Yarra Ranges Council
Freedom of Information
Part II Statement

Freedom of Information Act 1982

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Introduction

All Victorian government agencies & authorities covered by the *Freedom of Information Act 1982* are legally required to publish a *Part II Information Statement*.

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 made aware of what government does, how it acts and what information it holds.

Part II of the Act requires agencies to prepare 6 statements and annually publish them setting out the particulars of the agency.

Yarra Ranges Council has compiled these statements to provide members of the public with 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 – Publicity Material
  Freedom of Information Act 1982, Section 7(1)(a)(iv)

- Statement 5 – Rules, Policies & Procedures
  Freedom of Information Act 1982, Section 8

- Statement 6 – Report Literature
  Freedom of Information Act 1982, Section 11

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

General Information

Establishment

Yarra Ranges Council is a local government authority (one of 79 throughout Victoria) that serves as a third tier of democratic government within Australia and governs a municipality in close contact with the community.

The Yarra Ranges Shire Council was created by the Order of the Governor in Council on Thursday 15th December 1994, and involved the amalgamation of the former Healesville, Lillydale, Sherbrooke and Upper Yarra Councils.

Location

Yarra Ranges Shire Council is situated on metropolitan Melbourne's eastern fringe, 35 km from the Melbourne Central Business District. It covers an area of almost 2,500 square kilometres. and stretches from the densely populated outer suburbs up into the surrounding foothills, agricultural valleys and forested areas of the Great Dividing Ranges. It is well known for its tourism industry including the Yarra Valley wine region, farming and the natural beauty of the Dandenong Ranges. The tourism region had experienced an 8.6% average annual growth over a five-year period, normally attracting 7 million tourists annually and generating an estimated $634 million gross revenue annually by businesses and organisations.

There are more than 55 suburbs, townships and small communities in a mixture of rural and urban areas in the Yarra Ranges. This diversity makes Yarra Ranges one of the most unique municipalities in the State.

Yarra Ranges has long been recognised for its natural beauty and diverse habitats. The combination of national parks, state forests, private gardens, and its proximity to Melbourne combine to make the area unique. Some of Victoria's most environmentally important areas are located in the Yarra Ranges. The mountainous landscapes and Yarra Valley contain significant native vegetation and provides an important habitat for wildlife.

Population

Yarra Ranges is home to an estimated 161,106 residents with a population density of 64.30 persons per square km. It has:

- An above average level of young people aged 5-19 and adults aged 40-74 compared to the Victorian average
- a slower population growth rate than that of Victoria overall.

Over the next ten years, our population is expected to grow by 11,094 people. The number of residents who are over 65 is expected to increase by 30 per cent between 2020 and 2030.

Wards

The Shire is divided into 9 wards – Billanook Ward, Chandler Ward, Chirnside Ward, Lyster Ward, Melba Ward, O'Shannassy Ward, Ryrie Ward, Streeton Ward and Walling Ward. Every 4 years a councillor is elected to represent each of these wards.

Billanook Ward
Covering Lilydale (half), Mount Evelyn (most), and Wandin North (part)., Billanook ward is a reminder of the name given to the region by the indigenous Wurrundjeri people. The explorer, Robert Hoddle, used the name Billanook as early 1838 to describe the country he discovered east of Melbourne as he was searching for the headwaters of the Yarra River.

Chandler Ward
Covering Kalorama, Macclesfield, Monbulk, Montrose (part), Mount Evelyn (part), Olinda (part), Seville, Seville East (most), Silvan, Wandin East, Wandin North (most), and Emerald (part). Chandler ward lies in the south of the Yarra Ranges. It is the third largest ward in terms of land area. It was named after a prominent pioneering family who played a significant role in local government.

Chirnside Ward
Chirnside Ward covers the areas of Chirnside Park, Mooroolbark (part), Wonga Park (part) and Yering (part). Chirnside is the centre of the earliest European settlement in the northern part of the Yarra Ranges - and some of the most recent settlement. The ward has been marked by successive waves of settlement since the late 1800's with James Gardiner being the first European settler in the area.

Lyster Ward
Lyster Ward covers the areas of Belgrave, Belgrave Heights, Belgrave South, Clematis (part), Emerald (part), Kallista, Lysterfield (most), Menzies Creek (most), Monbulk (part), Narre Warren East, Selby, Sherbrooke, Tecoma, The Patch, and Upwey (part). Follow Puffing Billy's plume of steam as it winds its way around the hills, and you'll find yourself in the heart of the Lyster Ward. Lyster Ward was named after William Saurin Lyster, an early selector who established a dairy farm in the area in 1867.

Melba Ward
Melba Ward covers areas of Lilydale (part) and Mooroolbark (part) and owes its name to the great Australian opera diva Dame Nellie Melba, who as a child lived with her family in their Lilydale country home.

O'Shannassy Ward
O'Shannassy Ward covers areas of Beenak, Big Pats Creek, Don Valley, East Warburton, Gilderoy, Gladysdale, Hoddles Creek, Launching Place, Matlock (most), McMahons Creek, Millgrove, Powelltown, Reefton, St Clair, Three Bridges, Warburton, Wesburn, Woori Yallock (most), Yarra Junction, and Yellingbo. O'Shannassy is the largest of the Yarra Ranges nine wards covering more than 1566 square kilometres - 80% of the ward is made up of state forest. The ward name O'Shannassy reflects the local features - the O'Shannassy Aqueduct and pipeline, which has been an important part of Melbourne's water system, supplying water via the Silvan Reservoir.

Ryrie Ward

Ryrie Ward covers Badger Creek, Chum Creek, Coldstream, Dixons Creek, Fernshaw (most), Gruyere, Healesville, Mount Toolebewong, Seville East (part), Steels Creek, Tarrawarra, Toolangi (part), Woori Yallock (part), Yarra Glen, and Yering. In 1838 three Scottish brothers, Donald, William and Alexander Ryrie, travelled with James Graham from Manaro in New South Wales, bringing with them stock to set up their first homestead at Yering in the Yarra Valley.

Streeton Ward

Streeton Ward covers Ferny Creek, Kilsyth (part), Montrose (part), Mount Dandenong, Olinda (part), Sassafras, Tremont, Upper Ferntree Gully (part), and Upwey. The many townships that make up Streeton Ward have long been an inspiration for many notable artists. The beauty and serenity have provided a peaceful environment for painters to create beautiful landscapes, now treasured works art among the collectors. Sir Arthur Streeton was one such painter who frequented the region to create his masterpieces, eventually settling at his home, Long Acres, in Olinda in 1923. It is because of this the Ward was named after him.

Walling Ward

Covering Kilsyth (most), Montrose (part) and Mooroolbark (part). Walling Ward was named after acclaimed landscape designer Edna Walling. Born in England in 1896, Edna Walling grew up in the small village of Bickleigh in Devon and at the age 17 moved to Melbourne, where she eventually became one of the country's most respected landscape designers in an era when professional women were few and far between.

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 2020* and any other Act for the peace, order and good
government of their municipal districts.

Role of a Council *(Section 8 of the Local Government Act 2020)*

(1) The role of a Council is to provide good governance in its municipal district for the
benefit and wellbeing of the municipal community.

(2) A Council provides good governance if—

   (a) it performs its role in accordance with section 9;
   (b) the Councillors of the Council perform their roles in accordance with section
       28.

(3) In performing its role, a Council may—

   (a) perform any duties or functions or exercise any powers conferred on a
       Council by or under this Act or any other Act; and
   (b) perform any other functions that the Council determines are necessary to
       enable the Council to perform its role.

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

Overarching governance principles and supporting principles *(Section 9 of the
Local Government Act 2020)*

(1) A Council must in the performance of its role give effect to the overarching
governance principles.

(2) The following are the overarching governance principles—
   (a) Council decisions are to be made and actions taken in accordance with the
       relevant law.
   (b) priority is to be given to achieving the best outcomes for the municipal
       community, including future generations.
   (c) the economic, social and environmental sustainability of the municipal district,
       including mitigation and planning for climate change risks, is to be promoted.
   (d) the municipal community is to be engaged in strategic planning and strategic
       decision making.
   (e) innovation and continuous improvement is to be pursued;
   (f) collaboration with other Councils and Governments and statutory bodies is to
       be sought.
   (g) the ongoing financial viability of the Council is to be ensured;

(h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;

(i) the transparency of Council decisions, actions and information is to be ensured.

(3) In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

(a) the community engagement principles.
(b) the public transparency principles.
(c) the strategic planning principles.
(d) the financial management principles.
(e) the service performance principles.

General power *(Section 10 of the Local Government Act 2020)*

(1) Subject to any limitations or restrictions imposed by or under this Act or any other Act, a Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

(2) The generality of this section is not limited by the conferring of specific powers by or under this Act or any other Act.

Power of delegation *(Section 11 of the Local Government Act 2020)*

(1) A Council may by instrument of delegation delegate to—

(a) the members of a delegated committee; or
(b) the Chief Executive Officer— any power, duty or function of a Council under this Act or any other Act other than a power, duty or function specified in subsection (2).

(2) The following are specified for the purposes of subsection (1)—

(a) the power of delegation.
(b) the power to elect a Mayor or Deputy Mayor.
(c) the power to grant a reasonable request for leave under section 35.
(d) subject to subsection (3), the power to appoint the Chief Executive Officer, whether on a permanent or acting basis.
(e) the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
(f) the power to approve or amend the Council Plan;
(g) the power to adopt or amend any policy that the Council is required to adopt under this Act;
(h) the power to adopt or amend the Governance Rules;
(i) the power to appoint the chair or the members to a delegated committee;
(j) the power to make, amend or revoke a local law;

(k) the power to approve the budget or revised budget;

(l) the power to borrow money;

(m) subject to section 181H(1)(b) of the Local Government Act 1989, the power to declare general rates, municipal charges, service rates and charges and special rates and charges;

(n) any power, duty or function prescribed by the regulations for the purposes of this subsection.

(3) A Council may delegate to the Chief Executive Officer the power to appoint an Acting Chief Executive Officer for a period not exceeding 28 days.

(4) A delegation may be made subject to any conditions or limitations specified in the instrument of delegation.

(5) A delegation that includes the power to enter into a contract or make any expenditure must specify a maximum monetary limit that cannot be exceeded.

(6) A member of a delegated committee to whom a delegation is given under subsection (1)(a) can only exercise the delegation while acting as a member of the delegated committee at a meeting of the delegated committee.

(7) A Council must review, within the period of 12 months after a general election, all delegations which have been made under this section and are still in force.

(8) A Council must keep a public register of delegations made under this section.

(9) Unless sooner revoked, a delegation made by a Council under the Local Government Act 1989 continues in force until 1 September 2020.

Governance, Decision Making & Meetings -

Councillors

Yarra Ranges has nine Councillors who are elected to govern the municipality, with each Councillor representing a single ward. The Mayor is elected by Council in November each year and serves for a 12-month period. Council elections are held every four years.

Details of our current councillors can be found on Council's website at:
www.yarraranges.vic.gov.au/Council/Councillors-executive-team/Councillors

Mayor Jim Child

O'Shannassy Ward Councillor

Telephone
0408 079 227

Email
crjimchild@yarraranges.vic.gov.au

Profile
O'Shannassy Ward Councillor. O'Shannassy Ward covers Beenak, Big Pats Creek, Don Valley, East Warburton, Gilderoy, Gladysdale, Hoddles Creek, Launching Place, McMahons Creek, Millgrove, Powelltown, St Clair, Three Bridges, Reefton, Warburton, Wesburn, Yarra Junction, Yellingbo and most of Matlock and Woori Yallock.

Deputy Mayor Richard Higgins

Chirnside Ward Councillor

Telephone
0429 151 489

Email
crrichardhiggins@yarraranges.vic.gov.au

Profile
Chirnside Ward Councillor. Chirnside Ward includes Chirnside Park and parts of Mooroolbark, Yering and Wonga Park.

Cr Mitch Mazzarella

Melba Ward Councillor

Telephone
0455 462 460

Email
crmitchmazzarella@yarraranges.vic.gov.au

Profile
Melba Ward Councillor. Melba Ward includes parts of Mooroolbark and Lilydale.

Cr Gareth Ward

Chandler Ward Councillor

Telephone
0455 791 038

Email
crgarethward@yarraranges.vic.gov.au

Profile
Chandler Ward Councillor. Chandler Ward includes Kalorama, Macclesfield, Monbulk, Montrose (part), Mount Evelyn (part), Olinda (part), Seville, Seville East (most), Silvan, Wandin East, Wandin North (most), and Emerald (part).

Cr Fiona McAllister

Ryrie Ward Councillor

Telephone
0408 349 640

Email
crfionamcallister@yarraranges.vic.gov.au

Profile
Ryrie Ward Councillor. Ryrie Ward covers
Badger Creek, Chum Creek, Coldstream, Dixon's Creek, Gruyere,
Healesville, Mount Toolebewong Steels Creek, Tarrawarra, Yarra
Glen, Yering, most of Fernshaw and parts of Toolangi, Seville East
and Woori Yallock.

Cr Tim Heenan

Billanook Ward Councillor

Telephone
9736 2956

Email
crtimheenan@yarraranges.vic.gov.au

Profile
Billanook Ward Councillor. Billanook Ward
includes most of Mount Evelyn and parts of Lilydale and Wandin
North.

Cr Peter Mcilwain

Lyster Ward Councillor

Telephone
0455 567 710

Email
crpetermcilwain@yarraranges.vic.gov.au

Profile
Lyster Ward Councillor. Lyster Ward includes
Belgrave, Belgrave Heights, Belgrave South, Selby, Kallista,
Tecoma, Sherbrooke, The Patch, most of Menzies Creek and
Lysterfield and parts of Narre Warren East, Emerald, Upwey and
Monbulk

Cr Jeff Marriott

Streeton Ward Councillor

Telephone
0455 501 601

Email
crjeffmarriott@yarraranges.vic.gov.au

Profile
Streeton Ward Councillor. Streeton Ward
includes Upwey, Tremont, Ferny Creek, Sassafras and Mount
Dandenong and parts of Olinda, Upper Ferntree Gully, Kilsyth and
Montrose.

Cr Len Cox OAM

Walling Ward Councillor

Telephone
0417 320 786

Email
crlencox@yarraranges.vic.gov.au

Profile
Walling Ward Councillor. Walling Ward
includes most of Kilsyth and parts of Mooroolbark and Montrose.

Councillor Code of Conduct

The Council Code of Conduct enables Councillors to recognise the importance of maintaining the highest levels of integrity and ethical behaviour in order to provide effective governance and leadership for the community. Councillors recognise, accept and have committed to the following primary principles of conduct:

- to act with integrity
- to impartially exercise his or her responsibilities in the interests of the community
- to not improperly seek to confer an advantage or disadvantage on any person.

The *Local Government Act 2020* places obligations on councillors in relation to the way they should act and also prohibits certain conduct by councillors. Penalties are prescribed for councillors who contravene these provisions.

Section 28 of the *Local Government Act 2020* provides that the role of a Councillor is:

(1) The role of every Councillor is—

    (a) to participate in the decision making of the Council; and
    (b) to represent the interests of the municipal community in that decision making; and
    (c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

(2) In performing the role of a Councillor, a Councillor must—

    (a) consider the diversity of interests and needs of the municipal community; and
    (b) support the role of the Council; and
    (c) acknowledge and support the role of the Mayor; and
    (d) act lawfully and in accordance with the oath or affirmation of office; and
    (e) act in accordance with the standards of conduct; and
    (f) comply with Council procedures required for good governance.

(3) The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

A copy of Council's Councillor Code of Conduct can be viewed at:
https://www.yarraranges.vic.gov.au/Council/Policies-strategies/Councillor-code-of-conduct

Conflict of interest

Council is committed to maintaining legislative compliance in respect of conflict-of-interest provisions contained within the *Local Government Act 2020*.

Our Councillors recognise the importance of maintaining the highest levels of integrity and ethical behaviour, with this demonstrated by Council adopting a new Conflict of Interest Policy.

The commencement of Sections 126 to 131 of the *Local Government Act 2020* on 24 October 2020 saw the repeal of the conflict-of-interest provisions described in Sections 76AA to 81 of the *Local Government Act 1989*. This change introduced general and material conflicts of interest. Disclosure forms are provided to Councillors and a register of conflict-of-interest disclosures is maintained.

The table below provides a summary of the conflict-of-interest disclosures made by Councillors during the 2023-24 financial year.

Conflict of Interest	Number of Declarations
General Interest	4
Material Interest	3
Total	**7**

Decision Making Powers

Council may exercise its decision-making powers in one of the following ways:

1. By resolution at a Council Meeting (Ordinary Council Meetings & Special Committee of Council Meetings).

   Council meetings are usually held on the 2nd and 4th Tuesday of each month and held at the Civic Centre, 15 Anderson Street, Lilydale. All meetings are now fully hybrid, so attendance can either be in person or via electronic means of communication.

2. By Council Officers under delegation, where specific decision-making powers of Council have been delegated to their position.

   Council delegates some powers, duties and functions to Council officers to effectively and efficiently carry out its business. This is formalised through a written Instrument of Delegation.

   The *Local Government (General) Regulations 2015* requires Council to make available a register of delegations, including the date on which the last reviews took place.

   Delegations have been made by Council under section 11(1) of the *Local Government Act 2020* and specific powers of delegation conferred on Council by other Acts.

Yarra Ranges maintains registers of the following Instruments of Delegations:

- Instrument of Delegation from Council to the Chief Executive Officer
- Instrument of Delegation from Council to Staff
- Instrument of Sub-Delegation under the Environment Protection Act 2017 to Members of Council Staff
- Instrument of Delegation from Council to the Hearing of Submissions Committee

- Instrument of Sub-Delegation from the Chief Executive Officer to Staff
- Instrument of Delegation from Chief Executive Officer to Staff
- Instrument of Delegation for Bushfire Reconstruction Applications under the Planning and Environment Act 1987
- Instrument of Sub-Delegation from the Chief Executive Officer (Neighbourhood Amenity Local Law)

- Instrument of Delegation from the Municipal Building Surveyor

The Register of Delegations is available for public inspection. You can view the Register on Councils website: www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Council-delegations

Councillor Forums

Councillor forums are held on the 1st and 3rd Tuesday of each month

Forum provides an opportunity for Officers to:
- bring key issues to councillors for discussion, direction and debate, or
- keep Council informed on important issues and provide progress updates.

Meetings are closed to the public and can involve presentations from officers and external guests.

Council Meetings

Council is passionate about open and transparent decision making. Council meetings are:

- the official means by which Council decisions are made
- usually held on the 2nd and 4th Tuesday of each month
- open to the public (except for confidential items)
- are governed by the Governance Rules
- consider item including the Council's budget, key policies, strategies, contract and planning application

Public Participation in Council Meetings

At every Ordinary Council Meeting, members of the Community can:

- Make a general submission to Council
- Submit a question to Council
- Speak to a item on a Council meeting agenda
- Submit a petition to Council

Guidelines have been developed in relation to the *Yarra Ranges Shire Council Meeting Procedures and Use of Common Seal Local Law 2015* when members of the community want to ask a question, submit a petition or make a submission to Council.

For further information on Council Meetings and how to get involved, visit Council's website:
https://www.yarraranges.vic.gov.au/Council/Council-meetings

Governance Rules

Council adopted its Governance Rules at the Council Meeting held on 23 August 2022. These are required under section 60 of the *Local Government Act 2020.*

For further information on Council's Governance rules, visit Council's website:
https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Governance-rules

<u>**Guiding principles**</u>

People Strategy

At Yarra Ranges Council, we are committed to a model of shared leadership, and we recognise the important role that each individual plays in achieving our objectives.

Our workforce is passionate, diverse, committed and community focused. We value and respect each other and are adaptive, resilient and inclusive in the way we work. Together, we bring our Values of Trust, Empowerment and Innovation to life in all that we do.

The People Strategy is a shared strategy that describes the goals we strive for in our leadership, our behaviour and in the way we demonstrate our values and our commitment to outstanding people practices.

The People Strategy identifies the following goals.

Accountability and Leadership - We are all accountable for shaping our future and together we build a culture of Trust, Empowerment and Innovation.

Capability and People - Our people are capable, empowered and engaged. They are supported by a work environment that inspires dynamic, collaborative and adaptable working.

Customer Focus - We understand and satisfy our customers, foster strong relationships and deliver quality services that meet the needs of our customers and the organisation.

Innovation and Improvement - We constantly innovate to improve our processes to be digital first, efficient, transparent and supported by contemporary technology.

Growth and Learning - Our people are resilient and courageous, and outcomes focused. We evaluate and improve our performance and are transparent about success and failure. We role model a learning and growth mindset.

Safe, Equitable and Inclusive - Yarra Ranges Council is a safe (including culturally safe), gender equitable, inclusive and diverse workforce that enables all individuals to fulfil their potential.

Trusted Partners and Connected Systems - People and Culture are trusted partners and advisors for all people processes and systems. We deliver consistent, connected service across all areas of our business.

Values

The organisation's values guide our behaviour and underpin everything we do. Our values help us achieve the organisation's vision and mission and improve the quality of the services we offer to our community. Our values are:

Best Value

Council incorporates Best Value Principles through its regular business planning processes, performance monitoring and ongoing community engagement. Further, Council has a strong commitment to continuous improvement which is supported by the Business Excellence Framework and Council's Innovation program.

The four key streams of improvement work as part of Business Excellence at Yarra Ranges involve business planning, service reviews, process improvement projects and the innovation program.

Business Excellence

The internationally recognised Business Excellence Framework assists Council in achieving high levels of performance and delivering sustainable outcomes for our community and organisation. The framework provides a structured and systematic approach to achieving best practice service delivery through continuously improving what we do.

Most simply understood, Business Excellence is a framework for achieving excellence through improvement.

For Yarra Ranges, Business Excellence is critical to achieving our strategic objective of being a High Performing Organisation. Business Excellence at Yarra Ranges aims to achieve the following:
- embed a culture of innovation and process improvement
- provide a holistic, integrated and strategic approach to driving improvements across the organisation
- ensure that improvement efforts deliver sustainable business results.

The Business Excellence Framework is based on universal principles of organisational improvement. The principles are incorporated through seven categories which are used to assess and improve any aspect of our organisation.

The categories are:
- Leadership
- Strategy and Planning
- Information and Knowledge
- People
- Customers and other Stakeholders
- Process Management, Improvement and Innovation
- Results and Sustainable Performance.

Strategic Objectives

Council has five strategic objectives to carry Yarra Ranges forward. These, and the activities we will continue to complete over the next three years, are a response to the priorities of our community and the vision for Yarra Ranges. In some way, all our activities will contribute to one or more of these objectives.

Connected and Healthy Communities
Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.

Quality Infrastructure and Liveable Places
Quality facilities and infrastructure meets current and future needs. Places are well planned and are hubs of activity that foster wellbeing, creativity and innovation.

Protected & Enhanced Natural Environment
A healthier environment for future generations.

Vibrant Economy, Agriculture and Tourism
Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpins sustainable economic growth and job creation.

High Performing Organisation
An innovative, responsive organisation that listens and delivers quality, value for money services to our community.

Council Executive Team

Principal Officer

The Principal Officer of Yarra Ranges Council is Chief Executive Officer, Tammi Rose.

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 2020* and any other Act;
g) supporting the Mayor in the performance of the Mayor's role as Mayor;
h) 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;
i) performing any other function or duty of the Chief Executive Officer specified in the *Local Government Act 2020* 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.

Executive Team

Yarra Ranges Council is led by the Chief Executive Officer, who operates under the delegation of the elected Council and is responsible for the overall management and performance of all council operations, services and infrastructure delivery. The Chief Executive Officer, along with a group of directors, forms Council's Executive Team.

The Executive Team make decisions within their delegation about significant issues that have a cross organisational impact. They also consider important reports prior to submission to Council and oversee the implementation of Council adopted strategies and policies.

<u>Organisational Structure</u>

Our organisational structure helps to ensure we have the right people, in the right roles, to deliver excellent services and facilities for our community.

Our structure works alongside our Ignite Strategy to ensure we have in place the appropriate mix of strategic and operational staff to deliver a continually improving, sustainable, gender equitable and diverse service that allows us to deliver on the Council Plan.

We employ over 900 people in a variety of roles on a full-time, part-time, and casual basis. Most of our employees also live within the municipality and therefore can bring a local passion, perspective and knowledge to the services they provide.

Yarra Ranges Council is divided into four directorates and an Office of the CEO.

Each directorate has unique roles and responsibilities:

<u>Corporate Services</u>

- Customer, Communications & Engagement (Customer Experience and Communications)
- Financial Services (Management Accounting, Financial Accounting, Property Rating Services, Strategic Procurement)
- People & Culture (People & Culture Operations, Organisational Development, Health Safety & Wellbeing and Fleet Operations)
- Information Services (Information Technology, Enterprise Systems, Information Management and Digital & Data)
- Organisational Performance & Integrity (Governance, Risk & Compliance and Organisational Strategy)

<u>Built Environment & Infrastructure</u>

- Asset Planning & Investment (Strategic Asset Management, Capital Investment Planning)
- Design & Delivery (Infrastructure Delivery, Major Projects and Roads for the Community)
- Infrastructure Operations (Infrastructure Maintenance, Stormwater, Traffic & Transport and Strategic Projects - Stormwater Strategy)
- Recreation, Parks & Facilities (Recreation and Sport, Parks, Trees & Trails and Property & Facilities Management)

<u>Communities</u>

- Community Wellbeing (Health & Wellbeing, Safer Communities, Emergency Management and Indigenous Development)
- Community Support (Family, Children & Youth, Age Friendly Communities and Partnerships & Community Wellbeing)

- Economy, Tourism & Culture (Creative Communities, Economic Development & Investment and Business Investment & Support)
- Social Infrastructure Planning

Planning & Sustainable Futures

- Planning & Building (Planning Services, Development Compliance & Prosecutions and Municipal Building Surveyor)
- Strategic Projects (Urban Development)
- Design & Place (Strategic Planning and Urban Design & Landscape Architecture)
- Resilient Environment (Climate & Nature and Resource Recovery)

Executive Strategic Advisor

- Strategy & Transformation (Transformation)
- Advocacy & Government Relations

YARRA RANGES COUNCIL STRUCTURE

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                          Chief Executive Officer

  Director          Director Built        Director Planning &    Director Corporate   Executive Strategic
  Communities       Enviroment &          Sustainable Futures    Services             Advisor
                    Infrastructure

  Manager Community   Manager Asset Planning   Manager Planning &   Manager Customer      Manager Strategy
  Wellbeing           & Investment             Building             Comms & Engagement    &Transformation

  Mananger Community  Manager Design &         Manager Design & Place   Manager People &
  Support             Delivery                                          Culture

  Manager Economy,    Manager Infrastructure   Manager Resilient    Manager Financial
  Tourism & Culture   Operations               Environmanet         Services

                      Manager Recreation,      Manager Strategic    Manager Information
                      Parks & Facilities       Projects             Services

                                                                    Manager Organisational
                                                                    Performance & Integrity
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Legislation – Acts, Regulations & Local Laws

Yarra Ranges Council performs its functions through the enforcement and administration of various Victorian Acts, Regulations & Local Laws. The following list indicates, as far as practicable, the legislation that applies to council.

- *Aboriginal Heritage Act 2006*
- *Associations Incorporation Reform Act 2012*
- *Building Act 1993*
- *Building Regulations 2018*
- *Catchment and Land Protection Act 1994*
- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Climate Change Act 2017*
- *Conservation, Forests and Land Act 1987*
- *Country Fire Authority Act 1958*
- *Country Fire Authority Regulations 2014*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods (Explosives) Regulations 2011*
- *Dangerous Goods Act 1985*
- *Development Victoria Act 2003*
- *Disability Act 2006*
- *Domestic Animals Act 1994*
- *Domestic Building Contracts Act 1995*
- *Drugs, Poisons and Controlled Substances Regulations 2006*
- *Education and Care Services National Law Act 2010*
- *Education and Training Reform Act 2006*
- *Electricity Safety Act 1998*
- *Emergency Management Act 1986*
- *Emergency Management Act 2013*
- *Environment Protection Act 1970*
- *Estate Agents Act 1980*
- *Fair Work Act 2009*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fines Reform Act 2014*
- *Fire Services Property Levy Act 2012*
- *Flora and Fauna Guarantee Act 1988*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heavy Vehicle National Law 2012*
- *Heavy Vehicle National Law Application Act 2013*
- *Heritage Act 2017*

- *Housing Act 1983*
- *Impounding Of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Act 2006*
- *Infringements Regulations 2016*
- *Land Acquisition and Compensation Act 1986*
- *Land Acquisition and Compensation Regulations 2010*
- *Land Act 1958*
- *Liquor Control Reform Act 1998*
- *Livestock Disease Control Act 1994*
- *Local Government (General) Regulations 2015*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Local Government Act 1989*
- *Magistrates' Court Act 1989*
- *Major Transport Projects Facilitation Act 2009*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Occupational Health and Safety Regulations 2017*
- *Planning and Environment (Fees) Regulations 2016*
- *Planning and Environment Act 1987*
- *Planning and Environment Regulations 2015*
- *Privacy and Data Protection Act 2014*
- *Protected Disclosure Act 2012*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2009*
- *Public Interest Disclosures Act 2012*
- *Public Records Act 1973*
- *Rail Safety (Local Operations) 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 2009*
- *Road Safety (Traffic Management) Regulations 2009*
- *Road Safety (Vehicles) Regulations 2009*
- *Road Safety Act 1986*
- *Road Safety Road Rules 2017*
- *Rooming House Operators Act 2016*
- *Secondhand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *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*
- *Taxation Administration Act 1997*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport (Safety Schemes Compliance and Enforcement) Act 2014*
- *Transport Integration Act 2010*
- *Valuation of Land Act 1960*
- *Victoria Grants Commission Act 1976*
- *Victoria State Emergency Service Act 2005*
- *Victorian Data Sharing Act 2017*
- *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*
- *Victorian Environmental Assessment Council Act 2001*
- *Victorian Inspectorate Act 2011*
- *Victorian Planning Authority Act 2017*
- *Water Act 1989*
- *Yarra River Protection (Wilip-Gin Birrarung Murron) Act 2017*

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

Community Access

Yarra Ranges Flexi Vehicle Service
The flexi vehicle is a mobile library that visits communities in Yarra Ranges.
Check the ERL website, Facebook or twitter to confirm service availability and to view the current timetable.

Customer Service Centres

Lilydale Community Link

15 Anderson Street, Lilydale 3140
1300 368 333
mail@yarraranges.vic.gov.au
Monday to Friday 8.30am- 5pm

Healesville Community Link
110 River Street, Healesville 3777
1300 368 333
mail@yarraranges.vic.gov.au
Monday to Friday: 9am-5pm

Monbulk Community Link
21 Main Road, Monbulk 3793
1300 368 333
mail@yarraranges.vic.gov.au
Monday to Friday: 9am-5pm

Upwey Community Link
40 Main Street, Upwey
1300 368 333
mail@yarraranges.vic.gov.au
Monday to Friday: 9am-5pm

Yarra Junction Community Link
2442-2444 Warburton Highway, Yarra Junction 3797
1300 368 333
mail@yarraranges.vic.gov.au
Monday to Friday: 9am-5pm

Central Contact Details:
Address: 15 Anderson Street, Lilydale 3140
Mail: PO Box 105, Lilydale 3140
Phone: 1300 368 333
Email: mail@yarraranges.vic.gov.au
Website: www.yarraranges.vic.gov.au

Statement 2 – Categories of Documents
Freedom of Information Act 1982, Section 7(1)(a)(ii)

Corporate Record Keeping: Systems & Structures

Yarra Ranges Council maintains a number of Corporate Systems to manage and maintain a wide variety of business activities. Many of these systems contain facilities to store and generate documents.

The *Public Records Act 1973* requires Victorian public agencies and public officers to 'make and keep full and accurate records' of their decisions & activities. Additionally, all agencies are obligated to 'establish and maintain a records management program' in conformity with standards and codes of best practice as established by the Public Record Office of Victoria (PROV). These standards apply equally to paper and electronic record keeping environments.

The following are examples of Corporate Systems used –

Ausfleet	Intranet
AutoISSUE	Kofax AP Essentials
CDIS	Nearmap
Crisis Works	Pathway
DB Textworks	Pathway - ePathway
Docs on Tap	Pathway – Smart Mobile
DocuSign	Promapp
Dropbox	SAI Global
Elumina	Smarty Grants
ePlanning	SMEC
Fit2Work	Touchpoint
iFerret	YRConnect
Infocouncil	Xpedite
Intramaps	

Hardcopy Record Keeping

A large majority of receipted hardcopy documents are scanned onto our Electronic Document Records Management System (EDRMS) and then held and maintained in accordance with the Public Records Office of Victoria (PROV) Retention and Disposal Schedules.

Council holds a large quantity of Hardcopy files which include those created prior to Council's amalgamation with Healesville, Upper Yarra, Lilydale and Sherbrooke shires in late 1994. Most of these files were once stored at our Archives warehouse, however in 2011 Council began an Archives De-Commission Project. The project scope was to review the current hard copy records located at the Archive warehouse, catalogue those records for retention in accordance with business needs and PROV standards, and relocate the records of short-, medium- and long-term business value

to Grace Offsite Storage as part of the sector wide Municipal Association Victoria (MAV) Archives and Digitisation Contract.

Some of the Hardcopy files that Council hold are:

- Aged & Disability / Youth Files
- Building Compliance Files
- Building Permits Files
- Contract Files – Procurement Files & Contract Administration Files
- Food & Health Premises Files
- Historical Property Files
- Investigation Files
- Planning Application Files
- Property Files
- Road Files
- Septic Tank Files
- Subdivision Files
- Subject Files
- Valuation & Rate Cards

Enterprise Content Management (ECM)

At Yarra Ranges Council Enterprise Content Management (ECM) is the main Electronic Document Records Management System (EDRMS) used for the management of records. These documents are linked to a subject with a three-tiered structure.

Enterprise Content Management (ECM) Description of Subject Structure

The Subject Classification Scheme at Yarra Ranges Council is based on PROV Retention and Disposal Schedules.

The structure is three levels:

1. Function - Prescribed descriptors which represent broad functions undertaken by Yarra Ranges Council
2. Activity - Reflects the activities performed within the Function
3. Topic - The Topics and Sub-topics related to the Activity
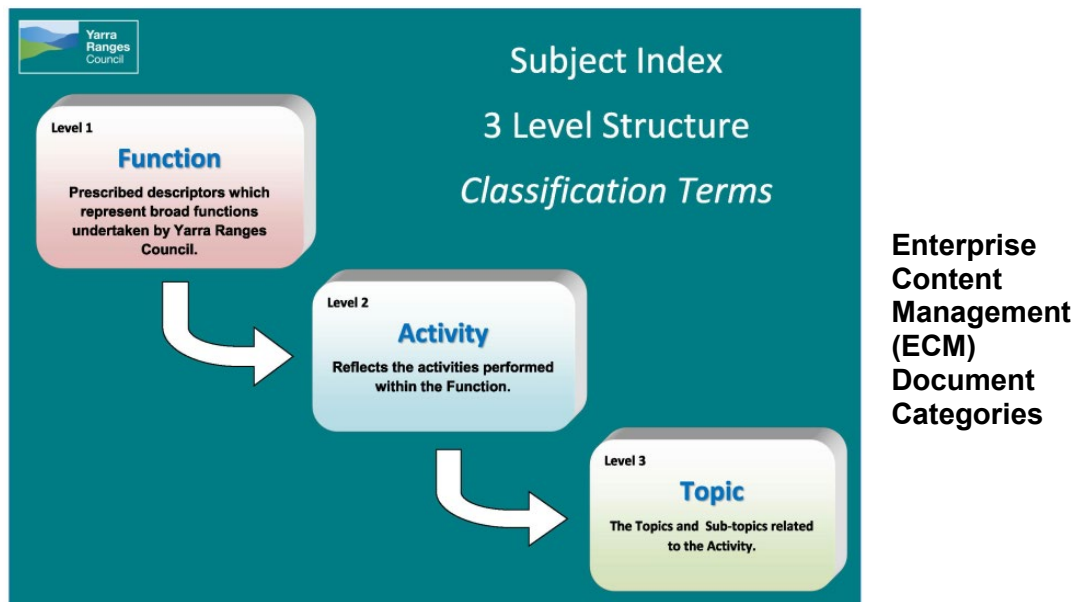
Level 1 - Function	Description
Aged and Disability Services	The function of managing services to aged care clients provided by the Home and Community Services Program (HACC) and the Personal Alert Program (PAV). Includes the function of managing services to disabled members of the community.
Arts and Heritage	The function of developing and managing activities, strategies and projects - pertaining to arts, culture and heritage services relating to the Yarra Ranges Council.
Building Control and Management	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).
Community Relations	The function of managing relationships with the local community and the wider public. Includes raising and advancing Council's public image and its relationships with outside bodies.
Contracts and Tendering	The function of managing the provision of services by an external contractor or consultant. This includes arranging, procuring and managing the performance of work by external contractors. Also referred to as out-sourcing.
Corporate Management	The function of applying broad systematic management planning for the organisation.
Council Properties	The function of acquiring, disposing, developing and maintaining artwork, facilities and premises owned and/or leased by Council. Includes the usage, hiring and management of all Council's halls and centres for multipurpose uses.

Economic Development

The function of managing activities to improve the local economy through building economic capacity in the community.

Emergency Management

The function of developing, implementing and supporting emergency management arrangements and after-hours response within Council jurisdiction.

Environmental Management

The function of managing activities relating to the natural environment. This includes implementing and managing plans to protect air, soil and water quality, and environmentally significant areas.

Family and Children's Services

The function of managing services for family and children, including health, immunisation and education services

Financial Management

The function of managing Council's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures, financial planning, budgeting, estimates of expenditure and receipts, forecasting, and managing revenue.

Governance

The function of managing the formal conduct of Council. Includes the systems and structures to manage Council elections, ward and municipal boundaries, and recording of Council meetings.

Grants and Subsidies

The function of managing grants and subsidies to and from Council. Includes payments to Council from Federal and State Governments. Also includes Council grants to external organisations.

Human Resources

The function of managing Council employees. Employees include permanent, part time, casual, temporary, consultants, volunteers and people working under scholarships, traineeships, apprenticeships and other similar relationships.

Indigenous Development

Indigenous Development is the function of coordinated programs that promote the wellbeing of indigenous populations.

Information Communication Technology ICT

The function of managing Council's information and communications technology infrastructure.

Information Management

The function of managing Council's information resources, and the systems to manage those resources. Includes collecting, processing, storing and retrieving Council information resources. Includes records and archival management, FOI, and Privacy.

Land Use, Planning and Urban Design

The function of managing the use, development and design of land within Council's jurisdiction. Includes the policy framework for the management of the natural and built environments.

Law Enforcement

The function of managing and enforcing laws and regulations. Includes animal control, fire prevention, regulating, notifying, prosecuting and applying penalties.

Legislation and Regulation

The activity of managing and contributing to legislation, regulations and orders.

Occupational Health and Safety

The activity of implementing and co-ordinating occupational health and safety, and the associated legislation throughout Council. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures.

Parks, Reserves and Trails

The function of acquiring, disposing, managing and maintaining parks and reserves either owned or controlled by Council. Including Road Reserves.

Plant, Equipment and Fleet

The function of purchasing, disposing, managing and maintaining Council's plant and equipment. Includes fleet management.

Rates and Valuations
The function of managing all activities associated with setting and collecting Council's rates and charges and the valuation of land for rating purposes. Also includes the process of establishing and maintaining property data.

Recreation
The function of developing and managing activities, strategies and projects - pertaining to recreation and leisure services relating to the Yarra Ranges Council.

Risk Management
The function of managing and reducing the risk of loss of or damage to Council properties and equipment, and risk of harm to personnel. Personnel includes Council employees, members of the public, councillors, and community committees.

Roads and Drainage
The function of managing and maintaining roads, drains, streets, bridges, decorations, signs and lights within Council.

Social Development and Planning
The function of managing sustainable long-term social, economic, transport, health and environmental wellbeing of the community.

Waste Management
The function of providing waste management services including cleaning, the removal and destruction of solid waste, recycling operations and waste reduction. Includes activities related to chemical waste disposal sites.

Youth
The function of providing assistance to youths through programs and services.

Level 2 - Activity	Description
Accounting	The activities of collecting, recording, classifying, summarising and analysing financial transactions. Includes journals, ledgers and the implementation, maintenance and monitoring of Council's accounting systems.
Accounts Payable	The activities of managing payments to businesses or individuals to whom Council owes money. Includes invoices, payment orders, cheques, credit notices and petty cash records.
Accounts Receivable	The activities of managing Council's debtors. Includes invoices, receipts and credit notices.
Advocacy	Advocacy is a process by an individual or group which aims to influence public-policy and resource allocation decisions within political, economic, and social systems and institutions.
Agreements	The activities associated with the establishment, maintenance, review and negotiation of agreements.
Annual Financial Statements	A report created annually that quantifiably describes the financial viability of the Council.
Appeals	The activities involved in appealing decisions and any subsequent review.
Application Development	The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilot, prototyping and metadata requirements.
Archiving	The activities associated with establishing and maintaining the archive program for Councils Corporate records.
Asset Management	Management and register of assets. Valuation of assets owned and managed by council. Includes but is not limited to land, buildings, plant, fleet and equipment.
Audit	The activities associated with officially checking records to ensure that they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, activities and business of Council in a specified period.

Awards

The activities associated with managing awards for the recognition of service of employees and to provide awards, scholarships, prizes and honours awarded to or by community councils and residents in recognition of outstanding services and achievement

Banking

The activities of opening and maintaining bank accounts, reconciling accounts and the maintenance of signatories.

Boundaries

The process of monitoring and reviewing the Council and ward boundaries within a Council area. This process occurs before the end of the third year of each term of office.

Branding

The activities relating to the planning and development of Council's corporate branding. Records include corporate style guide, logos, templates and contact panel.

Budgeting

The activities of planning the use of expected income and expenditure over a specified period. Analysing the financial position and operating results of Council.

Building Permit Management

The activities associated with the management of building activities within the jurisdiction of Council. Includes all statutory and service activities undertaken within building to effectively respond to local, statewide and national needs.

Building Surveyor Services

The activities associated with the provision of building surveyor services by Council for buildings both within and outside their municipal jurisdiction.

Business Analysis

The activities associated with identifying the problems and/or needs of the business and defining those requirements through analysis, mapping exercises, rules, and functional specifications.

Business and Industry Support

The activities associated with supporting the community and attracting new investments and growth to the local area

Business Continuity

Activities associated with managing internal and external threats to the organisation

Capital Expenditure Program Development

Funds used by Council to acquire or upgrade physical assets such as property, buildings or equipment.

Capital Works Program Management

Child Care

Providing Care services to Children within the municipality

Claims Management

Claims for compensation for injuries or death at work, and Council's compensation scheme.

Client Files

The activity of managing the ongoing relationship between Council services and individual clients. Includes records relating to the clients

Committees and Boards

The activity of establishing and managing committees and boards to consider and oversee particular matters and actions. Includes membership and composition, agenda, minutes, papers, items of business and correspondence.

Communications

Internal communication with staff. Including staff updates and advice.

Community Planning

Community Plans are initiated by communities and consist of a group vision or aim, and a series of related objectives, with community-directed actions to achieve those objectives.

Community Preparedness

The activity of supporting the implementation of local, state and national strategies to ensure community preparedness in the event of an emergency.

Community Recovery

The activity of supporting the implementation of local, state and national strategies to ensure community recovery in the event of an emergency.

Complaints and Feedback

The activities associated with the handling of requests for information about Council and its services by the general public or other organisations.

Compliance and Enforcement

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Conferences

The activities involved in arranging conferences or seminars. Includes management of registrations for participants, publicity and evaluations by participants.

Contractors

The activities associated with managing contractors and suppliers to Council.

Contracts	The processes associated with the management and review of agreements and contracts. Creating of Contract see Tender Management.
Council Meetings	The activities associated with the management of Council meetings. Includes all types of committees convened to assist the undertaking of Council business and decision-making processes as well as general meetings of Council.
Council Property and Reserves Management	The activity of acquiring, managing, maintaining designing and constructing buildings, open space, parks and reserves owned or managed by Council.
Councillor Management	The activities associated with managing councillors, who are the elected representatives of the Council area and are members of the governing body of the corporation.
Customer Service	The activities associated with the planning, monitoring and evaluation of customer services provided to clients by Council.
Data Administration	The activities associated with maintaining and using the data that is held in a system, either automated or manual.
Data Collection and Provision	The activity of collecting and providing data. Including benchmarking and survey data.
Delegations and Authorisations	The activities of seeking, granting and delegating permission to undertake and authorise a requested financial activity or transaction.
Discipline - Misconduct	The activities and actions associated with the handling of misconduct. Includes investigation, charges, formal inquiries, punishment, and appeals.
Donations	The activities associated with managing money, items, artefacts, or property donated or bequeathed to the agency, or by the agency to charities, etc. Includes managing unsolicited donations
Early Childhood Intervention and Inclusion	Providing young children who have developmental disabilities with experiences and opportunities that promote the children's acquisition and use of competencies that enable them to participate meaningfully with others and with their environment.

Ecosystem Management	The ongoing management of the of the natural environment in order to monitor and assist the ongoing preservation of environmentally sensitive land and flora and fauna.
Education	The activities associated with providing information, education, awareness and training programs to the local community on specific issues.
Effluent and Wastewater Management	The management of wastewater, sewage and other effluent waste including grey water, stormwater and black water and applications for installation / management of treatment systems.
Elections Management	The activity of administering the democratic process within local government. Includes Local Government Elections, Local Government By-elections and Polls of Voters.
Emergency Response	Activities undertaken to respond to emergencies in order to support the work of emergency agencies and the local community. Includes support to individuals affected by emergencies during the emergency itself.
Employee Management and Conditions	The activities associated with managing the general conditions of employment for personnel, including staff rostering.
Engagement and Consultation	The activities associated with direct liaison with the Community regarding local and/or council issues. Records relating to formal and informal consultation with Community groups and associations.
Enquiries	The activities associated with the handling of requests for information about Council and its services by the general public or other organisations.
Environmental Assessments	Provide assessment and advice to ensure that biodiversity values are considered as part of developments and land management on both private and public land, in accordance with Council's planning scheme, local policies, and State and Federal requirements.

Equal Opportunity	The activity of managing programs to provide workplaces that are free from all forms of unlawful discrimination and harassment, and which assist members of Equal Employment Opportunity (EEO) groups to overcome past or present disadvantage.
Evaluation	The process of determining the suitability of potential or existing programs, services in relation to meeting the needs of the given situation.
Event Management	The activities associated with arranging and supporting local events.
Exhibitions	The activities associated with using agency material in mounting displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency
Family Day Care	Records of the provision of Family Day Care services. Includes records of the daily attendance and activities of children using the service.
Food and Meal Provision Services	The activities associated with managing Council premises for community services including community kitchen, cool rooms.
Food Safety Management	The activities associated with managing Council's food safety program. Includes the administration of the sampling and analysis of food to ensure that it is fit for human consumption.
Freedom of Information	The activity of providing and managing access to Council information in accordance with FOI legislation.
Furniture and Equipment	The activity of acquiring, managing, repairing and disposing of Council furniture, fittings and equipment. Also includes the allocation of furniture and equipment.
Graffiti Management	The prevention and removal of graffiti in the municipality.
Grant Allocation	The allocation of financial assistance provided by Council for various grants and funding programs. This includes the allocation of community grants.
Grant Application	The application process used to apply for grants.
Grant Funding Received	Activities associated with the application for and receipt of grant funds by Council from a government or non-government source.

Greetings	Documents and records associated with preparing, sending and receiving letters of appreciation or condolence
Grievances	The activities associated with issues or complaints raised by employees in relation to any workplace action or decision which directly affects which directly affects them and which they perceive to be unfair or unreasonable.
Hazard Management	Any activity, procedure, plant, process, substance, situation or other circumstance that has the potential to cause injury or illness or damage to plant, equipment and/or property.
Health and Wellbeing	The activities associated with providing counselling, advice or guidance to employees. The activities associated with the planning, preparing, and organising health and wellbeing activities for staff.
Home and Community Care	Records relating to the provision of personal care and counselling to clients. Includes records of the successful initial assessment of clients for eligibility and any subsequent ongoing assessment.
Home Maintenance	The provision of services to assist older people, people with disabilities and their carers to remain living safely and securely at home.
Incident Reports and Investigation	The activity relating to all incident reports and the underlying action taken
Industrial Relations	The activity of managing an agreed set of employment conditions and level(s) of payment applicable to all employees in a particular occupation, set either by mutual consent or through arbitration.
Industry and Community Awards	The activities associated with acknowledging recognition of achievements.
Infectious Diseases Management	The activities associated with managing Council's infectious disease program in accordance with Government regulations and standards. Includes programs to prevent the occurrence of infection, including AIDS and legionnaires disease.
Infrastructure Maintenance	Maintenance and asset protection; roads, drains, bridges, signs and footpaths.
Inspections and Assessments	The activity relating to all OH&S inspections and assessments.

Insurance	Managing insurance policies to cover loss or damage to property and vehicles and to cover Council against damage to another organisation's property. Also includes injuries to members of the public visiting an agency property or using a facility.
Kindergartens	Records of enrolment and development of children within kindergarten. Includes registration of child, reporting on child progress, attendance records and curriculum development.
Lease Management	The management of leases for use of Council owned properties.
Liaison	The activities associated with maintaining regular general contact between Council and professional associations, professionals in related fields, other organisations and community groups.
Litigation	The activities involved in managing lawsuits or legal proceedings between the agency and other parties.
Local Law Making	Activities related to the making of local laws within a municipal jurisdiction the administration by Council of laws, regulations and requirements on behalf of other agencies.
Mapping	Use of Mapping data.
Marketing and Promotion	The process of analysing and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.
Maternal and Child Health	The provision of Maternal and Child Health services to families within the municipal jurisdiction. Includes the provision of services across all ages and stages of involvement including prenatal involvement where appropriate.
Media Relations	The activities associated with establishing a relationship between the media and the Council. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.
Meetings	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of a business unit, the Council, or with other organisations.

Online Content	The activity of managing content material for WebPages.
Organisation Charts and Positions	The activities involved in varying, creating, transferring or abolishing positions or assigned duties. Also includes the development of organisational charts.
Organisational Strategy	Strategies applied at an organisational wide level.
Pecuniary Interest	The activities associated with the disclosure of interests of employees, members of committees and councillors.
Penalties	The activities associated with managing a fine incurred.
Performance Management and Development	The process of identifying, evaluating and developing corporate and employee work performance so goals and objectives are achieved and also benefiting employees through recognition, performance feedback and career guidance.
Permits	The activity of processing, evaluating and appealing permit applications within Council. Includes Register of endorsed and unapproved permits, endorsed permits and supporting records and lapsed permits.
Pest Control	The activities involved in managing the environmental aspects of controlling and managing any outbreaks of pests affecting Council.
Place Naming	Naming of roads, parks, reserves, suburbs
Planned Activity Groups	The management of out of home residential and non-residential programs run by Council designed to support health, wellbeing or community involvement for members of the program.
Planning & Strategy	The activities involved with the development of operational plans, goals and tasks indicating how Yarra Ranges will achieve objectives in relation to a particular area of its business operation. (Includes Council and Municipal)
Planning and Strategy	The activities involved with the development of operational plans, goals and tasks indicating how Yarra Ranges will achieve objectives in relation to a particular area of its business operation. (Includes Council and Municipal)

Planning Scheme Amendments	The process of amending the planning scheme instigated by either Council or a member of the public. Includes amendments that are revoked by Parliament.
Planning Scheme Management	The administering of the planning process within Council. This includes resources given from other agencies such as maps, overlays and supporting material and legal agreements for conditions.
Policies and Procedures	The activity of developing and establishing formal statements, decisions, directions, precedents and standard methods of operation for how Council will act in a particular area of its operation. Includes State and Federal policy and legislation.
Presentations	Presentations delivered or intended to be delivered as part of the promotion of the Council's services.
Privacy	The activity of managing and protecting personal information in accordance with privacy legislation and principles.
Programs	Activities relating to a grouping of related services managed under a common business strategy to achieve a desired outcome. Including delivery of programs to the community.
Projects	The function of delivering a defined service or product through the development, implementation and management of a series of activities undertaken to meet the business objective.
Property Data Management	The process of managing all activities with establishing and maintaining property data including property ownership, street numbering, property addressing, property creation and mailing addresses.
Property Information	The activities associated with providing retrospective information relevant to the property such as planning and building information, flood level and bushfire prone.
Public Registers	The activities associated with the management of Council's Public Registers which are utilised in the process of preparing business for Council and making record of discussions, debate and resolution.
Publications	The activities of preparing and issuing information in various format for distribution to the wider community and staff.

Rate Debtor Management	The process of managing all activities associated with securing rate and related payments. Includes special rate and charge schemes.
Rates Concessions	The process of managing all activities associated with setting and approving rates concessions/rebates.
Rating and Valuation Management	The process of managing all activities associated with setting Council's rates and charges and the valuation of land.
Records and Document Management	The activities associated with the access, capture, control and disposal of records and documents created in the business operations of Council.
Recruitment	The process of recruiting and which includes applying for approval to fill existing vacancies, the advertising of vacant positions, and the handling of applications, interviews, selection, culling and appointment.
Reference Material	Material produced by Council or other organisation this is used for research or reference purposes.
Regional Land Use Planning	Planning issues that apply on a regional basis.
Registration	The activities associated with authorising or granting permission, permit, or licence. Includes the management of publicly available registers.
Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination.
Research Feasibility and Development	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. used to support the development of projects, standards, guidelines, etc. and the business activities of council.
Revenue	The activities of managing income.
Salaries	The activities of managing the payment of salaries to staff.
Service Infrastructure Management	The function of managing all activities that relate to the development, management and planning of infrastructure.

Software Management Activities relating to software licensing, upgrade, access, and maintenance.

Sponsorship Documents and records relating to sponsorship and donations provided by the Council to another organisation.

Standards and Guidelines The activities associated with the implementation of industry specific level of quality or attainment in Council business operations to ensure the enhanced delivery of services. Includes State and Federal legislation.

State Land Use Planning The State regulations applied in an efficient and ethical way, thus preventing land-use conflicts.

Sustainability The activities associated with the development, implementation and ongoing management of initiatives to support the environment.

Systems Operation The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support.

Tax The activities of managing compulsory monetary contribution demanded by a government for its support and levied on incomes, property, goods purchased etc.

Telecommunications Activities relating to land line and mobile telecommunications devices.

Tender Management The activities involved in receiving and assessing tenders for the supply, sale or purchase of goods and services.

Tourism The activities associate with the development of campaigns and events to promote tourist destinations within the region.

Traffic Management The activities associated with the management of traffic on the roads within the municipality.

Training and Development The activity of promoting, managing and maintaining a training and development program for staff. Including training resources and materials.

User Management Activity of administering the interactions between a service and its users.

User Support Activates associated with support given to end users.

Volunteers	The activity of managing persons providing services to Council on a voluntary basis.
Waste Collection Services	Management of the service that provides collection of household waste to residents of the Council.
Water Management	Stormwater, integrated water, plans, run off drainage.
Work Experience / Work Placement	The process of undertaking work by volunteers or students within Council to gain experience.
Youth Support and Referral	Services, programs and activities that support Youth living within the municipality.

Statement 3 – FOI Arrangements -
Freedom of Information Act 1982, Section 7(1)(a)(iii), (v),(vi)

Freedom of Information at Yarra Ranges Council

What is FOI?

The *Freedom of Information Act 1982* (FOI Act) gives individuals the right to access information which is held by government agencies, such as State Government, local councils, most semi-government agencies, statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools.

Under the FOI Act you can request documents in relation to your personal affairs or those of the activities of a government agency.

Under Section 39 of the Act an applicant has the right to request any inaccurate, incomplete, out of date or misleading information we hold about them to be amended or removed.

How do I make a request?

Any individual can make a request, or with written authorisation, enable another person to make a request on their behalf (for example a solicitor).

For an application to be valid it must:
- be in writing (online, email, in person at our Community Links, or by mail)
- clearly describe the documents you are requesting (i.e. a specific and targeted request including date ranges)
- include an application fee or evidence of qualification to have the fee waived or reduced (health care card, pension card, financial hardship)

A request can be submitted via council's website: Freedom of information Yarra Ranges Council

What are the costs associated with making a request?

All valid FOI requests must be written and accompanied by a non-refundable application fee of **$32.70**. The only exception for an application fee to be waived is when hardship or concession status is applied (evidence needs to be included). Fees and charges are imposed by the Act and Regulations, not Council.

All access charges and fees pertaining to FOI requests are published on the Council website. Access charges relate to the costs incurred in granting access to the documents you have requested. Indications of the costs you may incur are:
- Search Charges - $24.50 per hour or part of an hour
- Supervision or inspection charges - $24.50 per hour to be calculated per quarter hour or part of a quarter hour
- Photocopying charges $0.20 per black and white A4 page
- Providing access in a form other than photocopying (i.e. USB)

All fees and charges are exempt from GST.

Where the fee for access is assessed as likely to exceed $50, the applicant will be asked to pay a deposit before the search for documents has begun.

What information is available?

Individuals have the right to apply for access to documents that are held by an agency which are covered by the FOI Act. This includes:
- Documents created by the agency.
- Documents supplied to the agency by an external organisation or individual.

Individuals can apply for access to:
- Documents about their personal affairs, regardless of the age of the documents.
- Documents held by a Council, no older than 1 January 1989.

It is not only documents in paper form that are accessible. The word 'documents' covers a broad range of media including maps, films, microfiche, photographs, computer printouts, emails, computer discs, tape recordings and videotapes.

What information is not available?

FOI will not be used to process requests for documents that have been released publicly by Council or made available (freely or for a fee) as part of a public register or another Council process.

The FOI Act allows agencies to refuse access to certain documents or parts of documents. These are referred to as exemptions, and include information relating to:

- Law enforcement activities
- Information protected by legal professional privilege
- Information about the personal affairs of another individual
- Confidential commercial information (of businesses or Council)
- Information provided in confidence
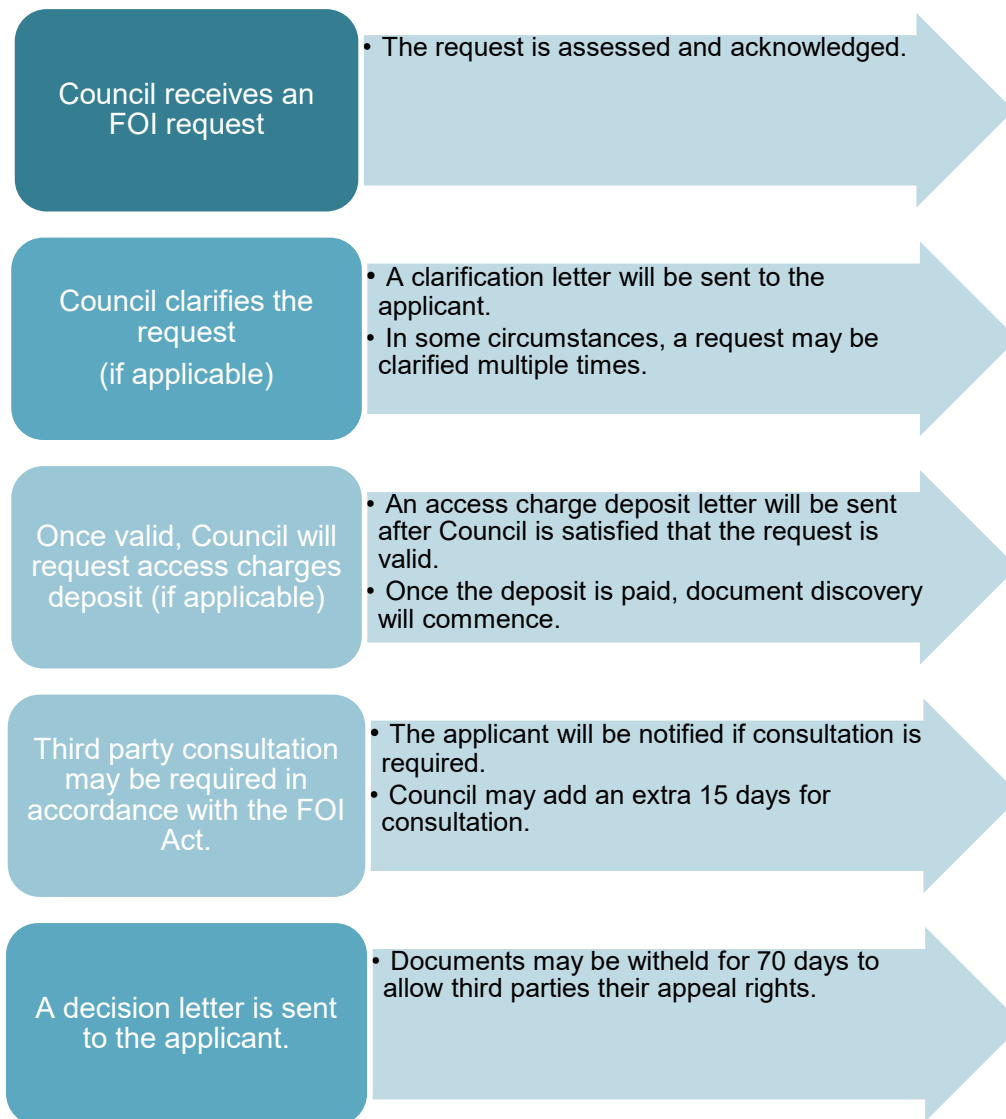- Documents which are covered by secrecy provisions in other legislation.

Applications may be refused or require refinement if the application is considered 'voluminous in nature', meaning if we were to respond to the request it would interfere unreasonably with our operations or performance.

What is the process?

Council will conduct a thorough and diligent search for the documents, assess them for any applicable exemptions, and conduct mandatory consultations and notifications of affected third parties.

We are required under the Act to respond to valid applications within 30 days; however this time frame may be extended if your application is not valid, or if a deposit is required on estimated access charges, or if Council are required to consult with third parties.

Council receives an FOI request	• The request is assessed and acknowledged.
Council clarifies the request (if applicable)	• A clarification letter will be sent to the applicant. • In some circumstances, a request may be clarified multiple times.
Once valid, Council will request access charges deposit (if applicable)	• An access charge deposit letter will be sent after Council is satisfied that the request is valid. • Once the deposit is paid, document discovery will commence.
Third party consultation may be required in accordance with the FOI Act.	• The applicant will be notified if consultation is required. • Council may add an extra 15 days for consultation.
A decision letter is sent to the applicant.	• Documents may be witheld for 70 days to allow third parties their appeal rights.

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 Office of the Victorian Information Commissioner (OVIC) for review.

The OVIC website has a review form you may download, which contains more information about the review process. The contact details for the Commissioner are as follows:

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

Email: enquiries@ovic.vic.gov.au
Telephone: 1300 006 842
Website: www.ovic.vic.gov.au

Yarra Ranges Council Freedom of Information Team Contact Details

Freedom of Information Team
Telephone: 1300 368 333
Email: informationaccess@yarraranges.vic.gov.au
Address: PO Box 105, Lilydale VIC 3140

Statement 4 – Publicity Material
Freedom of Information Act 1982, Section 7(1)(a)(iv)

Documents available for inspection

Council is committed to open and transparent governance.

These documents and registers are available for public inspection as required by Regulation 12 of the *Local Government (General) Regulations 2015.*

- Travel Register
- Agendas and minutes of Council Meetings
- Minutes of Special Committee Meetings
- Register of Delegations
- Register of Authorised Officers
- Register of Campaign Donations
- Council Leases
- Donations & Grants
- Lease Register

Other documents Council has a duty to make available for inspection under various legislation include:

- Council Plan
- Council Budget (including the Strategic Resource Plan)
- Annual Report (including the Auditor's Report on the Financial Statements)
- Election Period Policy
- Election Campaign Donation Returns Summary
- Streeton By-election Donation Return Summary
- Councillor Code of Conduct
- Councillor Expenditure Policy
- Procurement Policy
- Governance Rules
- Neighbourhood Amenity Local Law
- Meeting Procedures and Use of Common Seal Local Law 2015

- 2015 Electoral Representation Review *(Preliminary Report, Final Report and Ministers Ruling)*
- Summary of Personal Interest Returns (*Local Government Act 2020*)

Inspection of these documents can be arranged by contacting the Governance team on 1300 368 333. The documents can be inspected at Council's Lilydale Office at 15 Anderson Street, Lilydale. Alternatively, the documents are also available online at www.yarraranges.vic.gov.au.

Online Communication

Yarra Ranges Council uses a range of communication channels to keep our residents informed on the latest news. Some of the ways in which we do this are through the council websites, social media and newsletters.

Council also uses local media to inform the community about local projects.

Some of the channels that are used are:

Council Websites

Council maintains two public websites which all residents have access to. These websites are updated regularly, and a large amount of important and useful information is published on them.

- Corporate Website: www.yarraranges.vic.gov.au
- Community Engagement website: shaping.yarraranges.vic.gov.au

Social Media

- Facebook: www.facebook.com/yrcouncil
- Twitter: www.twitter.com/yrcouncil
- YouTube: www.youtube.com/user/yarrarangescouncil

Newsletters

- Yarra Ranges Local - A seasonal printed newsletter that is distributed through bulk drops at Council facilities and some local schools, community services and supermarkets. Council also has a database of people that have registered for a copy to be sent via mail.
- Yarra Ranges Local E-Newsletter - emailed fortnightly to our database of residents that have subscribed to be on the mailing list.

Statement 5 – Rules, Policies & Procedures -
Freedom of Information Act 1982, Section 8

Yarra Ranges Council has a number of policies, strategies, action plans and frameworks that Council and Council Officers use for guidance during decision making processes and to achieve outcomes and goals.

Under Section 8 of the *Freedom of Information Act 1982* the 'hidden law' must be made explicit to the public. Manuals of procedures, interpretations of the law, policy statements & enforcement methods are made available for public inspection and purchase.

Some of these documents can be viewed on Council's website www.yarraranges.vic.gov.au by using the search engine or alternatively copies can be made available for inspection or purchase by contacting Council on 1300 368 333.

The list below is not an exhaustive list of documents used by Council. It is an example of the types of documents which are used and referred to by council to assist when making decisions.

- Activity Centre Network Strategy
- Asset Management Policy
- Asset Plan 2022-2032
- Capital Works Funding Policy for Active Sports Reserves
- Catering Policy
- CEO Employment Policy
- Child & Youth Strategy
- Child Safety and Wellbeing Policy
- Common Boundary Fencing Policy
- Community Engagement Policy
- Community Volunteer Participation Policy
- Complaints Policy
- Conflict of Interest Policy
- Council Plan
- Council Meeting Procedures and Use of Common Seal
- Councillor Code of Conduct
- Councillor Expenditure Policy
- Councillor Gifts, Benefits & Hospitality Policy
- Creative Communities Strategy
- Cultural Collections Policy
- Cultural Diversity Policy
- Cultural Facilities Fees and Charges Policy
- Customer Charter
- Customer Complaint Policy
- Customer Experience Call Recording and Monitoring Policy
- Customer Experience Strategy
- Data Governance Charter
- Digitisation Plan

- Diversity and Inclusion Policy
- Domestic Animal Management Plan
- Early Years Strategic Action Plan
- Economic Development Strategy
- Election Period Policy
- Electric Line Clearance Management Plan
- Electronic Gaming Machine (EGM) Gambling Policy
- Employee Code of Conduct
- Employee Gifts, Benefits & Hospitality Policy
- Environment Strategy
- Equal Opportunity Policy
- Equity Access & Inclusion Strategy
- Festivals & Events Policy
- Flora & Fauna Plan
- Fraud Control Policy
- Freedom of Information Policy
- Flag Policy
- Gifts, Benefits & Hospitality Policy
- Grant Policy
- Green Wedge Management Plan
- Health & Safety Policy
- Health & Wellbeing Plan
- Healthy and Active Ageing Plan
- Housing Policy
- Housing Strategy
- Human Rights Charter
- Integrated Transport Strategy
- Integrated Water Management Plan
- Investment Policy
- IT Security Policy
- Leasing & Licensing Policy
- Legislative Compliance Policy
- Liveable Climate Plan
- Middle Years Strategic Action Plan
- Minor Assets Policy
- Motor Vehicle Policy
- Municipal Recovery Plan
- Pandemic Recovery Framework
- Pavilion Funding Policy
- Planning Services Refund Policy
- Playspace Plan
- Preschool Building and Grounds Policy
- Privacy & Health Information Policy
- Procurement Policy
- Public Interest Disclosure Policy

- Public Transparency Policy
- Rate Recovery and Financial Hardship Policy
- Reconciliation Policy
- Reconciliation Strategy
- Recreation & Open Space Strategy
- Risk Management Policy
- Road Management Plan
- Safeguarding Children Policy
- Sale of Land Policy
- Streets and Roadside Trading Policy
- Telecommunications Facilities Policy
- Telematics Policy
- Tip Pass Policy
- Trees Policy
- Upper Yarra Valley & Dandenong Ranges Regional Strategy Plan
- Vision 2020 by Design
- Waste Services Policy
- Workforce Plan 2022-2026
- Yarra Ranges Liveable Climate Plan

Statement 6 – Report Literature
Freedom of Information Act 1982, Section 11

Under Section 11 of the *Freedom of Information Act 1982* Council must publish certain documents in their possession. Final reports and decisions relating to policy and the administration of policy are made available for inspection or purchase.

Reports and copies of Councils policies are published and can be located on Council's website www.yarraranges.vic.gov.au by using the search engine.

Final reports and records of decisions relating to Council's policies can be found in Councils meeting minutes which can be viewed on Councils website.
Council Meetings Yarra Ranges Council

Alternatively, copies can be made available for inspection or purchase by contacting Council on 1300 368 333.