



# Part II Information Statement

West Gippsland Catchment Management Authority (WGCMA) takes a practical approach to releasing and publishing relevant information. We aim to make public information available online on our website. We may also print documents that are available in meetings and at community events and other activities.

The purpose of this Part II Information Statement (required under Part II of the *Freedom of Information Act 1982*) is to help you:

- find out about our organisation
- see what types of information and documents we produce, and what is available on our website
- see how we manage Freedom of Information requests
- decide whether or not to make a Freedom of Information request

If you are interested in a specific topic, we recommend a full search of the WGCMA website.

**There are six sections in the Part II Information Statement (below).**

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of the site or by contacting our office and speaking to the relevant business area directly.

## STATEMENT 1 – ORGANISATION AND FUNCTIONS

WGCMA is a key organisation for the delivery of natural resource programs in the West Gippsland region of Victoria. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, community groups and land managers in our catchment. The West Gippsland catchment covers over 19,000 square kilometres from near Warragul, to San Remo, Wilsons Promontory, Lakes Entrance and to Mount Howitt, past Licola.

We're a statutory authority established by the state government in 1997 to manage land and water resources in the West Gippsland region under the *Catchment and Land Protection Act (Vic) 1994*. Our organisation also has obligations under the *Water Act (Vic) 1989*. The legislation defines our main purposes as follows:

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- to set up a framework for the integrated management and protection of the catchment
- to encourage community participation in the management of land and water resources
- to set up a system of controls on noxious weeds and pest animals.

### Organisation Structure

The Minister for Water, supported by the Department of Energy, Environment and Climate Action (DEECA), appoints our Board of directors.

Our current organisation structure can be found in our latest Annual Report under [Publications](#). You can also find out more about our Board and our Team here : [Our team](#)

### Governance

Our Board is a skills based Board appointed by the state government, and is responsible for the strategic and policy direction of the organisation.

The Board meets at least 8 times a year and carries out its functions under section Division 4 of the *Catchment and Land Protection Act 1994*.

The Board has three sub-committees that assist the board in discharging its governance obligations which convene on a regular basis:

- Audit and Risk Committee
- Remuneration Committee
- Corporate Committee

You can find out more about the annual governance activities of the Board in our latest Annual Report under [Publications](#).

## STATEMENT 2 – CATEGORIES OF DOCUMENTS

WGCMA creates many documents and records in the course of its work. The Authority uses an electronic documents management system and various electronic databases to classify, store, access and manage a broad range of electronic documents including correspondence, financial, human resource and operational activity documents. The Authority also has many historical hard copy documents stored in line with the requirements of the Public Records Office of Victoria.

### Document types

The types of documents WGCMA handles include:

- Policies, procedures and standards
- Briefings, reports, studies and project plans
- Registers
- Correspondence
- Contracts
- Human resource management documents
- Applications, licences and referrals
- Meeting minutes and records

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- Financial records
- Audio visual material
- Maps and plans.

### **Document categories**

These documents are organised under the following general categories:

- Operational and project management
- Communications
- Strategic Planning and Reporting
- Governance and compliance
- Corporate Services and Administration
- Financial Management
- Human Resources
- Work Health and Safety
- Training and Education

WGCMA's website outlines the areas of work the CMA undertakes and in which areas documents would be created.

## **STATEMENT 3 – FOI ARRANGEMENTS**

Under the *Freedom of Information Act 1982*, members of the public have the right to request information and access documents about their personal affairs and the activities of the Authority.

A Freedom of Information (FOI) request needs to be made in writing to the agency that holds the documents being requested.

For general information about FOI in Victoria, visit: [Office of the Victorian Information Commissioner's](#)

### **Before you make a request for access**

You are encouraged to check if the information or document you are seeking is already publicly available such as in our annual report, policies and procedures, resources, or via [www.data.vic.gov.au](http://www.data.vic.gov.au). Where you cannot find the information or document you are seeking, we encourage you to contact us on 1300 094 262 and ask if the information or document you are seeking is available or can be provided to you. In many instances we will be able to provide you with the information you are seeking without requiring you to make a formal request for access.

### **FOI at WGCMA**

Information on how to apply for documents are on our website [here](#)

### **Compliance with obligations**

The statutory information section of our most recent Annual Report under [Publications](#).

### **Reviews and complaints**

Visit: [Office of the Victorian Information Commissioner's](#)

## STATEMENT 4 – PUBLICATIONS

WGCMA produces a number of publications which can be accessed and downloaded from our [website](#).

You can search our resources which includes newsletters, fact sheets, educational tools, regional strategies, plans, reports and other tools.

If you need assistance finding a publication please contact us.

We also publish a newsletter which you can subscribe to on our website [here](#).

### Policies and procedures

We publish a range of material on our website that provides guidance about the conduct of reviews and handling of complaints, as well as your rights, privileges and obligations under the Freedom of information Act 1982 and the Privacy and Data Protection Act 2014.

We have a range of policies and procedures that govern our daily operations and support the administrative functions of the WGCMA. These include:

- Privacy Policy;
- Purchasing and Procurement Policy;
- Purchasing Card Policy;
- Fraud, Corruption and Other Losses Prevention and Management Policy;
- Conflict of Interest Policy;
- Risk Management Policy;
- Media and Communications Policy;
- Information Security Management Framework and Policy;
- Travel Policy;
- Public Interest Disclosures Policy & Procedure;
- Occupational Health and Safety (OH&S) Policy.

## STATEMENT 5 – RULES, POLICIES AND PROCEDURES

WGCMA creates policies and procedures related to our various functions. A sample of these documents can be found on our website.

Category/Topic	Resource Location
Works on waterways guidance and permits	<a href="#">Planning and Advice</a> section of our website

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Waterways protection by-law	<a href="#">Publications</a> section of our website
Guidelines for grant applications	<a href="#">What's Happening</a> section of our website
Organisational policies and procedures including: <ul style="list-style-type: none"><li>○ Privacy</li><li>○ Public Interest Disclosures</li><li>○ Conflict of Interest Policy</li><li>○ Procurement complaints</li></ul>	<a href="#">Publications</a> section of our website

## STATEMENT 6 – REPORT LITERATURE

You'll find a range of corporate and useful publications on our website. If you can't find what you're looking for, please call us on 1300 094 262. Some documents are too large to put on our site, where this is the case we have included a description of the document and you can email us if you would like a copy.

Large print and accessible copies of these documents are available on request.

Category/Topic	Resource Location
Publications produced by the Authority	<a href="#">Publications</a> section of our website
List of additional information available on request	Section 2 - Compliance in the most recent <a href="#">annual report</a> .