

### Background

The *Freedom of Information Act 1982* ('the Act') provides the community with a right to access information, unless categorised as exempt, in the possession of the Government of Victoria and other bodies constituted under the law of Victoria. Part II of the Act requires all agencies to annually publish a statement setting out the particulars of the agency and listing all documents that are either produced by or in possession of the agency.

The purpose of this Part II Statement is to:

- make the community aware of the existence of documents held by Mitchell Shire Council
- provide the community with the information needed to identify specific documents of interest
- provide details of how to apply for access to said documents

Documents listed in this Part II Statement are available for inspection and/or purchase by contacting:

Freedom of Information Officer  
Mitchell Shire Council  
113 High Street, BROADFORD VIC 3658  
Ph: 5784 6200 [mitchell@mitchellshire.vic.gov.au](mailto:mitchell@mitchellshire.vic.gov.au)

Requests to access documents not available through the relevant department can be made under the *Freedom of Information Act 1982*. Charges will apply for copies requested and supplied.

There are five statements that together will constitute publication under Part II:

#### **Statement 1: Organisation and Functions**

The agency must summarise its structures and function. In addition, it must list what powers it has to make decisions directly affecting the public and what mechanisms it has for advice and consultation with the public in developing agency policy and practice.

#### **Statement 2: Categories of Documents**

The agency must summarise its record-keeping system. It should include a description of the key record series found within that system and where possible it should relate the component parts of the system to the agency's structure and functions.

#### **Statement 3: Freedom of Information Arrangements**

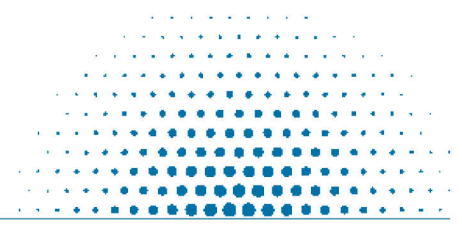
A summary must be made of the way in which agencies will handle FOI requests. In particular, agencies must provide a statement of the materials published under Part II, a statement of the procedures to be followed in making a request for access to documents and the names of the officers responsible for acting on requests.

#### **Statement 4: List of Documents Produced for Publication and Public Inspection**

All publicity material and documents that are open for inspection must be listed.

#### **Statement 5: Rules, Policies and Procedures**

As far as possible, the "hidden law" of an agency must be made explicit. Thus, manuals of procedure, interpretations of governing statutes, statements of policy and documents concerning methods of enforcing acts or schemes must be made available for inspection or purchase. However, the "hidden law" need only be available to the extent that it bears directly on the public. An indexed list of relevant documents must therefore be prepared and published.



### Exemption

In preparing statements, agencies are not required to make available documents containing exempt matters or to list such documents where listing itself cannot be done without disclosing what is exempt or if these documents can be made available in a comprehensive form with exempt matters having been excluded, then this must be done.

### Not Listing Documents

No person shall suffer a detriment by virtue of not having complied with any rules, policies, guidelines or practice if those rules were not listed or made available and the person did not know of them.

### Statement 1: Organisation and Functions

Mitchell Shire Council has 9 Councillors elected by residents to govern the Shire. A Mayor is elected by their colleagues on an annual basis. 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, who 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	Brett Luxford
Director Advocacy and Community	Mary Agostino
Director Economy, Growth and Infrastructure	Suzane Becker
Director Organisational Performance	Laurie Ellis

Department profiles are contained in the Annual Report which can be accessed on Council's website [www.mitchellshire.vic.gov.au/council/your-council/council-documents/annual\\_report..](http://www.mitchellshire.vic.gov.au/council/your-council/council-documents/annual_report..)

### Council objectives and functions

Activities, services and projects undertaken by Council are all underpinned by "Mitchell 2050", our community's aspiration for the future: "We are a healthy, vibrant, and connected community that values nature, diversity, and innovation."

#### Vibrant Communities

Social connection and cohesion, accessible health and welfare services, recreational facilities, community buildings, community safety, local food and produce, activities for all life stages, cultural and linguistic diversity, healthy lifestyles, arts and culture, accessible internet/phone, indigenous culture, work life balance, family violence, gender equity, faith groups.

#### Working, learning and tourism

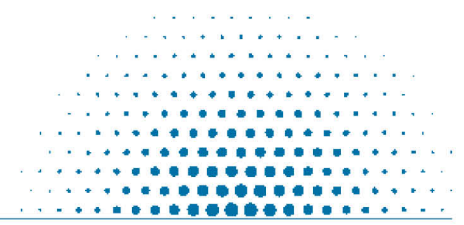
Local job opportunities, educational opportunities, entertainment, shopping centres/main strip shops, food and dining, tourism, commercial/industrial land use, racecourses.

#### Travelling and getting around

Roads, footpaths, cycling paths, concerns about travel time/traffic, proximity to Melbourne, regional trains, bus service, Kilmore Bypass project, availability of parking.

#### Shaping neighbourhoods

Small town character, country look and feel, lifestyles, housing, general infrastructure, population growth, streetscapes.



### **Nature and parks**

Parks and reserves, playgrounds, trees, landscapes, forest areas/State parks/ agricultural land/farmland, Goulburn River, public toilets, golf courses.

### **Climate Action**

Solar, wind farms, electric cars, waste management, protection of natural resources, pollution, climate change, carbon neutrality, access to water, drainage and sewerage, emergency management bushfires/floods/storms.

Informed by the Community Vision, the Council Plan 2021 – 2025 sets out Council's medium-term goal for Mitchell Shire, determining that: "As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future."

### **Council**

Council is accountable to, engaged with, and respected by our community

### **Nature**

Our natural environment is protected, cared for and enhanced, and integrated into our decision making

### **Built environment**

Our history is protected and embraced, our present is enriched, and our future is well planned to retain our country feel

### **Community**

Our communities are welcoming, engaged, prosperous, safe, and healthy

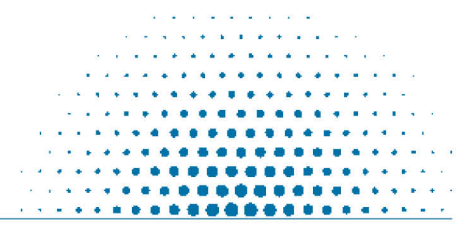
Council has also acknowledged the overarching drivers that impact everything we do: Financial Sustainability, Climate Change, Population Growth, Community Wellbeing and Safety, Pandemic Response and Recovery.

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.

The functions of a Council as prescribed by the *Local Government Act 2020* are as follows:

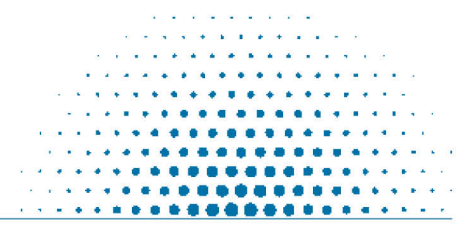
- Advocating and promoting proposals which are in the best interests of the local community
- Planning for and providing services and facilities for the local community
- Providing and maintaining community infrastructure in the municipal district
- Undertaking strategic and land use planning for the 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:

*Australian Citizenship Act 2007*  
*Aboriginal Heritage Act 2006*  
*Associations Incorporations Reform Act 2012*  
*Australian Consumer Law*  
*Building (Interim) Regulations 2017*  
*Building Act 1993*  
*Catchment and Land Protection Act 1994*  
*Community Services Act 1970*  
*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*  
*Environment Protection Act 2017*  
*Equal Opportunity Act 2010*  
*Estate Agents Act 1980*  
*Evidence Act 2008*  
*Fences Act 1968*  
*Fences Amendment Act 2014*  
*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*  
*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 Act 2020*  
*Local Government (Electoral) Regulations 2020*  
*Local Government (Planning and Reporting) Regulations 2020*  
*Local Government (Governance and Integrity) Regulations 2020*  
*Local Government (Land Information) Regulations 2021*  
*Local Government (Long Service Leave) Regulations 2021*  
*Local Government Act 1989*  
*Local Law No. 1 Community and Environment 2013*  
*Local Law No 1. Meeting Procedure 2020*  
*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 2007*  
*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 Management (Works and Infrastructure) Regulations 2015*  
*Road Safety (Road Rules) 2009*  
*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*  
*Urban Renewal Authority Victoria Act 2003*  
*Valuation of Land Act 1960*  
*Victoria Grants Commission Act 1976*  
*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*

### **Decision-making powers**

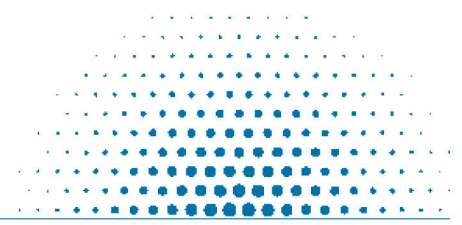
Council exercises powers that affect members of the public both at Council Meetings and by Council employees with delegated authority.

Council exercises its decision-making powers through Council meetings. All Council meetings are held in the Council Chamber and are open to the public. Further details of specific decision-making powers held by Council and Council officers in relation to the above legislation can be found in Council's Instrument 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](http://www.legislation.vic.gov.au).

Council's Local Laws are available on Council's website at [Local Law No. 1 Community and Environment \(2013\)](#) and [Local Law No 1. Meeting Procedure 2020](#)





### **External policy consultation**

Community consultation is any process that Mitchell Shire Council 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.

Mitchell Shire Council's Community Engagement Policy 2021 and Framework and Engaging Mitchell Website allow people to become involved in Council's decision-making processes, so they can help shape decisions that affect them and the rest of the community.

Engaging Mitchell is Mitchell Shire Council's online community engagement hub, is a one-stop-shop for the people who live and work in Mitchell Shire to provide input on a broad range of plans, policies and projects.

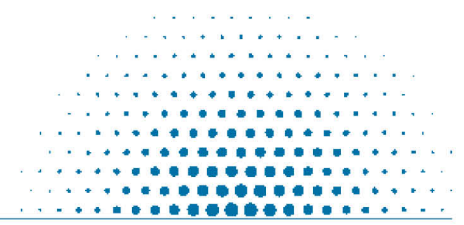
Mitchell Shire Council uses a range of other consultation and engagement approaches including:

- Surveys and questionnaires
- Community information sessions and Vox pops
- Workshops
- Online forums
- Advisory Committees

Access the [www.engagingmitchellshire.com](http://www.engagingmitchellshire.com) website to read our Community Engagement Policy 2021 and Framework.

### **Council libraries and meeting rooms**

Council will make available space for inspecting Council documents. Rooms can be used to view Council documents upon request and are located at Mitchell Shire Council Customer and Library Services, 113 High Street, Broadford 3658.



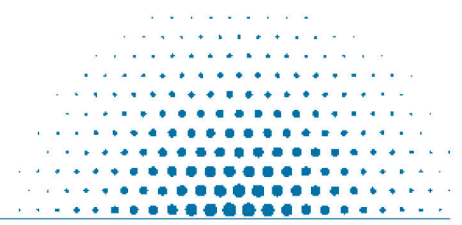
### Statement 2: Categories of Documents

Council maintains a variety of documents, ranging from general correspondence with members of the public to Council adopted policies and resolutions. The categories of documents in Council's possession are:

- Agendas and minutes/notes of meetings
- Annual and financial reports
- Building and planning permits and associated documents including plans
- Building enforcement documents
- Cat and dog registration application and registrations issued
- Correspondence (general and Councillor)
- Council resolutions
- Departmental publications, including newsletters
- Disclosures of conflict of interests
- Documents submitted by third parties
- Internal administration documents relating to staff management and the operation of Council, organisational and staffing records, financial and resource management records, audit records and internal operating procedures
- Legal documents including Local Laws, contracts, leases, agreements, licenses, instruments of Delegation, instruments of appointment and authorisations, legal advices, and court documents
- Local Laws permit application and permits issued
- Mailing lists
- Maternal and child health records, including immunisation records
- Media releases and general advertising
- Memorandums of Understanding and Service Agreements
- Officer recommendations
- Policies, guidelines, strategies and plans, including their development and implementation
- Public and stakeholder consultation processes and outcomes
- Records of the administration and enforcement of legislation and Local Laws
- Reports prepared by external consultants
- Requests for information under the *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests
- Residential parking permit application and permits issued
- Risk management assessments
- Standard operating procedures
- Surveys, statistics and data
- Tender evaluations
- Training material
- Written and verbal complaints received and records of any subsequent investigations

Files within these categories are held and maintained in accord with best practice records management principles. This includes regular archiving and disposal of records undertaken in accordance with approved schedules.

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



## Statement 3: Freedom of Information Arrangements

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 should be directed first to the Council department primarily responsible for maintaining the information you require. Requests to access documents not available through the relevant department can be made under the Act, formally in writing, addressed to:

Freedom of Information Officer  
Mitchell Shire Council  
113 High Street  
BROADFORD VIC 3658

When you submit a request access to documents you must pay [an application fee](#).

You may also be charged for search and retrieval services, photocopying etc. If we think that your application costs will exceed \$50, we will contact you and ask you to pay a deposit and confirm that you wish to continue with the request.

GST is not payable on any fees or charges under the FOI Act.

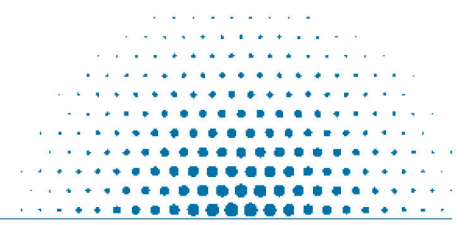
Applications must be accompanied by an application fee of \$30.10; unless a waiver or reduced fee is sought in which supporting documentation must be provided. If payment is by cheque or money order it should be made out to Mitchell Shire Council.

Requests may be lodged in person at Council Offices, by post or electronically via email to [mitchell@mitchellshire.vic.gov.au](mailto:mitchell@mitchellshire.vic.gov.au). A request for access must provide such information as is reasonable necessary to enable an Officer to identify the documents sought. Applicants will be notified of Council's decision and their review rights within 30 days of Council receiving the request.

It should be noted that a charge of \$22.50 per hour or part of an hour will apply to recover the cost of the time taken to find and identify the documents, and a cost of 20 cents per A4 page will be charged for copies.

For further information and advice on making a request or about the Freedom of Information process, please call a member of the Governance and Risk team on 5734 6200 or access the website [www.mitchellshire.vic.gov.au/council/your-council/freedom-of-information](http://www.mitchellshire.vic.gov.au/council/your-council/freedom-of-information).





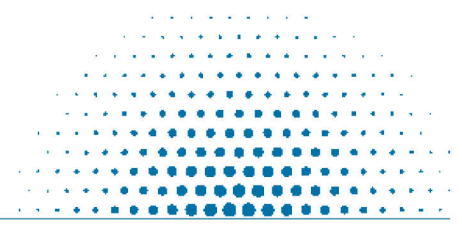
### Statement 4: List of Documents Produced for Publication and Public Inspection

Section 57 of the *Local Government Act 2020* requires Council to adopt and maintain a Public Transparency Policy. The Public Transparency Policy formalises Council's support for transparency in its decision-making processes; it facilitates public awareness of Council information and provides community confidence and trust in its decision making.

A list of the categories of Council Information which will generally, subject to the Public Transparency Policy, be made available either on the Council Website, at the Council Offices or on request by a member of the community is set out below.

Where a request is made for access to Council information that is not on the Council website or otherwise available at the Council Offices, the Chief Executive Officer will review the request, assess whether the Council Information requested is Confidential Information, or its release would be contrary to the public interest.

1. Documents such as:
  - Plans and Reports adopted by Council
  - Council Policies
  - Project and Service Plans
  - Service Agreements, Contracts, Leases and Licenses
  - relevant technical reports and/or research that inform Council's decision-making.
2. Process information such as:
  - application processes for approvals, permits, grants, access to Council services
  - decision-making processes
  - Guidelines and Manuals
  - Community Engagement Processes
  - Complaints Handling Processes.
3. The following Council Information will be available upon request, some of which is on Council's website:
  - Meeting Agendas and Reports to Council and Delegated Committees
  - Submissions to Council or Delegated Committees
  - Minutes of Council meetings and meetings of Delegated Committees
  - Audit and Risk Committee Charter
  - Terms of Reference for Delegated Committees and Advisory Committees
  - List of Delegated Committees established and/or abolished during the financial year
  - Chief Executive Officer's employment contract
  - Information about the Organisations and Associations of which Mitchell Shire Council is a member
  - Submissions received under section 223 of the *Local Government Act 1989*
  - Councillor allowances
  - Gift Registers for Councillors
  - Travel Registers for Councillors and Council Staff
  - Registers of Conflicts of Interest disclosed in open session by Councillors
  - Senior Officers' remuneration register
  - Registers of Leases entered into by Council
  - Registers of Delegations, Authorised Officers, Donations and Grants, Election Campaign Donations
  - Summary of Personal Interests Returns
  - any other Registers or Records required by the Act or any other Act.



Council's Governance and Risk Team is primarily responsible for maintaining this information.

Council also produces a range of documents for publication that provide information on specific aspects of the municipality. These include, but are not limited to:

- Mitchell Shire eNews
- Explore and Connect, your positive aging newsletter
- Early Years Newsletter

Council also provides information via online tools including

- Facebook [Facebook.com/MitchellShire](https://www.facebook.com/MitchellShire)
- Twitter [Twitter.com/MitchellShire](https://twitter.com/MitchellShire)
- LinkedIn [Linkedin.com/company/mitchell-shire-council](https://www.linkedin.com/company/mitchell-shire-council)
- YouTube [Youtube.com/user/MitchellShireCouncil](https://www.youtube.com/user/MitchellShireCouncil)
- Vimeo [Vimeo.com/mitchellshirecouncil](https://vimeo.com/mitchellshirecouncil)

Ordinary Council meetings and Community Questions and Hearings Committee meetings are available to watch on livestream via the Council website, and recordings of the streams are also made available within 48 hours of the conclusion.

Information about the range of services Council provides can be found on Council's website at [www.mitchellshire.vic.gov.au](http://www.mitchellshire.vic.gov.au).

### Statement 5: Rules, Policies and Procedures

Council's decision-making process is governed by a number of policies, strategies and plans.

#### Community

Arts Culture and Events Strategy  
Community Vision Mitchell 2050  
Covid-19 Community Recovery Plan  
Early Years Plan 2012-2016  
Mitchell Shire Economic Development Strategy  
Learning and Library Strategy  
Mitchell Life Stages Strategy  
Social Justice Framework 2017-2021  
Tourism Strategy  
Youth Strategy

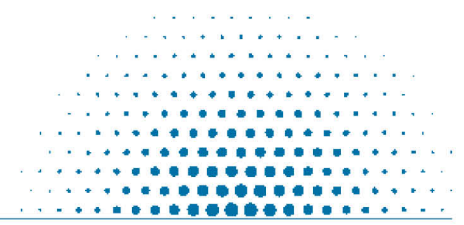
#### Environment and Environmental Health

Beveridge Recreation Reserve Vegetation Management Plan  
Environment Strategy 2014-2024  
Kilmore Hospital Reservoir Environs Management Plan  
Mitchell Shire Health Profile  
Monument Hill Reserve Management Plan  
Municipal Public Health and Wellbeing Plan 2021-2025  
Rural Roadside Environmental Management Plan 2016-2026

Seymour Township and Goulburn River Environs Flood Sub Plan  
Sustainable Resource Management Strategy  
Waste Management Strategy 2016-2021  
Southern Goulburn Valley Regional Waste Resource Recovery Education Strategy

#### Emergency Management Plans

Heatwave Plan  
Mitchell Shire Neighbourhood Safer Places Plan  
Municipal Fire Management Plan  
Municipal Flood Emergency Plan  
Municipal Emergency Management Plan 2021-2024  
Mitchell Shire Council Influenza Pandemic Plan  
Single Incident Emergency Assistance Brochure



### **Governance and Finance**

Complaints Handling Framework  
Council Plan 2021-2025  
Customer Service Charter  
Rating Strategy

### **Development and Infrastructure**

Bridges Asset Management Plan  
Building Asset Management Plan  
Integrated Community Services and Infrastructure Plan  
Infrastructure Asset Management Strategy  
Open Space Maintenance Service Standards  
Parks and Environment Service Standards  
Parks and Open Spaces Asset Management Plan  
Road Asset Management Plan  
Road Management Plan  
Stormwater Asset Management Plan  
Electric Line Clearance Management Plan

### **Structure Plans**

Kilmore Structure Plan  
Seymour Structure Plan  
Wallan Structure Plan  
Wandong/Heathcote Junction adopted Structure Plan

### **Recreation and Open Spaces**

Aquatic Strategy  
Chittick Park Seymour Master Plan  
Goulburn Park Master Plan  
Hadfield Park Development Plan  
Kings Park Seymour Master Plan  
Open Space Strategy  
Play Space Strategy  
Sports Development Plan  
Sports Field Feasibility Study

### Policies and Procedures

#### **Community**

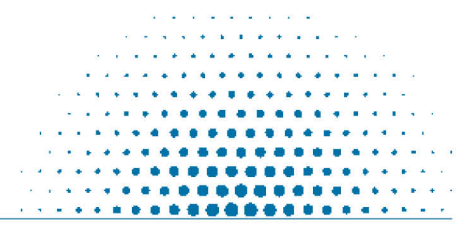
Advertising Planning Applications Guideline  
Community  
Advocacy Policy August  
Anaphylaxis Policy  
Collections Policy  
Communications Policy  
Community Engagement Framework  
Community Engagement Policy  
Community Facilities Fees and Charges Policy  
Complaints Handling Policy  
Electronic Gaming Machine Policy  
Film Policy (Filming in Mitchell)  
Kindergarten Services Policy  
Petition Guidelines  
Place Naming Policy  
Public Arts Policy  
Roadside Memorial Policy  
Social Media Policy  
Sponsorship by Private Companies on Council Property and Public Events Policy  
Volunteer Policy

#### **Environment and Environmental Health**

Environment Policy  
Street and Park Tree Policy  
Environmentally Sustainable Design for Council Buildings Policy  
Urban Tree Management Policy  
Mitchell Food Policy  
Swimming Pool Policy

#### **Finance**

Accounting for Assets Policy  
Community Leasing and Licensing Policy  
Debt Management Policy  
Financial Hardship Policy  
Financial Reserves Policy  
Loan Borrowing Policy  
Property Holding Acquisition and Disposal Policy



### **Governance**

Chief Executive Officer Employment and Remuneration Policy  
Contract Management Policy  
Council Expenses Policy  
Councillor Code of conduct  
Councillor IT Equipment Policy  
Councillor Exit Procedure  
Councillor Gift Policy  
Councillor Meeting Security Procedure  
Election Period Caretaker Policy  
Election Signage Policy  
Fraud and Corruption Policy and Procedure  
Freedom of Information Policy  
Governance Rules Mitchell Shire  
Information Privacy Policy  
Interstate and Overseas Travel and Accommodation Policy  
Livestreaming Policy  
Northern Region Procurement Policy  
Occupational Health and Safety Policy  
Procurement Policy  
Public Transparency Policy  
Recruitment Retention Policy  
Service Planning and Review Policy  
Ward Consultation Forum Policy

### **Development and Infrastructure**

Business Assistance Policy  
Building Control and Function Policy  
Building Control Intervention Criteria policy  
CCTV In Public Places Policy  
Essential Safety Measures Policy  
Graffiti Policy  
Heritage Policy  
Infrastructure Special Charge Scheme  
Kerbside Collection Policy  
Litter Bin Collection Review  
Places of Public Entertainment (POPE) Policy  
Public Toilets Guideline Policy  
Sportsfield Surface Management Policy

### **Statement 6: Report Literature**

Mitchell Shire Council publishes an annual report each year. These reports can be viewed and downloaded at <https://www.mitchellshire.vic.gov.au/about-council/council-documents/annual-report>