

Freedom of Information – Part II Statement

Freedom of Information Act 1982



Horsham Rural City
Council *urban rural balance*

Developed: August 2020

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Table of Contents

STATEMENT 1 - ORGANISATION AND FUNCTIONS	4
STATEMENT 2 - CATEGORIES OF DOCUMENTS.....	9
STATEMENT 3 - FREEDOM OF INFORMATION (FOI) ARRANGEMENTS.....	10
STATEMENT 4 - PUBLICATIONS	20
STATEMENT 5 - LITERATURE AVAILABLE BY FREE MAILING LIST	21
STATEMENT 6 - COMMITTEES ESTABLISHED BY COUNCIL.....	22
STATEMENT 7 – PUBLIC LIBRARIES	23

PURPOSE

The *Freedom of Information Act 1982* ('the Act') provides the public with a legally enforceable right to access information held by the Horsham Rural City Council ('Council'), unless exemptions under the Act apply. Part II of the Act requires all agencies to publish a statement setting out its powers and functions, and the types of documents produced by or held by the agency and how they can be accessed.

The purpose of this Part II Statement is to:

- Make the public aware of the types of documents held by Council
- Provide the public with information to assist with identification of specific documents of interest
- Provide details of how to access documents held by Council.

A summary of the application and operation of the Act is published separately within the Horsham Rural City Council Annual Report. Information may also be found on Council's website www.horsham.vic.gov.au

Section 7 of the Act requires all agencies to publish a set of statements describing their powers and functions, the documents and information they keep and the ways people can access them.

Documents listed in this Part II Statement are available for inspection and or purchase.

SCOPE

In the interests of transparency Horsham Rural City Council has compiled a Section 7 Part II Statement where you will find information regarding the following:

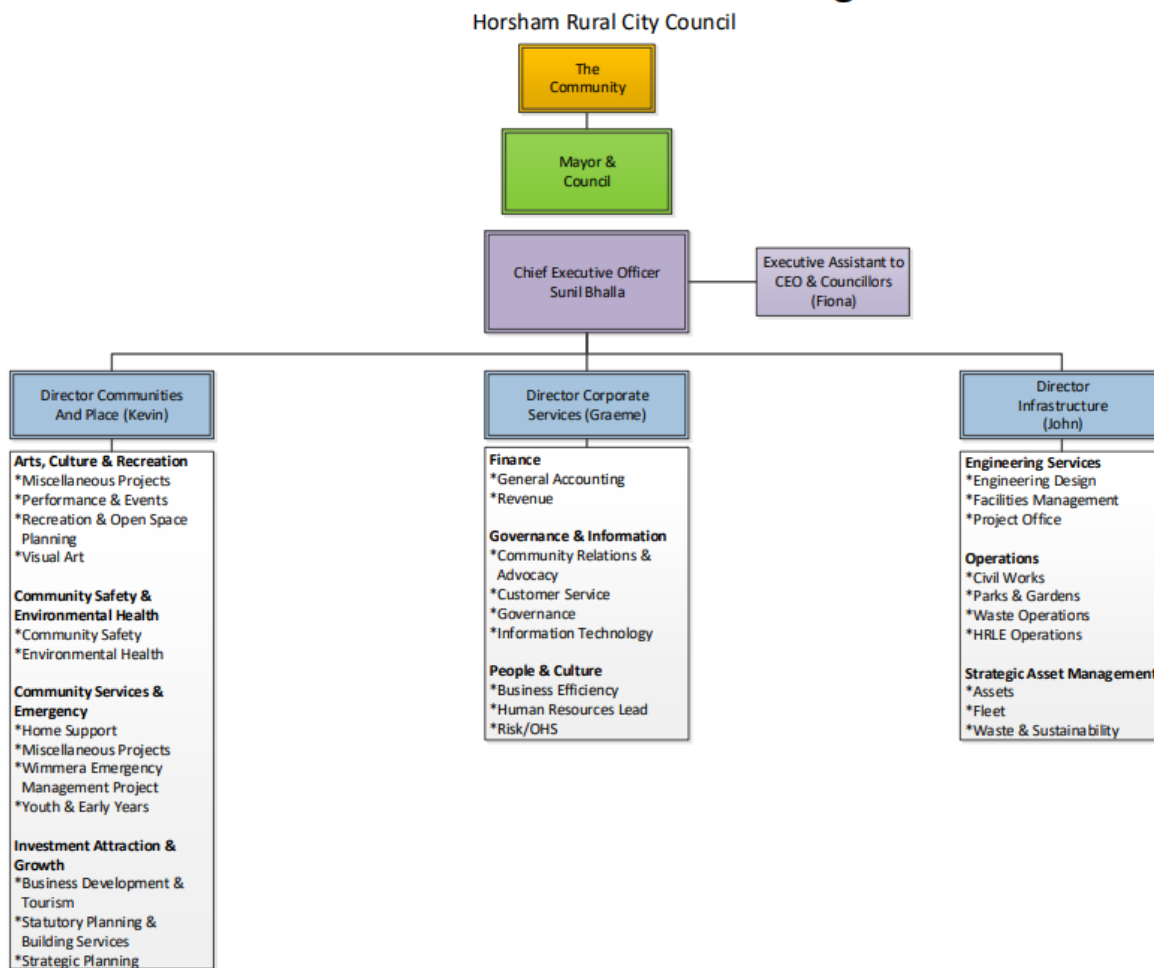
- How we consult with the public
- The types of documents we have
- The information and documents which have been prepared for publication or inspection and notice of where they can be inspected or obtained
- The literature available by subscription or on free mailing lists
- Who you can apply to for documents and how an application can be made
- The boards and committees which have been established to advise Council and whose minutes are available to the public
- The library run by Council.

If you have any questions about this document you can call a member of the Council's Information Knowledge team on (03) 5382 9705, or for a general enquiry you can contact the Customer Service Staff on (03) 5382 9777.

STATEMENT 1 - ORGANISATION AND FUNCTIONS

Horsham Council Organisational Structure

Chief Executive Officer & Management



The Administration of Council is made up of the Chief Executive Officer who operates under the guidance of the elected Council. The Chief Executive Officer is supported by three directors who collectively form the Executive Management Team (EMT). Horsham Rural City Council’s Chief Executive Officer is Mr Sunil Bhalla.

Horsham Rural City Council has seven Councillors, elected every four years by the residents of the Municipality. The next election is scheduled for October 2020. The Councillors elect the Mayor for a one year period each year in November.



Administration

The administration at Council is made up of a Chief Executive Officer, three Directors and more than 200 staff.

It is the role of Council staff to advise Councillors, implement decisions made at Council meetings and deliver services. The administration is accountable to Council through the Chief Executive Officer.

The functions of a Council as prescribed by the *Local Government Act 2020* and *Local Government Act 1989* 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
- Undertake Strategic and land use planning in the municipality
- Raise revenue to enable Council to perform its functions
- Make and enforce local laws
- Exercising, performing and discharging the duties, functions and powers of Council

Council derives its decision making powers primarily from the *Local Government Act 2020* and *Local Government Act 1989*.

Council meetings are generally held on the fourth Monday of the month (third Monday in December) at 5.30pm in the Council Chamber, Civic Centre, 18 Roberts Avenue Horsham and are open to the public. Some matters are however heard in Closed Council in accordance with the Act and these are not open to the Public. Additional or unscheduled meetings of Council may be called to deal with any urgent matters that may arise.

Many of our powers and functions are assigned to us by other acts of parliament. Council also enforces local laws which affect our residents, businesses and visitors to the municipality.

The following list indicates as far as practicable all relevant acts, regulations and Council Local Laws

Aboriginal Heritage Act 2006
Building Act 1993
Building Regulations 2018
Catchment & Land Protection Act 1984
Cemeteries and Crematoria Act 2003
Cemeteries and Crematoria Regulations 2015
Child Wellbeing and Safety Act 2005
Children Youth and Families Act 2005
Children`s Services Regulations 2009
Climate change Act 2017
Commonwealth of Australia Constitution Act
Conservation, Forests and land Act 1987
Country Fire Authority Act 1958
Country Fire Authority regulations 2014
Cultural and Recreational Lands Act 1963
Dangerous Goods Act 1985
Development Victoria Act 2003
Disability Act 2006
Domestic Animals Act 1994
Domestic Building Contracts Act 1995
Drugs Poisons & Controlled Substances Regulations 2017
Education And Care Services National Law Act 2010
Education and Training Reform Act 2006
Electoral Act 2002
Electricity Safety Act 1998
Emergency Management Act 2013
Environment Protection Act 1970
Equal Opportunity Act 2010
Estate Agents Act 1980
Fair Trading Act 1999
Family Violence Protection Act 2008
Fences Act 1968
Filming Approval Act 2014
Fines Reform Act 2014
Financial Institutions Duty Act 1982
Fire Services Property Levy Act 2012
Flora and Fauna Guarantee Act 1988
Food Act 1984
Freedom of Information Act 1982
Gambling Regulation Act 2003
Graffiti Prevention Act 2007

Health Records Act 2001
Heavy Vehicle National Law 2012
Heavy Vehicle National Law Application Act 2013
Heritage Act 2017
Housing Act 1983
Impounding of Livestock Act 1994
Independent Broad-based Anti Corruption Commission Act 2011
Infringements Act 2006
Infringements Regulations 2016
Land Act 1958
Land Acquisition & Compensation Act 1986
Land Acquisition & Compensation Regulations 2010
Landlord and Tenant Act 1958
Liquor Control Reform Act 1998
Livestock Disease Control Act 1994
Local Government Act 2020
Local Government Act 1989
Local Government (Electoral) Regulations 2016
Local Government (Finance and Reporting) Regulations 2004
Local Government (General) Regulations 2015
Local Government (Long Service Leave) Regulations 2012
Local Government (Planning and Reporting) Regulations 2014
Magistrates Court Act 1989
Major Transport Projects Facilitation Act 2009
Mineral Resources (Sustainable Development) Act 1990
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Pipelines Act 2005
Planning and Environment Act 1987
Planning and Environment Regulations 2015
Planning and Environment (Fees) Regulations 2016
Privacy and Data Protection Act 2014
Prevention of Cruelty to Animals Act 1986
Protected Disclosures Act 2012
Public Health and Wellbeing Act 2008
Public Health and Wellbeing Regulations 2009
Public Records Act 1973
Residential Tenancies (Caravan Parks & Movable Dwellings Registration and Standards) Regulations 2010
Residential Tenancies Act 1997
Road Management Act 2004
Road Management (General) Regulations 2016
Road Management (Works and Infrastructure) Regulations 2015
Road Safety Act 1986
Road Safety Road Rules 2017
Road Safety (General) Regulations 2009
Road Safety (Traffic Management) Regulations 2009
Road Safety (Vehicles) Regulations 2009
Rooming House Operators Act 2016
Second Hand Dealers and Pawnbrokers Act 1989
Service Victoria Act 2018
Sex Work Act 1994
Sherriff Act 2009

Sport and Recreation Act 1972
Subdivision Act 1988
Subdivision (Fees) Regulations 2016
Subdivision (Procedures) Regulations 2011
Subdivision (Registrars Requirements) Regulations 2011
Summary Offences Act 1966
Taxation Administration Act 1997
Tobacco Act 1987
Transfer of Land Act 1958
Transport Integration Act 2010
Transport (Safety Schemes Compliance & Enforcement) Act 2014
Valuation of Land Act 1960
Victoria Grants Commissions Act 1976
Victoria State Emergency Service Act 2005
Victorian Civil and Administrative Tribunal Act 1998
Victorian Data Sharing Act 2017
Victorian Energy Efficiency Target (Project Based Activities) Regulations 2017
Victorian Environmental Assessment Council Act 2001
Victorian Inspectorate Act 2011
Victorian Planning Authority Act 2017
Water Act 1989

Community Local Law Number 1 Governance – Meeting Procedure
Community Local Law Number 3

Consultative Arrangements

Council consults with its residents and Special Interest Groups on a number of issues using varying methods, including surveys, focus groups, online communications and public meetings.

From time to time, various Council plans, strategies, local laws and other publications are made available for public comment and are advertised in local newspapers, on Council's website and social media platforms. Communications from Council will advise how to provide feedback to Council.

Where written submissions are sought from the public. The submissions must be received within the advertised timeframes. They are treated as public documents.

Council meetings include Public Question Time providing an opportunity for members of the public to ask up to two questions. Public Questions must be submitted in writing to the Chief Executive Officer prior to 5:00pm on the Friday before the scheduled Council meeting, in accordance with Council's Governance Rules and Meeting Procedures.

Horsham Rural City Council participates in an annual Local Government Community Satisfaction Survey and actively promotes the survey and its benefits to the community in the lead up to the conduct of the survey.

STATEMENT 2 - CATEGORIES OF DOCUMENTS

The types of documents we hold

The Departments of Council that provide services and perform functions keep documents associated with their work. The documents fall into these broad categories:

- Agendas and minutes
- 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
- Council resolutions
- Departmental publications, including newsletters
- Disclosures of conflicts of interest
- Documents submitted by third parties
- Internal administration documents relating to staff management and the operation of Council
- 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 appointments and authorisations, legal advice and court documents
- Local law permit applications and permits issued
- Mailing lists
- Maternal and child health records, including immunisation records
- Media releases and general advertising
- Memorandums of understanding and service Agreements
- Officer recommendations
- Policies guidelines strategies and plans, including their development and implementation
- Public and stakeholder consultation processes and outcomes
- Records of the administration and enforcement of legislation and local laws
- Reports prepared by external consultants
- Request for information under *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests
- Disabled parking permits applications and permits issued
- Risk management assessments
- Standard operating procedures
- Surveys, statistics and data
- Tender evaluations
- Training material
- Written complaints and records of any subsequent investigations and or actions.

Records and files within these categories are maintained in accordance with the *Public Records Act 1973*. This includes regular archiving and disposal of records in accordance with the retention schedules of records of Local Government.

STATEMENT 3 - FREEDOM OF INFORMATION (FOI) ARRANGEMENTS

The *Freedom of Information Act 1982* (FOI Act) was created to promote openness, accountability and transparency by giving the public the right to access government information.

The object of the FOI Act is to extend as far as possible the right of the community to access documents in the possession of the Government of Victoria, including documents held by local Councils.

All members of the public have the right to apply for access to documents held by Council. In essence, it gives members of the public a right of access to documents in the possession of Council, which were received or created after January 1989. The protection of the public interest and private and business affairs may cause some documents to be exempted from access.

A person is not entitled to obtain access under Freedom of Information to a document that contains information that is open to public access, is part of a public register, in accordance with another Act, where access is subject to a fee or charge or contains information that is available for purchase by the public in accordance with arrangements made by Council.

A FOI request must be in writing and it should identify as clearly as possible which documents are being requested. A FOI request must be accompanied by a non-refundable application fee of \$29.60. Further charges may be incurred, which can include the cost of accessing information, such as search time and photocopying fees.

For information on how to make a Freedom of Information application, access charges and fees applicable see Councils website, www.hrcc.vic.gov.au. Under the Council tab, find Governance then select Freedom of Information.

Inspection of Documents

Council is required to make certain documents and registers available for public inspection at the Civic Centre. These documents and registers include the following:

Local Government (General) Regulations 2015

Record	Type	Compliance	Section	Act	Access	Charge
Travel	Register	A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months including – the name of the Councillor or member of Council staff, the dates on which the travel began and ended, the destination of the travel, the purpose of the travel, the total cost including accommodation of the travel.	r.12(a)	Local Government Act	Public	None

Agenda & Minutes	Agendas & Minutes	The agenda 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 the 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)	Local Government Act	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)	Local Government Act	Public	None
Register of Delegations	Register	A register of delegations kept under section 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)	Local Government Act	Public	None
Leases	Register	A document containing details of all leases involving land which were entered into by Council	r.12(a)	Local Government Act	Public	None
Authorised Officers	Register	A register maintained under section 224 (1A) of the Act of authorised officers under that section	r.12(f)	Local Government Act	Public	None
Donations & Gifts	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)	Local Government Act	Public	None

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)	Local Government Act	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.24(b)	Local Government Act	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 the 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)	Local Government Act	Restricted	None
Campaign Donation Returns	Register	The Chief Executive Officer must ensure that a copy of the 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 is given under section 62	s.62a(3)	Local Government Act	Public	None
Councillor Expense Entitlement & Support (Reimbursement Policy)	Document	A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council	s.75B(3)	Local Government Act	Public	None
Councillor Code of conduct	Document	A Council must keep a copy of the Policy and it must be available for inspection by the public	s.76C(6)	Local Government Act	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)	Local Government Act	Public	None

Internet Website	Web Content	<p>(1) A Council must maintain an internet website</p> <p>(2) The Council must ensure that –</p> <p>(a) any public notice required to be given by the Council is published on the internet website:</p> <p>(b) a copy of each local law made by the Council and in force is available on the internet website</p> <p>(i) from the date the local law comes into operation;</p> <p>(ii) in a consolidated and up to date form;</p> <p>(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</p>	s.82A (1) & s.82A(2)	Local Government Act	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 CEO under the new contract available for public inspection within 14 days after the passing of the resolution	s.94(6)	Local Government Act	Public	None
Local Law	Document	When making a local law, Council must ensure that-	s.119(2A)	Local Government Act	Public	20c per A4 page
		<p>(a) a copy of the proposed local law; and</p> <p>(b) an explanatory document setting out prescribed detail in relation to the local law</p> <p>is available for inspection at, and obtainable from, the Council office during ordinary business hours</p>				
Local Law	Document	<p>A Council must ensure that a copy of every local law –</p> <p>(a) is available for inspection at the Council Offices during Councils ordinary business hours</p> <p>(b) can be purchased on demand at the Council Office during Councils ordinary business hours</p> <p>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</p>	S120(2) & s.120(3)	Local Government Act	Public	20c per A4 page
Council Plan	Document	<p>A copy of the current Council Plan must be available for the inspection by the public at</p> <p>(a) The Council Office and any district offices and;</p> <p>(b) Any other place required by the regulations</p>	s.125(11)	Local Government Act	Public	None
Strategic Resource Plan	Document	A copy of the current Strategic Resource Plan must be available for inspection by the public at the Council Offices	s.126(4)	Local Government Act	public	None

Budget	Document	A copy of the budget or revised budget must be available for inspection by the public at the Council Offices	s.129(4)	Local Government Act	public	None
Annual Report	Document	A copy of the annual report must be available for public inspection at the Council Offices	s.131(11)	Local Government Act	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 (a) The objectives of the differential rate (b) The rate and the amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents (c) Any other information which the Council considers is necessary to make available	s.161(3)	Local Government Act	public	None
Procurement Policy	Document	A copy of the current procurement policy must be available for inspection by the public at the Council Office and on the Councils internet website	s.186A(8)	Local Government Act	Public	None
Best Value	Document	Council has a duty to ensure 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)	Local Government Act	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	Local Government Act	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)	Local Government Act	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(11)	Local Government Act	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)	Local Government Act	Public	None

Building Act 1993

Register of Building, Occupancy Permits & Temporary Approvals	Register	Council is 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)	Building Act 1993	Public	None
Register of Occupancy Permits & Temporary Approvals	Register	Council is 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)	Building Act 1993	Public	None
Register of Orders	Register	Council is 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)	Building Act 1993	Public	None

Building Regulations 2018

Building Permits	Document	Council has a duty to make available on request of owner or mortgagee or person authorised in writing by owner or mortgagee	r.50	Building Regulations 2018	Owner or Mortgagee	None
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Catchment and Land Protection Act 1994

Roadside Weed and Pest animal Management Plan	Document	Council has a duty to ensure that copies of the approved roadside, weed and pest animal management plan are available for inspection during normal office hours	s.22L(2)	Catchment and Land Protection Act 1998	Public	None
Roadside Weed and Pest animal Management Plan	Document	Council has a duty to ensure that a consolidated version of its approved roadside, weed and pest animal management plan is available for inspection	s.22M(2)	Catchment and Land Protection Act 1998	Public	None

Country Fire Authority Act 1958

Neighbourhood Safer places plan	Document	Duty to publish and make available Neighbourhood Safer Places Plan	s.50F(4)	Country Fire Authority Act 1958	Public	None
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Domestic Animals Act 1994

Dog & Cat Register	Register	Council is 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 fee, 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	Domestic Animals Act 1994	Public	fee
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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 all accompanying documents available at its office for any person to inspect free of charge	s.20(8)(ba)	Environment Protection Act 1970	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 all accompanying documents available at its office for any person to inspect free of charge	s.20A(6)(ba)	Environment Protection Act 1970	Public	None

Food Act 1984

Food safety Audits	Document	The 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)	Food Act 1984	Public	None
Food Safety Audits	Document	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)	Food Act 1984	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)	Food Act 1984	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)	Freedom of Information Act 1982	Public	None
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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)	Health Act 1958	Public	None
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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 or 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	Planning & Environment Act 1987	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)	Planning & Environment Act 1987	Public	None

Planning Scheme Amendments	Document	(1) The planning authority may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it 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) & (2)	Planning & Environment Act 1987	Public	None
Planning Scheme Amendments	Documents	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	Planning & Environment Act 1987	Public	None
Planning Scheme Amendments and Schemes (approved)	Register	The planning authority must make the copy of an approved amendment and any approved 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	Planning & Environment Act 1987	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	Planning & Environment Act 1987	public	None
Planning Permit Applications	Register	Council is required to keep a register of all applications for permits and all decisions and determinations relating to permits, and make the register available during office hours for any person to inspect free of charge	Part 4, Division 1 s.49 (1) & (2)	Planning & Environment Act 1987	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)	Planning & Environment Act 1987	Public	None
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 a review of a decision on the application	s.57(5)	Planning & Environment Act 1987	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)	Planning & Environment Act 1987	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)	Planning & Environment Act 1987	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)	Planning & Environment Regulations	Public	None
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Protected Disclosure Act 2012

Protected Disclosure	Procedures Document	Duty to make procedures established under s.58 available to the public and to staff and Councillors	s.59(4)	Protected Disclosure Act 2012	Public	None
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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)	Public Health & Wellbeing Act 2008	Public	None
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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 authority	s.19(5)	Road Management Act 2004	public	None
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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)	Road management (General) regulations 2016	Public	None
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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)	Subdivision (Procedures) regulations 2011	Public	None
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Water Act 1989

Management Plan	Document	Duty to keep a copy of approved management plan available for inspection during office hours, free of charge	s.32H	Water Act 1989	Public	None
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STATEMENT 4 - PUBLICATIONS

Council has the following documents on its website www.hrcc.vic.gov.au (or copies can be made available) of the following:

- Council meeting agendas
- Reporting to Council
- Minutes of Council meetings
- Reporting from Advisory Committees to Council through reporting to Council
- Audit and Risk Committee Performance Reporting
- Terms of Reference or Charters for Advisory Committees
- Registers of Gifts, Benefits and Hospitality offered to Councillors or Council Staff

- Registers of travel undertaken by Councillors or Council Staff
- Registers of Conflicts of Interest disclosed by Councillors or Council Staff
- Submissions made by Council
- Registers of donations and grants made by Council
- Registers of leases entered into by Council, as lessor and lessee
- Register of Delegations
- Register of Authorised Officers
- Register of Election campaign donations
- Summary of Personal Interests
- Any other Registers or Records required by legislation or determined to be in the public interest.

Consistent with the Part II Statement, Council will make available the following records for inspection. Examples include but are not limited to:

- Summary of Personal Interests ('Register of interests' until 24 October 2020)
- Submissions received under section 223 of the *Local Government Act 1989* until its repeal or received through a community engagement process undertaken by Council.

STATEMENT 5 - LITERATURE AVAILABLE BY FREE MAILING LIST

Literature available by subscription or free mailing list

Horsham Rural City Council produces literature which is available to the public by free mailing list including:

Horsham Rural City Council e-news
Horsham Rural City Council Community Arts Online newsletter
Horsham Rural City Council Economic Development Newsletter
Horsham Rural City Council Recreation and Open Space Newsletter
Talking Food Newsletter
What's On Newsletter

STATEMENT 6 - COMMITTEES ESTABLISHED BY COUNCIL

It is a role of Council to set up various committees and groups to provide advice on a wide range of issues and to manage various functions of Council.

Council has a range of community facilities that are constructed on Council land or on Crown Land that Council controls. In order to manage the facilities for the good of the community, Council has created a number of advisory and community asset committees for that task. Each committee has a unique document such as a terms of reference, to help define their role, purpose and objectives.

These committees help inform Council on operational matters, provide a forum to share information, inform decision making processes, share the workload and responsibility for the facility, and facilitate planning for future development. This ensures that the community's needs are met, stakeholder interest considered and the facility operates for the good of all.

Community Asset Committees

Community Halls Committee of Management

Advisory Committees of Council

Audit & Risk Committee
Dudley Cornell Park Advisory Committee
Green Lake Advisory Committee
Haven Recreation Reserve Recreation Advisory Committee
Horsham Aerodrome Users Group
Horsham Aquatic Centre Advisory Committee
Horsham College / Community Oval Advisory Committee
Horsham Racecourse Reserve Advisory Committee
Horsham Regional Art Gallery Advisory Committee
Horsham Regional Livestock Exchange Advisory Board
Sunnyside Park Advisory Committee
Wimmera Business Centre Advisory Committee
Wimmera Intermodal Freight Terminal Advisory Committee

External Committees (not established by Council)

Each year Council also appoints representatives to external committees / working groups to provide Council with the opportunity to advocate for the community and to also provide information to Council to assist with informed decision making relating to Council Activities and policies. These committees / working groups include

Grampians Central West Waste and Resource Recovery Group Forum
Horsham Community and Police Consultative Committee
Municipal Association of Victoria
Rail Freight Alliance
Regional Cities Victoria
Regional Recreation Water Users Group
Roadsafe Wimmera

Victorian Local Governance Association
Western Highway Action Committee
Western Rail Lobby Group
Wimmera Development Association
Wimmera Drug and Alcohol Taskforce
Wimmera Mallee Sustainability Alliance
Wimmera Regional Library Corporation
Wimmera River Improvement Committee
Wimmera Southern Mallee LLEN (Local Learning and Employment Network)
Wimmera Southern Mallee Regional Transport Group

STATEMENT 7 – PUBLIC LIBRARIES

Public Library Services

Council provides library services in partnership with West Wimmera Shire Council through the Wimmera region. Details of Library services are provided below.

Horsham Library
Mibus Centre
28 McLachlan Street
Horsham

Ph 03 5382 5707

Email Horsham.library@wrlc.org.au

Drop off service available at Natimuk and Laharum. For details of the locations and times for this service contact the Horsham Branch.

DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	25 August 2020	EMT	<ul style="list-style-type: none">New FOI – Part II Statement	September 2021