

Part II Statement

Last updated: 22 July 2019

Documents & Information Available to the Public

Organisational Structure

The City of Casey has 11 Councillors elected by residents to govern the city. Councillors work together to set Council's strategic direction and to make important decisions regarding the whole municipality. In making these decisions, Councillors consider the views of, and consult with, the community. They also work closely with the Chief Executive Officer (CEO) and Council administration.

Council is the governing body that appoints a CEO. The CEO has responsibility for the day to day management of operations in accordance with the strategic directions of the Council Plan. Details of the CEO and senior officers reporting directly to the CEO are set out below.

Chief Executive Officer – Glenn Patterson

Customer and Business Transformation

- Director Customer and Business Transformation – Jen Bednar
- Manager Communications and Marketing - Juanita Haisman
- Manager Customer and Digital - Clare Watkins
- Manager Strategy and Business Intelligence – Will Babington
- Manager Technology – Clint Allsop
- Manager Improvement and Innovation – Marion Greig

Community Life

- Director Community Life - Steve Coldham
- Manager Child, Youth and Family - Virginia Lloyd
- Manager Safer Communities - Caroline Bell
- Manager Connected Communities – Kate Sieh
- Manager Active Communities – Callum Pattie
- Manager Bunjil Place - Colette McMahon

Corporate Services

- Director Corporate Services - Sheena Frost
- Chief Financial Officer (CFO) - Bernard Rohan
- Manager Governance - Holly De Kretser
- Manager Property and Procurement – Chris Heath
- Manager People and Culture – Vicki Blackman

City Planning and Infrastructure

- Acting Director City Planning and Infrastructure – Duncan Turner
- Manager City and Asset Planning – Keri New
- Acting Manager Statutory Planning and Building Services – Nick Moore
- Manager City Design and Construction - Trevor Griffin
- Manager City Presentation - David Richardson
- Manager Growth and Investment – Kathryn Seirlis
- Manager Sustainability and Waste - Michael Jansen

Council Functions

Council's activities are diverse and extensive. Significant infrastructure is maintained, a range of services are provided and various laws are enforced for the community.

As prescribed under section 3E of the *Local Government Act 1989*, the functions of Council, which may be performed both inside and outside the municipality, include:

- Advocating and promoting proposals which are in the best interests of the local community
- Planning for 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 Councils under this Act and other Acts
- Any other function relating to the peace, order and good government of the municipal district.

Council performs its functions through the enforcement and administration of a large number of Victorian Acts and Regulations and Council Local Laws.

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 2006
- Children Youth and Families Act 2005
- Conservation, Forests and Land Act 1987
- Country Fire Authority Act 1958
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Domestic Animal Act 1994
- Drugs, Poisons and Controlled Substances Regulations 2006
- Education and Training Reform Act 2006
- Electricity Safety Act 1998
- Emergency Management Act 1986
- Environment Protection Act 1970
- 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
- Infringements Act 2006
- Infringements (General) Regulations 2006
- 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 2007
- 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
- Residential Tenancies Act 1997
- Rail Safety Act 2006
- Road Management (General) Regulations 2005
- Road Management Act 2004
- Road Management (General) Regulations 2016
- Road Safety Act 1986
- Road Safety (General) Regulations 2009
- Road Safety Road Rules 2009
- Road Safety (Vehicles) Regulations 2009
- Road Safety (Traffic Management) Regulations 2009
- 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

Local Laws:

- City of Casey Local Law No 1 (2016) - Meeting Procedures and Use of the Common Seal Local Law
- City of Casey Community Local Law 2018
- Asset Protection Local Law 2016

Decision making powers

Council exercises powers that affect members of the public both at Council Meetings and by Council employees with delegated authority. Meetings are held in the Council Chambers at Bunjil Place, Narre Warren and are open to the public. A schedule of Council meetings can be located on Council's website.

Further details of specific decision-making powers held by Council and Council officers in relation can be found in Council's Instruments of Delegation, which are available for public inspection.

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au

Council's Local Laws are available on Council's website.

External consultation

Community consultation is any process that the City of Casey undertakes to involve the public in decision making by communicating with them by email, post, phone or in person to find out their views about a particular issue, service or other Council matter prior to making decisions.

Examples of community consultation include asking the community for feedback on Council policies, performance on service delivery or involving the community in the development or review of specific projects or developments. Council has a dedicated website called Casey Conversations - <https://www.caseyconversations.com.au/login> which is where the public can provide feedback on various projects.

Documents held by Council

Council maintains a range of documents from general correspondence to Council adopted policies and resolutions. Access to this information is either through the website, inspection or the Freedom of Information process.

The categories of documents in Council's 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
- Residential 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
- Frameworks, strategies and policies
- 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
- Standard Operating Procedures
- Annual and Financial reports
- 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
- Maternal and Child Health Records, including immunisation records

Council adopted frameworks, strategies and policies are available on the website.

Documents available for publication or inspection

Council maintains a range of documents and registers for public inspection that is determined by various legislations Council must adhere to. Inspection of the documents is between the hours of 9am-5pm by appointment. Please note that Council cannot guarantee inspection without an appointment.

In accordance with Part 12 of the ***Local Government (General) Regulations 2015***, the following documents are available for inspection or copies of the documents can be obtained for the purposes of section 222 of the *Local Government Act 1989*:

- Details of overseas and interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months.
- Agendas for, and minutes of, ordinary and special meetings of Council held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to the public.
- Minutes of meetings of special committees held in the previous 12 months except if the minutes relate to parts of meetings which have been closed to members of the public.
- Details of property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council as a lessor or lessee, including the name of the other party to the lease and the terms and value of the lease.

- A register of delegations kept under sections 87(1) and 98(4) of the *Local Government Act 1989*, including the date of the last review.
- A register of authorised officers appointed under section 224 of the *Local Government Act 1989*.
- A list of donations and grants made by the Council during the financial year, including the names of persons or bodies which have received a donation or grant and the amount of each donation or grant.

Council's Governance Department is primarily responsible for maintaining this information.

In accordance with the ***Local Government Act 1989***, the following documents are available for inspection:

- The exhibition voters' roll for a Council election for a period of 5 working days ending at 4pm on the entitlement date (s23A)
- The certified voters' roll for a Council election for the period beginning on the certification date and ending 30 days after election day (s24B)
- Copies of election campaign donation returns (s62A)
- A copy of Council's policy in relation to the reimbursement of expenses for Councillors and members of Council committees (s75B), available on Council's website
- A copy of the current Councillor Code of Conduct (s76C), available on Council's website
- If Council reappoints the Chief Executive Officer without first advertising the position, details of the proposed total remuneration under the new contract (s94)
- A copy of any Council proposed local laws and explanatory documents setting out prescribed details in relation to the local laws (s119)
- Copies of Local Laws operative within Casey (s120), available on Council's website
- A copy of the current Council Plan (s125), available on Council's website
- A copy of the current Strategic Resource Plan (s126), summarised in Council Plan and also incorporated in Budget
- A copy of the Budget or Revised Budget (s130), available on Council's website
- A copy of the Annual Report and the associated Auditors Report on the Financial Statements (s131), available on Council's website
- Details regarding differential rates declared by Council (s161)
- Where Council has given public notice of an intention to declare a special rate, a special charge, or a combination of both, copies of the proposed declaration will be available for at least 28 days after the publication of the notice (s163).
- A copy of the current Procurement Policy (s186A)
- Copies of any quality or cost standards that have been adopted by Council (s208F), available on Council's website
- Copies of the Preliminary and Final Reports from the last Electoral Representation Review (s219F), available on Council's website.

Council's Governance Department is primarily responsible for maintaining this information.

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

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

Council's Statutory Planning and Building Services Department is primarily responsible for maintaining this information.

In accordance with ***Building Regulations 2006***, the following information is available upon request:

- 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 dates of the mandatory notification stages for building works (r326[3]).

Council's Statutory Planning and Building Services Department is primarily responsible for maintaining this information.

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

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

Council's Safer Communities Department is primarily responsible for maintaining this information.

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

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

Council's Safer Communities Department is primarily responsible for maintaining this information.

In accordance with Section 49 of the ***Planning and Environment Act 1987***, the following documents are available for inspection:

- A copy of *Victorian Planning Provisions* and any amendments to *Victorian Planning Provisions* (s4H; I)
- A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18; 21)
- A copy of 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 application for amendment of permits and all decisions and determinations relating to permits and amendment of permits(s49)
- A copy of objections to permit applications and application for amendment of permit during the period which an application may be made for review of a decision on the application (s57)
- Copies of Council issued permits (s70)
- A copy of agreements 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]).

Council's Statutory Planning and Building Services Department is primarily responsible for maintaining information in relation to planning applications and amendments to the planning scheme.

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

- *Municipal Public Health and Wellbeing Plan 2017-2021*.

Council's Connected Communities Department is primarily responsible for maintaining this information.

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

- Council's *Public Road Register* is available for inspection at Council offices and on the website

Council's City Presentation Department is primarily responsible for maintaining this information.

In accordance with the **Protected Disclosures Act 2012**, the following documents are available for inspection:

- *Protected Disclosures Act 2012— Procedure for handling disclosures made under the Protected Disclosures Act 2012* which outlines Council's procedures on the making of disclosures, investigation of disclosed matters, and protection of persons from reprisals (s70)

Council's Legal Support Department is primarily responsible for maintaining this information.

Documents are available for inspection at Council's Narre Warren Office at Bunjil Place, Narre Warren Vic, 3805, and inspections can be arranged by contacting the department primarily responsible for maintaining the information.

Newsletters, websites and social media

Council also produces a number of regular publications to provide information to the community. Available from Council's website, the publications include:

- *Annual Report*
- *Citynews*
- *Casey Community News*
- *Environmental News*
- *Arts News*
- *inBusiness*

Council also provides information via online tools including:

- Facebook (CityOfCasey)
- Twitter (CityOfCasey)
- YouTube (TheCityOfCasey)
- Casey Conversations www.caseyconversations.com.au

Information about the range of services Council provides can be found on Council's website at www.casey.vic.gov.au

Procedure for accessing documents

Access to documents in the possession of the Council can be obtained by:

- direct access to published documents on the internet;
- inspection either in accordance with voluntary disclosure policies or in legislation;
- request to the relevant Council Division; and
- Freedom of Information (FOI) in accordance with the *Freedom of Information Act 1982*.

Requests to access documents not available through the relevant department or that are available publicly can be made under the *Freedom of Information Act 1982*. Further information about applying

under Freedom of Information is available on the website.

The Principal Officer is Glenn Patterson (CEO).

Council committees, working groups and consultation groups

- Access and Inclusion Advisory Committee
- Arts and Cultural Advisory Committee
- Audit & Risk Committee
- Bunjil Place Precinct Advisory Committee
- Casey Australia Day Awards Community Select Panel
- Casey-Cardinia Foundation
- Casey-Cardinia Library Corporation
- Casey-Cardinia Local History Reference Group
- Casey-Cardinia Visitor Economy Inc Committee
- Casey Fields Steering Committee
- Casey Football Reference Advisory Committee
- Casey Multifaith Network
- Casey People's Panel
- Casey Scorpions Board Meeting
- Casey Volunteer Awards Community Selection Panel
- CEO Annual Performance Review Sub Committee
- Conservation Advisory Committee
- Cranbourne Community Theatre Management Committee
- Doveton Show Committee
- Inter Council Aboriginal Consultative Committee
- John Pandazopoulos Hall Committee of Management
- Lynbrook Hotel Community Contributions Fund Assessment Panel
- Municipal Association of Victoria
- Metropolitan Local Governments Waste Forum
- Metropolitan Transport Forum
- Neighbourhood Watch
- Powerplant Strategy Committee
- Smart City Advisory Committee
- Westernport Biosphere Committee

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

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casey.vic.gov.au

 [facebook.com/CityOfCasey](https://www.facebook.com/CityOfCasey)

 [@CityOfCasey](https://twitter.com/CityOfCasey)

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Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre