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# Statement 1 – Organisation and Function of Council

## Profile

The City of Casey is one of the fastest growing regions in Australia. We have more than 405,000 residents and is forecast to grow to 549,190 by 2041.

We are home to:

- one of the largest numbers of Aboriginal and Torres Strait Islander residents in metropolitan Melbourne
- a high number of residents from refugee or asylum seeker backgrounds
- residents who speak over 140 different languages
- residents of more than 120 faiths

## Council Role & Principles to Perform its Role

Council's activities are diverse and extensive.

Significant infrastructure is maintained, a range of services are provided, and various laws are enforced to protect the amenity of the community.

As prescribed under section 8 and 9 of the *Local Government Act 2020* (the Act), the role of Council, and the principles to perform its role, include:

- Promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.
- Engage the Casey community in strategic planning and strategic decision making.
- Prioritise achieving the best outcomes for the community, including current and future generations.
- Council decisions are to be made and actions taken in accordance with the relevant law(s).
- Pursue innovation and continuous improvement.
- Collaborate with other Councils, other levels of Government and statutory bodies.
- Consider regional, state and national plans and policies in strategic planning and decision making.
- Ensure the transparency of Council decisions, actions and information.
- Consider the supporting principles of the Act, including the community engagement principles, public transparency principles, strategic planning principles, financial management principles and the service performance principles.
- Perform any duties or functions or exercise any powers conferred on a Council by or under this Act and any other Act.
- Perform any other functions that the Council determines are necessary to enable the Council to perform its role.
- Provide good governance in its municipal district for the benefit and wellbeing of the Casey community.

## What are the Roles and Powers of a Council?

Role of a Council (*Section 8, Local Government Act 2020*)

(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.





<ul style="list-style-type: none"> <li>• Cultural and Recreational Lands Act 1963</li> <li>• Dangerous Goods Act 1985</li> <li>• Defamation Act 2005</li> <li>• Development Victoria Act 2003</li> <li>• Disability Act 2006</li> <li>• Disability Service Safeguards Act 2018</li> <li>• Domestic Animal Act 1994</li> <li>• Drugs, Poisons and Controlled Substances Regulations 2006</li> <li>• Duties Act 2000</li> <li>• Education and Care Services National Law 2010</li> <li>• Electoral Act 2002</li> <li>• Education and Training Reform Act 2006</li> <li>• Electricity Safety Act 1998</li> <li>• Electricity Industry Act 2000</li> <li>• Electricity Industry (Residual Provisions) Act 1993</li> <li>• Electronic Transactions (Victoria) Act 2000</li> <li>• Emergency Management Act 1986</li> <li>• Environment Protection Act 1970 &amp; 2017</li> <li>• Estate Agents Act 1980</li> <li>• Equal Opportunity Act 2010</li> <li>• Essential Services Commission Act 2001</li> <li>• Family Violence Protection Act 2008</li> <li>• Fences Act 1968</li> <li>• Filming Approval Act 2014</li> <li>• Fines Reform Act 2014</li> <li>• Fire Services Property Levy Act 2012</li> <li>• Firearms Act 1996</li> <li>• Fire Rescue Victoria Act 1958</li> <li>• Flora and Fauna Guarantee Act 1988</li> <li>• Freedom of Information Act 1982</li> <li>• Food Act 1984</li> <li>• Gambling Regulation Act 2003</li> <li>• Geothermal Energy Resources Regulations 2016</li> <li>• Gas Industry Act 2001</li> <li>• Gender Equality Act 2020</li> <li>• Gene Technology Act 2001</li> <li>• Geographic Place Names Act 1998</li> <li>• Graffiti Prevention Act 2007</li> <li>• Health Complaints Act 2016</li> <li>• Health Records Act 2001</li> <li>• Heavy Vehicle National Law Application Act 2013</li> <li>• Heritage Act 2017</li> <li>• Housing Act 1983</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and Environment (Fees) Regulations 2016</li> <li>• Prevention of Cruelty to Animals Act 1986</li> <li>• Privacy and Data Protection Act 2014</li> <li>• Public Interest Disclosures Act 2012</li> <li>• Public Records Act 1973</li> <li>• Public Administration Act 2004</li> <li>• Public Health and Wellbeing Act 2008</li> <li>• Project Development and Construction Management Act 1994</li> <li>• Property Law Act 1958</li> <li>• Racial and Religious Tolerance Act 2001</li> <li>• Rail Safety (Local Operations) Act 2006</li> <li>• Residential Tenancies Act 1997</li> <li>• Retail Leases Act 2003</li> <li>• Road Management Act 2004</li> <li>• Road Management (General) Regulations 2016</li> <li>• Road Safety Act 1986</li> <li>• Road Safety (General) Regulations 2019</li> <li>• Road Safety Road Rules 2017</li> <li>• Road Safety (Vehicles) Interim Regulations 2020</li> <li>• Road Safety (Traffic Management) Regulations 2019</li> <li>• Rooming House Operators Act 2016</li> <li>• Sentencing Act 1991</li> <li>• Secondhand Dealers and Pawnbrokers Act 1989</li> <li>• Sex Work Act 1994</li> <li>• Small Business Commission Act 2017</li> <li>• Shop Trading Reform Act 1996</li> <li>• Sheriff Act 2009</li> <li>• Sport and Recreation Act 1972</li> <li>• Subdivision Act 1988</li> <li>• Subdivision (Procedures) Regulations 2011</li> <li>• Subdivision (Fees) Regulations 2016</li> <li>• Subordinate Legislation Act 1994</li> <li>• Summary Offences Act 1966</li> <li>• State Concessions Act 2004</li> <li>• State Electricity Commission Act 1958</li> <li>• State Sport Centers Act 1994</li> <li>• Surveillance Devices Act 1999</li> <li>• Surveying Act 2004</li> <li>• Sustainability Victoria Act 2005</li> <li>• Tobacco Act 1987</li> <li>• Transfer of Land Act 1958</li> </ul>
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<ul style="list-style-type: none"> <li>• Independent Broad Based Anti-corruption Commission Act 2011</li> <li>• Interpretation of Legislation Act 1984</li> <li>• Impounding of Livestock Act 1994</li> <li>• Infringements Act 2006</li> <li>• Infringements (General) Regulations 2006</li> <li>• Labour Hire Licensing Act 2018</li> <li>• Land Act 1958</li> <li>• Land Tax Act 2005</li> <li>• Libraries Act 1988</li> <li>• Limitation of Actions Act 1958</li> <li>• Land Acquisition and Compensation Act 1986</li> <li>• Land Acquisition Compensation Regulations 2010</li> <li>• Liquor Control Reform Act 1998</li> <li>• Local Government Act 1989</li> <li>• Local Government Act 2020</li> <li>• Local Government (Casey City Council) Act 2020</li> <li>• Local Government (Electoral) Regulations 2016</li> <li>• Local Government (General) Regulations 2015</li> <li>• Local Government (Planning and Reporting) Regulations 2020</li> <li>• Local Government (Long Service Leave) Regulations 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Transport Integration Act 2010</li> <li>• Valuation of Land Act 1960</li> <li>• Veterans Act 2005</li> <li>• Victorian Local Government Grants Commission Act 1976</li> <li>• Victoria State Emergency Service Act 2005</li> <li>• Victorian Civil and Administrative Tribunal Act 1998</li> <li>• Victorian Energy Efficiency Target Act 2007</li> <li>• Victorian Environmental Assessment Council Act 2001</li> <li>• Victorian Planning Authority Act 2017</li> <li>• Water Act 1989.</li> <li>• Water Industry Act 1994</li> <li>• Wildlife Act 1975</li> <li>• Worker Screening Act 2020</li> <li>• Workplace Injury Rehabilitation and Compensation Act 2013</li> <li>• Wrongs Act 1958</li> </ul>
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Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

**Local Laws**

Council has the following Local Laws in place:

- City of Casey Community Local Law 2025
- Governance Local Law 2022
- Building and Works Code of Practice

Council's Local Laws are available on the Council website [here](#).

**Decision Making Powers**

**Decisions of Council**

Decisions of Council are made at Council Meetings or by delegation. Examples of decisions that must be made at Council includes the adoption of the:

- Budget
- Council Plan
- Policies and strategies



- Decisions exceeding the financial delegations of the CEO

Council's Governance Rules (made under s.60 of the Act) is the structure which guides:

- The roles and powers of Council
- Governance
- Council Meeting roles and procedures
- Delegated Committee meeting conduct
- Asset Committee meeting conduct
- Joint Committee meeting conduct
- Disclosure of conflicts of interest procedure
- Election period policy
- Other matters

Council Meetings are held in the Council Chambers at Bunjil Place, Narre Warren, are open to the public to attend and are live streamed on Council's social media channels. Council meetings may be held entirely online without public attendance and live streamed on Council's social media channels during circumstances that impact the use of Bunjil Place. A schedule of Council meetings can be located on Council's website.

Registration to attend a Council meeting is required, and registrations are limited to 80 people. More information for registration can be located on Council's [website](#).

Council exercises powers that affect members of the public both at Council Meetings and by Council employees with delegated authority.

Decision making power that has been delegated, is allocated formally by Council and recorded in a delegation instrument. These instruments are:

- Instrument of Delegation - Council to Chief Executive Officer (s5)
- Instrument of Delegation – Members of staff (s6)
- Instrument of Sub-Delegation – Chief Executive Officer to Council Staff under the Environment Protection Act 2017 (s18)
- Instrument of Sub-Delegation – Chief Executive Officer to staff (s7)
- Instrument of Delegation – Chief Executive Officer powers duties and functions (s13)
- Instrument of Delegation - Chief Executive Officer to Staff – VicSmart Applications under the Planning and Environment Act 1987 (s14)
- Instrument of Delegation - Municipal Building Surveyor (s12)
- Financial Delegations Instrument
- Casey Specific Provisions Instrument

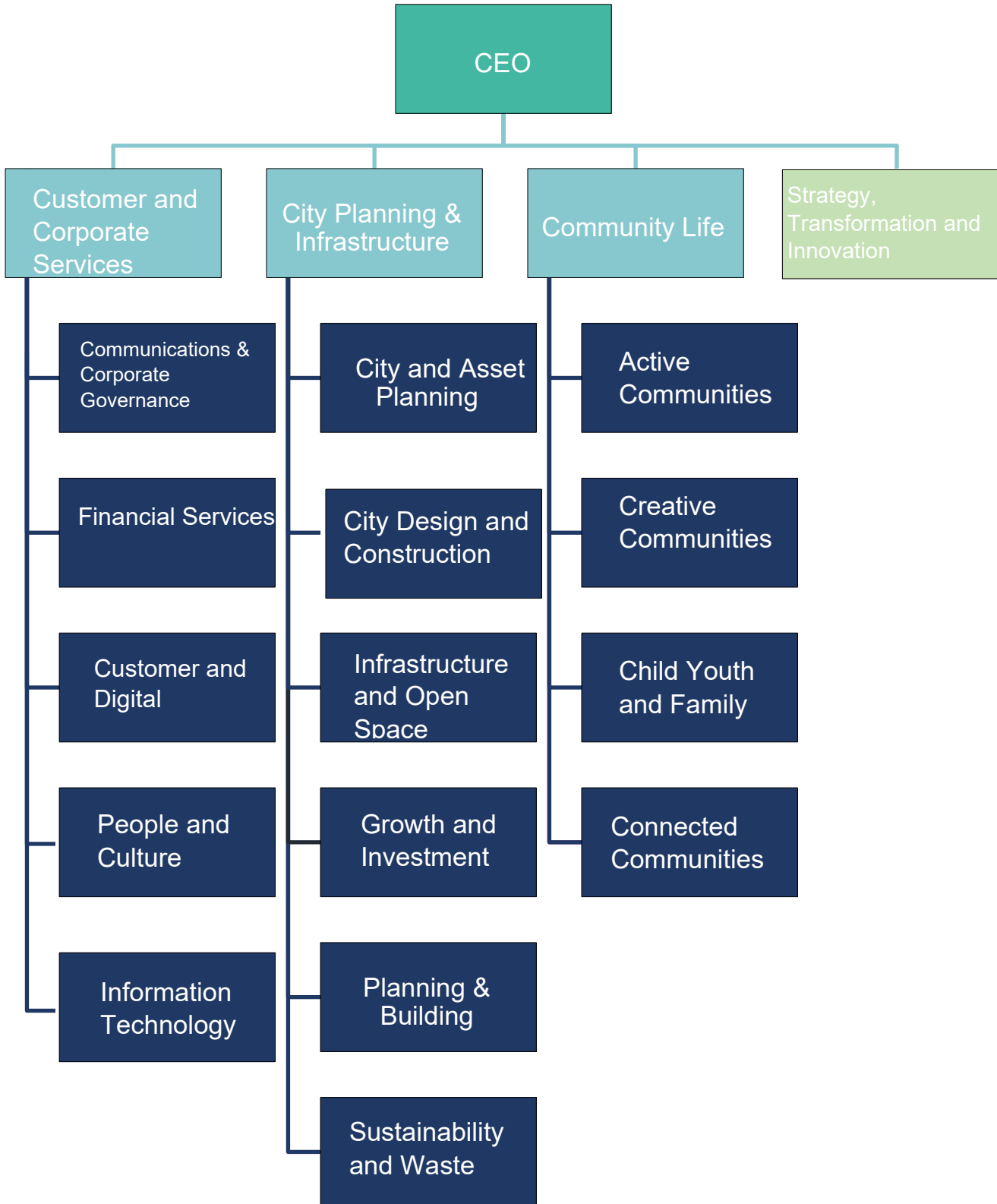
## External consultation

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, in person or online to find out their views about a particular issue, service or other Council matter prior to making decisions.



The City of Casey Executive Leadership Team (ELT) provides the organisation with strategic and operational leadership. They take an organisational-wide approach to setting direction and problem solving. You can find more information on ELT's roles and responsibilities via the Casey [website](#).

The Current organisation structure is as follows:





## Contacting Council

Council can be contacted as per the below:

Email	caseycc@casey.vic.gov.au
Council's Website	www.casey.vic.gov.au  Council's live chat function is available on the Council Website
Telephone	General enquiries: (03) 9705 5200, Monday - Friday, 8 am - 6 pm Emergencies (after hours): (03) 9705 5200 will connect you to a paging service. Translation service (TIS): 131 450
In person	<b>Bunjil Place</b> Address: 2 Patrick Northeast Dr, Narre Warren VIC 3805  <b>Cranbourne Customer Service Centre</b> Address: Cranbourne Park Shopping Centre, 89 South Gippsland Hwy, Cranbourne VIC 3977
Post	PO Box 1000 Narre Warren, Victoria 3805

## Statement 3 – Categories of Documents

Council collects, creates and maintains a broad range of electronic and hard copy documents, from general correspondence through to Council adopted policies and resolutions. Access to this information is either through Council's website, inspection at the Council offices or the Freedom of Information process. The categories of documents in Council's possession are:

- Annual and financial reports
- Agendas and minutes/notes of meetings
- Officer recommendations
- Council resolutions
- Correspondence (General and Councillor)
- Public and stakeholder consultation process and outcomes
- Building and planning enforcement documents, permits and associated documents, including plans.
- Local Laws enforcement documents, permit applications and permits issued.
- Residential parking permit applications and permits issued.
- Cat and 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 operational procedures.
- Tender evaluations
- Frameworks, strategies, policies
- Legal documents, including Local Laws, contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advice, 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
- 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
- Medical records including Maternal and Child Health records, Immunisation records, aged care assessments.

## Statement 4 - Documents available for publication and public inspection

Council maintains a range of documents and registers to be made publicly available and/or for public inspection that is determined by various legislations.

## Information available under the *Local Government Act 2020*

In accordance with s57 of the *Local Government Act 2020* the following documents are available for inspection or copies of the documents can be obtained:

Type of document	What Council must have available for inspection or in copy	Where to access information
Annual Report	A copy of the Annual Report including the report operations of the Council, audited performance and financial statements and reports (s98)	Council's website
Asset Plan	A copy of the Asset Plan (s92)	Council's website
Budget (s94), Revised Budget (s95) and Quarterly Budget Report (s97)	A copy of the Budget (s94), Revised Budget (s95) and Quarterly Budget Report (s97)	Council's website
Community Engagement Policy	A copy of the Community Engagement Policy (s55)	Council's website
Community Vision	A copy of the Community Vision (s88)	Council's website
Council Plan	A copy of the Council Plan (s90)	Council's website
Councillor Code of Conduct	A copy of the current Councillor Code of Conduct (s139)	Council's website
Delegations	A public register of delegations kept under sections 11(8) and 47(7) of the Local Government Act 2020, including the date of the last review.	Council's website
Election campaign donation returns	Copies of election campaign donation returns (s307, s308)	Council's website
Expenses Policy	A copy of the Expenses Policy in relation to the reimbursement of expenses for Councillors and members of Council committees (s40)	Council's website
Financial Plan	A copy of the Financial Plan (s91)	Council's website
Governance Rules	A copy of the Governance Rules (s60)	Council's website

## PUBLIC

Part II Statement – Documents & Information Available to the Public

Land leases	Details of land leases(s115)	Council's website
Minutes of meetings of delegated committees	Minutes of meetings of delegated 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 (s54, s63).	Council's website
Operating Local Laws	Copies of Local Laws operative within Casey (s74, s75, s76)	Council's website
Ordinary and special Council meeting agendas and minutes	Includes all resolutions of Council (s59), held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to the public, in which Council is required to record in the minutes the grounds or grounds for determining to close the meeting to the public by reference to confidential information as defined in s3(1) of the Act 2020, and an explanation of why the specified ground or grounds applied (s66).	Council's website
Procurement Policy	A copy of the Procurement Policy (s108)	Council's website
Proposed local laws	A copy of any Council proposed local laws and explanatory documents setting out prescribed details in relation to the local laws (s73)	When a Local Laws is proposed, it will be made available on the Council Website and Casey Conversations for public comment.
Public Transparency Policy	A copy of the Public Transparency Policy (s57)	Council's website
Revenue and Rating Plan (s93)	A copy of the Revenue and Rating Plan (s93)	Council's website
Summary of personal interests	The summary of personal interests (s135)	Council's website

Council's Corporate Governance Department is primarily responsible for maintaining this information. Council's Public Transparency Policy formalises its commitment to make freely available public access to Council information.

## Information available under other legislation

The following information is available under the relevant legislation:

Act	Documents Available	Responsible Departments	Information Access
<i>Building Act 1993</i>	<ul style="list-style-type: none"> <li>A register of building permits (s31)</li> <li>A register of occupancy permits, temporary approvals, and amendments (s74)</li> <li>A register of emergency orders, building notices, and building orders (s126)</li> <li>A copy of the designated bushfire prone areas map, as provided by the Minister (192A).</li> </ul>	Statutory Planning and Building Services	There may be a fee for the provision of this information.
Building Regulations 2018	<ul style="list-style-type: none"> <li>Certificates of final inspection, building and occupancy permits issued in the preceding 10 years, details of any current determination made under r64(1), or exemption granted under r231(2), current building notices, and current building orders issued by the relevant building surveyor under the Building Act 1993 (r51[1])</li> <li>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 (r51[2])</li> <li>Approval dates of the inspections carried out of the mandatory notification stages for building works (r51[3]).</li> </ul>	Statutory Planning and Building Services	There may be a fee for the provision of this information.
<i>Domestic Animals Act 1994</i>	<ul style="list-style-type: none"> <li>A register of all registered dogs and cats (s18).</li> <li>Domestic Animal Management Plan.</li> </ul>	Safer Communities	Available for Inspection.
<i>Food Act 1984</i>	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).	Safer Communities	Available for Inspection.

PUBLIC

<p>Section 49 of the <i>Planning and Environment Act 1987</i></p>	<ul style="list-style-type: none"> <li>• A copy of Victorian Planning Provisions and any amendments to Victorian Planning Provisions (s4H; I)</li> <li>• A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18; 21)</li> </ul>	<p>Statutory Planning and Building Services</p>	<p>Available for Inspection.</p>
	<ul style="list-style-type: none"> <li>• A copy of panel hearing reports on submissions to amend a planning scheme (s26)</li> <li>• A copy of an amended planning scheme (s42)</li> <li>• 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)</li> <li>• 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)</li> <li>• Copies of Council issued permits (s70)</li> <li>• 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]).</li> </ul>		
<p><i>Public Health and Wellbeing Act 2008</i></p>	<p>Health and Wellbeing Strategy 2021 - 2025.</p>	<p>Connected Communities</p>	<p>Available for Inspection.</p>
<p><i>Road Management Act 2004</i></p>	<p>Council's Public Road Register is available for inspection at Council offices and on the website.</p>	<p>City &amp; Asset Planning</p>	<p>On Council's website and available for inspection.</p>
<p><i>Public Interest Disclosures Act 2012</i></p>	<p>Procedure for handling disclosures made under the <i>Public Interest Disclosures Act 2012</i> which outlines Council's procedures on the making of disclosures, investigation of disclosed matters, and protection of persons from reprisals (s70)</p>	<p>Corporate Governance</p>	<p>Council website and Inspection.</p>

## Statement 5 - Procedure for accessing documents

### Access to documents

Documents in the possession of Council can be requested:

- on the Council's website ([www.casey.vic.gov.au](http://www.casey.vic.gov.au))
- by inspection at Bunjil Place, Narre Warren, Victoria 3805
- directly to the relevant Council Division/Department
- through the *Freedom of Information Act 1982* (FOI Act).

Many documents are publicly available on Council's website and can be found through the search function. Council also has a dedicated page for documents that are updated regularly on the website which is [available here](#).

Documents not available on Council's website may be available for inspection at Council's Customer Service office at Bunjil Place. The inspection of the documents is by appointment between the hours of 9am-5pm. Council cannot guarantee inspection without an appointment. Inspections can be arranged by contacting Customer Service on 9705 5200.

In some circumstances the documents may be able to be provided electronically (email) and the relevant Council department responsible for maintaining the information will assist you if this is the case.

Where documents are not available on the Council website, for inspection or through the relevant department, a Freedom of Information request may be required.

### Freedom of Information Arrangements

- The FOI Act gives you the right to access documents that are held by a Council and not older than 1 January 1989, including:
- documents about your personal affairs (regardless of the age of the documents) and the activities of government organisations
- documents created by the organisation
- documents supplied to the organisation by an external organisation or individual

You may also request Council amend or remove any incorrect or misleading information about you. This includes documents:

- created by the organisation
- supplied to the organisation by an external organisation or individual

Please note, if the documents relate to your personal affairs information, then you are entitled to also seek access to documents dated prior to 1 January 1989

There is a fixed application fee (set by the State Government) and access charges for FOI requests.

There are common exemptions and Council will provide reasons if we refuse an FOI request. These exemptions may include:

- information obtained in confidence (such as the details of complaints about barking dogs)
- personal information where release would be unreasonable (including the details of an individual's health or financial position)
- commercially sensitive material.

The FOI Act allows Council to refuse access to certain documents or information. These documents are often called 'exempt' documents or information. 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. Some documents which might be exempt include internal working documents, law enforcement documents, legal advice, personal information about other people, confidential documents or documents which are covered by secrecy provisions in other legislation.

## **Making an FOI Application**

You can make a request yourself, or you can authorise another person, such as a solicitor, to submit the request on your behalf.

The definition of a 'document' includes:

- emails
- correspondence (typed or handwritten)
- memos
- reports
- maps
- films
- diaries
- microfiche
- photographs
- computer discs
- tape recordings
- videotapes.

Your application must include:

- Your contact details
- Written authorisation if another person or business e.g., a legal firm submits the request on your behalf.
- Evidence of your identity if the documents you seek are about your personal affairs, such as a drivers licence.
- Payment of an application fee or evidence that you qualify for a waiver of the application fee, such as a pensioner card or health care card.
- A date-range for the documents you seek access to.
- A clear description of the documents you would like. This includes:
  - the type of documents you are looking for (such as emails)
  - the topic of your request
  - any specific words that relate to the topic

It is important you think about the wording of your request carefully.

Please try to avoid phrases like 'all documents'. If the request is broad, it may mean the search finds many documents that you will be charged for (search time and for the documents). You may pay for documents you do not want.

Upon receipt of a clear request and payment of the application fee, we will:

- Write to you to acknowledge your request and the due date for Council to provide the relevant documents.
- Search for and retrieve all documents.
- Consult with external entities and individuals, where necessary.
- Review the documents and remove irrelevant and exempt material, where applicable.
- Compile a determination letter which advises you of our decision on access.

### **Freedom of Information Response Time**

Under the FOI Act, Council has 30 days in which to notify you of an access decision. This starts when your request is sufficiently clear and your application fee has been paid.

Depending on the nature of your request, additional time may be needed to process your application.

Where Council is required to seek the views of other entities or individuals (known as third party consultation), Council may extend the period for deciding a request by up to 15 calendar days. You will be notified in writing if mandatory third-party consultation is necessary and advised of the revised statutory due date.

A deposit is required where the information will cost \$50.00 or more.

Where you are required to pay a deposit for information, the 30-day timeframe permitted for processing your request commences upon payment of the deposit.

In all cases Council may seek an applicant's agreement to extend the timeframe for a decision to release information by up to 30 days at a time. Council may do so any number of times.

Further information about applying under Freedom of Information is available on Council's website.