



FREEDOM OF INFORMATION PART II STATEMENT

September 2021



Campaspe
Shire Council

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1. Purpose

The *Freedom of Information Act 1982* (the Act) provides members of the public with a right to access information, unless categorised as exempt, in the possession of the Government of Victoria. Part II of the Act requires government agencies, such as Campaspe Shire Council (Council), to publish several statements to assist members of the public to access the information Council holds.

The statements contained in this publication provide a non-exhaustive list of the functions Council performs, the types of documents held by Council, and how members of the public may access that information. The documents listed are available for inspection and/or purchase either on Council's website, or by contacting the relevant Council department in the first instance.

If you cannot locate the information you are seeking, we encourage you to contact Council before making a Freedom of Information (FOI) request. In some circumstances, Council may be able to provide you with the information outside the formal FOI process.

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2. Statement 1 – Organisation and functions

The municipality of Campaspe Shire was established in 1994 through an amalgamation of the City of Echuca, Town of Kyabram, Shire of Rochester, Shire of Waranga and Shire of Deakin.

Located in north central Victoria, approximately 180 kilometres north of Melbourne, Campaspe Shire includes the communities of Echuca, Kyabram, Rochester, Lockington, Gunbower, Rushworth, Stanhope and Tongala, together with numerous smaller areas outside of these main townships.

Campaspe Shire encompasses a total land area of over 4,500 square kilometres and has an estimated residential population of 37,600 people. Council provides more than 100 services and activities to support the wellbeing and prosperity of our community.

Our Councillors

Campaspe Shire is divided into five distinct wards consisting of Echuca, Kyabram Deakin, Rochester, Waranga and Western. Comprising nine Councillors, the Council body elects one Councillor as Mayor and one Councillor as Deputy Mayor.

- Cr Chrissy Weller (Mayor) – Echuca Ward.
- Cr Leanne Pentreath (Deputy Mayor) – Western Ward.
- Cr Rob Amos – Echuca Ward.
- Cr Colleen Gates – Kyabram Deakin Ward.
- Cr Paul Jarman – Rochester Ward.
- Cr Daniel Mackrell – Kyabram Deakin Ward.
- Cr Tony Marwood – Echuca Ward.

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- Cr Adrian Weston – Waranga Ward.
- Cr John Zobec – Kyabram Deakin Ward.

The Councillors' primary role is to set Council's vision and future direction and provide good governance in its municipal district for the benefit and wellbeing of the community.

Organisational Structure

Campaspe Shire Council consists of a Chief Executive Officer (CEO) who is appointed by the Council, five Directors and approximately 323 full time equivalent staff.

Pursuant to section 46 of the *Local Government Act 2020*, the CEO is responsible for:

- Supporting the Mayor and the Councillors in the performance of their roles; and
- Ensuring the effective and efficient management of the day-to-day operations of Council.

The CEO reports directly to Council and is supported by the administration.

The administration is responsible for implementing Council's decisions and strategies, managing the delivery of municipal services, and providing advice and support. The administration is accountable to the CEO and the CEO to the Council.

Our role

In accordance with section 9 of the *Local Government Act 2020* Council must, in the performance of its role, give effect to the following overarching governance principles:

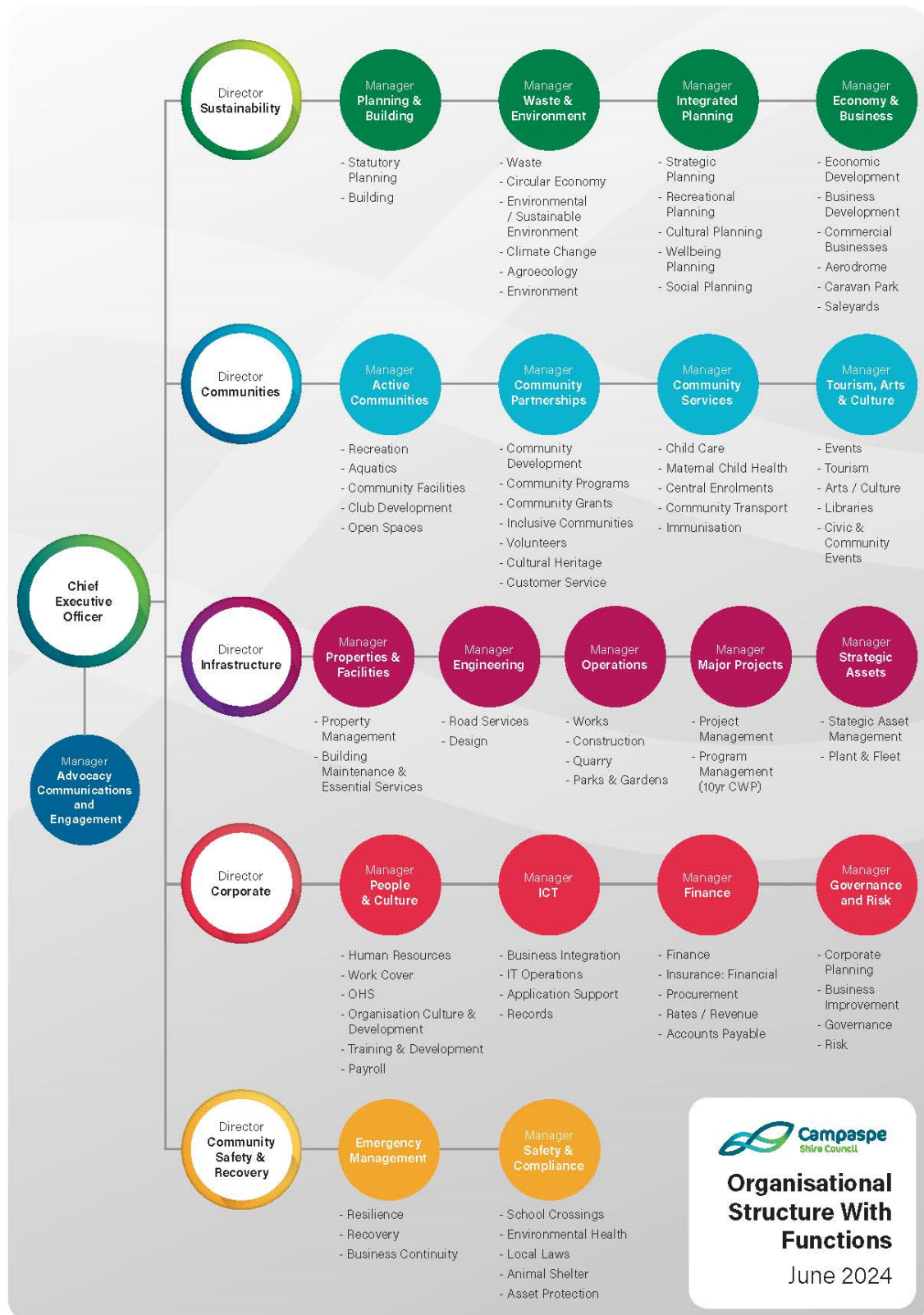
- Council decisions must be made and actions taken in accordance with the relevant law.
- Priority must be given to achieving the best outcomes for the municipal community, including future generations.
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, must be promoted.
- The municipal community must be engaged in strategic planning and strategic decision making.
- Innovation and continuous improvement must be pursued.
- Collaboration with other councils, Governments and statutory bodies is to be sought.
- The ongoing financial viability of Council is to be assured.
- Regional, state, and national plans and policies must be considered in strategic planning and decision making.
- The transparency of Council decisions, actions and information must be assured.

In giving effect to the overarching governance principles, Council must consider the following supporting principles:

- Community engagement.
- Public transparency.
- Strategic planning.
- Financial management.
- Service performance.

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The organisational chart below illustrates how Council is structured to perform its functions. Each division is responsible for planning and implementing services for the municipality.



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Many of Council's powers and functions are assigned by other Acts of parliament and local laws. The following list indicates, as far as practicable, the Acts, Regulations and local laws that apply:

- *Aboriginal Heritage Act 2006*
- *Associations Incorporation Reform Act 2012*
- *Building Act 1993*
- *Building Regulations 2018*
- *Catchment and Land Protection Act 1994*
- *Cemeteries and Crematoria Act 2003*
- *Cemeteries and Crematoria Regulations 2015*
- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Children Services Act 1996*
- *Children Services Regulations 2020*
- *Climate Change Act 2017*
- *Commonwealth of Australia Constitution Act*
- *Conservation, Forests and Land Act 1987*
- *Country Fire Authority Act 1958*
- *Country Fire Authority Regulations 2014*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Dangerous Goods Regulations 2011*
- *Disability Act 2006*
- *Domestic Animals Act 1994*
- *Drugs, Poisons and Controlled Substances Regulations 2017*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Education and Training Reform Act 2006*
- *Electricity Safety Act 1998*
- *Emergency Management Act 2013*
- *Environment Protection Act 2017*
- *Equal Opportunity Act 2010*
- *Estate Agents Act 1980*
- *Fences Act 1968*
- *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*
- *Gambling Regulations 2015*
- *General Provisions Local Law 2010*
- *Geothermal Energy Resources Regulations 2016*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heavy Vehicle National Law Application Act 2013*
- *Heritage Act 2017*
- *Housing Act 1983*
- *Impounding of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Act 2006*
- *Infringements Regulations 2016*
- *Land Acquisition and Compensation Regulations 2010*
- *Land Acquisition and Compensation Act 1986*
- *Land Act 1958*
- *Liquor Control Reform Act 1998*
- *Livestock Disease Control Act 1994*
- *Local Government Act 2020*
- *Local Government (General) Regulations 2015*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government Act 2020*
- *Local Government (Planning and Reporting) Regulations 2020*
- *Local Law Number 1 – Common Seal*
- *Local Law Number 6 – Library*
- *Local Law Number 8 – General Local Law*
- *Magistrates' Court Act 1989*
- *Major Transport Projects Facilitation Act 2013*
- *Meeting Procedure and Use of Common Seal Local Law 2008*
- *Metropolitan Fire Brigades Act 1958*
- *National Parks Act 1975*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Planning and Environment Act 1987*
- *Planning and Environment Regulations 2015*
- *Planning and Environment (Fees) Regulations 2016*
- *Prevention of Cruelty to Animals Act 1986*
- *Privacy and Data Protection Act 2014*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2019*
- *Public Interest Disclosures Act 2012*
- *Public Records Act 1973*

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- *Rail Safety (Local Operations) Act 2006*
- *Residential Tenancies Act 1997*
- *Residential Tenancies (Caravan Parks and Movable Dwellings Registrations and Standards) Regulations 2020*
- *Road Management Act 2004*
Road Management (General) Regulations 2016
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Safety Act 1986*
- *Road Safety (General) Regulations 2019*
- *Road Safety (Traffic Management) Regulations 2019*
- *Road Safety (Vehicles) Interim Regulations 2020*
- *Road Safety Road Rules 2017*
- *Rooming House Operators Act 2016*
- *Second-hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Shop Trading Reform Act 1996*
- *Sport and Recreation Act 1972*
- *Subdivision Act 1988*
- *Subdivision (Fees) Regulations 2016*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivision (Registrar's Requirements) Regulations 2011*
- *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*
- *Victorian Inspectorate Act 2011*
- *Victorian Planning Authority Act 2017*
- *Victoria State Emergency Service Act 2005*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Water Act 1989*

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at <http://www.legislation.vic.gov.au/>. Council's local laws are available on Council's website.

Decision making powers

Council exercises its decision-making powers by way of scheduled and unscheduled Council meetings. These meetings are held in the Council chamber and are open to the public. Council's Governance Rules determine the manner of voting and the making of resolutions at Council meetings. The meeting agendas are made available on Council's website, two days prior to the meeting. The minutes are also available on Council's website, within one week after the meeting.

As previously summarised, Council operates in a highly regulated environment. Consequently, many of Council's powers are delegated to the CEO. Section 47 of the *Local Government Act 2020* empowers the CEO to, in turn, delegate certain decision-making powers to a community asset committee, a member of Council staff, or the holder of an office or position. This is formally undertaken by way of an 'Instrument of Delegation and Authorisation'.

Further details of specific decision-making powers held by Council and Council officers can be found in Council's formal Instrument of Delegation register which is available at www.campaspe.vic.gov.au.

Consultation with the community

Council is committed to the community engagement principles, as contained in section 56 of the *Local Government Act 2020*, which are aimed to ensure members of the community:

- Have access to the information they need to participate in Council decision-making.
- Are provided with support to enable meaningful engagement.
- Are informed of the ways in which their participation will influence Council decision making.

To further increase the opportunity for members of the community to participate in Council decision making processes, Council has adopted a Community Engagement Policy – which is available on Council's website.

3. Statement 2 – Categories of documents

Given the extensive number of functions performed, and the numerous services provided, Council maintains a comprehensive variety of documents, ranging from general correspondence with members of the public, to Council adopted policies and resolutions. The categories of documents held by Council include, but are not limited to:

- Agendas and minutes
- Animal management records
- Annual and financial reports
- Audit and Risk Committee performance reporting
- Authorisations and delegations
- Building and planning permit files
- Civic events, functions and awards
- Capital works project files, master plans, strategies and studies
- Committee documents
- Contracts, leases, permits and licenses
- Correspondence
- Council planning documents
- Customer enquiries and complaints
- Databases
- Delegate reports
- Departmental publications
- Disclosures of conflicts of interest
- Documents submitted by third parties
- Emergency management records
- Employee records
- Financial planning (Budget) and accounting records
- Freedom of Information requests
- Grants and funding – applications, evaluations and agreements
- Human resources records – personnel files, payroll, recruitment, training and Workcover claims
- Immunisation records
- Information Technology – applications, security and service management records
- Invoices and receipts
- Legal advice, agreements, leases and licences, local laws and memorandums of understanding
- Library collections and membership records
- Local law applications and permits, enforcement and prosecution records
- Mailing lists
- Maternal and child health records
- Media releases and advertising
- Meeting reports
- Memorandums of understanding and service agreements
- Plans, maps and drawings
- Policies, procedural guidelines and strategies
- Procurement and tender records
- Public and stakeholder consultation processes and outcomes
- Registers including gifts, interstate travel, donations and grants
- Requests for information
- Residential parking applications and permits
- Occupational health and safety inspections, reports and assessments
- Rates administration, charges and exemptions, property valuations and objections
- Risk management assessments, insurance certificates of currency and claims for compensation

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- Standard operating procedures
- Surveys, statistics and data
- Tender evaluations
- Traffic management data
- Training material
- Waste management, collection and operational records
- Work orders and maintenance files

Council uses an electronic document and records management system to register, classify, store and access its comprehensive variety of documents. Council documents are managed in accordance with the requirements of the *Public Records Act 1973*.

4. Statement 3 – Documents produced for publication and public inspection

In the interests of public transparency there are a range of documents and registers that are available on Council's website and made available for public inspection by contacting the customer service centre 1300 666 535.

At present Council does not maintain a dedicated reading room for the inspection of Council documents. Members of the community are encouraged to make an appointment to inspect documents, at which time one of Council's meeting rooms will be reserved.

Documents available for public inspection under the *Local Government Act 2020* or any other Act include, but are not limited to:

Type	Description
Agendas and Minutes	Agendas and minutes of Council meetings other than agendas and minutes relating to a part of a meeting which was closed to members of the public.
Building Permits	Regulation 50 <i>Building Regulations 2018</i> Council has a duty to make documents available on request of owner or mortgagee or person authorised in writing by the owner or mortgagee.
Campaign Donation Returns	Section 307(2) and 307(3) <i>Local Government Act 2020</i> The CEO must ensure that within 14 days after a specified period that a summary of each election campaign donation return submitted to him is made available on Council's internet site. If an election campaign donation return is given after the specified period, the CEO must ensure that a summary of the return is made available on Council's internet site.
	Section 308(2) and 308(3) <i>Local Government Act 2020</i> The Chief Executive officer must ensure that a summary of an election campaign donation return is made available on Council's internet site until the close of the roll for the next general election. A copy of an election donation return must be available for inspection at the office of

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	Council during normal office hours for a period of four years from the date that is given.
Delegations by Council	Section 11(8) <i>Local Government Act 2020</i> Council must keep a public register of delegations made under section 11 of the Act.
Designated bushfire prone areas map	Regulation 155(8) <i>Building Regulations 2018</i> Council has a duty to make a copy of the most recent map of designated bushfire prone areas under s.r.7 prepared by the Minister available for inspection.
Designated special areas	Regulation 149(4) <i>Building Regulations 2018</i> Council has a duty to make up to date copy of each designated special area map, applicable to Council's municipal district, available for inspection.
Dog and Cat Register	Section 18 <i>Domestic Animals Act 1994</i> 1. Council is required to keep a register of all registered cats and dogs and make the register available. 2. A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat.
Food Act Administration (available in the Annual Report)	Section 7E(6) of the <i>Food Act 1984</i> Council must publish in its Annual Report any direction given under s.7E(1) from the Minister in relation to any matter concerning the administration of the <i>Food Act 1984</i> .
Food Safety Audits	Section 19U(4) <i>Food Act 1984</i> Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public.
	Section 19UA(5) <i>Food Act 1984</i> Council has a duty to ensure that the method of determining a fee under subsection 3(a) and the considerations that apply under subsection (4) are available for inspection by the public.
Freedom of Information Part II Statement	Section 11(2)(a) <i>Freedom of Information Act 1982</i> The CEO must publish a statement specifying the documents in its possession to which Section 11 applies.
Freedom of Information Procedures and Guidelines	Section 8 <i>Freedom of Information Act 1982</i> Council must make available for inspection and purchase certain documents provided by it for the use or guidance of its officers in making decisions or recommendations. These include interpretations of legislation and schemes, manuals, procedures, policies, guidelines,

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	practices, precedents and documents referred to assist to make decisions as set out in section 8.
Local Laws	<p>Sections 73 (3)(c), 73(4), 73(5), 74(4), 74(5), 75 and 76(4) <i>Local Government Act 2020</i></p> <ol style="list-style-type: none"> 1. Council must ensure a copy of any proposed local law is available for inspection at its office and on its internet site. 2. After any local law is made, Council must establish a notice stating the title, objectives and effect of the local law and make a copy available for inspection at its office and on its internet site. 3. A notice under subsection (4) must be published on Council's internet site and in any other manner prescribed by the regulations. 4. Council must ensure a copy of each local law it makes is available for inspection at its offices and on its website. 5. Council must ensure a copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law is available for inspection at its offices and on its website. 6.
Personal Interests Returns	<p>Section 135(3) <i>Local Government Act 2020</i></p> <p>The CEO must ensure that Council publishes on its website and ensure it is available for inspection at Council's office a summary of the personal interest information disclosed in the last personal interests returns lodged.</p> <p>Regulation 10 <i>Local Government (Governance and Integrity) Regulations 2020</i></p> <p>Public access to summary of personal interests</p> <ol style="list-style-type: none"> 1. For the purposes of section 135(2)(b) of the Act, the following matters are prescribed: <ol style="list-style-type: none"> a) the name of the specified person; b) all positions held by the specified person as a Councillor, member of a delegated committee or member of Council staff; c) the date the specified person lodged the preceding personal interests return; d) a summary of the information disclosed in the specified person's preceding personal interests return, except the matters listed in sub-regulation (2), which contains sufficient information to identify the type and nature of the interests disclosed in the return. 2. For the purposes of section 135(2)(c) of the Act, the matters required to be excluded are the following: <ol style="list-style-type: none"> (a) the monetary value or amount of any of the following: <ol style="list-style-type: none"> (i) income; (ii) shares; (iii) any beneficial interests other than income or shares; (iv) any debt;

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	<p>(b) the street address and number of any land owned by the specified person, or in which the specified person has a beneficial interest, if the land is the principal place of residence of any person;</p> <p>(c) the information which the specified person has requested in writing not to be included, but only if the CEO considers that including the information would:</p> <p>(i) be reasonably likely to place the personal safety of any person at risk;</p> <p>(ii) unreasonably expose a business, commercial or financial undertaking to disadvantage.</p>
Planning Permit Applications	<p>Section 179(2) <i>Planning and Environment Act 1987</i> Council must keep a copy of each agreement indicating any amendment made to it available.</p>
	<p>Section 49(1) <i>Planning and Environment Act 1987</i> Council is required to keep a register of all applications for permit and all decisions and determinations relating to permits.</p>
	<p>Regulations 25(a) and 25(b) <i>Planning and Environment Regulations 2015</i> Council has a duty to make a copy of any document considered under section 60(1A)(g) available for inspection free of charge.</p>
	<p>Section 97G <i>Planning and Environment Act 1987</i> Council must make a copy of every permit issued under section 97F by the Minister available.</p>
	<p>Section 51 <i>Planning and Environment Act 1987</i> Council is required to make a copy of every application and the prescribed information supplied in respect of it.</p>
	<p>Section 57(5) <i>Planning and Environment Act 1987</i> Council is required to make a copy of every objection available.</p>
Planning Scheme and Amendments	<p>Section 18 <i>Planning and Environment Act 1987</i> The planning authority that prepared an amendment and any person who is given a copy of an amendment under section 17(1)(a) or (c) must make the amendment, the explanatory report, any document applied, adopted or incorporated in the amendment, and any accompanying agreement available at Council's office during office hours, until the amendment is approved or lapses.</p>

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Planning Scheme and Amendments (continued)	Section 4H <i>Planning and Environment Act 1987</i> Council must make available the copy and any documents lodged with it.
	Section 26(1) and 26(2) <i>Planning and Environment Act 1987</i> 1. Council may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if: (a) the planning authority has decided whether or not to adopt the amendment; or (b) 28 days have elapsed since it received the panel's report. 2. A report made available for inspection under sub-section 26(1) must be kept available for inspection until the end of two months after the amendment comes into operation or lapses.
Planning Scheme and Amendments and Schemes (approved)	Section 41 <i>Planning and Environment Act 1987</i> Council must make the copy of an approved amendment and any documents lodged with it available.
	Section 42 <i>Planning and Environment Act 1987</i> Council must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under section 40 available.
Planning Scheme and Amendment Submissions	Section 21(2) <i>Planning and Environment Act 1987</i> The planning authority must make a copy of every submission available at its office for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses.
Power of entry register	Section 230 <i>Building Act 1993</i> Council has a duty to make the registers required under section 230 available.
Public Health and Wellbeing Plan	Section 26(7) <i>Public Health and Wellbeing Act 2008</i> Council has a duty to make a copy of its current municipal public health and wellbeing plan available.
Public Interest Disclosures Procedures	Section 59(4) <i>Public Interest Disclosures Act 2012</i> Council has a duty to make procedures established under section 58 available.
Register of Building, occupancy Permits and Temporary Approvals	Section 31(2) <i>Building Act 1993</i> Council is required to keep a register of all building permits issues and make the register available during office hours for any person to inspect free of charge.

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Register of Occupancy Permits and Temporary Approvals	Section 74(2) <i>Building Act 1993</i> Council is required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available.
Register of Orders	Section 126(2) <i>Building Act 1993</i> Council is required to keep and make available a register of all emergency orders, building notices or building orders given to Council.
Register of Public Roads	Sections 19(5) <i>Road Management Act 2004</i> A road authority must ensure that the register of public roads is available. It is sufficient for the purposes of sub-section (5) if a copy of the register of public roads is published on an internet website maintained by the road authority.
Registration Authority	Section 43(3) <i>Food Act 1984</i> Council has a duty to maintain records of registration of food premises.
Road Management Plan Review	Regulation 9(2) <i>Road Management (General) Regulations 2016</i> Council has a duty to produce a written report of review of road management plan and make the report available.
Roadside Weed and Pest Animal Management Plan	Sections 22I(1), 22I(2), 22M(1) and 22M(2) <i>Catchment and Land Protection Act 1994</i> 1. Council must publish the approved plan on its website as soon as practicable after the plan is approved. 2. Council has a duty to ensure copies of the plan are available for inspection during normal office hours. 3. Council has a duty to ensure a consolidated version of the plan is available for inspection. 4. Council must publish a consolidated version of its plan on its website as soon as practicable after a variation to the plan is approved. 5. Council must ensure that copies of the consolidated version of its approved plan are available for inspection during normal office hours at its offices.
Subdivision Permits	Regulation 33(4) <i>Subdivision (Procedures) Regulations 2016</i> Council has a duty to make a register available for inspection.
Water Management Plan	Section 32H <i>Water Act 1989</i> Council has a duty to keep a copy of the approved management plan available for inspection.

Council information will not be publicly available if:

- The information is confidential information.
- Releasing the information would be contrary to the public interest.

- Releasing the information would be inconsistent with the *Privacy and Data Protection Act 2014* (Vic), the *Health Records Act 2001* (Vic) or the *Freedom of Information Act 1982*.

5. Statement 4 – Literature available by way of subscription or free mailing list

To ensure members of the community have access to information about the municipality, Council produces a range of documents that provide information on specific aspects of the municipality. Council maintains an up-to-date and informative website to ensure accessibility www.campaspe.vic.gov.au.

To assist in the promotion of Council's services, activities and decisions the 'Campaspe Times' community newsletter is published monthly and distributed to all residential properties within the municipality. An annual report is also published each year.

Key Council publications, subscription services, policies, fact sheets and documents are also available by contacting our customer service centre 1300 666 535.

Campaspe Shire Council has a social media presence on the following platforms:

Facebook Accounts

Campaspe Shire Council	https://www.facebook.com/CampaspeShireCouncil
Campaspe Animal Shelter	https://www.facebook.com/campaspeanimalshelter/
Campaspe Library	https://www.facebook.com/CampaspeLibrary/
Echuca War Memorial Aquatic Centre	https://www.facebook.com/EchucaWarMemorialAquaticCentre/
Kyabram Sports Stadium	https://www.facebook.com/kyabramstadium/
Echuca Sports Stadium	https://www.facebook.com/echucastadium/
Click Campaspe Youth Services	https://www.facebook.com/clickcampaspe/

Instagram <https://www.instagram.com/Campaspeshire>

Twitter Accounts

Campaspe Shire Council	https://twitter.com/campaspeshire
Campaspe Library	https://twitter.com/CampaspeLibrary
YouTube	https://www.youtube.com/channel/UCRITCrziEBB55UrP29d37Ew

6. Statement 5 and 6 – Freedom of Information arrangements

Requests to access documents should, in the first instance, be directed to the Council department primarily responsible for maintaining the information required. Access to documents not available through the relevant department can be made under the Act.

Under the Act, formal requests must be made in writing, addressed to the Freedom of Information Officer, and be accompanied by an application fee of two fee units – unless a waiver or fee reduction is approved.

Requests may be lodged:

- Online at www.campaspe.vic.gov.au ;
- By email to shire@campaspe.vic.gov.au;
- In person at Council offices.
- By post addressed to the Freedom of Information Officer, Campaspe Shire Council, PO Box 35, Echuca 3564.

A request for access must provide such information as is reasonably necessary to enable a Council officer to identify the documents sought. Applicants will be notified of Council's decision and their review rights within the legislated timeframe of 30 days from receipt of the request.

It should be noted that a charge of 1.5 fee units per hour access charges will apply to recover the cost of the time taken to locate and identify the documents, and a cost of 20 cents per A4 page will be charged for printed copies. The Victorian Government has a policy of automatically indexing fee units each year for inflation. For the current value of a fee unit please refer to the Department of Treasury and Finance website <https://www.dtf.vic.gov.au/financial-management-government/indexation-fees-and-penalties>.

Jane Still, Manager Governance and Risk, is responsible for Council's Freedom of Information requests. Further information and advice on making a request is available on Council's website www.campaspe.vic.gov.au.

7. Statement 7 – External consultation

Council is committed to working in partnership with the community and recognises that if the community is going to be affected by a decision, then they need to be engaged in the decision-making process.

Council consults with the community in a number of ways including, workshops, face to face meetings, public question time at Council meetings, consultative committees and surveys.

Community Engagement Framework

Council's community engagement is guided by the 'Engaging Campaspe' framework – developed to demonstrate how Council consults and engages in its decision-making process.

Community Consultation

Committees comprising community representation support quality and consultative decision-making. This allows Council to access independent expertise and advice from within the community.

Other community consultation techniques often utilised by Council include online communication, working groups, deliberative workshops, and surveys.

Council Meetings

Council provides the opportunity for members of the community to consult at Council meetings. Members of the public can lodge written requests to speak to an item of business on the Council meeting agenda.

The request to speak must be received 24 hours prior to the meeting and any additional supporting information provided by 12 noon on the day of the meeting. If Council agrees to hear the representation, a maximum of six speakers may be heard at any scheduled Council meeting. A five-minute time limit is allocated to each speaker.

Customer Service

Members of the community can also make enquiries by contacting Council's customer service centre, sending an email, submitting an online request and making contacting through CSC's official social media sites.

8. Statement 8 – Public Libraries

There are five public libraries and five library depot outlets located within the municipality. They offer a wide range of services and resources including computer access, books, magazines, audio books, newspapers, CDs, DVDs and internet access. Library membership is free.

Please check our website to confirm no changes have been made to the following Library open hours www.campaspe.vic.gov.au.

Echuca Library	
310 Hare Street, Echuca 03 5481 2400	Monday 10.00 am - 5.30 pm Tuesday 10.00 am - 5.30 pm Wednesday 12 noon - 8.00 pm Thursday 10.00 am - 5.30 pm Friday 10.00 am - 5.30 pm Saturday 10.00 am - 1.00 pm Sunday 2.00 pm - 4.30 pm

Freedom of Information - Part II Statement

Kyabram Library	
19 Lake Road, Kyabram 03 5481 2867	Monday 8.30 am - 5.00 pm Tuesday 8.30 am - 5.00 pm Wednesday 8.30 am - 7.00 pm Thursday 8.30 am - 5.00 pm Friday 8.30 am - 5.00 pm Saturday 10.00 am - 12 noon
Rochester Library	
43 – 45 Mackay Street, Rochester 03 5481 2868	Monday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>) Tuesday 8.30 am - 4.30 pm Wednesday 8.30 am - 4.30 pm Thursday 8.30 am - 4.30 pm Friday 8.30 am - 4.30 pm Saturday 9.30 am - 11.30 am
Rushworth Library	
33 High Street, Rushworth 03 5481 2873	Monday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>) Tuesday 10.00 am - 6.00 pm Wednesday CLOSED Thursday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>) Friday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>)
Tongala Library	
37 Mangan Street, Tongala 03 5481 2821	Monday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>) Tuesday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>) Wednesday CLOSED Thursday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>) Friday 8.30 am - 4.30 pm (<i>Closed 12 noon - 1.00 pm</i>)
Colbinabbin Depot	
Hall Annexe, Mitchell Street, Colbinabbin	Wednesday 2.00 pm - 4.00 pm

Freedom of Information - Part II Statement

Girgarre Depot	
Girgarre Community Cottage 27 Olympic Street, Girgarre 03 5854 6482	Monday 10.00 am - 3.00 pm Tuesday 10.00 am - 3.00 pm Wednesday 10.00 am - 3.00 pm Thursday 10.00 am - 3.00 pm Friday CLOSED
Gunbower Depot	
Gunbower Primary School School Road, Gunbower 03 5487 1323	During school term Monday 9.00 am - 11.00 am
Lockington Depot	
Lockington and District Business Centre 9 – 11 Lockington Road Lockington 03 5486 2393	Monday CLOSED Tuesday 10.00 am - 2.00 pm Wednesday 10.00 am - 5.00 pm Thursday 10.00 am - 2.00 pm Friday CLOSED
Stanhope Depot	
Stanhope Business Centre 25 Birdwood Avenue, Stanhope 03 5857 2866	Monday 11.00 am - 3.00 pm Tuesday CLOSED Wednesday 11.00 am - 3.00 pm Thursday 11.00 am - 3.00 pm Friday 11.00 am - 3.00 pm