



Melton City Council

# Freedom of Information Part II Statement

Pursuant to the *Freedom of Information Act 1982*

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## Acknowledgement of Traditional Custodians

Melton City Council acknowledges the Kulin Nations as the Traditional Owners and custodians of this land and pays respect to their Elders past and present.

The City celebrates its rich indigenous history, the diversity of its people and their important ongoing connections to Country. We acknowledge the past injustices faced by our First Peoples and are committed to play our part in ensuring that these injustices are not repeated.

## Introduction

Melton City Council is an agency pursuant to the Freedom of Information Act 1982 (**the Act**). The Act provides members of the public a general right of access to documents held by public sector entities, subject to certain conditions and exemptions.

Council is required to publish certain information under section 7 and 8 of the Act, known as the "Part II Statement". Some information referred to in the Part II Statement, may direct the reader to other documents to ensure Council continues to provide accurate and up to date information as far as is reasonably practicable.

The Part II Statement sets out the types of documents that Council has in its possession and the process for accessing these documents. The purpose of the Part II Statement is to assist the public to identify relevant agencies, and to sufficiently describe documents sought with as much precision as possible.

Council is committed to public transparency by upholding its [Public Transparency Policy](#) and adhering to the transparency principles contained in section 58 of the *Local Government Act 2020*. We achieve this making some information readily available and accessible to the public on Council's website: <https://www.melton.vic.gov.au/Home>.

Council prepares and publishes six statements annually as required by Part II of the Act. Council has prepared the following statements:

- **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: Freedom of Information Arrangements**  
*Freedom of Information Act 1982, Section 7(1)(a)(iii),(v),(vi)*
- **Statement 4: Publications and Documents Available for Public Inspection**  
*Freedom of Information Act 1982, Section 7(1)(a)(iv)*
- **Statement 5: Rules, Policies and Procedures**  
*Freedom of Information Act 1982, Section 8*
- **Statement 6: Report Literature**  
*Freedom of Information Act 1982, Section 11*

## STATEMENT 1: ORGANISATION AND FUNCTIONS OF COUNCIL

### About Council

Victorian Councils are lawfully constituted by Part IIA of the *Constitution Act 1975* (Vic) and the *Local Government Act 2020* (Vic). Melton Shire Council was re-constituted as a City Council on 6 September 2012 and consists of 31 suburbs. The City of Melton is located on the eastern edge of the Victorian Volcanic Plains which covers 10% of the State.

The Minister for Local Government is responsible for overseeing the system of local Government in Victoria, including Melton City Council. As outlined in the *Local Government Act 2020*, the Minister holds a crucial role in providing guidance, oversight, and intervention if necessary, ensuring that the Council operates in the best interest of the community and in compliance with legislative requirements.

*The Local Government Act 2020* empowers Council to engage in activities including strategic planning, infrastructure development, waste management, and public service delivery. The legislative framework not only grants authority but also outlines the boundaries and responsibilities within which the Council must operate.

Council's roles, duties and functions are set out in various legislation, including but not limited to the *Planning and Environment Act 1987* (Vic), the *Public Health and Wellbeing Act 2008* (Vic), and the *Local Government (General) Regulations 2015* (Vic). These legal instruments empower Council to undertake specific functions whilst ensuring its actions align with the broader legislative frameworks.

The City of Melton is the fastest growing municipality in Australia. It is home to more than 192,000 residents as of 2022.

The structure is determined by the *Local Government Act 1989* and the *Local Government Act 2020*. Melton City Council comprises a democratically elected body of ten Councillors and an administration, comprised of the Chief Executive Officer and employees.

### Wards

1. Bullum Bullum Ward
2. Cambrian Ward
3. Coolibah Ward
4. Hilltop Ward
5. Jackwood Ward
6. Lake Caroline Ward
7. Mount Atkinson Ward
8. Stringybark Ward
9. Sugar Gum Ward
10. Watts Ward

Details of Melton City Council current Councillors, can be found on Council's website at: [Councillors Melton City Council](#)

### Council's Functions

Council is part of the third tier of Australia's system of government. The functions of Council include providing services, facilities, regulatory functions, and the management of resources at a local level.

### Governance, Decision Making and Meetings

Council operates within the framework of the *Local Government Act 1989* and *Local Government Act 2020*. Council may exercise its decision-making powers by resolution at Council meetings or by Council officers under delegation. The Chief Executive Officer (**CEO**) is appointed in accordance with the *Local Government Act 2020* and is responsible for the management of Council's operations. The

CEO exercises functions and powers conferred by legislation and by delegation from Council.

### **Council's Role & Governance Principles**

The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. In performing its role, Council may perform any duties or functions or exercise any powers conferred on Council by or under the *Local Government Act 2020* or any other Act and may perform any other functions that the Council determines are necessary to enable Council to perform its role.

Council must give effect to the overarching governance principles set out in section 9 of the *Local Government Act 2020* in its day-to-day business, decision making and policy positions. These principles include:

- Prioritise achieving best outcomes for the municipal community, including future generations.
- Promotion of economic, social, and environmental sustainability for the municipal district, including mitigation and planning for climate change risks.
- Engagement of the community in strategic planning and decision making.
- Pursue innovation and continuous improvement.
- Collaboration with other Councils, other levels of Government, and statutory bodies.
- Ensure ongoing financial viability of Council.
- Take into account regional, state, and national plans and policies in strategic planning and decision making.
- Ensure transparency of decisions, actions, and information.
- Perform any duties or functions or exercise any powers conferred on a Council by or under this Act and any other Act.
- Perform any other functions relating to the peace, order, and good governance of the municipal district.

When applying the governance principles, Council must also consider the following supporting principles:

1. **Community Engagement- Section 56 of the *Local Government Act 2020***  
Council applies this principal in practice by considering the views of the community when amending local laws, the Community Vision and Council Plan.
2. **Public Transparency- Section 58 of the *Local Government Act 2020***  
Public transparency can be incorporated into Council's day-to-day business by making information available to the public and publishing Council reports and other publications.
3. **Strategic Planning - Section 89 of the *Local Government Act 2020***  
Council must follow the strategic planning principles when developing the Council plan and all strategic plans.
4. **Financial Management - Section 101 of the *Local Government Act 2020***  
**Council must follow the financial management principles when developing the budget and in its day-to-day management of accounts and records.**
5. **Service performance - Section 106 of the *Local Government Act 2020***

Council must follow the service delivery principles in the delivery of all its services, by providing services in an equitable, accessible manner. Council should seek to continuously improve its service delivery. Council must also have a fair and effective complaints handling process in place for responding to complaints about service provision.

## Council Meetings

Council meetings are the official means by which Council decisions are made. Council meetings are conducted in accordance with a set agenda and are governed by the Council's Governance Rules. At Scheduled Council Meetings, members of the public can:

- **Attend** the meeting if the meeting is held in person.
- **Submit a Question** to be asked at the meeting. Questions can be submitted to the Council, which are read out and responded to at the next appropriate Scheduled Council Meeting.
- **Submit a Petition** to show the collective support of the local community about a particular issue.

Council meetings are generally held on the fourth Monday of each month, but do not occur in January of each year. The meetings are held in the Melton Civic Centre Council Chamber and start at 7pm. Meetings are generally open to the public and where practicable, are live streamed on Council's website. The only time meetings may be closed to the public, is to consider confidential business or where it has been deemed unsafe for the meeting to be open to the public.

Council meetings are live streamed, and the following can be found on the Council's [website](#):

- A link to watch the meetings via live stream.
- Dates and location of all meetings.
- Agendas for all meetings.
- Meeting minutes, excluding confidential items.

## Delegation

Delegations enable appropriate members of staff to make decisions on behalf of Council. Under the *Local Government Act 2020*, the Council may delegate its powers to the CEO, Council staff or a delegated committee. The CEO can then delegate decision making powers, duties and functions to Council staff through a written Instrument of Delegation.

Council is required to keep a public register of delegations made under section 11 of the *Local Government Act 2020* and this may be made available in accordance with Council's Public Transparency Policy.

### Documents Maintained by Council

As a matter of internal policy, all information acquired in the conduct of Council business must be captured and managed with an authorised records management system. Council's primary records management system is Technology One Enterprise Content Management System (ECM).

If you have any queries in relation to this document or the process to request a document held by Council, please call Council on 03 9747 7200 or email [foi@melton.vic.gov.au](mailto:foi@melton.vic.gov.au).

## Executive

Melton City Council is led by the CEO. The Executive Leadership Team is comprised of directors, responsible for decisions within their area of functional directorate about significant issues that have a cross organisational impact. They also consider reports prior to submission to Council and oversee the implementation of Council adopted strategies and policies. The current Executive Leadership Team can be found at the following link: [Organisational Structure Melton City Council](#)

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
- 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
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Development Victoria Act 2003
- Disability Act 2006
- Domestic Animals Act 1994
- Domestic Building Contracts Act 1995
- 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

## STATEMENT 2: CATEGORIES OF DOCUMENTS

The below Business Classification Scheme by Function outlines the overarching categories of documents maintained by Council through ECM.

Activity	Description
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>○ Initiatives</li> <li>○ Programs</li> <li>○ Projects</li> <li>○ Reporting</li> </ul>
<b>Animal Management</b>	<ul style="list-style-type: none"> <li>○ After Hours Response Animal Attack</li> <li>○ Animal Noise Animal Permits Cats</li> <li>○ Dangerous Dogs Dead Animals</li> <li>○ Domestic Animal Pound Domestic Animal Registration Menacing Dogs Mistreatment of Animals Nuisance Animals</li> <li>○ Restricted Breed Dogs Stray Domestic Animals</li> </ul>
<b>Asset Construction and Maintenance</b>	<ul style="list-style-type: none"> <li>○ Civil Operations Drainage/Water Sensitive Urban Design(WSUD)</li> <li>○ Property Management Roads</li> <li>○ Staff Management</li> </ul>
<b>Asset Management</b>	<ul style="list-style-type: none"> <li>○ Acquisition</li> <li>○ Asset Management - Buildings Asset Management – Information Technology</li> <li>○ Asset Management - Properties Asset Management – Roads Disposal</li> </ul>
<b>Building Services</b>	<ul style="list-style-type: none"> <li>○ Associations</li> <li>○ Building Permits</li> <li>○ Building Regulations</li> <li>○ Building Safety Audits</li> <li>○ Compliance Support Policies, Procedures and Work Instructions</li> </ul>
<b>Children’s Services</b>	<ul style="list-style-type: none"> <li>○ Application Management Child Safe Communications Compliance</li> <li>○ Evaluation</li> <li>○ Planning Procurement Programs Projects Publications Recruitment Reporting</li> <li>○ Staff Development</li> </ul>
<b>Communications and Marketing</b>	<ul style="list-style-type: none"> <li>○ Advertising branding</li> <li>○ e-Communications and Agreement Media</li> </ul>
<b>Contracts Management</b>	<ul style="list-style-type: none"> <li>○ Corporate Management Associations</li> <li>○ Celebrations, Ceremonies and Functions Committees and Boards Communications</li> <li>○ Council Administration Councillor Management</li> <li>○ Customer and Community Interaction Events and Festivals</li> <li>○ Greetings Liaison</li> <li>○ Membership and Subscriptions Newsletters</li> <li>○ Performance Management Planning</li> <li>○ Project</li> <li>○ Requests – Customer Action Requests Social Club</li> <li>○ Staff Management Template Management</li> </ul>
<b>Corporate Planning</b>	<ul style="list-style-type: none"> <li>○ Committees and Boards Planning</li> <li>○ Training</li> <li>○ Design and Traffic Liaison</li> <li>○ Signs</li> <li>○ Vehicle Crossover</li> </ul>
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>○ Awards</li> <li>○ Business Development and Support Business Development and Training Business Networks</li> <li>○ Committees and Boards Events and Festivals Marketing and Promotion Meetings</li> <li>○ Membership and Subscriptions Planning</li> <li>○ Programs</li> <li>○ Projects Reporting</li> <li>○ Research and Data Template Management Tourism</li> </ul>
<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>○ Committees and Boards Contractor Management Fire Management</li> <li>○ Membership and Subscriptions Planning</li> <li>○ Recovery</li> <li>○ Reporting Research and Data Response</li> <li>○ Staff Management Template Management</li> </ul>
<b>Engineering</b>	<ul style="list-style-type: none"> <li>○ Active Travel Applications</li> <li>○ Committees and Boards Drawings</li> <li>○ Engineering Library Infrastructure Planning Liaison</li> <li>○ Projects</li> </ul>

	<ul style="list-style-type: none"> <li>○ Reporting Road Safety Transport</li> </ul>
<b>Environmental Management</b>	<ul style="list-style-type: none"> <li>○ Communications Environmental Management Fire Prevention</li> <li>○ Planning Programs Reporting</li> <li>○ Template Management Vegetation Management Water Management</li> </ul>
<b>Event Management</b>	<ul style="list-style-type: none"> <li>○ Communications Contractor Management Events and Festivals</li> <li>○ Planning</li> <li>○ Programs</li> <li>○ Reporting Support</li> <li>○ Template Management</li> </ul>
<b>Facilities Management</b>	<ul style="list-style-type: none"> <li>○ Accounts</li> <li>○ Buildings and Structures Contractor Management Leisure Activities Maintenance</li> <li>○ Recreation and Leisure Reporting</li> </ul>
<b>Family, Youth and Housing Services</b>	<ul style="list-style-type: none"> <li>○ Advocacy Budgeting</li> <li>○ Client Management Events and Festivals External Audit/Compliance Facilities Management Grants and Funding Liaison</li> <li>○ Programs</li> <li>○ Properties Reporting</li> <li>○ Requests – Customer Action Requests Service Delivery</li> <li>○ Staff Development Template Management Governance</li> <li>○ Celebrations, Ceremonies and Functions Cemetery Management Communications</li> <li>○ Compliance</li> <li>○ Contractor Management Council Committees Council Meetings Councillor Management Elections Management Equipment</li> <li>○ Local Law</li> <li>○ Place Naming Planning</li> <li>○ Property Management Public Registers Reporting</li> <li>○ Template Management</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>○ Accounts Payable Accounts Receivable Acquittals</li> <li>○ Annual Accounts Asset Accounting Audit</li> <li>○ Bank Guarantees Banking Budgeting</li> <li>○ Committees and Boards Communications</li> <li>○ Debt Recovery General Ledger Grants and Funding Investments Journals</li> <li>○ Liaison Loans Maintenance</li> <li>○ Procurement</li> <li>○ Projects Reporting</li> <li>○ Requests – Customer Action Requests Taxation</li> <li>○ Training Uniforms</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>○ Celebrations, Ceremonies and Functions Cemetery Management Communications</li> <li>○ Compliance</li> <li>○ Contractor Management Council Committees Council Councillor Management Elections Management Equipment</li> <li>○ Place Naming Planning</li> <li>○ Property Management Public Registers Reporting</li> <li>○ Template Management</li> </ul>
<b>Grants Management</b>	<ul style="list-style-type: none"> <li>○ Administration Committees and Boards Communications Enforcement</li> <li>○ Grant Seeking</li> <li>○ Grants and Funding Allocations Liaison</li> <li>○ Programs</li> <li>○ Reporting</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>○ Claims Management – WorkCover Committees and Boards</li> <li>○ Contractor Management Discipline and Misconduct Employee</li> <li>○ Remuneration Employment Details</li> <li>○ Equal Employment Opportunity/Human Rights</li> <li>○ Grievances</li> <li>○ Injury Management</li> <li>○ Leave Liaison</li> <li>○ Organisational Charts &amp; Positions</li> <li>○ Paper Based Performance Development Plans</li> <li>○ Performance management Planning</li> <li>○ Projects</li> <li>○ Recruitment Reporting Superannuation Surveys</li> <li>○ Template Management Training and Development Volunteer Management Work Experience Workcover</li> </ul>
<b>Information Communication and</b>	<ul style="list-style-type: none"> <li>○ Applications Management Business Transformation Project Communications</li> <li>○ Contractor Management Liaison</li> <li>○ Migration and Mapping Documents Planning</li> <li>○ Projects</li> </ul>

<b>Technology</b>	<ul style="list-style-type: none"> <li>○ Reporting Service Delivery</li> <li>○ Staff Management Support Telephones</li> <li>○ Template Management</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>○ Advocacy</li> <li>○ Archives Management Audit Communications Compliance</li> <li>○ Projects</li> <li>○ Reporting Requests</li> <li>○ Staff Management Strategies and Plans Template Management Training</li> </ul>
<b>Legal Services</b>	<ul style="list-style-type: none"> <li>○ Administration Committees and Boards Contractor Management Freedom of Information Infringements</li> <li>○ Lease and Agreements Legal Advice</li> <li>○ Precedents</li> <li>○ Privacy Projects</li> <li>○ Protected Disclosure Reporting</li> <li>○ Requests – Customer Action Requests Template Management</li> <li>○ Training</li> </ul>
<b>Library Services</b>	<ul style="list-style-type: none"> <li>○ Accounts</li> <li>○ Application Management Associations</li> <li>○ Collection Management</li> <li>○ Communications Contracts</li> <li>○ Grants and Funding Liaison</li> <li>○ Patron Management Planning</li> <li>○ Programs</li> <li>○ Projects Promotions Reporting Research and Data Staff Management</li> </ul>
<b>Lifelong Learning</b>	<ul style="list-style-type: none"> <li>○ Committees and Boards Communications Liaison</li> <li>○ Planning</li> <li>○ Promotions</li> <li>○ Reporting</li> <li>○ Research and Data Staff Management Template Management</li> </ul>
<b>Local Laws</b>	<ul style="list-style-type: none"> <li>○ Abandoned/Unregistered Vehicles – Enquiry</li> <li>○ Administration – Local Laws Animal Infringements Building Sites</li> <li>○ Charity Bins Committees and Boards Compliance</li> <li>○ Footway Obstruction Incinerator Infringements</li> <li>○ Litter Infringements</li> <li>○ Local Laws - Infringements Local Laws – Miscellaneous Local</li> <li>○ Notice to comply</li> <li>○ Parking complaints and Enquiries</li> <li>○ Parking Infringements Permits</li> <li>○ Projects</li> <li>○ Reporting School Crossings</li> <li>○ Shopping Trolleys Town Planning Unsightly Nature strip Unsightly Property</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>○ Assessments Audit</li> <li>○ Claims Management – WorkCover Committees and Boards Communications</li> <li>○ Contractor Management Incident Reporting Inspections</li> <li>○ Insurance Liaison Planning</li> <li>○ Programs</li> <li>○ Regulatory and Other Compliance Reporting</li> <li>○ Requests – Customer Action Requests</li> </ul>
<b>Parks and Open Spaces</b>	<ul style="list-style-type: none"> <li>○ Development Works Improvement Works Maintenance</li> <li>○ Asset Protection Caravans Disabled Engineering</li> <li>○ Footway Furniture Permit to Burn Skips</li> <li>○ Street Stalls / Collections</li> <li>○ Works within road reserves Rates and Valuations Property History</li> <li>○ Rateable Properties Supplementary Valuations Valuation Contract</li> </ul>
<b>Planning and Environment</b>	<ul style="list-style-type: none"> <li>○ Enforcement</li> <li>○ Projects</li> <li>○ Reporting</li> <li>○ Template Management</li> </ul>
<b>Public and Environmental Health</b>	<ul style="list-style-type: none"> <li>○ Caravan Parks / Residential Parks Food Premises</li> <li>○ Immunisation</li> <li>○ Infectious / Communicable Disease Control</li> <li>○ Projects</li> <li>○ Public Health and Wellbeing Premises Public Health Complaints / Enquires Reporting</li> <li>○ Tobacco</li> <li>○ Waste Water Management Systems</li> </ul>
<b>Recreation and Leisure</b>	<ul style="list-style-type: none"> <li>○ Audit</li> <li>○ Committees and Boards Governance</li> <li>○ Grants and Funding Lease and Agreements Leisure Activities Liaison</li> </ul>

	<ul style="list-style-type: none"> <li>○ Planning</li> <li>○ Programs</li> <li>○ Projects Reporting Sporting Activities</li> <li>○ Template Management</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>○ Audit</li> <li>○ Claims Management – WorkCover Committees and Boards</li> <li>○ Injury Management Insurance</li> <li>○ Liaison</li> <li>○ Operation Risk Management Planning</li> <li>○ Programs</li> <li>○ Projects Reporting</li> </ul>
<b>Statutory Planning</b>	<ul style="list-style-type: none"> <li>○ Project Reporting Subdivisions</li> <li>○ Template Management Town Planning</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>○ Committees and Boards Communications Contractor Management Finance</li> <li>○ Liaison</li> <li>○ Programs</li> <li>○ Projects Reporting</li> <li>○ State Planning Policy Template Management</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>○ Committees and Boards Communications Contractor Management Liaison</li> <li>○ Membership and Subscriptions Projects</li> <li>○ Reporting Research and Data Staff Management</li> <li>○ Template Management Waste Services</li> <li>○ Waste Strategy</li> </ul>
<b>Young Communities</b>	<ul style="list-style-type: none"> <li>○ Development and Support Engagement and Activation Projects</li> <li>○ Youth</li> </ul>
<b>Community Care</b>	<ul style="list-style-type: none"> <li>○ Asset Management – Buildings Asset Management – Fleet Cars Audit</li> <li>○ Client Management Committees and Boards Communications Contractor Management Grants and Funding</li> <li>○ Meetings Planning</li> <li>○ Policies and Procedures Programs</li> <li>○ Projects Promotions Publications Reporting Research and Data Resources</li> <li>○ Template Management Volunteers Management</li> </ul>
<b>Community Planning</b>	<ul style="list-style-type: none"> <li>○ Active Travel Administration Advocacy</li> <li>○ Budgeting</li> <li>○ Committees and Boards Communications Contractor Management Grants and Funding Liaison</li> <li>○ Neighbourhood Houses Planning</li> <li>○ Policies and Procedures Programs</li> <li>○ Projects Reporting</li> <li>○ Research and Data Road Safety</li> <li>○ Staff Management</li> </ul>

### Further Information

For further details about Council including the organisational structure, current contact details and opening hours, please refer to Council's [website](#).

### Other Information Storage

In some instances, information may be stored elsewhere, either in physical form at an offsite archive or in electronic systems apart from ECM. These programs include:

- Outlook
- Power Budget (for financial records)
- Pinforce (for local law infringement information)
- Intramaps (for lot and property boundary information)
- Records made in state and federal government platforms such as Specialist Homelessness Information Platform (SHIP)

## STATEMENT 3: FREEDOM OF INFORMATION ARRANGEMENTS

### Procedure to Request Access to Documents

The *Freedom of Information Act 1982* (Vic) (the Act) provides a legally enforceable right of access to information held by Council, which may include documents containing personal or other information, such as policy making, administrative decision making and government service delivery.

Individuals can also request that Council amend or annotate any information about them if it is incomplete, out of date, incorrect, or misleading. This request should be made to the relevant department who holds the information, or to [csu@melton.vic.gov.au](mailto:csu@melton.vic.gov.au). Individuals can also appeal a decision not to grant access to a document or amend or annotate a personal record.

Many documents are available outside of the Act, including information that is available on a public register, the Council website or for a fee through other applications within Council. Before making a Freedom of Information request, a person seeking access to documents should request the documents from the relevant Council department that is responsible for maintaining these records. Processes may be in place for the release of these documents outside of Freedom of Information.

For more information, please email [foi@melton.vic.gov.au](mailto:foi@melton.vic.gov.au).

### Making an FOI Application

For a Freedom of Information request to be valid it must adhere to the requirements laid out in section 17 of the Act by being:

#### 1. Made in writing

You can make a request yourself, or you can authorise another person, such as a solicitor, to submit the request on your behalf.

The Freedom of Information Request for Access to Documents form at Appendix A may be used or council's online portal [here](#) to initiate a request. Alternatively, you may email [foi@melton.vic.gov.au](mailto:foi@melton.vic.gov.au) or write to Council. A copy of the form is also available on Council's website.

#### 2. Accompanied by the prescribed application fee

The non-refundable application fee\* is currently \$31.80. This fee is reviewed annually.

The FOI Officer may decide to waive the application fee due to hardship (evidence required) or for those holding a concession card. Proof of Concession must be provided.

\*Fees and charges are imposed by the Act and *Freedom of Information Regulations 2019* (Vic), not by Council.

#### 3. Sufficiently clear and specific

It must be a request for specific documents so that Council can identify and conduct a thorough search for the requested documents.

#### 4. Submitted to the Freedom of Information Officer, either:

**By email:**

[foi@melton.vic.gov.au](mailto:foi@melton.vic.gov.au)

**By mail:**

Freedom of Information Officer Melton  
City Council,  
PO Box 21 Melton

**In person:**

Melton Civic Centre

## Processing Requests

The Freedom of Information Officer is responsible for the receipt and action of requests for access to documents. Once a request has been received, the Freedom of Information Officer will:

1. Determine if a request is valid according to the requirements listed above (in writing, application fee paid, clear and specific). If the request is not valid, the Freedom of Information Officer will contact the applicant and work with the applicant as far as is practicable, to validate the request.
2. When valid, the Freedom of Information Officer will send the applicant an Acknowledgement Letter restating the request, stating that the request has been made valid and setting out the expected timeframe for completion.
3. Council will undertake a search for the document/s requested, consult with external entities and individuals, where necessary, Review the documents and remove irrelevant and exempt material, where applicable.
4. The applicant will be provided with a decision on their request by no later than 30 days of the date of the valid request. The 30-day timeframe may be extended by 15 days if consultation with third parties is required. The most common example of when Council would extend the timeframe to 45 days is when the document contains the names of third parties.

All access charges and fees pertaining to FOI Requests are published on the Application form available on Council's website. Access charges relate to the costs incurred in granting access to the documents you have requested. Where the fee for access is assessed as likely to exceed \$50, the applicant will be asked to pay a deposit before Council commences a search for documents.

### 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 Act allows agencies to refuse access to certain documents or parts of documents using exemptions contained within the Act. These may include where the documents contain:

- 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; or
- documents which are covered by secrecy provisions in other legislation.

Applications may be refused or require refinement if the application is considered to be 'voluminous in nature', meaning if Council were to process the request, it would interfere unreasonably with standard operations or performance of standard duties.

### 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 for review:

**Office of the Victorian Information  
Commissioner**  
PO Box 24274  
Melbourne VIC 3001

Telephone: 1300 006 842 (1300 00 OVIC)

Email: [enquiries@ovic.vic.gov.au](mailto:enquiries@ovic.vic.gov.au)

Web: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)

## **Melton City Council Freedom of Information Officers**

The Chief Executive Officer of Council is the Council's Principal Officer under the Act.

### **Principal Officer**

Roslyn Wai

Chief Executive Officer

### **Freedom of Information Officer**

Sian Rainford

Telephone: 03 9747 5941

Email: [foi@melton.vic.gov.au](mailto:foi@melton.vic.gov.au)

## STATEMENT 4: PUBLICATIONS AND DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

### Material Available to the Public

The following documents are on Council's website or available for inspection and include documents required to be made available for public inspection in accordance with Council's Public Transparency Policy:

- Agendas and minutes of ordinary meetings (other than those of closed meetings)
- Minutes of meetings of special committees (other than those of closed meetings)
- Audit and Risk Committee Charter
- Registers of Leases entered into by Council (Register of Leased Assets)
- Register of Delegations
- Register of Authorised Officers
- Register of Election Campaign Donations;
- Summary of Personal Interests
- Local Laws

To view these documents, or any other register or record prescribed by the *Local Government Act* or Public Transparency Policy, please visit Council's website or contact Customer Service on 9747 7200.

### Plans, Reports, Rules, Policies & Procedures

Melton City Council employs a range of corporate, planning, strategic and operational documents which outline the goals and approaches for Council service delivery and community planning. A non-exhaustive list of these documents, including policies and procedures used in decision-making, can be found on the Council's [website](#) under the 'Publications' tab. Some of these documents are available to download directly from the Council [website](#). If the document is not linked, you may collect a hard copy of the document at the Melton or Caroline Springs Civic Centre. These documents include:

- Council's Local Law
- Councillor Code of Conduct
- Plans and Reports adopted by Council (Strategic Resource Plan, Council & Wellbeing Plan etc.)
- Annual Report
- Annual Budget

### Process Information

Council's website also contains other information such as:

- Application processes for approvals, permits, grants, access to Council services
- Community Engagement Processes
- Complaints Handling Processes
- Decision making processes (Governance Rules)
- Guidelines and Manuals

## Subscription services & mailing lists

Council produces a range of publications including:

### Social media

Instagram ([@cityofmeltonofficial](#))

LinkedIn ([Melton City Council](#))

Facebook pages:

- City of Melton
- City of Melton Libraries
- Healthy City of Melton
- City of Melton Youth Services
- Melton City Much More
- Melton Town Centre
- Venture Melton
- Imagine Melton Arts + Culture
- Pop Culture Melton City
- City of Melton
- City of Melton Libraries
- Healthy City of Melton
- Melton City Council Learning Directory
- City of Melton Youth Services
- Melton City Much More
- Melton Town Centre
- Venture Melton
- Melton City Council Learning Directory
- Imagine Melton Arts + Culture
- Pop Culture Melton City

### Apps

Melton City Much More

City of Melton Libraries

### e-Newsletters

Community Involvement

Libraries

Venture Melton

City of Melton Enviro-News

Major Developments

Community Activity and Learning Centre

### Mailed Publications

Families and Children

Neighbourhood houses

## STATEMENT 5: RULES, POLICIES AND PROCEDURES

### Boards, Councils, Committees, and other advisory bodies

The following committees report their meetings to an open meeting of Council:

- Arts and Culture Advisory Committee
- Audit and Risk Committee
- CEO Employment and Remuneration Committee
- Community Achievement Awards Assessment Panel
- Councillor Representations Nominations Advisory Committee
- Disability Advisory Committee (DAC)
- Heritage Advisory Committee
- Intercultural Advisory Committee
- LeadWest Committee
- Mayoral Charity Fund Advisory Committee
- Melton Weir Development Committee
- Policy Review Panel
- Preventing Family Violence Advisory Committee
- Reconciliation Advisory Committee
- Recreation and Leisure Advisory Committee
- Road and Community Safety
- Safe City Advisory Committee
- Youth Advisory Committee (YAC)

### Public Libraries

Council maintains the Melton Library and Learning Hub and Caroline Springs Library and Learning Hub for public use.

#### Melton Library and Learning Hub

The Melton Library and Learning Hub is located at 31 McKenzie Street, Melton. Normal operating hours are:

Monday	8:30am – 6:00pm
Tuesday	8:30am – 6:00pm
Wednesday	8:30am – 6:00pm
Thursday	8:30am – 8:00pm
Friday	8:30am – 6:00pm
Saturday	10:00am – 4:00pm
Sunday	1:00pm – 4:00pm

#### Caroline Springs Library and Learning Hub

The Caroline Springs Library and Learning Hub is located at 193-201 Caroline Springs Boulevard, Caroline Springs. Normal operating hours are:

Monday	8:30am – 6:00pm
Tuesday	8:30am – 6:00pm
Wednesday	8:30am – 8:00pm
Thursday	8:30am – 6:00pm
Friday	8:30am – 6:00pm
Saturday	10:00am – 4:00pm
Sunday	1:00pm – 4:00pm

### Online collections

An extensive collection of electronic resources is also available to library members including resources such as eBooks, eAudiobooks, eMagazines, eNewspapers, online learning courses, music and movie streaming. Please visit the [website](#) for more information.

## **STATEMENT 6: REPORT LITERATURE**

Reports and copies of Council's policies are published and can be located on Council's website

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.

