

Freedom of Information Part II Information Statement

Information Available

For the benefit of Victorian residents, the Corangamite Catchment Management Authority (CCMA) releases a large amount of information through online and print publishing, as well as in-person service delivery.

This Part II Statement demonstrates how the Authority is making information readily available to the public.

Making information easily accessible reduces the need for members of the public to submit requests under the Freedom of Information Act 1982.

This website outlines the role of the Authority and makes it easy for the public to find the information they need regarding key services, functions, reports and outputs.

Please note, the pages below provide only a snapshot of the types of documents held by the Authority and how to locate them – they by no means represent an exhaustive list of the information that is publicly available.

Specific Part II Statements

Freedom of Information Statement 1: Organisation and functions

Corangamite Catchment Management Authority (CCMA) vision is for

Healthy and productive lands and waters cared for by thriving communities

The Corangamite CMA's role, in accordance with the CaLP Act 1994 and the Water Act 1989 Statement of Obligations, is to:

- Identify priority activities and programs for implementation under the RCS
- Ensure community involvement in regional decision making and provide advice to the Victorian and Australian governments on priorities and allocation of resources
- Work with the Department of Environment, Land, Water and Planning (DELWP) to ensure work is coordinated with the Corangamite CMA and aligned with the goals of the Regional Catchment Strategy (RCS)
- Establish and support community committees for RCS implementation and provide services relating to integrated waterway, floodplain and drainage management for the protection, maintenance and improvement of river health
- Provide direct service provision responsibility for waterway management, floodplain management and regional drainage functions (the Corangamite CMA has these provisions under parts seven and ten of the Water Act 1989)
- Provide advice to government on regional priorities, guidelines for integrated management of resources and matters relating to catchment management, land protection and the condition of land and water resources
- Comply with legislative requirements.

Information relating to Corangamite Catchment Management Authority CCMA and its functions can be found at the Authority's website, online publications and the Corangamite CCMA reception (phone 1800 002 262).

The Corangamite CMA Annual Report and Corporate Plan along with the Regional Catchment Strategy can be found on the Authority's website and provide information on the CCMA governance, Board, Organisational structure, responsibilities, and performance.

Members of the public can write directly to Corangamite CMA seeking information on any aspect of its operations. Correspondence can be addressed to the Business and Governance Services General Manager at:

Corangamite Catchment Management Authority
PO Box 159
Colac Vic 3250

Freedom of Information Statement 2: Categories of documents

The types of documents that Corangamite CMA handles include:

- policies, procedures and standards
- briefings and reports
- project files
- case files
- registers
- correspondence
- applications, licences and permits
- financial records
- audio visual material

Information relevant to the headings listed in Financial Reporting direction 22H of the Financial Management Act 1994 is available on request at the Corangamite CMA's office, subject to the Freedom of Information Act 1982. Information includes:

- statements that declarations of pecuniary interests have been completed by all relevant officers
- details of publications produced by the Corangamite CMA and how these can be obtained
- details of changes in prices, fees, charges, rates and levies charged by the Corangamite CMA
- a list of major committees sponsored by the entity,
- the purposes of each committee
- details of assessments and measures undertaken to improve the OH&S of employees
- details of any major external reviews carried out on the entity
- details of overseas visits undertaken including a summary of the objectives and outcomes of each visit
- details of major promotional, public relations and marketing activities undertaken by the entity to develop
- community awareness of the entity and its services
- general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes

- details of all consultancies and contractors

<http://www.ccma.vic.gov.au/>Corangamite CCMA's website outlines the areas of work that it undertakes and the subject matter areas to which documents may relate.

Freedom of Information Statement 3: FOI arrangements

The Freedom of Information Act 1982 allows the public a right of access to documents held by the Authority. The purpose of the Act is to extend as far as possible the right of the community to access information held by government departments, local councils, Ministers and other bodies subject to the Act.

An applicant has a right to apply for access to documents held by the Authority This comprises documents both created by the Authority or supplied to the Authority by an external organisation or individual, and may also include maps, films, microfiche, photographs, computer printouts, computer discs, tape recordings and videotapes.

The Act allows an organisation to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include: cabinet documents; some internal working documents; law enforcement documents; documents covered by legal professional privilege, such as legal advice; personal information about other people; and information provided to an Authority in-confidence.

From 1 September 2017, the Act was amended to reduce the Freedom of Information (FOI) processing time for requests received from 45 to 30 days. However, when external consultation is required the processing time automatically reverts to 45 days. Processing time may also be extended by periods of 30 days, in consultation with the applicant. With the applicant's agreement this may occur any number of times.

If an applicant is not satisfied by a decision made by the Authority, under section 49A of the Act, they have the right to seek a review by the Office of the Victorian Information Commissioner (OVIC) within 28 days of receiving a decision letter.

Making a request

FOI requests can be made in writing to the Freedom of Information Officer, Corangamite Catchment Management Authority, 64 Dennis Street, Colac, Victoria 3250 PO Box 159, Colac, Victoria 3250 Email: info@ccma.vic.gov.au Ph: (03) 5232 9100

When making an FOI request, applicants should ensure requests are in writing, and clearly identify what types of material/documents are being sought. The current fee for applications is \$30.00. Access charges may also be payable if the document pool is large, and the search for material, time consuming.

More information regarding FOI can be found at www.ovic.vic.gov.au

Information on how the department is complying with FOI obligations is available via its Annual Report, available on the Authority's website.

Freedom of Information Statement 4: Publications

Corangamite CCMA produces and commissions a wide range of publications and reports, many of which can be accessed from this website <http://www.ccma.vic.gov.au/> via the knowledgebase portal.

In some cases, it is not possible to supply the publication as a download. If this is the case, details are provided about alternate means of obtaining a copy of the publication.

Information specified by *Financial Reporting Direction 22B* is retained by Corangamite CCMA's Accountable Officer and is made available on request to relevant Ministers, Members of Parliament and the public (subject to FOI requirements, if applicable).

Enquiries should be directed to:

General Manager Business and Governance Services
Corangamite Catchment Management Authority
PO Box 159
Colac Victoria 3250

Freedom of Information Statement 5: Rules, policies and procedures

This section highlights a few of the many instances in which Corangamite CCMA publishes internal rules, policies and procedures online.

Types of information that can be found on this site include:

- Privacy
- Gifts, Benefits and Hospitality
- Protected Disclosure
- Freedom of Information

If there are documents of this nature that are not currently available online, requests can be submitted directly to the Customer Service Centre on 1800 002 262

Freedom of Information Statement 6: Report literature

Many of Corangamite CMA's reports are published on its website and may be located using the search box on the Corangamite CMA knowledgebase or by visiting the relevant subject matter page.