

A pair of dark-rimmed glasses with a small green clip on the bridge, resting on a stack of newspapers. An orange brushstroke graphic curves across the top right and bottom left of the page. A semi-transparent orange rectangle is positioned behind the title text.

Freedom of Information Act 1982 Part II Statement

Freedom of Information Part II Statement

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

Table of Contents

Purpose	4
Responsibility	4
1 STATEMENT 1 – Organisation and Functions	4
1.1 Establishment.....	4
1.2 Principal Officer and Address	4
1.3 Location.....	5
1.4 Fast Facts	5
1.5 Organisation.....	5
1.6 Role and Powers of a Council.....	5
1.7 Local Government Functions and Activities	6
1.8 Decision Making Powers	7
1.9 By Resolution	7
1.10 Consultative Arrangements	8
1.11 Memberships	8
1.12 Councillor Representation	9
1.13 Library.....	9
1.14 Words on Wheels	10
1.15 Reading Room	10
1.16 Acts Administered	10
2 STATEMENT 2 – Categories of Documents	13
2.1 Description of Record Keeping	13
2.2 Principle Records	14
2.3 Other Records	14
3 STATEMENT 3 – Freedom of Information Arrangements	15
3.1 Published Information.....	15
Publications/Policies - Yarriambiack Shire	16
3.2 Documents Available for Inspection.....	16
3.3 FOI Access Arrangements	26
3.4 Right of Appeal / Victorian Information Commissioner	27
3.5 How to make a FOI Request	27
3.6 Identification of Documents.....	28
3.7 Charges	28
3.8 Correction of Personal Information	29

4	STATEMENT 4 – Publicity Services	29
4.1	Literature Available by Subscription or Free Mailing Lists.....	29
5	STATEMENT 5 – Policies, Procedures and Guidelines	30
6	STATEMENT 6 – Report Literature	34
6.1	Reports, Statements and Submissions	35

Purpose

The purpose of Part II of the Freedom of Information Act 1982 (Section 7 – Section 12) is to ensure that members of the public and organisations can effectively exercise their right to obtain access to Government information and documents. Individuals must be aware of what Government does, how it acts and what information it holds.

Yarriambiack Shire Council releases numerous documents and information and makes them available directly from the Shire Office, through print and online publishing on the Yarriambiack Shire Council's website.

Making information easily accessible reduces the need for members of the public to submit request under the Freedom of Information Act 1982 which may incur fees.

Responsibility

The Yarriambiack Shire Council must prepare six major statements under Part II of the Act and ensure that these statements are published and made available to the general public. The Council will also endeavour to keep information accurate, up-to-date and complete.

1 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 exist 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)].

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)].

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)].

1.1 Establishment

The Yarriambiack Shire Council was formed on 19 January 1995 by the amalgamation of the former Shires of Karkaroc and Warracknabeal, most of the Shire of Dunmunkle and part of the Shire of Wimmera.

The Shire is divided into three wards, each represent by Councillors – As of the 2024 Council Elections; Dunmunkle Ward (2), Warracknabeal Ward (2), Hopetoun Ward (2).

1.2 Principal Officer and Address

The principal officer is Mrs Tammy Smith, Chief Executive Officer

Postal Address:

Yarriambiack Shire Council

C/- 34 Lyle Street,

Warracknabeal, Vic 3393

Telephone: 53980101

Email: tsmith@yarriambiack.vic.gov.au

Website: www.yarriambiack.vic.gov.au

1.3 Location

Yarriambiack Shire Council covers an area of 7,158 square kilometres and has a population of 6,658.

The Shire stretches from the Wimmera River just north of the Grampians in the south to the centre of the Mallee in the north.

The Yarriambiack Creek is the main natural feature traversing the Shire. The area is also linked by road and rail systems that run in a north-south direction. The area has an almost ideal climate with a short winter and delightful autumn and spring. Summer temperatures can be hot, particularly in the north.

Warracknabeal is the main service centre of the area with a catchment pattern that extends from the Northern Wimmera to the Southern Mallee. It is complemented by Hopetoun in the north and Minyip, Murtoa and Rupanyup in the south, with another ten small towns.

Townships and Population:

Beulah 312	Minyip 525
Brim 171	Murtoa 897
Hopetoun 694	Rupanyup 545
Warracknabeal 2,359	Woomelang 191

Town populations under 150: Lah, Lascelles, Lubeck, Patchewollock, Rosebery, Sheep Hills, Speed, Tempy, Turriff & Yaapeet throughout the municipality.

Figures obtained from 2021 census data

1.4 Fast Facts

Area: 7,158 square kilometres

Population: approximately 6,556

Total Rateable Properties: 7,035

- Residential: 3,443
- Commercial: 447
- Farm: 3,145

Rates & Changes % of Total Revenue: 51.5% (2022/2023 – 39.8%)

Total Expenditure: \$29.709 million (2022/2023- \$27.990 million)

Industry: there are more than 450 businesses operating in the shire, with majority activity based in the agricultural industries which include lambs, wool, wheat, barley, lupins and canola.

1.5 Organisation

The Chief Executive officer is supported by a Chief Operating Officer and a Management team.

To provide a broad range of services and to exercise the duties and functions of Council, the organisation has been structured as detailed in the following Organisational Chart.

Organisational Chart is an evolving document. For the up to date chart please refer to [YSC Organisational Structure](#)

1.6 Role and Powers of a Council

Section 8 of the *Local Government Act 2020* describes the Role of a Council as follows:

- a) Provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

A Council provides good governance if:

- a) It performs its role in accordance with the overarching governance principles and supporting principles.
- b) The Councillors of the Council perform their roles in accordance with section 28 of the *Local Government Act 2020*.

In performing its role, a Council may:

- a) Perform any duties or functions or exercise any powers conferred on a Council by or under the *Local Government Act 2020*.
- b) Perform any other functions that the Council determines are necessary to enable the Council to perform its role.

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

1.7 Local Government Functions and Activities

Animal Management

- Domestic Animal Registrations
- Domestic Animal Business Registrations
- Domestic Animal Pound
- Animal Attack
- Enforcement
- Local Laws

Environmental Health

- Premises or Business Registrations
- Compliance Management
- Infectious Diseases Management
- Consumer Safety Management
- Effluent and Wastewater Management

Community Development

- Community & Economic Development Support
- Business Development and Support
- Customer Service
- Tourism
- Library Services including Words on Wheels Bus
- Library Services Management
- Library User Management
- Publications

Emergency Management

- Community Preparedness

- Emergency Response
- Community Recovery

Waste and Sustainability Management

- Waste Strategy and Management
- Dumping and Litter Management
- Sustainability Initiatives
- Transfer Stations

Community Health Services

- Maternal and Child Health
- Immunisation Management

Family Youth and Children

- Kindergarten Services

Governance

- Celebrations, Ceremonies and Functions
- Planning, Preparation and Conduct of Local Government Elections and Polls of Voters
- Governance Rules
- Community Asset Committees
- Compliance Administration, Enforcement and Reporting
- Policies and Procedures
- Councillor Management
- Council Meetings
- Leases

Planning Services

- Planning Scheme Management
- Planning Permits
- Subdivision
- Enforcement

Building Services

- Building Permits and Requests
- Building Regulations
- Municipal Building Surveyor Services

Rates and Valuations

- Property Valuation
- Rates Management

Finance

- Financial Management
- Contracts
- Grants

Assets

- Asset Inspections
- Fleet Management
- Asset Management – Roads & Footpaths
- Disposal & Acquisition

Tech Services

- Road Maintenance
- Aerodrome Management

Business Transformation

- Caravan Park Management
- IT Systems
- Technology and Telecommunications

Service Infrastructure Management

- Service Infrastructure Development and Redevelopment

1.8 Decision Making Powers

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

1.9 By Resolution

Council exercises its decision-making powers at Ordinary Council meetings and Special meetings of Council to deal with matters that may arise. These meetings are generally held on the fourth Wednesday of each month. The meetings are held in Council

- Service Infrastructure Maintenance
- Service Infrastructure Enforcement

Human Resources

- Employee Details and Contracts
- Remuneration
- Grievances
- Leave
- Injury Management
- Recruitment
- Equal Employment Opportunity/Human Rights
- Work Experience

Occupational Health and Safety

- Incident Reporting
- Inspections
- Regulatory and Other Compliance

Sports and Recreation

- Recreation Reserves
- Swimming Pools

Common Administrative Functions

- Community Relations
- Government Relations
- Industrial Relations
- Information Relations
- Information Management
- Personnel Management
- Strategic Management

Chambers commencing at 9:30am. All meetings are open to the public. Meetings may be closed to the public to consider confidential items.

The dates of all meetings are published in local newspapers and on Council's website. Agendas are also made available on Council's website and hard copies are available upon request. Minutes are generally available to the public within one week after the meeting.

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

The Instrument of Delegations to the Chief Executive Officer empowers the CEO to exercise various powers of the Council, including the power to sub-delegate power to Council Officers.

1.10 Consultative Arrangements

The *Local Government Act 2020* requires Council to consult with all stakeholders in relation to its activities, in developing policies and practices and the impact on internal and external stakeholders. This is carried out in several ways including face to face meetings, workshops, through community consultation meetings, at question time during Ordinary Council meeting, consultative committees, through on-line surveys, public notices and through compliance with legislative requirements.

Council has developed a Community Engagement Policy to ensure that all stakeholders are consulted using these methods and that outcomes of all consultation is reported back to the stakeholders. Copies of relevant documents for which community comment is sought and information on how to provide or submit comments, is also made available on the Yarriambiack Shire Council Website, through its advertisements and at the Council's office.

Members of the public are encouraged to write directly to Council (PO Box 243, Warracknabeal, Vic 3393).

The following Committees of Council have been established for the purpose of advising Council.

- Audit & Risk Committee
- Municipal Emergency Management Committee
- Woomelang Retirement Units Committee
- Hopetoun Swimming Pool Committee
- Hopetoun Recreation Reserve

Council has developed the following Advisory Committees of Council to provide feedback to Council on a range of topics relevant to each committee.

- Access and Inclusion Plan Reference Group
- Yarriambiack Tourism Advisory Committee
- West Vic Business – Yarriambiack Chapter Advisory Committee of Council
- Hopetoun Former School Site

Minutes of meetings of the Audit & Risk Committee and the Advisory Committees of Council are noted in the Ordinary Council meetings and are available for inspection.

Each Council appoints its representatives/delegates to the following sub-committees and memberships, which provides an information stream and assists in the formulation of policy and the administration of the Council.

1.11 Memberships

- Australian Livestock Saleyards
- Early Learning Association of Australia

- Keep Australia Beautiful Inc.
- Local Government Professionals
- Municipal Association of Victoria
- National Saleyards Quality Assurance Inc.
- North West Municipalities Association
- Rural Councils Victoria
- Wimmera Southern Mallee Development
- Wimmera Mallee Tourism
- CORE Communities of Respect & Equality

1.12 Councillor Representation

Councillors provide representation on the following committees:

<p>Cr Andrew McLean</p> <ul style="list-style-type: none"> • GWM Water Regional Recreation Water Users Group • Community Asset Committees of Council, Councillor Representatives • Sunraysia Highway Improvement Committee • Municipal Association of Victoria (MAV)Substitute 	<p>Cr Kylie Zanker</p> <ul style="list-style-type: none"> • Internal Audit & Risk Committee • Municipal Association of Victoria (MAV) • Western Highway Action Committee
<p>Cr Chris Lehmann</p> <ul style="list-style-type: none"> • Community Asset Committees of Council, Councillor Representatives • Hopetoun Former School Site Advisory Committee of Council 	<p>Cr Corinne Heintze</p> <ul style="list-style-type: none"> • GWM Water Regional Recreation Water Users Group • Yarrilinks – Yarriambiack Landcare Group • Wimmera Southern Mallee Regional Transport Group • Wimmera Southern Mallee Development
<p>Cr Karly Kirk</p> <ul style="list-style-type: none"> • Yarriambiack Tourism Advisory Committee of Council • Internal Audit and Risk Committee 	<p>Cr Melinda Keel</p> <ul style="list-style-type: none"> • Rail Freight Alliance

1.13 Library

Yarriambiack Shire Council has developed Yarriambiack Libraries.

Warracknabeal will house the main branch collection and will be the distribution hub for organising the Library Outlet collections and stocking the Words on Wheels Van.

Address 36 Lyle Street, Warracknabeal Victoria 3393

Phone (03) 5398 1270

Email: libraries@yarriambiack.vic.gov.au

Opening Hours

Please refer to website for up to date opening hours [YSC Library](#)

1.14 Words on Wheels

Each community in the Yarriambiack Shire has different needs and expectations for their library services.

Brim, Beulah, Woomelang, Minyip, Murtoa, Patchewollock, Hopetoun and Rupanyup are all be visited by the Words on Wheels van on a fortnightly rotation to distribute and rotate stock.

Lascelles, Speed and Yaapeet communities host a locker system that enables Yarriambiack Libraries to provide a self-service arrangement for residents to access items via a key system.

1.15 Reading Room

Council makes available a non-public area at its office as a reading room for a place of inspection of public registers.

1.16 Acts Administered

Acts and Regulations under which powers and functions have been delegated

The key Acts that delegations and sub-delegations have been made under include:

- *Aboriginal Heritage Act 2006*
- *Associations Incorporation Reform Act 2012*
- *Audit Act 1994*
- *Building Act 1993*
- *Catchment and Land Protection Act 1994*
- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Children's Services Act 1996*
- *Climate Change Act 2017*
- *Conservation, Forests and Land Act 1987*
- *Country Fire Authority Act 1958*
- *Crown land (Reserves) Act 1978*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Development Victoria Act 2003*
- *Disability Act 2006*
- *Domestic Animals Act 1994*
- *Domestic Building Contracts Act 1995*
- *Education and Care Services National Law Act 2010*
- *Education and Training Reform Act 2006*
- *Electoral Act 2002*
- *Electricity Safety Act 1998*
- *Emergency Management Act 2013*
- *Environment Protection Act 2017*
- *Estate Agents Act 1980*
- *Family Violence Protection Act 2008*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fines Reform 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*
- *Heavy Vehicle National Law Application Act 2013*
- *Heritage Act 2017*
- *Housing Act 1983*
- *Impounding of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Act 2006*
- *Land Act 1958*
- *Land Acquisition and Compensation Act 1986*

- Libraries Act 1988
- Livestock Disease Control Act 1994
- Liquor Control Reform Act 1998
- Local Government Act 1989
- Local Government Act 2020
- Magistrates' Court Act 1989
- Major Transport Project Facilitation Act 2009
- Mineral Resources (Sustainable Development) Act 1990
- National Parks Act 1975
- Oaths and Affirmations Act 2018
- Occupational health and Safety Act 2004
- Ombudsman Act 1973
- Payroll Tax Act 2007
- Privacy and Data Protection Act 2014
- Professional Engineers Registration Act 2019
- Public Interest Disclosures Act 2012
- Public Health and Wellbeing Act 2008
- Public Holidays Act 1993
- Public Records Act 1973
- Road Management Act 2004
- Road Safety Act 1986
- Rooming House Operators Act 2016
- Sale of Land Act 1962
- Second-hand Dealers and Pawnbrokers Act 1989
- Service Victoria Act 2018
- Sheriff Act 2009
- Sport and Recreation Act 1972
- Subdivision Act 1988
- Summary Offences Act 1966
- Taxation Administration Act 1997
- Tobacco Act 1987
- Transfer of Land Act 1958
- Transport Integration Act 2010
- Valuation of Land Act 1960
- Victorian Environmental Assessment Council Act 2001
- Victorian Local Government Grants Commission Act 1976
- Victoria State Emergency Service Act 2005
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Victorian Planning Authority Act 2017
- Water Act 1989

The key Regulations that delegations and sub-delegations have been made under include:

- Building Regulations 2018
- Child Wellbeing and Safety (Child Link) Regulations 2019
- Child Wellbeing and Safety Regulations 2017
- Children, Youth and Families Regulations 2017
- Country Fire Authority Regulations 2014
- Dangerous Goods (Explosives) Regulations 2022
- Drugs, Poisons and Controlled Substances Regulations 2017
- Family Violence Protection Regulations 2018
- Forests (Domestic Firewood) Regulations 2022
- Impounding of Livestock Regulations 2018
- Infringements Regulations 2016
- Land Acquisition and Compensation Regulations 2021
- Local Government (Electoral) Regulations 2020
- Local Government (General) Regulations 2015
- Local Government (Governance and Integrity) Regulations 2020
- Local Government (Land Information) Regulations 2021

- Local Government (Long Service Leave) Regulations 2021
- Local Government Planning and Reporting) Regulations 2020
- Oaths and Affirmations (Affidavits, Statutory Declarations and Certifications) Regulations 2018
- Occupational Health and Safety Regulations 2017
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Public Health and Wellbeing Regulations 2019
- Public Records Regulations 2013
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Road Rules 2017
- Road Safety (General and Traffic Management) Regulations 2019
- Subdivision Regulations (Fees 2016 & Procedures 2021 & Registrar's Requirements 2021)

The Local Laws and Rules that are relevant to Council include:

- Governance Rules
- Common Seal and Conduct at Council Meeting Local Law
- General Local Law 2024

2 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)].

2.1 Description of Record Keeping

Council uses an internal IT Record Management System for storing records that relate to Council business. The internal IT system is a multi-tiered structured Drive with various levels, depending on individual department's needs.

As a matter of internal policy, all information acquired in the conduct of Council business must be captured and managed with an authorised records management system. The electronic document records management system structure will be based on the functions of Council and will be aligned to the Public Records Victoria (PROV) disposal schedule.

Council creates, maintains, collects, and stores a variety of documents in both electronic and hardcopy form. The general types of documents held by Council include but are not limited to:

- Policies, procedures, plans, strategies, manuals and registers.
- Council meeting records including agendas, minutes, reports, media release and public notices.
- Records relating to capital works, public facilities and roads.
- Records relating to administration and enforcement of local laws and other documents such as planning, building, environmental and health.
- Records relating to land and use including planning permits, building permits, subdivisions and land acquisition.
- Records relating to public activities, events and programs.
- Tourism.
- Grants.
- Financial Records including invoices and receipts.
- Human Resource related files.
- Records relating to tenders, contractors, tender evaluations, leases, licenses, and service agreements.
- Libraries
- Leases and Licences

Other manual systems have been used to manage paper records, these are stored (on the premises) and disposed of in accordance with PROV Standards and specifications. Some records inherited from the former Councils (prior to amalgamation), no longer in current use, were transferred to the Public Records office.

Information and documents on the Yarriambiack Shire Council Website are categorised by menu tabs. In addition, the search engine can be used to locate a range of Council information.

2.2 Principle Records

SharePoint is used to store a wide range of document categories and information types and operates as a de-centralised records management system. It is a system which Council is increasingly using to store its documents and information.

Principle records maintained by the Yarriambiack Shire Council align with the PROV Standards, Policies and Guides OR Retention & Disposal Authorities, located via the following link;

[Standards, Policies & RDAs | PROV](#)

2.3 Other Records

Many Departments also use additional software solutions for the storing of certain types of documents and information. This includes but is not limited to:

Children Services and Maternal & Child Health – Client files, including immunisation records

ChemWatch

RelianSys

Mapinfo

QGIS

Pozi

Greenlight (Planning and Building System)

Xero (Finance system)

Eftsure

E-Procure (Tendering and Evaluation)

Global Vision (online Training System)

CouncilWise (Property and Rating System, Animal Management, CRM and Infringements)

Approval Max (Electronic Purchase Order System)

Happy HR (Human Resource Onboarding, Performance Management, OHS)

Workflow Max (Project Management System)

AssetFinda (Asset Management System)

Calxa (Budgeting System)

Power Bi (reporting)

AA Radios – Duress Alarms

Enroll Now

New Book – PC Booking system

Open Cities

Open Forms

Avepoint Cloud

SirsiDynx (Library content)

AgriNos (Sale Yards Software)

Health Manager / Open office

Pegasus

Canva
Data AU - AEC Group
Meltwater
RIAMS
Crisisworks Service Fee (HRCC)
SiteDocs
Snap Send solve
Star 21 (Phrendly Phishing)
Educa
Blueprint LITE LMS
Civil Survey Solutions (Autodesk)
Invarion Rapid Plan
Arlo Security Subscription

3 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 inspection by members of the public, and the places at which a person may inspect or obtain that material [Section7(1)(a)(iii)].

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)].

A statement designated by name, the officer or officers responsible within each agency for the initial receipt of and action upon, requests for access to a document [Section7(1)(a)(vi)].

3.1 Published Information

Copies of the following materials/documents prepared by Council under Part II for Publication or Inspection by the Public can be inspected at Council’s office and are available via the Yarriambiack Shire Council website or hardcopy by contacting the Council office on 53980100 –

Statement 1: Organisation and Functions

Freedom of Information Act 1982, Section 7(1) (a) (i) (vii) and (viii)

Statement 2: Categories of Documents

Freedom of Information Act 1982, Section 7 (1) (a) (ii)

Statement 3: FOI Arrangements

Freedom of Information Act 1982, Section 7 (1) (a) (iii) (v) (vi)

Statement 4: Publicity Services

Freedom of Information Act 1982, Section 7 (1) (a) (iv)

Statement 5: Rules, Policies and Procedures

Freedom of Information Act 1982, Section 8

Statement 6: Report Literature

Freedom of Information Act 1982, Section 11

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

Publications/Policies - Yarriambiack Shire

3.2 Documents Available for Inspection

In accordance with the *Local Government Act 2020* and the Yarriambiack Shire Council Transparency Policy, Council is required to make documents available for inspection to the public.

In accordance with, Part 12 of the *Local Government (General) Regulations 2015*, the *Local Government Act 2020*, in particular sections 57 and 58 relating to Public Transparency, and other Acts under which Local Government operates.

Some documents are available for inspection only at the Lyle Street Office on approval of filing an application to Inspect Public Documents or available on Council's website.

Statutory Information Publicly Available included but not limited to the following;

Record	Compliance	Section	Access
Building Act 1993			
Building Permit Register	Council must keep a register of all building permits given to it under this Division	s.31	Available for inspection at Shire Office upon request
Register of occupancy permits and temporary approvals	Council must keep a register of all occupancy permits and temporary approvals and amendments given to it under this Division	s.74	Available for inspection at Shire Office upon request
Register of Orders	Council must keep a register of all emergency orders, building notices or building orders given to the Council under this part	s.126	Available for inspection at Shire Office upon request
Designated Bushfire Prone Areas	A Council must make a copy of the most recent map in respect of which a designated bushfire prone area is within the Councils municipal district	s.192A(8)	Available for inspection at Shire Office upon request
Register of Swimming Pools	Council must establish and maintain a register of swimming pools located in the municipal district of the Council	s.216D	Certain persons may inspect at Shire Office upon request (refer to Act)
Building Regulations 2018			
Building Permits	Council has a duty to make available on request of owner to mortgagee or person authorised in writing by owner or mortgagee	r.50	Certain persons may inspect at Shire Office upon request (refer to Act)

Record	Compliance	Section	Access
Certain Information on request	Any person may request the relevant Council to provide in relation to any building or land a) details of permit or certificate of final inspection. b) details of current determination or exemption granted. c) details of current notice or order. 2a) area that is liable to flooding. 2b) area that is designated under reg 150. 2c) area with bushfire attack level. 2d) area designated under reg 152.	r.51	Certain persons may inspect at Shire Office upon request
Catchment and Land Protection Act 1994			
Roadside Weed and Pest Animal Management Plan	A municipal council of a municipal district must prepare, submit for approval and publish a Roadside Weed and Pest Animal Management Plan	s.22B s.22I	Available on Council website Available for inspection at Shire office upon request
Country Fire Authority Act 1958			
Municipal Council Neighbourhood Safer Places	A Municipal Council may prepare a Municipal Council Neighbourhood Safer Places Plan	s.50F(4)	Included in Municipal Emergency Management Plan and Municipal Fire Management Plan Available on Council website Available for inspection at Shire office upon request
Domestic Animals Act 1994			
Dog & Cat Register	Council must keep a register of all registered dogs and cats at the Council Office	s.18	Available for inspection at Shire office upon request
Domestic Animal Management Plan	Council must prepare a Domestic Animal Management Plan every four years to be reviewed annually	s.68A	Available on Council website Available for inspection at Shire office upon request
Environment Protection Act 2017			

Record	Compliance	Section	Access
Licensing Register	Council must establish and maintain a register containing any licence, permit or registration issued by the authority	s.455 s.456 s.457	Available for inspection at Shire Office upon request
Food Act 1984			
Food Safety Audits	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)	Available for inspection at Shire office upon request
Food Safety Audits	Council must ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available or public	s.19UA(5)	Available for inspection at Shire office upon request
Food Premises Registration	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 a person free of charge	s.43(3)	Available for inspection at Shire office upon request
Freedom of Information Act 1982			
Freedom of Information Part II Statement	Information concerning functions and powers, the documents and information they kept and the way they are available for inspection and purchase	s.7-11	Available on Council website Available for inspection at Shire office upon request
Gender Equality Act 2020			
Gender Equality Action Plan	Council must prepare a Gender Equality Action Plan	s.10	Available on Council website Available for inspection at Shire office upon request
Progress Report	Council must publish its progress report on its website as soon as reasonably practicable after it is submitted under section 19(1)	s.20	Available on Council website Available for inspection at Shire office upon request
Land Acquisition and Compensation Act 1986			

Record	Compliance	Section	Access
Land acquisition	Notice declaring interest in land to be acquired	s.19 s.23	Published in the Government Gazette and in newspaper circulating in the municipal district
Local Government (General) Regulations 2015			
Travel Register	<p>Details of overseas or interstate travel undertaken in official capacity by any Councillor or member of Council staff in the previous 12 months, including the name of the councillor or member of Council staff, the date on which the travel occurred, the destination of the travel, purpose of travel and the total cost to the Council including accommodation costs.</p> <p>To be reported as per r.10(g)(i) of the Planning and Reporting Regulations 2020</p>	r.12(a)	<p>Available in Annual Report</p> <p>Available for inspection at Shire office upon request</p>
Agendas & Minutes from Council Meetings	Agendas for and Minutes of, ordinary and special meetings must be kept as per Division 12, section 2.44 of the Governance Rules.	r.12(b)	<p>Previous 12 months on Council website</p> <p>Older than 12 months available for inspection at Shire office upon request</p>
Leases Register	<p>A document containing details of all leases involving land which were entered by the Council as lessor, including the lessee and the terms and the value of the lease</p> <p>Community Consultation required</p>	r.12(e) s.115	<p>Available on Council website</p> <p>Available for inspection at Shire office upon request</p>
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 amount of each donation or grant	r.12(g)	<p>Available on Council website</p> <p>Available for inspection at Shire office upon request</p>
Local Government Act 1989			
Authorised Officers Register	A register maintained under the Act of authorised officers appointed under that section.	s.224(1A)	Available on Council website

Record	Compliance	Section	Access
	r.12(f) <i>Local Government (General) Regulations 2015</i>		Available for inspection at Shire office upon request
Local Government Act 2020			
Annual Report	Council must prepare an annual report in respect of each financial year	s.98	Available on Council website Available for inspection at Shire office upon request
Asset Plan	Council must develop, adopt and keep in force an Asset Plan	s.92	Available on Council website Available for inspection at Shire office upon request
Audit and Risk Committee Performance Reporting	An Audit and Risk Committee must provide a copy of the annual assessment and a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council Meeting	s.54(4)(b) s.54(5)(a)	Available in Council Minutes Available for inspection at Shire office upon request
Budget	Council must prepare and adopt a Budget for each financial year	s.94 s.95 s.96 s.97	Available on Council website Available for inspection at Shire office upon request
Campaign Donation Returns Register	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 r.46	Available on Council website Available for inspection at Shire office upon request
CEO Employment and Remuneration Policy	Council must develop, adopt and keep in force a CEO Employment and Remuneration Policy	s.45	Available on Council website Available for inspection at Shire office upon request
Complaints Policy	Council must develop and maintain a complaints policy	s.107	Available on Council website

Record	Compliance	Section	Access
			Available for inspection at Shire office upon request
Council Expense Policy	A Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees	s.41	Available on Council website Available for inspection at Shire office upon request
Council Plan	Council must prepare and adopt a Council Plan for a period of at least the next 4 financial years after a general election in accordance with its deliberative engagement practices	s.58 s.90	Available on Council website Available for inspection at Shire office upon request
Councillor Code of Conduct	Council must adopt a Councillor Code of Conduct to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions.	s.139	Available on Council website Available for inspection at Shire office upon request
Councillor Gift Policy & Register	Council must adopt a Councillor Gift Policy Council has adopted a Gift Benefits and hospitality Policy that covers Employees also and a register to record disclosed gifts.	s.138 s.49(2)	Available on Council website Available for inspection at Shire office upon request
Delegations by CEO Register	A Chief Executive Officer must keep a register of delegations. <i>r.12(d) Local Government (General) Regulations 2015</i>	s.47(7)	Available on Council website Available for inspection at Shire office upon request
Delegations by Council Register	Council must keep a public register of delegations. <i>r.12(d) Local Government (General) Regulations 2015</i>	s.11(8)	Available on Council website Available for inspection at Shire office upon request
Differential Rates	Council must ensure that the budget gives effect to the Council Plan and contains a statement as to whether the rates will be	s.94(f)	Included in the Council Plan

Record	Compliance	Section	Access
	raised by the application of a uniform rate or a differential rate		Available on Council website Available for inspection at Shire office upon request
Financial Plan	Council must develop, adopt and keep in force a Financial Plan	s.91	Available on Council website Available for inspection at Shire office upon request
Governance Rules	Council must develop, adopt and keep in force Governance Rules	s.60	Available on Council website Available for inspection at Shire office upon request
Livestock Disease Control Information	Council must make available to the Secretary any information relating to land in the municipal district of the Council that has been requested in writing by the Secretary in accordance with 121A of the Livestock Disease Control Act 1994	s.388	Available by request from the Secretary
Local Law	Council must make a Local Law in accordance with its Community Engagement Policy	s.73 s.74 s.75 s.76	Available on Council website Available for inspection at Shire office upon request
Personal Interest Returns	The CEO must publish the summary of personal interests on the Council's internet site; and ensure that the summary of personal interest is available for inspection at the council office.	s.135	Available on Council website Available for inspection at Shire office upon request
Procurement Policy	A Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.	s.108	Available on Council website Available for inspection at Shire office upon request

Record	Compliance	Section	Access
Public Transparency Policy	Council must adopt and maintain a Public Transparency Policy	s.57	Available on Council website Available for inspection at Shire office upon request
Revenue and Rating Plan	Council must prepare and adopt a Revenue and Rating Plan	s.93	Available on Council website Available for inspection at Shire office upon request
Selling or Exchanging Land	If Council sells or exchanges any land, at least four weeks prior publish notice of intent	s.114	Undertake community engagement Available on Council Website Published in newspapers Available for inspection at Shire office upon request
Voters Roll Inspection	The VEC must ensure that the voters' roll is available for inspection by members of the public from the day the voters' roll is certified until one month after the election day	s.251	Available at locations and times determined by the VEC (restricted)
Voters' Roll to a candidate	On the request after nomination day of any candidate for an election, the VEC must provide a copy of the voters' roll for the ward for which the candidate has nominated to be the candidate	s.252	Available at locations and times determined by the VEC (restricted)
Voters' Rolls to a person or organisation	After receiving a request from any person or organisation, other than a candidate, the VEC must— a. identify the public interest in providing the requested information; b. consult with the Information Commissioner on the public interest in protecting the privacy of personal information; c. taking into account the advice of the Information Commissioner, make a finding whether or not the public	s.253	Available at locations and times determined by the VEC (restricted)

Record	Compliance	Section	Access
	interest in providing the voters' roll outweighs the public interest in protecting the privacy of personal information in the particular circumstances.		
Local Government (Electoral) Regulations 2020			
Attendance of Local Government Candidate Training Register	A Chief Executive Officer must keep a register of persons who have attended or were provided access to the Local Government Candidate Training	r.35 r.41	Available on Council website Available for inspection at Shire office upon request
Planning and Environment Act 1987			
Amendment to Planning Scheme	Each relevant person must make the documents specified in subsection (2) available in accordance with the public availability requirements.	s.18	Available for inspection at Shire office upon request
Approved Planning Provisions Amendments during Inspection Period and after Inspection Period	During the inspection period, each relevant person must make a copy of an approved amendment to the Victoria Planning provisions, and any documents lodged with it, available in accordance with the public availability requirements Inspection period means the period of 2 months beginning on the day on which the approved amendment comes into operation After the inspection period ends, each relevant person must make the copy of the approved amendment and any documents lodged with it available	s.4H s.41	Available for inspection at Shire office upon request
Approved Planning Scheme Amendments	Each relevant person must make a copy of a planning scheme incorporating all amendments to it, and all documents lodged with those amendments under section 40, available in accordance with the public availability requirements	s.42	Available for inspection at Shire office upon request
Approved Planning Permit Applications	Council must make a copy of every application, and the prescribed information supplied in respect of it, available in accordance with the public availability requirements	s.51	Available for inspection at Shire office upon request

Record	Compliance	Section	Access
Approved Planning Permit Applications Register	Council must keep a register containing all applications for permits and all decisions and determinations relating to permits	s.49	Available for inspection at Shire office upon request
Objections to Applications for Permits	Council must make a copy of every objection available in accordance with the public availability requirements	s.57(5)	Available for inspection at Shire office upon request
Planning Scheme Agreements	Council must make a copy of each agreement indicating any amendment made to it available in accordance with the public availability requirements	s.179	Available for inspection at Shire office upon request
Public Submissions about an Amendment	The planning authority must make a copy of every submission available in accordance with the public availability requirements until the end of 2 months after the amendment comes into operation or lapses.	s.21	Available for inspection at Shire office upon request
Refusal to Grant Permit	The Minister must give the applicant a notice in the prescribed form of his or her decision to refuse to grant a permit under this Division. The Minister and the responsible authority specified in the planning scheme must make a copy of every permit issued under section 97F available in accordance with the public availability requirements.	s.97	Available for inspection at Shire office upon request
Report by Panel	At any time after the planning authority receives the panel's report, the planning authority may make the report available in person in accordance with the requirements set out in section 197B	s.26	Available for inspection at Shire office upon request
Planning and Environment Regulations 2015			
Planning Permit Applications	If Council considers any document under section 60(1a)(g) of the Act, before deciding on the application— (a) it must make a copy of the document available for inspection free of charge at its offices; and (b) if the land to which the planning scheme applies is within the municipal district of a municipal council that is not the responsible authority, it must give a copy of the document to the municipal council for the purpose of making the	r.25	Available for inspection at Shire office upon request

Record	Compliance	Section	Access
	document available for inspection free of charge at the municipal council's offices.		
Public Interest Disclosures Act 2012			
Procedure Document	Duty to make procedures established under s.58 available to the public, staff and Councillors	s.59(a)	Available for inspection at Shire office upon request
Public Health and Wellbeing Act 2008			
Municipal Public Health and Wellbeing Plan	Council must prepare a Municipal Public Health and Wellbeing Plan	s.26	Available on Council website Available for inspection at Shire office upon request
Road Management Act 2004			
Register of Public Roads	A road authority must keep a register of public roads specifying the public roads in respect of which it is the coordinating road authority.	s.19	Available on Council website Available for inspection at Shire office upon request
Road Management (General) Regulations 2016			
Road Management Plan Review	Council must conduct a review of its road management plan, produce a written report summarising the findings and conclusions and make the report available	r.9	Available on Council website Available for inspection at Shire office upon request
Subdivision (Procedures) Regulations 2011			
Subdivision Permits	Council must maintain a register of applications made	r.33	Available for inspection at Shire office upon request

3.3 FOI Access Arrangements

Section 13 of the Freedom of Information (FOI) Act 1982 gives everyone a right to obtain access to documents held by Council, other than exempt documents. It also provides rights of appeal if access to information through a FOI request is not granted.

You may request documents held by Council, however, not all documents will be provided, some or parts thereof may be exempt under the Act for personal or business reasons. Examples include:

- Documents attaining personal information about other people
- Documents covered by legal professional privilege such as legal advice
- Some internal working documents
- Confidential matters considered by Council
- Law enforcement documents
- Documents with Commercial-in-confidence information or trade secrets
- Information obtained in confidence
- Documents relating to IBAC
- Documents affecting personal privacy

Where a decision is made to refuse or defer document access, Council will notify the applicant of the reasons for denial or deferral.

If you are not satisfied with the decision made by Council, you may seek a review through the Victorian Information Commissioner.

3.4 Right of Appeal / Victorian Information Commissioner

Applicants are entitled to make a complaint to the Victorian Information Commissioner relating to any action taken or failure by the agency in making a decision to disclose the information. The complaint must be made within 60 days after the conduct or action occurred.

Website: www.ovic.vic.gov.au

Phone: 1300 006 842

Email: enquiries@ovic.vic.gov.au

Address: Victorian Information Commissioner
Freedom of Information Complaints
PO Box 24274
Melbourne Vic 3001

3.5 How to make a FOI Request

Prior to making a FOI application or submitting a request, ring the FOI Officer on 53980100 to discuss what information you're seeking. The FOI Officer will be able to explain fees, charges, timelines, and consultation of third parties, exempt documents and the availability of accessing documents outside the FOI Act.

When making a request, be specific about the information you are seeking access to. If the information/documents are about personal affairs, you need to provide evidence of your identity e.g. Drivers Licence or other photographic identification.

People wanting to access documents that not available outside the Act must make a request in writing or via the below link to the application form accompanied by the prescribed application fee. The fee is increased annually in accordance with the Monetary Units Act 2004 and applicants should check the website or contact the Yarriambiack Shire Council at the time of making their application to find out the current fee.

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 fee waived, they should submit a request with supporting documentation, such as a pension or healthcare card.

Council makes a lot of documents available to the public already, therefore before making a request you should view the list of documents that are available directly to the

public. This list is provided within this section under 'Other Documents' of the FOI Part II Statement.

Applications of FOI requests can be made by using the following:

- **Online:** [Link to Application Form](#)
- **Email:** info@yarriambiack.vic.gov.au
- **In person:** Yarriambiack Shire Office during business hours **8:30am – 5:00pm**
- **By phone:** **5398 0100**
- **In writing:** Yarriambiack Shire Council
Attention: FOI Officer
34 Lyle Street
Warracknabeal, Vic 3393

3.6 Identification of Documents

Freedom of Information requests must contain sufficient details 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.

When 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.

3.7 Charges

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 2014 which are currently set at:

- Application Fee for 2024/2025 is equal to 2 fee units, \$ 32.66 to be rounded to \$32.70
- A charge for search time will be equal to 1.5 fee units per hour or part of an hour (The per hour or part of an hour fee will be rounded to the nearest 10 cents for search and retrieval).
- A charge for supervision will be equal to 1.5 units per hour (to be calculated per quarter hour or part of a quarter hour and rounded to the nearest 10 cents).
- A charge for the costs of a suitably qualified health service provider providing an explanation of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour; or 6 fee units, whichever is lesser.
- A charge for providing a summary of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour, or 6 fee units, whichever is lesser.
- A charge for providing black and white photocopy - .20cents per A4 page.
- A charge for providing copy of a document other than black and white photocopy – the reasonable costs incurred by the agency in providing the copy.
- A charge for arrangements to hear or view sound or visual image – the reasonable cost incurred by the agency in making the arrangements.
- A charge for providing a written transcript – the reasonable costs incurred by the agency in providing the written transcript.
- A charge for providing written document – the reasonable costs incurred by the agency in providing the written document.

Access charges for a request should be calculated in accordance with the Freedom of Information (Access Charges) Regulations 2014 using the value of a fee unit. Council sets a fee annually for provision of documents outside the Act. The up-to-date fees are listed in Councils annual Budget.

3.8 Correction of Personal Information

Requests for correction or amendment of information about a person which is contained in a document held by the agency may be made in writing or preferably via the "The Request to Correct Information" form provided on the website and should specify –

- a) What is the particular document that contains incorrect information
- b) Particulars of why the person making the request believes the information to be incorrect, incomplete, out of date or misleading and specify the amendments he or she requests to be made.

4 STATEMENT 4 – Publicity Services

A statement listing the literature available by way of subscription services or free mailing lists [Section7 (1)(a)(iv)].

4.1 Literature Available by Subscription or Free Mailing Lists

Council produces the 'Yarriambiack News'. This is a one-page publication produced weekly outlining various items of interest depending on the week. These items can include but not limited to; Events, Positions Available, Plans on public exhibition, Tenders Available, etc. Council publishes this document in local newspapers and posts to persons throughout the Shire who are in locations that do not receive the newspapers the 'Yarri News' is published in.

Yarri Yarns is an e-newsletter that is circulated by email most Fridays to members of the public – subscriptions are free and can be arranged by phoning the office on 5398 0100 or by emailing info@yarriambiack.vic.gov.au

Council can produce and distribute a variety of literature which is available to the public free of charge, including but not limited to:

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

A range of publications can be accessed or downloaded from the Yarriambiack Shire Council Website <https://yarriambiack.vic.gov.au/> or by contacting the Yarriambiack Shire Council office on 53980100 or info@yarriambiack.vic.gov.au for copies.

In addition, Council's Facebook provides updates on Council's latest news, events and for advertising matters where Council is seeking public feedback.

5 STATEMENT 5 – Policies, Procedures and Guidelines

Documents that are provided by the agency for the use or guidance of, or are used or maybe 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
 - 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
- (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.

This statement applies to documents that are provided by Council for the use or guidance of Council or its officers.

Council must, as far as possible, make its 'hidden law' explicit to the public with procedure manuals, interpretations of the law, policy statements and enforcement methods.

Copies of all documents are made available for inspection and for purchase by members of the public. A number of documents are available from the Yarriambiack Shire Council website <https://yarriambiack.vic.gov.au/>. Inspection and copies can be arranged by contacting Council's Governance Officer through the Warracknabeal Office on 53980100.

The following lists Council's policies, plans, strategies and frameworks that are used by Council or its officers to ensure Council is transparent, consistent, acts with impartiality and accountable in their making of decisions. (Note: not all staff policies are available for public viewing due to the confidential nature surrounding Council's approach to enforcing and administering the Act. In this case, public versions may be made available)

Administration (Staff) Policies, Procedures, Manuals, Guidelines	
Budget Framework and Guidelines 2024-25	Caravan Park Management Manual
Closed Circuit Television Standard Operating Procedure and Operations and Maintenance Manual	Compliance and Enforcement Control Policy and Procedures
Councillor and Staff Interaction Policy and Procedure	Depot and Works Operations Manual
Derelict Buildings Policy (not for public viewing)	Director Recruitment and Appointment Policy
Employee Code of Conduct for Staff	Finance and Payroll Management Manual
Firearm Policy	Fit for Work Policy and Procedure

Administration (Staff) Policies, Procedures, Manuals, Guidelines

Human Resource Policy and Guidelines

- Recruitment and Selection
- Induction Program
- Police and Working with Children Checks
- Volunteer Management
- Conflict of Interest for Employees and Personnel acting on behalf of Council
- Probationary Period
- Performance Monitoring and Staff Development
- Expense Reimbursement (refer to Council Expense Policy)
- Training and Staff Development Attendance
- Managing Underperformance and Unsatisfactory Behaviour
- Managing and Investigating Misconduct
- Disciplinary and Corrective Action
- Leave Entitlements
- Annual Leave Transfer
- Long Service Leave Transfer
- Sick Leave Transfer
- Bullying and Harassment
- Sexual Harassment
- Discrimination
- Equal Employment Opportunity
- Diversity Management
- Human Rights
- Children in the Workplace
- Personal Employee Visitors
- Recognition of Service
- Redundancy, Redeployment and Retrenchment
- Workplace Functions
- Staff Uniform
- Higher Duties
- Temporary Change of Hours
- Flexible Working Arrangements
- Working from Home

Administration (Staff) Policies, Procedures, Manuals, Guidelines

	<ul style="list-style-type: none"> • Secondary Employment • Internal Complaints and Grievances • Employee Assistance Program • Transition to Retirement
Incoming Correspondence Procedure	
Mobile Phone Policy	
Mobile Phone Procedure	
Occupational Health and Safety Policy and Manual	
Occupational Health, Safety and Wellbeing Guidelines	<ul style="list-style-type: none"> • Personal Protective Equipment / Clothing • Body Worn Cameras • Protection of Workers from Ultraviolet Radiation • Incident and Accident Reporting and Investigation • Occupational Health and Safety Issue Resolution • Noise Control • Dust Suppression • First Aid • Prevention of Falls • Lock Out / Tag Out • Plant Management and Safety • Hazard Management and Risk Assessment • Job Safety Analysis • Safety Inspection and Testing of Electrical Equipment • Smoke Free Workplace • Seasonal Heat / Days of Catastrophic Fire Danger • Safe Disposal of Sharps • Manual Handling • Working Alone • Hot Work Permit System • Occupational Health and Safety Training • Health and Wellbeing

Administration (Staff) Policies, Procedures, Manuals, Guidelines	
<p>Occupational Health and Safety Project Management Plan</p> <p>Procurement Management Manual</p> <p>Services, Projects and Asset Management Working Group Terms of Reference</p> <p>Workflow Max Project and Financial Management Manual</p>	<ul style="list-style-type: none"> • Health Monitoring • Mental Health in the Workplace • Pregnancy and Breastfeeding at Work • Health Records • Fatigue Management • Working in Cold Weather • Working in Heat

COUNCIL POLICIES, PLANS AND STRATEGIES

- Advisory Committees of Council Policy
- Access and Inclusion Plan
- Asset and Operations Guidelines
- Asset Lifecycle Policy
- Asset Management Plan
- Asset Management Policy
- Audit & Risk Committee Charter
- Business Continuity Plan
- CEO Employment and Remuneration Policy
- Child Safety and Wellbeing Policy
- Child Safe Standards Website Declaration Statement
- Child Safety Code of Conduct
- Closed Circuit Television (CCTV) Policy
- Common Seal and Conduct at Meetings Local Law
- Community Assistance and Fee Waiver Policy
- Community Engagement Policy
- Community Share Grant Guidelines – Business and Streetscapes
- Community Share Grant Guidelines – Community Building Major
- Community Share Grant Guidelines – Community Building Minor
- Community Share Grant Guidelines – Events and Sponsorship
- Community Share Grant Program Policy
- Complaints Handling Policy
- Conflict of Interest Manual
- Corporate Debit and Credit Card Policy
- Council Expense Policy
- Council Plan 2021-2025
- Councillor Code of Conduct
- Customer Service Charter
- Dangerous Dog & Restricted Breed Policy
- Debt Management, Relief and Hardship Policy
- Derelict Buildings Policy (public version)
- Domestic Animal Management Plan
- Early Years Plan
- Economic Development Strategy
- Emergency and Evacuation Plan (main office)
- Emergency Animal Welfare Support Sub-Plan

- Emergency Evacuation Plan (Library)
- Environmental Strategy
- External Private Works Policy
- Family Violence Management Policy
- Flag Control Policy and Guidelines
- Footpath Hierarchy and Implementation Plan
- Fraud and Corruption Prevention Policy
- Freedom of Information Part II Statement
- Gender Equality Policy and Guidelines
- General Local Law No.5
- Gift, Benefits & Hospitality Policy
- Governance Rules
- Grant Management Policy
- Gravel Pit Management Policy and Procedure
- Heatwave Plan
- ICT & Business Transformation Strategy
- ICT Disaster Recovery Plan and Procedure
- Information Communication Technology (ICT) Acceptable Use Policy
- Information Management Policy & Procedures
- Information Privacy Policy
- Inappropriate Use of Land Policy
- Inspectorate Report Action Plan
- Investment Policy
- Leases and Licences Policy
- Media and Communications Policy
- Motor Vehicle Fleet Ownership Procedure
- Motor Vehicle Operating Use Procedure
- Motor Vehicle Policy
- Motor Vehicle Private Use Procedure
- Municipal Emergency Management Plan
- Municipal Fire Management Plan
- Operational Plan 2023
- Performance Reporting Framework
- Procurement Policy
- Project Management Policy
- Project Management Procedure
- Public Interest Disclosure Policy and Procedures
- Public Transparency Policy
- Registration of Swimming Pools and Spas Policy and Procedure
- Return to Work Policy & Guidelines
- Revenue and Rating Plan
- Risk Management Manual
- Road Asset Management Plan
- Road Hierarchy
- Road Management Plan
- Road Register Local Roads and Streets
- Roadside Weed and Rabbit Control Plan
- Service Level Planning Framework
- Service Level Planning Policy
- Sport and Recreation Strategy
- Tree Management Policy
- Tourism Strategy
- Wimmera Integrated Relief and Recovery Plan
- Use of Artificial Intelligence Policy
- Workforce Plan
- Youth Engagement Commitment Statement

6 STATEMENT 6 – Report Literature

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

Under Section 11 of the Freedom of Information Act 1982, Council must make a wide range of final reports and records of decisions relating to and the administration of policies of interest to the public available for inspection or purchase.

Council publishes its progress reports, final reports and records of decisions relating to policy within Council meeting minutes and they are made available on the Yarriambiack Shire Council Website <https://yarriambiack.vic.gov.au/council/council-minutes/council-minutes/>




Council also posts reports and policies on the Yarriambiack Shire Council Website. In addition, copies can be made available for inspection or purchase by contacting the Governance Officer on 53980100.

6.1 Reports, Statements and Submissions

Council makes the following two classes of documents accessible to the public:

- Documents prepared outside the Council for consideration by the Council
- Documents prepared within the Council for consideration by the Council

CEO Approved Policy

Policy Adopted:	Ordinary Meeting 26/08/2020	Minute Book Page 196 This Statement originally went to Council in conjunction with the Public Transparency Policy. (This statement is CEO approved and does not need to go back to Council for approval)
Policy Reviewed:	Date: 14/10/2021	CEO Signature: 
	Date: 03/08/2023	CEO Signature: Tammy Smith 
	Date: 01/07/2024	CEO Signature: Tammy Smith 
	Date: 30/01/2025	CEO Signature: Tammy Smith 