 'voluminous in nature', meaning if we were to respond to the request it would interfere unreasonably with our operations or performance.

What is the process?

Council will conduct a thorough and diligent search for the documents, assess them for any applicable exemptions, and conduct mandatory consultations and notifications of affected third parties.

We are required under the Act to respond to valid applications within 30 days; however this time frame may be extended if your application is not valid, or if a deposit is required on estimated access charges, or if Council are required to consult with third parties.

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 Victorian Information Commissioner (OVIC) for review.

The OVIC website has a review form you may download, which contains more information about the review process.

The contact details for the Commissioner are as follows:

Victorian Information Commissioner  
Office of the Victorian Information Commissioner  
PO Box 24274  
Melbourne Victoria 3001  
Email: [enquiries@ovic.vic.gov.au](mailto:enquiries@ovic.vic.gov.au)  
Telephone: 1300 006 842  
Website: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)

## Fees Payable

In accordance with the *Monetary Units Act 2004* fee units are set by the Victorian Department of Treasury and Finance. For the year 1 July 2024 to 30 June 2025 one fee unit is set at \$16.33 (cf. <https://www.dtf.vic.gov.au/financial-management-government/indexation-fees-and-penalties>). In accordance with the *Freedom of Information Act 1982*, a Freedom of Information Access Request application fee has been set at 2 fee units, calculated to be \$32.70. For a copy of the Act go to [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au) and refer to Part III Clause 17.2b. All fees and charges are exempt from GST. The fee amount needs to have been paid, or a fee waiver offered, for a request to be valid and for the processing of the request to commence.

You can pay the application fee by credit card, eftpos, cheque, bank cheque, money order or cash.

By phone: 1300 453 635  
In person: Customer Service Centres (Portland, Heywood or Casterton)  
By post: PO Box 152, Portland, Victoria 3305.

If paying the application fee would cause you hardship, you may request that we waive the application fee in full or in part. If you request a waiver, please provide evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. We will assess your fee waiver request and let you know the outcome.

Access charges relate to the costs incurred in granting access to documents that you have requested. These costs may or may not apply depending on the nature of your request. The following list outlines these costs. Charges include:

- Search charges – 1.5 fee units = \$24.50 per hour or part of an hour;
- Supervision of Inspection charges - 1.5 units per hour = \$24.50 calculated per quarter hour
- Photocopying charges - 30c per black and white A4 copy;
- Charge for providing a written transcript - the reasonable costs incurred by us in providing the written transcript.

To make an application visit [www.glenelg.vic.gov.au/Freedom of Information](http://www.glenelg.vic.gov.au/Freedom_of_Information) to access an FOI Request Form.

If you have any questions about the process, direct them to the Freedom of Information Officer on 03 5522 2294 or email: [enquiry@glenelg.vic.gov.au](mailto:enquiry@glenelg.vic.gov.au).



## Statement 4 – Publicity Services

### *Freedom of Information Act 1982, Section 7(1)(a)(iv)*

#### Documents available for public inspection

Council has a Public Transparency Policy, a legislative requirement supporting open and accountable conduct of how Council information is made publicly available.

Documents to be made available for public inspection are outlined below and available on a quarterly basis on Council's [www.glenelg.vic.gov.au/Documents For Public Inspection](http://www.glenelg.vic.gov.au/Documents_For_Public_Inspection) website:

1. Reporting to Council from Delegated or Community Assets Committee. (Council currently do not have either of these committees established)
2. Agendas for, and minutes of, Council meetings held in the previous 12 months
3. Reporting from Committees to Council
4. Audit and Risk Committee Performance Reporting (included in Council meeting agendas/minutes)
5. Terms of Reference for Committees
6. Register of Election Campaign Donations
7. Register of Gifts, Benefits and Hospitality offered to Councillors or Council staff
8. Register of Conflict of Interest disclosure by Councillors or Council staff
9. Summary of Personal Interests by Councillors and Nominated Staff
10. Submissions made by Council
11. Submissions received by Council
12. Travel undertaken by Councillors or Council staff
13. Register of Delegations
14. Register of Authorised Officers
15. Details of all leases involving Land and Buildings which was entered into by Council as lessor:
  - a. Property Related Leases – LAND
  - b. Property Related Leases – BUILDINGS
16. Donations and Grants made by Council.

A non-exhaustive summary of documents available for Inspection under the *Local Government Act 2020* or any other Act or Regulations is provided below. Glenelg Shire website search engine should be used to locate documents.

<b>Document Type</b>	<b>Detail of document</b>	<b>How is information made publicly available</b>
<i>Agendas, minutes and reports</i>	<p>Agendas and unconfirmed minutes of Council Meetings are available for public inspection other than agendas and minutes relating to a part of a meeting which was closed to members of the public.</p> <p>As soon as practicable after conclusion of a Council Meeting.</p>	<p>Available on Council's website  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a></p>
<i>Annual Report and auditors report on financial statements</i>	<p>A copy of the Annual Report and the associated Auditors Report on the Financial Statements (s131), available on Council's website</p> <p>Council's Public Transparency Principles makes available the Annual report and Auditors report on the Financial Statements under sections 98 and 99 of the Local Government Act 2020</p> <p>Section 100 the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the Public</p>	<p>Available on Council's website  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a></p>
<i>Council Plan</i>	<p>A copy of the current Council Plan (s125), available on Council's website</p> <p>In accordance with our Public Transparency Principles. Council makes the 4 year Council Plan publicly available</p>	<p>Available on Council's website  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a></p>
	<p>A copy of the current Strategic Resource Plan (s126),</p>	

	summarised in Council Plan and also incorporated in Budget	
<i>Council Budget</i>	<p>A copy of the Budget or Revised Budget (s130), available on Council's website</p> <p>The Council annual budget and any revised budget</p> <p>The Budget; Section 94 Local Government Act 2020, Revised budget section 95 and preparation section 96 are subject to community engagement policy and public transparency principles</p>	<p>Available at Council office's during office hours and on website</p> <p><a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a></p>
<i>Rates, Charges and Valuations</i>	<p>Details regarding differential rates declared by Council (s161)</p> <p>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).</p> <p>Section 28A(2) Local Government Act 1989 The Council must undertake a community engagement process before making a decision to change its system of valuation</p>	<p>Available at Council office's during office hours and on website</p> <p><a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a></p>
<i>Authorised Officers</i>	Section 224 (1A) a register under the Local Government Act 1989 showing the names of all officers appointed to be authorised Officer	Available for inspection at Council Office during office hours
<i>Power of Delegation</i>	Section 11 (8) of the <i>Local Government Act 2020</i> . Council must keep a public register of delegations. Refer to S5 Instrument of Delegation to CEO.	Available for inspection at Council Office during office hours

<i>Delegations by Chief Executive Officer</i>	<i>Local Government Act 2020</i> 47(7) A Chief Executive Officer must keep a register of delegations made under this section.	Available for inspection at Council Office during office hours
<i>Personal Interest Returns</i>	Local Government Act 2020 section 135 Public access to summary of personal interests	Available for inspection at Council Office during office hours
<i>Summary of an Election Campaign Return</i>	Section 308 other matters relating to summaries of returns. 308(2) Summary of an election campaign donation return available until the close of the roll for the next general election	Available for inspection at Council Office during office hours and on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Council Expenses Policy</i>	Section 41 <i>Local Government Act 2020</i> Council expenses policy	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Councillor Code of Conduct</i>	<i>Local Government Act 2020</i> Division 5-Councillor Conduct. Section 139 Councillor Code of Conduct	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>CEO Employment and Remuneration Policy</i>	<i>Local Government Act 2020</i> Division 7- Chief Executive Officer and members of Council staff. Section 45 Chief Executive Officer Employment and Remuneration Policy	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Local Laws</i>	<i>Local Government Act 2020</i> Section 75 Availability of a local law. The Council must ensure that a copy of a local law made under section 74 is available for inspection-  a. at the Council's office; and b. on the Council's internet site	Available for inspection at Council Office during office hours and on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Procurement Policy</i>	Division 2 section 108 <i>Local Government Act 2020</i> Procurement Policy, under Council's Public Transparency	Available at Council office's during office hours and on website

	Principles the document is available	<a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Planning Applications</i>	Section 51 of the <i>Planning and Environment Act 1987</i> Applications to be made available to the public. The responsible authority must make a copy of every application and the prescribed information supplied in respect of it, available in accordance with public availability requirements	Available in accordance with the public availability requirements  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Planning Permit Register</i>	Availability of permit section 70 <i>Planning and Environment Act 1987</i>  The responsible authority must make a copy of every permit that it issues available in accordance with the public availability requirements	Register available in accordance with Public Availability Requirements  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Planning permits register</i>	Section 49 of the <i>Planning and Environment Act 1987</i> . A register containing prescribed information in respect of all applications for permits and decisions and determinations relating to permits	Register available in accordance with Public Availability Requirements  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Glenelg Planning Scheme</i>	Section 42 of the <i>Planning and Environment Act 1987</i> . A copy of an up to date Planning Scheme	Available for Inspection or on website  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Objections to applications for Permits</i>	Section 57 (5) of the <i>Planning and Environment Act 1987</i> , must make a copy of every objection available in accordance with public availability requirements until the end of the period which an application may be made for review of a decision on the application	Copy available in accordance with public availability requirements  <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>

<i>Panel reports to be made public</i>	Section 26 of the <i>Planning and Environment Act 1987</i> the planning authority may make a copy of the panel hearing reports available in person	Available for inspection
<i>Building permits register</i>	Section 31 of the Building Act 1993 a council must keep a register of all building permits given to it under this Division and must make the register available for inspection by any person during normal office hours.	Available for Inspection
<i>Occupancy Permits, temporary approvals / amendments</i>	Section 74 of the Building Act 1993, a council must keep a register of all occupancy permits and temporary approvals and amendments given to it under this Division and must make the register available for inspection during normal office hours by any person.	Available for inspection
<i>Register of emergency orders, building notices or building orders</i>	Section 126 of the Building Act 1993. A Council must keep a register of all emergency orders, building notices or building orders given to the Council	Available for inspection
<i>Building Permits</i>	Council has a duty to make available on request of owner or mortgagee or person authorised in writing by owner or mortgagee under Regulation 50 of Building Regulations 2018	Available on request
<i>Designated Special Area Map</i>	Part 10 Designation of special areas for building work. <i>Building Regulations 2018</i>  Available to the public for inspection without charge at the offices of the council during normal business hours	Available for inspection

<i>Copies of directions to fix building work</i>	<p>Regulation 175 <i>Building Regulations 2018</i> Relevant building surveyor to keep and make available directions to fix building work.</p> <p>Available for inspection by any person during office hours</p>	Available for inspection
<i>Domestic animal register</i>	<p>Section 18 of the <i>Domestic Animals Act 1994</i> a Council must keep a register of all registered dogs and cats at the Council office. The registration of any dog or cat may be inspected at the Council office during office hours upon payment of a fixed fee by the Council for the inspection of that registration</p>	Available for inspection, upon payment of fee fixed by Council
<i>Gender Equality Action Plan (GEAP)</i>	<p>Section 12 (3) of the Gender Equality Act 2020. In submitting the GEAP to the commissioner. A defined entity must publish the completed GEAP on its website. Currently in development in line with the <i>Gender Equality Act 2020</i></p>	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Gifts, Benefits and Hospitality Register</i>	<p>Local Government Act 2020, Division 4 sections 137 &amp; 138</p>	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Food Premises</i>	<p>Food Act 1984, section 43 Records of registration (3) records in relation to a food premises</p>	Available on request
<i>Register of public roads</i>	<p>Section 19 of the <i>Road Management Act 2004</i> a road authority must keep a Register of Public Roads of which Glenelg Shire is the coordinating road authority</p>	Available for inspection
<i>Road Management Plan</i>	<p>Section 55 of the <i>Road Management Act</i>. Upon making of a Road Management Plan, the</p>	Available on website

	road authority must cause notice of the place where the plan may be inspected.	<a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Public Interest Disclosure procedures</i>	Procedures and Policy for Public Interests Disclosures under Section 58 of the Public Interest Disclosure Act 2012 and section 59 procedures - requirements, must ensure readily available to the public.	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>
<i>Public Health and Wellbeing Plan</i>	Section 26(7) of the <i>Public Health and Wellbeing Act 2008</i> the current municipal health and wellbeing Plan must be available for public inspection	Available on website <a href="http://www.glenelg.vic.gov.au">www.glenelg.vic.gov.au</a>

The Glenelg Shire produces a range of documents for publication that provide information to residents about Glenelg Shire services, projects and events. Most are available to view and to download at <https://www.glenelg.vic.gov.au>

These include, but are not limited to:

- 4.1 The *Council Plan* sets our strategic direction and vision for the next four years. Available via the [www.glenelg.vic.gov.au/CouncilPlan](http://www.glenelg.vic.gov.au/CouncilPlan) webpage.
- 4.2 *Annual Report* – this contains a report on the operations of the Council and the audited financial statements and performance statements. It is available via the [www.glenelg.vic.gov.au/annual\\_reports](http://www.glenelg.vic.gov.au/annual_reports) webpage.
- 4.3 *Glenelg Shire Council Adopted Budget and Strategic Resource Plan* – Council generally adopts the upcoming financial year’s Budget and Strategic Resource Plan in June each year. The budget will focus on delivering financial stability and sustainability for Shire residents. It continues Council’s commitment to responsible financial management principles, taking into account existing and future community needs. Both documents are available via Council’s website on the [Annual Budgets and Reports](#) webpage
- 4.4 *Fees and Charges* – Council generally adopts the fees and charges schedule at the March or April Ordinary Council Meetings for the upcoming financial year. This document is available via website on the [Annual Budgets and Reports](#) webpage.
- 4.5 *Strategic Financial Plan* – Strategic financial planning provides a decision-making framework that ensures the long term sustainability of the Council. This high level plan establishes the strategic level of Council’s financial capacity to meet current and future challenges. It is available via Council’s website on the [Annual Budgets and Reports](#) webpage.



- 4.6 *Local Port of Portland Bay Newsletter* – an update on activities and events being undertaken within the Local Port. Distributed three times a year via email to all Local Port users. This information is also available on notice boards throughout the Local Port (Trawler Wharf, Portland Bay Marina and Boat Ramp South).
- 4.7 *Local Port of Portland Bay Annual Report* – an overview of activities, usage statistics and financials for the Local Port over the financial year. This is available via Council's [www.glenelg.vic.gov.au/Local Port of Portland-Bay](http://www.glenelg.vic.gov.au/Local%20Port%20of%20Portland-Bay) webpage.
- 4.8 *Local Port of Portland Bay Safety and Environmental Plan (SEMP)* – plan developed to identify and control safety risks within the Local Port. This is available via Council's [www.glenelg.vic.gov.au/Portland Bay Marina](http://www.glenelg.vic.gov.au/Portland%20Bay%20Marina) webpage.
- 4.9 *Customer Service Charter* is produced to provide information about Council commitments to customer service delivery. The document is available via Council's [www.glenelg.vic.gov.au/Customer Service Charter](http://www.glenelg.vic.gov.au/Customer%20Service%20Charter) webpage.
- 4.10 The *Glenelg Shire Council Arts Program* brochure provides details of Touring Performances, Exhibitions and Community Arts activities during the program period. The Program is available on Council's [www.glenelg.vic.gov.au/Arts Program](http://www.glenelg.vic.gov.au/Arts%20Program) webpage, as well as being available for download; hard copies are mailed to all patrons in the Arts & Culture database and hard copies are also available in several locations around the Shire – including the Portland Arts Centre, the Library and Julia Street Creative Space. Information regarding the Arts Program is also made available via Facebook.
- 4.11 The *School Holiday Program* is published every quarter and provides details of a range of free activities for children that are presented across the Shire during each School Holiday period. The program is available on Council's [www.glenelg.vic.gov.au/School Holiday Program](http://www.glenelg.vic.gov.au/School%20Holiday%20Program) website. Information regarding the program is also available via Facebook.
- 4.12 A *Community Directory* is available via the [www.connectglenelg.com.au](http://www.connectglenelg.com.au) website. CONNECT is a meeting place for the whole community – a virtual noticeboard for us all to use. Connect Glenelg makes it easy to find local groups, clubs and organisations, to get involved, find out what's on, ask questions & share ideas.
- 4.13 The *Volunteer Interpreter Service Directory* provides help to residents with limited command of English. It is available via download from Council's [www.glenelg.vic.gov.au/Interpreter-Services](http://www.glenelg.vic.gov.au/Interpreter-Services) webpage.
- 4.14 *Dealing with Barking Dogs*. This information pack is available via Council's [www.glenelg.vic.gov.au/dealing with a barking dog](http://www.glenelg.vic.gov.au/dealing%20with%20a%20barking%20dog) webpage. It outlines the process Council Officers will undertake in dealing with nuisance barking dog complaints and the requirements of the complainant in the process.
- 4.15 *Why Dogs Bark*. This information flyer is available via Council's [www.glenelg.vic.gov.au/why dogs bark](http://www.glenelg.vic.gov.au/why%20dogs%20bark). It is aimed at owners of barking dogs and offers reasons for nuisance barking as well as providing suggestions for remedying the behaviour.

- 4.16 *Foreshore Dog Control Zones*. This informative map of Portland's foreshore assists in identifying the 'dog on lead' areas and 'no dogs allowed' control zones within the foreshore area. It can be viewed on Council's [www.glenelg.vic.gov.au/Dog\\_control\\_zones](http://www.glenelg.vic.gov.au/Dog_control_zones) webpage.
- 4.17 *Kerbside Collection Calendar*. The calendar is mailed out to residents and is also available via the Collection Service section of Council's [www.glenelg.vic.gov.au/Waste and Recyclables Kerbside Collection](http://www.glenelg.vic.gov.au/Waste_and_Recyclables_Kerbside_Collection) webpage. It informs residents about what day and dates their kerbside collection takes place.
- 4.18 *Glenelg Shire Council Waste Management Strategy 2019-2024*. This strategy is available on Council's [www.glenelg.vic.gov.au/Waste Management Strategy](http://www.glenelg.vic.gov.au/Waste_Management_Strategy) webpage.
- 4.19 *Glenelg Shire Council Waste and Litter Education Action Plan 2007-2008* is listed on Council's [www.glenelg.vic.gov.au/Educating about Waste and Recycling](http://www.glenelg.vic.gov.au/Educating_about_Waste_and_Recycling) webpage.
- 4.20 *Waste Reduction Group Barwon South West Waste and Resource Recovery Group* works with its five member Councils, including the Glenelg Shire Council, to implement State Government programs whilst also planning for the future waste requirements in the South Western Region. More information is listed on Council's [www.glenelg.vic.gov.au/Educating about Waste and Recycling](http://www.glenelg.vic.gov.au/Educating_about_Waste_and_Recycling) webpage.
- 4.21 *TAC L2P Learner Driver Mentor Program* information brochures. One version provides information relevant to those interested in joining the program in a volunteer mentor capacity. A second version contains information relevant to potential learner drivers who will benefit from joining the program. The TAC L2P Learner Driver Mentor Program currently runs in Portland, Heywood and surrounds and information is available from Council's [www.glenelg.vic.gov.au/L2P Program](http://www.glenelg.vic.gov.au/L2P_Program) webpage, youth support agencies, program sponsors, Secondary Colleges or through contacting the L2P Coordinator.

### Online Communication

Glenelg Shire Council uses a range of communication channels to keep our residents informed on the latest news. Some of the ways in which we do this are through the council websites, 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 a number of 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.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

Other Sites:

- Community Engagement website: <https://yoursay.glenelg.vic.gov.au/>
- Glenelg Libraries: [www.glenelglibraries.vic.gov.au](http://www.glenelglibraries.vic.gov.au)

- Portland Arts Centre: [www.portlandartscentre.com.au](http://www.portlandartscentre.com.au)
- Connect with Clubs and Groups: [www.connectglenelg.com.au](http://www.connectglenelg.com.au)
- Smarty Grants: [www.glenelg.smartygrants.com.au](http://www.glenelg.smartygrants.com.au)
- I am Portland: [www.iamportland.com.au](http://www.iamportland.com.au)

#### Social Media

- Facebook: [@glenelgshire](https://www.facebook.com/glenelgshire)
- Instagram: [@glenelgshire](https://www.instagram.com/glenelgshire) [@visitglenelgvic](https://www.instagram.com/visitglenelgvic) [@youthglenelgshire](https://www.instagram.com/youthglenelgshire)
- YouTube: [www.youtube.com/channel/glenelgshire](http://www.youtube.com/channel/glenelgshire)
- LinkedIn: <https://au.linkedin.com/company/glenelg-shire-council>

Glenelg Shire Council also has a number of eNewsletters that can be subscribed to:

- *Glenelg Libraries eNewsletter* - keep up to date with events, programs and top reads through subscription. You can register via the Glenelg Libraries website [www.glenelglibraries.vic.gov.au](http://www.glenelglibraries.vic.gov.au)
- Children's services integrated eNewsletter - [www.glenelg.vic.gov.au/Children and Families Newsletters](http://www.glenelg.vic.gov.au/Children_and_Families_Newsletters)
- *Whale Mail* – This email alert is sent to all persons who have registered via [www.iamportland.com.au/whale mail](http://www.iamportland.com.au/whale_mail) to receive notifications about whale sightings.
- *Portland Arts Centre e-Newsletter* – keep up to date for all the latest events and arts news [sign up to our e-news](#)

*Your Say Glenelg* is the Glenelg Shire Councils online community engagement hub where you can provide input and direction into the projects and initiatives affecting the future of the Glenelg Shire Council. From time to time, registered participants may receive eNewsletters which provide updates on specific projects. To register go to [yoursay.glenelg.vic.gov.au](http://yoursay.glenelg.vic.gov.au).

## Statement 5 – Rules, Policies and Procedures

### *Freedom of Information Act 1982, Section 8*

Freedom of Information Act 1982, Section 8. 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 in:

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

Glenelg Shire Council has a number of policies, strategies, action plans and frameworks that Council and Council Officers use for guidance during decision making processes and to achieve outcomes and goals.

Some of these documents can be viewed on [Council's website](#) by using the search engine or alternatively copies can be made available for inspection or purchase by contacting Council on 1300 368 333.

The list below is not an exhaustive list of documents used by Council. It is an example of the types of documents which are used and referred to by council to assist when making decisions.

- Access and Inclusion (Disability) Plan
- Arts and Culture Strategy
- Bridgewater Bay Foreshore Master Plan
- Casterton Saleyards Management Plan
- Council Plan
- Cultural Collection Strategy
- Domestic Waste Water Management Plan
- Domestic Animal Management Plan
- Electric Line Clearance Management Plan
- Events Strategy
- Financial Hardship and Payment Plan
- Financial Plan 2021 – 2031
- Fraud and Corruption Control Plan

- Gender Equality Plan
- Glenelg Early Years Feasibility Study and Infrastructure Plan
- Glenelg Municipal Emergency Management Plan
- Glenelg Shire 2040 Community Plan
- Green Triangle Freight Action Plan
- Health and Wellbeing Plan
- Human Influenza Pandemic Plan
- Portland Foreshore Master Plan
- Public Art Master Plan
- Revenue and Rating Plan
- Road Management Plan
- Tourism and Events Plan
- Tourism Strategy
- Workforce Plan.

For Council Adopted Policies refer to [Council's Website](#)

## Statement 6 – Report Literature

### *Freedom of Information Act 1982, Section 11*

Under Section 11 of the *Freedom of Information Act 1982* Council must publish certain documents in their possession. Final reports and decisions relating to policy and the administration of policy are made available for inspection or purchase.

Reports and copies of Councils policies are published and can be located on Council's website [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au) by using the search engine.

Final reports and records of decisions relating to Council's policies can be found in Councils meeting minutes which can be viewed on [Council's website](#)

If you have any questions about this document you can contact one of Council's three Customer Service Centres and our customer service staff will assist you.