



WARRNAMBOOL
CITY COUNCIL

Part II Statements

Freedom of Information Act 1982

January 2025

Table of Contents

Table of Contents

Introduction	Page 3
Statement 1 - Organisation & Functions	Page 4
General Information	Page 4
Organisational Structure	Page 5
Legislation - Acts, Regulations & Local Laws	Page 9
Statement 2 - Categories of Documents	Page 11
Statement 3 - FOI Arrangements	Page 12
Statement 4 - Publications	Page 14
Documents available for inspection	Page 15
Online Communication	Page 23
Statement 5 - Rules, Policies & Procedures	Page 24
Statement 6 - Report Literature	Page 26

Introduction

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) 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.

Warrnambool City Council has compiled these statements to provide members of the public with information about:

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

Statement 1: Organisation and Functions

General Information

Establishment

The Warrnambool City Council was established by an Order in Council on 23 September 1994 and consists of the towns of Allansford, Bushfield, Dennington, and Woodford. The City is an unsubdivided municipality.

Location

Warrnambool City Council is a municipality in south western Victoria with a population of approximately 35,000 people. Warrnambool is the largest city in the Great Ocean Road region, and Victoria's largest coastal city (outside Port Phillip Bay). A rapidly growing regional centre, the city provides retail, professional, educational, social and health services to a regional catchment of approximately 100,000 people.

Principal Officer and Address

The principal officer is Mr Andrew Mason, Chief Executive Officer

Postal Address: PO Box 198, Warrnambool 3280

Administration Centre: 25 Liebig Street, Warrnambool

Telephone: 555 94800

Email: contact@warrnambool.vic.gov.au

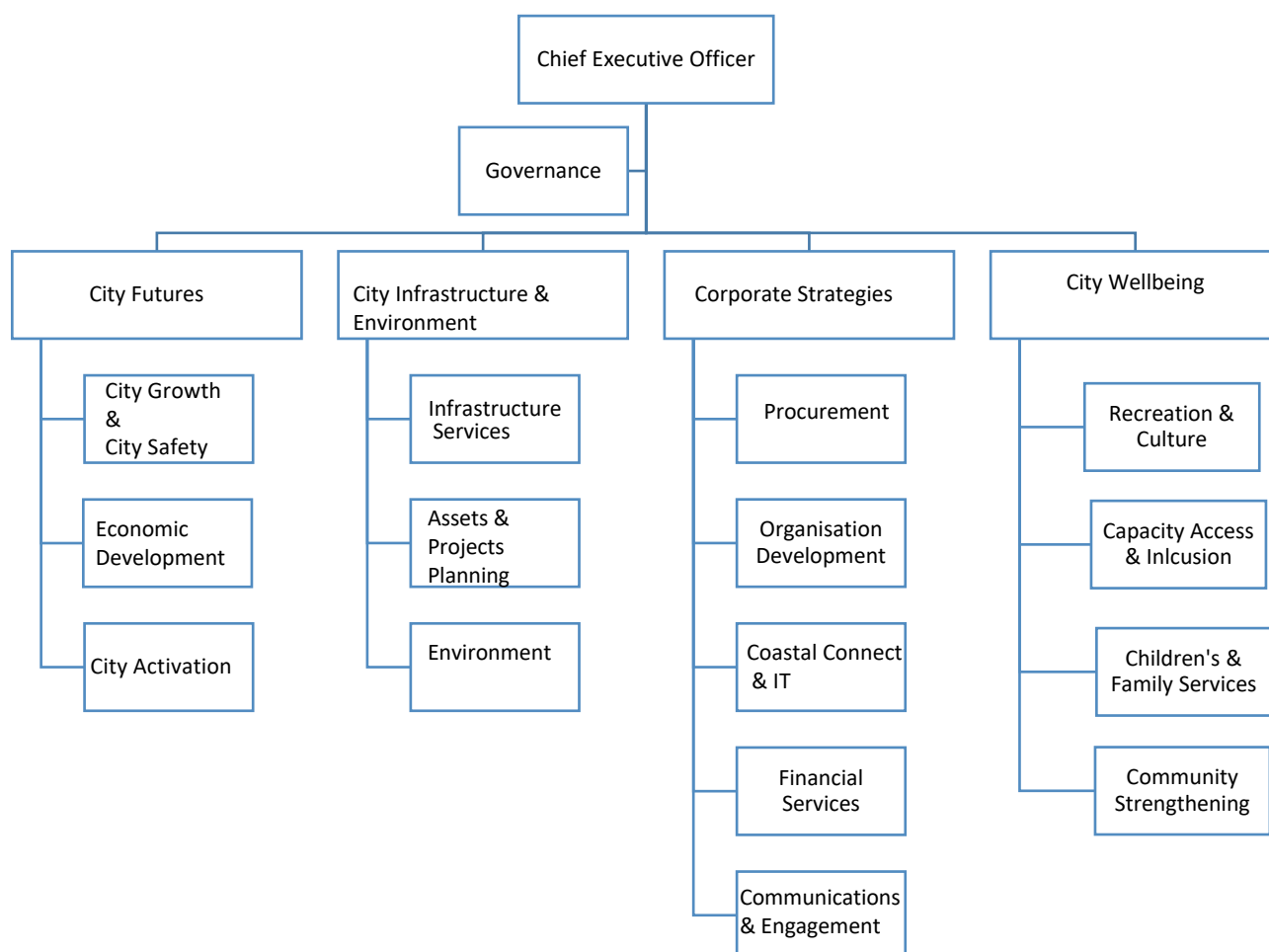
Website: www.warrnambool.vic.gov.au

Fast Facts

- Area: approximately 120 square kilometres
- Population: approximately 35,000
- Road length: 334km of local roads
- Rateable properties: 18,857
- Rates and Charges Revenue: \$50.4 million
- Total Revenue (inc grants): \$103 million
- Industry: there are more than 3,023 businesses registered in the City. The following six sectors account for over two thirds of employees whose place of work is located within Warrnambool: Healthcare and Social Assistance; Public Administration & Safety; Education and Training; Accommodation and Food Services.

Organisation

The Chief Executive Officer is supported by four Directors (Corporate Strategies, City Infrastructure, City Growth and Community Development) who are in turn supported by a 15 member Senior Managers Team 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.



Functions

Section 3E of the Local Government Act 1989 prescribes the functions of a Council which 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 the Local Government Act 1989 and other Acts;
- any other function relating to the peace, order and good government of the municipal district.

The City provides more than 90 services to the community including:-

- Environment services such as waste management, environmental conservation.
- Health services such as aged care program, home support, immunisations, carer respite,
- Emergency management services such as disaster response and recovery.
- Transport and infrastructure services such as roads, footpaths, traffic management, recreation and leisure facilities.
- Planning and building services such as land use regulation.
- Social and community services such as early childhood services, youth development, library.
- Economic development, tourism promotion programs and services including business and industry support and major events.
- Arts and cultural services including Warrnambool Art Gallery, Lighthouse Theatre along with community arts and cultural programs.

The City is responsible for looking after the following:-

- 400km of sealed roads,
- 37km of unsealed roads,
- 521km of kerb and channel and
- 391km of footpaths and bike paths.
- 334km of drains,
- 12,541 drainage pits
- 4 major stormwater tunnels
- 361 public buildings
- 907ha of open space
- 72 playgrounds
- 14 ovals
- 210 neighbourhood parks
- 52 street roundabouts
- 3,500 restricted car parking spaces, patrolled by parking officers including 1,000 free spaces
- 3 dog park
- 1 Basketball/netball stadium
- 1 aquatic centre
- 32 public toilets

Common Administrative Functions

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

Decision Making Powers

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

By Resolution

Council exercises its decision-making powers at ordinary Council meetings and special meetings of Council which are called from time to time to deal with any urgent matters that may arise. These meetings are generally held on the first Monday of each month. The meetings are held in the Council Chamber and start at 5.45pm. All meetings are open to the public. Meetings may be closed to the public to consider confidential items.

The dates of all meetings are published in local newspapers. Agendas for all meetings are made available on the Warrnambool City Council website www.warrnambool.vic.gov.au and minutes are available to the public following confirmation at the next Council meeting.

Council's Meeting Procedures Local Law documents the manner of voting and making of resolutions of Council.

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

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

Consultative Arrangements

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

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

- Audit & Risk Committee
- Planning Advisory Committee

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

- Barwon South West Waste & Resources Recovery Group
- Bicycle Users Reference Group
- Southwest Victoria Alliance
- Great Ocean Road Regional Tourism Board
- Municipal Association of Victoria
- Municipal Emergency Planning Committee
- Municipal Fire Prevention Committee
- Rail Freight Alliance
- Regional Capitals Australia
- Regional Cities Victoria
- Warrnambool Airport Reference Group

Library and Reading Rooms

Council has a public library at Warrnambool.

Warrnambool Library and Learning Centre

8 Kepler Street, Warrnambool

Telephone : 5559 4990 / Fax 5559 4984 / Email: contact@warrnambool.vic.gov.au

Opening hours

Monday – Tuesday 9.00am – 5.00pm

Saturday 10.00am – 2.00pm

Sunday – Closed

The Library has four bookable meeting rooms that feature large interactive screens, windows PC WIFI access, camera for online meetings and screen share capabilities. There is also a reading room available.

Acts Administered

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

Aboriginal Heritage Act 2006	Filming Approval Act 2014
Associations Incorporation Reform Act 2012	Fines Reform Act 2014
Building Act 1993	Fire Services Property Levy Act 2012
Catchment and Land Protection Act 1994	Flora and Fauna Guarantee Act 1988
Child Wellbeing and Safety Act 2005	Food Act 1984
Children Youth and Families Act 2005	Freedom of Information Act 1982
Climate Change Act 2017	Gambling Regulation Act 2003
Conservation, Forests and Land Act 1987	Graffiti Prevention Act 2007
Country Fire Authority Act 1958	Health Records Act 2001
Cultural and Recreational Lands Act 1963	Heavy Vehicle National Law Application Act 2013
Dangerous Goods Act 1985	Heritage Act 1995
Development Victoria Act 2003	Housing Act 1983
Disability Act 2006	Impounding of Livestock Act 1994
Domestic Animal Act 1994	Infringements Act 2006
Domestic Building Contracts Act 1995	Land Act 1958
Education and Care Services National Law Act 2010	Land Acquisition and Compensation Act 1986
Education and Training Reform Act 2006	Liquor Control Reform Act 1998
Electricity Safety Act 1998	Livestock Disease Control Act 1994
Emergency Management Act 2013	Local Government Act 1989
Emergency Management Act 1986	Magistrates Court Act 1989
Environment Protection Act 1970	Major Transport Projects Facilitation Act 2009
Estate Agents Act 1980	Mineral Resources (Sustainable Development) Act 1990
Fences Act 1968	National Parks Act 1975

Pipelines Act 2005	Sport and Recreation Act 1972
Planning and Environment Act 1987	Subdivision Act 1988
Prevention of Cruelty to Animals Act 1986	Summary Offences Act 1966
Privacy and Data Protection Act 2014	Taxation Administration Act 1997
Protected Disclosure Act 2012	Transfer of Land Act 1958
Public Records Act 1973	Transport Integration Act 2010
Public Health and Wellbeing Act 2008	Transport (Safety Schemes Compliance and Enforcement) Act 2014
Residential Tenancies Act 1997	Valuation of Land Act 1960
Rail Safety Act 2006	Victorian Environmental Assessment Council Act 2001
Road Management Act 2004	Victoria Grants Commissions Act 1976
Road Safety Act 1986	Victoria State Emergency Service Act 2005
Rooming House Operators Act 2016	Victorian Civil and Administrative Tribunal Act 1998
Second Hand Dealers and Pawnbrokers Act 1989	Victorian Data Sharing Act 2017
Service Victoria Act 2018	Victorian Inspectorate Act 2011
Sex Work Act 1994	Victorian Planning Authority Act 2017
Shop Trading Reform Act 1996	Water Act 1989
Sheriff Act 2009	

Regulations

Building Regulations 2018	Planning and Environment Regulations 2015
Cemeteries and Crematoria Regulations 2015	Public Health and Wellbeing Regulations 2009
Country Fire Authority Regulations 2014	Residential Tenancies (Caravan Parks and Movable
Dangerous Goods (Explosives) Regulations 2011	Road Safety Road Rules 2009
Drugs, Poisons and Controlled Substances Regulations 2006	Road Safety (General) Regulations 2009
Dwellings Registration and Standards) Regulations 2010	Road Safety (Traffic Management) Regulations 2009
Infringements (General) Regulations 2006	Road Safety (Vehicles) Regulations 2009
Land Acquisition Compensation Regulations 2010	Road Management (Works and Infrastructure) Regulations 2015
Local Government (Long Service Leave) Regulations 2012	Subdivision (Procedures) Regulations 2011
Local Government (Planning and Reporting) Regulations 2014	Subdivision (Fees) Regulations 2016
Occupational Health and Safety Regulations 2007	Subdivision (Registrar's Requirements) Regulations 2011
Planning and Environment (Fees) Regulations 2016	Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017

Local Laws

Government (Meeting Procedures) Local Law No. 1 -2016
Community Amenity Local Law No. 2 - 2019

Statement 2 : Categories of Documents

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

The City collects, creates and stores a broad range of electronic and hard copy documents. The documents fall into the follow broad categories:-

- 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 records relating to resolutions, agendas and minutes of meetings;
- Departmental publications, including newsletters;
- Disclosures of conflict of interests;
- Documents submitted by third parties;
- Internal administration documents relating to staff management and the operation of Council;
- 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 authorisations, legal advice and court documents;
- Local Laws permit applications and permits issued;
- Maternal and child health records, including immunisation records;
- Media releases and general advertising;
- Memorandums of Understanding and Service Agreements;
- 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; and
- Written and verbal complaints received and records of any subsequent investigations

STATEMENT 3 : FOI ARRANGEMENTS

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

What is FOI?

The *Freedom of Information Act 1982* (FOI Act) gives individuals the right to access information which is held by government agencies, such as State Government, local councils, most semi-government agencies, statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools.

Under the FOI Act you can request documents in relation to your personal affairs or those of the activities of a government agency.

Under Section 39 of the Act an applicant has the right to request any inaccurate, incomplete, out of date or misleading information we hold about them to be amended or removed.

What information is available?

Individuals have the right to apply for access to documents that are held by an agency which are covered by the FOI Act. This includes:

- Documents created by the agency.
- Documents supplied to the agency by an external organisation or individual.

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.

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.

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 ; or
- documents which are covered by secrecy provisions in other legislation.

Applications may be refused or require refinement if the application is considered to be 'voluminous in nature', meaning if Council were to process the request, it would interfere unreasonably with standard operations or performance of standard duties.

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

<https://www.warrnambool.vic.gov.au/governance> or call 0355594800.

What are the costs associated with making a request?

All valid FOI requests must be written and accompanied by an application fee of **\$32.70**. The only exception for an application fee to be waived is when hardship or concession status is applied (evidence needs to be included). Fees and charges are imposed by the Act and Regulations, not Council.

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

- search charges - \$22.93 per hour or part of an hour
- supervision or inspection charges - \$22.93 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.

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
Web: www.ovic.vic.gov.au

Warrnambool City Council Freedom of Information Officer

Freedom of Information Officer

Telephone: 03 5559 4800
Email: foi@warrnambool.vic.gov.au
Address: PO Box 198, Warrnambool Vic 3280

STATEMENT 4 - PUBLICATIONS

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

Published information

Council compiles registers of information which are particularly relevant to our responsibilities as a local government and a public-sector organisation.

These registers are available for public inspection at the Council office – 25 Liebig Street, Warrnambool. See below for a table of these registers and documents. Please contact Council to arrange inspection times.

There are also other documents, such as manuals, guidelines and procedures, which officers use to make decisions or recommendations in enforcing Acts of Parliament.

REGISTERS AND DOCUMENTS AVAILABLE FOR INSPECTION

Record	Type	Compliance	Section	Act	Access	Charge
Local Government (General) Regulations 2015						
Travel	Register	A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including— (i) the name of the Councillor or member of Council staff; and (ii) the dates on which the travel began and ended; and (iii) the destination of the travel; and (iv) the purpose of the travel; and (v) the total cost to the Council of the travel, including accommodation costs;	r.12(a)	<i>Local Government (General) Regulations 2015</i>	Public	None
Agendas & Minutes	Agendas & Minutes	The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;	r.12(b)	<i>Local Government (General) Regulations 2015</i>	Public	None
Minutes	Minutes	The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act	r.12(c)	<i>Local Government (General) Regulations 2015</i>	Public	None
Register of Delegations	Register	A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;	r.12(d)	<i>Local Government (General) Regulations 2015</i>	Public	None
Leases	Register	A document containing details of all leases involving land which were entered into by the Council.	r.12(e)	<i>Local Government (General) Regulations 2015</i>	Public	None
Authorised Officers	Register	A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;	r.12(f)	<i>Local Government (General) Regulations 2015</i>	Public	None
Donations & Grants	Register	A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.	r.12(g)	<i>Local Government (General) Regulations 2015</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Local Government Act 1989						
Inspection of Exhibition Roll	Exhibition Roll	In the case of a general election, the Registrar must ensure that the exhibition roll is available for inspection by members of the public for the period of 15 working days ending at 4pm on the entitlement date.	s.23A(6)	<i>Local Government Act 1989</i>	Restricted	None
Inspection of Voters Roll	Voters' Roll	In the case of a general election, the CEO must ensure that the Voters' Roll certified under s.24 is available for inspection by members of the public for the period (a) beginning on the day that the voters' roll is certified and (b) ending 30 days after election day.	s.24B	<i>Local Government Act 1989</i>	Restricted	None
Provision of Voters' Roll	Voters' Roll	In the case of a general election, on the request of any person or organisation, the CEO may only provide a copy of the voters' roll to the person or organisation for a permitted purpose – (a) in a form determined by the CEO; and (b) subject to any conditions determined by the CEO; and (c) upon payment of the fee determined by the CEO. A permitted purpose for the purposes of subsection (4) is (a) any purpose connected with an election (b) any purpose connected with communicating with or surveying constituents in relation to council functions; (c) the conduct of a poll of voters; (d) subject to the approval of the Privacy Commissioner, any other public interest purpose.	s.24C(4) & (5)	<i>Local Government Act 1989</i>	Restricted	None
Campaign Donation Returns	Register	The Chief Executive Officer must ensure that a copy of an election campaign donation return is available for inspection at the office of the Council during normal office hours for a period of 4 years from the date that it is given under section 62.	s.62A(3)	<i>Local Government Act 1989</i>	Public	None
Councillor Expenses Entitlements & Support (Reimbursement Policy)	Document	A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council.	s.75B(3)	<i>Local Government Act 1989</i>	Public	None
Councillor Code of Conduct	Document	A Council must be available for inspection by the public at the Council offices and any district offices	s.76C(6)	<i>Local Government Act 1989</i>	Public	None
Primary & Ordinary Returns	Register	A register of Senior and Nominated Officers, Councillors and Special Committee Members previous three Returns of Interest which were required to be submitted during the return periods.	s.81(10)	<i>Local Government Act 1989</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Internet Website	Web content	(1) A Council must maintain an internet website. (2) The Council must ensure that – (a) any public notice required to be given by the council is published on the internet website; (b) a copy of each local law made by the Council and in force is available on the internet website – (i) from the date the local law comes into operation; and (ii) in a consolidated and up to date form; (c) a list of documents of the Council that the Council is required to make available for public inspection under this Act, and how a member of the public can examine each document on the list is published on the internet website.	s.82A(1) & s.82A(2)	<i>Local Government Act 1989</i>	Public	None
CEO Remuneration	Document	If a Council passes a resolution to reappoint a person as its Chief Executive Officer without advertising the position, the Council must make details of the person's proposed total remuneration as Chief Executive Officer under the new contract available for public inspection within 14 days after the passing of the resolution.	s.94(6)	<i>Local Government Act 1989</i>	Public	None
Local Law	Document	When making a local law, Council must ensure that— (a) a copy of the proposed local law; and (b) an explanatory document setting out prescribed details in relation to the local law— is available for inspection at, and obtainable from, the Council office during ordinary business hours.	s.119(2A)	<i>Local Government Act 1989</i>	Public	10¢per A4 page
Local Law	Document	(2) A Council must ensure that a copy of every local law – (a) is available for inspection at the Council offices during the Council's office's office hours; and (b) can be purchased on demand at the Council office during the Council office's office hours. A copy of every document incorporated by a local law under s.112 is to be available for inspection at the Council office during office hours.	s.120(2) & s.120(3)	<i>Local Government Act 1989</i>	Public	10¢per A4 page
Council Plan	Document	A copy of the current Council Plan must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the Regulations	125(11)	<i>Local Government Act 1989</i>	Public	None
Strategic Resource Plan (forms part of Budget document)	Document	A copy of the current Strategic Resource Plan must be available for inspection by the public at the (a) the Council office and any district offices; and (b) any other place required by the regulations	s.126(4)	<i>Local Government Act 1989</i>	Public	None
Budget	Document	A copy of the budget or revised budget must be displayed at the places specified under subsection (3)(b)	s.129(4)	<i>Local Government Act 1989</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Annual Report	Document	A copy of the annual report must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the regulations	s.131(11)	<i>Local Government Act 1989</i>	Public	None
Differential Rates	Document	A Council which declares a differential rate must ensure that copies of the following information are available on its Internet website and for public inspection at the Council office - (b) the objectives of the differential rate; (c) the rate and amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents; (d) any other information which the Council considers it necessary to make available	s.161(3)	<i>Local Government Act 1989</i>	Public	None
Procurement Policy	Document	(8) A copy of the current procurement policy must be available for inspection by the public - (a) at the Council office; and (b) on the Council's internet website	s.186A(8)	<i>Local Government Act 1989</i>	Public	None
Best Value	Document	Duty to ensure that the program for the application of the Best Value Principles is available to the public. These are contained in the Annual Report.	S.208e(2)	<i>Local Government Act 1989</i>	Public	None
Quality or Cost Standards	Document	A Council must ensure that any quality or cost standards it adopts are available for inspection by the public. These are contained in the Annual Report.	S.208F	<i>Local Government Act 1989</i>	Public	None
Enquiries, Reviews & Suspension of Council	Document	Conduct of review - Duty to ensure that a copy of the preliminary report is available for inspection at the office of the Council during normal office hours.	s.219F(8)	<i>Local Government Act 1989</i>	Public	None
Enquiries, Reviews & Suspension of Council	Document	Conduct of review - Duty to ensure that the final review report is available for inspection and may be purchased	s.219F(1)	<i>Local Government Act 1989</i>	Public	None
Information relating to land to inspectors of livestock	Document	If a member of the police force is investigating any matter relating to a Council and it appears to the Secretary that he or she should have access to Council records the Secretary may in writing authorise the inspection of the records.	s.237(1)	<i>Local Government Act 1989</i>	Secretary	None
Register of Building, Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all building permits given to it and make the register available during office hours for any person to inspect free of charge.	s.31(2)	<i>Building Act 1993</i>	Public	None
Register of Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available during office hours for any person to inspect free of charge	s.74(2)	<i>Building Act 1993</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Register of Orders	Register	Council required to keep a register of all emergency orders, building notices or building orders given to Council, and make the register available during office hours for any person to inspect free of charge	s.126(2)	<i>Building Act 1993</i>	Public	None
Building Regulations 2018						
Building Permits	Document	Duty to make documents available on request of owner or mortgagee or person authorised in writing by owner or mortgagee	r.50	<i>Building Regulations 2018</i>	Owner or mortgagee	None
Catchment and Land Protection Act 1994						
Roadside weed and pest animal management plan	Document	Duty to ensure that copies of the approved roadside weed, and pest animal management plan are available for inspection during normal office hours	s.221(2)	<i>Catchment and Land Protection Act 1998</i>	Public	None
Roadside weed and pest animal management plan	Document	Duty to ensure that a consolidated version of its approved roadside weed, and pest animal management is available for inspection	S22M(2)	<i>Catchment and Land Protection Act 1998</i>	Public	None
Country Fire Authority Act 1958						
Neighbourhood Safer Places Plan	Document	Neighbourhood Safer Places Plan	s.50F(4)	<i>Country Fire Authority Act 1958</i>	Public	None
Domestic Animals Act 1994						
Dog & Cat Register	Register	Council required to keep a register of all registered dogs and cats, and make the register available during office hours for any person to inspect, upon payment of a fee fixed by Council. A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat.	s.18	<i>Domestic Animals Act 1994</i>	Public	None
Environment Protection Act 1970						
Licensing of Premises/ Works Approval referral	Document	A responsible authority to which a copy of an application has been referred under paragraph (a) of this subsection must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge	s.20(8)(b)	<i>Environment Protection Act 1970</i>	Public	None
Amendment of Licence	Document	A responsible authority to which a copy of an application is referred under paragraph (a) must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge	s.20A(6)(ba)	<i>Environment Protection Act 1970</i>	Public	None
Food Act 1984						
Food Safety Audits	Document	The council must ensure that the method of determining the reasonable costs of an audit payable under subsection (2) and the criteria fixed under subsection (3) are available for inspection by the public.	s.19U(4)	<i>Food Act 1984</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Food Safety Audits	Document	The council must ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public.	s.19UA(5)	<i>Food Act 1984</i>	Public	None
Registration	Document	If a person requests information held in the records in relation to a particular food premises, the registration authority must make that information available to the person free of charge.	s.43(3)	<i>Food Act 1984</i>	Public	None
Freedom of Information Act 1982						
Freedom of Information Part II Statement	Document	The principal officer of an agency shall cause to be published in the prescribed form as soon as practicable after the commencement of this Part a statement (which may take the form of an index) specifying the documents to which this section applies which have been created since the date of commencement of Part 1 of this Act and are in the possession of the agency.	s.11(2)(a)	<i>Freedom of Information Act 1982</i>	Public	None
Health Act 1958						
Registered Premises Book	Register	Council must supply a certified copy of any entry in the Register to any person on request. Premises must include accommodation houses, hairdressers, beauty therapists and skin penetration businesses.	s.371(4)	<i>Health Act 1958</i>	Public	None
Planning & Environment Act 1987						
Planning Scheme Amendments	Register	The planning authority that prepared an amendment and any person who is given a copy of an amendment under section 17(1)(a) or (c) must make the amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement available at their respective offices during office hours for any person to inspect free of charge until the amendment is approved or lapses.	Part 3, Division 1, s.18	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendment Submissions	Register	The planning authority must make a copy of every submission available at its office for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses.	s.21(2)	<i>Planning & Environment Act 1987</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Planning Scheme Amendments	Document	(1) The planning authority may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if— (a) the planning authority has decided whether or not to adopt the amendment; or (b) 28 days have elapsed since it received the panel's report. (2) A report made available for inspection under subsection (1) must be kept available for inspection until the end of two months after the amendment comes into operation or lapses.	s.26(1) and (2)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendments	Document	Responsible Authority with whom a copy of an approved amendment is lodged under s.4G must make the copy and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee	s.4H	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendments and schemes (approved)	Register	The planning authority must make the copy of an approved amendment and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee	s.41	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendments and schemes (approved)	Register	Council must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under section 40 available at their respective offices for any person to inspect during office hours free of charge.	s.42	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Register	Council required to keep a register of all applications for permits and all decisions and determinations relating to permits, and make the register available during office hours for any person to inspect free of charge	Part 4, Division 1. S49(1) & (2)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Register	(1) The responsible authority must keep a register containing the prescribed information in respect of— (a) all applications for permits; and (b) all decisions and determinations relating to permits. (2) The responsible authority must make the register available during office hours for any person to inspect free of charge.	s.51 s.57(5)	<i>Planning & Environment Act 1987</i>	Public	None

Record	Type	Compliance	Section	Act	Access	Charge
Planning Permit Applications	Document	The responsible authority must make a copy of every objection available at its office for any person to inspect during office hours free of charge until the end of the period during which an application may be made for review of a decision on the application.	s.57(5)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Document	The Minister and the first responsible authority must make a copy of every permit issued under section 97F available at their respective offices for inspection by any person during office hours free of charge.	s.97G(6)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Document	The responsible authority must keep a copy of each agreement indicating any amendment made to it available at its office for any person to inspect during office hours free of charge.	s.179(2)	<i>Planning & Environment Act 1987</i>	Public	None
Planning & Environment Regulations 2015						
Planning Permit Applications	Document	Duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	r.25(a) and r.25(b)	<i>Planning & Environment Regulations 2015</i>	Public	None
Protected Disclosure Act 2012						
Protected Disclosure	Procedures Document	Duty to make procedures established under s.58 available to the public and to staff and Councillor	s.59(4)	<i>Protected Disclosure Act 2012</i>	Public	None
Public Health & Wellbeing Act 2008						
Public Health & Wellbeing Plan	Document	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	s.26(7)	<i>Public Health & Wellbeing Act 2008</i>	Public	None
Road Management Act 2004						
Register of Public Roads	Register	A road authority must ensure that the register of public roads is available for inspection by members of the public free of charge, during normal business hours, at the place or places determined by the road authority.	s.19(5)	<i>Road Management Act 2004</i>	Public	None
Road Management (General) Regulations 2016						
Road Management Plan Review	Document	Duty to produce written report of review of road management plan and make report available for copying or inspection.	r.9(2)	<i>Road Management (General) Regulations 2016</i>	Public	None
Subdivision (Procedures) Regulations 2011						
Subdivision Permits	Register	Council has a duty to make a register available for inspection during office hours, free of charge	r.33(4)	<i>Subdivision (Procedures) Regulations 2011</i>	Public	None
Water Act 1989						
Management Plan	Document	Duty to keep copy of approved management plan available for inspection during office hours, free of charge.	s.32H	<i>Water Act 1989</i>	Pubic	None

Online Communication

Warrnambool City 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 22 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.

Websites

www.warrnambool.vic.gov.au
www.connectwarrnambool.com.au
www.lighthouse theatre.com.au
www.education.lighthouse theatre.com.au
www.gscdama.warrnambool.vic.gov.au
www.pp.lighthouse theatre.com.au
www.thewag.com.au
www.planterselector.warrnambool.vic.gov.au
www.whatson.warrnambool.vic.gov.au
www.aquazone.com.au

Social Media

Facebook pages

Flagstaff Hill
 Aquazone
 The WAG
 The Ideas Place business Warrnambool
 Connect Warrnambool
 Warrnambool Animal Shelter
 The Ideas Place
 Warrnambool City Youth
 West Warrnambool Neighbourhood House I
 Am Warrnambool
 Regional Tertiary Advisory Group
 South West Regatta
 Surfside Holiday Park
 Warrnambool Stadium
 Warrnambool Botanic Gardens Warrnambool
 City Council Children's and Family Services
 Great Ocean Road Whales
 Warrnambool Visitor Information Centre
 Warrnambool Library
 Middle Island Maremma Penguin Project

Vimeo

Warrnambool City Council

Flickr

Warrnambool City Council

Newsletter

- Promenade Magazine – Council distributed the e-newsletter "Promenade" on an as-needs to a database subscribers. It contains the latest news, information about upcoming events and current career opportunities. Anyone can sign up to receive the newsletter by visiting <http://www.warrnambool.voc.gov.au/sign-e-news>

www.flagstaffhill.com
www.w2040.com.au
www.warrnamboolstreetart.com.au
www.surfside.com.au
www.healthymoves.warrnambool.vic.gov.au
www.eatwellbeactive.org.au
www.library.warrnambool.vic.gov.au
www.moyjil.com.au
www.thewag.com.au
www.warrnamboolpenguins.com.au
www.yoursaywarrnambool.com.au
www.theideasplace.com.au

Twitter

Warrnambool City Council
 The WAG
 South-West Victorian Livestock Exchange
 Aquazone
 Flagstaff Hill

Instagram

Warrnambool City Council
 Flagstaff Hill
 Aquazone
 The Warrnambopol Art Gallery
 Warrnambool Library
 Lighthouse Theatre
 Warrnambool Animal Shelter
 Surfside Holiday Park
 Warrnambool City Youth
 The Ideas Place
 I Am Warrnambool
 Warrnambool Penguins

YouTube

Warrnambool City Council

Statement 5 : Procedures and Guidelines

Freedom of Information Act 1982 Section 8

Warrnambool City Council has a number of policies, strategies and management plans that Council and Council Officers use for guidance during decision making processes and to achieve outcomes and goals.

Under Section 8 of the *Freedom of Information Act 1982* the “hidden law” must be made explicit to the public. Manual of procedures, interpretations of the law, policy statements and enforcement methods are made available for public inspection and purchase.

Some of these documents can be viewed on Council’s website www.warrnambool.vic.gov.au by using search engines or alternatively copies can be made available for inspection or purchase by contacting Council on 03 5559 4800.

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. Policies have review dates where they are re-examined before being amended/re-adopted/discontinued as necessary.

- Asset Accounting Policy
- Albert Park Integrated Water Management Plan
- Asset Management Policy
- Asset Management Strategy
- Audio Recording of Meetings Policy
- Cash Collection and Handling Policy
- Chief Executive Employment Remuneration Policy
- Borrowing Strategy
- Brierly Recreation Reserve Community Hub Feasibility Study
- Caretaker (Elections) Policy
- Child Safe Policy
- Coastal Management Plan
- Communications Strategy
- Community Engagement Policy
- Community Services and Infrastructure Plan
- Community Services Infrastructure Policy
- Councillor Code of Conduct
- Councillors IT Equipment - Condition of Use Policy
- Councillors Provision of Resources and Support
- Cultural Diversity Policy
- Customer Service Charter
- Debt Management Policy
- Disability Access and Inclusion Policy
- Domestic Animal Management Plan
- Domestic Wastewater Management Plan
- Electric Line Clearance Management Plan
- Events Strategy
- Footpath Trading Policy
- Footpath Trading Procedures
- Fraud and Corruption Control Policy
- Grants Policy
- Gifts and Benefits Policy
- Green Warrnambool

- Health and Safety Policy
- Heatwave Plan
- Heritage Strategy
- Inclusion and Diversity Policy
- Investment Policy
- Itinerant Trading Policy
- Kindergarten Enrolment and Orientation Policy
- Lake Pertobe Master Plan
- Land Use Strategy
- Merri River Restoration Strategy
- Moyjil Conservation Management Plan
- Municipal Fire Management Plan
- Municipal Road Management Plan
- Nature Strip Landscaping guidelines
- Nature Strip Landscaping Policy
- News and Social Media Policy
- Open Space Policy
- Port of Warrnambool Safety and Environment Management Plan
- Privacy Policy
- Procurement Policy
- Protected Disclosure Guidelines (IBAC)
- Protected Disclosure Procedure
- Public Art and Cultural Materials Management Plan
- Public Toilet Strategy
- Railway Station Precinct Master Plan
- Recreation Plan
- Use of Artificial Intelligence Policy
- Retail Strategy
- Risk Management Policy
- Road Users Plan
- Safer Boating and Harbour Facility Study
- Volunteering Policy
- Special Charge Scheme Policy
- Sponsorship Policy
- St James Park Landscape Concept
- St James Park Master Plan
- Stock Underpass Policy
- Street Tree Planting and Management Guidelines
- Street Tree Planting and Management Policy
- Sustainable Transport Strategy
- Vegetation Management Plan
- Warrnambool - a Healthy City
- Warrnambool Art Gallery Collection Policy
- Warrnambool Botanic Gardens Master Plan
- Warrnambool Bridge Asset Management Plan
- Warrnambool City Centre Parking Strategy
- Warrnambool City Centre Revitalisation Structure Plan
- Warrnambool Drainage Strategy
- Warrnambool Economic Development and Investment Strategy
- Warrnambool Floodplain Management Plan
- Warrnambool Library and Learning Centre Meeting room Booking Policy

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.warrnambool.vic.gov.au by using search engines.

Final reports and records of decisions relating to Councils policies can be find in Councils meeting minutes which can also be viewed on Coucals website - www.warrnambool.vic.gov.au.

Alternatively copies can be made available for inspection by contacting Council on 03 5559 4800.

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