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to live

Freedom of Information

Part II Statement

Pursuant to the *Freedom of Information Act 1982*

January 2020

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Purpose

The purpose of Part II of the *Freedom of Information Act 1982* (the Act) (Section 7 – Section 12) is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information which may affect them. To this end they must be aware of what government does, how it acts and what information it holds.

Council releases a large amount of information online and print publishing as well as person-to-person service provision. The Freedom of Information Part II Statement shows the City of Darebin is making information readily available to the public.

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

Access to documents and information about how we exercise our powers and perform our functions

Section 7 of the *Freedom of Information Act 1982* ('the Act') requires all agencies, to publish a set of statements that describe their powers and functions, the documents and information they keep, and the ways people can view or get copies of them.

In the interests of transparency, the City of Darebin has compiled a Part II Freedom of Information Statement where you will find information about:

- Statement 1 – Organisation and Functions of Council
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 – Publications
Freedom of Information Act 1982, Section 7(1) (a) (iv)
- Statement 5 – Rules, Policies, and Procedures
Freedom of Information Act 1982, Section 8

Freedom of Information

The *Freedom of Information Act 1982* has been in effect from 1st January 1994, for Local Government. Freedom of Information (FOI) provides members of the public:

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- A legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files;

FOI Principles

Freedom of Information embraces the principles that:

- Members of the public have a legally enforceable right of access to government information;
- Government departments and agencies are required to publish information concerning the documents they hold;
- People may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended;
- People may appeal against a decision by a government body not to give access to the information, or not to amend a personal record.

What information is made available under Freedom of Information?

People have a right to seek access to documents that were created or reviewed by the Darebin City Council after 1st January 1989. Documents may take the form of:

- Written documentation whether registered on file or not;
- Maps;
- Microfiche;
- Computer printouts;
- Tape recordings;
- Video tapes;
- Books;
- Films;
- Photographs;
- Electronic mail;
- Computer disks;
- Soundtracks.

Exempt Documents

In some instances, the right of access to some documents may be reflected or limited by specific exemptions of the *Freedom of Information Act*. These exemptions are applied where it is deemed necessary for the protection of the public's interest, privacy or commercial reasons. Exempt documents fall into the following categories:

- Internal working documents;
- Law enforcement documents;
- Documents containing material obtained in confidence;
- Documents relating to trade secrets;
- Documents relating to legal professional privilege;
- Documents affecting personal privacy;
- Council documents subject to Section 89 (3) of the Local Government Act 1989;
- Disclosure is contrary to public interest.

Freedom of Information Act 1982 publication requirements

The Freedom of Information Act 1982 (Part II) requires Council to make available the following Statements to provide more detail about the Darebin City Council and the types of information available to members of the public.

The Statement consists of:

- Organisation and functions of Council;
- Categories of documents maintained by Council;
- Documents prepared by Council for publication or public inspection;
- Subscriptions and mailing lists;
- Freedom of Information arrangement and responsible officers;
- List of committees whose meeting are open to the public or minutes publically available;
- Locations and hours of operation of libraries or reading rooms available for public use.

Statement 1 – Organisation and Functions

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

Establishment

The City of Darebin was formed in 1994 with the merger of most of the former Cities of Northcote and Preston, with the transfer of the portion of the City of Northcote south of Heidelberg Road to the City of Yarra and minor adjustments with the former Cities of Coburg, Heidelberg and the Shire of Diamond Valley.

Our Organisational Structure

Darebin City Council consists of the following directorates and departments:

Office of the Chief Executive, Mayor & Councillors

Governance & Engagement

- Community Empowerment & Engagement;
- Finance;
- Information Services;
- People & Development;
- Governance & Performance.

Community

- Aged & Disability;
- Creative Culture & Events;
- Equity & Wellbeing;
- Families, Youth & Children;
- Recreation & Libraries.

Operations & Capital

- Assets & Capital Delivery;
- City Works;
- Parks & Open Space.

City Sustainability & Strategy

- City Development;
- City Futures;
- City Safety & Compliance;
- Environment & Sustainable Transport.

ORGANISATION STRUCTURE

February 2020



Our Location

The City of Darebin occupies 53 square kilometres in the northern suburbs of Melbourne, between 5 and 15 kilometres north of Melbourne. The municipality is bounded by the City of Whittlesea in the north, City of Banyule in the east, the City of Yarra in the south, and the City of Moreland in the west. More than 144,086 people call Darebin home.



Contacting Council

Postal Address:

City of Darebin, PO Box 91, Preston, Vic 3072

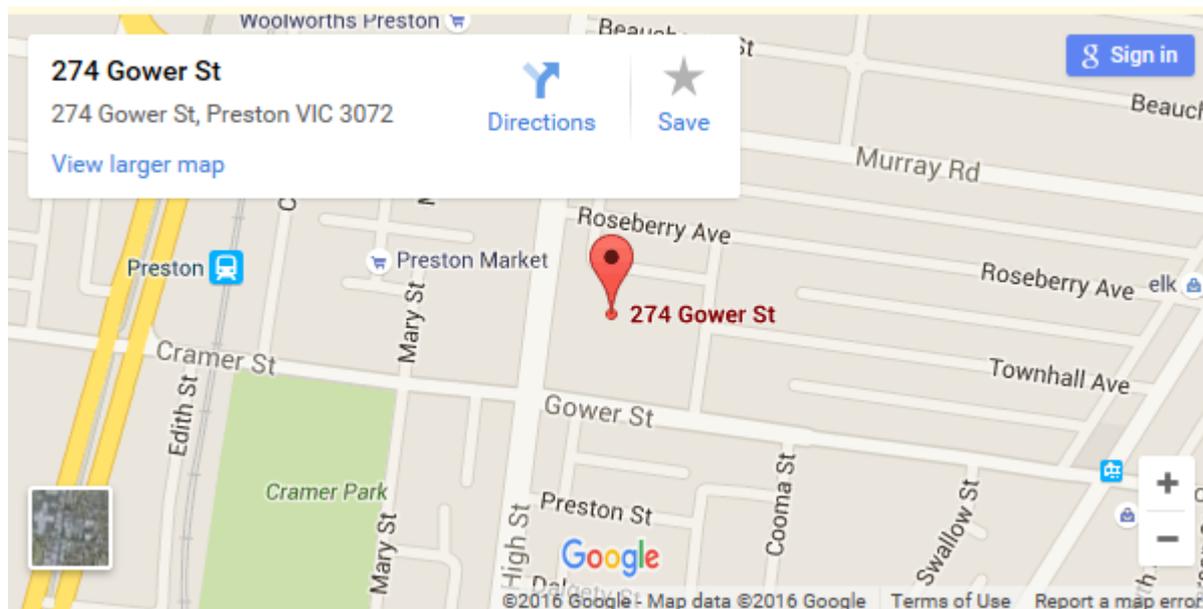
Physical Address: City of Darebin, 274 Gower Street, Preston Vic 3072

Telephone: (03) 8470 8888

Fax: (03) 8470 8877

Website: www.darebin.vic.gov.au

Email address: mailbox@darebin.vic.gov.au



Service Centres

Preston Customer Service Centre
274 Gower Street, Preston
Monday to Friday, 8.30am to 5.00pm

Northcote Customer Service Centre
32 – 38 Separation Street, Northcote
Monday to Friday, 8.30am to 5.00pm

Reservoir Community and Learning Centre
23 Edwardes Street, Reservoir
Monday to Friday, 10.00am to 5.00pm

Darebin City Council Wards

Darebin City Council governs three wards: La Trobe Ward, Cazaly Ward and Rucker Ward. Nine Councillors are elected every four years, with three representatives per ward. A mayor is elected by the Councillors to serve as the principal ambassador for the City for a twelve-month term.

Elected by the residents the team of nine Councillors work together to set Council's strategic direction and to make important decisions regarding the whole municipality.



Functions

Section 3E of the *Local Government Act 1989* prescribes the functions of a Council which include:

- advocating and promoting proposals which are in the best interests of the local community;
- planning and providing services and facilities for the local community;
- providing and maintaining community infrastructure in the municipal district;
- undertaking strategic and land use planning for the municipal district;
- raising revenue to enable the Council to perform its functions;
- making and enforcing local laws;
- exercising, performing and discharging the duties, functions and powers of Council's under the Local Government Act 1989 and other Acts;
- any other function relating to the peace, order and good government of the municipal district.

Local Government Functions and Activities

The Council has responsibility for managing a broad range of functions, activities and services. These include:

- Aged and disability services;
- Animal management;
- Arts and cultural services;
- Assets and civic facilities management;
- Building services;
- Children and family services;
- Community development;
- Economic development;
- Environmental management;
- Heritage;
- Leisure and recreation services;
- Library and learning services;
- Maternal child health care;
- Open space planning;
- Parking management;
- Public health and safety;
- Roads, footpaths and drainage;
- Traffic safety;
- Transport planning;
- Strategic and statutory planning;
- Waste management and recycling;
- Youth services.

The Council derives its powers and operates pursuant to many Acts, Regulations and Council Local Laws. The following indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

Legislation

- Audit Act 1994;
- Aboriginal Heritage Act 2006;
- Building Act 1993;
- Children Youth and Families Act 2005;
- Climate Change Act 2010;
- Conservation, Forests and Land Act 1987;
- Crown Land (Reserves) Act 1978;
- Cultural and Recreational Lands Act 1963;
- Dangerous Goods Act 1985;
- Domestic Animals Act 1994;
- Education and Care Services National Law 2010;
- Heritage Act 1995;
- Housing Act 1983;
- Impounding of Livestock Act 1994;
- Infringements Act 2006;
- Land Act 1958;
- Land Acquisition and Compensation Act 1986;
- Landlord and Tenant Act 1958;
- Libraries Act 1988;
- Liquor Control Reform Act 1998;
- Local Government Act 1989;
- Magistrates Court Act 1989;
- Major Transport Projects Facilitation Act 2009;
- Metropolitan Fire Brigade Act 1958;
- Mineral Resources (Sustainable Development) Act 1990;
- Planning and Environment Act 1987;
- Pipelines Act 2005;
- Privacy and Data Protection Act 2014;
- Protected Disclosures Act 2012;
- Public Health and Wellbeing Act 2008;

- Educational Training Reform Act 2006;
- Electricity Safety Act 1998;
- Emergency Management Act 1986;
- Environment Protection Act 1970;
- Estate Agent Act 1980;
- Equal Opportunity Act 2010;
- Fences Act 1968;
- Flora, Fauna Guarantee Act 1988;
- Food Act 1984;
- Freedom of Information Act 1982;
- Gambling Regulation Act 2003;
- Graffiti Prevention Act 2007;
- Health Records Act 2001;
- Public Records Act 1973;
- Road Management Act 2004;
- Road Safety Act 1986;
- Second Hand Dealers and Pawnbrokers Act 1989;
- Sex Work Act 1994;
- Sheriff Act 2009;
- Sport and Recreation Act 1992;
- Subdivision Act 1988;
- Summary Offences Act 1966;
- Tobacco Act 1987;
- Transfer of Land Act 1958;
- Transport Integration Act 2010;
- Valuation Land Act 1960;
- Victorian Grants Commission Act 1976;
- Victoria State Emergency Service Act 2005;
- Victorian Urban Development Authority Act 2003;
- Water Act 1989.

Local Laws

- General Local Law 2015 (Local Law No: 1 of 2015);
- Darebin City Council Governance Local Law 2017 (Local Law No: 1 of 2017).

External Consultation

Community consultation is a process that the Darebin City Council undertakes to involve the public in decision making by communicating with them via Council's webpage.

Council's webpage has a section titled "Your Say". Any consultation between Council, the community seeking their views about a particular issue, service or other Council matters will be found there.

Examples of community consultation could include asking the community for feedback on Council policies, performance on service delivery or involving the community in the development or review of specific projects or developments.

Decision Making Power

Council is a statutory entity and is able to do only those things which it is authorised by statute, the *Local Government Act 1989*. It can act in only one of two ways: by resolution or through others acting on its behalf.

By resolution:

Council exercise's its decision-making powers at Ordinary meetings of Council, Planning, Committee meetings of Councils, Hearing of Submissions Committee meeting of Council, Special Meetings of Council which are called from time to time to deal with any urgent matters that may arise and the Bundoora Homestead Board of Management Committee meetings.

All Council meeting times and dates for the calendar year are published on Councils website.

All meeting are held at the:
Darebin City Council
Preston Municipal Offices
350 High Street
Preston (unless otherwise advertised).

Agendas and Minutes for all meetings are available on Council's website.

Council meetings are also able to be viewed live; details on how this service is available are notes on Council's website.

Agenda and Minutes of meetings from the past year are also available on Council's website.

Council's Meeting Procedure Local Law documents the manner of voting and making resolutions of Council.

Through others acting on its behalf:

The *Local Government Act 1989* makes express provision for the appointment of delegates to act on behalf of Councils. Most Council decision-making power is allocated by formal delegations: delegation to special committees and delegation to members of staff. The decision of a delegate of Council is 'deemed' to be a decision by Council.

The instrument of Delegation to the Chief Executive Officer empowers the CEO to exercise various powers of the Council, including the power to sub-delegate powers to Council Officer's.

List of Committees whose meetings are open to the public or minutes publically available

Council is represented on a broad range of internal, state and regional organisations and committees, including the following:

Standing Committees:

- Planning Committee;
- Hearing of Submissions Committee;
- Bundoora Homestead Board of Management;
- CEO Employments Matters Committee (*Advisory Committee*)
- Audit Committee;

Community Advisory Committees:

- Active and Healthy Ageing Community Board;
- Darebin Aboriginal Advisory Committee;
- Darebin Arts Ambassadors;
- Darebin Community Awards Advisory Committee;
- Darebin Bicycle Advisory Committee;
- Darebin Disability Advisory Committee;
- Darebin Domestic Animal Management Reference Group
- Darebin Education Committee
- Darebin Environmental Reference Group;
- Darebin Housing Committee;
- Darebin Interfaith Council;
- Darebin Women's Advisory Committee;
- Darebin Nature Trust;
- Darebin Lifelong Learning Strategy Reference Group;
- Edwardes Lake Park Reference Group;
- Municipal Emergency Management Planning Committee;
- Northland Urban Renewal Precinct Steering Committee;
- Preston Business Advisory Committee;
- Climate Emergency Darebin Advisory Committee;
- Sexuality, Sex and Gender Diversity Advisory Committee.

Community Organisations:

- Municipal Association of Victoria (MAV);
- Victorian Local Governance Association (VLGA);
- Local Government Waste Management Forum;
- Inner Northern Group Training Ltd;
- Inner Northern Local Learning and Employment Network Inc.;
- North West 4;
- Friends of Baucau Inc.;
- Metropolitan Transit Forum;
- Northern Alliance for Greenhouse Action;
- Darebin Enterprise Centre Ltd (DECL);
- Darebin Ethnic Communities Council (DECC);
- Darebin Creek Management Committee Inc.;
- Merri Creek Management Committee Inc.

Locations and hours of operation of libraries or reading rooms available for public use

Preston Library

266 Gower Street, Preston Vic 3072 - (Melways Ref 18 G12)

Monday to Friday: 10:00am to 8:00pm

Saturday: 10:00am to 4:00pm

Sunday: 1:00pm to 5:00pm

Northcote Library

32-38 Separation Street, Northcote Vic 3070 - (Melways Ref 30 F8)

Monday to Friday: 10:00am to 8:00pm

Saturday: 10:00am to 4:00pm

Sunday: 1:00pm to 5:00pm

Reservoir Library

23 Edwardes Street, Reservoir Vic 3072 - (Melways Ref 18 G5)

Monday to Thursday: 10:00am to 8:00pm

Friday: 10:00am to 5:00pm

Saturday: 10:00am to 4:00pm, Sunday: Closed

Fairfield Library

121 Station Street, Fairfield Vic 3078 - (Melways Ref 30 K10)

Monday to Friday: 10:00am to 5:00pm

Saturday: 10:00am to 4:00pm, Sunday: Closed

Please note that all libraries are closed on public holidays, renew online or return to our afterhours chutes.

Statement 2 – Categories of Documents

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

Information Management System

Darebin City Council operates a centralised records management system. The current records management software package in use for the recording and tracking of files and documents is Objective.

Objective is integrated with the (Pathway) Property based database which manages Building Application/Permits, Planning Applications/Permits, Health Registered Premises, Rate Assessments and Local Laws.

There are 5 types of files maintained by the Corporate Information Unit:

1. Subject Files

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

2. Street Files

These files contain information relating to a specific street or road including but not limited to:

- Load limits;
- Street furniture, street signs, nature strip trees, telephone booths, etc;
- Street construction and maintenance (not program information), road marking, pothole repairs, applications for footpath construction and repair nature strips, kerb and channel;
- Road closures, temporary or permanent;
- Parking and traffic management;
- Any other matter pertaining to the street including any decision made by Council/Committees and Officers relating to the street.

3. Property Files

Property files contain information on the technical aspects of the property including but not limited to:

- Rates – Notices of Acquisition and Disposition, Land Information Certificate Applications and Occupier advice;
- Valuations – Objections, complaints, Enquiries and Correspondence;
- Health – Copies of Annual Registrations, Prosecutions, EPA orders included on property files, Registered Premises Applications;
- Local Laws – Fire Hazard Notices, Prosecution, Unsightly Premises Orders, Animal Registrations and Complaints, Overhanging Tree Orders, etc;
- Any decision made by Council/Committees and Officers relating to an individual property.

4. Contract Management Files

Contract Management files contain information in relation to the work leading up to the calling of vendors or request for quotations for the construction and/or maintenance of Council assets. Examples of documents held on Contract Management files include, but are not limited to:

- Asset location documents;
- Correspondence between authorities;
- Letters to and from residents in relation to the proposed works;
- Plans/drawings;
- Consultant's reports and correspondence;
- Internal memos (usually in the form of printed emails).

5. Vital Record Holdings

A vital records repository is also maintained which contains documents which contain vital information to Council. These include:

- Council Titles;
- Leases;
- Agreements;
- Contracts.

In addition to the five file types maintained by the Corporate Information Unit there are also many other file series throughout the Council which are created and maintained by the relevant departments. These file types include:

6. Unit Specific File Series

- Building Applications and Permits: Files managed internally by the Building Department;
- Planning Application Files: Files managed internally by the Planning Department;
- Recruitment Files: Files managed internally by the People and Development Department;
- Personnel Files: Files managed internally by the People and Development Department.

7. Secondary Storage and Archived Records

Secondary and archival records are stored offsite at Grace Information Management.

All files and archives that are stored offside are recorded and tracked via Objective as well as Grace Information Management's Systems.

8. Non (hard copy) file type records

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

- Computer tapes;
- Disks;
- Accounts, invoice, receipts;
- Plans;
- Drawings;
- Maps.

Statement 3 – Freedom of Information Arrangements

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

Information Available for Inspection

The following information is required to be made available for public inspection pursuant to Regulation 12 of the **Local Government (General) Regulations 2015**.

- 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;
- 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 ;
- 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;
- 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 ;
- a document containing details of all leases involving land which were entered into by Council as lessor, including the lessee and the terms and the value of the lease;
- a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- 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.

In accordance with the **Local Government Act 1989**, the following information is available for public inspection:

- Exhibition Roll (unless Electoral Commission engaged) s23A (6);
- Voter's Roll (period from certification to 30 days past election) s24B;
- Election campaign donation return s62A (3);
- Councillor Reimbursement Policy s75B (3);
- Councillor Code of Conduct s76C (6);
- Register of Interest Returns s81(11);
- Details of reappointed CEO's total remuneration s94(6);
- Proposed Local Law s119(2A);
- Local Laws s120(2);
- Documents incorporated by local laws s120(3);
- Council Plan s125(11);
- Strategic Resource Plan s126(4);
- Proposed budget or Revised Budget s129(3);
- Adopted Budget or Revised Budget s130(9);
- Annual Report s131(11);
- Auditors Report (on Annual Report) s131(12);
- Accounts and records (confined to authorised persons) s140(3);
- Differential Rate Information s161(3);
- Proposed Special Rate/Charge Declaration s163(1B);
- Procurement Policy s186A (8)
- Accounts and Records of Entrepreneurial Venture (confined to authorised persons) s193(10);
- Quality or cost standards adopted under Best Value s208F;
- Electoral representation reviews preliminary report s219F (8);
- Electoral representation reviews final report s219F (11);
- Council records authorised by the Secretary for police access s237.

In accordance with the **Building Act 1993**, the following information is available for public inspection:

- A register of building permits s31;
- A register of occupancy permits, temporary approvals, and amendments s74;
- A register of emergency orders, building notices, and building orders s126.

In accordance with the **Domestic Animals Act 1994** the following information is available for public inspection:

- A register of all registered dogs and cats s18.

In accordance with the **Food Act 1984** the following information is available for public inspection:

- Records of registrations, renewals and transfers in relation to a particular food premises, including details of orders to suspend or revoke registration of food premises under Part III of the Act s43.

In accordance with Section 49 of the **Planning and Environment Act 1987** the following information is available for public inspection:

- A copy of Victorian Planning Provisions and any amendments to Victorian Planning Provisions s4H; I;
- A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme s18; 21;
- A copy of panel hearing reports on submissions to amend a planning scheme s26;
- A copy of an amended planning scheme s42;
- A register containing applications for permits and application for amendment of permits and all decisions and determinations relating to permits and amendment of permits s49;
- A copy of objections to permit applications and application for amendment of permit during the period which an application may be made for review of a decision on the application s57;
- Copies of Council issued permits s70;
- A copy of agreements Council has entered into with an owner of land in the area covered by a planning scheme for which it is a responsible authority s179(2).

In accordance with the **Public Health and Wellbeing Act 2008** the following information is available for public inspection:

- Health and Wellbeing Plan 2017 – 2021.

In accordance with the **Public Interest Disclosures Act 2012** the following information is available for public inspection:

- City of Darebin Council's Protected Disclosure Procedures (s58).

In accordance with the **Road Management Act 2004** the following information is available for public inspection:

- Council's Public Road Register and Road Management Plan (s19);

To arrange an inspection of any of the above documents, please contact the Manager Governance & Performance on (03) 8470-8888.

Other documents maintained by Council

- Aboriginal Action Plan 2012-2015;
- Business Development and Employment Strategy 2012-2015;
- Community Engagement Framework 2012-2017;
- Climate Emergency Plan 2017-2022;
- Customer Service Charter;
- Cycling Strategy 2013;
- Digital Transformation Strategy 2017;
- Environment Policy;
- Environmental Purchasing Code;
- Equity and Inclusion Policy 2012-2015;
- Food Security & Nutrition Action Plan 2016-2020;
- Gender Equity Action Plan;
- Green Business Attraction Strategy;
- Leisure Strategy 2010-2020;
- Open Space Strategy 2007-2017;
- Playspace Strategy;
- Preventing Violence Against Women Action Plan;
- Rating Strategy 2014-2015;

- Safe Travel Strategy;
- Sexuality, Sex and Gender Diversity Action Plan 2012-2015;
- Sustainable Water Strategy;
- Sustainable Water Use Plan;
- Strategic Resource Plan 2017-2021;
- Stormwater Management Plan 2007;
- Transport Strategy 2007-2027;
- Urban Food Protection Strategy 2014-2018;
- Waste & Litter Strategy 2015-2025;
- Women's Equity Strategy 2012-2015;
- Health and Wellbeing Plan 2017-2021.

To arrange an inspection of any of the above documents, please contact the Manager Governance & Performance on (03) 8470-8888.

What is Freedom of Information?

The Freedom of Information Act 1982 gives the public a legal, right of access to documents held by Ministers, State Government departments, Local Councils, most semi –government agencies and statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools.

The Freedom of Information Act not only gives people the right to request documents relating to their personal affairs, people can also request information about any of the activities of a government agency.

The Act also gives an individual the right to request that incorrect or misleading information held by an agency about the individual be amended or removed.

What Information is Available?

You have a right to apply for access to documents, held by the City of Darebin, which are covered by the *Freedom of Information Act 1982* (FOI).

This includes documents created by the City of Darebin, and documents supplied to the City of Darebin by an external organisation or individual.

You can apply for access to documents about your personal affairs, regardless of the age of the documents, and other documents held by the City of Darebin, not older than 1 January 1989.

Do I Need to Use FOI to Access Documents?

Many documents are available outside the requirements of the Freedom of Information Act. In these instances, the request will not be processed under FOI.

Information which you may obtain without an FOI application include information which is available publicly, such as on a public register, and information which is available for purchase.

Please note that if you require documents for a court hearing or litigation, speak to your legal adviser about other methods available to gain access in those circumstances.

How Do I Make a Request Under FOI?

You can make a request, or you can authorise another person to make a request on your behalf. If you want someone to make a request on your behalf for your personal information, you must give that person your written authorisation.

Applications under FOI must be in writing, stating very clearly the specific information that you are requesting and including the application fee which is not refundable as stipulated on Council's website under Freedom of Information.

Freedom of Information Application Form

Valid applications, with the accompanying application fee, are to be sent to:

Freedom of Information Officer
Darebin City Council
PO Box 91
Preston Vic 3072
Email: Foi@darebin.vic.gov.au

Or

Valid applications with the accompanying fee can alternatively be made at Council's Customer Service Centre:

Darebin City Council
274 Gower Street
Preston Vic 3072

Unless all requirements are met, there is no valid request for access. The 30 days within which a decision must be made on a project does not commence until a valid request is received.

If payment is deemed to cause financial hardship it may be waived or reduced. If applicants are seeking a fee waiver or reductions the request must be in writing with written evidence supporting their claim, as well as documentary evidence such as a photocopy of a social security concession card.

The Freedom of Information Officer will send applicants an acknowledgement letter and process the request within 30 days as stipulated in the Act. Where the Freedom of Information decides to refuse, partially grant, or defer access, the applicant will be notified in writing of the reason for refusal, partial access or deferral.

What Information is Not Available?

Not all information is automatically available in response to a request for it.

The Freedom of Information Act sets out a number of situations in which a Council may refuse a person access to the documents he or she has requested. The main situations are requests for documents which affect the personal affairs of another person, which are commercially confidential, which would undermine law enforcement, or which contain information supplied in confidence.

'Personal Affairs' also includes the name and/or address of somebody who is not the applicant. For example, where an applicant may wish to know the name and address of a complaint, this would be considered to be exempt material under Section 33 of the Act.

These documents or information are referred to as 'exempt' documents. In some cases, you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted.

Your application may also be refused if it is considered 'voluminous in nature', in that "it would interfere unreasonably with the operations or performance of the Council".

Additional charges

In some instances, further charges may apply in addition to the application fee. Where this is the case, the applicant will be advised of the estimated additional costs if it's substantial, prior to processing the FOI application. All fees associated with a FOI application are noted on the attached FOI Information Sheet and are also publicised on Council's website under Freedom of Information.

Right of appeal

If an applicant is dissatisfied with the Freedom of Information Officer's decision to refuse access to a document, defer access to a document, not waive or reduce an application fee (whether or not the fee has already been paid by the applicant) or not amend a document (in accordance with Section 39) the applicant may appeal the decision to the Victorian Information Commissioner for review:

Victorian Information Commissioner
Office of the Victorian Information Commissioner
PO Box 24274
Melbourne Vic 3001
Email: enquiries@foicommissioner.vic.gov.au
Web: www.foicommissioner.vic.gov.au

Officer responsible for requests to access documents

Freedom of Information Officer
Darebin City Council
PO Box 91, Preston Vic 3072
Or
Freedom of Information Officer
Darebin City Council
274 Gower Street, Preston Vic 3072

Statement 4 – Publicity Material

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

Council produces a range of publications and policies to ensure residents, ratepayers, community groups and businesses have easy access to information about Council and the municipality, which are available on Council's website.

Annual Budget;

Council adopts the annual budget after community consultation and consideration of submissions made by the public.

Annual Report;

The purpose of the Annual Report is to review the Council's strategic, operational and financial performance for each financial year and to provide feedback to ensure we remain accountable to our community. The report also maps out how we have performed against our strategic objectives.

Council Plan;

The Council Plan outlines our commitment over the 4-year period of the plan and explains our vision, mission and goals over the period. The commitments in the plan are a response to the feedback gathered through a broad consultative process and analysis of relevant trends.

Policies and Strategies

Council has adopted a number of policies and strategies to help guide decisions and to achieve outcomes and goals. All adopted strategies and policies are located on this website under, Your Council ⇒ Organisation and Performance.

Mailing lists and subscriptions.

- Councils Arts and Creativity, "What's on Newsletter" is a fortnightly email newsletter featuring art events and projects held in the City of Darebin as well as opportunities for Darebin residents.
- Councils Caring for the Environment "Sustainability New" is a quarterly environmental newsletter, featuring upcoming environmental events, workshops, sustainable living tips, green products, local environmental projects, and much more.
- Councils Community Support "The Parent Voice Newsletter" is a seasonal email newsletter for Darebin parents designed to promote health and wellbeing. Topics cover family friendly events in Darebin, useful websites and tips for families.
- Darebin Community News, "Community News" is a community newsletter that is distributed to every household in Darebin. It's the most frequently read reference in Darebin, and a good place for you to find out what's happening in your city as well as the key projects Council is working on.

Statement 5 – Rules, Policies and Procedures

Freedom of Information Act 1982, Section 8

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 large number of the documents are available to view on Council's website.

This list is not an exhaustive list of documents used by Council or its Officers; it is an example of the types of documents which are frequently referred to assist to make decisions.

The list below shows the strategies, policies and plans organised by the Council Plan Goal.

Goal 1 – Vibrant City and Innovative Economy

- Asset Management Policy;
- Asset Management Strategy;
- Building Asset Management Plan;
- Business Development and Employment Strategy;
- Car Share Policy;
- Development Contributions Plan;
- Digital Strategy;
- Footpath Trading Policy;
- Green Business Attraction Strategy;
- Heritage Study – Preston Central Heritage Assessment Key Findings & Recommendations;
- Housing Strategy;
- Junction Urban Master Plan: From Pavement to Place;
- Melbourne North's Regional Digital Economy Strategy;
- Northcote Activity Centre Structure Plan;
- Open Space Strategy;
- Plenty Road Corridor – Urban Design Framework;
- Plenty Road Integrated Land Use and Transport Study;
- Preston Central Structure Plan;
- Property Asset Management Strategy;
- Reservoir Streetscape Master Plan;
- Reservoir Structure Plan;
- Retail Activity Centres Strategy;
- Review of the Darebin Resident Parking Scheme;
- Road and Place Naming Policy;
- Road Asset Management Plan;
- Road Management Plan;
- Safe Travel Strategy;
- Sale of Minor Council Property Assets Policy;
- Urban Renewal Strategy – High Street & Plenty Road;
- Transport Strategy.

Goal 2 – Health and Connected Community

- Aboriginal Action Plan;
- Active Healthy Ageing Strategy;
- Anti-Racism Strategy;
- Community Safety Strategy;
- Disability Access and Inclusion Plan;
- Early Years Infrastructure Plan;
- Early Years Plan;
- Early Years Strategy;
- Electronic Gaming Machine Policy and Strategic Action Plan;
- Equity and Inclusion Policy;
- Food Security Policy;
- Gender Equity Annual Action Plan;
- Graffiti Management Strategy;
- Health and Wellbeing Plan;
- Heatwave Strategy;
- Leisure Strategy;
- Libraries Strategy;
- Multicultural Action Plan;
- Outdoor Sports Venues Infrastructure Policy;
- Playspace Strategy;
- Preventing Violence Against Women Annual Action Plan;
- Recreational Trades in Open Spaces Policy;
- Responding to Local Housing Stress – A Local Action Plan;
- Sexuality, Sex and Gender Diversity Action Plan;
- Sporting Fees, Charges and Occupancy Agreement Policy;
- Women’s Equity Strategy;
- Youth Engagement Strategy;
- Youth Strategy.

Goal 3 – Sustainable and Resilient Neighbourhoods

- Animal Management Strategy;
- Bundoora Park; Flora and Fauna Management Plan;
- Bundoora Park Precinct Master Plan;
- Central Creek Grassland (Ngarri – djarrang) 5 Year Works Plan;
- Climate Change Action Plan;
- Climate Change and Peak Oil Adaptation Plan;
- Community Climate Change Action Plan;
- Cycling Strategy;
- Domestic Animal Management Plan;
- Donath and Dole Reserves Master Plan;
- Drainage Asset Management Plan;
- Environment Policy;
- Environmental Purchasing Code;
- Greenstreets Streetscapes Strategy;
- Integrated Weed Management Strategy;
- Litter Plan;
- Management Plan Cherry Street Grassland Reserve;
- Open Space Asset Management Plan;
- Watershed: Towards A Water Sensitive Darebin Whole of Water Cycle Management Strategy;

- Watershed: Towards A Water Sensitive Darebin Whole of Water Cycle Management Strategy Implementation Plan;
- Urban Food Production Strategy;
- Urban Food Production Strategy Implementation Plan;
- Urban Forest Strategy;
- Waste Management Strategy.

Goal 4 – Thriving and Creative Culture

- Art and History Collections Policy;
- Arts Strategy;
- Beyond FIDO Public Art Strategy;
- Christmas Decorations for Darebin Retail Centres Policy.

Goal 5 – Excellent Service

- 2014 – 2015 Rating Strategy;
- Annual Report 2017 – 2018;
- Budget Report 2017 – 2018;
- Council Plan 2017 – 2021;
- Critical Incident Procurement Policy;
- Infringement Policy;
- Municipal Emergency Management Plan;
- Procurement Policy;
- Rates Financial Hardship Policy;
- Safety Management System Draft Action Plan Bundoora Park;
- Strategic Resource Plan.

Goal 6 – Open and Accountable Democracy

- Community Governance Charter;
- Councillor Briefing Policy;
- Councillor Support and Expenses Policy;
- Community Engagement Framework;
- Gifts and Hospitality Policy;
- Human Rights Action Plan;
- Mayoral Event Policy;
- Media Policy for Mayor and Councillors.