

Maribyrnong City Council

Freedom of Information Part II Statement

Pursuant to the Freedom of Information Act 1982

REVISION RECORD

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1. Introduction

The purpose of this document is to comply with Part II of the *Freedom of Information Act 1982* (the 'Act'). This section of the Act specifies a set of statements which Maribyrnong City Council must publish describing its powers and functions, the documents and information maintained and the ways in which people can view or access copies of them. This document must be reviewed annually.

1.1 Freedom of Information

The *Freedom of Information Act 1982* gives members of the public:

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- a legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files.

1.2 Freedom of Information 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- people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended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.

1.3 What information is made available under freedom of information?

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

- books
- computer disks
- computer printouts
- electronic mail
- films
- maps
- microfiche
- photographs
- sound tracks
- tape recordings
- video tapes
- written documentation whether registered on file or not

1.4 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 Maribyrnong City Council and the types of information available to members of the public.

The statements consist of:

- Organisation and functions of Council
Freedom of Information Act 1982, Section 7(1) (a) (i) (vii) (viii)
- Categories of documents maintained by Council
Freedom of Information Act 1982, Section 7(1) (a) (ii)
- Freedom of Information arrangements
Freedom of Information Act 1982, Section 7(1) (a) (v) (vii)
- List of documents produced for publication and public inspection
Freedom of Information Act 1982, Section 7(1) (a) (iii) (iv)
- Rules, policies and procedures
Freedom of Information Act 1982, Section 8

2. Statement 1 – Organisation and Functions of Council

2.1 Purpose of Council

The purpose of local government is to provide a system under which Councils perform the functions and exercise the powers conferred by or under the Local Government Act 1989 and any other Act for the peace, order and good government of their municipal districts.

A Council consists of its Councillors who are democratically elected in accordance with the Act.

2.2 Objectives of Council

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

In seeking to achieve its primary objective, a Council must have regard to the following facilitating objectives:

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

2.3 Establishment

Maribyrnong City Council was formed from the amalgamation of the City of Footscray and parts of other municipalities in 1995. Since then the council has been responsible for the suburbs of Braybrook, Footscray, Kingsville, Maidstone, Maribyrnong, Seddon, Tottenham, West Footscray and Yarraville. Maribyrnong City Council is located less than 10 kilometres west of Melbourne and covers an area of 31 square kilometres.

2.4 Contacting Council

Postal address:
Maribyrnong City Council
PO Box 58
Footscray VIC 3011

Telephone: 9688 0200
Fax: 9687 7793
Website: www.maribyrnong.vic.gov.au
Email: email@maribyrnong.vic.gov.au

To communicate with Council in a language other than English, call our Telephone Interpreter Service (TIS) on 131 450 and ask to be connected to Maribyrnong City Council.

If you are deaf or have a hearing or speech impairment, you can call Council through the National Relay Service.

Select an option below and quote 03 9622 0200 for Maribyrnong City Council.

TTY users: 133 677

Speak and Listen: 1300 555 727 (speech to speech users)

Internet Relay users: relayservice.gov.au

2.5 Service Centre

Maribyrnong City Council
Corner Hyde and Napier streets
Footscray, Victoria, 3011

Services offered:

- Council advice and assistance
- Council payments
- Planner on site (see times below)
- Mobile phone and domestic battery recycling
- Sharps disposal
- Disabled parking permits
- Requests for maintenance or services

Planning advice from a duty planner: Monday - Friday 8.30am – 5.00pm

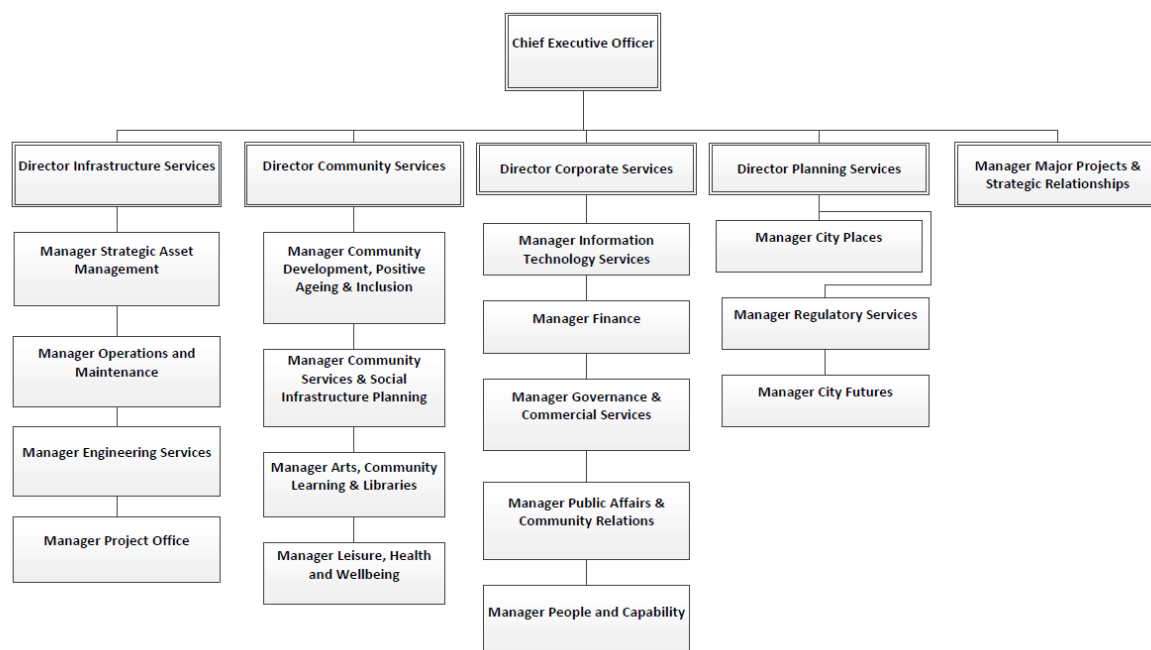
Building advice: Monday - Friday 8.30am – 5.00pm

2.6 Organisational Structure

The City of Maribyrnong (Council) is divided into three wards, the River, Stony Creek and Yarraville Wards. Comprising seven Councillors, the Council body elects one Councillor as Mayor.

The Administration's role is to advise Council, implement decisions of Council and deliver services. The Administration is accountable to Council through the Chief Executive Officer.

Council's organisational structure is as follows (accurate as at 14 February 2020):



Principal Officer

The Principal Officer of Maribyrnong City Council is Chief Executive Officer Stephen Wall.

The Chief Executive Officer is responsible for:

- a) establishing and maintaining an appropriate organisational structure for the Council;
- b) ensuring that the decisions of the Council are implemented without undue delay;
- c) the day to day management of the Council's operations in accordance with the Council Plan;
- d) developing, adopting and disseminating a code of conduct for Council staff;
- e) providing timely advice to the Council;
- f) ensuring that the Council receives timely and reliable advice about its legal obligations under the *Local Government Act 1989* and any other Act;
- g) carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Accident Compensation Act 1985 or the Workplace Injury Rehabilitation and Compensation Act 2013;
- h) performing any other function or duty of the Chief Executive Officer specified in the *Local Government Act 1989* or any other Act.

The Chief Executive Officer is responsible for managing interactions between Council staff and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors.

2.7 Functions of Council

Under section 3E of the *Local Government Act 1989*, the functions of a Council are prescribed. They may be performed both inside and outside the municipality. These functions include:

- a) Advocating and promoting proposals which are in the best interests of the local community;
- b) Planning for and providing services and facilities for the local community;
- c) Providing and maintaining community infrastructure in the municipal district;
- d) Undertaking strategic and land use planning for the municipal district;
- e) Raising revenue to enable the Council to perform its functions;
- f) Making and enforcing local laws;
- g) Exercising, performing, and discharging the duties, functions, and powers of Councils under this Act and other Acts;
- h) Any other function relating to the peace, order, and good government of the municipal district;

The Council has responsibility for managing a broad range of 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 & recycling
- youth services.

2.8 Legislation

Council performs its functions through the enforcement and administration of a large number of Victorian Acts and Regulations and Council Local Laws. The following list indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

- Audit Act 1994
- Aboriginal Heritage Act 2006
- Associations Incorporation Reform Act 2012
- Australian Consumer Law
- Australian Copyright Act 1968 and any amendments
- Building Act 1993
- Building Regulations 2018
- Catchment and Land Protection Act 1994
- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005

- Children's Services Act 1996
- Children's Services Regulations 2009
- 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 Animals Regulations 2015
- Domestic Building Contracts Act 1995
- Drugs, Poisons and Controlled Substances Regulations 2006
- Education and Care Services National Law 2010
- Education and Training Reform Act 2006
- Electricity Safety Act 1998
- Emergency Management Act 2013
- Environment Protection Act 1970
- Estate Agents Act 1980
- Equal Opportunity Act 2010
- Fences Act 1968
- Fines Reform Act 2014
- 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
- Heritage Act 2017
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Infringements Act 2006
- Infringements Regulations 2016
- Land Act 1958
- Land Acquisition & Compensation Act 1986
- Libraries Act 1988
- Liquor Control Reform Act 1998
- Local Government Act 1989
- Local Government (General) Regulations 2015
- Local Government (Long Service Leave) Regulations 2012
- Local Government (Electoral) Regulations 2016
- Local Government (Planning and Reporting) Regulations 2014
- Magistrates Court Act 1989
- Major Transport Projects Facilitation Act 2009
- Metropolitan Fire Brigade Act 1958
- Mineral Resources (Sustainable Development) Act 1990
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Pipelines Act 2005
- Planning and Environment Act 1987
- Planning and Environment Regulations 2015
- Privacy and Data Protection Act 2014
- Public Interest Disclosure Act 2012
- Public Health and Wellbeing Act 2008
- Public Records Act 1973
- Residential Tenancies Act 1997

- Road Management Act 2004
- Road Safety Act 1986
- Rooming House Operators Act 2016
- Second Hand Dealers and Pawnbrokers Act 1989
- Service Victoria Act 2018
- Sex Work Act 1994
- Sheriff Act 2009
- Sport and Recreation Act 1972
- Subdivision Act 1988
- Summary Offences Act 1966
- Tobacco Act 1987
- Transfer of Land Act 1958
- Transport Integration Act 2010
- Valuation of Land Act 1960
- Victorian Data Sharing Act 2017
- Victorian Grants Commission Act 1976
- Victorian Inspectorate Act 2011
- Victoria State Emergency Service Act 2005
- Water Act 1989

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au.

Alternatively, current legislation may be purchased in hard copy form by contacting Information Victoria on 1300 366 356 or AustLII on (03) 9278 1133.

2.9 Local Laws

- General Purposes Local Law 2015
- Governance Local Law 2011

2.10 Decision Making Powers

Council derives its decision making powers primarily from the *Local Government Act 1989*. Decisions are made at Ordinary Meetings of Council and Section 86 Committee Meetings.

The Ordinary Meeting of Council is generally held on third Tuesday of every month at 6.30pm and is held in the Council Chamber, Maribyrnong City Council, corner Hyde and Napier Streets, Footscray. Agenda and Minutes of Meetings are available on Council's website, www.maribyrnong.vic.gov.au. Archived Agenda and Minutes are available at www.maribyrnong.vic.gov.au or the Public Records Office.

The City Development Special Committee is generally held on the fourth Tuesday of every month at 6.30pm and is held in the Council Chamber, Maribyrnong City Council, corner Hyde and Napier Streets, Footscray.

The Enterprise Maribyrnong Special Committee is held four times per annum (March, May, July, and October). The meeting is held in the Functions Room, Maribyrnong City Council, corner Hyde and Napier Streets, Footscray.

All Inner Melbourne Action Plan Implementation Committee (IMAP) meetings commence at 8am and are open to the public. IMAP meetings are held on a rotating basis between the five partner councils - Cities of Maribyrnong, Melbourne, Port Phillip, Stonnington and Yarra.

The LeadWest Committee was established as a Special Committee under section 86 of the *Local Government Act 1989* on 1 July 2019. The LeadWest Committee comprises of representatives from six local government Councils in Melbourne's West – Brimbank, Hobsons Bay, Melton, Maribyrnong, Moonee Valley and Wyndham. Meetings are held four times per annum (February, May, August, and November). LeadWest meetings are held on a rotating basis between the six partner councils.

All meetings are open to the public, unless Council resolves to close the meeting to the public to consider an item 'in camera'.

All of Council's public meetings allow for 15 minutes of public question time.

This is not an opportunity for members of the public to express personal views or opinions. This time is provided for questions only. Depending of the complexity of questions, it may be necessary to take questions on notice, with a reply to be provided at a later date.

Further decision making aspects that deal with the day to day running of Council and its services are delegated by Council to the Chief Executive Officer.

2.11 Committees

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

- Audit and Risk Committee
- Brimbank and Maribyrnong Interfaith Network
- Brooklyn Community Reference Group
- Community Chef Advisory Group
- Disability Advisory Committee
- Footscray Learning Precinct
- Footscray University Town
- Greening the West
- Inner Melbourne Action Plan
- LeadWest Board
- Maribyrnong Heritage Advisory Committee
- Maribyrnong Reconciliation Action Plan Advisory Committee
- Maribyrnong Youth Advisory Committee
- MAV Local Government Gambling, Alcohol and Other Drugs Issues Forum
- Metropolitan Local Government's Waste Forum
- Metropolitan Transport Forum
- Municipal Association of Victoria
- Older Persons Reference Group
- Roadsafe Westgate Community Road Safety Council
- Victorian Local Governance Association
- Victorian Local Government Multicultural Issues Network
- VLGA Child Friendly Cities and Communities Advisory Group
- VLGA Local Government Working Group on Gambling
- West of Melbourne Economic Development Alliance
- Western Transport Alliance
- Westgate Tunnel Project Community Liaison Group
- Western Metropolitan Partnership

2.12 External policy consultation

The community is invited to participate in policy and decision making through a variety of consultation mediums on a regular basis for a range of projects. These include the

development and updating of policies, frameworks, major initiatives, organisational performance and the delivery of services.

Our *Community Voice Panel* is comprised of over 100 community members that have been independently selected to represent the community and advise on major initiatives. All members of the community can take part in focus groups, listening posts, community workshops, artist led visioning projects and online platforms, as well as apply for membership on reference and advisory groups. Feedback can be received in person, via postcards, written submission or online.

Our online consultation platform *Your City, Your Voice* (www.yourcityyourvoice.com.au) is the most widely used method for the community to contribute ideas and feedback as it includes allows for discussion forums, mapping, provision of complex data and surveys.

Current community engagement opportunities are promoted through Facebook and online at www.yourcityyourvoice.com.au in addition to local media advertising, promotion at Council facilities and letterboxing for specific projects.

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

Braybrook Library

107-109 Churchill Avenue, Braybrook VIC 3019

Monday and Tuesday: 10am – 8pm
Wednesday to Friday: 10am – 6pm
Saturday: 10am – 2pm
Sunday: 2pm – 5pm

Footscray Library

56 Paisley Street, Footscray VIC 3011

Monday to Friday: 9am – 8pm
Saturday: 10am – 5pm
Sunday: 2pm – 5pm

Maribyrnong Library

200 Rosamond Road, Maribyrnong VIC 3032

Monday to Wednesday, Friday: 10am – 6pm
Thursday: 10am – 8pm
Saturday: 10am – 4pm
Sunday: Closed

West Footscray Library

539 Barkly Street, West Footscray VIC 3012

Monday and Tuesday: 10am – 6pm
Wednesday: 10am – 8pm
Thursday and Friday: 10am – 6pm
Saturday: 10am – 4pm
Sunday: Closed

Yarraville Library

32 Wembley Avenue, Yarraville, VIC 3013

Monday, Wednesday to Friday: 10am – 6pm
Tuesday: 10am – 8pm
Saturday: 10am – 2pm
Sunday: Closed

3. Statement 2 – Categories of Documents Maintained by Council

Maribyrnong City Council operates a centralised records management system. The current Electronic Document Records Management System (EDRMS) in use for the recording and tracking of files and documents is HP Trim software application. This system stores information relating to all Council business. Council operates the following main categories within its EDRMS:

- Aged Care Service Provider Regulation
- Animal Management
- Building
- Client Services
- Committees
- Community and Economic Development
- Community Relations
- Community Services
- Contracting Out
- Emergency Management
- Environmental Health
- Environmental Management
- Equipment and Stores
- Financial Management
- Fleet Management
- Governance
- Government Relations
- Incidents and Complaints Management
- Industrial Relations
- Information Management
- Land Use Planning
- Legal Services
- Occupational Health and Safety
- Personnel Management
- Policy
- Programs, Research and Grant Allocations
- Property Management
- Publications
- Rates and Valuations
- Recreational and Cultural Services
- Reporting
- Service Infrastructure Management
- Staff Development
- Strategic Management
- Technology and Telecommunications
- Training
- Post-Action Conversion
- Cemetery and Crematoria Management

Building Applications/Permits, Planning Applications/Permits, Health Registered Premises and Recruitment Files may also hold hardcopy files outside the centralised records management system.

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

4. Statement 3 – Freedom of Information arrangements

4.1 What is Freedom of Information?

The *Freedom of Information Act 1982* (FOI Act) gives people a right to obtain information 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 FOI Act not only gives people the right to request documents relating to their personal affairs, people can also request documents about any of the activities of a government agency.

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

4.2 Access Arrangements

People wanting to make a freedom of information request must:

- Make the request in writing
- Describe the specific documents to be accessed (providing sufficient detail to allow Council to identify and locate relevant documents)
- Specify whether original or copied documents are to be accessed
- Pay the prescribed FOI application fee
- Send the request and application fee made payable to Maribyrnong City Council to:

Freedom of Information Officer
Maribyrnong City Council
PO Box 58
Footscray VIC 3011

Phone: 9688 0200
Fax: 9687 7793
Email: email@maribyrnong.vic.gov.au

The Freedom of Information Officer will respond to the request as quickly as possible. (The Act requires that a decision be made within 30 days of Council receiving a valid request).

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

4.3 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 addresses 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.

Exempt documents fall into the following categories:

- Documents containing matter communicated by any other State
- Documents affecting national security, defence or international relations
- Documents of Court Services Victoria
- Internal working documents
- Law enforcement documents
- Documents relating to IBAC
- Documents affecting legal proceedings
- Document affecting personal privacy
- Documents relating to trade secrets etc.
- Documents containing material obtained in confidence
- Disclosure contrary to public interest
- Certain documents arising out of companies and securities legislation
- Documents to which secrecy provisions of enactments apply
- Council documents subject to section 89(3) of the Local Government Act 1989
- disclosure is contrary to public interest

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

4.4 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 the 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 Information Commissioner for review:

Information Commissioner – Reviews
Office of the Victorian Information Commissioner
PO Box 24274
Melbourne Victoria 3001

Email: enquiries@foicommissioner.vic.gov.au

Web: <https://foicommissioner.vic.gov.au/>

5. Statement 4 – List of Documents Produced for Publication and Public Inspection

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.

- **Council Plan:** The Council Plan guides what we do and how we do it. It expresses our priorities and aspirations over a four-year period in making our community a better place to live, work and play. This document is available on Council's website www.maribyrnong.vic.gov.au and at the Maribyrnong Civic Centre.
- **Municipal Public Health and Wellbeing Plan:** The City of Maribyrnong's Municipal Public Health and Wellbeing Plan is incorporated in the Council Plan. This document is available on Council's website www.maribyrnong.vic.gov.au and at the Maribyrnong Civic Centre.
- **Priority Action Plan:** Priority Action Plans are developed each year to detail the activities Council will deliver towards achieving the four-year Council Plan. This document is available on Council's website www.maribyrnong.vic.gov.au and at the Maribyrnong Civic Centre.
- **Annual Budget and Strategic Resource Plan:** Council's Annual Budget and Strategic Resource Plan set out the financial and non-financial resources required to deliver the Council Plan. This document is available on Council's website www.maribyrnong.vic.gov.au and at the Maribyrnong Civic Centre.
- **Annual Report:** Annual Reports provide an honest assessment of the challenges we face in a rapidly growing municipality, and celebrate our achievements in delivering high quality community services and infrastructure. These reports detail Council's annual performance against the Council Plan and budget. This document is available on Council's website www.maribyrnong.vic.gov.au and at the Maribyrnong Civic Centre.
- **Policies and Strategies:** Council has adopted a number of policies and strategies to help guide decisions and to achieve outcomes and goals.

5.1 Mailing Lists and Subscriptions

- **Maribyrnong Messenger:** Council's quarterly magazine is distributed to all households and businesses in the City of Maribyrnong.
- **Maribyrnong News:** Council's blog brings the latest news and features interesting places to visit and things to do in the City of Maribyrnong.
- **Early Years e-newsletter:** Council's Early Years e-newsletter brings the latest information and about child care issues and services in the City of Maribyrnong.
- **Sustainable Living Maribyrnong:** The Sustainable Living program is Council's environmental education program. The Sustainable Living Maribyrnong Newsletter provides all the latest information on environment and sustainability issues and upcoming workshops for the municipality.

- Art bytes: Art Bytes is a monthly e-bulletin for anyone with an interest in the local arts community. It offers arts news, information on upcoming events, programs and classes on offer, available grants, and other items of interest to artists and the arts community.
- Around the Grounds: Around the Grounds, Council's quarterly sports club newsletter provides information on issues for sports clubs, Council projects, and club development opportunities.
- Business bulletin: Provides the latest information and updates on what is trending in the business community within the City of Maribyrnong.
- Intercultural and Reconciliation e-newsletter: The Intercultural and Reconciliation e-newsletter is produced monthly and provides updates on events, opportunities and jobs that are directly related to issues of diversity and reconciliation in the City of Maribyrnong.

Maribyrnong City Council also operates a number of social media accounts which provide updates and information to the local community. These accounts can be subscribed to by the community and are listed below:

- Twitter
- Facebook
- YouTube
- Instagram

5.2 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*.

- details of overseas and interstate travel undertaken in an official capacity by Councillors and members Council staff in the previous 12 months
- 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 the 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 required to be made available for public inspection:

- the certified voters roll under sections 23A and 24B of the Act for the immediate past roll and the next roll being prepared
- Election campaign donations returns lodged by Candidates at the previous election
- Councillor reimbursement policy, available on Council's website at www.maribyrnong.vic.gov.au
- Councillor Code of Conduct, available on Council's website at www.maribyrnong.vic.gov.au
- If Council reappoints the Chief Executive Officer without first advertising the position, details of the proposed total remuneration under the new contract
- A copy of the current Council Plan
- A copy of the current Strategic Resource Plan and Annual Budget
- A copy of the Annual Report
- Where Council has given public notice of an intention to declare a special rate, a special charge, or a combination of both, copies of the proposed declaration will be available for at least 28 days after the publication of the notice
- Records of assemblies of Councillors
- Local Laws which are in force in the municipal district, available on Council's website at www.maribyrnong.vic.gov.au and Maribyrnong Civic Centre
- details of differential rates declared by Council (see Council Plan, available on Council's website at www.maribyrnong.vic.gov.au and Maribyrnong Civic Centre
- the current Procurement Policy, available on Council's website at www.maribyrnong.vic.gov.au and Maribyrnong Civic Centre
- copies of any quality or costs standards that have been adopted by Council.

5.3 Other registers

In accordance with the *Building Act 1993*, *Building Regulations 2006*, *Domestic Animals Act 1994*, *Food Act 1984* and the *Planning and Environment Act 1987* certain documents are available for inspection. Please contact Council's Regulations Services department or Planning Department for further information:

Ph: (03) 9688 0200

Email: email@maribyrnong.vic.gov.au

Visit: Maribyrnong City Council Civic Centre, Cnr Hyde and Napier Streets, Footscray

6. Statement 5: Rules, Policies and Procedures

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

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

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

Area of Council	Documents
Arts, Community Learning and Libraries	Library Plan
	Tourism Policy Statement
City Futures	Festival City Policy
City Places	Footscray City Edge Masterplan
	Footscray Park Masterplan
	Footscray River Edge Masterplan
	Pipemakers Park Masterplan
	Seddon Urban Design Framework
	West Footscray Urban Design Framework
	Yarraville Village Urban Design and Traffic Management Strategy
Community Development, Positive Ageing and Inclusion	Disability Policy 2015-2018
	Indigenous Policy
	Multicultural Policy
Community Services and Social Infrastructure Planning	Volunteer Policy
	Family Strengthening Strategy
	Family Violence Policy
	Human Rights and Social Justice Framework
	Maribyrnong Strategy for Young People
Engineering Services	Reducing Harm from Gambling Policy
	Strategy for Children
	Commuter Club Policy
	Green Travel Plan
	Maribyrnong Bicycle Strategy
	Road Management Plan
Governance and Commercial Services	Safe Travel Plan
	Council Meeting Procedure
	Councillor Code of Conduct
	Councillor Access to Information Policy
	Councillor Support and Expenses Policy
	Election Period Policy
	Fraud and Corruption Control Policy 2015
	Geographic Naming Policy
	Gifts and Hospitality Policy
	Governance Local Law 2011
Lease and Licence Policy 2013	
Mayoral Robe and Chain Policy	

	Property Sale, Transfer and Acquisition Policy 2013
	Procurement Policy
	Register of Interest Policy
Information Technology Services	Digital Information Security Policy
	Information Technology Acceptable Usage Policy
	Intranet Guidelines
	IT Password Change Procedure
	ITS Change Management and Control Policy
	Telecommunications Usage Policy
	USB Encryption Procedure
Leisure, Health and Wellbeing	Sports Development Strategy
	Sportsground and Pavilion Fees and Charges Policy
People, Culture and Safety	Access to Personnel Files Policy
	Advertising Policy
	Disciplinary Procedures
	Drugs and Alcohol in the Workplace Policy
	Emergency Management Policy and Procedures
	Employee Use of Social Media Policy
	Exit Procedures
	First Aid Policy and Procedures
	Grievance Procedure
	Higher Duties Policy
	Infection Control Policy and Procedure
	Injury Management Policy and Procedure
	Minimum Employment Period Policy
	OH&S Consultation Policy and Procedure
	OH&S Resolution Policy and Procedure
	OH&S Contractor Risk Management Policy
	Police Check Policy and Procedure
	Position Description Guidelines
	Recruitment and Selection Policy and Guidelines
	Reference Check Guidelines
	Respect in the Workplace Policy
	Sick Leave Donation Policy and Guidelines
	Smoke Free Workplace Policy
	Student Work Experience Policy
	Study Assistance Policy and Guidelines
	Sun Protection and Hot Working Conditions Policy
	Working with Children Policy and Procedures
	Working from Home Policy and Procedure
	Working Alone Policy
Public Affairs and Community Relations	CALD Communications Strategy
	Communications Policy
	Complaints Resolution Policy
	Customer Service Charter
	Events Policy
	Media Relations Policy
	Publications Policy
	Website Guidelines
Regulatory Services	Domestic Animal Management Plan

	General Purposes Local Law
	Resident Parking Permit Policy
Strategic Asset Management	Asset Management Policy and Asset Management Strategy