



Borough of Queenscliffe

Freedom of Information Part II Information Statement

V4 - 1 July 2017

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Version Control

Version Number	Date	Modifications
1	01 May 2013	Frist version
2	01 July 2015	Updated organisation chart; updated list of Acts; updated number of library branches; inserted new fees for 2015-16; removed reference to s88 of Local Government Act (clause repealed).
3	01 July 2016	Updated organisation chart; inserted new fees for 2016-17
4	01 July 2017	Inserted new fees for 2017-18

Introduction

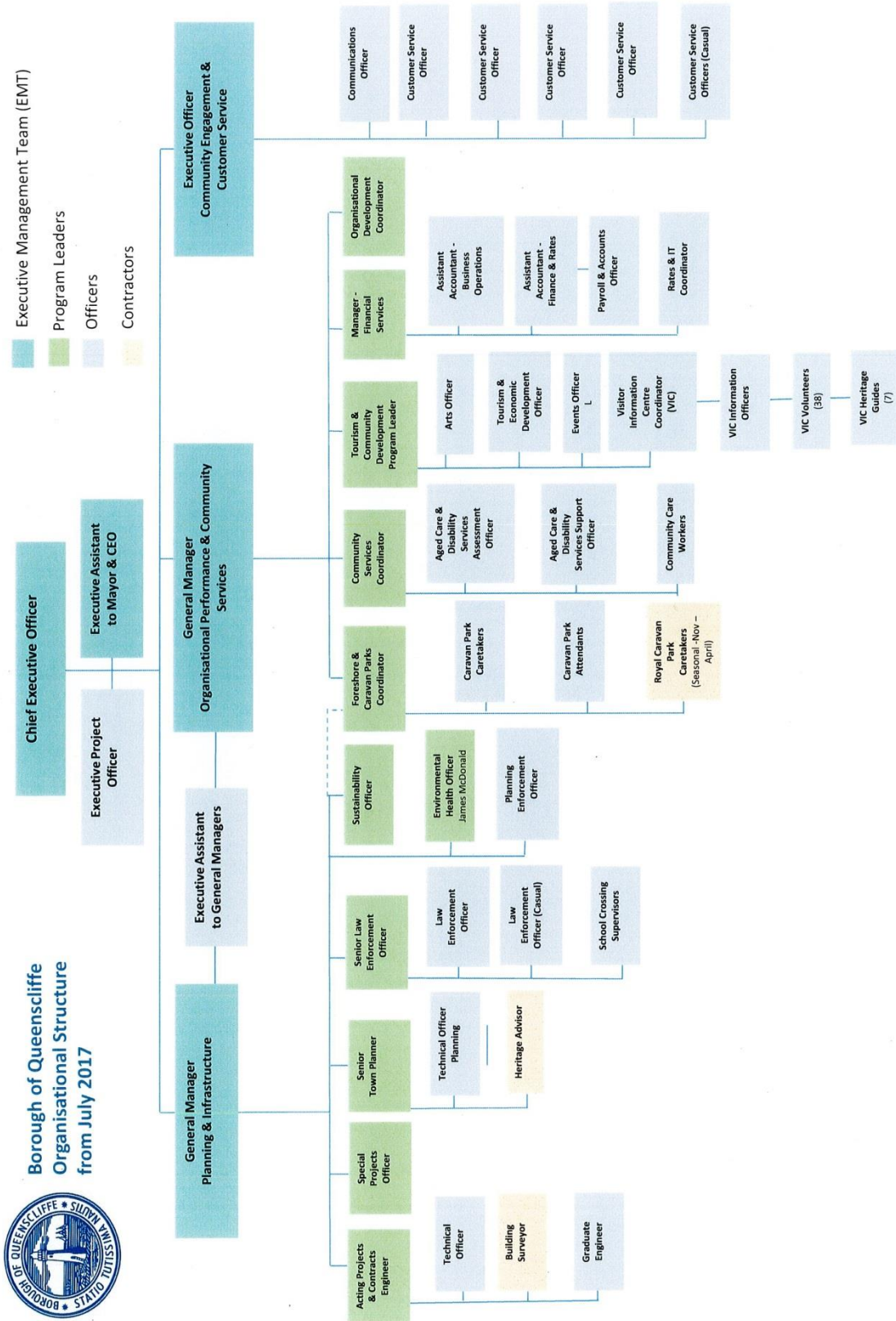
The Borough of Queenscliffe releases a large amount of information through online and print publishing, as well as in-person service provision.

Making information easily accessible reduces the need for members of the public to submit requests under the *Freedom of Information Act 1982*.

This information has been produced by the Borough of Queenscliffe in accordance with Part II of the *Freedom of Information Act 1982* and outlines the role of the Council, its key services, functions, reports and how a person can access the information they require.

Statement 1: Organisation and Functions

Council Structure



Functions of Council

The primary objective of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

In seeking to achieve its primary objective, Council manages a broad range of functions, activities and services which facilitate the following objectives:

- promoting the social, economic and environmental viability and sustainability of the municipal district;
- ensuring that resources are used efficiently and effectively and services are provided in accordance with the Best Value Principles to best meet the needs of the local community;
- improving the overall quality of life of people in the local community;
- promoting appropriate business and employment opportunities;
- ensuring that services and facilities provided by the Council are accessible and equitable;
- ensuring the equitable imposition of rates and charges;
- ensuring transparency and accountability in Council decision making.

To achieve the above objectives Council provides the following services:

- aged and disability services
- community development
- events
- maternal and child health services
- kindergarten
- environmental health
- caravan parks and boat ramp
- visitor information centre
- tourism promotion
- sustainability and environment
- coastal and environment
- waste disposal
- road maintenance and works
- engineering services
- planning and development control
- local law enforcement
- public conveniences
- street lighting
- powerline clearance
- building maintenance
- heritage services
- building control
- library services
- arts, recreation and cultural services
- governance
- administration
- customer service
- finance, risk and audit
- rates and information technology
- emergency management

Decision Making Powers

Local government is established under State legislation. The principal legislation in Victoria governing the establishment and operation of Council is the Local Government Act 1989, along with various Regulations made under that Act.

The Local Government Act gives Council many powers, duties and functions under many different pieces of legislation. In fact Council has responsibilities under more than 40 different Victorian Acts. Some of the most frequently administered Acts, Regulations and laws are:

- Borough of Queenscliffe Local Law No 1, 2010 – Processes of Municipal Governance
- Borough of Queenscliffe Local Law No 1, 2010 – Community Amenity
- Building Regulations 2006
- Coastal Management Act 1995
- Country Fire Authority Act 1958
- Crown Land (Reserves) Act 1978
- Disability Act 2006
- Domestic Animals Act 1994
- Emergency Management Act 1986
- Environment Protection Act 1970
- Freedom of Information Act 1982
- Flora and Fauna Guarantee Act 1988
- Food Act 1984
- Graffiti Prevention Act 2007
- Heritage Act 1995
- Health Act 1958
- Impounding of Livestock Act 1994
- Liquor Control Reform Act 1998
- Local Government (Electoral) Regulations 2005
- Local Government (Finance & Reporting) Regulations 2004
- Planning And Environment Act 1987
- Planning And Environment Regulations 2015
- Planning And Environment (Fees) Interim Regulations 2014
- Protected Disclosure Act 2012
- Public Health and Wellbeing Act 2008
- Public Records Act 2002
- Residential Tenancies Act 1997
- Residential Tenancies (Caravan Parks And Movable Dwellings Registration And Standards) Regulations 2010
- Road Management Act 2004
- Road Management (General) Regulations 2005
- Road Management (Works And Infrastructure) Regulations 2005
- Road Safety Act 1986
- Subdivision Act 1988
- Summary Offences Act 1966

Community Engagement and Consultation

Council consults with the community on a wide range of issues. In many cases legislation sets standards and provides minimum requirements in regard to notifications and referrals. However Council acknowledges that its community is made up of varying groups/stakeholders which may have conflicting priorities therefore several communication methods are normally used to maximise awareness and participation. Methods utilised may be a combination of the following:

- Write to every affected household/group
- Survey/other forms of formal market research
- Councils Quarterly Rates Newsletter
- Community based Newsletter/Newspapers
- Council's website
- Letter/Flier to specific area including community noticeboards
- Council organised meeting
- Media release/advertisement
- Input via advisory committee (if a relevant committee exists)
- Personal contact or meetings on site
- Attendance at community organised meetings (if organised)
- Feedback at Council offices
- Public exhibition with submissions invited
- Feedback formally requested
- Notification on-site (if appropriate)
- Portfolio or Project Reference groups

Council also provides the opportunity for any member of the public to freely ask a question relating to any issues in which Council has a direct interest or responsibility at the commencement of the Ordinary Meeting of Council held on the third Wednesday of every month.

Libraries or Reading Rooms

The Geelong Regional Library Corporation (GRLC) was formed under the provisions of Section 196 of the Local Government Act, 1989 on 4 March 1997 to provide library services within the municipal districts of Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire. GRLC provides services through a coordinated on-line network of 15 Branch Libraries and 2 Mobile Libraries.

The Queenscliff Library is located at 55 Hesse Street, Queenscliff VIC 3225. Phone (03) 5258 2017. The library features:

- Print and Multimedia collections for loan
- 4 Public Internet access PCs
- Free wifi access for library members
- Weekly Preschool Storytime sessions
- Wheelchair access (Requires staff assistance)
- 1 Public Internet access PC at wheelchair height
- Electric scooter recharge point
- Public Reading Room
- Visitor Information Centre

Opening Hours are:

- Monday & Tuesday 1.30pm – 5.00pm
- Wednesday, Thursday & Friday 10.00am – 5.00pm
- Saturday 9.30am - 12 noon (Sunday Closed)

Statement 2: Categories of Documents

The Borough of Queenscliffe creates a large number of documents and records in the course of its work. There are four main types of files maintained by Council in its central filing system.

1. General Files

Subject files contain information of a subjective nature which is not related to either property or street files. The list of file titles is wide and varied and includes Contract Management files, Leases and Agreements.

2. Street Files

These files contain information relating to a specific street or road. Not pertaining to an actual property.

3. Property Files

Property files contain information on the technical aspects of the property, including:

- Building
- Engineering
- Environmental Health
- Local Laws
- Planning
- Rates and Ownership

4. Personnel Files

These files contain information on individual employees, including personal CV's, conditions of employment, performance reviews, salaries etc.

Other types of documents that Council maintains include:

- policy, procedures and guidelines
- briefings and reports
- Aged Care & Disability Services client files
- registers
- applications and licences
- meeting records
- financial records
- audio visual material.

Secondary storage and archived files

Secondary and archival records may be stored off-site, at commercial storage facilities, as well as at the Public Records Office Victoria. Archival records which have been transferred to the Public Records Office Victoria are deemed as 'permanent retention' records and have been transferred under '*PROS 09/05 Retention and Disposal Authority of Records of Local Government Function*'.

Council's primary, secondary and archival records/files are listed on Excel spreadsheets and the movement of these files is recorded manually.

Non (hard copy) file type records

Large quantities of information are also stored and accessed using non-file media such as:

- computer tapes
- disks
- accounts, invoices, receipts
- plans
- drawings
- maps.

Statement 3: FOI Arrangements

The Freedom of Information Act establishes a legally enforceable right for the community to access information from certain records held by Council.

How to make a request

Documents under Sections 7 & 8 of the Freedom of Information Act are available to the public. Any person wanting to make a request for access to documents under the Act must:

- make a request in writing
- describe the document(s) you want to access (sufficient detail must be provided to allow Officers to identify and locate the relevant document(s))
- specify whether you want to view an original document or receive a copy of the original document
- pay the prescribed FOI application fee of \$28.40 (GST is **NOT** payable on any application fees or access charges under the FOI Act)
- send your written request and application fee made payable to Borough of Queenscliffe to:

Freedom of Information Officer
Borough of Queenscliffe
PO Box 93, (50 Learmonth Street)
Queenscliff Vic 3223

General enquiries can be made by phoning the Freedom of Information Officer on (03) 5258 1377 or via email: foi@queenscliffe.vic.gov.au

Requests will be acknowledged within 1 week and responded to as quickly as possible. (The Act requires that a decision be made within 45 days of Council receiving a request.)

Right of Appeal

If an applicant is not satisfied with Council's decision, the applicant may appeal the decision to the Freedom of Information Commissioner by writing to them at PO Box 24274, Melbourne, 3001.

Telephone: 1300 842 364. Email: enquiries@foicommissioner.vic.gov.au Web: www.foicommissioner.vic.gov.au

Statement 4: Publications

Information Available for Inspection

A range of public information that is available for public inspection is not included on Council's website. Much of this information is contained in large documents or registers, from which specific detail can be sourced.

The following documents are available for public inspection at the Council offices during normal office hours; however, for practical reasons, you may require a prior appointment.

- Current allowances fixed for the Mayor and councillors under section 74 or 74A of the Act
- Details of senior officers' total salary packages for the current financial year and the previous year
- Details of overseas or interstate travel
- Names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted
- Names of councillors who submitted returns of interest during the financial year and the dates the returns were submitted
- Agendas for and minutes of ordinary and special meetings held in the previous 12 months (except if closed to members of the public under section 89 of the Act)
- List of all special committees established by Council and the purpose for which each committee was established
- List of all special committees established by the Council which were abolished or ceased to function during the financial year
- Minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months (except if closed to members of the public under section 89 of the Act)
- The register of delegations kept under sections 87 and 98 of the Act
- List of submissions received in accordance with section 223 of the Act during the previous 12 months
- Agreements to establish regional libraries under section 196 of the Act
- List of property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council
- The register of authorised officers appointed under section 224 of the Act
- List of donations and grants made by the Council during the financial year
- List of the names of the organisations of which the Council was a member during the financial year
- Contracts required to be listed valued at \$100,000 or more.

Applications to inspect the Register of Interest (primary returns or ordinary returns of a councillor, member of a special committee or nominated officer) must be in writing to the Chief Executive Officer, on the nominated form available from Customer services, and indicate the name of the person whose records they wish to inspect.

Statement 5: Rules, Policies and Procedures

In addition to documents made available for public inspection under Section 11 of the *Local Government (General) Regulations 2004*, the *Freedom of Information Act 1982* requires Council to make available certain documents for inspection and purchase. This statement applies to documents that are provided by Council for the use or guidance of Council or its officers in:

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

This list is not an exhaustive list of documents used by Council or its officers, it is an example of the types of documents which are frequently referred to. Many of the documents are available directly for download through Council's website or by contacting the Council's Freedom of Information Officer.

Council Reports and Plans

- Annual Budget
- Annual Report
- Council Plan
- Municipal Emergency Management Plan
- Municipal Health and Wellbeing Plan

Laws and Regulations

- Borough of Queenscliffe Local Law No 1, 2010 – Processes of Municipal Governance
- Borough of Queenscliffe Local Law No 2, 2010 – Community Amenity
- Borough of Queenscliffe Local Law No 2, 2010 – Community Amenity Policy and Procedures
- Queenscliffe Planning Scheme

Policies, Strategies and Specifications

- Adopted Council policies
- Asset Management Plan
- Coastal Management Plan
- Councillor Code of Conduct
- Customer Service Charter
- Domestic Animal Management Plan
- Economic Development Plan
- Long Term Financial Strategy
- Point Lonsdale Structure Plan
- Rating Strategy
- Road Management Plan
- Tourism Infrastructure Plan
- Tree Management, Removal and Replacement Strategy

Statement 6: Report Literature

Council publishes its progress reports, final reports and records of decisions relating to policy within Council meeting minutes and they are available for download from its website.

Please note the content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of Council's website or by contacting the Freedom of Information Officer directly.