

# Freedom of Information Part II Statement

*Freedom of Information Act 1982*



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## Purpose

The Freedom of Information Act 1982 (the Act) provides the public with a legally enforceable right to access information held by Horsham Rural City Council (HRCC).

The Act requires government agencies such as HRCC to publish a number of statements designed to assist members of the public in accessing the information it holds.

In the interest of transparency, HRCC has compiled a Section 7 Part II Statement where you will find information regarding:

- 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
- Who you can apply to for documents and how an application can be made
- The literature available by subscription or on free mailing lists
- Committees which have been established to advise Council and whose minutes are available to the public
- The Library run by Council

The following statements show how HRCC makes information readily available to the public. The statements also provide links to documents and useful sections on the HRCC website. The website makes it easy for the public to find information they need such as key services, functions, reports, plans, policies and procedures, meeting minutes, the latest news and events.

If you can't locate the information you are seeing after reviewing these statements and conducting a search on our website we encourage you to contact Council's Information Knowledge team on 03 5382 9777 or email [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au) before making an Freedom of Information (FOI) request. In some instances we will be able to provide you with the information you are seeking without going through a formal process.

## STATEMENT 1: ORGANISATION AND FUNCTIONS

### Our Structure

HRCC is led by a Chief Executive Officer (CEO). The CEO is responsible for establishing and maintain an appropriate organisation structure for the Council and ensuring the effective and efficient management of the day to day operations of the municipality.

There are three directorates, each led by a director:

- Corporate Services
- Communities and Place
- Infrastructure

The full organisation structure of the Council can be found via this link [Organisational Structure](#)

### Our Functions

The role of Council under section 8 of the Local Government Act 2020 is to provide good governance in its municipality for the benefit and wellbeing of the municipal community in accordance with the overarching governance principles.

### Principles

- Council decisions are to be made and actions taken in accordance with the relevant law
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations
- The economic, social and environmental sustainability of the municipal district including mitigation and planning for climate change risks is to be promoted
- The community is to be engaged in strategic planning and strategic decision making
- Innovation and continuous improvement are to be pursued
- Collaboration with other councils and governments and statutory bodies is to be sought
- The ongoing financial viability of the Council to be endured
- Regional, state and national plans and policies are to be taken into account in strategic planning and decision making
- The transparency of council decisions, actions and information is to be ensured

### Supporting Principles

The Local Government Act 2020 enables councils to govern based on five principles.

1. The community engagement principles are outlined in sections 55 and 56 of the Local Government Act 2020 and our policy can be found via this link [Community Engagement Policy](#)
2. Public transparency principles are outlined in sections 57 and 58 of the Local Government Act 2020 and our policy can be found via this link [Public Transparency Policy](#)
3. The strategic planning principles are outlined in section 89 of the Local Government Act 2020 and our strategic plans can be found via this link [Plans and Strategies](#)
4. The financial management principles are outlined in sections 101 and 102 of the Local Government Act 2020 and our policy can be found via this link [Asset Management Policy](#)
5. The service performance principles are outlined in section 106 of the Local Government Act 2020 and our policy can be found here via this link [Complaints, Compliments and Suggestions](#)

## Acts, Regulations and Local Laws

Council derives its decision making powers primarily from the *Local Government Act 1989* and *Local Government Act 2020*. HRCC powers and functions assigned to us are also derived from other acts of parliament, regulations and local laws.

- Victorian Legislation are available on the Victorian Legislation and Parliamentary Documents website [www.legislation.vic.gov.au/](http://www.legislation.vic.gov.au/)
- HRCC Local Laws are available on the Councils website via this link [Local Laws](#)

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

*Aboriginal Heritage Act 2006*  
*Audit Act 1994*  
*Building Act 1993*  
*Building Regulations 2018*  
*Catchment & Land Protection Act 1984*  
*Cemeteries and Crematoria Act 2003*  
*Cemeteries and Crematoria Regulations 2015*  
*Child Services Act 1996*  
*Child Wellbeing and Safety Act 2005*  
*Children's Services Regulations 2009*  
*Children Youth and Families Act 2005*  
*Climate Change Act 2017*  
*Community Local Law Number 1 Governance – Meeting Procedure*  
*Community Local Law Number 3*  
*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 and 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 2017*  
*Environment Protection Regulations 2021*  
*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*  
*Gender Equality Act 2020*  
*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*  
*Local Government (Electoral) Regulations 2020*  
*Local Government (General) Regulations 2015*  
*Local Government (Governance and Integrity) Regulations 2020*  
*Local Government (Land Information) Regulations 2021*  
*Infringements Act 2006*  
*Land Act 1958*  
*Land Acquisition & Compensation Act 1986*  
*Land Acquisition & Compensation Regulations 2021*  
*Landlord and Tenant Act 1958*  
*Liquor Control Reform Act 1998*  
*Livestock Disease Control Act 1994*  
*Local Government (Long Service Leave) Regulations 2012*  
*Local Government (Planning and Reporting) Regulations 2020*  
*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 2019*  
*Public Interest Disclosures Act 2012*  
*Public Records Act 1973*  
*Residential Tenancies (Caravan Parks & Movable Dwellings Registration and Standards) Regulations 2020*  
*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 2016*  
*Road Safety (Traffic Management) Regulations 2019*  
*Road Safety (Vehicles) Regulations 2021*  
*Rooming House Operators Act 2016*  
*Second Hand Dealers and Pawnbrokers Act 1989*  
*Service Victoria Act 2018*  
*Sherriff Act 2009*  
*Sport and Recreation Act 1972*  
*Subdivision Act 1988*  
*Subdivision (Fees) Regulations 2016*  
*Subdivision (Procedures) Regulations 2021*  
*Subdivision (Registrars Requirements) Regulations 2011*

## STATEMENT 2: CATEGORIES OF DOCUMENTS

### Types of documents we hold

HRCC creates and stores a wide range of hard copy and electronic documents. The documents fall into these broad categories.

- Agendas and minutes of meetings
- Animal registration applications & registrations issued
- Annual and financial reports
- Building and planning permits including plans
- Building enforcement documents
- Correspondence (general and Councillor)
- Council records relating to elections, elected representatives, resolutions, agendas and minutes of meetings
- Council publications including newsletters
- Departmental publications, including newsletters
- Disabled parking permits applications and permits issued
- Disclosures and declarations of gifts, benefits and hospitality, conflict of interests and public interest disclosures
- Documents submitted by third parties
- Internal administration documents relating to staff management and the operation of Council
- 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 reports and recommendations
- Organisational and staffing records, financial and resource management records, audit records and internal operating procedures
- 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
- Risk management assessments
- Standard operating procedures
- Surveys, statistics and data
- Tenders and 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 PROS 09/05 – General Retention and Disposal Authority for Records of Local Government and PROS 07/01– General Retention and Disposal Authority for Records of Common Administrative Functions.

### STATEMENT 3: FREEDOM OF INFORMATION (FOI) ARRANGEMENTS

An application to access documents can be made by:

- Completing the [Online Freedom of Information Request Form](#) or [printable version](#)
- Writing to Horsham Rural City Council, PO Box 511, Horsham 3402
- Email to [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)

Before sending us your request, ring the FOI Officer on (03) 5382 9777, or email [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au), to discuss what you are after, how you want it, fees and charges, timelines, consultation with third parties and documents that may be exempt.

Your application must include:

- An accurate description of the documents you are seeking access to (either specific documents or a defined group of documents stating the time period and type of documents)
- A \$31.80 application fee or evidence that you qualify for an application fee waiver, for example, a valid pension or health care card
- Evidence of your identity if the documents you seek are about your personal affairs, for example, a valid driver's licence or passport
- Written authorisation when a legal firm submits the request on your behalf
- Your contact details.

Please note that your request may incur search and access charges in accordance with the *Freedom of Information (Access Charges) Regulations 2014*. You will be supplied with a statement of any applicable charges as your request progresses.

### STATEMENT 4: PUBLICATIONS

In the interests of transparency, HRCC has a range of documents and registers that are available for public inspection either online or in person. **For further information please refer to Appendix A – Inspection of Documents.**

Where documents are not available on HRCC's [website](#) please contact us to arrange access.

**P:** 03 5382 9777

**E:** [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)



## STATEMENT 5: LITERATURE AVAILABLE BY SUBSCRIPTION OR FREE MAILING LIST

### Newsletters

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

- Horsham Rural City Council Weekly Update Email Newsletter
- Horsham Rural City Council Community Arts Online Newsletter
- Horsham Rural City Council Economic Development Newsletter
- Horsham Rural City Council Recreation and Open Space Newsletter
- Weekly Livestock Market Information
- What's On Newsletter

### Websites

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

- Horsham Rural City Council [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)
- Horsham Town Hall [www.horshamtownhall.com.au/](http://www.horshamtownhall.com.au/)
- Visit Horsham Region [visithorsham.com.au/](http://visithorsham.com.au/)

### Social Media

Following HRCC on social media is also a great way to keep up to date on our latest news, events, community engagement and consultation and services related information.



#### Facebook

Horsham Rural City Council  
Horsham Regional Art  
Gallery Horsham Town Hall  
Horsham Youth  
Visit Horsham – Tourism  
Information Centre



#### Instagram

Horsham Regional Art Galle  
Horsham Town Hall  
Horsham Youth  
Visit Horsham



#### LinkedIn

Horsham Rural City  
Council



## STATEMENT 6: EXTERNAL CONSULTATION

### Council Meetings

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. Council Meetings are open to the public and community members are encouraged to attend.

Members of the public can lodge written questions to be addressed during council meetings. The questions must be about topics that are of broad interest to Council and the community.

You can find more information on Public Question Time via this link [Council Meetings](#)

Council agendas are available from 5pm on Thursdays prior to Council Meetings and you can also access meeting minutes via this link [Council Meeting Agenda and Minutes](#)

All Council Meetings are livestreamed and recordings are also available after each meeting via this link [Live Streaming and Recorded Meetings](#).

### Committees

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.

You can view the Committee Framework Policy and Committee Structure via Council's website via the following page: <https://www.hrcc.vic.gov.au/Our-Council/Inside-Council/Committees>

## STATEMENT 7: PUBLIC LIBRARIES

The Horsham Library is managed by the Wimmera Regional Library Corporation. It provides free access to informational, educational and recreational resources for all community members. It serves two local government bodies, Horsham Rural City Council and West Wimmera Shire Council.

#### Horsham Library

**A:** Mibus Centre, 28 McLachlan Street  
Horsham VIC 3400

**P:** 03 5382 5707

#### Opening Hours

Monday to Friday: 9:00am -  
5:30pm

Saturday: 9:30am – 1:00pm

**E:** [horsham.library@wrlc.org.au](mailto:horsham.library@wrlc.org.au)

## DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	25 August 2020	EMT	<ul style="list-style-type: none"> <li>New FOI – Part II Statement</li> </ul>	September 2021
02	30 January 2024	EMT	<ul style="list-style-type: none"> <li>Review &amp; update</li> </ul>	30 January 2025

## Appendix A - Available Documents

<i>Building Act 1993</i>				
No	Act/Section	Description	Manner	Availability
1	S 31	Register of building permits	Available for inspection by any person during normal office hours*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
2	S 74	Register of occupancy permits and temporary approvals/amendments	Available for inspection by any person during normal office hours*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
3	S 126	Register of all emergency orders, building notices or building orders	Available for inspection by any person during normal office hours*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
4	S 192A (8)	Copy of the most recent map given to council under subsection (7)	Available for inspection at the Council's office during office hours free of charge*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge] <input checked="" type="checkbox"/> Other info: Available on Landata: <a href="https://www.landata.vic.gov.au/">https://www.landata.vic.gov.au/</a>
5	S 216D	Register of swimming pools and spas	Certain persons may inspect*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge

<i>Building Regulations 2018</i>				
No	Act Section	Description	Manner	Availability
6	Certain information on request	Relevant Council to make documents available on request	On request and payment of a fee*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Charge: <i>Varies – please contact building department for further information</i>
7	r 149(4)	Copy of each designated special area map applicable	Available for public inspection at the Council office during office hours free of charge*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge

## Freedom of Information - Part II Statement

<i>Catchment and Land Protection Act 1994</i>				
No	Act Section	Description	Manner	Availability
8	S 221(1)	Approved roadside weed and pest animal management plan	Copy made available for inspection at Council's office during normal office hours at and published on website as soon as practicable after the plan is approved*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge <input checked="" type="checkbox"/> Other info: <i>Refer also to Invasive Plants and Animal Policy available on website</i>

<i>Filming Approval Act 2014</i>				
No	Act Section	Description	Manner	Availability
10	Sch 1 Principle 7	How to apply for film permits and any other relevant information	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available on <a href="#">website</a>

<i>Food Act 1984</i>				
No	Act Section	Description	Manner	Availability
11	S 19	Order made relating to food premises	The relevant Authority may, by notice published in a newspaper or by any other means, inform the general public that the order has been made and the terms of the order.	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
12	S 43	Records of registrations, renewals and transfers in relation to a particular food premises, including details of any relevant orders	Available free of charge on request	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge

## Freedom of Information - Part II Statement

<i>Freedom of Information Act 1982</i>				
No	Act Section	Description	Manner	Availability
13	Part II	Information concerning functions etc. and documents available for inspection and purchase	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available on <a href="#">website</a>

<i>Gender Equality Act 2020</i>				
No	Act Section	Description	Manner	Availability
14	S 12(3)(a)	Gender Equality Action Plan	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available on website:

<i>Local Government Act 2020</i>				
No	Act Section	Description	Manner	Availability
15	S 11(8) Public register of delegations	Must report to the municipal community at least annually	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at <a href="#">website</a>
16	S 18(1)(d)	Mayor must report on implementation of the Council Plan	Must report to the municipal community at least once a year	<input checked="" type="checkbox"/> Available at website: <input checked="" type="checkbox"/> Other info: <i>Available in the Annual Report</i>
17	s 40(2)	Details of reimbursements	Must be provided to the Audit and Risk Committee	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge <input checked="" type="checkbox"/> Other info: <i>Available in the Annual Report</i>
18	S 41(1)	Expenses Policy	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
19	S 45	CEO Employment and Remuneration Policy	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
20	S 47(7)	Register of CEO's delegations	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
21	S 57	Public Transparency Policy	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:

## Freedom of Information - Part II Statement

22	S 60	Governance Rules	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
23	S 63	Delegated Committee	N/A	Currently there are no delegated committees
24	S 64	Joint Delegated Committees	N/A	Currently there are no joint delegated committees
25	S 73	Proposing a local law	Made available for inspection at Council's office and website* [Publish notice of proposed local law until made or altered]	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website <input checked="" type="checkbox"/> No charge <input checked="" type="checkbox"/> Other info: <i>Available at the relevant time.</i>
26	S 74(4)	Making a local law	Copy made available for inspection at Council's office and website*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website <input checked="" type="checkbox"/> No charge <input checked="" type="checkbox"/> Other info: <i>Available at the relevant time.</i>
27	s 74(5)	Notice of Local Law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website <input checked="" type="checkbox"/> No charge <input checked="" type="checkbox"/> Other info: <i>Available at the relevant time</i>
28	S 75	Local Law as made	Copy of local law as long as local law is in force made available for inspection at Council's office and website*	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available at website:  <input checked="" type="checkbox"/> No charge
29	S 76(3)	Notice of amendment of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Published at HRCC Website	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website <input checked="" type="checkbox"/> No charge <input checked="" type="checkbox"/> Other info: <i>Available at the relevant time</i>
30	S 76(4)	Copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Published at HRCC Website	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available at website:  <input checked="" type="checkbox"/> No charge

## Freedom of Information - Part II Statement

31	S90	Council Plan	Published at HRCC Website	<input checked="" type="checkbox"/> Available at website:
32	S91	Financial Plan	Published at HRCC Website	<input checked="" type="checkbox"/> Available at website:
33	S94 & 95	Budget	Published at HRCC Website	<input checked="" type="checkbox"/> Available at website:
34	S 98	Annual Report	Published at HRCC Website	<input checked="" type="checkbox"/> Available at website:
35	S 107	Complaints, Compliments and Suggestions Policy	Published at HRCC Website	<input checked="" type="checkbox"/> Available at website:
36	S 108 & 109	Procurement Policy	Published at HRCC Website	<input checked="" type="checkbox"/> Available at website:
37	s 114	Selling or exchanging land	Publish notice 4 weeks prior to leasing on website and in any other manner prescribed by the regulations	<input checked="" type="checkbox"/> Available on website:
38	S 115	Lease of Land	Unspecified [If lease not included in budget, must engage community engagement process in accordance with community engagement policy]**	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
39	S 130 (2)	Register of declared conflicts of interest at Council meetings	Published at HRCC Website	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website: <input checked="" type="checkbox"/> No charge
40	S 135 (3)	Summary of personal interest returns	Published at HRCC Website	<input checked="" type="checkbox"/> Available on website:
41	S 138	Gifts, Benefits and Hospitality Policy	Published at HRCC Website	<input checked="" type="checkbox"/> Available on website:
42	S 138	Gifts, Benefits and Hospitality Register	Published at HRCC Website	<input checked="" type="checkbox"/> Available on website:
43	S 139	Councillor Code of Conduct	Published at HRCC Website	<input checked="" type="checkbox"/> Available on website:
44	S 307 & 308	Summary of each election campaign donation return  Copy of election campaign donation return	Summary made available on Council's website until the close of the roll for the next election  Copy made available for inspection at Council's office for four years*	<input checked="" type="checkbox"/> Available on request

## Freedom of Information - Part II Statement

<b>Local Government Act 1989</b>				
No	Act Section	Description	Manner	Availability
45	S 157 (2)	Notice of Change to valuation system	Publish public notice – can be via website as per definition	<input checked="" type="checkbox"/> Available on website:
46	S 161(3)	Differential rates	Made available for inspection at Council's office and website*	<input checked="" type="checkbox"/> Available on website:
47	S 163 1(B)	Special rate and special charge – public notice	Available for public inspection at Council's office and website*	<input checked="" type="checkbox"/> Available on website:
48	S 223 (1) (a)	Right to make a submission	Publish public notice – can be via website as per definition**	<input checked="" type="checkbox"/> Available on website:

<b>Planning and Environment Act 1987</b>				
No	Act Section	Description	Manner	Availability
49	S 4H (1) & (2)	Copy of approved amendment	Made available in accordance with the public availability requirements during the inspection period for 2 months after the amendment comes into operation (inspection period)  Made available for in person inspection (s 197B) after the inspection period on payment of the prescribed fee	<input checked="" type="checkbox"/> Available on website: <input checked="" type="checkbox"/> Other info: <i>Available at the relevant time</i>
50	S41	Copy of the Victoria Planning Provisions incorporating all amendments to them and of all documents lodged with those amendments	Made available in accordance with the public availability requirements of section 197A	<input checked="" type="checkbox"/> Available on website:
51	S18	Amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement	Made available in accordance with the public availability requirements until the amendment is approved or lapses	<input checked="" type="checkbox"/> Available on website:
52	S 21	Copy of every submission	Made available in accordance with the public availability requirements until the end of two months after the amendment comes into operation or lapses	<input checked="" type="checkbox"/> Available on request



## Freedom of Information - Part II Statement

			Made available for in person inspection free of charge at Council's office during office hours	
53	S 26	Panel hearing reports	Made available in accordance with the public availability requirements until the end of two months after the amendment comes into operation or lapses	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website:
54	S 41 (1) & (2)	Copy of approved amendment lodged under s 40 and any documents lodged with it	<p>Made available in accordance with the public availability requirements for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee (inspection period)</p> <p>Made available for in person inspection (s 197B) after the inspection period on payment of the prescribed fee</p>	<input checked="" type="checkbox"/> Available on website:
55	S 42	Copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments	Made available in accordance with the public availability requirements of Section 197A	<input checked="" type="checkbox"/> Available on website:
56	S 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available in accordance with the public availability requirements of Section 197A	<input checked="" type="checkbox"/> Available on website:
57	S 51	Copy of every application and the prescribed information supplied in respect of it	<p>Made available in accordance with the public availability requirements until:</p> <p>(a) the end of the latest period during which an application for review may be made under ss 77, 79, 80 or 82 in relation to the application or the permit;</p> <p>or</p> <p>b) if an application for review is made to VCAT within that period, the application is determined</p>	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available on website:
58	S 57 (5)	Copy of objection to planning permit	Made available in accordance with the public availability requirements of Section 197A until the end of the period during which an application may be made for review of a decision on the application	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge

## Freedom of Information - Part II Statement

59	S 57 (5)	Copy of every permit issued	Made available in accordance with the public availability requirements of Section 197A	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
60	S 96C (8A)	Copy of proposed permit when amendment to a planning scheme requested	Made available in accordance with the public availability requirements of Section 197A	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
61	S 97 G (6)	Copy of every permit issued under S 97F	Made available in accordance with the public availability requirements of Section 197A	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge
62	S 179	Copy of agreement	Made available in accordance with the public availability requirements of Section 197A	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge

### *Public Health and Wellbeing Act 2008*

No	Act Section	Description	Manner	Availability
63	S 26 (7)	Municipal Public Health and Wellbeing Plan  (unless S 27 applies)	Made available for inspection upon request	<input checked="" type="checkbox"/> Available on request

### *Public Interest Disclosures Act 2012*

No	Act Section	Description	Manner	Availability
64	S 59 (4)	Procedures	Unspecified	<input checked="" type="checkbox"/> Available on website

### *Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2020*

No	Act Section	Description	Manner	Availability
65	R 17	Register of caravan parks	Unspecified	<input checked="" type="checkbox"/> Available on website:

### *Road Management Act 2004*

No	Act Section	Description	Manner	Availability
66	S 19	Register of public roads	Available for inspection by any person during normal office hours at a place or premises determined by council	<input checked="" type="checkbox"/> Available on website:

\* Where documents are not available on the Council's website please contact us by phone on 03 5382 9777, email at [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au) or attend Council's offices at 18 Roberts Avenue Horsham.

\*\* Submissions from members of the public on a range of matters can be made via [our website](#).