



Southern Grampians
SHIRE COUNCIL

Freedom of Information Part II Statement

Freedom of Information Act 1982 (Vic)

January 2022

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Authorised

Interim CEO Tony Doyle
Date 26 November 2021

Signature



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1. Purpose

This document has been produced by Southern Grampians Shire Council in accordance with the *Freedom of Information Act 1982* (Vic) (“the Act”).

Freedom of Information (“FOI”) provides members of the public:

- A right to information held by Ministers, state government departments, agencies, statutory authorities and local government authorities;
- A legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files.

Section 7 of FOI Act requires all agencies to publish a set of statements that describe their powers and functions, the documents and information they keep and the ways people can view or get copies of them. Its purpose is to provide an overview of the types of documents kept by the Southern Grampians Shire Council and explains the freedom of information process.

Categories	Sections of FOI Act
1. Organisation and Functions	Section 7
- Organisations and Function	Section 7(1)(a)(i)
- Decision Making Powers	Section 7(1)(a)(i)
- Consultative Arrangements	Section 7(1)(a)(i)
- Boards, Committees and Other Bodies	Section 7(1)(a)(vii)
- Library or Reading Rooms	Section 7(1)(a)(viii)
2. Categories of Documents	Section 7(1)(a)(ii)
3. Freedom of Information Arrangements	Section 7(1)(a)(iii)(v) and (vi)
4. Publications	Section 7(1)(a)(iv)
5. Rules, Policies and Procedures	Section 8
6. Report Literature	Section 11

Statement 1 - Organisation and Functions

A statement setting out particulars of the organisation and functions of the agency, indicating, as far as practicable the decision-making powers and other powers affecting members of the public that are involved in those functions and particulars of any arrangement that exists for consultation with, or representation by, bodies and persons outside the government administration in relation to the formulation of policy in, or the administration of, the agency. [Section 7(1)(a)(i)] of the Act.

A statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are a part of, or that have been established for the purpose of advising, the agency, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection. [Section 7(1)(a)(vii)] of the Act.

If the agency maintains a library or reading room that is available for public use – a statement of that fact including details of the address and hours of opening of the library or reading room. [Section 7(1)(a)(viii)] of the Act.

2. Establishment

Southern Grampians Shire Council was formed in September 1994 by the amalgamation of the former Shires of Dundas, Mt Rouse, Wannon and the City of Hamilton.

With a population of almost 16,000, Southern Grampians covers an area of 6,655 square kilometres. Hamilton is the main retail and service centre of the Shire supported by the nine smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington.

3. Principal Officer and Address

The Principal Officer for the Southern Grampians Shire Council is the Chief Executive Officer, Mr Tony Doyle

Address: 111 Brown Street, Hamilton Vic 3300

Email: council@sthgrampians.vic.gov.au

Website: www.sthgrampians.vic.gov.au

Hours: 8:15am – 5:00pm Monday to Friday

4. Location

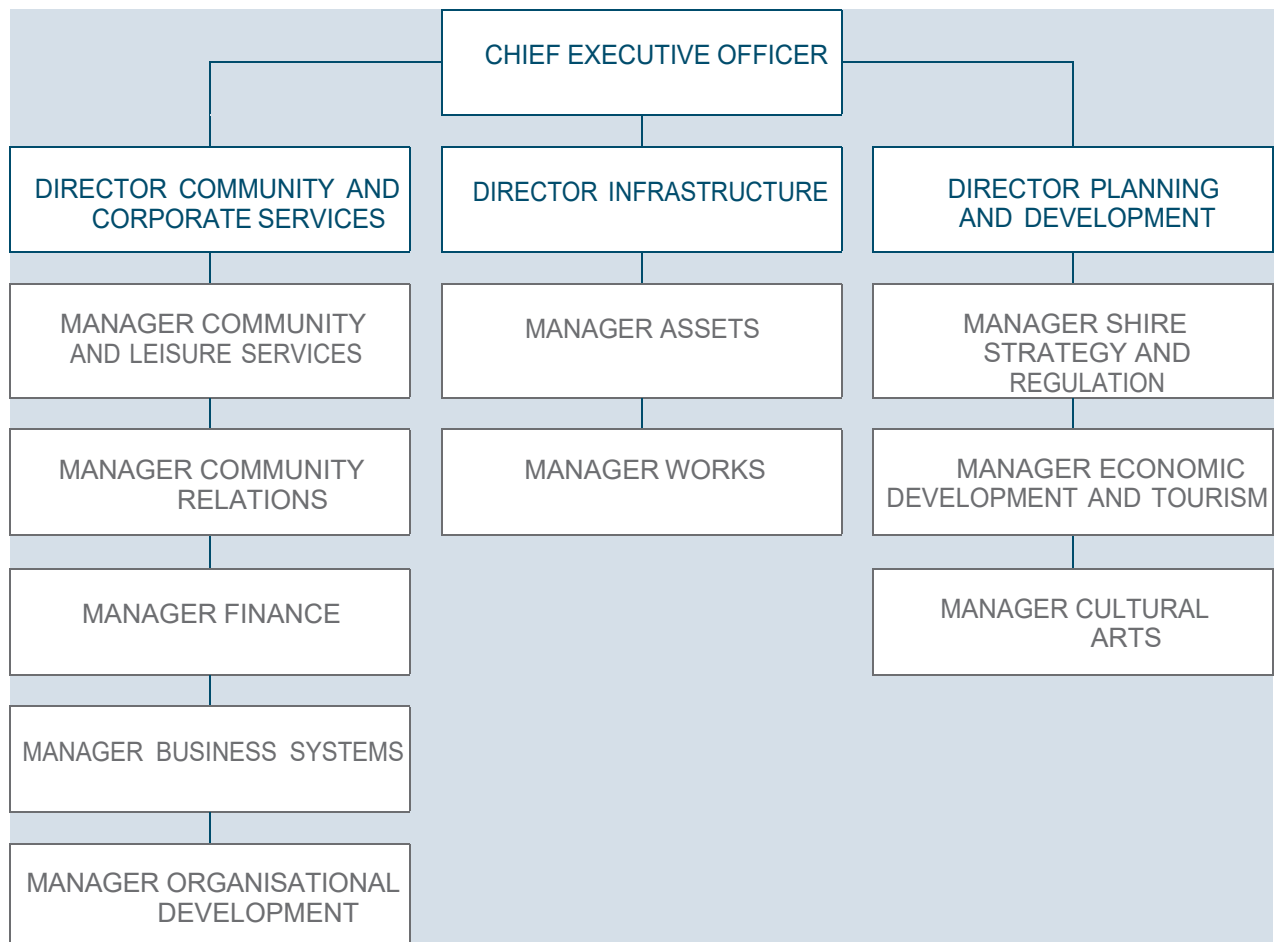
The Southern Grampians Shire spans the heart of Victoria's renowned 'Western District'. The Shire is located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

5. Fast Facts

Estimated Population	15944
Population Density	0.02 person per hectare
Land area	6,652km ² hectares
Unemployment rate	4.4%
Average weekly household income	\$1043
Average household	2.3 people

Rateable properties	10,880
Average rainfall (Hamilton)	611.1mm
Average min. temperature (Hamilton)	7.7°C
Average max. temperature (Hamilton)	19.2°C

6. Organisation Structure



7. Local Government Roles and Functions

The *Local Government Act 2020* outlines the roles, functions and powers of Victorian Councils.

Section 8 of that Act outlines the role of a Council:

- (1) The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.
- (2) A Council provides good governance if –
 - (a) It performs its role in accordance with section 9;
 - (b) The Councillors of the Council perform their roles in accordance with section 28.
- (3) In performing its role, a Council may –
 - (a) Perform any duties or function or exercise any powers conferred on a Council by or under this Act or any other Act; and

(b) Perform any other functions that the Council determines are necessary to enable the Council to perform its role.

(4) If it is necessary to do so for the purpose of performing its role, a Council may perform a function outside its municipal district.

8. Local Government Functions and Activities

To achieve the above objectives and functions, Council provides the following services:

Chief Executive Office:

- Corporate and Strategic Planning and Reporting

Community and Corporate Services:

- Financial Services
- Revenue and Property Services
- Customer and Support Services
- Information Technology and Management
- Organisational Support and Development
- Governance Services
- Councillor Support Services
- Human Resources and Recruitment
- Risk Management and Occupational Health and Safety
- Procurement and Contract Management
- Training and Development
- Maternal and Child Health
- Immunisation
- Community Events
- Community Relations
- Recreation and Leisure
- Communications and marketing
- Home and Community Care Services
- Library
- Swimming Pools

Infrastructure:

- Capital Works Program management and delivery
- Council asset maintenance
- Parks and reserves management
- Heavy plant and light fleet operations
- Waste Management
- Transfer Stations

- Regional Livestock Exchange
- Aerodrome

Planning and Development:

- Local Laws
- Environment
- Emergency Management
- Tourism
- Economic Development
- Building Services
- Statutory Planning
- Strategic Planning
- Art Gallery
- Performing Arts Centre
- Biodiversity
- Environmental Health

9. Common Administrative Functions

- Committees
- Community Relations
- Contracting
- Equipment
- Financial Management
- Fleet
- Government Relations
- Industrial Relations
- Information Management
- Legal Services
- Occupational Health and Safety
- Policy
- Property
- Publication
- Reporting
- Staff Development
- Strategic Management
- Technology and Telecommunications

10. Decision Making Powers

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

By Resolution

Council exercises its decision-making powers at Council meetings.

These meetings are generally held on the second Wednesday of each month in the Council Chambers at Market Place, Hamilton and start at 5.30 pm. All meetings are open to the public; however, consideration of some items may take place confidentially in accordance with sections 66 of the *Local Government Act 2020*.

The dates of all meetings are published on the Council website. Agendas for all meetings are made available on the Council's website and in hard copy upon request, generally the Thursday prior to the meeting, and minutes in the same format are available to the public within one week after the meeting.

Council's Governance Rules document the manner of voting and making of resolutions of Council.

Through others acting on its behalf

The *Local Government Act 2020* makes express provision for the appointment of delegates to act on behalf of Councils.

Most Council decision-making power is allocated by formal delegations. These Instruments of Delegation are available for public inspection. The decision of a delegate of Council is deemed to be a decision by Council.

11. Consultative Arrangements and Representation

Council is required to consult with other persons and bodies in relation to its activities and the impact on internal and external stakeholders. This is done in a number of ways including:

- Community sessions at all towns with issues discussed being both those determined by the local community and information on significant activities of Council.
- Community Satisfaction Surveys conducted for almost all Victorian Councils. Over 400 residents are asked for their views on a range of topics relating to Council services and functions.
- Ongoing feedback and discussion with service recipients / users. Many of Council's services and functions involve direct service provision allowing constant opportunity for staff to gauge how well services are meeting recipient's needs and the satisfaction level of those service recipients.
- Regular meetings with user groups of facilities. Meeting regularly occur with users of specific facilities, not only on the use of a particular facility, but also in order to gain a more general view of planning for future priorities. The discussions at such meetings often assist in the preparation of various development plans and strategies.
- Meetings with various industry and business groups regularly occur on a range of general and specific matters, ranging from specific operational activities to very broad development proposals or opportunities.
- Public meetings on specific proposals or strategies are held on the need arises, providing opportunities to explain proposals and gain feedback on their final development.
- Providing copies of all documents for which community comment is sought, and information on how to provide that comment, on Council's website and at Council's offices.

- Involving members of the public in Council Meetings through deputations, petitions and questions on notice.
- Adherence with Council's Community Engagement Policy.

Each year Council appoints its representatives/delegates to a range of organisations, groups and committees, which provides a two-way information stream and assists in the formulation of policy and the administration of the Council.

Council has appointed representatives to the following bodies:

Committees Required by Legislation

Audit and Risk Committee

Municipal Emergency Management Planning Committee

Delegated Committees

Planning Committee

Advisory Committees Established by Council

Hamilton Regional Livestock Exchange Advisory Committee

CEO Employment and Remuneration Advisory Committee

Committees Established by Other Bodies

MAV Delegate

Great South Coast Group

Rural Councils Victoria

Barwon South West Waste and Resource Recovery Group

Green Triangle Action Group

Rail Freight Alliance

Community Asset Committees

Coleraine Sporting Grounds Committee

Coleraine Mechanics Hall

Cavendish Memorial Hall

Carapook Hall

Nareen Hall

Konongwootong Hall

12. Library and Reading Rooms

The Shire Library is located at 105 Brown Street, Hamilton. The library operates as part of the Central Highlands Libraries Group and offers 24 hour online access to a large range of resources via the website:

www.centralhighlandslibraries.org.au

The Hamilton Branch is open six days a week and the purpose built Mobile Library visits towns and communities across the Shire.

Opening hours for the Hamilton Library are from 10am – 5.30pm, Monday through Friday and 9.30am – 12.00pm on Saturdays.

The Mobile Library hours vary and are available on Council's website www.sthgrampians.vic.gov.au/library

13. Acts Administered

Council performs its functions through the enforcement and administration of a large number of Acts and Regulations including:

- *Aboriginal Heritage Act 2006;*
- *Associations Incorporation Reform Act 2012;*
- *Building Act 1993;*
- *Catchment And Land Protection Act 1994;*
- *Charter of Human Rights and Responsibilities Act 2006;*
- *Children Youth And Families Act 2005;*
- *Climate Change Act 2010;*
- *Conservation, Forests And Land Act 1987;*
- *Country Fire Authority Act 1958;*
- *Cultural And Recreational Lands Act 1963;*
- *Dangerous Goods Act 1985;*
- *Disability Act 2006;*
- *Domestic Animals Act 1994;*
- *Education and Care Services National Law Act 2010;*
- *Education and Training Reform Act 2006;*
- *Electricity Safety Act 1998;*
- *Emergency Management Act 2013;*
- *Environment Protection Act 2017;*
- *Estate Agents Act 1980;*
- *Fences Act 1968;*
- *Filming Approval Act 2014;*
- *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;*
- *Public Records Act 1973;*
- *Road Management Act 2004;*
- *Road Safety Act 1986;*
- *Second Hand Dealers and Pawnbrokers Act 1989;*
- *Sex Work Act 1994;*
- *Sheriff Act 2009;*
- *Sport and Recreation Act 1972;*
- *Subdivision Act 1988;*
- *Summary Offences Act 1966;*
- *Transfer of Land Act 1958;*
- *Transport Integration Act 2010;*
- *Transport (Safety Schemes Compliance and Enforcement) Act 2014;*
- *Urban Renewal Authority Victoria Act 2003;*
- *Valuation Of Land Act 1960;*
- *Victoria Grants Commission Act 1976;*
- *Victoria State Emergency Service Act 2005;*
- *Victorian Inspectorate Act 2011;*
- *Water Act 1989;*
- *Building Regulations 2006;*
- *Country Fire Authority Regulations 2004;*
- *Dangerous Goods (Explosives) Regulations 2011;*
- *Drugs, Poisons And Controlled Substances Regulations 2006;*
- *Geothermal Energy Resources Regulations 2006;*
- *Infringements (General) Regulations 2006;*
- *Land Acquisition And Compensation Regulations 2010;*

- *Heavy Vehicle National Law 2012;*
- *Heavy Vehicle National Law Application Act 2013;*
- *Heritage Act 1995;*
- *Housing Act 1983;*
- *Impounding Of Livestock Act 1994;*
- *Independent Broad-Based Anti-Corruption Commission Act 2011;*
- *Infringements Act 2006;*
- *Land Act 1958;*
- *Land Acquisition and Compensation Act 1986;*
- *Liquor Control Reform Act 1998;*
- *Local Government Act 1989;*
- *Local Government Act 2020;*
- *Magistrates' Court Act 1989;*
- *Major Transport Projects Facilitation Act 2009;*
- *Metropolitan Fire Brigades Act 1958;*
- *Mineral Resources (Sustainable Development) Act 1990;*
- *National Parks Act 1975;*
- *Pipelines Act 2005;*
- *Planning and Environment Act 1987*
- *Privacy and Data Protection Act 2014;*
- *Public Interest Disclosures Act 2012;*
- *Public Health and Wellbeing Act 2008;*
- *Local Government (Electoral) Regulations 2020*
- *Local Government (Long Service Leave) Regulations 2021;*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Local Government (Land Information) Regulations 2021*
- *Local Government (Planning And Reporting) Regulations 2020;*
- *Occupational Health And Safety Regulations 2007;*
- *Public Health And Wellbeing Regulations 2009;*
- *Road Safety Road Rules 2009;*
- *Road Safety (General) Regulations 2009;*
- *Road Safety (Traffic Management) Regulations 2009;*
- *Road Safety (Vehicles) Regulations 2009;*
- *Subdivision (Fees) Further Interim Regulations 2014;*
- *Subdivision (Procedures) Regulations 2011;*
- *Subdivision (Registrar's Requirements) Regulations 2011.*

Council also performs its functions through the enforcement and administration of Local Laws. Southern Grampians Shire Council has one Local Law:

- Community Local Law No 1 of 2015; and

Statement 2 - Categories of Documents

A statement of the categories of documents that are maintained in the possession of the agency. [Section 7(1)(a)(ii)] of the Act.

14. Record Keeping System

Council uses HPE Content Manager as its Electronic Document and Records Management System (EDRMS). The system is designed to be a compliant records management system which has the capacity to manage the lifecycle of records regardless of their format.

The system is used to manage electronic documents, and digitised paper records including inwards correspondence.

The electronic document system, adopted in 2011, contains all current subject, property and contract files which are registered in Content Manager (CM), with physical records stored at the Brown Street Office, Market Place Office and Monivae Street archive facility.

Physical subject based files (01/10/1994 – 30/06/2011) are stored at the Monivae Street archive facility with digital copies generally available within CM.

Legacy files from the former Councils pre 1995 are hard copy only, and stored at the Monivae Street archive facility.

In addition to the centralised records, many Departments also maintain their own hard copy and electronic records.

Civica Authority is also used as a corporate information system, and holds information regarding animal registration, general registers, customer requests, human resources and payroll, rates, building services, land use planning, planning, and general finance information.

Records are destroyed in accordance with the *Public Records Act 1973*.

The following categories of documents are maintained in the possession of Council:

- Animal Control
- Building
- Committees and Meetings
- Community Services
- Contract Management
- Corporate and Strategic Management
- Council Property Management
- Enterprise Management
- Environment and Waste Management
- Environmental Health
- Financial Management
- Fire and Emergency Management
- Fleet Management
- Governance
- Government Relations
- Human Resources

- Information Management
- Legacy Classification
- Legal Counsel
- Occupational Health and Safety
- Planning and Land Use
- Policy
- Public Relations
- Publications
- Rates and Valuations
- Recreation and Cultural Services
- Reporting
- Service Infrastructure Management
- Socio-Economic Development and Tourism
- Technology and Equipment

15. Principal Records

Documents maintained in the possession of Council include:

Animal Control - Advice	Contract Management - Tendering Process
Animal Control – Animal Registration	Corporate and Strategic Management - Authorisations and Delegations
Animal Control - Complaints	Corporate and Strategic Management – Customer Service
Animal Control - Control	Corporate and Strategic Management - Fraud
Animal Control – Domestic Animal Business Registration	Corporate and Strategic Management - Grant Allocations
Animal Control - Enforcement	Corporate and Strategic Management – Grants Received
Animal Control - Microchipping	Governance – Local Laws Permits
Animal Control - Permits	Government Relations – Advice
Building - Advice	Government Relations – Appointments
Building - Audits	Government Relations – Inquiries
Building – Building Permits	Government Relations – Joint Ventures
Building - Complaints	Government Relations – Representations

Building – Property Folders	Government Relations – Submissions
Building - Registers	Government Relations – Visits
Committees and Meetings – Advisory Committees	Human Relations
Committees and Meetings - Council Management Committees	Information Management – Acquisition
Committees and Meetings – External Meetings	Information Management – Audit
Committees and Meetings – Facilitation of Meetings	Information Management – Control
Committees and Meetings – Internal Meetings	Information Management – Customer Service
Community Services – Aged and Disability	Information Management – Disposal and Transfer
Community Services – Children and Family	Information Management – Freedom of Information
Community Services – Community Transport	Information Management – Historical Information Library
Community Services – Compliance	Information Management – Mail Management
Community Services – Health Promotion	Information Management - Privacy
Community Services – Youth	Information Management - Storage
Contract Management – Administration	Legacy
Contract Management – Agreements	Legal
Contract Management - Contracts	Occupational Health and Safety
Contract Management - Quotations	Planning and Land Use - Advice
Contract Management – Registers	Planning and Land Use - Complaints
Corporate and Strategic Management - Insurance	Planning and Land Use – Heritage Sites
Corporate and Strategic Management – Organisational Structuring	Planning and Land Use – Planning Permits
Corporate and Strategic Management - Planning	Planning and Land Use – Planning Permits Non Property Related

Corporate and Strategic Management – Register of Interests	Planning and Land Use – Planning Scheme Amendments
Corporate and Strategic Management – Risk Management	Planning and Land Use – Planning Scheme Management
Council Property Management - Acquisition	Planning and Land Use – Property Folders
Council Property Management – Advice	Planning and Land Use – Register
Council Property Management – Audits	Planning and Land Use - Strategic Planning
Council Property Management – Construction and Renovation	Policy - Council Policy
Council Property Management – Disposal	Policy – Government Policy
Council Property Management – Facility Hire	Policy – Policy Development
Council Property Management – Heritage	Policy – Procedures
Council Property Management – Insurance	Policy – Reference Material
Council Property Management – Leases	Public Relations - Advice
Council Property Management – Leasing-out	Public Relations - Competitions and Awards
Council Property Management – Maintenance	Public Relations - Complaints
Council Property Management – Stock Allocation	Public Relations - Customer Service
Enterprise Management	Public Relations - Donations Received
Environment and Waste Management - Advice	Public Relations - Events
Environment and Waste Management - Complaints	Public Relations - Fund Raising
Environment and Waste Management - Ecosystem Management	Public Relations - Greetings
Environment and Waste Management - Enforcement	Public Relations - Liaison
Environment and Waste Management - Liaison	Public Relations - Marketing and Promotion
Environment and Waste Management - Programs	Public Relations - Media Relations

Environment and Waste Management – Sustainability	Public Relations - Presentation and Speeches
Environment and Waste Management – Waste Archived Folders	Public Relations - Sponsorship
Environment and Waste Management – Waste Facility Management	Public Relations - Visits and Tours
Environment and Waste Management – Waste Services	Rates and Valuations - Complaints
Environmental Health – Advice	Rates and Valuations – Property Folders
Environmental Health – Complaints	Rates and Valuations – Property Valuations
Environmental Health – Immunisation	Rates and Valuations – Rates Management
Environmental Health – Infectious Disease	Recreation and Cultural Services – Advice
Environmental Health – Programs	Recreation and Cultural Services – Art and Heritage Collections
Environmental Health – Property Folders	Recreation and Cultural Services – Community Contacts
Financial Management – Accounting	Recreation and Cultural Services - Education
Financial Management – Accounts Payable	Recreation and Cultural Services - HILAC
Financial Management – Accounts Receivable	Recreation and Cultural Services - Liaison
Financial Management – Assets	Recreation and Cultural Services - Membership
Financial Management – Authorisations	Recreation and Cultural Services - Planning
Financial Management – Budgeting and Forecasting	Recreation and Cultural Services - Productions
Financial Management – External Audits	Recreation and Cultural Services - Programs
Financial Management – Financial Returns	Reporting – Administrative
Financial Management – Financial Statements	Reporting – Annual
Financial Management – Internal Reviews and Audits	Reporting – Financial
Financial Management – Investments	Reporting – Functional

Financial Management – Loans	Reporting – Reference Material
Financial Management – Payroll	Service Infrastructure Management – Advice
Financial Management – Taxation	Service Infrastructure Management – Assets
Fire and Emergency Management - Appointments	Service Infrastructure Management - Complaints
Fire and Emergency Management - Audits	Service Infrastructure Management - Development
Fire and Emergency Management - Authorisations	Service Infrastructure Management - Drainage
Fire and Emergency Management - Communications	Service Infrastructure Management - Enforcement
Fire and Emergency Management – Disaster Response	Service Infrastructure Management - Parks and Gardens
Fire and Emergency Management - Notifications	Service Infrastructure Management – Permit Allocation
Fire and Emergency Management - Programs	Service Infrastructure Management – Roads, Streets and Bridges
Fire and Emergency Management – Recovery	Service Infrastructure Management – Traffic Management
Fleet Management – Accidents	Service Infrastructure Management - Works
Fleet Management – Acquisitions	Socio-economic Development and Tourism - Advice
Fleet Management – Construction Plant	Socio-economic Development and Tourism - Education
Fleet Management – Disposal	Socio-economic Development and Tourism - Liaison
Fleet Management – Infringements	Socio-economic Development and Tourism – Marketing and Promotion
Fleet Management – Insurance	Socio-economic Development and Tourism - Programs
Fleet Management – Leasing	Socio-economic Development and Tourism – Research and Statistics
Fleet Management – Maintenance	Socio-economic Development and Tourism – Visitor Information Sessions

Fleet Management - Usage	Technology and Equipment - Acquisition and Leasing
Governance – Advice	Technology and Equipment - Advice
Governance – Compliance	Technology and Equipment - Audit
Governance - Council Meetings	Technology and Equipment - Disposal
Governance – Councillor Training and Development	Technology and Equipment - Licenses
Governance - Councillor Travel	Technology and Equipment - Maintenance
Governance – Election	Technology and Equipment - Security
Governance – Election Process	Technology and Equipment - Systems Administration
Governance – Electoral Reviews	Technology and Equipment - Systems Change Management
Governance – Local Laws	Technology and Equipment - Systems Development

Statement 3 - Freedom of Information Arrangements

A statement of the material that has been prepared by the agency under Part II of the Act for publication or for inspection by members of the public, and the places at which a person may inspect or obtain that material. [Section 7(1)(a)(iii)] of the Act.

A statement of the procedure to be followed by a person when a request for access to a document is made to the agency. [Section 7(1)(a)(v)] of the Act.

A statement designating by name the officer or officers responsible within each agency for the initial receipt of and action upon, requests for access to a document. [Section 7(1)(a)(vi)] of the Act.

16. Published Information on Freedom of Information

Copies of the following material prepared by Council under Part II for Publication or Inspection by the Public can be inspected at Council's offices and are available from the Southern Grampians Shire Council website.

Statement 1: Organisation and Functions

Statement 2: Categories of Documents

Statement 3: FOI Arrangements

Statement 4: Publicity Services

Statement 5: Documents available for Inspection or Purchase under s.18

Statement 6: Documents on Reports under s.11.

Much of the information included in these information statements can be found in the Council's Annual Report and on the Council's website.

17. Documents Available for Inspection

Council is required by the *Local Government Act 2020* to maintain a public transparency policy that describes the ways in which Council information is to be made publicly available and specify which Council information must be publicly available, including all policies, plans and other reports required under the Act and any other Act.

Documents can be viewed at the Southern Grampian Shire Council Office at 111 Brown Street, Hamilton from 8.15 am to 5.00 pm Monday to Friday; however, for practical reasons, an appointment may be required.

For the purposes of Council's public transparency policy, publicly available information includes:

Council information required under the Act (and the Local Government Act 1989) to be made available on Council's website:

- Agendas and Minutes of Council Meetings and Delegated Committees;
- Local Laws and Governance Rules;
- Council Plan and Annual Report;
- Council Budget and Strategic Resource Plan;
- Code of Conduct – Councillors;
- Summary of Election Campaign Donation Returns;
- Summary of Personal Interest Returns; and

- Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

Other Council documents and information to ensure the community is informed about Council's operations and functions:

- Adopted Council policies, plans and strategies;
- Project and service plans;
- Terms of Reference or Charters for Council Committees and Groups;
- Consultations and community engagement processes undertaken by Council;
- Reporting from Advisory Committees, Delegated Committees and User Groups to Council;
- Audit and Risk Committee performance reporting;
- Relevant technical reports and/or research that informs decision making;
- Application processes for approvals, permits, grants and access to Council services;
- Submissions made by Council;
- Register of planning permits and applications;
- Register of Building Permits, Occupancy Permits and temporary approvals;
- FOI Part II Statement; and
- Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

Council documents and information to ensure the community is informed about Council's operations and functions that will be made available for inspection on request:

- Registers of Delegation;
- Register of gifts, benefits and hospitality offered to Councillors or Council staff;
- Register of overseas and interstate travel undertaken by Councillors or Council staff;
- Register of conflicts of interest disclosed by Councillors or Council staff;
- Register of donations and grants made by Council;
- Register of leases entered into by Council, as lessor and lessee;
- Register of authorised officers;
- Submissions received under section 223 of the Local Government Act 1989 until its repeal or received through a community engagement process undertaken by Council (if those submissions are not part of a Council report); and
- Any other registers or records required to be made available for public inspection under legislation.

Publications

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Council. For more information, call Council on 03 5573 0444 for a copy.

Council provides documents outside the FOI process. Documents Council has a legislative requirement to make available to the public are set out below and depending on the document, may be available for viewing online or for public inspection in person.

Record	Type	Compliance	Section	Act	Access	Charge
Local Government (General) Regulations 2015						
Travel	Register	A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including— (i) the name of the Councillor or member of Council staff; and (ii) the dates on which the travel began and ended; and (iii) the destination of the travel; and (iv) the purpose of the travel; and (v) the total cost to the Council of the travel, including accommodation costs.	r.12(a)	<i>Local Government (General) Regulations 2015</i>	Public	None
Agendas & Minutes	Agendas & Minutes	The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act.	r.12(b)	<i>Local Government (General) Regulations 2015</i>	Public	None
Minutes	Minutes	The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act.	r.12(c)	<i>Local Government (General) Regulations 2015</i>	Public	None

Register of Delegations	Register	A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act.	r.12(d)	<i>Local Government (General) Regulations 2015</i>	Public	None
Leases	Register	A document containing details of all leases involving land which were entered into by the Council	r.12(e)	<i>Local Government (General) Regulations 2015</i>	Public	None
Authorised Officers	Register	A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;	r.12(f)	<i>Local Government (General) Regulations 2015</i>	Public	None
Donations & Grants	Register	A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.	r.12(g)	<i>Local Government (General) Regulations 2015</i>	Public	None

Local Government Act 2020

Audit and Risk Committee Performance Reporting	Document	An Audit and Risk Committee must provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting	s54(4)(b)	<i>Local Government Act 2020</i>	Public	None
Campaign Donation Returns	Document	The Chief Executive Officer must ensure that a copy of an election campaign donation return is available on the Council's Internet site until the close of the roll for the next general election	s. 308	<i>Local Government Act 2020</i>	Public	None
Councillor Expense 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.41	<i>Local Government Act 2020</i>	Public	None

Councillor Code of Conduct	Document	A Council must make available a Councillor Code of Conduct	s.139	<i>Local Government Act 2020</i>	Public	None
Summary of Personal Interests	Register	The Chief Executive Officer must publish the summary of personal interests on the Council's Internet site and ensure the summary of personal interests is available for inspection at the Council office.	s.135(3) (a) & (b)	<i>Local Government Act 2020</i>	Public	None
Proposing a Local Law	Document	When making a local law, Council must publish a notice stating the objectives of the proposed local law and the intended effect of the proposed local law and make a copy of the proposed local law available for inspection at the Council's office and on the Council's Internet site.	s.73	<i>Local Government Act 2020</i>	Public	None
Budget	Document	A Council must make available a copy of the budget or revised budget.	s.94 & 95	<i>Local Government Act 2020</i>	Public	None
Annual Report	Document	A Council must make available a copy of Annual report	s.131(11)	<i>Local Government Act 2020</i>	Public	None
Differential Rates	Document	A Council which declares a differential rate must ensure that copies of the following information are available on its Internet website and for public inspection at the Council office - (b) the objectives of the differential rate; (c) the rate and amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents; any other information which the Council considers it necessary to make available	s.94(2)(f) & (i)	<i>Local Government Act 2020</i>	Public	None

Procurement Policy	Document	A Council must make available a copy of the current procurement policy.	s.108	<i>Local Government Act 2020</i>	Public	None
Information relating to land to inspectors of livestock	Document	If a member of the police force is investigating any matter relating to a Council and it appears to the Secretary that he or she should have access to Council records the Secretary may in writing authorise the inspection of the records.	s.388	<i>Local Government Act 2020</i>	Secretary	None

Building Act 1993

Register of Building, Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all building permits given to it and make the register available during office hours for any person to inspect free of charge.	s.31(2)	<i>Building Act 1993</i>	Public	None
Register of Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available during office hours for any person to inspect free of charge.	s.74(2)	<i>Building Act 1993</i>	Public	None
Register of Orders	Register	Council required to keep a register of all emergency orders, building notices or building orders given to Council, and make the register available during office hours for any person to inspect free of charge.	s.126(2)	<i>Building Act 1993</i>	Public	None

Building Regulations 2018

Building Permits	Document	Duty to make documents available on request of owner or mortgagee or person authorised in writing by owner or mortgagee	r.50	<i>Building Regulations 2018</i>	Owner or mortgagee	None
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Catchment and Land Protection Act 1994

Roadside weed and pest animal management plan	Document	Duty to ensure that copies of the approved roadside weed, and pest animal management plan are available for inspection during normal office hours	s.22I(2)	<i>Catchment and Land Protection Act 1998</i>	Public	None
Roadside weed and pest animal management plan	Document	Duty to ensure that a consolidated version of its approved roadside weed, and pest animal management is available for inspection	s.22M(2)	<i>Catchment and Land Protection Act 1998</i>	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)	<i>Country Fire Authority Act 1958</i>	Public	None
Domestic Animals Act 1994						
Dog & Cat Register	Register	Council required to keep a register of all registered dogs and cats, and make the register available during office hours for any person to inspect, upon payment of a fee fixed by Council. A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat.	s.18	<i>Domestic Animals Act 1994</i>	Public	None
Environment Protection Act 1970						

Licensing of Premises/ Works Approval referral	Document	A responsible authority to which a copy of an application has been referred under paragraph (a) of this subsection must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge	s.20(8)(b) a)	<i>Environment Protection Act 1970</i>	Public	None
Amendment of Licence	Document	A responsible authority to which a copy of an application is referred under paragraph (a) must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge	s.20A(6)(ba)	<i>Environment Protection Act 1970</i>	Public	None

Food Act 1984

Food Safety Audits	Document	The council must ensure that the method of determining the reasonable costs of an audit payable under subsection (2) and the criteria fixed under subsection (3) are available for inspection by the public.	s.19U(4)	<i>Food Act 1984</i>	Public	None
Food Safety Audits	Document	The council must ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public.	s.19UA(5)	<i>Food Act 1984</i>	Public	None
Registration	Document	If a person requests information held in the records in relation to a particular food premises, the registration authority must make that information available to the person free of charge.	s.43(3)	<i>Food Act 1984</i>	Public	None

Freedom of Information Act 1982

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

<p>Planning Scheme Amendments</p>	<p>Document</p>	<p>(1) The planning authority may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if— (a) the planning authority has decided whether or not to adopt the amendment; or (a) 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.</p>	<p>s.26(1) and (2)</p>	<p><i>Planning & Environment Act 1987</i></p>	<p>Public</p>	<p>None</p>
<p>Planning Scheme Amendments</p>	<p>Document</p>	<p>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.</p>	<p>s.4H</p>	<p><i>Planning & Environment Act 1987</i></p>	<p>Public</p>	<p>None</p>
<p>Planning Scheme Amendments and schemes (approved)</p>	<p>Register</p>	<p>The planning authority must make the copy of an approved amendment and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.</p>	<p>s.41</p>	<p><i>Planning & Environment Act 1987</i></p>	<p>Public</p>	<p>None</p>

Planning Scheme Amendments and schemes (approved)	Register	Council must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under section 40 available at their respective offices for any person to inspect during office hours free of charge.	s.42	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Register	Council required to keep a register of all applications for permits and all decisions and determinations relating to permits, and make the register available during office hours for any person to inspect free of charge	Part 4, Division 1. s.49(1) & (2)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Register	(1) The responsible authority must keep a register containing the prescribed information in respect of— (a) all applications for permits; and (b) all decisions and determinations relating to permits. (2) The responsible authority must make the register available during office hours for any person to inspect free of charge.	s.51 s.57(5)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Document	The responsible authority must make a copy of every objection available at its office for any person to inspect during office hours free of charge until the end of the period during which an application may be made for review of a decision on the application.	s.57(5)	<i>Planning & Environment Act 1987</i>	Public	None

Planning Permit Applications	Document	The Minister and the first responsible authority must make a copy of every permit issued under section 97F available at their respective offices for inspection by any person during office hours free of charge.	s.97G(6)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Permit Applications	Document	The responsible authority must keep a copy of each agreement indicating any amendment made to it available at its office for any person to inspect during office hours free of charge.	s.179(2)	<i>Planning & Environment Act 1987</i>	Public	None
Planning & Environment Regulations 2015						
Planning Permit Applications	Document	Duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	r.25(a) and r.25(b)	<i>Planning & Environment Regulations 2015</i>	Public	None
Protected Disclosure Act 2012						
Protected Disclosure	Procedures Document	Duty to make procedures established under s.58 available to the public and to staff and Councillors	s.59(4)	<i>Protected Disclosure Act 2012</i>	Public	None
Public Health & Wellbeing Act 2008						
Public Health & Wellbeing Plan	Document	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	s.26(7)	<i>Public Health & Wellbeing Act 2008</i>	Public	None
Road Management Act 2004						
Register of Public Roads	Register	A road authority must ensure that the register of public roads is available for inspection by members of the public free of charge, during normal business hours, at the place or places determined by the road authority.	s.19(5)	<i>Road Management Act 2004</i>	Public	None
Road Management (General) Regulations 2016						

Road Management Plan Review	Document	Duty to produce written report of review of road management plan and make report available for copying or inspection.	r.9(2)	<i>Road Management (General) Regulations 2016</i>	Public	None
Subdivision (Procedures) Regulations 2011						
Subdivision Permits	Register	Council has a duty to make a register available for inspection during office hours, free of charge	r.33(4)	<i>Subdivision (Procedures) Regulations 2011</i>	Public	None
Water Act 1989						
Subdivision Permits	Register	Council has a duty to make a register available for inspection during office hours, free of charge	r.33(4)	<i>Subdivision (Procedures) Regulations 2011</i>	Public	None

18. FOI Access Arrangements

Requests for access to all Council's documents are coordinated by the Council's Freedom of Information Officer.

Requests for access to records of other agencies, held in the custody of Council, should be sent directly to those agencies. Where such requests are received directly by Council, the requests will normally be transferred to the agency concerned in accordance with section 8 of the Act.

Freedom of Information requests must be made in writing (e.g. application form from Council website, letter or email) and accompanied by the prescribed application fee which is currently \$30.10. The fee is increased annually in accordance with the *Monetary Units Act 2004* and applicants should check the web site or contact Council offices at the time of making their application to find out the current fee.

Not all documents are available for request under the Act, there are a number of situations in which a Council may refuse access e.g. documents which affect the protection of public interest, private and business affairs, undermine law enforcement or contain certain confidential information.

These may include but are not limited to:

- Internal working documents
- Law enforcement documents
- Documents attracting legal professional privilege, such as legal advice
- Documents affecting personal privacy
- Material obtained in confidence (but not business, commercial or financial information)
- Documents relating to trade secrets (both of Council and external entities)

The application fee may be waived or reduced if payment of the fee would cause hardship to the applicant. If applicants consider they are entitled to have the application fee waived, they

should submit a request with supporting documentation (such as a pension or health care card).

Requests may be lodged the following ways:

By post addressed to the FOI Officer, Southern Grampians Shire Council, Locked Bag 685, Hamilton 3300; or

By email to foi@sthgrampians.vic.gov.au

An application form is available on Council's website www.sthgrampians.vic.gov.au

The Freedom of Information Officer will respond to your request as quickly as possible. (The Act requires that a decision be made within 30 days of Council receiving a request or extended to 45 days if third party consultation is required.)

Where the Freedom of Information Officer decides to refuse, partially grant or defer access, the applicant will be notified in writing of the reason for refusal, partial access or deferral.

19. Officers responsible for requests to access documents

- (a) For initial receipt of and action upon FOI requests;
- (b) For inspection or purchase of Part II Statements on categories of documents, FOI arrangements and Publicity Services;
- (c) For initial receipt of an action upon FOI requests of records of other agencies in custody of the Southern Grampians Shire Council;
- (d) For inspection or purchase of documents available under section 8 of the FOI Act; and
- (e) For inspection of documents found relevant to FOI request, including listening to or viewing a tape.

The responsible officer at Council is:

Freedom of Information Officer
Southern Grampians Shire Council
111 Brown Street, Hamilton
Telephone: 5573 0425
Email: foi@sthgrampians.vic.gov.au

20. Right of Appeal

If an applicant is dissatisfied with the Freedom of Information Officer's decision the applicant may appeal the decision to the FOI Commissioner for review:

Victorian Information Commissioner
PO Box 24274
Melbourne, VIC 3000
Tel: 1300 006 842
Email: enquiries@foicommissioner.vic.gov.au
Web: www.foicommissioner.vic.gov.au

21. Identification of Documents

FOI requests must contain sufficient detail concerning the document to enable the agency to identify it.

Information about the subject and the approximate date of the document(s) sought should be indicated as precisely as possible.

Where a request fails to provide the necessary information to sufficiently identify the document(s) requested, the FOI Officer will assist you in making a request which will aid in identifying the documents sought.

22. Access Charges

Separate from the initial application fee of \$30.10, applicants will be supplied, as soon as possible, with a statement of further charges if appropriate.

Charges will be in accordance with the *Freedom of Information (Access Charges) Regulations 2004* which are currently set at:

- \$22.50 per hour – search and retrieval
- \$5.60 per ¼ hour – supervision while inspecting documents
- 20 cents per A4 page black and white – photocopying
- Charge for listening to or viewing a tape – the reasonable costs incurred by us in making arrangements to listen or view (supervision charges of \$5 per quarter hour may also apply).
- Charge for providing a written transcript – the reasonable costs incurred by us in providing the written transcript.
- If search time is estimated to exceed \$50, you will be contacted and a deposit may be required. Once payment of the deposit is received, the 30-day response period will commence.

23. Correction of Personal Information

A request to amend incorrect information may be made in writing, preferably on the Form provided for this purpose and should specify-

- (a) an address to where notices may be sent to the person making the request; and
- (b) particulars of why the person making the request believes the information to be incomplete, incorrect, out of date or misleading and specifying the amendments he or she wishes made.

Statement 4 – Publications

A statement listing the literature available by way of subscription services or free mailing lists. [Section 7(1)(a)(iv)] of the Act.

24. Literature Available by Subscription or Free Mailing Lists

The Council does not produce any literature which is available to the public by subscription or under a free mailing list arrangement.

Council does however produce and distribute a variety of literature which is available to the public free of charge. This literature can be downloaded from the website www.sthgrampians.vic.gov.au or by contacting Council offices for copies and includes the following:

- Annual Report
- Council Plan and Strategic Resource Plan
- Councillor Code of Conduct
- Annual Budget
- Local Laws
- Publications, Policies and Strategies.

Statement 5 - Rules, policies and procedures

Documents that are provided by the agency for the use or guidance of, or are used or may be used by, the agency or its officers. [Section 8(1)]-

(a) in making decisions or recommendations, or in providing advice to persons outside the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to or for which persons are or may be entitled, eligible or subject, being-

(i) documents containing interpretations or particulars of Acts or schemes administered by the agency, not being particulars contained in another Act; or

(ii) manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the agency, or similar documents containing rules, policies, guidelines, practices or precedents; and

(b) in enforcing Acts or schemes administered by the agency where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the Acts or Schemes.

Council's must, as far as possible, make their processes explicit to the public through policies, procedures and manuals.

A list of Council Policies is below. 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, to assist in making decisions. All these documents are available on Council's website.

Corporate Documents

Annual Reports

Council Plan 2021-2025

Southern Grampians 2041 – Community Vision Framework

Southern Grampians Shire Council – Community Public Health and Wellbeing Plan 2021-2025

Community Local Law No. 1 of 2015

Strategic Resources Plan 2019/20 – 2023/24

Councillor Code of Conduct - adopted 10 October 2018

Southern Grampians and Glenelg Digital Strategy 2016

Local Government Community Satisfaction Survey Report

Advocacy Priorities - Towards 2030

Domestic Animal Management Plan

Budget Documents

Budget 2021-2022

Budget 2020-2021

Budget 2019-2020

Council Services Pricing Register 2021-22

Revenue and Rating Plan 2021-22

What are we spending? Information Flyer

Southern Grampians Shire Council 2021/22 Budget at a glance Information Flyer

Community & Corporate Services Strategic & Master Plans

Recreation and Leisure Strategic Plan and Recommendations (Volume 1)

Recreation and Leisure Strategic Plan - Research and Consultation Report (Volume 2)

Recreation and Leisure Strategic Plan - Pedrina Park and Lake Hamilton Masterplans (Volume 3)

Recreation and Leisure Strategic Plan - Strategies by Priority (Volume 4)

Hamilton Showgrounds Master Plan

Leisure Services Strategic Plan - Final Report

Patterson Park Master Plan

Playground Strategic Development Plan

Southern Grampians Tennis Development Strategy

Southern Grampians Aquatic Strategy Vol. 1

Southern Grampians Aquatic Strategy Vol. 2

Southern Grampians Aquatic Strategy Vol. 3

Southern Grampians Shire Outdoor Pools Operations Policy

Infrastructure Services Management Plans

Dunkeld Structure Plan

Hamilton Aerodrome Emergency Response Plan

Hamilton Airport Master Plan

Hamilton Regional Livestock Exchange Master Plan

Lake Hamilton Management Plan

Municipal Emergency Management Plan

Register of Public Roads

Hamilton CBD Tree Assessment - Arborist Report

Road Management Plan

Asset Management Plan

Planning and Development Strategic & Master Plans

Adaptive Wastewater Solutions for Small Towns - Peshurst and Cudjee Analysis Report 2020

Draft Adaptive Wastewater Solutions for Small Towns - Peshurst and Cudjee: Final Project Report - V1

Final Report - Adaptive Wastewater Solutions for Small Towns - Peshurst: Functional Design Report

Peshurst Adaptive Wastewater - Benefits Analysis - Wannon Water April 2021

Dunkeld Structure Plan

Dunkeld Structure Plan - Urban Design Guidelines - Town Residential

Dunkeld Structure Plan - Urban Design Guidelines - Creekside

Dunkeld Structure Plan - Urban Design Guidelines - Main Street

Dunkeld Structure Plan - Urban Design Guidelines - Low Density Residential
CVF 2041 Draft Discussion Paper
Hamilton CBD MasterPlan 2020
CBD Revitalisation - Cox Street Architectural Visualisations
CBD Revitalisation - Cox Street Landscape Plans
CBD Revitalisation - Cox Street Landscape Visualisations
Arts & Culture Strategic Plan 2014
Southern Grampians Planning Scheme Review Report 2018
Brown Street Arts & Cultural Precinct Concept Plan-Part2
Economic Development Strategy 2011-2021
Economic Development Strategy Background Report 2011-2021
Penshurst Botanic Gardens Master Plan
Grange Burn Master Plan
Hamilton Structure Plan - Adopted Final Report
Hamilton Structure Plan - Adopted Urban Design Framework
Hamilton Structure Plan - Adopted City Centre Design Guidelines
Hamilton Structure Plan - Adopted Master Plan Report
Illuminate Arts & Culture Discussion Paper 2014
Planning Scheme Review 2010
Retail Development Strategy 2011-2021
Review of DEDJTR Regional Service Delivery Model and Strategic Directions for Regional Policy
Sustainability Strategy 2010-2020
Heritage Strategy 2018-2022
Brown Street Arts And Culture Precinct Report Part One

Planning and Development Management Plans

Domestic Wastewater Management Plan
Hamilton Community Parklands Bandicoot Enclosure Management Plan
Lake Hamilton Action Plan for the Improvement of Water Quality
Overarching document for the Sustainable Water Use Plan
Roadside Management Plan
Sustainable Water Use Plan
Wannon & Nigretta Falls Management Plan
Municipal Council Neighbourhood Safer Places Plan

Planning and Development Reports

Southern Grampians Skills Audit Report

Charter of Human Rights & Responsibilities

Charter of Human Rights & Responsibilities

Victorian Local Government Women's Charter

Victorian Local Government Women's Charter

Council Policies

Council Policies Listing

Procurement Policy

Greater Hamilton Outdoor Pool Policy

Expenses Policy

Public IT Use Policy

Outdoor Commercial Personal Training and Fitness Policy

Child Safe Policy

HILAC Corporate, Community and Club Membership Policy

Confidential Information Policy

Council Meetings Policy

Councillor and Staff Interactions Policy

Greater Grants Policy

Operations of Outdoor Pools Policy

Itinerant Trading Policy

Privacy Policy

CCTV in Public Places

Hardship Policy - COVID-19 Assistance

Audit and Risk Committee Charter

Public Transparency Policy

Governance Rules 2021 (including the Election Period Policy)

Councillor Gift Policy

Community Engagement Policy 2021

Naming or Renaming of Roads and Streets Policy

Drainage Headworks Policy

Dividing Fences Policy

Chief Executive Officer Employment and Remuneration Policy

Art Acquisition and Collection Policy

Asset Management

Asset Management Plan

Asset Management Policy

Asset Management Strategy Document

Road Management Plan

Community Plans

Balmoral Community Plan
Branxholme Community Plan - Part One
Branxholme Community Plan - Part Two
Cavendish Community Plan
Coleraine Community Plan
Glenthompson Community Plan
Penshurst Community Plan
Tarrington Community Plan

Statement 6 – Report Literature

Statement of certain documents in possession of agencies to be published. [Section 11(1)] of the Act

Under section 11 of the Act, Council must make a wide range of final reports and records of decisions relating to policy and the administration of policy of interest to the public available for inspection or purchase.

Council's annual report is available on our website www.sthgrampians.vic.gov.au

Council meetings are held on the second Wednesday of each month in the Council Chambers at Market Place, Hamilton and start at 5.30 pm and are open to the public.

Minutes of these meetings are publicly available and can be accessed on Council's website www.sthgrampians.vic.gov.au