

Compliance List

Council records available for public inspection (including public registers)

Record	Type	Compliance	Section	Act	Access	Location of Access	Charge
Travel	Register	A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including— (i) the name of the Councillor or member of Council staff; and (ii) the dates on which the travel began and ended; and (iii) the destination of the travel; and (iv) the purpose of the travel; and (v) the total cost to the Council of the travel, including accommodation costs;	r.12(a)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS	None
Agendas & Minutes	Agendas & Minutes	The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;	r.12(b)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS/Website	None
Minutes	Minutes	The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;	r.12(c)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS	None
Special Committees and staff Delegations	Register	A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;	r.12(d)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS	None
Leases	Register	A document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;	r.12(e)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS	None

Authorised Officers	Register	A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;	r.12(f)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS	None
Donations & Grants	Register	A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.	r.12(g)	<i>Local Government (General) Regulations 2015</i>	Public	MagiQ Documents EDRMS/Annual Report	None
Inspection of Exhibition Roll	Exhibition Roll	The Registrar must ensure that the exhibition roll is available for inspection by members of the public for the period of 15 working days ending at 4pm on the entitlement date.	s.23A(6)	<i>Local Government Act 1989</i>	Restricted	CSC counters in Stawell & St Arnaud during exhibition period only.	None
Inspection of Voters' Roll	Voters' Roll	The CEO must ensure that the Voters' Roll certified under s.24 is available for inspection by members of the public for the period (a) beginning on the day that the voters' roll is certified and (b) ending 30 days after election day.	s.24B	<i>Local Government Act 1989</i>	Restricted	CSC counters in Stawell & St Arnaud during prescribed period only.	None
Provision of Voters' Roll	Voters' Roll	On the request of any person or organisation, the CEO may only provide a copy of the voters' roll to the person or organisation for a permitted purpose – (a) in a form determined by the CEO; and (b) subject to any conditions determined by the CEO; and (c) upon payment of the fee determined by the CEO. A permitted purpose for the purposes of sub-section (4) is (a) any purpose connected with an election (b) any purpose connected with communicating with or surveying constituents in relation to council functions; (c) the conduct of a poll of voters; (d) subject to the approval of the Privacy Commissioner, any other public interest purpose.	s.24C(4) & (5)	<i>Local Government Act 1989</i>	Restricted	Access based on meeting criteria for a permitted purpose upon written request to the CEO.	None

Public Health & Wellbeing Plan	Document	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	s.26(7)	<i>Public Health & Wellbeing Act 2008</i>	Public	MagiQ Documents EDRMS/Website	None
Campaign Donation Returns	Register	(2) The Chief Executive Officer must ensure that, within 14 days after the period specified in section 62(1), a summary of each election campaign donation return given to the Chief Executive Officer under section 62 is made available on the Internet website of the Council. (2A) If an election campaign donation return is given after the period specified in section 62(1), the Chief Executive Officer must ensure that a summary of the return is made available on the Internet website of the Council. (2C) The Chief Executive Officer must ensure that a summary of an election campaign donation return is made available on the Internet website of the Council until the entitlement date for the next general election (3) The Chief Executive Officer must ensure that a copy of an election campaign donation return is available for inspection at the office of the Council during normal office hours for a period of 4 years from the date that it is given under section 62.	s.62A(2) & (3)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS/Website	None
Councillor Expense Entitlement & Support (Reimbursement Policy)	Document	A Council must keep a copy of the policy adopted and maintained under this section available for inspection at the office of the Council.	s.75B(3)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS/Website	None
Councillor Code of Conduct	Document	A Council must be available for inspection by the public at the Council offices and any district offices	s.76C(6)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS/Website	None
Assembly of Councillors	Register	The CEO must ensure that the written record of an assembly of councillors is made available for public inspection at the offices of the Council for a period of 12 months after the date of the assembly.	s.80A(1) & (2)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None

Primary & Ordinary Returns	Register	A CEO must maintain a register of the interests of Councillors, members of special committees and nominated officers	s.81(9)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Primary & Ordinary Returns	Register	The CEO must allow a person to inspect the register if that person has previously made written application to the CEO to do so and the application meets the requirements of the Regulations.	s.81(10)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Internet website	Web content	(1) A Council must maintain an internet website. (2) The Council must ensure that – (a) any public notice required to be given by the council is published on the internet website; (b) a copy of each local law made by the Council and in force is available on the internet website – (i) from the date the local law comes into operation; and (ii) in a consolidated and up to date form; (c) a list of documents of the Council that the Council is required to make available for public inspection under this Act, and how a member of the public can examine each document on the list is published on the internet website.	s.82A(1) & s.82A(2)	<i>Local Government Act 1989</i>	Public	www.ngshire.vic.gov.au /	None
CEO Remuneration	Document	Duty to make details of proposed remuneration of CEO available for public inspection	s.94(6)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Local Law	Document	The Council must ensure that— a copy of each local law made by the Council and in force is available on the Internet website— (i) from the date the local law comes into operation; and (ii) in a consolidated and up-to-date form;	s.82A(2)(b)	<i>Local Government Act 1989</i>	Public	Website	None
Local Law	Document	Council has a duty to ensure proposed law is available for inspection	s.119(2A)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	\$20 for hard copy of General Law 2012
Local Law	Document	(2) A Council must ensure that a copy of every local law – (a) is available for inspection at the Council offices during the Council's office's office hours; and	s.120(2) and s.120(3)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	\$20 for hard copy of General Law 2012

		(b) can be purchased on demand at the Council office during the Council office's office hours. A copy of every document incorporated by a local law under s.112 is to be available for inspection at the Council office during office hours.					
Council Plan	Document	The Council must ensure that the following documents are published on the Internet website: (i) the current Council Plan approved under section 125-as soon as practicable after being approved	s.82A(ab)(i)	<i>Local Government Act 1989</i>	Public	Website	None
Council Plan	Document	A copy of the current Council Plan must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the Regulations.	s.125(3A) and s.125(11)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Strategic Resource Plan (forms part of Budget document)	Document	The Council must ensure that the following documents are published on the Internet website: the current Strategic Resource Plan adopted under section 126—as soon as practicable after being adopted;	s.82A (2)(ab)(ii)	<i>Local Government Act 1989</i>	Public	Website	
Strategic Resource Plan (forms part of Budget document)	Document	A copy of the current Strategic Resource Plan must be available for inspection by the public at the (a) the Council office and any district offices; and (b) any other place required by the regulations	s.126(4)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Budget	Document	The Council must ensure that the following documents are published on the Internet website: the current budget or revised budget adopted under section 130—as soon as practicable after being adopted;	s.82A (2)(ab)(iii)	<i>Local Government Act 1989</i>	Public	Website	None
Budget	Document	A copy of the budget or revised budget must be displayed at the places specified under sub-section (3)(b)	s.129(4)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Annual Report	Document	The Council must ensure that the following documents are published on the Internet website: the current annual report prepared under sections 131, 132 and 133— as soon as	s.82A (2)(ab)(iv)	<i>Local Government Act 1989</i>		Website	None

		practicable after being submitted to the Minister under section 133(1);					
Annual Report	Document	A copy of the annual report must be available for inspection by the public at – (a) the Council office and any district offices; and (b) any other place required by the regulations	s.131(11)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Differential Rates	Document	A Council which declares a differential rate must ensure that copies of the following information are available on its Internet website and for public inspection at the Council office- (a) the definition of the types or classes of land which are subject to the rate; (b) the objectives of the differential rate; (c) the rate and amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents; (d) any other information which the Council considers it necessary to make available.	s.161(3)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS/website/ Budget	None
Procurement Policy	Document	(2) A Council must within 12 months after the commencement of section 67 of the Local Government Amendment (Councillor Conduct and Other Matters) Act 2008 prepare and approve a procurement policy. (8) A copy of the current procurement policy must be available for inspection by the public – (a) at the Council office; and (b) on the Council's internet website	s.186A(2) & (8)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS/website	None
Best Value	Document	Duty to ensure that the program for the application of the Best Value Principles is available to the public	s.208E(2)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Quality or Cost Standards	Document	A Council must ensure that any quality or cost standards it adopts are available for inspection by the public	s.208F	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS/website	None

Enquiries, Reviews & Suspension of Council	Document	Duty to ensure copy of preliminary conduct of review report is available for inspection	s.219F(8)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Enquiries, Reviews & Suspension of Council	Document	Duty to ensure that the final review report is available for inspection and may be purchased	s.219F(11)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Right of Inspection of Prescribed Documents	Document	Duty to make prescribed documents available for inspection at all reasonable times	s.222(1)	<i>Local Government Act 1989</i>	Public	MagiQ Documents EDRMS	None
Information relating to land to inspectors of livestock	Document	Duty to make available to the Secretary to the DPI any information requested in accordance with s.121A of the <i>Livestock Disease Control Act 1994</i>	s.237A	<i>Local Government Act 1989</i>	Secretary	MagiQ Documents EDRMS	None
Register of Building, Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all building permits issued, and make the register available during office hours for any person to inspect free of charge.	s.31(2)	<i>Building Act 1993</i>	Public	Building office	None
Register of Occupancy Permits & Temporary Approvals	Register	Council required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available during office hours for any person to inspect free of charge.	s.74(2)	<i>Building Act 1993</i>	Public	Building office	None
Register of Orders	Register	Council required to keep a register of all emergency orders, building notices or building orders given to Council, and make the register available during office hours for any person to inspect free of charge.	s.126(2)	<i>Building Act 1993</i>	Public	Building office	None

Building Permits	Document	Duty to make documents available on request of owner or mortgagee or person authorised in writing by owner or mortgagee	r.50	<i>Building Regulations 2018</i>	Owner or mortgagee	MagiQ Documents EDRMS	None
Roadside weed and pest animal management plan	Document	The municipal council must publish the approved roadside weed and pest animal management plan on its website as soon as practicable after the plan is approved.	s.22I(1)	<i>Catchment and Land Protection Act 1998</i>	Public	Website	None
Roadside weed and pest animal management plan	Document	Duty to ensure that copies of the approved roadside weed and pest animal management plan are available for inspection during normal office hours	s.22I(2)	<i>Catchment and Land Protection Act 1998</i>	Public	MagiQ Documents EDRMS	None
Roadside weed and pest animal management plan	Document	Duty to ensure that a consolidated version of its approved roadside weed and pest animal management is available for inspection	s.22M(2)	<i>Catchment and Land Protection Act 1998</i>	Public	MagiQ Documents EDRMS	None
Roadside weed and pest animal management plan (Variation)	Document	The municipal council must publish a consolidated version of its approved roadside weed and pest animal management plan on its website as soon as practicable after a variation to the plan is approved under section 22K or 22L	s.22M(1)	<i>Catchment and Land Protection Act 1998</i>	Public	Website	None
Roadside weed and pest animal management plan (Variation)	Document	The municipal council must ensure that copies of the consolidated version of its approved roadside weed and pest animal management plan are available for inspection during normal office hours at the municipal council's office.	s.22M(2)	<i>Catchment and Land Protection Act 1998</i>	Public	MagiQ Documents EDRMS	None
Neighbourhood Safer Places Plan	Document	Duty to publish and make available Neighbourhood Safer Places Plan	s.50F(4)	<i>Country Fire Authority Act 1958</i>	Public	MagiQ Documents EDRMS/website	None
Dog & Cat Register	Register	Council required to keep a register of all registered dogs and cats, and make the register available during office hours for any person to inspect, upon payment of a fee fixed by Council.	s.18	<i>Domestic Animals Act 1994</i>	Public	Customer Service Centres (via Authority)	\$20

		A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat.					
Licensing of Premises/Works Approval referral	Document	A responsible authority to which a copy of an application has been referred under paragraph (a) of this subsection must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge;	s.20(8)(ba)	<i>Environment Protection Act 1970</i>	Public	MagiQ Documents EDRMS	None
Amendment of Licence	Document	A responsible authority to which a copy of an application is referred under paragraph (a) must make a copy of the application and a copy of all accompanying documents available at its office for any person to inspect free of charge	s.20A(6)(ba)	<i>Environment Protection Act 1970</i>	Public	MagiQ Documents EDRMS	None
Food Safety Audits	Document	Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	s.19U(4)	<i>Food Act 1984</i>	Public	MagiQ Documents EDRMS	None
Food Safety Audits	Document	Council has a duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	s.19UA(5)	<i>Food Act 1984</i>	Public	MagiQ Documents EDRMS	None
Registration	Document	Duty to make available information held in records, free of charge, on request if Council is the registration authority	s.43(3)	<i>Food Act 1984</i>	Public	MagiQ Documents EDRMS	None
Food Premises Register	Register	Council must supply free of charge a certified copy of any entry in the Register to any person on request	s.43(5)	<i>Food Act 1984</i>	Public	MagiQ Documents EDRMS	None
Freedom of Information Annual Report	Document	A Council must make a copy of each report of the operation of the Act under s.65AA for public inspection during ordinary business hours at the main office of the council.	s.65AA(3)	<i>Freedom of Information Act 1982</i>	Public	MagiQ Documents EDRMS	None
Freedom of Information	Document	The principal officer of an agency shall cause to be published in the prescribed form as soon as practicable after the commencement of this Part a	s.11(2)(a)	<i>Freedom of Information Act 1982</i>	Public	MagiQ Documents EDRMS/website	None

Part 11 Statement		statement (which may take the form of an index) specifying the documents to which this section applies which have been created since the date of commencement of Part 1 of this Act and are in the possession of the agency.					
Planning Scheme Amendments	Register	The planning authority that prepared an amendment and any person who is given a copy of an amendment under section 17(1)(a) or (c) must make the amendment , the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement available at their respective offices during office hours for any person to inspect free of charge until the amendment is approved or lapses.	Part 3, Division 1, s.18	<i>Planning & Environment Act 1987</i>	Public	Planning office	None
Planning Scheme Amendment Submissions	Register	The planning authority must make a copy of every submission available at its office for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses.	Division 2, s.21(2)	<i>Planning & Environment Act 1987</i>	Public	Planning office	None
Planning Scheme Amendments	Document	(1) The planning authority may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if— (a) the planning authority has decided whether or not to adopt the amendment ; or (b) 28 days have elapsed since it received the panel's report. (2) A report made available for inspection under subsection 26(1) must be kept available for inspection until the end of two months after the amendment comes into operation or lapses.	s.26(1) and (2)	<i>Planning & Environment Act 1987</i>	Public	Planning office	None

Planning Scheme Amendments	Document	Responsible Authority with whom a copy of an approved amendment is lodged under s.4G must make the copy and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.	s.4H	<i>Planning & Environment Act 1987</i>	Public	Planning office	None
Planning Scheme Amendments and schemes (approved)	Register	The planning authority must make the copy of an approved amendment and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the amendment comes into operation and after that period on payment of the prescribed fee.	Division 4, s.41	<i>Planning & Environment Act 1987</i>	Public	Planning office	None
Planning Scheme Amendments and schemes (approved)	Register	Responsible authority must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under section 40 available at their respective offices for any person to inspect during office hours free of charge.	Division 4, s.42	<i>Planning & Environment Act 1987</i>	Public	Planning office	None
Planning Permit Applications	Register	Council required to keep a register of all applications for permits and all decisions and determinations relating to permits, and make the register available during office hours for any person to inspect free of charge.	Part 4, Division 1, s.49(1) & (2)	<i>Planning & Environment Act 1987</i>	Public	Planning office	None
Planning Permit Applications	Register	Council required to make a copy of every application and the prescribed information supplied in respect of it available at its office for any person to inspect during office hours free of charge until the end of the latest period during which an application for review may be made under section 77, 79, 80 or 82 in relation to the application or the permit, or if an application for review is made to the Tribunal within that period, until the application is determined by the Tribunal or withdrawn. Whilst the application for a permit is current any person may come into the office and inspect all of the documents on the planning	Part 4, Division 1, s.51 s.57(5)	<i>Planning & Environment Act 1987</i>	Public	Planning office	None

		application file (s.57(5)), requires Council to make a copy of every objection available for any person to inspect during office hours free of charge until the end of the period during which an application may be made for review of a decision on the application.					
Planning Permit Applications	Document	Responsible Authority must make a copy of every permit issued under section 97F by the Minister available at their respective offices for inspection by any person during office hours free of charge.	s.97G(6)	<i>Planning & Environment Act 1987</i>			
Planning Permit Applications	Document	The responsible authority must keep a copy of each agreement indicating any amendment made to it available at its office for any person to inspect during office hours free of charge.	s.179(2)	<i>Planning & Environment Act 1987</i>			
Planning Permit Applications	Document	Duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	r.25(a) and r.25(b)	<i>Planning & Environment Regulations 2015</i>			
Protected Disclosure Procedures	Procedures Document	Duty to make procedures established under s.58 available to the public and to staff and Councillors	s.59(4)	<i>Protected Disclosure Act 2012</i>	Public	MagiQ Documents EDRMS/website	None
Register of Public Roads	Register	(5) A road authority must ensure that the register of public roads is available for inspection by members of the public free of charge, during normal business hours, at the place or places determined by the road authority. (5A) It is sufficient for the purposes of subsection (5) if a copy of the register of public roads is published on an Internet website maintained by the road authority.	s.19(5) & 19(5A)	<i>Road Management Act 2004</i>	Public	Asstetic	None
Road Management Plan Review	Document	Duty to produce written report of review of road management plan and make report available	r.9(2)	<i>Road Management (General) Regulations 2016</i>			
Subdivision Permits	Register	Council has a duty to make a register available for inspection	r.33(4)	<i>Subdivision (Procedures) Regulations 2011</i>	Public	MagiQ Documents EDRMS	None

Management Plan	Document	Duty to keep copy of approved management plan available for inspection	s.32H	<i>Water Act 1989</i>	Public	MagiQ Documents EDRMS/website	None
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Other

Cemeteries and Crematoria Act 2003 for Councils which are a Class A cemetery Trust have a duty to ensure approved annual plan and approved strategic plan are available to members of the public on request (s.18N(7) and s.18O(5), make information in cemetery records and interment plans available s.60(1) and s.70(2). NGSC is a Class B cemetery trust.

Council provides access to historical information, ie rate book searches @ \$117.00¹ per hour incl GST

Council provides Land Information Certificates @ \$26.30 each or priority Land Information Certificates @ \$45.00 each

Council undertakes Title Searches @ \$69 each

Council undertakes archive searches of planning documents (a) planning documents for applications less than two years old @ \$120 per hour and (b) planning documents for applications over two years old @ \$157 per hour

Council undertakes archive searches of health documents (a) applications less than two years old @ \$120 per hour and (b) applications over two years old @ \$157 per hour

Council undertakes archive searches of building documents (a) applications less than two years old @ \$120 per hour and (b) applications over two years old @ \$157 per hour

Not required for NGSC

Planning and Environment Act 1987 - Councils wholly or partly within the Melbourne Airport Environs Area must make a copy of any approved strategy plan and any documents lodged with it available at their respective offices during office hours for any person to inspect free of charge for two months after the plan comes into operation and after that period on payment of the prescribed fee. The Minister and every municipal council whose municipal district is wholly or partly within the [Melbourne Airport Environs Area](#) must keep a copy of the [approved strategy plan](#) incorporating all [amendments](#) to it available at their respective offices during office hours for any person to inspect free of charge. (s.46V)

¹ 1 July 2018