

# East Gippsland Shire Council Part II Statement the *Freedom of Information Act* 1982



The *Freedom of Information Act* 1982 (the Act) specifies a set of statements which East Gippsland Shire Council must publish describing its powers and functions, the documents and information maintained and the ways in which people can view or access copies.

Council maintains a variety of documents, ranging from general correspondence with members of the public to Council adopted policies and resolutions. Council also maintains a range of documents and registers for public inspection in accordance with the *Local Government Act* 1989.

Making information easily accessible reduces the need (in certain circumstances) for members of the public to submit requests under the Act.

This document outlines the role of the Council and assists the public to find the information they need regarding key services, functions, reports and outputs.

## Responsibility

Agencies (including Councils) must prepare statements under Part II of the Act and ensure that these statements are published, updated annually and made available to the public.

### (i) Statement – Organisation and Functions

The East Gippsland Shire Council was formed from the amalgamation of the former City of Bairnsdale and Shires of Bairnsdale Tambo, Omeo and Orbost and a small section Shire of Rosedale on 2 December 1994 by order of the Victorian State Government.

## Our Location

East Gippsland Shire Council is located in the Gippsland region of the State of Victoria, Australia and covers approximately 10% of the State in area.

## Contact Us

Council has several Customer Service Centers which accept both payments and general enquiries.

The Customer Service Centers are open between 8.30 am to 5.00 pm Monday to Friday with the exception of Mallacoota Service Centre; operating hours are listed below.

- **Bairnsdale:**
  - 24 Service Street
  - 34 Pyke Street (Business Centre)
  - 273 Main Street (Corporate Centre)
- **Lakes Entrance:** 18 Mechanics Street
- **Omeo:** 179 Day Avenue

(Visitor Information Services open weekends and most public holidays from 10.00am - 2.00pm)

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- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 The Esplanade
- **Mallacoota:** 70 Maurice Avenue - Monday, Tuesday 10.00 am - 2.00 pm, Wednesday to Friday 2.00 - 5.00 pm

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## Outreach Centres

Outreach Centres can help you find or lodge forms, witness documents, access our website and public documents, and more.

- **Bendoc Outreach Centre**  
18 Dowling Street, Bendoc 3888  
Phone: (02) 6458 1402 Fax: (02) 6458 1402  
Monday to Wednesday 9.30 am to 2.30 pm
- **Buchan Neighbourhood House**  
6 Centre Road, Buchan 3885  
Phone: (03) 5155 9216  
Monday to Friday 9.00 am to 4.30 pm
- **Cann River Community Centre**  
Princes Highway, Cann River 3890  
Phone: (03) 5158 6465  
Monday to Friday 10.00 am to 2.00 pm

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- **Media and Public Relations Enquiries**  
Telephone: (03) 51539500
  - **Website**  
[www.EastGippsland.vic.gov.au](http://www.EastGippsland.vic.gov.au)

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## Organisation Structure

The East Gippsland Shire has an unsubdivided structure which is represented by nine Councillors.

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day to day management of operations in accordance with the strategic directions of the Council Plan

## Functions of Council

Section 3E of the *Local Government Act 1989* prescribes the functions of a Council which 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.
- (2) For the purpose of achieving its objectives, a Council may perform its functions inside and outside its municipal district.

## Powers of Council

Section 3F of the *Local Government Act 1989* prescribes the powers of a Council.

*Subject to any limitations or restrictions imposed by or under this Act or any other Act, a Council has the power to do all things necessary or convenient to be done in connection with the achievement of its objectives and the performance of its functions.*

East Gippsland Shire Council exercises its decision-making powers in a number of forums. Decisions are made at Ordinary Meetings of Council with Special Meetings of Council called to deal with any urgent matters that may arise. Councillors make decisions, state opinions, approve proposals, fulfil the statutory requirements of the Council, approve its budget and expenditure and plan for the future.

A schedule of Council Meetings is available on the Shire's website refer [https://www.eastgippsland.vic.gov.au/About Us/Your Council/Council Meetings](https://www.eastgippsland.vic.gov.au/About_Us/Your_Council/Council_Meetings) . East Gippsland Shire Council offers video and audio of Council meetings by live streaming which allows the public to view proceedings via the Internet without the need to attend Council meetings.

Council employs specialist officers to administer its affairs and provide its services. The Council's administration is headed by its CEO.

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Further details of specific decision-making powers held by Council and Council officers in relation to the *Local Government Act 1989* are documented in Council's Instruments of Delegations which are available for public inspection at the Corporate Centre 273 Main Street Bairnsdale.

East Gippsland Shire Council's Policy Manual endorsed by Council and their administrative policies enable the effective and efficient management of council resources and assist staff and Council achieve an equitable decision-making process and enables the community to be aware of the reasoning behind administrative and council decisions.

## **Current Councillors**

East Gippsland Shire Council has nine Councillors.

The positions of Mayor and Deputy Mayor are elected by the council at a meeting held after the fourth Saturday in October, but not later than 30 November in each year.

Ordinary council elections are conducted on the fourth Saturday in October and are held on a 4-yearly basis. the next General Election will be in 2020

East Gippsland Shire Council's current Councillors and their contact details are available on the Shire's website refer [Councillors contact details](#).

## **Management Structure**

East Gippsland Shire Council's current management structure is available on the Shire's website, refer [Management Structure](#).

## **Community Engagement and Consultation**

East Gippsland Shire Council's Community Engagement Policy 2017 ensures all staff have an understanding and are aware of the commitment by Council to involve the public in the decision-making process about issues that affect them.

It also ensures all East Gippsland Shire Council staff operate under the same code of conduct and set of guiding principles thereby bringing consistency and understanding to any community engagement process. It also provides and embed a consistent approach to community engagement across the organisation by providing guides.

The policy was adopted by Council on 12 December 2017 and aims to increase community ownership and understanding of project, policy and strategy decisions which can support the long-term sustainability of those initiatives and generate a sense of belonging and pride in our achievements.

Councils decision-making must take into consideration the diverse views of the community, laws and regulations, finances, human resources and social impact.

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## Acts, Regulations and Local Laws Administered

The following list indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

- *Aboriginal Heritage Act 2006*
- *Building Act 1993*
- *Building Regulations 2018*
- *Caravan and Moveable Dwelling Act 1988*
- *Charter and Human Rights and Responsibilities Act 2006*
- *Children Youth and Families Act 2005*
- *Coastal Management Act 2005*
- *Conservation, Forests and Land Act 1987*
- *Country Fire Authority Act 1958*
- *Crown Land (Reserves) Act 1978*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Domestic Animal Act 1994*
- *Drugs, Poisons and Controlled Substances Regulations 2017*
- *Education and Training Reform Act 2006*
- *Electricity Safety Act 1998*
- *Emergency Management Act 1986*
- *Environment Protection Act 1970*
- *Equal Opportunity Act 2010*
- *Estate Agents Act 1980*
- *Fences Act 1968*
- *Flora and Fauna Guarantee Act 1988*
- *Freedom of Information Act 1982*
- *Food Act 1984*
- *Gambling Regulation Act 2003*
- *Geothermal Energy Resources Regulations 2016*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heritage Act 1995*
- *Housing Act 1983*
- *Impounding of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Act 2006*
- *Infringements (General) Regulations 2016*
- *Interpretation of Legislation Act 1984*
- *Land Act 1958*
- *Land Acquisition and Compensation Act 1986*
- *Land Acquisition Compensation Regulations 2010*
- *Liquor Control Reform Act 1998*
- *Local Government Act 1989*
- *Local Government (Electoral) Regulations 2016*
- *Local Government (General) Regulations 2015*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Local Government (Long Service Leave) Regulations 2012*
- *Magistrates Court Act 1989*
- *Major Transport Projects Facilitation Act 2009*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Occupational Health and Safety Regulations 2017*
- *Ombudsman Act 1973*
- *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*
- *Protected Disclosure Act 2012*
- *Public Records Act 1973*
- *Public Health and Wellbeing Act 2008*
- *Rail Safety Act 2006*
- *Residential Tenancies Act 1997*
- *Retail Leases Act 2003*
- *Road Management Act 2004*
- *Road Management (General) Regulations 2016*
- *Road Safety Act 1986*
- *Road Safety (General) Regulations 2009*
- *Road Safety Amendment (General) Regulations 2017*
- *Road Safety Road Rules 2009*
- *Road Safety (Vehicles) Regulations 2009*
- *Road Safety (Traffic Management) Regulations 2009*
- *Sale of Land Act 1962*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Shop Trading Reform Act 1996*
- *Sheriff Act 2009*
- *Sport and Recreation Act 1972*
- *Subdivision Act 1988*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivision (Fees) Regulations 2016*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Valuation of Land Act 1960*
- *Victoria Grants Commissions Act 1976*
- *Victoria State Emergency Service Act 2005*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Water Act 1989*

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## Local Laws Administered

East Gippsland Shire Council's current Local Laws administered are available on the Shire's website, refer

[East Gippsland Local Law No 1 – Processes for Formal Council Meetings 2017](#)

[East Gippsland Local Law No 2 - Process of Municipal Government Common Seal 2017](#)

[East Gippsland General Local Law](#)

## (ii) Statement of Categories of Documents

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

East Gippsland Shire Council has an Electronic Document Records Management System (EDRMS) for managing records relating to Council business. A number of information systems are used to capture and manage documents and information.

Many permanent records, inherited from previous Councils due to amalgamation, have been transferred to the Public Record Office Victoria to ensure their preservation and to meet the requirements of the *Public Records Act 1973*.

East Gippsland Shire Council adopted an Access to Information (Records) Policy in 2017 in order to ensure the preservation and security of East Gippsland Shire Council's archive records. Sentenced and archived physical temporary records are archived offsite with an approved storage provider specialising in records and information management services. Council also maintains some categories of documents in their local archive facility.

The categories of documents in Councils possession are:

- Agendas and Minutes/Notes of meetings
- Officer recommendations
- Council resolutions
- Correspondence (General and Councillor)
- Public and stakeholder consultation process and outcomes
- Building and Planning permits and associated documents, including plans
- Local Laws permit applications and permits issued
- Parking Permit applications and permits issued
- Cat & Dog Registration applications and registrations issued
- Internal administration documents relating to staff management and the operation of Council, including personnel records, organisational and staffing records, financial and resource management records, audit records and internal operation procedures
- Tender evaluations
- Policies, guideline, strategies and plans, including their development and implementation
- Legal documents, including Local Laws, contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation legal advices and court documents
- Disclosures of conflicts of interest
- Requests for information under *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests
- Annual and Financial reports

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- Records of the administration and enforcement of legislation and Local Laws
- Reports prepared by external consultants
- Documents submitted by third parties
- Surveys, statistics, and data
- Departmental publications, including newsletters
- Training material
- Media releases and general advertising
- Mailing lists
- Written and verbal complaints received, and records of any subsequent investigations
- Risk Management assessments
- Immunisation records

Council adopted policies, strategies and plans are available on the website, refer [Council Policies](#)

### **(iii) Statement of Materials prepared by Council for publication or inspection**

Council produces a range of publications and policies to ensure residents, ratepayers, community groups and businesses have easy access to information about Council and the municipality.

Inspection of documents can be obtained for the purposes of section 222 of the *Local Government Act 1989* at 273 Main Street Bairnsdale.

Refer to the [Publications, Documents Available for Public Inspection](#) on the East Gippsland Shire Council website

[https://www.eastgippsland.vic.gov.au/files/assets/public/documents/corporate\\_directorate/policies/documents\\_for\\_public\\_inspection\\_1.pdf](https://www.eastgippsland.vic.gov.au/files/assets/public/documents/corporate_directorate/policies/documents_for_public_inspection_1.pdf)

The following documents are also available for public inspection at the Corporate Centre 273 Main Street Bairnsdale.

Prescribed documents that are available are listed under section 12 of the Local Government (General) Regulations 2015.

- (a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including—
  - (i) the name of the Councillor or member of Council staff; and
  - (ii) the dates on which the travel began and ended; and
  - (iii) the destination of the travel; and
  - (iv) the purpose of the travel; and
  - (v) the total cost to the Council of the travel, including accommodation costs;
- (b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Local Government Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Local Government Act and are confidential information within the meaning of section 77(2) of the Local Government Act ;

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- (c) the minutes of meetings of special committees established under section 86 of the Local Government Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Local Government Act and are confidential information within the meaning of section 77(2) of the Local Government Act;
- (d) a register of delegations kept under sections 87(1) and 98(4) of the Local Government Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Local Government Act;
- (e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- (f) a register maintained under section 224(1A) of the Local Government Act of authorised officers appointed under that section;
- (g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

To arrange an inspection, please contact Governance and Compliance Coordinator on 51539500

This section highlights a few of the many instances in which Council publishes internal rules, policies and procedures online.

Council's decision-making process is governed by a number of policies, strategies and plans. They help guide decisions and achieve outcomes and goals.

Refer to the following sections on the East Gippsland Shire Council website.

- [Local Laws Numbers 1 and 2](#)
- [General Local Law](#)
- [Council Strategies & Plans](#)
- [Council Policy Manual - Documents Available for Public Inspection](#)

## **(iv) Statement of literature available by way of subscription or free mailing list**

Council publishes the East Gippsland Shire Community Connect which provides ratepayers and residents with Council news and events. East Gippsland Shire Community Connect is circulated through the Local papers and is available on Council's website.

## **(v) Statement of Freedom of Information Arrangements**

### ***Freedom of Information Act***

The object of the Victorian Act is to extend as far as possible the right of the community to access information in the possession of agencies (e.g. Ministers, State Government Departments, Local Councils, most semi-government agencies and Statutory Authorities, Public Hospitals, Universities, TAFE Colleges and Schools).

Note: The Act does not apply to privately owned businesses.

The Act gives members of the community:

- The right to access documents about their personal affairs and the activities of government agencies.



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- The right to request that incorrect or misleading information held by an agency about them be amended or removed.

This site contains information about the Act. Commonwealth Government agencies and each State and Territory have their own freedom of information laws.

Councils in Victoria have been subject to the Act since 1 January 1994.

## Making a Freedom of Information Request

If you are intending to seek access to documents held by East Gippsland Shire Council (the agency), under the Act, you may wish to contact our Freedom of Information Officer for assistance with lodging a valid request, or to ask if the documents are available to be provided outside of the Act.

You can make a request yourself, or you can authorise another person (for example, a solicitor) to make a request on your behalf.

If you want someone to make a request on your behalf for your personal information, you must give them your written authorisation and provide evidence of your identity (For example, a photocopy or electronic copy of your current drivers licence). The authorisation and evidence must be provided with the request for access to documents.

Applications must: Be in writing, (addressed to the Freedom of Information Officer, East Gippsland Shire Council, PO Box 1612 Bairnsdale, Vic 3875) or lodged electronically via email [feedback@eastgippsland.vic.gov.au](mailto:feedback@eastgippsland.vic.gov.au) You can use our FOI Application Form (142KB) to request access to documents sought under the Freedom of Information Act if desired. [https://www.eastgippsland.vic.gov.au/About\\_Us/Your\\_Council/Find\\_a\\_Form/Public\\_information/Freedom\\_of\\_Information\\_Request](https://www.eastgippsland.vic.gov.au/About_Us/Your_Council/Find_a_Form/Public_information/Freedom_of_Information_Request)

- Clearly describe the documents you are requesting access to
- Be made to the agency that holds the documents you are seeking
- Include the application fee or evidence that you qualify to have the application fee waived
- Note: Other costs may be incurred in granting access to the documents that you have requested (see below).

## Costs

There are two costs associated with making a Freedom of Information request:

- The application fee
- The access charges

The application fee is a fixed cost which is non-refundable. The only exception is for people suffering hardship who can ask the agency to waive the application fee. If you want the fee to be waived, include evidence that payment of the fee would cause you financial hardship. For example, a photocopy or electronic copy of your current health care card.

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Access charges relate to the costs incurred in granting access to the documents that you have requested. These costs may or may not apply depending on the nature of your request.

The Act states that an application fee will be two fee units. The Treasurer advises the value of fee units under the *Monetary Units Act 2004* and application fee changes are effective from 1 July each year.

The following outlines the current costs associated with a Freedom of Information request. All fees and charges are exempt from GST.

Application Fee - The Freedom of Information Act states that an application fee will be two fee units. The Treasurer advises the value of fee units under the Monetary Units Act 2004 and application fee changes are effective from 1 July each year.

Application Fee	\$29.60 from 1 July 2019 (Non-refundable unless fee is waived)
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Access Charges - The fees charged for access to the documents identified as relevant to your request.

Search Charges	\$22.20 per hour or part of an hour (rounded to the nearest 10c)
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Supervision Charges	\$22.20 per hour to be calculated per quarter hour or part of a quarter hour (rounded to the nearest 10c)
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Photocopying Charges	20c per black and white A4 page
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Providing access in a form other than	The reasonable costs incurred by the agency in providing the copy
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photocopying	
Charges for listening to/viewing a tape	The reasonable costs incurred by the agency in making arrangement to listen to or view (Supervision charges also apply)
Charge for making a written transcript out of a tape	The reasonable costs incurred by the agency in providing the written transcript. Note: These charges are set by State Government regulations (Freedom of Information (Access Charges) Regulations 2014). You can see a copy of these regulations at the Victorian Legislation and Parliamentary Documents

## What Happens When a Freedom of Information Request is Received by Council?

If the agency is not in possession of the documents requested, the request may be transferred to another agency who will process the request.

If the request is too vague or unclear, the Freedom of Information Officer will contact the applicant to give them an opportunity to provide further information to clarify their request. Once a request is sufficiently clear to enable the requested documents to be identified, it will become a valid request.

The agency has 30 days to respond to the request after the day it was received. Please note, the 30 days starts from the date the agency receives a valid request, and payment of the application fee (if required).

The agency may also extend the 30-day period by up to 15 days if it is required to undertake consultation with third parties. The agency may also seek an applicant's consent to extend the 30-day period by up to an additional 30 days.

An agency must thoroughly and diligently search for the documents to which the applicant seeks access and process each document in accordance with the provisions of the Act.

## Freedom of Information Decisions

When a request has been processed, the applicant will be sent a letter / email with the agency's (East Gippsland Shire Council's) decision.

The decision can be:

- To release the document in full;
- To release the document in part;
- To exempt the document in full; or

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- That there are no relevant documents in the possession of East Gippsland Shire Council.

The relevant access charges must be paid prior to the release of processed documents to the applicant.

## Document Exemptions May Apply

An applicant is entitled to access a document unless the document is exempt. However, if it is possible to release a document with exempt material deleted, an agency is obliged to do so if the applicant so wishes. While documents should be released with exempt material deleted wherever practicable this should not be done if the document as released would then be meaningless, misleading or unintelligible.

Examples which may be exempt under the Act:

- Documents containing matter communicated in confidence,
- Internal working documents,
- Law enforcement documents,
- Documents affecting legal proceedings,
- Documents affecting personal privacy,
- Documents relating to trade secrets etc;
- Documents where disclosure would be contrary to public interest,
- Documents to which secrecy provisions apply, etc

Each Freedom of Information request must be examined and dealt with in accordance with the Act.

## Reviews and Complaints

Whilst your request is being processed, you may directly contact the Freedom of Information Officer to discuss the progress of your request or your concerns. Alternatively, if you are unhappy with the way your request is being handled, you may contact the Information Commissioner:

*Information Commissioner*

*PO Box 24274*

*Melbourne Vic 3001*

*Phone 1300 006 842 (1300 00 OVIC) between 9am and 5pm, Monday to Friday.*

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

## Further Information

For full details on all topics relating to the Act, please refer to the Office of the Victorian Information Commissioner website <https://ovic.vic.gov.au>

Contact details:

*Freedom of Information Officer*

*East Gippsland Shire Council*

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PO Box 1612

Bairnsdale Vic 3875

Telephone: (03) 51539500

Email: [feedback@eastgippsland.vic.gov.au](mailto:feedback@eastgippsland.vic.gov.au)

## Appeal

The Information Commissioner can review decisions of an agency. Applications for review of a Freedom of Information decision must be made to the Office of the Victorian Information Commissioner within 28 days of receiving the decision from Council.

The Information Commissioner can also investigate the following types of complaints, where they relate to a request made under the Act.

- an agency's decision that a requested document does not exist or cannot be located;
- a delay by the agency in processing an FOI request;
- any other action taken or failed to be taken by an agency in performing its functions and obligations under the Act; and
- an action taken or failed to be taken by a principal officer (Chief Executive Officer) in the performance of his or her functions or obligations under Part IB (professional standards) or Part II (publication of certain documents and information) of the Act.

A complaint to the Information Commissioner must be made in writing, within 60 days after the date of the action or conduct complained of.

## (vi) Statement of Officers Responsible for Freedom of Information

Council's Freedom of Information is the officer responsible for the initial receipt of and actioning FOI requests. The Chief Executive Officer Anthony Basford is the Principal Officer.

## (vii) Statement of Committees Advising Council

### Audit and Risk Committee

Council must establish an audit committee. An audit committee is an advisory committee and advises Council through a Council report.

The chairperson of an audit committee must not be a Councillor; must not be a member of Council staff; and must be suitably qualified.

The Audit and Risk Committee reports to Council through a Council report provided by the General Manager Business Excellence.

### Disability Advisory

The Disability Advisory Committee provides advice on things that matter to people with a disability in East Gippsland Shire. It seeks to maximise the contribution being made by East Gippsland Shire Council and its partners by working with a common agenda to create a more inclusive and accessible East Gippsland.

The Chair will meet every year with the Chief Executive Officer (or delegate) to provide an update on the work of the Disability Advisory Committee.

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A progress report from the Disability Advisory Committee will be reported to a Council Meeting once a year setting out the work it has undertaken and providing an overview of strategic matters of significance to people with a disability at the time of the report.

## **Economic Development Advisory Board**

The Board will be a Council Advisory Board independent of Council.

The Board will:

Act as a consultative mechanism to discuss new initiatives and major projects with the objective of developing a pool of projects, with a focus on synergistic opportunities across industries, that will support of the Economic Development Strategy and drive economic development in East Gippsland;

Review and prioritise new initiatives utilising an agreed assessment model, for example the Regional Development Australia project assessment tool;

Review the development of feasibility studies and business cases in line with the priority initiatives; and

Act as a reference group and provide recommendations to Council and other stakeholders on matters that fall within the Board's Terms of Reference, or are otherwise consistent with the intent and purpose of the Board.

## **Livestock Exchange Consultative Committee**

Council established the East Gippsland Shire Council Livestock Exchange Consultative Committee, whose primary purpose is providing advice, guidance and recommendations to Council on the needs of existing and emerging services and overall sustainable management of Council's Livestock Exchange business.

The East Gippsland Shire Council Livestock Exchange Consultative Committee is a Council Consultative Committee, independent of Council.

The Consultative Committee cannot act on behalf of East Gippsland Shire Council in its own right.

## **Marina Advisory Committee**

Council established the East Gippsland Shire Marina Consultative Committee, whose primary purpose is to provide advice, guidance and recommendations to Council on the need for existing and emerging services, and overall sustainable management of Council's marina business.

The East Gippsland Shire Council Marina Consultative Committee is a Council Consultative Committee, independent of Council.

The Consultative Committee cannot act or publicly comment on behalf of the East Gippsland Shire Council in its own right.

## **Planning Consultation Meetings**

Planning Consultation Meetings are required to be undertaken by Council under the Planning Permit Application Delegations Policy when a planning permit application attracts ten or more objections. The meeting is open to the public and minutes of the meeting are provided on request.

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## **Section 223 Committees**

Are established by resolution of Council and consist of available Councillors to hear submissions made by the public on issues designated by the Local Government Act. The committee makes recommendations to Council. Meetings are open to the public

## **(viii) Statement of Libraries Operated by East Gippsland Shire Council**

### ***Bairnsdale Library***

22 Service Street  
Bairnsdale Vic 3875  
Telephone: (03) 5152 4225  
Monday to Friday 9.30 am - 6.00 pm  
Saturday 9.30 am - 12.00 noon

### ***Lakes Entrance Service Centre***

18 Mechanics Street  
Lakes Entrance Vic 3909  
Telephone: (03) 5153 9500  
Monday to Friday 8.30 am - 5.00 pm

### ***Mallacoota Service Centre***

70 Maurice Avenue  
Mallacoota Vic 3892  
Telephone: (03) 5153 9500  
Monday to Tuesday 10.00 am - 2.00 pm  
Wednesday to Friday 2.00 pm - 5.00 pm

### ***Omeo Service Centre***

179 Day Avenue  
Omeo Vic 3898  
Telephone: (03) 5153 9500 Fax: (03) 5153 9576  
Monday to Friday 8.30 am - 5.00 pm

### ***Orbost Service Centre***

1 Ruskin Street  
Orbost Vic 3888  
Telephone: (03) 5153 9500  
Monday to Friday 8.30 am - 5.00 pm

### ***Paynesville Service Centre***

55 The Esplanade  
Paynesville 3880  
Telephone: (03) 5153 9500  
Monday to Friday 8.30 am - 5.00 pm

## **Further Information - Rules, Policies and Procedures**

If searching for specific information, more comprehensive information may be obtained by conducting full searches on Council's website or by contacting the Freedom of Information Officer or the Governance and Compliance Officer on 51539500