Freedom of Information - Part II Statement

Pursuant to the Freedom of Information Act 1982

July 2026

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Purpose

The purpose of Part II of the *Freedom of Information Act 1982* (FOI Act) (section 7 – section 12) is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information which may affect them. To this end they must be aware of what government does, how it acts and what information it holds.

Bass Coast Shire Council (Council) releases a large amount of information through online and print publishing as well as person to person service provision.

This Freedom of Information Part II Information Statement shows how Council is making information readily available to the public.

Making information easily accessible reduces the need for members of the public to submit requests under the FOI Act.

Responsibility

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

Statement 1: Organisation and Functions

The name Bass Coast Shire Council was adopted as the official name when the Shire of Phillip Island, Shire of Bass and Borough of Wonthaggi were amalgamated in 1994. This also included the amalgamation of sections of the Shire of Woorayl, Shire of Cranbourne and Shire of Korumburra.

Council consists of three Wards and nine Councillors.

Organisation Structure

Council is made of two parts, elected representatives - Councillors and the administration - Council Staff.

Council by resolution are responsible for appointing the Chief Executive Officer (CEO).

In accordance with the *Local Government Act 2020 s46 Functions of the Chief Executive Officer*:

(1) A Chief Executive Officer is responsible for—

(a) supporting the Mayor and the Councillors in the performance of their roles; and

(b) ensuring the effective and efficient management of the day to day operations of the Council.

The CEO and three General Managers form the Executive Leadership Team of the organisation.

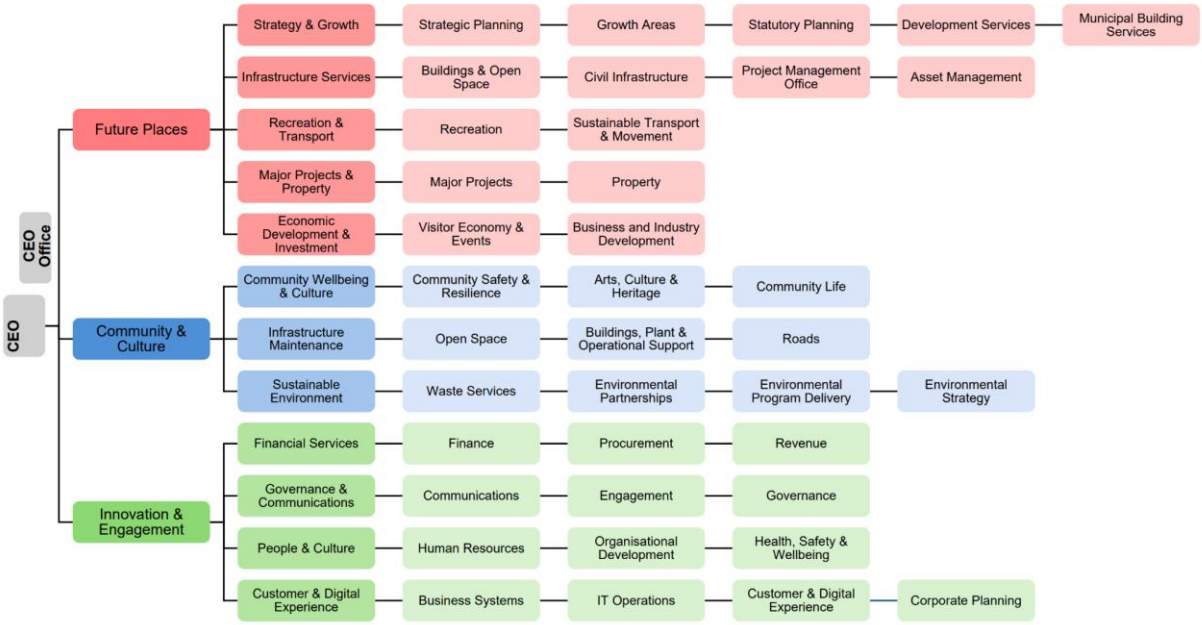
Chief Executive Officer

Greg Box

Officers Reporting Directly to the Chief Executive Officer

Jodi Kennedy	Donna Taylor	Patrick Dillon
General Manager Community & Culture	*General Manager Future Places*	*General Manager Innovation & Engagement*

Organisation Chart



Customer Service Centres

Wonthaggi	76 McBride Avenue, Wonthaggi 3995
Cowes	91-97 Thompson Avenue, Cowes 3922
Inverloch	16 A'Beckett Street, Inverloch 3994
Grantville	1509 Bass Highway, Grantville 3984

Contact Us

Phone	(03) 5671 2211
Email	basscoast@basscoast.vic.gov.au
Website	www.basscoast.vic.gov.au
Post	PO Box 118, Wonthaggi VIC 3995

Functions

Section 8 of the *Local Government Act 2020* prescribes the role of Council which include:

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

(2) A Council provides good governance if—

(a) it performs its role in accordance with section 9;

(b) the Councillors of the Council perform their roles in accordance with section 28.

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

(a) perform any duties or functions or exercise any powers conferred on a Council by or under this Act or any other Act; and

(b) perform any other functions that the Council determines are necessary to enable the Council to perform its role.

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

Decision Making Powers

Council exercises its decision making powers in a number of forums. Decisions are made at Council Meetings and by officers under delegation. Council meetings are held on the third Wednesday of each month. The livestream, agendas, minutes, attachments and dates of meetings are available on our website Council Meetings page.

Policies enable effective and efficient management of Council resources assisting staff and Council to achieve an equitable decision making process.

Policies are available on our website Policies page and provide the community with the foundation that informs administrative and Council decisions.

Community Engagement and Consultation

The Community Engagement Policy was adopted by Council on 17 February 2021. The objectives of the policy are:

- To support good decision-making by Council
- To build a strong partnership with our community
- To undertake community engagement activities:
  - with respect
  - by building trust
  - with openness and accountability

Council is committed to actively encouraging individuals, groups and communities to be involved in local government through community engagement.

The Policy 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.

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

Council's Policy meets the requirement of the Local Government Act 2020 and is required by legislation to consider community engagement, such as when a proposed change or decision is likely to:

- have significant impact on quality of life in the region
- impact on services or facilities for residents and ratepayers
- have a significant budgetary impact
- involve a level of conflict, controversy or sensitivity

Different levels of community engagement are appropriate for different scenarios or types of issues. The cost of engagement (including the demand it makes on community and staff time) should represent good value for ratepayers, given the scope and scale of the decision.

Acts Administered

Council performs its functions through the enforcement and administration of a large number of principal Acts, Regulations and Council Local Laws. Some of the pieces of legislation are as follows:

- *Aboriginal Heritage Act 2006*
- *Associations Incorporation Reform Act 2012*
- *Audit Act 1994*
- *Building Act 1993*
- *Catchment & Land Protection Act 1994*
- *Cemeteries & Crematoria Act 2003*
- *Child Wellbeing & Safety Act 2005*
- *Children Youth & Families Act 2005*
- *Children's Services Act 1996*
- *Climate Change Act 2017*
- *Conservation Forests & Lands Act 1987*
- *Country Fire Authority Act 1958*
- *Cultural & Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*

- *Development Vitoria Act 2003*
- *Disability Act 2006*
- *Domestic Animals Act 1994*
- *Domestic Building Contracts Act 1995*
- *Education & Care Services National Law Act 2010*
- *Education & Training Reform Act 2006*
- *Electricity Safety Act 1998*
- *Electoral Act 2002*
- *Emergency Management Act 2013*
- *Environment Protection Act 1970*
- *Estate Agents Act 1980*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fire Rescue Victoria Act 1958 Formerly Known As The Metropolitan Fire Brigades Act 1958*
- *Fire Services Property Levy Act 2012*
- *Flora and Fauna Guarantee Act 1988*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Gender Equality Act 2020*
- *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*
- *Land Acquisition & Compensation Act 1986*
- *Land Act 1958*
- *Liquor Control Reform Act 1998*
- *Local Government Act 2020*
- *Local Government Act 1989*
- *Magistrates' Court Act 1989*
- *Marine & Coastal Act 2018*
- *Major Transport Projects Facilitation Act 2009*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Pipelines Act 2005*
- *Planning & Environment Act 1987*
- *Privacy & Data Protection Act 2014*
- *Professional Engineers Registration Act 2019*
- *Public Health & Wellbeing Act 2008*
- *Public Interest Disclosures Act 2012*
- *Public Records Act 1973*
- *Rail Safety Act 2006*
- *Residential Tenancies Act 1997*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Rooming House Operators Act 2016*
- *Second Hand Dealers & Pawnbrokers Act 1989*
- *Service Victoria Act 2018*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Sport & Recreation Act 1972*

- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Taxation Administration Act 1997*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Valuation of Land Act 1960*
- *Victorian Local Government Grants Commission Act 1976*
- *Victoria State Emergency Service Act 2005*
- *Victorian Data Sharing Act 2017*
- *Victorian Inspectorate Act 2011*
- *Victorian Planning Authority Act 2017*
- *Water Act 1989*

Statement 2: Categories of Documents

Enterprise Content Management (ECM) is a centralised Electronic Document Records Management System (EDRMS) for managing records relating to Council business. There are a number of information systems used to capture and manage documents and information.

Former records systems were used to manage paper records; this includes contract files, subject files, financial accounts and personnel records etc. Some records inherited from previous Councils were transferred to the Public Record Office Victoria to ensure their preservation.

The majority of physical records are stored with an offsite storage provider. These records are stored and disposed of in accordance with Public Record Office Victoria Standards and Specifications.

Principal Records

Documents maintained in Council's possession include:

- administration and enforcement of legislation and local laws
- agendas and minutes
- annual and financial reports
- audit documents
- building and planning permits and associated documents
- cemetery trust documents
- consultation processes and outcomes
- correspondence and complaints
- enforcement documents
- legal documents (i.e. contracts, leases, agreements, legal advice)
- local laws permit applications and animal registrations
- maternal child health and immunisation documents
- memorandum of understanding and service agreements

- policies, guidelines, procedures, strategies and plans
- publications
- requests for documents / information
- risk management assessments
- staff management and OHS documents

Statement 3: Freedom Of Information Arrangements

The FOI Act enables any member of the community to request information held by Government and their Agencies.

This service cannot be used to access documents that are already available publicly or those that require a statutory fee.

Lodging an Application

Any person wanting to make a request for access to documents under the FOI Act must:

- make a request in writing
- describe the document(s) you want to access (sufficient detail must be provided)
- specify whether you want to view an original document or receive a copy of the original document
- pay the prescribed FOI application fee
- submit the completed application form and fee payment to:

  Freedom of Information Officer
  Bass Coast Shire Council
  P.O. Box 118
  WONTHAGGI VIC 3995
  basscoast@basscoast.vic.gov.au

General enquiries can be made by contacting Council's Freedom of Information Officer on 1300 BCOAST (226 278) or (03) 5671 2211.

Requests will be acknowledged within 1 week and responded to as quickly as possible. (The FOI Act requires that a decision be made within 45 days of Council receiving a request.)

Access Charges

Access Charges are in addition to the application fee and are based on the documents to be released. You will be notified of the additional amount to be paid. Refer to FOI Schedule of Fees.

Right of Appeal

If an applicant is not satisfied with Council's decision, the applicant may appeal the decision to the Office of the Victorian Information Commissioner (OVIC) by writing to them at PO Box 24274, Melbourne, 3001.

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

Statement 4: Public Transparency

Documents Available for Public Inspection

In accordance with the *Local Government Act 2020 s57 Public Transparency Policy and s58 The Public Transparency Principles,* Council adopted a Public Transparency Policy 19 August 2020.

The purpose of this Policy is to:

- give effect to the Public Transparency Principles;
- describe the ways in which Council Information will be made publicly available;
- specify which Council Information will be made publicly available as of course; and
- describe the categories of Council Information that may be unavailable to the public.

A copy of this policy is available on our website Policies page.

Statement 5: Rules, Policies and Procedures

Council's decision making process is governed by a number of policies, strategies and plans. The major ones are listed below:

Council Reports and Plans

Annual Budget

Annual Report

Asset Management Plans

Aspirational Network Pathways Plan

Council Plan

Disability Action Plan

Healthy Communities Plan

Municipal Early Years Plan

Municipal Emergency Management Plan

Traffic Management Plans

Youth Action Plan

Laws and Regulations

Bass Coast Local Law No. 1, Neighbourhood Amenity 2022

Bass Coast Planning Scheme

Governance Rules

Policies, Strategies and Specifications

Adopted Council Policies

Asset Management Policy

Community Engagement Policy

Community Grants Program Policy

Complaint Handling Policy

Council Support and Resources Policy

Code of Conduct

Customer Service Charter

Data Breach Policy

Debt Management Policy

Gifts, Benefits and Hospitality Policy

Hardship and Financial Hardship Policy

Investment Policy

Model Councillor Code of Conduct

Privacy Policy

Procurement Policy

Protected Disclosures

Public Transparency Policy

Unreasonable Conduct by Customers Policy

Urban Roads and Drainage Improvement Policy

Waste Management Strategy

Working Together Policy

Statement 6: Report Literature

Council Meeting decisions are available in the minutes on our website Council Meetings page.

Council's website contains information including but limited to services, process, engagement, reports and policies.

Please note the content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation. If searching for a specific topic, more thorough results may be obtained by conducting a full search of Council's website or by contacting the Freedom of Information Officer directly.