



Part II Statement

Publication of Certain Documents and Information

Freedom of Information Act 1982

November 2019

Contents

Access to documents and information about how we exercise our powers and perform our functions	1
Freedom of Information	1
FOI Principles	2
Information Available Under Freedom of Information	2
Exempt Documents.....	2
Freedom of Information Act 1982 Publication Requirements	3
Statement 1 - Organisation and Functions of Council	4
Organisational Structure.....	4
Moorabool Shire Council Offices	5
Service Centres	5
Maternal and Child Health Centres.....	5
Transfer Stations.....	5
Functions of Council	6
Local Government Functions, Services and Activities	6
Legislation	6
Local Laws	9
External Consultation.....	9
Decision Making Power	9
By Resolution	9
Through Others Acting on its Behalf	9
Committees Whose Meetings are Open to the Public or Minutes are Publicly Available	10
Locations and Hours of Operation of Libraries or Reading Rooms Available for Public Use ...	10
Statement 2: Categories of Documents	10
Statement 3: Freedom of Information Arrangements	12
Freedom of Information Overview.....	12
Do I Need to Use Freedom of Information to Access Documents?	12
How Do I Make a Request Under Freedom of Information?	12
Freedom of Information Applications	13
Information that is Not Available	13
Additional Charges	14
Officer Responsible for Freedom of Information Requests.....	14
Right of Appeal.....	14
Statement 4: Documents Produced for Publication and Public Inspection	15
Information Available for Inspection.....	15
Other Registers	16
Other Documents Maintained by Council	16
Annual Budget.....	16
Annual Report	16
Mailing lists and subscriptions	16
Social Media	17
Statement 5: Rules, Policies and Procedures	18
Council Policies.....	18
Council Strategies and Plans	19

Part II Publication of Certain Documents and Information

The purpose of Part II of the *Freedom of Information Act 1982* (the 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.

Council releases a large amount of information online and through print publishing as well as person - to - person service provision. The Freedom of Information Part II Statement shows that Moorabool Shire 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 Act.

Access to documents and information about how we exercise our powers and perform our functions

Section 7 of the Act requires all agencies, to publish a set of statements that describe their powers and functions, the documents and information they keep, and the ways people can view or get copies of them.

In the interests of transparency, Moorabool Shire Council has compiled a Part II Freedom of Information Statement where you will find information about:

- Statement 1 – Organisation and Functions of Council
- Statement 2 – Categories of Documents
- Statement 3 – FOI Arrangements
- Statement 4 – Publications and Documents for Public Inspection
- Statement 5 – Rules, Policies, and Procedures

Freedom of Information

The Act has been in effect from 1 January 1994, for Local Government. Freedom of Information (FOI) provides members of the public:

- A right to information held by the Ministers, state government departments, agencies, statutory authorities and local government authorities.
- A legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files.

FOI Principles

Freedom of Information embraces the principles that:

- Members of the public have a legally enforceable right of access to government information.
- Government departments and agencies are required to publish information concerning the documents they hold.
- People may ask for inaccurate, incomplete, out of date or misleading information on their personal records to be amended.
- People may appeal against a decision by a government body not to give access to the information, or not to amend a personal record.

Information Available Under Freedom of Information

People have a right to seek access to documents that were created or reviewed by Moorabool Shire Council after 1 January 1989. Documents may take the form of:

- Written documentation whether registered on file or not
- Maps
- Microfiche
- Computer printouts
- Audio recordings
- Video footage
- Books
- Film
- Photographs
- Emails
- Computer storage devices

Exempt Documents

In some instances, the right of access to some documents may be refused or limited under specific exemptions of the Act. These exemptions are applied where it is deemed necessary for the protection of the public's interest, privacy or commercial reasons. Exempt documents fall into the following categories:

- Internal working documents
- Law enforcement documents
- Documents containing material obtained in confidence
- Documents relating to trade secrets
- Documents relating to legal professional privilege
- Documents affecting personal privacy
- Documents subject to Section 89 (3) of the Local Government Act 1989
- Disclosure would be contrary to public interest

Freedom of Information Act 1982 Publication Requirements

The *Freedom of Information Act 1982* (Part II) requires Council to make available the following Statements to provide more detail about Moorabool Shire Council and the types of information available to members of the public.

The Statements Consist of:

- Organisation and functions of Council.
- Categories of documents maintained by Council.
- Documents prepared by Council for publication or public inspection.
- Subscriptions and mailing lists.
- Freedom of Information arrangement and responsible officers.
- List of committees whose meetings are open to the public or minutes publicly available.
- Locations and hours of operation of libraries or reading rooms available for public use.

Moorabool Shire Council Offices:

Principal Office

15 Stead Street,
Ballan, Victoria 3342

Web: www.moorabool.vic.gov.au

Phone: (03) 5366 7100

By post

Moorabool Shire Council

PO Box 18

Ballan, Victoria 3342

info@Moorabool.vic.gov.au

Service Centres:

Darley Civic and Community Hub

182 Halletts Way,
Darley, Victoria 3340

Lerderderg Library - Customer Service

215 Main Street,
Bacchus Marsh, Victoria 3340

Maternal and Child Health Centres:

Darley Maternal and Child Health Centre

182 Halletts Way, Darley
(Entry via Wittick Street)

Ballan Maternal and Child Health Centre

88 Simpson St Ballan

Gell Street Maternal and Child Health Centre

15 Lerderderg Street, Bacchus Marsh

Wallace Maternal and Child Health Centre

729 Bungaree- Wallace Road, Wallace
Victoria, 3352

Transfer Stations:

Bacchus Marsh

Address: Osborne Street, Bacchus Marsh

Hours: 10.00am – 4.00pm Friday to Monday

Closed: Tuesday, Wednesday and Thursday

Ballan

Address: Monteville Lane, Ballan

Hours: 1.00pm – 5.00pm Wednesday to

Monday Closed: Tuesday

Mount Egerton

Address: Ballan-Egerton Road, Mount Egerton

Hours: 12 noon – 5.00pm Saturday and Sunday

Closed: Monday to Friday

Functions of Council

Section 3E of the *Local Government Act 1989* prescribes the functions of a Council which include:

- Advocating and promoting proposals which are in the best interests of the local community.
- Planning and providing services and facilities for the local community.
- Providing and maintaining community infrastructure in the municipal district.
- Undertaking strategic and land use planning for the municipal district.
- Raising revenue to enable the Council to perform its functions.
- Making and enforcing local laws.
- Exercising, performing and discharging the duties, functions and powers of Council's under the Local Government Act 1989 and other Acts.
- Any other function relating to the peace, order and good government of the municipal district.

Local Government Functions, Services and Activities

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

- Aged and disability services
- Animal management
- Assets and civic facilities management
- Building services
- Children and family services
- Community development
- Economic development
- Environmental management
- Heritage
- Leisure and recreation services
- Library and learning services
- Maternal child health services
- Open space planning & maintenance
- Public health and safety
- Roads, footpaths and drainage
- Traffic safety
- Transport planning
- Strategic and statutory planning
- Waste management and recycling
- Youth services

Council derives its powers and operates pursuant to many Acts, Regulations and Council Local Laws. The following list indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

Legislation

- *Australian Citizenship Act (Cth) 2007*
- *Aboriginal Heritage Act 2006*
- *Associations Incorporations Reform Act 2012*
- Australian Consumer Law
- *Building Regulations 2018*
- *Building Act 1993*
- *Catchment and Land Protection Act 1994*
- *Cemeteries and Crematoria Act 2003*
- *Child Wellbeing and Safety Act 2005*
- *Children, Youth and Families Act 2005*

- *Children’s Services Act 1996*
- *Children’s Services Regulations 2009*
- *Climate Change Act 2010*
- *Conservation, Forests and Land Act 1987*
- *Constitution Act 1975*
- *Country Fire Authority Act 1958*
- *Country Fire Authority Regulations 2004*
- *Crown Land (Reserves) Act 1978*
- *Cultural and Recreational Lands Act 1963*
- *Dangerous Goods Act 1985*
- *Drugs, Poisons and Controlled Substances Regulations 2011*
- *Domestic Animals Act 1994*
- *Disability Act 2006*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Education and Training Reform Act 2006*
- *Electrical Safety Act 1998*
- *Emergency Management Act 2013*
- *Environment Protection Act 1970*
- *Equal Opportunity Act 2010*
- *Estate Agents Act 1980*
- *Evidence Act 2008*
- *Fences Act 1968*
- *Family Violence Protection Act 2008*
- *Family Violence Protection (Information Sharing and Risk Management) Regulations 2018*
- *Filming Approval Act 2014*
- *Fines Reform Act 2014*
- *Fire Services Property Levy Act 2012*
- *Financial Institutions Duty Act 1982*
- *Flora and Fauna Guarantee Act 1988*
- *Food Act 1984*
- *Food Standards Code 2016*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Graffiti Prevention Act 2007*
- *Geothermal Energy Resources Regulations 2006*
- *Health (Immunisation) Regulations 1999*
- *Health (Prescribed Accommodation) Regulations 2001*
- *Health Act 1958*
- *Health Records Act 2001*
- *Health Services Act 1988*
- *Heritage Act 1995*
- *Heavy Vehicle National Law 2012*
- *Housing Act 1983*
- *Impounding of Livestock Act 1994*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Act 2006*
- *Infringements (General) Regulations 2006*
- *Land Acquisition and Compensation Act 1986*
- *Land Acquisition and Compensation Regulations 2010*
- *Land Act 1958*
- *Landlord and Tenant Act 1958*
- *Liquor Control Reform Act 1998*
- *Local Government (Electoral) Regulations 2016*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Local Government (General) Regulations 2015*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government Act 1989*
- *Magistrates’ Court Act 1989*

- *Major Transport Projects Facilitation Act 2009*
- *Metropolitan Fire Brigades Act 1958*
- *Mineral Resources (Sustainable Development) Act 1990*
- *National Parks Act 1975*
- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2017
- *Pipelines Act 2005*
- Planning and Environment (Fees) Regulations 2016
- *Planning and Environment Act 1987*
- *Planning and Environment (Planning Schemes) Act 1996*
- Planning and Environment Regulations 2015
- *Prevention of Cruelty to Animals Act 1986*
- *Property Law Act 1958*
- *Privacy and Data Protection Act 2014*
- *Protected Disclosure Act 2012*
- *Public Health and Wellbeing Act 2008*
- Public Health and Wellbeing Regulations 2009
- *Public Records Act 1973*
- *Rail Safety (Local Operations) Act 2006*
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- *Residential Tenancies Act 1997*
- Road Management (General) Regulations 2016
- *Road Management Act 2004*
- Road Safety (Road Rules) 2009
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety (Vehicles) Regulations 2009
- Road Safety (Traffic Management) Regulations 2009
- *Road Safety Act 1986*
- *Sale of Land Act 1962*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Sex Work Act 1994*
- *Sherriff Act 2009*
- *Shop Trading Reform Act 1996*
- *Sport and Recreation Act 1972*
- Subdivision (Fees) Regulations 2016
- Subdivision (Procedures) Regulations 2011
- *Subdivisions Act 1988*
- *Subordinate Legislation Act 1994*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Transport (Safety Schemes Compliance and Enforcement) Act 2014*
- *Valuation of Land Act 1960*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Victorian Grants Commission Act 1976*
- *Victorian State Emergency Act 2005*
- *Victorian Urban Development Authority Amendment (Urban Renewal Authority Victoria) Act 2011*
- *Water Act 1989*
- *Working with Children Act 2005*

Local Laws

- Community Local Law No. 1
- Meeting Procedure Local Law No. 9

External Consultation

Community consultation is a process that Moorabool Shire Council undertakes to involve the community in its decision-making processes through a variety of channels such as Council's engagement portal, publications, community workshops, focus groups etc

Examples of community consultation could include seeking community input and feedback on Council planning and strategy, service delivery or involving the community in the development or review of specific programs or projects.

Decision Making Power

Council is a statutory authority and can do only those things which it is authorised under the *Local Government Act 1989*. Council can make decisions either by resolution or through others acting on its behalf under delegation.

By Resolution

Council exercise's its decision-making powers at Ordinary meetings of Council and Special Meetings of Council which are called from time to time to deal with any urgent matters that may arise.

All Council meeting times and dates for the calendar year are published on Council's website. Council meetings are held at the shire offices in Ballan (unless otherwise advertised). The Agendas and Minutes for Council meetings are available on Council's website.

Council's Meeting Procedure Local Law No 9, outlines the requirements for voting and making resolutions of Council.

Through Others Acting on its Behalf

The *Local Government Act 1989* provides for the appointment of delegates to act on behalf of Council. Most Council decision-making power is delegated by formal Instruments of Delegation to the Chief Executive Officer and special committees.

The delegation to the Chief Executive Officer empowers the CEO to exercise a vast range of Council powers, including the power to sub-delegate powers to Council Officer's. The decision of a delegate of Council is deemed to be a decision of the Council.

Committees Whose Meetings are Open to the Public or Minutes are Publicly Available

Section 86 Special Committees

- Bacchus Marsh Public Hall Committee of Management
- Bacchus Marsh Racecourse and Recreation Reserve Committee of Management
- Blacksmith's Cottage and Forge Advisory Committee of Management
- Bungaree Public Hall Committee of Management
- Development Assessment Committee
- Dunnstown Recreation Reserve Committee of Management
- Elaine Recreation Reserve Committee of Management
- Gordon Public Hall Committee of Management
- Greendale Recreation Reserves Committee of Management
- Growth Management Committee
- Lal Lal Soldiers' Memorial Hall Committee of Management
- Maddingley Park Committee of Management
- Millbrook Community Centre
- Moorabool Growth Management Committee
- Navigators Community Centre
- Wallace Recreation Reserve
- Wallace Public Hall

Advisory Committees

- Audit and Risk Advisory Committee
- Bacchus Marsh District Trails Advisory Committee
- Bacchus Marsh Leisure Centre Joint Use Management Agreement Advisory Committee
- Economic Development Taskforce Advisory Committee
- Heritage Advisory Committee
- Lal Lal Falls Reserve Advisory Committee of Management
- Moorabool Environment and Sustainability Advisory Committee
- Moorabool Health and Wellbeing Advisory Committee
- Positive Ageing Advisory Committee

Locations and Hours of Operation of Libraries or Reading Rooms Available for Public Use

Ballan Library

Mechanics Institute
142 Inglis Street, Ballan
Hours: 1.00pm – 5.00pm Monday
9.30am – 1.00pm Wednesday and Saturday
9.30am – 5.00pm - Friday
Closed: Tuesday and Thursday

Lerderderg Library

215 Main Street, Bacchus Marsh
Hours: 8.30am – 8.00pm Monday and Thursday
8.30am – 5.00pm Tuesday, Wednesday and Friday
9.00am – 2.00pm Saturday

Rural Mobile Library Service

Stops at Dunnstown, Gordon, Blackwood and Bungaree.

Statement 2: Categories of Documents

Council maintains a variety of documents ranging from correspondence from residents through to Council adopted strategies and plans.

The categories of documents held by Council include:

- Agendas and minutes of meetings
- Animal registration applications and registrations issued
- Annual reports
- Building, planning and subdivision documents, decisions and plans
- Building and planning enforcement documents
- Conflict of Interest disclosures
- Correspondence
- Council resolutions
- Council publications including newsletters
- Documents submitted by third parties
- External consultants' reports
- Family, Youth and Childrens Services user records
- Financial reports
- Freedom of Information requests and files and documents relevant to the consideration of those requests
- Immunisation records
- Internal documents relating to the operation of Council, employee records, financial, resource and audit records, operational policies procedures and guidelines
- Law enforcement document relating to local laws and other legislation
- Legal documents including agreements, licences, leases, contracts, memorandums of understanding, legal advice, court documents, instruments of delegation, instruments of appointment and authorisation and local laws
- Local laws permit applications and decisions issued
- Mailing lists
- Maternal and child health records
- Media releases and advertising materials
- Officer recommendations and reports
- Public and stakeholder consultation process and outcomes
- Risk management assessments and reports
- Service agreements
- Strategies and plans including development and implementation
- Surveys, statistics and data
- Tender requests and evaluation
- Training materials

Statement 3: Freedom of Information Arrangements

Freedom of Information Overview

The Act gives the public a legal, right of access to documents held by Ministers, State Government departments, Local Councils, most semi – government agencies and statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools.

The Act not only gives people the right to request documents relating to their personal affairs, people can also request information about any of the activities of a government agency.

The Act also gives an individual the right to request that incorrect or misleading information held by an agency about the individual be amended or removed.

You have a right to apply for access to documents, held by Moorabool Shire Council, which are covered by the Act.

This includes documents created by the Moorabool Shire, and documents supplied to the Moorabool Shire by an external organisation or individual.

You can apply for access to documents about your personal affairs, regardless of the age of the documents, and other documents held by Moorabool Shire Council, not older than 1 January 1989.

Do I Need to Use Freedom of Information to Access Documents?

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

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

Please note that if you require documents for a court hearing or litigation, speak to your legal adviser about other methods available to gain access in those circumstances.

How Do I Make a Request Under Freedom of Information?

You can make a request, or you can authorise another person 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 that person your written authorisation.

Applications under FOI must be in writing, stating very clearly the specific information that you are requesting and including the application fee (which is not refundable) as stipulated on the Request for Access Form, which is available for download on Council's website under Governance.

Freedom of Information Applications

Valid applications, including the application fee, should be sent to:

Freedom of Information Officer
Moorabool Shire Council
PO Box 18
Ballan Victoria 3342
Email: info@Moorabool.vic.gov.au

Or valid applications with the accompanying fee can alternatively be made at Council's Customer Service Centre:

Moorabool Shire Council
15 Stead Street,
Ballan, Victoria 3342

Unless all requirements are met, there is no valid request for access. The 30 days within which a decision must be made on a request does not commence until a valid request is received.

If payment is deemed to cause financial hardship it may be waived or reduced. If applicants are seeking a fee waiver or reduction the request must be in writing with written evidence supporting their claim, as well as documentary evidence such as a photocopy of a social security concession card.

The Freedom of Information Officer will send applicants an acknowledgement letter and process the request within 30 days as stipulated in the Act. Where the Freedom of Information Officer decides to refuse, partially grant, or defer access, the applicant will be notified in writing of the reason for refusal, partial access or deferral.

Information that is Not Available

Not all information is automatically available in response to a request for access to it.

The Act sets out several situations in which a Council may refuse a person access to the documents they have requested. The main situations are requests for documents which affect the personal affairs of another person, which are commercially confidential, which would undermine law enforcement, or which contain information supplied in confidence.

'Personal Affairs' also includes the name and/or address of somebody who is not the applicant. For example, where an applicant may wish to know the name and address of a complaint, this would be exempt material under Section 33 of the Act.

These documents or information are referred to as 'exempt' documents. In some cases, you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted.

Your application may also be refused if it is considered 'voluminous in nature', in that "it would interfere unreasonably with the operations or performance of the Council".

Additional Charges

In some instances, further charges may apply in addition to the application fee. Where this is the case, the applicant will be advised of the estimated additional costs if it's substantial, prior to processing the FOI application. All fees associated with an FOI application are noted on the FOI Information Request Form which published on Council's website under Freedom of Information.

Officer Responsible for Freedom of Information Requests

Freedom of Information Officer

Moorabool Shire Council

PO Box 18

Ballan Victoria 3342

Email: info@Moorabool.vic.gov.au

Or

Freedom of Information Officer

15 Stead Street,

Ballan, Victoria 3342

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), they may lodge an appeal of the decision with the Victorian Information Commissioner at:

Office of the Victorian Information Commissioner

PO Box 24274

Melbourne Vic 3001

Email: enquiries@foicommissioner.vic.gov.au

Web: www.foicommissioner.vic.gov.au

Statement 4: Documents Produced for Publication and Public Inspection

Information Available for Inspection

The following information is required to be made available for public inspection pursuant to Regulation 12 of the *Local Government (General) Regulations 2015*:

- 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;
- The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the 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 Act and are confidential information within the meaning of section 77(2) of the Act;
- The minutes of meetings of special committees established under section 86 of the 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 Act and are confidential information within the meaning of section 77(2) of the Act;
- A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;
- 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;
- A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- 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.

In accordance with the *Local Government Act 1989*, the following information is also required to be made available for public inspection:

- Certified voters roll under Sections 23A and 24B of the Act for the immediate past roll and the next roll being prepared
- Election campaign donations returns lodged by Candidates at the previous election
- The reports from the last Electoral Representation Review – Section 219F
- Councillors Expenses Entitlement Policy
- Councillor Code of Conduct
- Records of assemblies of Councillors
- Freedom of Information Act 1982 Part II Statement
- Current Council Plan
- Local Laws which are in force in the municipal district
- Strategic Resource Plan
- Current Council Budget
- Current Annual Report
- Details of differential rates, declared by Council
- Disclosures of Conflicts of Interest – Section 79

- Register of Interest Returns – Section 81
- Staff Gifts and Hospitality
- Best Value Documents – Section 208E and 208F
- Procurement Policy and Guidelines.

To arrange an inspection of any of the above documents, please contact Council’s Governance Officer on (03) 5366 7100.

Other Registers

In accordance with the *Building Act 1993*, Building Regulations 2018 and the *Planning and Environment Act 1987*, certain documents are available for inspection. Please contact Council’s Statutory Planning & Building Department for further information on (03) 5366 7100 or in person at:

15 Stead Street, Ballan, Victoria 3342; or by email: info@Moorabool.vic.gov.au

To arrange an inspection of any of the above documents, please contact Council’s Governance Officer on (03) 5366 7100

Other Documents Maintained by Council

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, which are available on Council’s website.

Annual Budget

Council adopts the annual budget after community consultation and consideration of submissions made by the public.

Annual Report

The purpose of the Annual Report is to review the Council’s strategic, operational and financial performance for each financial year and to provide feedback to ensure we remain accountable to our community. The report also maps out how we have performed against our strategic objectives.

Mailing lists and subscriptions

- Moorabool Matters Newsletter
- Busi Grants Newsletter
- Food Matters Newsletter
- Library Service Newsletter

Social Media

Facebook Pages:

- Moorabool Shire Council
- Business Growth & Innovation – Moorabool Shire
- Moorabool Community and Recreation
- Moorabool Families & Children
- Moorabool Leisure Services
- Moorabool Libraries
- Moorabool Pet Adoption
- Moorabool Youth Services
- Positive Aging Moorabool

Council also has a corporate Twitter account (@mooraboolshire), a corporate channel on Youtube and two Instagram accounts: Moorabool Shire Youth Services and Moorabool Families and Children.

Statement 5: Rules, Policies and Procedures

This statement applies to documents that are provided by Council for the use or guidance of Council or its Officers.

Council must, as far as possible, make its 'hidden law' explicit to the public with procedure manuals, interpretations of the law, policy statements and enforcement methods.

Copies of all documents are made available for inspection by members of the public. Many of these documents are available to view on Council's website.

This list is not an exhaustive list of documents used by Council or its Officers it is an example of the types of documents which are frequently referred to assist to make decisions.

The list below shows the strategies, policies and plans:

Council Policies

- Appointment and Delegations Policy
- Asset Capitalisation Policy
- Asset Management Policy
- Asset Valuation and Revaluation Policy
- Borrowing Policy
- Caretaker (Election) Period Policy
- Child Safety Policy 2018
- Community Engagement Policy
- Community Facilities Funding Policy August 2016
- Community Grants Policy
- Community Infrastructure Planning Policy
- Consideration of Items which Affect Beyond the Current Year
- Councillors & Members of Council Committees Expenses Entitlement Policy
- Cultural and Recreational Land Policy
- Disposal of Surplus Property Laneways in Residential & Non Residential Areas
- Film Policy
- Financial Delegations May 2019
- Graffiti Management Policy
- Guidelines for Filming and Stills Photography
- Library Policy 2017
- Maintenance of Unmade 'Paper' Roads Policy
- Moorabool Library Services Fees and Charges
- Moorabool Shire Council Enterprise Agreement No. 8 2017
- Passenger Bus Service Bus Stops & Shelters Policy
- Policy Framework
- Privacy Policy
- Procurement Policy
- Property Rate Debt Management Policy
- Public Access Technology - Conditions of Use Policy 2017
- Public Toilet Policy
- Recreation Reserve Capital Works Contribution Policy August 2016
- Recreation Reserve Lease License Occupancy Policy August 2016
- Recreation Reserve Management Framework August 2016
- Recreation Reserve User Fees and Charges Policy August 2016
- Reportable Conduct Scheme Policy and Procedure Child Safety 2018
- Rural Growth Policy
- Rural Housing Policy
- Sealing of Unsealed Roads Policy

- Service Review and Planning Policy
- Special Rates and Charges Policy
- Sponsorship and Naming Rights Policy
- Statement of Commitment to Indigenous People
- Street and Public Place Lighting Policy
- Terms and Conditions relating to the Supply of Untreated Water from Council Standpipes
- Unattended Children in the Library Policy 2017
- Urban Growth Policy
- Urban Tree Management Policy
- Urban Tree Management Policy Approved Street Tree Species Guide
- Volunteer Policy
- Waste Management & Waste Recovery Policy

Council Strategies and Plans

- Active Ageing and Community Access Service Review
- Asset Management Plan - Part A (General Information)
- Asset Management Plan - Part B (Transport)
- Asset Management Plan - Part C (Buildings & Structures)
- Asset Management Plan - Part D (Water & Drainage)
- Asset Management Plan - Part E (Recreation & Open Space)
- Asset Management Strategy
- Bacchus Marsh Activity Centre Structure Plan 2011
- Bacchus Marsh Avenue of Honour Strategic Management Plan
- Bacchus Marsh Gateways Strategy
- Bacchus Marsh Housing Strategy 2018
- Bacchus Marsh Integrated Transport Strategy 2015 Part 1
- Bacchus Marsh Integrated Transport Strategy 2015 Part 2
- Bacchus Marsh Local Area Traffic Management Plan (Stage 2)
- Bacchus Marsh Tracks and Trails Master Plan 2004-2005
- Bacchus Marsh Urban Growth Framework 2018
- Ballan Strategic Directions 2018
- Council Plan 2017-2021
- Customer Service Strategy 2013
- Domestic Animal Management Plan
- Domestic Wastewater Management Plan
- Electric Line Clearance Management Plan 2016
- Gordon Final Detailed Design
- Gordon Infrastructure Study
- Gordon Landscape Plan
- Gordon Structure Plan
- Growing Moorabool Economic Development Strategy & Action Plan
- Information Management - Employee Statement of Responsibility
- Inglis Street, Ballan Draft Master Plan - Cowie Street to Stead Street
- Moorabool Best Start Action Plan
- Moorabool Children's Plan
- Moorabool Economic Development Strategy 2015
- Moorabool Greenhouse Reduction Action Plan
- Moorabool Industrial Areas Strategy 2015
- Moorabool Planning Scheme
- Moorabool Shire Retail Strategy 2016
- Moorabool Shire Road Management Plan 2017-21
- Moorabool Social Infrastructure Plan 2007

- Municipal Early Years Plan 2015-2021
- Municipal Fire Management Plan
- Municipal Rate Strategy
- Open Space Maintenance Management Plan
- Recreation & Open Space Strategy
- Recreation and Leisure Strategy 2015-2021, Vol 1 Facilities Strategy Plan
- Recreation and Leisure Strategy 2015-2021, Vol 2 Moorabool Play Strategy
- Recreation and Leisure Strategy 2015-2021, Vol 3 Background Report
- Roadside Management Plan 2001
- Small Towns and Settlements Strategy 2016, Part A.
- Small Towns and Settlements Strategy 2016, Part B
- Street Tree Strategy
- Youth Strategy 2018-2021