

STRATHBOGIE SHIRE COUNCIL

Part II Statement

Publication of Certain Documents and Information

Pursuant to the

Freedom of Information Act 1982

**Prepared by FOI Officer
September 2021**

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Introduction

The principles of the Freedom of Information Act 1982 are:

- To provide access to information held by agencies and government departments to members of the community:
- To ensure the publication of information regarding the functions of agencies and government departments:
- To allow members of the public to amend inaccurate, incomplete, or out of date personal information held by agencies and government departments:
- To provide a process of review of decisions regarding the request for information or the amendment of personal information.

Not all documents are eligible for release. The Freedom of Information Act allows an agency to refuse access to certain documents, which are called 'exempt' documents.

Examples of these documents include, but are not limited to:

- Some internal working documents
- Documents covered by legal professional privilege (such as legal advice)
- Documents affecting personal privacy
- Documents containing 'commercial in confidence' or trade secrets
- Information obtained in confidence
- Matters considered by Council at a closed meeting

This document has been compiled in accordance with Part II of the Act, which requires the agency (Council) to provide details and information of its functions under the following statements:

- Organisation and functions of Council
 - Categories of documents maintained by Council
 - Documents prepared by Council for publication or inspection
 - Subscription services and free mailing lists
 - How to apply for access to information under the Freedom of Information Act 1982 and details of responsible officers
 - Details of committees whose minutes are available for public inspection
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Statement 1 – Organisation and functions of Council

Organisational Structure

Strathbogie Shire Council consists of five wards represented by one councillor in each ward except for two councillors in the Lake Nagambie and Seven Creeks wards.

- Mt Wombat Ward
 - Cr Laura Binks (Mayor)
- Hughes Creek Ward
 - Cr Paul Murray (Deputy Mayor)
- Lake Nagambie Ward
 - Cr Weatherald
- Seven Creeks Ward
 - Cr Sally Hayes-Burke
- Honeysuckle Creek Ward
 - Cr Chris Raeburn

Council's administration consists of:

- Chief Executive Officer: Julie Salomon
- Community & Planning – Director: Amanda Tingay
 - Manager Planning & Investment – Braydon Aitken
 - Manager Community & Culture – Rachael Frampton
 - Manager Project Delivery – Bruce Rowley
 - Manager Asset Planning – Daniel Haysom
 - Coordinator Community Services & Inclusion – Kate McKernan
- Corporate Operations – Director: David Roff
 - Manager Finance – Upul Sathurusinghe
 - Manager Digital Innovation & Technology – Greg Underhill
 - Team Leader Building Health and Compliance – Jason McConkey
 - Manager Operations – Brian Doyle
 - Waste Management / Sustainable Environment – Molly Odgers
- Executive Manager Governance & Customer Service -
 - Executive Manager People & Culture – Heike Manet
 - Executive Manager Communications & Engagement – Kristin Favaloro

Principal Officer

The current principal officer is Julie Salomon, Chief Executive Officer

Postal Address: PO Box 177 Euroa 3666

Address: 109a Binney Street Euroa 3666

Telephone: 03 5795 0000

Email: info@strathbogie.vic.gov.au

Website: <https://www.strathbogie.vic.gov.au>

Functions of Council

Strathbogie Shire Council manages a broad range of services and functions. These include:

- Animal management
- Assets and civic facilities management
- Building services
- Children and family services
- Community development
- Economic growth and tourism
- Emergency management
- Environmental management
- Maternal and child health
- Land use and Planning
- Public community health
- Roads, bridges, footpaths, and drainage
- Parks & reserves
- Strategic and statutory planning
- Waste management & recycling
- Waterway marine management
- Youth services

Legislative Acts, Regulations and Local Laws

Council performs its functions and operates in accordance with many legislative Acts, Regulations and Council's Local Laws. The following indicates, as far as practicable, a list of those Acts, Regulations and Local Laws:

[Legislative Acts and Regulations](#)

- *Aboriginal Heritage Act 2006*
 - *Associations Incorporation Reform Act 2012*
 - *Audit Act 1994*
 - *Australian Consumer Law and Fair-Trading Act 2012*
 - *Building Act 1993*
 - *Building Regulations 2018*
 - *Catchment and Land Protection Act 1994*
 - *Children Youth and Families Act 2005*
 - *Climate Change Act 2017*
 - *Conservation, Forests and Land Act 1987*
 - *Constitution Act 1975*
 - *Country Fire Authority Act 1958*
 - *Country Fire Authority Regulations 2014*
 - *Crown Land (Reserves) Act 1978*
 - *Cultural and Recreational Lands Act 1963*
 - *Dangerous Goods (Explosives) Regulations 2011*
 - *Dangerous Goods Act 1985*
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- *Development Victoria Act 2003*
 - *Disability Act 2006*
 - *Domestic Animals Act 1994*
 - *Domestic Building Contracts Act 1995*
 - *Drugs, Poisons and Controlled Substances Regulations 2017*
 - *Education and Care Services National Law Act 2010*
 - *Education and Care Services National Regulations 2011*
 - *Education and Training Reform Act 2006*
 - *Electoral Act 2002*
 - *Electoral Regulations 2012*
 - *Electricity Safety Act 1998*
 - *Emergency Management Act 2013*
 - *Environment Protection Act 2020*
 - *Equal Opportunity Act 2010*
 - *Estate Agents Act 1980*
 - *Fair Trading Act 1999*
 - *Fences Act 1968*
 - *Fire Services Property Levy Act 2012*
 - *Flora and Fauna Guarantee Act 1988*
 - *Food Act 1984*
 - *Freedom of Information Act 1982*
 - *Gambling Regulation Act 2003*
 - *Geothermal Energy Resources Regulations 2010*
 - *Graffiti Prevention Act 2007*
 - *Health Records Act 2001*
 - *Heritage Act 2017*
 - *Housing Act 1983*
 - *Infringement Regulations 2016*
 - *Impounding of Livestock Act 1994*
 - *Independent Broad-Based Anti-Corruption Commission Act 2011*
 - *Information Privacy Act 2000*
 - *Infringements (General) Regulations 2016*
 - *Infringements Act 2006*
 - *Land Acquisition and Compensation Act 1986*
 - *Land Acquisition and Compensation Regulations 2010*
 - *Land Act 1958*
 - *Landlord and Tenant Act 1958*
 - *Libraries Act 1988*
 - *Liquor Control Reform Act 1998*
 - *Local Government (Electoral) Regulations 2016*
 - *Local Government (Finance and Reporting) Regulations 2010*
 - *Local Government (General) Regulations 2015*
 - *Local Government Act 2020*
 - *Local Government (Long Service Leave) Regulations 2012*
 - *Local Government (Planning and Reporting) Regulations 2014*
 - *Magistrates' Court Act 1989*
 - *Major Transport Projects Facilitation Act 2009*
 - *Marine Safety Act 2010*
 - *Metropolitan Fire Brigades Act 1958*
 - *Mineral Resources (Sustainable Development) Act 1990*
 - *National Parks Act 1975*
 - *Occupational Health and Safety Act 2004*
 - *Occupational Health and Safety Regulations 2017*
 - *Pipelines Act 2005*
 - *Planning and Environment (Fees) Regulations 2016*
 - *Planning and Environment Act 1987*
 - *Planning and Environment Regulations 2015*
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- *Prevention of Cruelty to Animals Act 1986*
- *Privacy and Data Protection Act 2014*
- *Protected Disclosure Act 2012*
- *Public Administration Act 2004*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2019*
- *Public Records Act 1973*
- *Rail Safety Act 2006*
- *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*
- *Residential Tenancies Act 1997*
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Management Act 2004*
- *Road Safety (General) Regulations 2019*
- *Road Safety (Traffic Management) Regulations 2019*
- *Road Safety (Vehicles) Regulations 2009*
- *Road Safety Act 1986*
- *Road Safety Road Rules 2017*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Shop Trading Reform Act 1996*
- *Sport and Recreation Act 1972*
- *Subdivision (Fees) Regulations 2016*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivision (Registrar's Requirements) Regulations 2011*
- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Urban Renewal Authority Victoria Act 2003*
- *Valuation of Land Act 1960*
- *Victoria State Emergency Service Act 2005*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Victorian Grants Commission Act 1976*
- *Victorian Inspectorate Act 2011*
- *Water Act 1989*
- *Whistleblowers Protection Act 2001*

Council's Local Laws

- Meeting Procedure Local Law
 - Community Local Law
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Statement 2 – Documents that are maintained by Council

Council is in possession of and maintains a variety of documents. Council uses an Electronic Document Records Management System for storing records that relate to Council business.

- Annual reports
- Financial reports
- Agendas and minutes
- Council resolutions
- General correspondence and documents submitted by third parties
- Building and planning applications and associated documents
- Local law permit applications and associated documents
- Animal registration applications and associated documents
- Tender documents and evaluations
- Contract management records and documentation
- Policies, procedures, strategies, protocols, and plans
- Disclosures of conflicts of interest
- Legal documents: local laws, contracts, leases, agreements, licences, instruments of appointment and authorisation, instruments of delegation, legal advice, court documents
- Reports prepared by external consultants
- Surveys and statistical data
- Media releases, general advertising, newsletters
- Maternal and child health Service user records
- Risk management and OHS assessments and associated documentation
- Internal working documents: staff personnel files, administration and organisational documentation, financial documentation (including debtors and creditors documents), audit records, asset and resource management records and documentation, road and property files, plans, maps, drawings
- Databases: roads, rates, contacts, customer service requests, mailing lists
- Non-hard copy files: Disks, DVDs, computer back-up tapes, soft-copy internal working files and officer notes

Files within these categories are held and maintained in accordance with best practice records management principles and relevant legislation. This includes regular archiving and disposal of records undertaken in the accordance with approved schedules

This type of document may be inspected or purchased.

Statement 3 - Registers and Documents Available for Inspection

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, POPE & 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
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.221(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						
Neighbour-hood 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 License	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

Planning Scheme Amendments	Document	<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—</p> <p>(a) the planning authority has decided whether or not to adopt the amendment; or</p> <p>(a) 28 days have elapsed since it received the panel's report.</p> <p>(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>	s.26(1) and (2)	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendments	Document	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.	s.4H	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendment(s) and schemes (approved)	Register	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.	s.41	<i>Planning & Environment Act 1987</i>	Public	None
Planning Scheme Amendment((s) 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	<p>(1) The responsible authority must keep a register containing the prescribed information in respect of—</p> <p>(a) all applications for permits; and</p> <p>(b) all decisions and determinations relating to permits.</p> <p>(2) The responsible authority must make the register available during office hours for any person to inspect free of charge.</p>	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	Procedure (s) 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

Statement 4 – Subscriptions and mailing lists.

- Latest News – can be accessed via the link below.
 - My Strathbogje – quarterly newsletter can be accessed via the link below. This publication is also mailed to all households free of charge.
 - News and Newsletters - Strathbogje Shire Council can be accessed via the below link [Latest News - Strathbogje Shire Council](#)
 - ENews – monthly edition can be accessed via the link below. Subscription to this publication can be completed on the below link. [eNews – Strathbogje Shire Council](#)
 - Arts & Culture ENews – Stay up to date with all things Arts and Culture including grant opportunities, upcoming events, and more exciting news can be the accessed via link below [Arts and Culture eNews - Strathbogje Shire Council](#)
 - Share Strathbogje – Online engagement forum which can be accessed via the link below. www.share.strathbogje.vic.gov.au
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Statement 5 – Freedom of Information Requests

Requests to access documents should be directed first to the Council department primarily responsible for the information you require.

Requests to access documents not available through the relevant departments can be made under the Freedom of Information Act 1982 (Act), by lodging a [Freedom of Information request](#).

Requests under the Act must be made in writing stating as clearly and precisely as possible what information or document you are seeking access to, and addressed to:

Freedom of Information Officer
PO Box 177
Euroa Victoria 3666
Telephone: 03 5795 0000
Email: info@strathbogie.vic.gov.au

In person:
Strathbogie Shire Council offices, 109A Binney Street, Euroa or 317 High Street, Nagambie

All Freedom of Information requests must be accompanied by an application fee of \$31.80 (which increases each year on the 01st of July). Fees may be waived in certain circumstances if the applicant can provide evidence of financial hardship. If payment is by cheque or money order, it should be made payable to Strathbogie Shire Council

Processing your request

Once we understand what information or document you are seeking, we will process your request and provide you with a decision as soon as possible but no later than 30 days after the date of your request and payment. Note that we may extend the 30-day period by up to an additional 15 days if consultation with third parties is required.

Charges

Access charges are set by government regulations and relate to the costs incurred in granting access to the documents you have requested.
Search & Retrieval time of documents \$23.90 (being 1.5 fee units per hour) per hour or part or part of an hour
A4 Sized Black & White copies at \$0.20 per page
Supervised Inspection of Documents \$23.90 (being 1.5 units) per hour

Refusal of a Request

Not all documents are eligible for release. The Freedom of Information Act allows an agency to refuse access to certain documents, which are called 'exempt' documents.

Examples of these documents (and the relevant section of the Freedom of Information Act) include:

- Some internal working documents – section 30
 - Documents covered by legal professional privilege (such as legal advice) – section 32
 - Documents affecting personal privacy – section 33
 - Documents containing 'commercial in confidence' or trade secrets – section 34
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- Information obtained in confidence – section 35
- Matters considered by Council at a closed meeting – section 38A

Review Rights

If you are refused access to documents, or are not satisfied with the decision taken by the Freedom of Information Officer, you have the right to apply for a review of your original request to the Office of the Victorian Information Commissioner (OVIC). More information on how to request a review can be found on the Office of the Victorian Information Commissioner website - <https://foiccommissioner.vic.gov.au/>

For additional information visit the Freedom of Information website at www.foi.vic.gov.au

Statement 6 – Officers responsible for requests to access documents

Strathbogie Shire Council Freedom of Information Officer:

Aileen Davidson
Strathbogie Shire Council
PO Box 177,
Euroa,
Victoria 3666
Tel: 03 5795 0000
Freecall: 1800 065 993
Fax: 03 5795 3550
Email: info@strathbogie.vic.gov.au

Statement 7 – Advising Committees, Boards & Other Bodies

A list of Committees, boards, councils, and other bodies constituted by 2 or more persons, that are a part of, or that have been established for the purpose of advising Council, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection.

- Ordinary and Special Meetings of Council – minutes are available on [Council's website](#).
- Planning Committee Meetings – minutes are available on <http://www.strathbogie.vic.gov.au/development/statutory-planning/planning-committee>

Statement 8 – Libraries

Euroa Library

58-62 Binney Street, Euroa
1300 374 765

www.qvrlc.vic.gov.au

Opening hours:

Tuesday – Friday: 9.30am - 5:30pm
Saturday: 9:30am - 12:30pm

Nagambie Library

Shop 5 263 High Street, Nagambie 3608
1300 374 765

www.qvrlc.vic.gov.au

Opening hours:

Tuesday & Thursday: 10:00am – 1:00pm & 1.30pm – 5.30pm
Friday & Saturday: 10:00am – 12.30pm

Violet Town Library

35 Cowslip Street, Violet Town 3669
1300 374 765

www.qvrlc.vic.gov.au

Opening hours:

Tuesday: 10.00am – 12.30pm
Thursday: 10:30am – 12:30pm & 1.30pm -5.30pm
Friday: 2:30pm – 5:30pm
Saturday: 10:00am – 12:30pm

Avenel Library

23 Queen Street, Avenel 3664
Opening Hours:

Tuesday 10am – 12.30pm
Wednesday 1.15pm – 3.45pm (Library staff in attendance)
Thursday 10am – 12.30pm
Friday 10am – 12.30pm
Saturday 10am – 12.30pm

Mobile Library

1300 374 765

www.qvrlc.vic.gov.au
