

**HOBSONS
BAY CITY
COUNCIL**



Freedom of Information Part II Statement

Pursuant to the *Freedom of Information Act 1982*

**Hobsons Bay City Council
115 Civic Parade
Altona Vic 3018
Phone: 03 9932 1000 Fax: 03 9932 1039
www.hobsonsbay.vic.gov.au**

Prepared 1 January 2019



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Introduction – Publication of certain documents and information

This document has been prepared in accordance with Part II of the *Freedom of Information Act* 1982. It provides an overview of the types of documents kept by Council and how the public may access this information.

The Freedom of Information process is also explained within this document.

Statement 1 – Organisation and Functions of Council

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

Council and Organisation Structure

The Hobsons Bay City Council is constituted under section 3B of the *Local Government Act* 1989 (the Act), and was formed on 22 June 1994 following the amalgamation of the former Cities of Altona and Williamstown and parts of the former Cities of Footscray and Werribee. It consists of Councillors who are democratically elected in accordance with the Act.

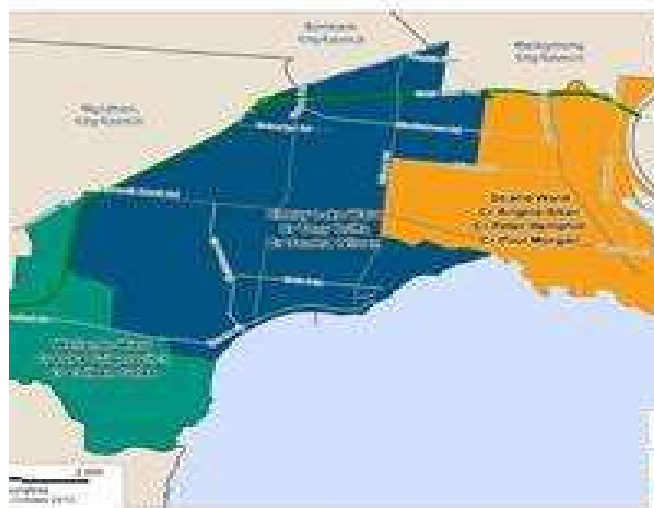
The primary objective of Council is to work to achieve the best outcomes for the local community, having regard to the long-term and cumulative effects of decisions. Key responsibilities of Council include setting the strategic direction of the organisation by developing a Council Plan, approving an annual budget, making decisions on key issues, advocating on behalf of the community, monitoring organisational performance and appointing the Chief Executive Officer to be responsible for the day-to-day management of the organisation.


For electoral and representation purposes, the Hobsons Bay City Council is divided into three wards, represented by seven Councillors as follows:

Cherry Lake ward – represented by two elected Councillors

Strand ward – represented by three elected Councillors

Wetlands ward – represented by two elected Councillors





The Council Administration is led by the Chief Executive Officer, who is supported by three Directors and more than 800 staff. The Administration's role is to advise Council, implement the decisions of Council and deliver services to the community.

The Council Administration is divided into directorates as follows:

Office of the Chief Executive, including:

- Communications and Engagement

Corporate Services, responsible for:

- Finance
- Organisation Development
- Information Services
- Governance and Local Laws
- Customer Focus and Innovation

Sustainable Communities, responsible for:

- Planning, Building and Health Services
- Strategy and Advocacy
- Cultural and Economic Development
- Community Development
- Community Care
- Family, Youth and Children's Services
- Learning Communities

Infrastructure and City Services, responsible for:

- Active Communities
- City Services
- Infrastructure and Projects

An organisation chart is available on the Council website

<https://www.hobsonsbay.vic.gov.au/Council/About-Council/CEO-Directors>



About Council - Contact Information

The Hobsons Bay City Council can be contacted via the following methods:

Council office

The Hobsons Bay Civic Centre is at 115 Civic Parade, Altona, at the end of Pier Street, Altona. Melways ref: 54 H10.

The Civic Centre is open Monday to Friday from 8.00am to 5.00pm. It is closed on public holidays.

On arrival speak to a Customer Service Officer for assistance.

Online

Make a request via our online feedback form or email customerservice@hobsonsbay.vic.gov.au

All emails will be actioned within business hours, Monday to Friday 8am to 5pm.

You can also report a problem using your iPhone or Android phone with [Snap, Send, Solve](#).



We also have a live chat service on our website, available Monday to Friday between 8.00am and 5.00pm unless otherwise advised.

Phone

You can contact the Council by phone on 9932 1000 from Monday to Friday, 8.00am to 5.00pm.

After hours

Hobsons Bay City Council provides an after hours response (for its services only) to urgent matters that cannot wait until the next working day. This service can be accessed by calling 9947 4685.

Hobsons Bay Language Line

The Council provides a language line service (Your Council in your language), providing recorded information about the Council services and interpreter access.

Phone 9932 1212

National Relay Service

Hobsons Bay City Council is NRS friendly:

If you are deaf, or have a hearing or speech impairment, you can call the Council through the National Relay Service (NRS):

TTY users phone NRS on 133677 then ask for 03 9932 1000

Speak and Listen (speech-to-speech) users phone NRS on 1300 555 727 and quote 03 9932 1000

Internet Relay users connect to NRS on www.iprelay.com.au then ask for 03 9932 1000

For more information on the National Relay Service, go to www.relayservice.com.au

Social media

Visit our [social media sites](#) to find out more about what is happening in Hobsons Bay.

Fax

A fax can be sent to the Council using the following number 9932 1039.

Postal Address

Hobsons Bay City Council
PO Box 21
Altona 3018

Snap, Send, Solve



Do you use an iPhone or an Android phone? You can report issues to the Council using [Snap Send Solve](#), a free app available from iTunes and on Android Devices in Google Play.



Council Functions

The functions of Council are prescribed under section 3E of the *Local Government Act* 1989. They include:

- (a) advocating and promoting proposals which are in the best interests of the local community
- (b) planning for and providing services and facilities for the local community
- (c) providing and maintaining community infrastructure in the municipal district
- (d) undertaking strategic and land use planning for the municipal district
- (e) raising revenue to enable the Council to perform its functions
- (f) making and enforcing local laws
- (g) exercising, performing and discharging the duties, functions and powers of Councils under this Act and other Acts
- (h) any other function relating to the peace, order and good government of the municipal district

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

- | | |
|--------------------------------------------------------------------------------------------|--------------------------------------|
| • aged and disability services | • leisure and recreation services |
| • animal management | • library and learning services |
| • arts and cultural services | • maternal child health care |
| • assets and civic facilities management | • occupational health and safety |
| • building services | • open space planning and management |
| • children and family services | • parking and traffic management |
| • community development | • public health and safety |
| • economic development | • risk management |
| • environmental management | • roads, footpaths and drainage |
| • financial planning, budgets, property valuations, rates, accounts payable and receivable | • social planning |
| • governance and statutory compliance | • tourism |
| • heritage | • traffic safety |
| • information technology | • transport planning |
| • knowledge and records management | • strategic and statutory planning |
| | • waste management and recycling |
| | • youth services |



Decision Making Powers

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

The Ordinary Meeting of the Council is held generally on the second Tuesday of every month at 7pm and takes place in the Council Chamber, 115 Civic Parade, Altona.

A list of meeting dates is available on the Council website at

<https://www.hobsonsbay.vic.gov.au/Council/Council-Meetings/Council-meeting-timetable>

Agendas and Minutes of meetings from the past year are available on Council's website (www.hobsonsbay.vic.gov.au) or at the Hobsons Bay Civic Centre or municipal libraries.

Archived Agendas and Minutes are available at the Hobsons Bay Civic Centre or the Public Records Office.

Podcasts of Council meetings are also available on the Council website the day following the meeting and Council meetings are livestreamed via the internet.

Special Planning Committee


When a planning application is being considered by Council and there are 11 or more objections to that application, or in other special circumstances, the application will be referred to the Special Planning Committee (SPC) for a decision.

The quorum required for the SPC meeting is three Councillors. The SPC exercises delegated powers given to it by the full Council. The SPC usually meets on the fourth Tuesday of the month at 6pm. However, an SPC meeting will only be conducted if there is an application that requires a decision. Council's website contains information relating to scheduled meetings, agendas and minutes.

All objectors to a planning permit application requiring an SPC decision are invited to present their concerns at an SPC meeting. In addition to these verbal presentations by objectors, the issues raised in all written objections are also carefully considered by the SPC members, prior to making a decision. The applicant is given an opportunity to speak in favour of their proposal and is given the right of reply in relation to the objector's concerns.

A Council officer's report is tabled at the meeting. This report is available at local libraries and on Greenlight from the Friday prior to the SPC meeting. The officer's report normally canvasses the following matters:

- outlines the application
- notes the objections and the grounds of objection

- 
- evaluates the proposal against relevant strategies and policies e.g. ResCode, the Neighbourhood Character Study, the Heritage Study
 - contains a recommendation (including draft permit conditions or grounds of refusal) that the SPC can accept, modify or reject

Once the SPC has made a decision on the planning application, both the applicant and the objectors have the right of appeal to the Victorian Civil and Administrative Tribunal (VCAT), if they are not satisfied with the SPC decision. Details of the VCAT process are provided to all parties as part of the material accompanying the written decision relating to the SPC decision.

<https://www.hobsonsbay.vic.gov.au/Services/Planning-Building/Town-Planning/Special-Planning-Committee>

Delegations

While decisions are made at Council meetings, many decision making powers are allocated by formal delegation. There are two main forms of delegation – delegation to special committees of the Council and delegation to members of Council staff.

The Council maintains the following instruments of delegation, which are available for public inspection at the Hobsons Bay Civic Centre:

- Instrument of delegation to the Special Planning Committee
- Instrument of delegation to the Chief Executive Officer
- Instrument of delegation to members of Council staff
- Instrument of sub-delegation from the Chief Executive Officer to members of Council staff.

Legislation

Council derives its powers and operates pursuant to many Acts, Regulations and Council Local Laws. We also enforce local laws which affect our residents, businesses and visitors to the city. Legislation and local laws that relate to Council's operations include the following:

Acts

- *Aboriginal Heritage Act 2006*
- *Building Act 1993*
- *Carter of Human Rights and Responsibilities Act 2006*
- *Children Youth and Families Act 2005*
- *Climate Change Act 2010*

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- *Conservation Forests and Land Act 1987*
 - *Crown Land (Reserves) Act 1978*
 - *Cultural and Recreational Lands Act 1963*
 - *Dangerous Goods Act 1985*
 - *Disability Act 2006*
 - *Domestic Animals Act 1994*
 - *Education and Care Services National Law Act 2010*
 - *Education and Training Reform Act 2006*
 - *Emergency Management Act 1986*
 - *Environment Protection Act 1970*
 - *Equal Opportunity Act 2010*
 - *Fences Act 1968*
 - *Fire Services Property Levy Act 2012*
 - *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 1995*
 - *Housing Act 1983*
 - *Impounding of Livestock Act 1994*

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- *Independent Broad-Based Anti-Corruption Commission Act 2011*
 - *Information Privacy Act 2000*
 - *Infringements Act 2006*
 - *Land Act 1958*
 - *Landlord and Tenant Act 1958*
 - *Libraries Act 1988*
 - *Liquor Control Reform Act 1998*
 - *Local Government Act 1989*
 - *Magistrates Court Act 1989*
 - *Major Transport Projects Facilitation Act 2009*
 - *Metropolitan Fire Brigade Act 1958*
 - *Occupational Health and Safety Act 2004*
 - *Planning and Environment Act 1987*
 - *Privacy and Data Protection Act 2014*
 - *Protected Disclosure Act 2012*
 - *Prostitution Control Act 1994*
 - *Protected Disclosure Act 2012*
 - *Public Health and Wellbeing Act 2008*
 - *Public Records Act 1973*
 - *Rail Safety Act 2006*
 - *Residential Tenancies Act 1997*
 - *Road Management Act 2004*
 - *Road Safety Act 1986*

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- *Sex Work Act 1994*
 - *Sport and Recreation Act 1972*
 - *Subdivision Act 1988*
 - *Summary Offences Act 1966*
 - *Tobacco Act 1987*
 - *Transfer of Land Act 1958*
 - *Valuation of Land Act 1960*
 - *Victoria State Emergency Service Act 2005*
 - *Victoria Grants Commission Act 1976*
 - *Victorian Inspectorate Act 2011*
 - *Water Act 1989*

Local Laws

- Meeting Procedure and Common Seal Local Law 2015
- Community Local Law 2015



Consultation with the public

Council conducts public consultation on any major strategy or plan which affects the city or the wellbeing of residents, businesses or visitors.

We advertise a period of consultation in newspapers, local community publications and on our website. We will tell you in the advertisement how you can get a copy of the document, how you can respond to it and about any public meeting that may be held to discuss it.

Council maintains an online community engagement site for Hobsons Bay City Council. Participate Hobsons Bay is a space for the community to share ideas, discuss important topics, provide feedback on Council plans and contribute to the future of Hobsons Bay.

Further information is available on the Council website:

<https://participate.hobsonsbay.vic.gov.au/>

Section 223 Submissions


There are provisions under section 223 of the *Local Government Act* 1989 that give a person the right to make a written and/or verbal submission to Council. These include:

- proposed new local laws
- adoption of a budget or revised budget
- review of Ward boundaries
- changes to the system of valuation
- proposed special rates and charges
- proposed sale, exchange or lease of land
- changes to the use of council-owned land bought for a specified purpose
- discontinuance of roads

When considering any of the above matters Council must publish a public notice stating that submissions in respect of the specified matter will be considered. Submissions must be lodged within 28 days of publication of the public notice. Council or where Council so determines a committee of Council must consider any written submission.

A person who has made a written submission to Council can request that he or she be heard in support of their submission and is entitled to appear in person or by a person acting on his or her behalf before a meeting of Council or committee.

Council must give notice to every person who has lodged a separate submission and in the case of a joint submission to the person specified in the submission as the person to whom notice is to be given, of the day, time and place of a meeting to hear submissions. Council must take into consideration all the submissions made under this section and after it has made a decision on the matter, must notify in writing every person who lodged a submission.



Public Questions at Council Meetings

Public Question Time is included at each Ordinary Council Meeting to enable members of the public to address questions to the Council.

All questions (maximum of three per person) must be in writing and submitted via:

- Council's website [using the online form](#)
- by email to publicquestiontime@hobsonsabay.vic.gov.au
- by post to PO Box 21, Altona 3018
- hand delivered to Hobsons Bay Civic Centre, 115 Civic Parade, Altona 3018

Public questions will not be accepted via social media.

The person submitting the question must be present in the public gallery at the time the question is considered and may be asked for clarification by the Chairperson.

All questions must be received by no later than **12 noon on the day of the Ordinary Council Meeting**.

A supplementary Public Question Time segment is included towards the end of the Council meeting to give members of the public the opportunity to ask questions directly related to items on the agenda that may arise during the evening's proceedings. Questions must be submitted in writing on the public question time form and can be submitted during the Council meeting.

Public questions received during the Council meeting that are not related to a specific agenda report at that meeting will be taken on notice and responded to in writing by the appropriate Council officer, or referred to the next Ordinary Council Meeting for a public response if so requested by the submitter.

If the person asking the question is not present at the Council meeting, the question will not be read out and a written response will be provided.

If a question is not able to be answered at the Council meeting, a written response to the question will be provided.

If the question is read out at the meeting and a response provided, the questioner's name, the question and the response will be published in the minutes of the Council meeting, which are publicly available on Council's website.

A full copy of Council's Public Question Policy can be found on the Council website at www.hobsonsabay.vic.gov.au

Council and Community Committees and Groups

The Council has also established a number of Portfolio Advisory Committees and participates in a variety of Council and community committees and groups. Further information is available on Council's website www.hobsonsabay.vic.gov.au



Statement 2 – Categories of Documents Maintained by Council

Freedom of Information Act 1982, Section 7(1)(a)(ii)

Council maintains a variety of documents including general correspondence with members of the public and external bodies to Council adopted policies, plans and resolutions.

Council maintains an electronic document management system which stores information relating to Council business.


The numerous documents in Council's possession fall into the following categories based on the Council's departmental structure:

- Assets, Sport and Recreation
- City Services
- Communications
- Community Care
- Community Development
- Cultural and Economic Development
- Customer Focus and Innovation
- Customer Service
- Emergency Management
- Family, Youth and Children's Services
- Finance
- Governance
- Information Services
- Infrastructure and Projects
- Learning and Development
- Learning Communities
- Legal Services
- Libraries
- Occupational Health and Safety and Risk Management
- Organisation Development
- Parking and Local Laws
- Parks, Gardens and Conservation
- Planning, Building and Health Services
- Principal Engineer
- Property Services
- Strategy and Advocacy



The types of documents in Council's possession include:

- Agendas and Minutes
- Annual Reports
- Building and planning permits and associated documents, including plans
- Community grant applications
- Council resolutions
- Councillor correspondence
- Departmental publications, including newsletters
- Disclosures of conflicts of interest
- Documents submitted by third parties
- Financial statements and reports
- Gift and hospitality declarations by Councillors and officers
- Internal administration documents relating to staff management and the operation of Council, including personnel records, audit records and internal operating procedures
- Legal documents, including Local Laws, contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advice and court documents
- Mailing lists
- Maternal and Child Health Records, including immunisation records
- Media releases and general advertising
- Officer Recommendations
- Permit applications and permits issued under Council's Local Laws
- Policies, guidelines, strategies and plans, including their development and implementation
- Public and stakeholder consultation processes and outcomes
- Records of the administration and enforcement of legislation and local laws
- Reports prepared by external consultants
- Requests for information under the *Freedom of Information Act* 1982 and files and papers relevant to the consideration of those requests
- Risk Management assessments and audits
- Standard Operating Procedures
- Surveys, statistics and data
- Tenders and evaluations
- Training material
- Written and verbal complaints/reports received, and records of any subsequent investigations



In addition to the Council's electronic document management system, Council also maintains the following additional electronic databases that contain information relevant to the organisation's functions and responsibilities:

Customer request management system (CHARM)
Asset management system (Confirm)
Property files (property.gov)
Animal registration database
Health Manager
Community Care
Infocouncil electronic agenda management system

Secondary storage and archived files

Secondary and archived records are stored on site at the Hobsons Bay Civic Centre as well as off-site commercial storage, and the Public Records Office.

The majority of records are recorded and tracked via Excel spreadsheets and Council's document management system.

Records transferred to the Public Records Office are grouped by series class and date range and recorded in a register.

Statement 3 - Documents prepared for publication or public inspection

Freedom of Information Act 1982, Section 7(1)(a)(iii)


The *Local Government (General) Regulations 2015* requires Council to collect certain information and make that information publicly available upon request.

In accordance with Section 11 of the *Local Government (General) Regulations 2015* the following information/documents can be inspected by appointment at the Hobsons Bay Civic Centre, Civic Parade, Altona, during office hours, or are available on the Council website. A number of other documents which are available for inspection or download are also listed below.

Regulation	Requirement	Contact
Regulation 12(a)	Overseas & Interstate Travel - previous 12 months	Governance Coordinator
Regulation 12(b)	Agenda & Minutes – Ordinary and Special Meetings of Council (<i>Local Government Act 1989 s93(1)</i>)	Governance Coordinator
Regulation 12(c)	Minutes – Special Committees established (section 86) (<i>Local Government Act 1989 s93(3)</i>)	Planning Department Council website
Regulation 12(d)	Register of Delegations to Council staff (<i>Local Government Act 1989 s 87(1) and s98(4)</i>)	Governance Coordinator
Regulation 12(e)	Details of all leases involving land entered into by Council as lessor	Coordinator Property Management
Regulation 12(f)	Authorised Officers (<i>Local Government Act 1989 s224(1A)</i>)	Governance Coordinator
Regulation 12(g)	Donations & Grants made by Council in previous financial year	Governance Coordinator

Other Documents available for Inspection as required by the Local Government Act

Document	Contact
Register of Interests submitted by - Councillors - Nominated Council Officers - Audit Committee Members	Governance Coordinator
Register of Delegations to Special Committees	Governance Coordinator
Register of Mayoral and Councillor allowances	Governance Coordinator
Election Campaign Donation Returns	Governance Coordinator
Councillor Code of Conduct (s76C)	Governance Coordinator
Council Plan (s125)	Coordinator Corporate Planning and Performance
Hobsons Bay Community Vision	Coordinator Corporate Planning and Performance
Annual Report and the associated Auditors Report on the Financial Statements(s131)	Coordinator Corporate Planning and Performance
Council Budget (s130)	Chief Financial Officer
Strategic Resource Plan	Chief Financial Officer
Procurement Policy (s186A)	Coordinator Procurement and Contracts
Councillor Support and Expenses Policy	Governance Coordinator
Local laws which are in force within Hobsons Bay (s120)	Council website
Details regarding differential rates declared by the Council (s161)	Chief Financial Officer
Copies of any quality or cost standards that have been adopted by the Council (s208F)	Coordinator Corporate Planning and Performance
The Preliminary and Final Reports from the last Electoral Representation Review (s219F)	Victorian Electoral Commission website



In accordance with the *Building Act 1993*, the following documents are available for public inspection:

- Register of building permits (s31)
- Register of occupancy permits, temporary approvals, and amendments (s74)
- Register of emergency orders, building notices, and building orders (s126)

In accordance with the *Building Regulations 2006*, the following documents are available for public inspection:

- Building and occupancy permits, certificates of final inspection, any current statement under Building Regulation 502 or 503, building notices, and building orders (r326(1))
- Information on the likelihood that a given property is susceptible to flood, termites, bushfire, and/or snowfalls, and that a given property is within an area of designated land or works as prescribed by regulation 806 (r326(2))
- Approval date of the mandatory notification stages for building works (r326(3))

In accordance with the *Domestic Animals Act 1994*, the following documents are available for public inspection:


- A register of all registered dogs and cats (s18)

In accordance with the *Food Act 1984*, the following documents are also available for public inspection:

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

In accordance with the *Planning and Environment Act 1987*, the following documents are available for public inspection, either on a temporary or permanent basis:

- A copy of Victorian Planning Provisions and any amendments to Victorian Planning Provisions (s4H; I)
- Amendments and submissions to the Minister for Planning requesting amendments and exemptions to a planning scheme (s18;21)
- Panel hearing reports on submissions to amend a planning scheme (s26)
- A copy of an amended planning scheme (s42)
- A register containing applications for permits and applications for amendment or permits and all decisions and determinations relating to permits and amendment of permits (s49)
- Objections to permit applications and application for amendment of permit during the period which an application may be made for review of decision on the application (s57)
- Copies of Council issued permits (s70)

- 
- Register containing all applications for Certificates of Compliance and all related decisions and determinations (97R)
 - Copies of s173 agreements the Council has entered into with an owner of land in the area covered by a planning scheme for which it is a responsible authority (s179(2))

In accordance with the *Road Management Act 2004*, the following documents are available for public inspection:

- The Council's Register of Public Roads (s19)
- The Council's Road Management Plan, available on the council website
www.hobsonsabay.vic.gov.au

In accordance with the *Public Health and Wellbeing Act 2008*, the following documents are available for public inspection:

- Hobsons Bay Public Health and Wellbeing Plan 2013-17

Statement 4 – Subscriptions and Mailing Lists

Freedom of Information Act 1982, Section 7(1)(a)(iv)

Council produces the following electronic newsletters and subscriptions:



Participate Hobsons Bay

Keep up to date with what you can get involved in and have your say!



Community development eNews

Information on community programs and events



Arts and Events enews

Find out what's happening across Hobsons Bay



Youth Services eNews

Information on programs and services for young people



Living Green in Hobsons Bay eNews

Quarterly sustainability newsletter

Food e-news

Information on safe and suitable food.



Ranger Ramblings enews

Information on environment and conservation activities and events.





Business eWorks

Regular newsletters for businesses in Hobsons Bay



On the Ball

Information on sport and recreation clubs in Hobsons Bay.



Library News

Find out what's happening at Hobsons Bay Libraries

Operations Snapshot

Monthly highlights from Council's CEO Operations Report



Statement 5 - Freedom of Information Arrangements

Freedom of Information Act 1982, Section 7(1)(a)(v)

What is Freedom of Information (FOI)?

The *Freedom of Information Act* 1982 ('the Act') gives members of the public a general right of access to *documents* held by Council. The term 'document' is broad and includes written documents, whether printed or in electronic form; photographs; letters; reports; maps; audio and video recordings. A Freedom of Information Application Form is available for download below.

You can apply for access to:

- documents about your personal affairs, regardless of the age of the documents
- documents held by Council not older than 1 January 1989

Do I need to use FOI to access documents?

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

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

If you require documents for a court hearing or litigation, it is recommended that you speak to your legal advisor about other methods available to gain access to documents in those circumstances.

What information may not be available?

The Act allows Council to refuse access to certain documents. These documents are often called 'exempt' documents. You may be refused access to an entire document or a document with exempt information deleted.

Examples of exempt documents include:

- internal working documents
- law enforcement documents
- documents covered by legal professional privilege, such as legal advice
- documents containing personal information about other people
- documents containing business, commercial or financial information
- confidential documents or documents which are covered by secrecy provisions in other legislation



Submitting an FOI application

When submitting an FOI application:

- your application must be in writing and must be accompanied by a non-refundable fee of \$28.90 (fee applicable from 1 July 2018)
- clearly describe the documents that you are seeking access to
- it is recommended you identify a time period and the type of documents you are seeking to access, for example 'Correspondence between A and B from 1 January 2018 to 1 February 2018'.
- try to avoid phrases like 'all documents in relation to' and 'including but not limited to' (If your request is quite broad, you run the risk of being charged for documents you do not require access to)

Forward your application to:

Freedom of Information Officer
Hobsons Bay City Council
PO Box 21
ALTONA VIC 3018

How long will it take to process an FOI application?

On receipt of a valid FOI application, a decision must be made within thirty (30) days. Please note that this timeframe may be extended as follows:

- an additional 15 days if consultation is required with third parties to seek their views on the disclosure of documents; and
- up to an additional 30 days at a time by agreement with you

You will be notified if there is any change to the timeframe for a decision to be made.

Fees and Charges

In addition to the \$28.90 application fee, charges may apply for searching, retrieving, copying of documents and supervising and inspection of documents.

Costs that may apply include:

- search charges - \$21.70 per hour or part of an hour
- supervision charges - \$21.70 per hour calculated per quarter hour or part of a quarter hour
- photocopying - 20 cents per A4 page (black and white). Other charges will apply for documents larger than A4 or which are produced in colour
- providing access in a form other than photocopying – reasonable costs incurred by Council in providing access



- if it becomes apparent that the access charges associated with the request are likely to exceed \$50.00, Council will write to you and seek a deposit. You will be asked if you wish to continue with the application

Please note, all fees and charges are exempt from GST.

Processing your FOI application

Once Council receives your request; the Freedom of Information Officer will:

- determine if it is a valid request
- write to you and acknowledge receipt of your request
- conduct a search of Council's Electronic Document Management System and any other electronic or hard copy records held by Council
- remove irrelevant documents or sections of documents in accordance with the Act
- consider whether any exemptions under the Act could prevent the disclosure of documents or parts of documents
- consult with external organisations where required
- notify any individuals about the potential release of their personal information where required and seek their views
- collate the documents and make any redactions that may be required
- prepare a decision which explains the documents to be released in full or in part, documents that could not be located and any exemptions that have been applied

Appeals and Review

If you are not satisfied with the decision made by the FOI Officer, you have the right to request a review. This must be in writing and within 28 days of receiving the decision and should be addressed to:

Information Commissioner
PO BOX 24274
Melbourne, VIC, 3001
Telephone: 1300 842 364

Further information regarding the appeal process, and functions of the Information Commissioner can be found on the Office of the Victorian Information Commissioner's website.

If you are not satisfied with the Information Commissioner's review decision, you have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT) within 60 days of receiving the Commissioner's decision.

Further information

Please contact Council's Freedom of Information Officer on (03) 9932 1000 if you have any further questions concerning FOI at Hobsons Bay City Council.



Statement 6 – Officers responsible for requests to access documents

Freedom of Information Act 1982, Section 7(1)(a)(vi)

Responsible Officers:

Principal Officer

Mr Aaron van Egmond, Chief Executive Officer

Freedom of Information Officers

Ms Martina Simkin, Governance Coordinator

Ms Diane Eyckens, Manager Governance and Local Laws

Postal Address

Hobsons Bay City Council
P O Box 21
Altona Vic 3018
Ph: (03) 9932 1000
Fax: (03) 9932 1039
Email: customerservice@hobsonsbay.vic.gov.au



Statement 7 – List of Committees whose meetings are open to the public or minutes publicly available

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

Council meetings and the Council's Special Planning Committee are held in the Council Chamber, 115 Civic Parade, Altona (unless otherwise notified), and are open to the public. Minutes of these meetings are publicly available and can be accessed on the Council's website at www.hobsonsbay.vic.gov.au

Statement 8 – Locations and hours of operation of libraries or reading rooms available for public use

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

The Council operates five public libraries within the Hobsons Bay municipality. The branches and operating hours are detailed below:

	<u>Altona Library</u>	<u>Altona Meadows Library and Learning Centre</u>	<u>Altona North Community Library</u>	<u>Newport Library</u>	<u>Williamstown Library</u>
Monday	9:30am – 8:00pm	9:30am – 8:00pm	9:30am – 8:00pm	8:30am – 7.00pm	9:30am – 8:00pm
Tuesday	9:30am – 8:00pm	9:30am – 8:00pm	9:30am – 8:00pm	8:30am – 7.00pm	9:30am – 8:00pm
Wednesday	9:30am – 8:00pm	9:30am – 8:00pm	9:30am – 8:00pm	8:30am – 7.00pm	9:30am – 8:00pm
Thursday	9:30am – 8:00pm	9:30am – 8:00pm	9:30am – 8:00pm	8:30am – 7.00pm	9:30am – 8:00pm
Friday	9:30am – 6:00pm	9:30am – 6:00pm	9:30am – 6:00pm	8:00am – 11:00am and 3.00pm - 6.00pm	9:30am – 6:00pm
Saturday	10:00am – 4:00pm	10:00am – 4:00pm	10:00am – 4:00pm	10:00am – 1:00pm	10:00am – 1:00pm
Sunday	CLOSED	2:00pm - 5:00pm	2:00pm - 5:00pm	CLOSED	2:00pm - 5:00pm

***Note – a Home Library Service is also available**