

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 several 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 report is presented in the following sections to demonstrate how this information is made available to the public:

1. Organisational structure and functions (Statement 1)
2. Categories of documents held (Statement 2)
3. Freedom of Information (FOI) arrangements (Statement 3)
4. Publications and publicity materials (Statement 4)
5. Relevant rules, procedures and policies (Statement 5)
6. Published reports and decisions (Statement 6)

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 cannot 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 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: ORGANISATIONAL STRUCTURE 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:

- Communities and Place
- Corporate Services
- Infrastructure

The full [Organisational Structure](#) can be found on Council's website under the 'About Us' section.

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 outlined in sections 55 and 56 of the *Local Government Act 2020*. 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 is available at [Complaints, Compliments and Suggestions](#)

Freedom of Information - Part II Statement

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/
- *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

<i>Aboriginal Heritage Act 2006</i>	<i>Heritage Act 2017</i>
<i>Audit Act 1994</i>	<i>Housing Act 1983</i>
<i>Building Act 1993</i>	<i>Impounding of Livestock Act 1994</i>
<i>Building Regulations 2018</i>	<i>Independent Broad-based Anti-Corruption Commission Act 2011</i>
<i>Catchment & Land Protection Act 1984</i>	<i>Local Government (Electoral) Regulations 2020</i>
<i>Cemeteries and Crematoria Act 2003</i>	<i>Local Government (General) Regulations 2015</i>
<i>Cemeteries and Crematoria Regulations 2015</i>	<i>Local Government (Governance and Integrity) Regulations 2020</i>
<i>Child Services Act 1996</i>	<i>Local Government (Land Information) Regulations 2021</i>
<i>Child Wellbeing and Safety Act 2005</i>	<i>Infringements Act 2006</i>
<i>Children's Services Regulations 2009</i>	<i>Land Act 1958</i>
<i>Children Youth and Families Act 2005</i>	<i>Land Acquisition & Compensation Act 1986</i>
<i>Climate Change Act 2017</i>	<i>Land Acquisition & Compensation Regulations 2021</i>
<i>Community Local Law Number 1 Governance – Meeting Procedure</i>	<i>Landlord and Tenant Act 1958</i>
<i>Community Local Law Number 3</i>	<i>Liquor Control Reform Act 1998</i>
<i>Commonwealth of Australia Constitution Act</i>	<i>Livestock Disease Control Act 1994</i>
<i>Conservation, Forests and Land Act 1987</i>	<i>Local Government (Long Service Leave) Regulations 2012</i>
<i>Country Fire Authority Act 1958</i>	<i>Local Government (Planning and Reporting) Regulations 2020</i>
<i>Country Fire Authority Regulations 2014</i>	<i>Major Transport Projects Facilitation Act 2009</i>
<i>Cultural and Recreational Lands Act 1963</i>	<i>Mineral Resources (Sustainable Development) Act 1990</i>
<i>Dangerous Goods Act 1985</i>	<i>Occupational Health and Safety Act 2004</i>
<i>Development Victoria Act 2003</i>	<i>Occupational Health and Safety Regulations 2017</i>
<i>Disability Act 2006</i>	<i>Pipelines Act 2005</i>
<i>Domestic Animals Act 1994</i>	<i>Planning and Environment Act 1987</i>
<i>Domestic Building Contracts Act 1995</i>	<i>Planning and Environment Regulations 2015</i>
<i>Drugs Poisons and Controlled Substances Regulations 2017</i>	<i>Planning and Environment (Fees) Regulations 2016</i>
<i>Education and Care Services National Law Act 2010</i>	<i>Privacy and Data Protection Act 2014</i>
<i>Education and Training Reform Act 2006</i>	<i>Prevention of Cruelty to Animals Act 1986</i>
<i>Electoral Act 2002</i>	<i>Protected Disclosures Act 2012</i>
<i>Electricity Safety Act 1998</i>	<i>Public Health and Wellbeing Act 2008</i>
<i>Emergency Management Act 2013</i>	<i>Public Health and Wellbeing Regulations 2019</i>
<i>Environment Protection Act 2017</i>	<i>Public Interest Disclosures Act 2012</i>
<i>Environment Protection Regulations 2021</i>	<i>Public Records Act 1973</i>
<i>Equal Opportunity Act 2010</i>	<i>Residential Tenancies (Caravan Parks & Movable Dwellings Registration and Standards) Regulations 2024</i>
<i>Estate Agents Act 1980</i>	<i>Residential Tenancies Act 1997</i>
<i>Fair trading Act 1999</i>	<i>Road Management Act 2004</i>
<i>Family Violence Protection Act 2008</i>	<i>Road Management (General) Regulations 2016</i>
<i>Fences Act 1968</i>	<i>Road Management (Works and Infrastructure) Regulations 2015</i>
<i>Filming Approval Act 2014</i>	<i>Road Safety Act 1986</i>
<i>Fines Reform Act 2014</i>	<i>Road Safety Road Rules 2017</i>
<i>Financial Institutions Duty Act 1982</i>	<i>Road Safety (General) Regulations 2016</i>
<i>Fire Services Property Levy Act 2012</i>	<i>Road Safety (Traffic Management) Regulations 2019</i>
<i>Flora and Fauna Guarantee Act 1988</i>	<i>Road Safety (Vehicles) Regulations 2021</i>
<i>Food Act 1984</i>	<i>Rooming House Operators Act 2016</i>
<i>Freedom of Information Act 1982</i>	<i>Second Hand Dealers and Pawnbrokers Act 1989</i>
<i>Gambling Regulation Act 2003</i>	<i>Service Victoria Act 2018</i>
<i>Gender Equality Act 2020</i>	<i>Sherriff Act 2009</i>
<i>Graffiti Prevention Act 2007</i>	<i>Sport and Recreation Act 1972</i>
<i>Health Records Act 2001</i>	<i>Subdivision Act 1988</i>
<i>Heavy Vehicle National Law 2012</i>	<i>Subdivision (Fees) Regulations 2016</i>
<i>Heavy Vehicle National Law Application Act 2013</i>	<i>Subdivision (Procedures) Regulations 2021</i>
	<i>Subdivision (Registrars Requirements) Regulations 2011</i>

STATEMENT 2: CATEGORIES OF DOCUMENTS HELD

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

Before submitting a request, ring the FOI Officer on (03) 5382 9777, or email 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 \$33.60 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 AND PUBLICITY MATERIALS

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

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
- Horsham Town Hall www.horshamtownhall.com.au/
- Visit Horsham Region 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
Wimmera Libraries
Horsham Maternal & Child Health
Kalkee Road Children's & Community Hub



Instagram

Horsham Regional Art Gallery
Horsham Town Hall
Horsham Youth
Visit Horsham
Wimmera Libraries
Horsham Maternal & Child Health
Kalkee Road Children's & Community Hub



LinkedIn

Horsham Rural City Council

STATEMENT 5: RELEVANT RULES, PROCEDURES AND POLICIES

Key governance documents include:

Governance Rules; Public Transparency Policy; Community Engagement Policy; Procurement Policy; Privacy and Data Protection Policy; Records Management Policy; Gifts, Benefits and Hospitality Policy; Councillor Code of Conduct; Staff Code of Conduct; Risk Management Framework.

Operational manuals and procedures that affect the public are listed or linked where appropriate. Documents may be published in whole or with exempt information redacted.

STATEMENT 6: PUBLISHED REPORTS AND DECISIONS

HRCC publish Council meeting agendas, minutes and resolutions; planning and building decisions (as permitted by law); annual financial statements, audit and risk committee summaries; quarterly performance reports; and other final reports and submissions. Links to these materials are maintained on our website.

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>

OTHER - PUBLIC LIBRARIES

The Horsham Library 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

DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	25 August 2020	EMT	• New FOI – Part II Statement	September 2021
02	30 January 2024	EMT	• Review & update	30 January 2025
03	January 2026	EMT	• Review and update	January 2027

Appendix A - Available Documents

Building Act 1993				
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: https://www.landata.vic.gov.au/
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

Building Regulations 2018				
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

<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 hour.	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> No charge

<i>Filming Approval Act 2014</i>				
No	Act Section	Description	Manner	Availability
9	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 website

<i>Food Act 1984</i>				
No	Act Section	Description	Manner	Availability
10	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
11	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

<i>Freedom of Information Act 1982</i>				
No	Act Section	Description	Manner	Availability
12	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 website

<i>Gender Equality Act 2020</i>				
No	Act Section	Description	Manner	Availability
13	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
14	S 11(8) Public register of delegations	Council must keep a public register of delegations made under this section	Available at the Horsham Rural City Council website and available on request at Council office	<input checked="" type="checkbox"/> Available at website
15	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>
16	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>
17	S 41(1)	Expenses Policy	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
18	S 45	CEO Employment and Remuneration Policy	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
19	S 47(7)	Register of CEO's delegations	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
20	S 57	Public Transparency Policy	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:

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21	S 60	Governance Rules	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
22	S 63	Delegated Committee	N/A	Currently there are no delegated committees
23	S 64	Joint Delegated Committees	N/A	Currently there are no joint delegated committees
24	S 65	Community Asset Committee	Available at the Horsham Rural City Council website	<input checked="" type="checkbox"/> Available at website:
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>

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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 Available for inspection at Council's Office	<input checked="" type="checkbox"/> Available on request <input checked="" type="checkbox"/> Available at website: <input checked="" type="checkbox"/> No charge
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 139	Model Councillor Code of Conduct	Published at HRCC Website	<input checked="" type="checkbox"/> Available on website:
43	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

Local Government Act 1989				
No	Act Section	Description	Manner	Availability
44	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:
45	S 161(3)	Differential rates	Made available for inspection at Council's office and website*	<input checked="" type="checkbox"/> Available on website:
46	S 163 1(B)	Special rate and special charge – public notice	Available for public inspection at Council's office and website* (only applicable if the event occurs)	<input checked="" type="checkbox"/> Available on website:
47	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:

Planning and Environment Act 1987				
No	Act Section	Description	Manner	Availability
48	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>
49	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:
50	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:
51	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

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			Made available for in person inspection free of charge at Council's office during office hours	
52	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:
53	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:
54	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:
55	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:
56	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:
57	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

58	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
59	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
60	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
61	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
62	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
63	S 59 (4)	Procedures	Unspecified	<input checked="" type="checkbox"/> Available on website

Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2024

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

Road Management Act 2004

No	Act Section	Description	Manner	Availability
65	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 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](#).