Freedom of Information Part II

Information Statement

CD 17048 | Updated October 2026

Banyule
City Council

This Statement is prepared by Banyule City Council (Council) and provides information about the matters set out in section 7 of the *Freedom of Information Act 1982* (Vic).

This Statement was reviewed and updated on 1 July 2026.

Introduction

About this Statement

This Part II Information Statement has been prepared by Banyule City Council in accordance with section 7 of the *Freedom of Information Act 1982* ('FOI Act'). It provides the community with clear guidance on how to effectively exercise their general right of access information, in the possession of Banyule City Council.

The purpose of Councils Part II Statement is to:

- provide an overview of how Banyule City Council operates;
- help the community to identify potential documents of interest; and
- outline the different options to access information.

This Part II Statement is categorised by:

1. Organisation and functions
2. Categories of documents
3. Freedom of information
4. Publications
5. Rules, Policies and Procedures
6. Council Committees

The Part II Statement supports the public transparency principles contained in Section 58 of the *Local Government Act 2020* and operates alongside Banyule City Council's Public Transparency Policy.

To facilitate transparency and access, information is publicly available on Council's website.

Statement 1: Organisation and Functions of Council

Banyule City Council is a local government area located in the north-eastern suburbs of Melbourne. It was created under the *Local Government Act 1989* and established in 1994 as an amalgamation of former councils.

Our Structure and Functions

Councillors

Banyule City Council consists of nine (9) wards, each represented by its own Councillor. A Mayor and Deputy Mayor are elected annually by Councillors.

Councillors are elected as representatives of all residents and ratepayers within the municipality and provide a link between the community and Council. They are responsible for setting the objectives and strategic directions, determining policy, ensuring that Council services meet community needs and monitoring organisational performance.

Our Councillors:

Mayor Cr Alison Champion
Councillor Alison Champion was elected as Mayor in November 2025 and was re-elected to represent the Sherbourne Ward in November 2024 after first being elected as the ward's Councillor in 2020 and 2016.

Deputy Mayor Cr Rick Garotti
Councillor Rick Garotti was elected as Deputy Mayor in November 2025 and was re-elected to represent the Grimshaw Ward in November 2024, after previously being elected as the ward's Councillor in 2020, 2016 and 2012.

Councillor Peter Castaldo
Councillor Peter Castaldo was re-elected to represent Griffin Ward in November 2024 after previously being elected as the Ward's Councillor in 2020 and 2016.

Councillor Alicia Curry
Councillor Alicia Curry was elected a Councillor in November 2024 representing the Ibbott Ward.

Councillor Mark Di Pasquale
Councillor Mark Di Pasquale was re-elected to represent the Bakewell Ward in November 2024, after previously being elected as the ward's Councillor in 2020, 2016 and 2012.

Councillor Nicola Rooks
Councillor Nicola Rooks was elected a Councillor in October 2026 representing the Beale Ward.

Councillor Alida McKern
Councillor Alida McKern was re-elected to represent Chelsworth Ward November 2024, after previously being elected as the ward's Councillor in 2020.

Councillor Mary O'Kane
Councillor Mary O'Kane was elected a Councillor in November 2024 representing the Olympia Ward.

Councillor Matt Wood
Councillor Matt Wood was elected a Councillor in November 2024 representing the Hawdon Ward.

The *Local Government Act 2020* requires all Councillors to observe the Model Councillor Code of Conduct (Model Code of Conduct) and relevant sections in the Local Government Act 2020 regarding appropriate conduct and performance.

Council Officers and Organisation Structure

Council's administration is led by the Chief Executive Officer (CEO) who operates under the guidance of the elected Council. The CEO is supported by the Executive Management Team (EMT) consisting of four (4) directorates and the Executive Office who are responsible for ensuring that the Council is able to deliver services effectively and efficiently to the community. Each Director leads a specific area of responsibility and is supported by Business Unit Managers and their staff.

Council structure:

- **Chief Executive Officer**
    - Office of the CEO and Councillors
    - Manager Governance & Integrity

- **Director Corporate Services**

    - Chief Financial Officer
    - Manager People & Culture
    - Manager Customer & Transformation
- **Director Community Wellbeing**
    - Manager Advocacy, Communication &Engagement
    - Manager Healthy & Active Communities
    - Manager Family & Community Services
    - Manager Inclusive & Creative Communities
- **Director City Development**
    - Manager Transport & Engineering
    - Manager City Planning, Safety & Amenity
    - Manager City Futures
    - Manager Strategic Properties & Projects
- **Director Assets & City Services**
    - Manager Delivery & Assets
    - Manager Operations
    - Manager Parks & Natural Environment

Department profiles are contained in the Annual Report which can be accessed on Council's website.

Our Role and Overarching Principles

The role of a Council is prescribed by the *Local Government Act 2020* as follows "The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community "

Overarching Governance Principles

Council's decision making is guided by the overarching governance principles, as prescribed by the *Local Government Act 2020* as follows:

- Council decisions are to be made, and actions considered with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- The municipal community is to be engaged in strategic planning and strategic decision making;
- Innovation and continuous improvement is to be pursued;
- Collaboration with other Councils and Governments and statutory bodies is to be sought;
- The ongoing financial viability of the Council is to be ensured;
- Regional, state and national plans and policies are to be considered in strategic planning and decision making; and
- The transparency of Council decisions, actions and information is to be ensured.

These overarching governance principles are supported by Council's Community Engagement Principles, Public Transparency Principles, Strategic Planning Principles, Financial Management Principles, and Service Performance Principles.

Key Legislation, Regulations, and Local Laws impacting Banyule City Council

Council exercises its powers and performs its functions through the enforcement and administration of a number of Federal Acts, Victorian Acts and Regulations Codes and Council Local Laws.

The principle legislation governing the establishment and operation of Banyule City Council is the *Local Government Act 2020* and the *Local Government Act 1989*, along with various Regulations made under the Acts including:

- *Local Government (Electoral) Regulations 2020*
- *Local Government (General) Amendment Regulations 2023*
- *Local Government (General) Regulations 2025*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Local Government (Governance and Integrity) Amendment Regulations 2024*
- *Local Government Amendment (Governance and Integrity) Act 2024*
- *Local Government (Infringement Notices) Regulations 2024*
- *Local Government (Land Information) Regulations 2021*
- *Local Government (Long Service Leave) Regulations 2021*
- *Local Government (Planning and Reporting) Amendment Regulations 2025*
- *Local Government Revocation Regulations 2020*
- *Local Government Revocation Regulations 2021*

In accordance with section 111 of the *Local Government Act 1989* (Vic), Banyule City Council has also issued various Local Laws and rules relating to the operation and powers of Council including:

- *Community Local Law 2025*
- *Governance Local Law No 2 (2022)*

The following non-exhaustive list indicates as far as practicable the additional Acts, Regulations and Local Laws that apply to and are enforced by Council:

OTHER ACTS AND REGULATIONS	
Aboriginal and Torres Strait Islander Heritage Protection Act 1984	Aboriginal Heritage Act 2006
Aboriginal Heritage Regulations 2018	Aged Care Act 2024
Associations Incorporations Reform Act 2012	Australian Citizenship Act (Cth) 2007
Australian Consumer Law	Audit Act 1994
Building Act 1993	Building Regulations 2018
Catchment and Land Protection Act 1994	Cemeteries and Crematoria Act 2003
Cemeteries and Crematoria Regulations 2025	Charter of Human Rights and Responsibilities Act 2006
Child Wellbeing and Safety (Child Link) Regulations 2019	Child Wellbeing and Safety (Information Sharing) Regulations 2018
Child Wellbeing and Safety Act 2005	Children, Youth and Families Act 2005
Children's Services Act 1996	Children's Services Regulations 2009
Circular Economy (Waste Reduction and Recycling) Act 2021	Civil Procedure Act 2010
Climate Action Act 2017	Community Services Act 1987
Conservation, Forests and Land Act 1987	Constitution Act 1975
Country Fire Authority Act 1958	Country Fire Authority Regulations 2014
Crown Land (Reserves) Act 1978	Cultural and Recreational Lands Act 1963
Dangerous Goods Act 1985	Development Victoria Act 2003

OTHER ACTS AND REGULATIONS	
Disability Act 2006	Domestic Animals Act 1994
Domestic Animals Regulations 2025	Domestic Building Contracts Act 1995
Drugs, Poisons and Controlled Substances Act 1981	Drugs, Poisons and Controlled Substances Regulations 2017
Education and Care Services National Law Act 2010	Education and Care Services National Law Regulations 2011
Education and Training Reform Act 2006	Electrical Safety Act 1998
Electricity Safety (Electric Line Clearance) Interim Regulations 2025	Electronic Transactions (Victoria) Act 2000
Electoral Act 2002	Electoral Regulations 2012
Emergency Management Act 2013	Emergency Management Revocation Regulations 2012
Emergency Services and Volunteers Fund Act 2012	Environment Protection Act 2017
Environment Protection Amendment Act 2018	Environment Protection Regulations 2021
Equal Opportunity Act 2010	Estate Agents Act 1980
Evidence Act 2008	Family Violence Protection Act 2008
Fences Act 1968	Fences Amendment Act 2014
Filming Approval Act 2014	Financial Institutions Duty Act 1982
Fines Reform Act 2014	Fines Reform Regulations 2026
Flora and Fauna Guarantee Act 1988	Food Act 1984
Food Standards Code 2016	Freedom of Information (Access Charges) Regulations 2014
Freedom of Information Act 1982 (Vic)	Freedom of Information Regulations 2019
Gambling Regulation Act 2003	Gender Equality Act 2020
Geographic Place Names Act 1998	Geothermal Energy Resources Regulations 2016
Graffiti Prevention Act 2007	Health (Prescribed Accommodation) Regulations 2001
Health Act 1958	Health Records Act 2001
Health Records Regulations 2023	Health Services Act 1988
Heavy Vehicle National Law 2012	Heavy Vehicle National Law Application Act 2013
Heritage Act 2017	Housing Act 1983
Impounding of Livestock Act 1994	Independent Broad-Based Anti-Corruption Commission Act 2011
Infrastructure Victoria Act 2015	Infringements Act 2006
Infringements Regulations 2026	Integrity Oversight Victoria Act 2011
Land Acquisition and Compensation Act 1986	Land Acquisition and Compensation Regulations 2021
Land Act 1958	Land Regulations 2016
Land Tax Act 2005	Land Tax Regulations 2015
Landlord and Tenant Act 1958	Libraries Act 1988
Liquor Control Reform Act 1998	Livestock Disease Control Act 1994
Local Government Act 1983	Local Government Act 2020
Local Jobs First Act 2003	Magistrates' Court Act 1989
Major Transport Projects Facilitation Act 2009	Metropolitan Fire Brigades Act 1958
Mineral Resources (Sustainable Development) Act 1990	Monetary Units Act 2004
National Parks Act 1975	Oaths and Affirmations (Affidavits, Statutory Declarations and Certifications) Regulations 2018
Oaths and Affirmations Act 2018	Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017	Ombudsman Act 1973
Parks Victoria Act 2018	Payroll Tax Act 2007
Pipelines Act 2005	Planning and Environment (Fees) Regulations 2016
Planning and Environment (Planning Schemes) Act 1996	Planning and Environment Act 1987
Planning and Environment Regulations 2015	Plant Biosecurity Act 2010

OTHER ACTS AND REGULATIONS	
Prevention of Cruelty to Animals Act 1986	Prevention of Cruelty to Animals Regulations 2019
Privacy and Data Protection Act 2014	Professional Engineers Registration Act 2019
Property Law Act 1958	Public Health and Wellbeing Act 2008
Public Health and Wellbeing Regulations 2019	Public Interest Disclosure Regulations 2019
Public Interest Disclosures Act 2012	Public Interest Disclosures Act 2012 (Vic)
Public Records Act 1973	Public Records Regulations 2023
Racial and Religious Tolerance Act 2001	Rail Safety (Local Operations) Act 2006
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	Residential Tenancies Act 1997
Road Management (General) Regulations 2016	Road Management (Works and Infrastructure) Regulations 2015
Road Management Act 2004	Road Safety (General) Regulations 2019
Road Safety (Traffic Management) Regulations 2019	Road Safety (Vehicles) Regulations 2021
Road Safety Act 1986	Road Safety Road Rules 2017
Rooming House Operators Act 2016	Rooming House Operators Regulations 2017
Sale of Land Act 1962	Second Hand Dealers and Pawnbrokers Act 1989
Service Victoria Act 2018	Sheriff Act 2009
Shop Trading Reform Act 1996	Sport and Recreation Act 1972
Subdivision (Fees) Regulations 2016	Subdivision (Procedures) Regulations 2021
Subdivision Act 1988	Subordinate Legislation Act 1994
Suburban Rail Loop Act 2021	Summary Offences Act 1966
Surveillance Devices Act 1999	Surveying Act 2004
Sustainability Victoria Act 2005	Taxation Administration Act 1997
Tobacco Act 1987	Tobacco Amendment Act 2016
Transfer of Land Act 1958	Transport (Safety Schemes Compliance and Enforcement) Act 2014
Transport Integration Act 2010	Unclaimed Money Act 2008
Urban Renewal Authority Victoria Act 2003	Valuation of Land Act 1960
Victorian Civil and Administrative Tribunal Act 1998	Victorian Data Sharing Act 2017
Victorian Early Childhood Regulatory Authority Act 2025	Victorian Environmental Assessment Council Act 2011
Victorian Local Government Grants Commission Act 1976	Victorian Planning Authority Act 2017
Victorian State Emergency Service Act 2005	Victorian Urban Development Authority Amendment (Urban Renewal Authority Victoria) Act 2011
Water Act 1989	Wildlife Act 1975
Workers Compensation Act 1958	Working with Children Act 2005
Workplace Injury Rehabilitation and Compensation Act 2013	Workplace Injury Rehabilitation and Compensation Regulations 2014
Yarra River Protection (Wilip-gin Birrarung Murron) Act 2017	

Current Victorian legislation is available on the Victorian Legislation and Parliamentary Documents website here. Council's local laws are available on Council's website at: Local laws | Banyule Council.

Decision-making powers

Council exercises its decision-making powers through Council meetings. All Council meetings are held in the Council Chamber, are open to the public and can be viewed online at Councillors and Council meetings | Banyule Council.

Decisions made under Delegation or Authorisation

Council operates in a highly regulated environment and is currently responsible for administering various Acts and Regulations. Most Acts and Regulations state that the Council is responsible for administering the relevant power, duty or function.

As it is not practicable for the Council to administer such a large number of provisions, the Council delegates most of its powers, duties and functions to the CEO and to other positions within the organisation.

Under legislation, including the Local Government Act 2020, the Chief Executive Officer can delegate and sub-delegate certain decision-making powers to other members of Council Staff as it is not possible for a CEO to make every decision. This is done through an 'Instrument of Delegation' which is a legal document that formally delegates a power to a specific position within the Council.

Section 11(8) of the Local Government Act 2020, in addition to Council's Public Transparency Policy requires Council to make available a register of delegations, and authorisations which is on Councils website.

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 Instruments of Delegation and Authorisation. These are available for public inspection and on Council's website at Register-of-Delegations-and-Authorisations | Banyule Council and Register of Authorised Officers | Banyule Council.

Community Engagement

Council is committed to the community engagement principles contained in section 56 of the *Local Government Act 2020*, which support timely access to relevant information and participation in Council decision-making processes.

Council's Community Engagement Policy, available on our website, outlines Council's commitment to meaningful engagement and the ways it engages with the community and stakeholders.

Banyule uses a range of engagement methods to seek community feedback, including:

- Feedback forms, surveys and questionnaires
- Community information sessions
- Workshops
- Social media
- Specific consultation processes required by legislation (e.g. Planning permit applications)
- Online forums; and
- Advisory Committees

Council uses "Shaping Banyule", an online community engagement platform, to seek community feedback on Council projects. Further information can be found at shaping.banyule.vic.gov.au.

Further, Council meetings are open to the public and community can participate in Council meetings by submitting Public Questions, lodging a Request to Speak on agenda items, or lodging petitions, in accordance with Council's Governance Rules. More information on how to get involved in a Council meeting is on our website.

Statement 2: Categories of Documents Held by Us

Council maintains a variety of documents and records in delivering Council's functions and services. These include documents generated by Council and those received from various third parties. The following is a non-exhaustive list and demonstrates a representative sample of the categories of documents held by Council.

- Annual report – comprising the Report of Operations, Performance Statement and Financial Report
- Building and planning permits and associated documents including plans
- Cat and dog registration application and registrations issued
- Correspondence (general and Councillor)
- Council and Committee agendas and minutes/notes of meetings
- Council budget
- Council plan
- Council publications and newsletters
- Council resolutions
- Customer Relation Management cases (customer service requests)
- Databases
- Disclosures and declarations of conflict of interest, gifts and public interest disclosures
- Documents relating to public consultation processes and outcomes (feedback forms, surveys, objections, data/ statistics etc.)
- Emergency management records
- Emergency management plans and subplans
- Enforcement documents (e.g. food premises, local laws, parking, building and planning enforcement)
- Grant applications, tenders and tender evaluation material
- 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
- Internal working documents (e.g. correspondence, discussion/meeting records, notes etc.)
- Legal documents including contracts, leases, agreements, licences, instruments of Delegation, instruments of appointment and authorisations, legal advice, and court documents
- Local Laws permit applications and permits issued
- Mailing lists
- Maintenance records for Council assets
- Maternal and child health records, including immunisation records
- Media releases and general advertising
- Memorandums of Understanding and Service Agreements
- Officer reports and recommendations
- Photos, videos, phone recordings, CCTV and geo-spatial imagery data
- Plans, maps and drawings relating to properties, roads, Council assets etc
- Policies, guidelines, strategies and plans, including their development and implementation
- Public and stakeholder consultation processes and outcomes

- Records associated with capital works, engineering and road network
- Records associated with public events and cultural programs
- Records of land transfers, subdivisions and the history and use of land and roads
- Records of the administration and enforcement of legislation and Local Laws
- Reports prepared by external consultants
- Requests under the *Freedom of Information Act 1982* and associated documents relevant to those requests
- Residential parking permit applications and permits issued
- Risk Management assessments and associated documentation
- Standard operating procedures
- Surveys, statistics and data
- Training material
- Written and verbal complaints received and records of any subsequent investigations

Files within these categories are held and maintained in accordance with best practice records management principles, the *Public Records Act 1973*. This includes regular archiving and disposal of records undertaken in accordance with Public Records Office Victoria (PROV) retention and disposal authorities.

Statement 3: Freedom of Information Arrangements

Requests to access documents should be directed first to the Council department primarily responsible for maintaining the information you require. If a document is not publicly available, you may request access under the *Freedom of Information Act 1982 (Act)*.

Making an FOI Request

Under the Act a formal request must:

- be made in writing
- include enough detail for Council to identify the documents and
- be accompanied by an application fee of **$34.50** unless a waiver or reduced fee is sought in which supporting documentation must be provided. If payment is by cheque or money order it must be made out to Banyule City Council.

FOI Requests can be submitted:

Online at: FOI Application form | Banyule Council

e-mail: FOI@banyule.vic.gov.au

Post:

Freedom of Information Officer
Banyule City Council
PO Box 94
GREENSBOROUGH VIC 3088

In person at Council's service centres located at Greensborough and Ivanhoe

To further help process the request:

- You must present written authorisation if you are applying for someone else. When requesting information about your own personal affairs or those of your child, we may require identification as proof.

A request for access must provide such information as is reasonably 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 additional charges of $25.90 per hour or part of an hour will apply to recover the cost of the time taken to search for and identify the documents, and a cost of 20 cents per A4 page will be charged for printed copies.

For support, please contact the Governance & Integrity team on 03 9490 4396 or access the website at Freedom of Information | Banyule Council

Additional information can be found at the Office of the Victorian Information Commissioner's (OVIC) website. OVIC is the primary regulator and oversight body of the Victorian public sector with regards to the FOI Act.

Statement 4: Publications and Documents Available for Inspection

Publications, mailing lists (subscriptions), websites and social media

We provide community information through a variety of publications, websites and through social media channels.

Publications

Council publishes the *Banyule Banner*, our community magazine which is distributed to all local households approximately 8 times per year.

Council also publishes News from Our Neighbourhood which is a newsletter distributed to residents in each ward of the municipality, providing specific information to the community about their ward, activities and messages from the Ward Councillor.

Subscriptions

You can subscribe to the following mailing lists online:

- *e-news* - providing periodic tailored e-mail updates.
- *Age in Focus Newsletter* - our quarterly newsletter for local older adults.
- *Greenwrap Newsletter* – environment events and news updates.
- *Local Jobs Newsletter* – jobs seeker information, employment, training and volunteering opportunities.
- *Social Enterprise Newsletter* – opportunities, insights and information about our programs.
- *Banyule Arts and Culture Newsletter* – *monthly newsletter for all things arts and culture*

Website

Council operates several websites including:

- Banyule Council – our main website.
- Shaping Banyule – our public consultation and engagement website.
- Banyule Business - our website to assist new and existing local businesses.

Social Media

Council operates several corporate social media accounts on various platforms including:

- Instagram
- Facebook
- YouTube
- LinkedIn

Documents Available for Public Inspection

Banyule City Council is required by law to collect and make publicly available a range of documents and registers which are available for public inspection. Inspections can be arranged by contacting the department primarily responsible for managing the information or by contacting the Governance Team via email at governance@banyule.vic.gov.au.

For public in person inspections, a written request for appointment is necessary. Inspection by appointment only is between 8.30am–5pm at the Council Offices located at 1 Flintoff Street, Greensborough 3088 View Map.

You can also access an online register of documents here:

DOCUMENTS AVAILABLE ONLINE	
Title	**Description**
Councillor Expense Register	A record of legitimate expenses incurred by Councillors while performing their duties.
Delegations Register	A record of delegations maintained in accordance with section 11(8) of the *Local Government Act 2020*.
Register of Authorised Officers	Records persons who have been appointed as authorised officers.
Register of Grant Recipients	Lists grant recipients for grants awarded by Council.
Register of Land Leases	Leases entered into by Council as lessor
Travel Register	A record of all interstate (excluding land journeys lasting less than three days) and international official travel undertaken by Councillors or Council staff during the past year.

Governance, Accountability and Decision-Making Documents

- Complaint Management Policy
- Council Expense Policy
- Council Expenses Policy (Section 41)
- Councillor Gifts and Hospitality Policy
- Councillor Interactions with Lobbyists, Developers and Submitters Policy
- Councillor Staff Interactions Protocols
- Election Campaign Donation Returns (Section 308(2) and (3))
- Fraud and Corruption Framework
- Governance Rules
- Model Councillor Code of Conduct (Section 139(4))

- Public Agendas and Minutes of Ordinary and Special Meetings held in the previous 12 months
- Public Interest Disclosure Procedures (Section 59(4))
- Register of Interests (Section 135(3)(b))
- Staff Gifts and Hospitality Policy

Strategic, Financial and Planning Documents

- Accounts and records of Council transactions (Section 94)
- Annual Budget (Section 94)
- Annual Report (Section 98)
- Best Value – Quality and cost standards
- Copies of the preliminary and final reports for the last Electoral Representation Review
- Council Plan (Section 90)
- Details of Differential Rates (Section 161)
- Procurement Policy (Section 108)
- Rates Financial Hardship Policy
- Special rate or charge declarations. 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

Planning and Building Registers

- Register of all building permits issued (Building Act 1993, Section 31)
- Approval dates of the mandatory notification stages for building works (r326[3])
- Register of occupancy permits, certificates of final inspection, temporary approvals and amendments (Section 74)
- Certificates of final inspection, building and occupancy permits issued in the preceding 10 years, any current statement under Building Regulation 502 or 503, current building notices and building orders (Building Regulations 2006 r326[1])
- Victorian Planning Provisions and any amendments (Planning & Environment Act 1987, Section 42)
- Amendments and submissions to the Minister for Planning requesting amendments and exemption to a planning scheme (Section 18, 21)
- A register of Section 173 Agreements entered into by the Municipality (Planning and Environment Act 1987, Section 179)
- Information on the likelihood that a given property is susceptible to flood, termites, bushfire and/or snowfalls, and that a given property is within the area of designated land or works as prescribed by regulation 806 (r326[2])
- Copies of Council issued permits (Section 70)
- A copy of panel hearing reports and submissions to amend a planning scheme (Section 26)
- A copy of an amended planning scheme (Section 42)
- A register of planning permit applications, decisions and determinations (Planning & Environment Act 1983, Section 49)
- A copy of objections to permit applications and applications for amendment of permits during the period which an application may be made for review of a decision on the application (Section 57)
- 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 (Section 179[2])

Other Statutory and operational documents

- Councils Public Road Register
- Details of Food Premise Registrations**,** renewals and transfers in relation to particular food premises, including details of orders to suspend or revoke registration of food premises (Food Act 1984, Section 43)
- Register of all registered dogs and cats in the Municipal District (Domestic Animals Act 1994, Section 18)
- A copy of and Council proposed local law and explanatory document setting out prescribed details in relation to the local law
- Copies of Local Laws operative within the municipality (Section 75)
- Municipal Public Health and Wellbeing Plan (Public Health and Wellbeing Act 2008, Section 26(7))
- A register of emergency orders, building notices and building orders (Building Act 1993, Section 126)
- Register of Councillor interactions with Lobbyists, Developers and Submitters

Statement 5: Rules, Policies and Procedures

Council maintains a suite of publicly accessible policies, plans, strategies, frameworks and guidelines that govern the delivery of services and performance of statutory functions.

Below is a non-exhaustive list of current public facing strategies, plans, policies, guidelines and procedures:

POLICIES	
Activity Centre Car Parking Policy	Art Collection Policy
Audit and Risk Committee Charter	Banyule Community Engagement Policy
Banyule Service Promise	Body Worn Camera Operating Guidelines
Business Ethics Contractors Guide	Call Recording Operating Policy
Car Share Policy and Guidelines	CEO Employment and Remuneration Policy
Child Friendly Cities and Communities Charter	Child Safe Policy
Committee Code of Conduct 2025	Committee Policy 2025
Community Engagement Policy	Community Local Law 2025
Complaint Management Policy and Guidelines	Council Order for the control of Dogs and Cats in Public Places
Councillor Conflict of Interest Policy	Councillor Expense Policy
Councillor Gift Policy	Councillor Interaction with Lobbyists, Developers, Submitters Policy
Councillor Social Media Policy	Councils Internal Dispute Resolution Procedure
Customer Experience Policy	Debt Collection Policy
Drug and Alcohol Policy	Fair Access in Sport Policy
Footpath Trading Policy	Gambling Harm Prevention Policy
Governance Rules and Election Period Policy	Heat and UV Protection Policy
Interim Social and Affordable Housing Policy	Kerbside Contamination Management Policy
Model Councillor Code of Conduct	Parklet Policy
Privacy Policy	Privacy Policy Statement - CHSP
Procurement Policy	Public Art Policy
Public Transparency Policy	Rates Financial Hardship Assistance Policy
Residential Parking Permit Policy	Residential Vehicle Crossing Policy

POLICIES	
Rights of Way Policy	School Crossing Policy
Smokefree Outdoor Areas Policy	Social Media Policy and Guidelines
Special Charge Scheme Policy	Sporting Facilities User Guide and Allocation Policy
Surveillance in Public Places Policy	Sustainable Building Guidelines
Unreasonable Customer Behaviour Policy	Volunteer Policy

STRATEGIES	
Aquatic Strategy	Bicycle Strategy 2022
Biodiversity Strategy 2025-2035	Communications Strategy
Creative Banyule: Arts & Culture Strategy 2023-2031	Customer Experience Strategy
Heritage Strategy 2024-2034	Housing Strategy 2024
Inclusive Economy Strategy 2026-2031	Marrageil Strategy 2024-2031
Neighbourhood Character Strategy 2024	Rights of Way Strategy 2014-2024
Tennis Strategy 2017-2026	Transform Banyule 2030 Strategy
Urban Forest Strategy	Urban Food Strategy
Walking Strategy 2018-2028	Weed Management Strategy

PLANS	
Active Banyule – Sport and Recreation Plan	Banyule Planning Scheme
Bicycle Strategy and Action Plan 2022- 2027	Community Climate Action Plan
Community Infrastructure Plan 2022-2033	Corporate Emissions Reduction Plan
Council Plan 2017–2021 and 2021-2025 Community Infrastructure Plan 2022-2033	Domestic Animal Management Plan 2025-2029
Dumped Rubbish and Litter Plan 2017-2021	Energy Saving Plan 2014-2017
Greensborough Parking Plan	Heidelberg West Business Park Masterplan
Home Emergency Plan	Inclusive Banyule Plan 2022-2026
Innovate Reconciliation Action Plan	Integrated Transport Plan 2015-2035
Ivanhoe Parking Plan	Ivanhoe Sports Precinct Plan
Ivanhoe Structure Plan	Municipal Emergency Management Plan (MEM Plan)
Neighbourhood Safer Places Plan	Public Open Space Plan 2016-2031
Public Toilet Plan	Recreation Plan 2017-2021
Road Management Plan 2025-2029 and Road Register	Safe Travel Plan 2016-2026
Safer Banyule Plan 2017-2021	Stewardship Strategic Plan 2019-2021
Towards Zero Waste Management Plan	Water Plan 2019-2023
Watsonia to Rosanna Urban Design and Landscape Plan	Workplace Gender Equality Action Plan
Year 3 Annual Action Plan 2023-2024 of Council Plan 2021-2025	Year 4 Annual Action Plan 2023-2024 of Council Plan 2021-2025
Youth Spaces Plan	

FRAMEWORKS	
Ageing Well Framework 2024-2030	Child and Youth Framework 2021-2031
Climate Adaption Framework	On Street Parking Framework
Public Realm Framework	Road and Place Naming Framework
Social Infrastructure Framework	Tree Management Framework

KEY DOCUMENTS	
Annual Report/s (including historical)	Asset Plan 2022-2032
Banyule Community Vision 2041	Banyule Plan (Including Health and Wellbeing Plan)
Banyule Plan - Delivery Plan	Banyule Service Promise
Budget	Financial Plan2025-2035
Revenue and Rating Plan 2026-2030	

Responsible use of AI tools

Artificial intelligence (AI) is increasingly used to support organisational functions, enabling greater efficiency, improved data analysis, and more informed policy and service outcomes.

Approved AI tools

Council has approved Microsoft 365 and Copilot Chat as its internal AI tools. The use of external or publicly available AI tools is restricted and is not permitted for processing confidential, sensitive, or personally identifiable information.

Statement 6: Council Committees

Advisory Committees

Council operates a range of Advisory Committees consisting of Councillors, community representatives and Council staff. These include:

- Arts and Culture Advisory Committee
- Connected Communities Advisory Committee
- Environment and Climate Action Advisory Committee
- First Nations Advisory Committee
- Sustainable Living Advisory Committee

The Committee Policy and the Committee Code of Conduct applies to every member who chooses to participate on an advisory committee or informal group. These were drawn from broader national guidelines and are not negotiable.

Further information on Community Advisory Committees can be found on Council's website at: Community Advisory Committees | Banyule Council.

Audit and Risk Committee

The Audit and Risk Committee is established under s 53 of the Local Government Act 2020 and it provides independent oversight of governance, financial reporting, risk management and internal audit. The Audit and Risk Committee operate to an Annual Workplan, a Council adopted Audit and Risk Committee Charter.

The Audit and Risk Committee is an advisory committee of Council made up of Councillor delegates and independent committee members and provide recommendations to Council via formal meeting minutes.

Further information can be found on Councils website at: Audit and Risk Committee | Banyule Council

CEO Employment Matters Committee

The CEO Employment Matters Committee is required to be established under the Local Government Act 2020 to manage the lifecycle of the CEO's employment, including making recommendations to Council about the

selection, appointment, reappointment of the CEO, performance monitoring, annual review, and determination of the CEO's remuneration and overall implementation of the CEO Employment and Remuneration Policy.

The Committee is made up of all 9 Councillors as per the Terms of Reference and Policy and includes a Council appointed independent committee chairperson.

The CEO Employment Matters Committee is an advisory committee of Council and provides recommendations for Council to endorse via formal meeting minutes.

END OF STATEMENT