
Part II Statements

Freedom of Information Act 1982

December 2020



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Purpose

The purpose of Part II of the *Freedom of Information Act 1982* (the Act) (section 7 – section 12) is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information which may affect them. To this end they must be aware of what government does, how it acts and what information it holds.

Council releases a large amount of information through online and print publishing as well as person-to-person service provision. These Freedom of Information Part II Information Statements show how Council 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 Act.

Responsibility

Agencies (including councils) must prepare six major statements under Part II of the Act and ensure that these statements are published and made available to the public.

Statement 1: Organisation and Functions

A statement setting out particulars of the organisation and functions of the agency, indicating, as far as practicable the decision-making powers and other powers affecting members of the public that are involved in those functions and particulars of any arrangement that exists for consultation with, or representation by, bodies and persons outside the government administration in relation to the formulation of policy in, or the administration of, the agency. [Section 7(1)(a)(i)]

A statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are a part of, or that have been established for the purpose of advising, the agency, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection. [Section 7(1)(a)(vii)]

If the agency maintains a library or reading room that is available for public use – a statement of that fact including details of the address and hours of opening of the library or reading room. [Section 7(1)(a)(viii)]

Establishment

The Northern Grampians Shire Council was established by an Order in Council on 20 January 1995 and consists of the municipal districts of the former Shires of Stawell and Kara Kara, the former Town of St Arnaud and former City of Stawell. The shire is divided into four wards, each represented by a number of councillors – Central Ward (1), Kara Kara Ward (2), South West Ward (1) and Stawell Ward (3).

Principal Officer and Address

The principal officer is Ms Liana Thompson, Chief Executive Officer

Postal Address: PO Box 580, Stawell 3380
Administration Centre: 59-69 Main Street, Stawell
Service Centre: 40 Napier Street, St Arnaud
Telephone: 03 5358 8700
Email: ngshire@ngshire.vic.gov.au
Website: www.ngshire.vic.gov.au

Location

The Northern Grampians Shire Council is located in the Grampians region of provincial Victoria, the shire covers almost 6,000 square kilometres and services the major towns and villages of Stawell, St Arnaud, Great Western, Halls Gap, Navarre, Glenorchy, Marnoo and Stuart Mill.

Fast Facts

Area: approximately 5,918 square kilometres

Population: approximately 11,942

Road length: 3,408km of local roads

Rateable properties: 9,222

Rates and Charges Revenue: \$14.3 million

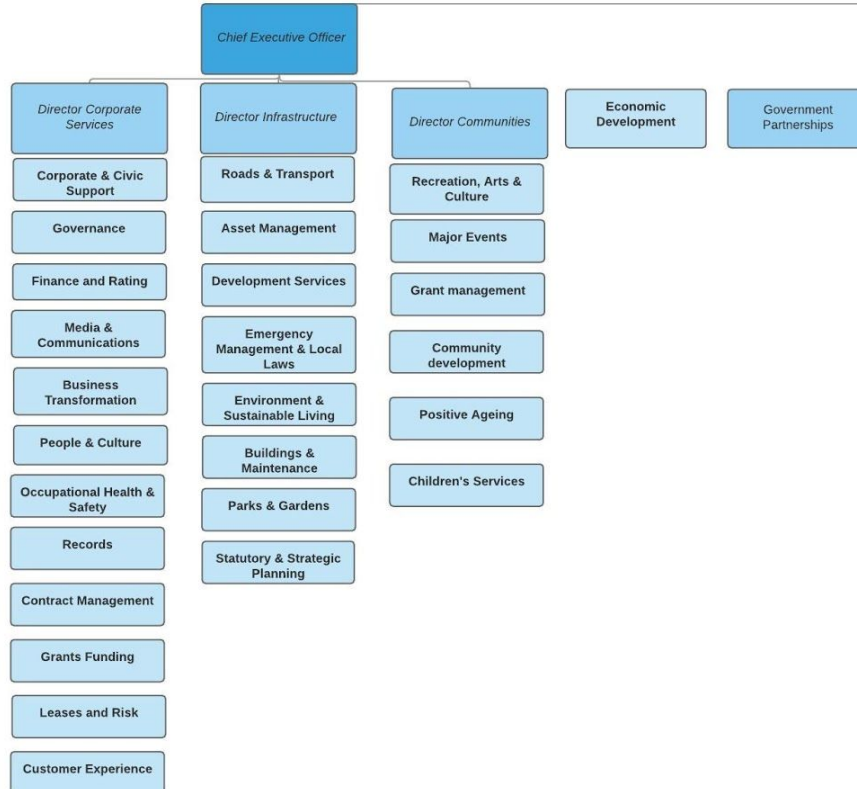
Total Revenue (inc grants): \$31.5 million

Industry: there are more than 720 businesses operating in the shire, with major activity based in the thriving tourism, mining, textile, manufacturing and agricultural industries.

Organisation

The Chief Executive Officer is supported by three Directors (Corporate Services, Infrastructure and Communities) (Executive Leadership Team) who are in turn supported by a ten member Senior Leadership Team. To provide a broad range of services and to exercise the duties and functions of the Council, the organisation has been structured as detailed in the following Organisation Chart.

PART II STATEMENT ORG CHART



Role of a council

Section 8 of the *Local Government Act 2020* prescribes the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

Section 9 of the *Local Government Act 2020* prescribes that a council must in the performance of its role give effect to the overarching governance principles:

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- (d) the municipal community is to be engaged in strategic planning and strategic decision making;
- (e) innovation and continuous improvement is to be pursued;
- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (g) the ongoing financial viability of the Council is to be ensured;
- (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- (i) the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles, a council must take into account the following supporting principles-

- (a) the community engagement principles;
- (b) the public transparency principles;
- (c) the strategic planning principles;
- (d) the financial management principles;
- (e) the service performance principles.

Local Government Functions and Activities

1. Animal Management

- 1.1 Domestic Animal Registration
- 1.2 Domestic Animal Business Registration
- 1.3 Responsible Pet Ownership Promotion
- 1.4 Enforcement

2. Building

- 2.1 Building Permit Management
- 2.2 Municipal Building Surveyor Services

3. Community and Economic Development

- 3.1 Community and Economic Development Support
- 3.2 Competitions and Awards
- 3.3 Tourism

4. Community Services

- 4.1 Accreditation and Registration
- 4.2 Individual Support Services Management
- 4.3 Program Management
- 4.4 Immunisation Management
- 4.5 Maternal and Child Health Service Provision
- 4.6 Childcare and Early Education Provision
- 4.7 Staff Reporting

5. Emergency Management

- 5.1 Community Preparedness
- 5.2 Emergency Response
- 5.3 Community Recovery

6. Environmental Health

- 6.1 Premises or Business Registration
- 6.2 Compliance Management
- 6.3 Infectious Diseases Management
- 6.4 Consumer Safety Management

7. Environmental Management

- 7.1 Waste Management
- 7.2 Illegal Dumping and Litter Management
- 7.3 Effluent and Wastewater Management
- 7.4 Ecosystem Management
- 7.5 Sustainability Initiatives

8. Governance

- 8.1 Electoral Boundaries and Electoral Structures – Review
- 8.2 Planning, Preparation and Conduct of Local Government Elections and Polls of Voters
- 8.3 Challenges to Election Conduct or Results
- 8.4 Council and Committee Meetings
- 8.5 Law Making
- 8.6 Compliance Administration and Enforcement

9. Land Use Planning

- 9.1 Planning Scheme Management
- 9.2 Planning Scheme Amendments
- 9.3 Permits
- 9.4 Subdivision
- 9.5 Enforcement

10. Rates and Valuations

- 10.1 Property Valuation
- 10.2 Rates Management

11. Recreational and Cultural Services

- 11.1 Community Events
- 11.2 Facilities and Programs
- 11.3 Cultural and Community Heritage
- 11.4 Artistic and Cultural Heritage Collection Management
- 11.5 Library Services Collection Management
- 11.6 Library User Management

12. Service Infrastructure Management

- 12.1 Service Infrastructure Development and Redevelopment
- 12.2 Service Infrastructure Maintenance
- 12.3 Service Infrastructure Enforcement

Common Administrative Functions

- 1. Committees
- 2. Community Relations
- 3. Contracting-Out
- 4. Equipment and Stores
- 5. Financial Management
- 6. Fleet Management
- 7. Government Relations
- 8. Industrial Relations
- 9. Information Management
- 10. Legal Services
- 11. Occupational Health & Safety
- 12. Personnel Management
- 13. Policy
- 14. Property Management
- 15. Publication
- 16. Reporting
- 17. Staff Development
- 18. Strategic Management
- 19. Technology and Telecommunications

Decision Making Powers

Council is a statutory entity and is able to do only those things which it is authorised by statute to do. It can act in only one of two ways: by resolution, or through others acting on its behalf.

By Resolution

Council exercises its decision-making powers at Council meetings. These meetings are generally held on the first Monday of each month, alternating between Stawell and St Arnaud. The meetings are held in the Council Chamber and start at 12.30pm. All meetings are open to the public. Meetings may be closed to the public to consider confidential items.

The dates of all meetings are published in local newspapers. Agendas for all meetings are made available on the [Northern Grampians Shire Council website](#) and in hard copy upon request, generally one week prior, and minutes in the same format are available to the public within one week after the meeting.

Council's [Governance Rules](#) document the manner of voting and making of resolutions of Council at meetings and are available on our website.

Through others acting on its behalf

The *Local Government Act 2020* makes express provision for the appointment of delegates to act on behalf of councils. Most council decision-making power is allocated by formal delegations: delegation to delegated committees and members of staff. The decision of a delegate of Council is 'deemed' to be a decision by Council.

The Instrument of Delegation to the Chief Executive Officer empowers the CEO to exercise various powers of the Council, including the power to sub-delegate powers to council officers.

Consultative Arrangements

Council is required to consult with other persons and bodies in relation to its activities, in developing its policy and practice and the impact on internal and external stakeholders. This is done in a number of ways including workshops, face to face meetings, public question time at council meetings, consultative committees and processes, on-line surveys, the giving of public notice and compliance with legislative requirements. Copies of all documents (including policy, planning, strategy, setting of fees and charges) for which community comment is sought, and information on how to provide that comment, is made available on the [Northern Grampians Shire Council](#) website and at Council's offices.

Members of the public are encouraged to write directly to Council (PO Box 580 Stawell 3380) or complete the online form on the [Northern Grampians Shire Council](#) website to seek information on any aspect of its operations.

The following committees of Council have been established for the purpose of advising Council. The committees comprise Council and community and user body representatives.

- *Queen Mary Botanic Gardens Advisory Group*
- *St Arnaud Recreation Advisory Group*
- *Stawell Recreation Advisory Group*
- *Walkers Lake Advisory Group*
- *Audit and Risk Committee*

Minutes of meetings of all these committee are reported to formal council meetings and are available for inspection.

Each year Council appoints its representatives/delegates to the following sub-committees, memberships and supported groups which provide a two way information stream and assists in the formulation of policy and the administration of the Council.

- *Central Highlands Mayors & CEOs Forum*
- *East Grampians Rural Pipeline Project CCC*
- *Friends of the Heatherlie Trail Committee*
- *Central Grampians Local Learning and Employment Network (CGLLEN)*
- *Grampians Music Festival Committee*
- *Grampians Peak Trail Project Control Group*
- *Grampians Central West Waste & Resource Recovery Group Board*
- *Grampians Tourism Board*
- *Great Western Futures Committee*
- *Halls Gap Caravan Park & Recreation Reserves Committee of Management*
- *Halls Gap Residents Association*
- *Halls Gap Tourism Association*
- *Halls Gap Tourist Resort Town Project Control Group*
- *Lake Fyans Foreshore Committee of Management*
- *Municipal Association of Victoria*
- *Municipal Emergency Management Planning Committee*
- *Municipal Fire Management Planning Committee*
- *NCLLEN St Arnaud Community Education Partnership Project*
- *North West Municipalities Association*
- *Queen Mary Botanic Gardens Advisory Group*
- *Rail Freight Alliance*

- *Rural Councils Victoria Inc Executive Committee*
- *Stawell Aerodrome Advisory Committee*
- *Stawell Athletic Club Planning Committee*
- *StawellBiz*
- *Stawell Harness Racing Club Community Grants Panel*
- *Stawell Recreation Advisory Group*
- *St Arnaud Recreation Advisory Group*
- *Sunraysia Highway Improvement Committee*
- *Walkers Lake Advisory Group*
- *Western Highway Action Committee*
- *Wimmera Development Association Advisory Board*
- *Wimmera Regional Library Corporation*
- *Wimmera Southern Mallee Regional Transport Group*

To make enquiries about any of these sub-committees, memberships and supported groups, please contact Governance staff via email ngshire@ngshire.vic.gov.au.

Library and Reading Rooms

Council has two public libraries at Stawell and St Arnaud.

Stawell Library

7-9 Sloane Street Stawell
Telephone : 5358 1274 / Email : ngsc.libraries@ngshire.vic.gov.au

Opening hours

Tuesday – Friday 10.00am – 5.30pm
Saturday 10.00am – 12 noon
Sunday 2.00pm – 5.00pm

St Arnaud Library

Market Square, rear 40 Napier Street St Arnaud
Telephone : 5495 2188 / Email : ngsc.libraries@ngshire.vic.gov.au

Opening hours

Tuesday 1.30pm – 5.30pm
Wednesday 1.30pm – 5.30pm
Thursday 10.00am – 1.00pm and 2.30pm – 5.30pm
Friday 1.30pm – 5.30pm
Saturday 9.30am – 12 noon

Council makes available non-public areas at its offices as reading rooms eg. places of inspection of public registers and digitally via the [Northern Grampians Shire Council](http://www.northerngrampians.vic.gov.au) website.

Acts Administered

Council performs its functions through the enforcement and administration of a large number of principal **Acts and** corresponding **Regulations** and Council **Local Laws**.

<i>Aboriginal Heritage Act 2006</i>	<i>Infringements Act 2006</i>
<i>Associations Incorporation Reform Act 2012</i>	<i>Land Act 1958</i>
<i>Building Act 1993</i>	<i>Land Acquisition & Compensation Act 1986</i>
<i>Catchment & Land Protection Act 1994</i>	<i>Liquor Control Reform Act 1998</i>
<i>Cemeteries & Crematoria Act 2003</i>	<i>Local Government Act 1989</i>
<i>Children Youth & Families Act 2005</i>	<i>Local Government Act 2020</i>
<i>Climate Change Act 2010</i>	<i>Magistrates' Court Act 1989</i>
<i>Conservation Forests & Lands Act 1987</i>	<i>Major Transport Projects Facilitation Act 2009</i>
<i>Country Fire Authority Act 1958</i>	<i>Mineral Resources (Sustainable Development) Act 1990</i>
<i>Cultural & Recreational Lands Act 1987</i>	<i>National Parks Act 1975</i>
<i>Dangerous Goods Act 1985</i>	<i>Pipelines Act 2005</i>
<i>Disability Act 2006</i>	<i>Planning & Environment Act 1987</i>
<i>Domestic Animals Act 1994</i>	<i>Privacy & Data Protection Act 2014</i>
<i>Cultural & Recreational Lands Act 1987</i>	<i>Public Interest Disclosures Act 2012</i>
<i>Education & Care Services National Law Act 2010</i>	<i>Public Health & Wellbeing Act 2008</i>
<i>Education & Training Reform Act 2006</i>	<i>Public Records Act 1973</i>
<i>Electricity Safety Act 1998</i>	<i>Rail Safety Act 2006</i>
<i>Emergency Management Act 1986</i>	<i>Residential Tenancies Act 1997</i>
<i>Environment Protection Act 1970</i>	<i>Road Management Act 2004</i>
<i>Equal Opportunity Act 2010</i>	<i>Road Safety Act 1986</i>
<i>Fences Act 1968</i>	<i>Second Hand Dealers & Pawnbrokers Act 1989</i>
<i>Filming Approval Act 2014</i>	<i>Sheriff Act 2009</i>
<i>Fences Act 1968</i>	<i>Sport & Recreation Act 1972</i>
<i>Fire Services Property Levy Act 2012</i>	<i>Subdivision Act 1988</i>
<i>Flora and Fauna Guarantee Act 1988</i>	<i>Summary Offences Act 1966</i>
<i>Food Act 1964</i>	<i>Transfer of Land Act 1958</i>
<i>Freedom of Information Act 1982</i>	<i>Transport Integration Act 2010</i>
<i>Gambling Regulation Act 2003</i>	<i>Transport (Safety Schemes Compliance & Enforcement) Act 2014</i>
<i>Graffiti Prevention Act 2007</i>	<i>Urban Renewal Authority Victoria Act 2003</i>
<i>Health Records</i>	<i>Valuation of Land Act 1960</i>
<i>Heavy Vehicle National Law 2012</i>	<i>Victoria Grants Commission Act 1976</i>
<i>Heavy Vehicle National Law Application Act 2013</i>	<i>Victorian Inspectorate Act 2011</i>
<i>Heritage Act 1995</i>	<i>Water Act 1989</i>
<i>Housing Act 1963</i>	
<i>Impounding of Livestock Act 1994</i>	<i>General Local Law 2012</i>
<i>Independent Broad-Based Anti-Corruption Commission Act 2011</i>	<i>Meeting Procedure Local Law 1/2009</i>

Statement 2 : Categories of Documents

A statement of the categories of documents that are maintained in the possession of the agency. [Section 7(1)(a)(ii)]

Description of Record Keeping system

Council uses MagiQ Document Suite (infoXpert) which is a centralised Electronic Document Records Management System (EDRMS) for storing records that relate to Council business. The Records Management Business Classification Scheme is a three tiered structure Function - Activity - Transaction/Service. We have two document libraries within our EDRMS, the Business Classification Scheme and Human Resources. The folders in the first tier in the BCS are:

- Advocacy and Social Development
- Positive Ageing
- Building Control and Management
- Community Relations
- Contracts and Tendering
- Corporate Management
- Council Properties
- Economic Development
- Emergency Management
- Environmental Management
- Family & Children's Services
- Financial Management
- Governance
- Grants and Subsidies
- Human Resources
- Information Communication Technology
- Information Management
- Land Use and Planning
- Legislation and Regulation
- Library Services
- Local Laws Enforcement
- Occupational Health and Safety
- Parks and Reserves
- Plant and Equipment
- Public Health
- Rates and Valuations
- Risk Management
- Service Infrastructure
- Waste Management
- Youth Services

Former records systems were used to manage paper records and include property, contract and subject files, financial accounts and personnel records, and these are stored at the Stawell Town Hall and Leslie Street storage areas.

Those records are stored and disposed of in accordance with Public Records Victoria (PROV) Standards and specifications. Some records inherited from the former councils, no longer in current use, were previously transferred to the custody of the Public Records Office.

Broadly Council maintains personal, procedure, policy, operational, administrative and correspondence documents.

Information and documents on the [Northern Grampians Shire Council website](#) are categorised by menu tabs and site maps. In addition, the search engine can be used to locate a wide range of Council information.

Principal Records

Documents maintained in the possession of council include:

Abandoned or dumped cars	Annual reporting
Abatement Notices	Appointments - members of committees, council elections, government relations
Abattoirs	Appraisals - staff
ABS statistics	Approved point of discharge – drainage
Access – Land Use	Applications – development, enrolments, services, burning off, grants, voters lists, heritage building, pensioner rebates, road funding, septic tanks, sporting ground, temporary food premises
Accident reports	Audit – OH&S, Telecommunication equipment, Chart of Accounts, CCT, Financial, IT, Committee, Food
Accounts Payable	Australia Post - audit services
Accreditation	Authorised Officers
Acquisition – equipment, land, fleet, furniture, IT, property	Australia Day - Awards, nominations, celebrations, meetings, permits, committee
Acts of Parliament	Aquatic and Recreation – Membership, programs
Addresses – Speeches	Asbestos – Fit outs, personnel exposure, volunteers exposure, removal, waste
Administrative Reporting	Asset Management Register
Advertising	Attendance – FDC, personnel
Advisory committees	B Double transport permits
Advisory groups	Bad debts
Aged & Disability and Aged Care	Ballot papers
Agency vehicle infringements	Banking – fees, cards, guarantees, debit tax, reconciliation, statements
Agency wide policy	Banners
Agendas - external committees	Barking dogs
Agendas - council meetings	Benchmarking
Agendas - internal committees, boards	Best Value
Agreements	Bike paths
Air pollution complaints	Billboards – roadside advertising permits
Air testing	Bins – new, payments, requests, replacement, streets
Allocation - equipment and stores	Birth notices
Allocations - telecommunications	Boards
Allocations - fleet, councillors, overtime, personnel, tavel	Body piercing applications
Allowances - councillors	Bookings - halls, reserves
Allowances - fleet management	Boundaries – amalgamation, Councils, electoral, review
Amalgamations	Bowling greens - building of
Amendments	Bridges construction
Analysts certificates and reports	Builders Code of Practice
Animal management incl permits, complaints, registration	Business Classification Schemes
Annual Statement of Accounts	Annual budget

Building – applications, compliance, Council buildings, final inspections, Form 10, MBS requests, appointments, occupancy permits, inspection diaries, levy returns, public commercial buildings, notices	Coaching - staff development
Building permits – extension, register, permits, complaints, enquiries, specifications	Committees of Management – halls and reserves, membership. Minutes, accounts
Bushfires – Inquest	Common seal – register of use
Business Process Mapping	Community Bulletins
Business Unit Plans	Community Plans
Bus shelters – building of	Chart of accounts
Cancelled Cheques	Code of Conduct
Capital Works – budget, progress	Collection – dumped rubbish, litter,
Car registration	Community Resource Guide
Candidates – electoral	Community Services
Car parks – building, construction, maintenance	Compensation – legal, OH&S
Carers – agreements, payments	Competitive tendering CCT
Carpets - installation	Complaints – air pollution, health, animal control, general, noise, graffiti, ombudsman, routine, street lighting OH&S
Catering	Compulsory fire clearances
Cash – records, books, ledgers, rebates	Compulsory land acquisitions
Celebrations, Ceremonies and Functions	Computers – use of
Cemeteries	Conferences – arrangements, attendance, catering, duplicates, invitations, staff development, reports
Ceremonies	Confirmation of ownership (rates)
Centenary Celebrations	Conflict of Interest
Certificates – Occupancy, food handling, sick leave, training, animal registration	Conflict of Interest Register
Certification – support services	Conflicts of Interest
Charitable Organisations – rate exemptions	Conservation – information management, property
Change of Advice – staff	Construction – Council owned buildings
Charities – permits	Construction and renovation – property
Child care – benefits, accidents, assessment, assistance, attendance records, cash rebates, client files, enrolments, fee relief, incidents, subsidies, placement, program, registration, surveys, centres	Contaminated Land
Cheques – butts, cancelled, dishonoured, stopped	Contract Management Guidelines – OH&S
Cigarettes - retailers	Contract Payment Summaries - tendering
Circulars	Contract Service reports – M&CH
Citizenship ceremonies	Contracting out
Civic events	Contractor registers
Claims – Industrial relations, public liability insurance, vehicle insurance, workers compensation	Contractors
Classification Schemes	Contracts – summary of tenders, register
Cleaning inspections	Copyright – publication
Client files – adults, aged and disability, child care, family day care, Maternal and Child Health, youth services	Council buildings – building of, construction
Closures – roads	Council buildings – general, sale, use

Common boundary fencing	Dial before you dig
Child Care	Desexing - animal control
Council elections – applications for enrolment, appointments, ballot papers, campaign donations, candidates, counting of votes, declarations, donations, extraordinary, failure to vote, final results, how to vote cards, late returns, list of non voters, nominations, non-voting excuses, notices of appointment, candidature, organisation, polling booths, postal votes, prosecutions, publicity, results, returning officer, polls, eligibility, voters list, voters roll, infringements	Development plans - planning
Council Plans – development, duplicates, copies	Digital signatures
Council facilities – building of, fees and charges, memberships	Direct debit
Council functions	Disabled Parking Permits
Council meetings – submissions, agenda, deferred items, invitations, minutes, notices, notices of motion, questions, reports	Disaster repairs
Councillor Newsletters	Discharged clients
Councillors – insurance, allowances, employment conditions, entitlements, functions, general, handbook, invitations, orientation, pecuniary interest, forums	Discontinued Roads
Council owned land	Dishonoured cheques
Credit notes	Disposal – fleet, property, equipment, stores, IT, telecommunication equipment
Cricket pitches – building of	Disposition and Acquisition Notices
Crossovers – inspections, enforcement	Distribution – publication
Cultural services grants	Dog attacks
Customer Service – developing strategies, information management, telecommunication equipment, telephone calls	Dog infringements
Customer Service Strategy	Dog registration
Daily Activity Reports – M&CH	Donations
Daily work sheets – depot staff	Door knocking appeals
Damage and Illegal Entry	Drafting
Dangerous dogs – notification, records, registration	Drainage – building, cleaning construction, maintenance
Database management	Early Education
Debt collection	Easements – creation
Debtor listings and reports	Economic Development
Debtors – system, sundry	Education – pet ownership
Deceased Animal Returns – animal registration	EFT children financial reports, placement
Declaration – public highways	Elections – Council, advertising, appointments
Delegations of Authority – finance, personnel	Electoral boundaries – establishment, reviews
Delegations of Authority	Electrical – installation of
Delivery dockets	Emergency Management – community education support, planning, response, plans, support
Demolition	Employee Contracts
Demolition permits	Employment conditions
Depot Works After Hours requests	Employment enquiries

Depreciation	Enforcement – animal management, elections, food, illegal dumping, littering, planning permits, rates, traffic
Enquiries – fencing, planning, public reaction, submissions and complaints	Freedom of Information
Enterprise Agreements	Freeza Events
Enterprise Bargaining	Fringe Benefit Tax (FBT) – Council and personnel
Environment Grants	Functional reporting
Environment – pest control	Functions
Equipment and stores	Funding – VicRoads, from government sources
Estimates	Funding – roads, unsuccessful
European wasps – pest control	Fundraising
Events – invitations, permits, support media	Furniture – acquisition, park installation
Excess animal permits	Garbage – collection
Exhibitions	Garnishee Order
Expressions of interest – tenders	General Ledgers
External committees	Goods and Services Tax (GST)
Facilitation of meetings	Government wide policy
Farmland – valuations	Grading – road maintenance
Fringe Benefit Tax	Grants – funding, allocation, annual return, available, FACS, Grants Commission, HACC, received, returns, roads, agency giving, agency receiving
Fees and charges – facilities	Graffiti – complaints, removal
Fencing	Greetings
Festivals	Green Waste collection
File Classification Systems	Ground maintenance
Final inspections – buildings	Guests
Financial Receipts	Hairdressers – complaints, registration, applications
Financial Statements	Home and Community Care – applications, assessment, funding, services, funding,
Fire – compulsory clearances, permits	Halls – bookings, cleaning
Fire Hazards – clearance, inspections, notification	Handbooks – Councillors
Fire Hydrants – installation, markers	Hard waste collection
Fire prevention – enforcement, notices	Hazardous substance/waste
Fire Wardens	Health Inspection reports
First Aid – registers, kits, usage,	Health Premises – applications, OH&S
Fit outs	Heritage – building permits
Fleet management – accident reports, fuel costs, infringements, insurance claims, policies, renewal, purchase, sale	Herbicide – Use of
Flood Level Certificates	Heritage Buildings – Amended Applications, applications, final inspection, notifications, occupancy permits
FOI Registers and requests	Home Carers – Rosters/timesheets, payroll
Footpaths – complaints, trading, building of, enforcement, inspections, maintenance	Holiday Programs
Forms	Home Maintenance – requests, job sheets, support, clients
Food – business registration, enforcement, handling certificates, poisoning, premises applications, audits, inspections, recall notices, regulations, safety	Hire – plant, sporting facilities, sports grounds

plans, sampling, selling at events, stalls, transport vehicles	
	Impounding Animals & Notices
	Infringement Appeals - Cat and dog Registration
Infringement Appeals - Parking	
Infringements - Fleet Management, personnel, animal, elections, illegal dumping, littering, parking, traffic	Land – Purchase and sales
Inquiries - Government Relations	Land Information Certificates
Inspections – Crossovers, fire hazard, food premises, footpaths, OH&S, playground equipment, playgrounds, routine workplace, pools, telecommunication equipment	Land Tax
Indexes - Master Control Records, recordkeeping systems	Land Use – Access
Induction Courses	Landfill Sites - Animal Deterrent Systems
IDO Interim Development Orders, objections and registers	Landfill Sites - Contents of Sites
Illegally Dumped Waste - Collection	Landfill Sites - Drainage Systems
Immunisations	Landfill Sites - Monitoring Physical Impact
Impounded Vehicles – Council Action	Landfill Sites - Operational Management, rehabilitation, security, water management
Impounded Vehicles – No Action	Landslip Reports
Implementation and Installation - Telecommunication Equipment	Leasing – Vehicles, property, Council owned properties, fleet management, non-Council owned properties, telecommunications equipment
Impounded Vehicles – Owners Action	Leasing-out - Property
Inclusion Support Subsidy ISS – Childcare	Leave Records
Installation - park furniture, property	Legal Services
Insurance - Property, fleet, claims, renewals, policies, professional indemnity, public liability	Legal Advice
Insurance – Staff – Claims, policies, renewals	Legal point of discharge
Intellectual Property - Legal Services	Liaison – Legislation – Direct relation to Council
Interest Generated - Rate Reports	Legislation – Liaison - Direct relation to Council
Interim Development Orders IDO incl objections	Liaison - Legislation – No Direct impact to Council
Internal Committees – Operational	Liaison – MAV – Changes to Council
Internal Committees - Strategic – Agendas And minutes	Liaison – Member Organisations
Internal Meetings – Agendas and minutes, reports, submissions	Legislation - Government Relations
Investigation – Infectious Disease	Liaison – Enquiries
Investments - Financial	Liaison – Government Inquiry– Agency recommendations, general
Invoices	Legislation – Rate Enquiry
Job Advertisements - Press	Legislation - Regulation / Developing
Job Descriptions	LGPA Local Government Town Planners Group
Job Enquiries	Liaison – Complaints
Job Safety Analysis – OH&S	Liaison – Planning Permits
Job Safety Analysis – Worksheets	Liaison – Street Lighting – Power Supplier
Job Vacancy Records	Liaison – Telecom
Joint Venture - Agreements – Major and minor, government relations	Library – Mobile
Kennel Registration	Library – Service

Kerb and Channel – Maintenance	Library Membership
Kindergarten Applications and Enrolments – Summary Records, placement officers	Licence – Alcohol Consumption
Land - Acquisition	Licence – Apparatus
Land – Exchange of Ownership – Roads	Licence - Liquor
Licence – Petrol Pumps	Memorandums of Understanding – Amalgamations, significance, small scale
Licence - Telecommunication Equipment	Memorials
Liquidation – Creditors, debt recovery, information	Metadata - Maintenance
Litter - Collection	Microchipping
Littering - Enforcement	Minutes - Committees of Management
Livestock - Destruction / Putting Down	Minutes - Council Meetings
Local Government Engineers Association	Mileage Reimbursement
Local Government Town Planners Group LGPA	Minutes - Board Meetings
Local Laws - After Hour Reports and Requests	Minutes - Committee Meetings
Logs - vehicles	Mobile Library Service
Local Laws - Court Cases	Moving - Personnel and Property
Local Laws – Development of	Municipal Association of Victoria
Local Laws - Final Copy of Laws	Municipal Authorities Purchasing Scheme MAPS
Mail Management	Name and Address Amendment - Ratepayers
Magazine – Subscription	Names – Roads and streets
Maintenance - Equipment and Stores	NAR Forms - Ratepayers
Maintenance - Fleet Management	Nature strip Reinstatements
Maintenance - Playground Equipment	Needle / Sharps / Syringes Program
Maintenance – Playground Graffiti	New Bins - Requests
Maintenance - Property	New Residents Kits
Maintenance – Service Infrastructure	New Title Details
Maintenance - Telecommunication Equipment	Moving - Personnel and Property
Maintenance Records – Vehicles	Municipal Association of Victoria
Magazine – Subscription	Municipal Authorities Purchasing Scheme MAPS
Maintenance - Equipment and Stores	Name and Address Amendment - Ratepayers
Maintenance - Fleet Management	Names – Roads and streets
Maintenance - Playground Equipment	NAR Forms - Ratepayers
Maintenance – Playground Graffiti	Nature strip Reinstatements
Maintenance - Property	Needle / Sharps / Syringes Program
Maintenance – Service Infrastructure	New Bins - Requests
Maintenance - Telecommunication Equipment	New Residents Kits
Maintenance Records – Vehicles	New Title Details
Major Renovations	News Paper Clippings - External Sources
MAPS Municipal Authorities Purchasing Scheme	Noise – Complaints
Marketing	Noise Assessment – OHS
Master Control Records	Nominations - Australia Day
Master Control Records - Indexes	Non Toxic Waste - Removal
Material Safety Data Sheets	Notice Boards – Community
Master Control Records - Registers	Notice of Acquisition
Maternal & Child Health - Client Files, contract service reports, daily activity reports, diaries, information/education	Notice of Disposition
MAV – Advisory Groups. Circulars, committees, general, liaison – changes to Council, Local Government Week, Restructure	Notices
Meals on Wheels – mileage reimbursement for volunteers, petrol vouchers, volunteers	Notices of Motion – Council Meetings

Media Relations	Notification - Birth Notices
Member Organisations	Notification - Infectious Diseases
Memberships - Council Facilities	Notification - Food Selling Events
Memberships - To external Organisations	Notification of Appointment - Building Objections – Animal Registration
Objections – Interim Development Orders	Permits - Fire
Occupancy Permits - Classes 1b, 3a-f, Class 5, class 6a-d, Class 7b, Class 8, Classes 9a-c	Permits - Roadside Signage
Occupancy Permits - Heritage Buildings	Permits - Roadside Trading
Occupancy Permits - Temporary Building	Permits - Roadside Advertising
Occupational Health & Safety – air testing, audits, committees, computers, contract management, contractors, hearing tests, job safety analysis, noise assessment, routine workplace inspections and incident reports	Permits - Statutory Registers of Building Permits
Ombudsman – Complaints	Permits - To work on Road Reserve
Occupancy Permits - Building	Permits – Tree – Removal
Orders Notices & Certificate Files	Permits – Vehicle Crossing
Outline Development Plan - Strategic Planning	Personal Care - Assessment (HACC)
Outstanding Balance Reports - Rates	Pest Control - Property
Park Furniture – Installation	Pest Control – Environmental
Park Furniture - Maintenance	Pest Control – European Wasps
Parking – Complaints	Pest Control – Foxes
Parking - Infringements	Pesticide - Use of
Parking Permits - Disabled	Pests – Baiting
Parks - Damage	Pet Ownership Education
Parks – Ground Maintenance	Petitions
Parks – Planning	Petitions - Register
Payment Audit Reports - Rates	Petrol Vouchers - Meals on Wheels
Payments – Private Street Schemes	Petty Cash Records
Payroll – deductions and tax	Photographs - Agency Master Set
PBS Private Building Surveyor	Photos - Permissions to use
Penalties - Failure to Vote Council Elections	Piggeries – Applications
Pensioner - Concessions	Piggeries – Complaints – Environmental
Pensioner - Rebate Applications	Piggeries – Complaints – Smell
Pensioner - Rebates	Piggeries – Closing of
Performance Management	Piggeries – Management
Perin	Piggeries – Permits
Permissions to use photos	Planning – Studies
Permits - Annual	Planning Permit – Contraventions
Permits – Australia Day Celebrations	Planning Permit – Prosecutions
Permits - B Double Transport	Planning Permit – Revocations
Permits - Billboards	Planning Permits - Appeals
Permits - Burn off	Planning Permits – Endorsing of
Permits - Cancellation - Heritage Buildings	Planning Permits – Enforcement
Permits - Collecting Money for Charity	Planning Permits – Interim Development Orders IDO
Permits – Demolition	Planning Permits – Liaison
Permits - Excess Dogs / Cats	Planning Scheme – Legislation
Permits - Expiry - Building	Planning Scheme – Other Councils
Permits - Expiry - Heritage Buildings	Planning Scheme – Relocations

Permits - Extension - Heritage Buildings	Planning Scheme – Rezoning – Approved – No Scheme Amendments
Permits – Festivals	Planning Scheme – General
	Planning Scheme – Rezoning – Approved – Scheme Amendments
Planning Scheme – Rezoning – Not Approved	Press Clippings
Planning Scheme – Rezoning – Revoked	Press Releases
Planning Schemes	Preschool – Enrolments
Planning Scheme - Delegations	Preschool – Summary Records
Plant Reports - Depreciation	Photographs and films
Plant – Hire	Project Management - Strategic Management
Plaques - Memorial	Project Management - Summaries
Playgrounds - Equipment – Inspections, maintenance, graffiti removal, installation	Property - Acquisition
Playgrounds - Building of	Property – Council Purchase of
Plumbing	Property – Council Sale of
Planning – General Enquiries	Property - Damage
Planning - OHS	Property - Enquiry Application
Planning – Parks	Property - Maintenance - Public Buildings
Planning - Property	Property - Management
Points of Discharge – Approved	Prosecutions - Local Laws Dept taking matter to Court
Positions	Planning Permits – Register
Position Vacancy Records	Planning Scheme - Amendments
Property – Rental	Planning Scheme – Compulsory Acquisitions
Property – Rental – Finance	Privacy - Information Management
Postal Votes – Council Elections	Private Building Surveyor PBS
Pound - Daily maintenance	Private Charge Schemes – Drainage, footpaths - Abandoned
Pound - Operational Management	Private Charge Schemes – Objections
Pound - Registers of animals admitted	Private Charge Schemes – Objections, VCAT
Pound - Release Books	Property - Valuations
Pound - Seizure or Impounding animals	Prosecutions
Pound - Summary of animals impounded with municipality	Provision of information affecting specific properties
Policy - Administration	Publicity – Advertising, elections, liaison
Position Descriptions	Publications – Articles, copyright, corporate style, Distribution, versions, input, production, quotations, stock take
Private Charge Schemes – Petitions	Public Toilets
Private Charge Schemes – Streets - Abandoned	Public Buildings - Structural Maintenance
Private Charge Schemes – Surveys	Public Session - Immunisation Consent Cards Pre 1996
Private Charge Schemes – Tendering	Purchase – Land
Private Street Construction	Purchase - Orders
Private Street Construction - Payments	Quarries – General, delivery dockets
Procedures	Questionnaires/Surveys
Procedures - Financial	Questions – Council Meetings
Procedures - Records Management Systems	Quotations – Building Department Services charges
Production - Publication	Quotes – fencing

Program Management - MCH	Quotations – general, hiring of Council facilities, publications, tendering
Programs - Developing for Conference	Rates – Abandonments
Programs – Immunisation	
Project Management - Development of Project	
Project Management - Registers	
Raffles	Reporting - Corporate planning
Rates – Certificates, change of address details, deferment, direct debit audit reports, enforcement, establishing rates, farmland, farmland classifications, general, liaison, interest generated, legislation, non-rateable properties, outstanding balance reports, payment audit reports, payments direct debit, payments, outstanding penalties, property owners, rating rounds, refunds, reports, sale of properties, separate, special charge schemes, Title searches	Reports - Board meetings
Rebates - pensioner	Reports - Committee meetings
RDOs – Rostered Day off	Reports - internal meetings
Recall - Food / Product Notifications	Representations (including Parliamentary questions)
Receivership Notices	Representatives - OHS
Receipts	Reports - External Committees Convened by Agency
Reclaimed animals	Requests - Additional Bin
Reconciliation – Bank	Requests - Building Form 10 from a Solicitor
Record Management systems - procedures	Requests - Building Information Request from a Building Surveyor
Recordkeeping systems - configuration	Requests – Home Maintenance
Recordkeeping systems - indexes	Requests - House Plans
Recordkeeping systems - procedures	Requests - Information - General
Recreational Grants - Applications - Successful	Requests - invoices
Recreational Grants - Applications - Unsuccessful	Requests - Questions for council meetings
Recruitment	Requisition to purchase orders
Recycling	Research - legal
Refunds – Rates	Reserves bookings
Refurbishment	Reserves inspections
Register - security pass	Residents kits
Register - tenders received	Resurfacing - infrastructure maintenance
Register - trust	Retaining walls - building of
Register - hazardous substance	Returned cheques
Register - Master control records	Revocations - planning permits
Register - Planning permits	Rezoning
Register - Authorised Officers	Rezoning – Planning Scheme – Approved – No Scheme Amendments
Registers - Tender Contracts	Rezoning – Planning Scheme – Approved – Scheme Amendments
Registration - Cat	Rezoning -
Registration - Dog	Risk Management - OHS
Registration - Fleet Vehicles	Risk Management - Strategic Management
Registration - food business	Roadside signs permits
Registration - piggeries	Roads - discontinued
Rehabilitation - OHS	Roads - exchange of land ownership

Removal - non toxic waste	Roads - funding, - applications
Remuneration registers	Roads - improvements - maintenance
Rental - council owned	Roads - maintenance - road opening permits
Renting by council	Roads - maintenance - works requests
Replacement - rubbish bins	Roads - naming
Replacement bins - reporting	Roads - Opening Permits (Road Maintenance)
Reporting - Community Plan	Roads - Reserve Permit
Roads - Signs	Smoking - Restrictions - External
Roads - Signs - names	Smoking - Restrictions - workplace
Roads - Special Charge Schemes	Social Clubs - Staff Development
Roads funding	SPAM
Roads - Speed limits	Special Charge Scheme - Rates
Roads - VicRoads Funding	Special Charge Schemes - Roads
Roadside signage - permit	Speeches - Major Event
Roads - closures	Speed Limits - Roads
Roads - closures - events	Sponsorship - Provided by Agency
Roads - construction	Sponsorship - Received from external agency
Room observations - family day care	Sporting Facilities - Hire
Rostered day off	Sports Centres - Construction
Rosters	Sports Facilities - Inspections
Routine workplace inspections OHS	Sports Ground - Hire
Roundabouts - building of	Sports Ground Pavilion Inspections
Rubbish collection	Staff Bulletins
Rubbish dumped	Staff Meetings
Rubbish bin - new bin payments via rates	Standpipes
Rubbish collection - complaints	Statement of Accounts
Rubbish bin - new bin payments	Statistics
Rubbish bin - replacement	Statues - Memorial
Safe work method statements SWMS	Statutory Council Meetings
Salaries - payment processing	Stock take - Equipment and Stores
Sale - council property	Stock take - Publication
Sales tax	Stopped Cheques
School entry immunisation cards pre 1996	Storage - Equipment and Stores
Section 173 Agreements	Storage - Information Management
Security	Strategic management
Security - equipment and stores	Strategic planning
Seminars	Street - closures
Senior Leadership Team meetings	Street - lighting
Septic tanks applications	Street - lighting - complaints
Septic tanks - general	Street - lighting - maintenance
Septic tanks - payments	Street - lighting - power supplier - liaison
Septic tanks - servicing reports	Street - Tree Planting
Service Infrastructure - Maintenance	Street- Names
Service Infrastructure - Service Request	Street -Numbering
Servicing Reports - Septic Tanks	Street Signs - Loading Zones
Sewerage reticulation	Street Stalls - Permits
Sewer reticulation - tendering	Streets - Construction
Sewerage connection	Streetscapes - building of
Sewerage - declared sewer areas	Streetscapes - maintenance
Sewerage - disposal sites	Structural maintenance - public buildings
Sewerage - general	Studies - planning
Sewerage - treatment plans	Study leave forms

Sign - roadside permit	Subdivision files - successful
Signage - road	Subdivisions
Signs - Roads	Submissions - council meetings
Signs - Roads - Names	Submissions - government relations
Skate parks - building of	Submissions - internal meetings
Smoking - restrictions - external	Subpoenas - legal discovery process
Subsidies	Subscriptions
Summary of tender contracts	Tendering - contracts - maintenance
Sundry debtors	Tendering - contracts major renovations
Supplementary Valuations	Tendering - contracts - public buildings - grounds maintenance
Supplementary valuations - confirmation of ownership	Tendering - Contracts - Public Buildings - Property Maintenance
Supplementary valuations - details	Tendering Contracts - Bowling Greens - Building of
Surveys - child care	Tendering Contracts - Bus Shelters - Building of
Surveys - general	Tendering Contracts - Bus Stops - Building of
Swimming pool - general	Tendering Contracts - Carports - Building of
Swimming pool - maintenance	Tendering Contracts - Cricket Pitches - Building of
Swimming pool - programs	Tendering Contracts - Kerb and Channel - Building of
Syringes/Sharps/needle program	Tendering Contracts - Footpaths - Building of
Tattoo salon - applications	Tendering Contracts - Infrastructure Maintenance - Drainage
Tax - bank account debit	Tendering Contracts - Infrastructure Maintenance - upgrades
Tax - land	Tendering Contracts - Playgrounds - Building of
Tax - sales	Tendering Contracts - Public Lighting - Building of
Taxation	Tendering Contracts - Retaining Walls - Building of
Technology - acquisition	Tendering Contracts - Roundabouts - Building of
Technology - activities	Tendering Contracts - School Crossings - Building of
Telecom - liaison	Tendering - contracts - building of tennis courts
Telecommunications - maintenance	Tendering Contracts - Streetscapes - Building of
Telecommunications Activities - Internal	Tendering Contracts - Traffic Signals - Installation of
Telstra - notice of access	Tenders - Contract Register
Telephones - infrastructure installation	Tenders - Development of
Telephones - municipality installation	Tenders - Documentation / Drafts
Temporary food applications	Tendering - Documentation
Tendering Contracts - Infrastructure Maintenance - Footpaths	Tendering - Due Diligence Checks
Tendering Contracts - Infrastructure Maintenance - Grading	Tendering - Evaluation of Tenders
Tendering Contracts - Infrastructure Maintenance - Line Marking	Tendering - Expressions of Interest
Tendering Contracts - Infrastructure Maintenance - Repairs	Tendering - Heritage Buildings
Tendering Contracts - Infrastructure Maintenance - Repairs	Tenders - Received register
Tendering Contracts - Infrastructure Maintenance - Resurfacing	Tenders - Unsuccessful

Tendering Contracts - Infrastructure Maintenance - Road Improvements	Tennis Courts - Building of
Tendering Contracts - Infrastructure Maintenance - Streetscapes	Thank you letters
Tendering - contracts - disaster repairs	Tidy Towns
Tendering - contract payment summaries	Title Search
Tendering - contract registers	Toilets - Public - Construction
Tendering - contracts - building of council buildings/facilities	Toilets - Public - Maintenance
Tendering - contracts - building of public toilets	Toilets - public - cleaning
Tourism - General	VicRoads - funding - projects
Town Planning - Correspondence	Vic Roads - Funding - Roads
Town Planning - Liaison	Victoria 150 th Celebrations
Traffic - Management - Complaints - Changes to Policy or Procedures	Victoria 150 th Celebrations - Publicity
Traffic - Management - Complaints - Detailed	Victorian Grant Commission - Grants
Traffic - Management - Complaints - Routine	Viruses - Computer
Traffic - Management - Liaison with Authorities	Vehicles - Dumped - No Legal Action
Traffic - Management - Schemes	Vehicles - Impounded - Council Action
Traffic infringements - Agency Vehicles	Vehicles - Impounded - No Action
Traffic Lights	Visits - Government Relations
Traffic Signals - Installation of	Visits & Tours
Training - Attendance / Certificates	Volunteers
Training - Material	Valuations - General
Trading - Footpath	Vehicle - Leases
Trading - Road Side Permit	Vehicle - Logs
Trading Hours	Vehicle - Maintenance Records
Traffic - Counts	Vehicle - Usage Report
Tourism - General	Vehicle Crossing Permit
Town Planning - Correspondence	Vehicle Insurance - Claims
Town Planning - Liaison	Vehicle Insurance - Policy
Traffic - Management - Complaints - Changes to Policy or Procedures	Vehicle Insurance - Policy Renewal
Treatment Plants - Sewerage	Vehicle Sale - Fleet Management
Tree - Removal - Permit - Approved	Vehicles - Driver Approvals
Tree - Removal - Permit - Not Approved	Vehicles - Dumped - Legal Action
Tree Lopping - By Council Staff	Wall Fittings - Installation of
Tree Planting - Streets	Ward Boundaries - Electoral
Trust - Deposit	Ward Boundaries - Electoral - Reviews
Trust - Register	Waste - Hard Waste Collection
Trust Accounts - Audit - Major Changes	Waste - Non Toxic - Removal
Trust Accounts - Audit - Minor Changes	Waste Collection
Trust Reconciliation Reports	Waste Collection - Complaints
Transfer of Land - Amalgamation	Waste Collection - Dumped Rubbish
Transfer of Ownership - Animal Registration	Waste Collection - Green Waste
Travel	Waste Management
Travel - Allowances	Water - Analysis
Unclaimed monies	Water - Pollution
Unightly premises - council court action	Water - Rates
Unightly premises - external court action	Water - Supply - Weirs / Reservoirs
Unightly premises - no action	Water - Trunk - Service
Usage - equipment and stores	Water Accounts - Committees
Usage - fleet management	Water Authority - Notice of Access

Usage - vehicle reports	Water Management Facilities
Vacancy records	Weeds – Management
Vehicles - impounded - owners action	Work Orders
Vehicles - maintenance records	Work Request - Roads Maintenance
Vehicles - registration	Work Request - Service Infrastructure
Vehicles - usage	Workplace Agreements
VicRoads - claims	Young Citizen Award
VicRoads - funding	Youth Action Committee

Central Registry

The EDRMS contains electronic records of all hard copy records received and/or prepared by Council staff since its inception in July 2014.

The RecFind system NGSC96 (15/7/1996 – 30/6/2015) contains all subject and property files and general correspondence – with hard copies located at the Stawell Town Hall and Leslie Street storage areas.

The RecFind Standard system 1/9/1995 to 4/7/1996 subject files and 1/9/1995 to current contains personnel files and documents are located at the Leslie Street storage area.

The hard copy files from the systems for each of the former councils pre 1995 - RecFind has index only and hard copies are located at Leslie Street storage area and Public Records Office.

Other Records

In addition to the centralised records system several service units maintain their own hard copy and electronic records including :

Positive Ageing- client files

Children's Services and Maternal & Child Health - client files, including immunisation records

Finance Unit - accounts/receipts

Infrastructure - parks and gardens and other infrastructure maintenance, plans and drawings and maps,

Geographic Information on GIS

Governance Unit - registers containing original and copies of Council Minutes

Rates, Finance, Planning and Building – Authority is the current operating system

All units – standard operating procedures

Not all records are retained and some are destroyed in accordance with the *Public Records Act 1973*.

Statement 3 : FOI Arrangements

A statement of the material that has been prepared by the agency under Part II of the Act for publication or for inspection by members of the public, and the places at which a person may inspect or obtain that material. [Section 7(1)(a)(iii)]

A statement of the procedure to be followed by a person when a request for access to a document is made to the agency. [Section 7(1)(a)(v)]

A statement designating by name the officer or officers responsible within each agency for the initial receipt of and action upon, requests for access to a document. [Section 7(1)(a)(vi)]

Published information

Copies of the following material prepared by Council under Part II for Publication or Inspection by the Public can be inspected at Council's offices and are available by either download from the [Northern Grampians Shire Council](#) website or hard copy by contacting the Council offices on 5358 8700 –

Statement 1 : Organisation and Functions

Statement 2 : Categories of Documents

Statement 3 : FOI Arrangements

Statement 4 : Publicity Services

Statement 5 : Documents available for Inspection or Purchase under s.18

Statement 6 : Documents on Reports under s.11.

Much of the information included in these information statements can be found in the Council's [Annual Report](#) and on the [Northern Grampians Shire Council](#) website. Search engines can be used to locate them.

Documents Available for Inspection under the Local Government Act 2020 or any other Act

Type	Description	Ways in which information is made publicly available
Agendas and minutes	Agendas and minutes of council meetings other than agendas and minutes relating to a part of a meeting which was closed to members of the public.	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Amendment of Licence	Council must make available at its offices for inspection free of charge a copy of an application referred to it under section 20A(6)(a) and any accompanying plans/specifications for works approval within the meaning of section 19B. s.20A(6)(ba) <i>Environment Protection Act 1970</i>	Available for inspection at Council offices during office hours.
Authorised Officers	s.224(1A) LGA 1989 Council must maintain a register that shows the names of all people appointed by it to be authorised officers.	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours on request.
Building Permits	Council has a duty to make documents available on request of owner or mortgagee or person authorised in writing by the owner or mortgagee. r.50 <i>Building Regulations 2018</i>	Available on request from Council offices. See website for contact details www.ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Campaign Donation Returns	The CEO must ensure that within 14 days after a specified period that a summary of each election campaign donation return submitted to him is made available. s.307(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council Offices during office hours on request.
Campaign Donation Returns	If an election campaign donation return is given after the end of the period specified in section 306(1), the Chief Executive Officer must ensure that a summary of the return is made available on the Council's internet site. s.307(3) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council Offices during office hours.
Campaign Donation Returns	The Chief Executive Officer must ensure that a summary of an election campaign donation return is made available on the Council's internet site until the close of the roll for the next general election. s.308(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available or inspection at Council Offices during office hours.
Campaign Donation Returns	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 is given under s.306. s.308(3) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council Offices during office hours.
Cemetery records	Council as a Cemetery Trustee has a duty to make information in records available to the public for historical or research purposes. s.60(1) <i>Cemeteries and Crematoria Act 2003</i>	Available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Cemetery records	Council as a Cemetery Trustee has a duty to make plans of existing place of interment available to the public. s.70(2) <i>Cemeteries and Crematoria Act 2003</i>	Available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Delegations by Council	Council must keep a public register of delegations made under section 11 of the Act s.11(8) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours on request.
Delegations by CEO	A Chief Executive Officer must keep a register of delegations made under section 47 of the Act s.47(7) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours on request.
Designated bushfire prone areas map	Council has a duty to make a copy of the most recent map of designated bushfire prone areas under sub-section (7) prepared by the Minister available for inspection. s.192A(8) <i>Building Act 1993</i>	Available for inspection by members of the public without charge, during business hours, at Council offices.
Designated bushfire prone areas map	Council has a duty to make a copy of the most recent map of designated bushfire prone areas under s.r.7 prepared by the Minister available for inspection. r.155(8) <i>Building Regulations 2018</i>	Available for inspection by members of the public without charge during business hours at the office of the council.
Designated special areas	Council has a duty to make up to date copy of each designated special area map, applicable to Council's municipal district, available to the public for inspection. r.149(4) <i>Building Regulations 2018</i>	Available for inspection at council offices during office hours.

Type	Description	Ways in which information is made publicly available
Differential Rate	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 an 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>	Available on website www.ngshire.vic.gov.au Available for inspection at Council Offices during office hours.
Dog and Cat Register	<ol style="list-style-type: none"> 1. Council is required to keep a register of all registered cats and dogs and make the register available. 2. 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. s.18 <i>Domestic Animals Act 1994</i> 	<ol style="list-style-type: none"> 1. Available during office hours for any person to inspect, upon payment of a fee fixed by Council. 2. A person can make a record or obtain a certificate of registration details.
Financial plan	<p>5 Statements describing financial resources</p> <p>(1) For the purposes of section 91(3)(a) of the Act, the statements describing the financial resources must be in the form set out in the Local Government Model Financial Report. (2) For the purposes of section 91(3)(d) of the Act, the prescribed matters include a statement of capital works for the financial years to which the statements describing the financial resources referred to in section 91(3)(a) of the Act relate. r.5 <i>Local Government (Planning and Reporting) Regulations 2020</i></p>	
Financial plan	<p>6 Statements describing other resource requirements</p> <p>For the purposes of section 91(3)(d) of the Act, the prescribed matters include the following— (a) a statement of human resources; (b) a summary of planned expenditure in relation to the human resources referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; (c) a summary of the planned number of full time equivalent Council staff referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender. r.6 <i>Local Government (Planning and Reporting) Regulations 2020</i></p>	
Food Act Administration	Council must publish in its Annual Report any direction given under s.7E(1) from the Minister in relation to any matter concerning the administration of the <i>Food Act 1984</i> . 7E(6) <i>Food Act 1984</i>	Annual Report is available on www.ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Food Safety Audits	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>	Available for inspection at Council offices during office hours.
Food Safety Audits	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>	Available for inspection at Council offices during office hours.
Freedom of Information Annual Report	Council must make available a copy of each report of the operation of the FOI Act under s.65AA. s.65AA(3) <i>Freedom of Information Act 1982</i>	Available for public inspection during ordinary office hours at the main office of the council.
Freedom of Information Part II Statement	The CEO must publish a statement specifying the documents in its possession to which s.11 applies. s.11(2)(a) <i>Freedom of Information Act 1982</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Freedom of Information Procedures and Guidelines	Council must make available for inspection and purchase certain documents provided by it for the use or guidance of, or are used or may be used by the Council or its officers in making decisions or recommendations. These include interpretations of legislation and schemes, manuals, procedures, policies, guidelines, practices, precedents and documents referred to assist to make decisions as set out in section 8. s.8 <i>Freedom of Information Act 1982</i>	A list of documents available is listed in the FOI Part II Statement available on www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Gender Equality Action Plan	Council must prepare a Plan to include results of a workplace gender audit and strategies and measures for promoting gender equality in the workplace. s.10 <i>Gender Equality Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Report publicly every two years on progress of plan (Currently in development)
Licensing of Premises/Works Approval referral	Council must make available a copy of an application and any accompanying documents for a licence for certain premises that required a works approval to be obtained that had not been obtained and the works have been completed/substantially completed. s.20(8) (ba) <i>Environment Protection Act 1970</i>	Available for inspection at Council offices free of charge.
Local Laws	Council must ensure that (a) a copy of the proposed local law; and (b) an explanatory document setting out prescribed details in relation to the local law - is available at, and obtainable from, the Council office during ordinary business hours. s.119(2A) <i>Local Government Act 1989</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours.
Local Laws	A Council must ensure that a copy of every local law - (a) is available for inspection at the Council office during the council office's hours; and (b) can be purchased on demand at the Council office during the Council office's office hours. s.120(2) <i>Local Government Act 1989</i>	Available on website www.ngshire.vic.gov.au Available for inspection and purchase at Council offices during office hours.

Type	Description	Ways in which information is made publicly available
Local Laws	A Council must ensure that a copy of every document incorporated by a local law under section 112 is available for inspection at the Council office during the Council's office hours. s.120(3) <i>Local Government Act 1989</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours.
Local Laws	<ol style="list-style-type: none"> 1. Council must ensure a copy of any proposed local law is available for inspection at its offices and on its website s.73(5) <i>Local Government Act 2020</i> 2. After any local law is made, Council must publish a notice stating the title, objectives and effect of the local law and make a copy available for inspection at its offices and on its website s.74(4) <i>Local Government Act 2020</i> 3. A notice under subsection (4) must be published - (a) in the Government Gazette; and (b) on the Council's internet site; and (c) in any other manner prescribed by the regulations for the purposes of this section. s.74(5) <i>Local Government Act 2020</i> 4. Council must ensure a copy of each local law it makes is available for inspection at its offices and on its website. s.75 <i>Local Government Act 2020</i> 5. Council must ensure a copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law is available for inspection at its offices and on its website. s.76(4) <i>Local Government Act 2020</i> 	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours.
Minutes	Minutes of meetings of delegated committees established by council other than agendas and minutes relating to a part of a meeting which was closed to members of the public.	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Neighbourhood Safer Places Plan	Council has a duty to publish and make available its Neighbourhood Safer Places Plan. s.50F(4) <i>Country Authority Act 1958</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours.
Personal Interests Returns	The CEO must publish on its website and ensure it is available for inspection at the council office a summary of the personal interests information disclosed in the last personal interests returns lodged. s.135(3) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council Offices during office hours.

Type	Description	Ways in which information is made publicly available
Personal Interests Returns	<p>10 Public access to summary of personal interests (1) For the purposes of section 135(2)(b) of the Act, the following matters are prescribed— (a) the name of the specified person; (b) all positions held by the specified person as a Councillor, member of a delegated committee or member of Council staff; (c) the date the specified person lodged the preceding personal interests return; (d) a summary of the information disclosed in the specified person's preceding personal interests return, except the matters listed in subregulation (2), which contains sufficient information to identify the type and nature of the interests disclosed in the return. (2) For the purposes of section 135(2)(c) of the Act, the matters required to be excluded are the following— (a) the monetary value or amount of any of the following— (i) income; (ii) shares; (iii) any beneficial interests other than income or shares; (iv) any debt; (b) the street address and number of any land owned by the specified person, or in which the specified person has a beneficial interest, if the land is the principal place of residence of any person; (c) the information which the specified person has requested in writing not to be included, but only if the Chief Executive Officer considers that including the information would— (i) be reasonably likely to place the personal safety of any person at risk; or (ii) unreasonably expose a business, commercial or financial undertaking to disadvantage. r.10 <i>Local Government (Governance and Integrity) Regulations 2020</i>.</p>	
Planning Permit Applications	Council must keep a copy of each agreement indicating any amendment made to it available. s.179(2) <i>Planning & Environment Act 1987</i>	Available at Council offices for any person to inspect during office hours free of charge.
Planning Permit Applications	Council is required to keep a register of all applications for permits and all decisions and determinations relating to permits. Part 4, Division 1, s.49(1) & (2)	Available at Council offices for inspection during office hours for any person free of charge.
Planning Permit Applications	Council has a duty to make a copy of matter considered under s.60(1A)(g) available for inspection free of charge. r.25(a) and r.25(b) <i>Planning & Environment Regulations 2015</i>	Available at Council offices for any person to inspect during office hours free of charge.
Planning Permit Applications	Council must make a copy of every permit issued under section 97F by the Minister available. s.97G(6) <i>Planning & Environment Act 1987</i>	Available at Council offices for inspection by any person during office hours free of charge.
Planning Permit Applications	<ol style="list-style-type: none"> 1. Council is required to make a copy of every application and the prescribed information supplied in respect of it. Part 4, Division 1, s.51 <i>Planning & Environment Act 1987</i> 2. Council is required to make a copy of every objection available. s.57(5) <i>Planning & Environment Act 1987</i> 	<ol style="list-style-type: none"> 1. Available from Council offices 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.

		<p>Whilst the application for a permit is current any person may come into the office and inspect all of the documents on the planning application file.</p> <p>2. 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.</p>
<p>Planning Scheme Amendments</p>	<p>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. Part 3, Division 1, s.18 <i>Planning & Environment Act 1987</i></p>	<p>Available for inspection at Council offices during office hours free of charge until the amendment is approved or lapses.</p>
<p>Planning Scheme Amendments</p>	<p>Council must make available the copy and any documents lodged with it. s.4H <i>Planning & Environment Act 1987</i></p>	<p>Available at Council offices for inspection during office hours for any person free of charge for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee.</p>
<p>Planning Scheme Amendments</p>	<ol style="list-style-type: none"> 1. Council 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— <ol style="list-style-type: none"> (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 ss. 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> 	<p>Available for inspection at Council offices during office hours as required.</p>
<p>Planning Scheme Amendments and schemes (approved)</p>	<p>Council must make the copy of an approved amendment and any documents lodged with it available. [Division 4, s.41 <i>Planning & Environment Act 1987</i></p>	<p>Available at Council offices for inspection during office hours for any person free of charge for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee.</p>
<p>Planning Scheme Amendments and schemes (approved)</p>	<p>Council must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under s.40 available. Division 4, s.42 <i>Planning & Environment Act 1987</i></p>	<p>Available at Council offices for inspection during office hours for any person free of charge.</p>

Type	Description	Ways in which information is made publicly available
Planning Scheme Amendment Submissions	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>	Available for inspection at Council offices during office hours until the end of two months after the amendment comes into operation or lapses.
Power of entry register	Council has a duty to make the register required under s.230(2) available. s.230(7)(b) <i>Building Act 1993</i>	Available for inspection by the Authority on request and at a time agreed to between Council and the Authority.
Public Health & Wellbeing Plan	Council has a duty to make a copy of its current municipal public health and wellbeing plan available. s.26(7) <i>Public Health & Wellbeing Act 2008</i>	Available at Council offices for any person to inspect during office hours.
Public Interest Disclosures Procedures	Council has a duty to make procedures established under s.58 available. s.59(4) <i>Public Interest Disclosures Act 2012</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Register of Building, Occupancy Permits and Temporary Approvals	Council is 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>	Available for inspection at Council offices during office hours for any person free of charge.
Register of Occupancy Permits and Temporary Approvals	Council is required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available. s.74(2) <i>Building Act 1993</i>	Available for inspection for any person at Council offices during office hours free of charge.
Register of Orders	Council is required to keep and make available a register of all emergency orders, building notices or building orders given to Council. s.126(2) <i>Building Act 1993</i>	Available for inspection for any person at Council offices during office hours free of charge.
Register of Public Roads	A road authority must ensure that the register of public roads is available.(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>	Available on website www.ngshire.vic.gov.au Available at Council offices for inspection by members of the public free of charge, during normal office hours.
Registration Authority	Council has a duty to maintain records of registration of food premises. If a person requests information held in the records in relation to a particular food premises. s.43(3) <i>Food Act 1984</i>	Available on request at Council offices during office hours free of charge.
Road Management Plan Review	Council has a duty to produce a written report of review of road management plan and make the report available. r.9(2) <i>Road Management (General) Regulations 2016</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Roadside Weed and Pest Animal Management Plan	<ol style="list-style-type: none"> 1. Council must publish the approved plan on its website as soon as practicable after the plan is approved. s.22I(1) <i>Catchment and Land Protection Act 1994</i> 2. Council has a duty to ensure copies of the plan are available for inspection during normal office hours s.22I(2) <i>Catchment and Land Protection Act 1994</i> 3. Council has a duty to ensure a consolidated version of the plan is available for inspection. s.22M(2) <i>Catchment and Land Protection Act 1994</i> 4. Council must publish a consolidated version of its 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 1994</i> 5. Council must ensure that copies of the consolidated version of its approved plan are available for inspection during normal office hours at its offices. s.22M(2) <i>Catchment and Land Protection Act 1994</i> 	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during normal office hours.
Subdivision Permits	Council has a duty to make a register available for inspection. r.33(4) <i>Subdivision (Procedures) Regulations 2016</i>	Available at Council offices for inspection by members of the public free of charge, during normal office hours.
Summary of Personal Interest Returns	CEO must publish a summary of personal interests on the Council's internet site and ensure that the summary of personal interests is available for inspection at the Council office. s.135(3) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council Offices during office hours.
Water Management Plan	Duty to keep copy of approved management plan available for inspection. s.32H <i>Water Act 1989</i>	Available at Council offices for inspection by members of the public free of charge, during normal office hours.

Matters for which public notice¹ must be given under the *Local Government Act 2020* or any other Act

Type	Description
Authorisation of Police Officers to enforce provisions of local law	Council must publish a notice in the Government Gazette which authorises police officers to enforce provisions of local law. s.224A(2) <i>Local Government Act 1989</i>
Change of Valuation System	Council has a duty to publish notice of change in valuation system. s.157(2) <i>Local Government Act 1989</i>
Conservation or diversion of drainage	(1) Before a Council executes in or upon any road any work which will concentrate or divert the drainage flowing on the road and discharge it or permit it to flow on, into or through any land, the Council must comply with this section. (2) The Council must give notice of the proposed work to the owner and occupier of any land likely to be affected by the concentration or diversion of the drainage. (3) A person has a right to make a submission under section 223 on any proposed work to concentrate or divert drainage. s.119 <i>Local Government Act 1989</i>
Contracts for purchase of goods or services/invite tenders	Before council enters into a contract for the purchase of goods or services it must give public notice of the purpose of the contract to which this relates and invite expressions of interest. s.186(1) <i>Local Government Act 1989</i> (to be repealed 1/7/2021)
Decision to cause a valuation to be made	Which systems of valuing land may a Council use? (1) A Council may use the site value, net annual value or capital improved value system of valuation. (2) A Council must publish public notice of its decision to change its system of valuation. (3) For the purposes of calculating the site value, net annual value or capital improved value of rateable land, a Council must use the current valuations made in respect of the land under the Valuation of Land Act 1960 by a valuation authority. (5) A person has a right to make a submission under section 223 on a Council's decision to change its system of valuation. s.157 <i>Local Government Act 1989</i>
Declaration of a public highway	Council must publish a notice in the Government Gazette of road to be declared a public highway s.204(1) <i>Local Government Act 1989</i>
Declare a road a shopping mall	A person may make a submission under section 223 <i>Local Government Act 1989</i> on the proposed exercise of any power under cl 11 of Schedule 11;
Differential rate	In addition to any other requirements specified by this Act, the public notice must - (c) advise that copies of the proposed declaration are available for inspection at the Council office for at least 28 days after the publication of the notice. s.163(1B)(c) <i>Local Government Act 1989</i>
Type	Description

¹ Public notice means a notice published in a newspaper generally circulating in the municipal district of the council

Differential Rate	<p>(1A) A Council must not make a declaration under subsection (1) unless it has given public notice of its intention to make the declaration at least 28 days before making the declaration.</p> <p>(1B) In addition to any other requirements specified by this Act, the public notice must—</p> <p>(a) contain an outline of the proposed declaration; and</p> <p>(b) set out the date on which it is proposed to make the declaration; and</p> <p>(c) advise that copies of the proposed declaration are available for inspection at the Council office for at least 28 days after the publication of the notice.</p> <p>(1C) A Council must send a copy of the public notice to each person who will be liable to pay the special rate or special charge within 3 working days of the day on which the public notice is published. <i>s.163 Local Government Act 1989</i></p>
Drainage of land	<p>(1) A Council may give the owner or occupier of any building or land a notice requiring that person to carry out any work for the drainage of a building or of surface or storm water on any land.</p> <p>(2) If the owner or occupier of the building or land does not carry out the work to the satisfaction of the Council, the Council may carry out the work.</p> <p>(3) If the Council carries out the work the owner or occupier must repay the cost of carrying out the work to the Council.</p> <p>(4) A person has a right to make a submission under section 223 on any notice under this section. <i>s.200 Local Government Act 1989</i></p>
Duty to publish a public notice	<i>s.223(1)(a) Local Government Act 1989</i>
Fix and alter the level of roads	A person may make a submission under section 223 on the proposed exercise of any power under clause 1(b) of Schedule 10; <i>s.207A Local Government 1989</i>
Impounded livestock sale	Council must give public notice that it intends to sell impounded livestock by public auction or public tender. <i>s.19(1) Impounding of Livestock Act 1994</i>
Land Leases	Council has a duty to give notice under <i>s.223</i> before selling/exchanging land. <i>s.190 Local Government Act 1989</i> (to be repealed 1/7/2021) and replaced by <i>s.115 (4) Local Government Act 2020</i>
Land Leases	If a Council proposes to lease land that is subject to subsection (3) and that was not included as a proposal in the budget, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease. <i>s.115(4) Local Government Act 2020</i>
Land Sale/Exchange	Before selling or exchanging the land, the Council must - (a) at least 4 weeks prior to selling or exchanging the land, publish a notice of intention to do so - (i) on the Council's Internet site, and (b) in any other manner prescribed by the regulations for the purposes of this subsection. <i>s.114(2) Local Government Act 2020</i>
Land Sale/ exchange land	Before selling or exchanging land Council must at least 4 weeks prior publish notice of intention to do so on the council's internet site and in any other manner prescribed by the regulations. <i>s.189(2)(a) Local Government Act 1989</i> (To be repealed 1/7/2021) and replaced with <i>s.114(2) Local Government Act 2020</i>
Make, maintain and repair roads	A person may make a submission under section 223 on the proposed exercise of any power under clause 1(b) of Schedule 10 <i>Local Government Act 1989</i>
Type	Description
Making of a local law	After a local law is made, council must publish a notice stating the title, objectives, effect and where copy is available. <i>s.74(4) Local Government Act 2020</i>

Place obstructions or barriers on a road permanently	A person may make a submission under section 223 on the proposed exercise of any power under clause 9 of Schedule 11 <i>Local Government Act 1989</i> ; (1) A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any permanent barrier or other obstruction on the road.
Place obstructions or barriers on a road temporarily	A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any temporary barrier or other obstruction on the road A person may make a submission under section 223 on the proposed exercise of any power under 10(1)(c) of Schedule 11 <i>Local Government Act 1989</i> - for a genuine traffic diversion experiment.
Proposed making of a local law	Notice must state the objectives of the proposed local law, intended effect, where copy is available for inspection and the community engagement process that applies in respect of the making of the local law. s.73(4) <i>Local Government Act 2020</i>
Rebates and concessions	(1C) If subsection (1B)(a) applies and subsection (1B)(b) does not apply, a person may make a submission under section 223 <i>Local Government Act 1989</i>
Restrict use of road by vehicles of a certain size	A person may make a submission under section 223 <i>Local Government Act 1989</i> on the proposed exercise of any power under clause 12 of Schedule 11;
Road alignment	A person may make a submission under section 223 <i>Local Government Act 1989</i> on the proposed exercise of any power under clause 7 of Schedule 10; Power to fix road alignment (1) A Council may fix the alignment of a road by a notice published in the Government Gazette.
Road narrowing or widening	A person may make a submission under section 223 <i>Local Government Act 1989</i> on the proposed exercise of any power under clause 8(1)(a) of Schedule 10; Sch 10 s.8(3) Before starting any work to give effect to the narrowing or widening of a road, the Council must publish a notice in the Government Gazette describing the narrowing or widening.
Road narrowing or widening	Before starting any work to give effect to the narrowing or widening of a road, the Council must publish a notice in the Government Gazette describing the narrowing or widening. s.8(3) <i>Local Government Act 1989</i>
Special rates and charges	A person may make a submission under section 223 in relation to a Council's proposal to make a declaration under section 163. s.163A <i>Local Government Act 1989</i>
Variation of special rate or special charge	(3) If a variation of a special rate or special charge will result in— (a) persons being required to pay a special rate or special charge who were not previously required to do so; or (b) an increase equal to or greater than 10% in the amount of the special rate or special charge payable by a person— a Council must comply with subsections (1A), (1B) and (1C) of section 163 as if the variation were a declaration. (4) If subsection (3) applies, a person may make a submission under section 223. .166(3) and (4) <i>Local Government Act 1989</i>

Note: A number of duties regarding policy, preparation of documents and the giving of public notice in the *Local Government Act 2020* commence 1 July 2021

Policies, plans and other information required under the *Local Government Act 2020* or any other Act

Type	Description	Ways in which information is made publicly available
Annual Report	A Council must prepare an annual report in respect of each financial year s.98(1) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	An annual report must contain the following— (a) a report of operations of the Council; (b) an audited performance statement; (c) audited financial statements; (d) a copy of the auditor's report on the performance statement; (e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994; (f) any other matters prescribed by the regulations. s.98(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	The report of operations of the Council must contain the following— (a) a statement of progress on implementation of the Council Plan, which includes the results of the strategic indicators; (b) a statement of progress in relation to the major initiatives identified in the budget or a revised budget; (c) the prescribed indicators of service performance for the services provided by the Council and funded in the budget during the financial year, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures; (d) any other information prescribed by the regulations. s.98(3) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	The performance statement must be prepared in accordance with the regulations and contain the following— (a) the prescribed indicators of service performance for the services provided by the Council and funded in the budget for the financial year, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures; (b) the prescribed indicators of financial performance, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures; (c) the prescribed indicators of sustainable capacity performance, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures; (d) any other information prescribed by the regulations. s.98(4) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	The financial statements must— (a) include any other information prescribed by the regulations; and (b) be prepared in accordance with the regulations. s.98(5) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Annual Report	A Council must report on the operations and performance of each beneficial enterprise in its annual report. s.111(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report - Service performance indicators	For the purposes of section 98(3)(c) of the Act, the prescribed indicators of service performance and the prescribed measures relating to those indicators are set out in Schedule 2. r.9(1) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report - Service performance indicators	For the purposes of section 98(3)(d) of the Act, the prescribed information is the following— (a) the results achieved in the preceding 3 financial years that correspond to the results referred to in section 98(3)(c) of the Act; (b) an explanation of any material variations between the results referred to in paragraph (a); (c) an assessment of Council's governance and management in the form set out in Schedule 1. r.9(2) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	For the purposes of section 98(3)(d) of the Act, the report of operations must include (a) information in relation to (i) economic or other factors that have had an impact on the council's performance; (ii) major capital works expenditure of the council; (iii) major changes that have taken place during the financial year in relation to the operations of the Council or the council's organisational structure or methods of carrying out its strategic objectives and the reasons for those changes; and (iv) other major achievements of the Council. r.10(a) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	Information in relation to (i) services funded in the budget or revised budget; and (ii) the persons or sections of the community who are provided with the services referred to in subparagraph (i). r.10(b) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	For the financial year commencing on 1 July 2022 and subsequent financial years, information in relation to— (i) a list of contracts entered into by Council valued above the contract value at which the Council must invite a tender or seek an expression of interest under its Procurement Policy; and (ii) a list of contracts entered into by Council valued above the contract value at which the Council must engage a competitive process under its Procurement Policy but for which the Council did not invite a tender or seek an expression of interest and which did not meet the conditions for the Council to purchase goods or services without inviting a public tender or seeking an expression of interest. r.10(d) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Annual Report	For the financial year commencing on 1 July 2021 (i) for the period during which the Council has not adopted a Procurement Policy under s.108 of the Act, information in relation to- (A) a list of contracts entered into by Council valued at \$100000 (or such higher amount fixed in accordance with s.186(1) of the <i>Local Government Act 1989</i> or more in the circumstances referred to in s.186(5)(a) or (c) of the <i>Local Government Act 1989</i> as in force immediately before its repeal; and (B) a list of contracts entered into by Council valued at \$100000 (or such higher amount fixed in accordance with s.186(1) of the <i>Local Government Act 1989</i> or more, other than in circumstances referred to in s.186(5) or (5A) of the <i>Local Government Act 1989</i> as in force immediately before its repeal, for which the Council did not engage in a competitive process before entering into the contract; and (ii) for the period during which the Council has adopted a Procurement Policy under s.108 of the Act, information in relation to (A) a list of contracts entered into by Council valued above the contract value at which the Council must invite a tender or seek an expression of interest under its Procurement Policy; and (B) a list of contracts entered into by Council valued above the contract value at which the Council must invite a tender or seek an expression of interest under its Procurement Policy but for which the Council did not invite a tender or seek an expression of interest and which did not meet the conditions for the Council to purchase goods or services without inviting a public tender or seeking an expression of interest. r.10(c) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	A list of the names of all Councillors and their dates of election and, if applicable, retirement. r.10(e) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	Details of current allowances fixed for the Mayor, Lord Mayor (if any), Deputy Mayor (if any) and Councillors. r.10(f) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	Details of the expenses, including reimbursement of expenses, paid by the Council for each Councillor and member of a Council committee, categorised separately as— (i) travel expenses; and (ii) professional development expenses; and (iii) expenses to support the performance of the role. r.10(g) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	A list of any delegated committees established by the Council that are in operation, and the purpose for which each committee was established. r.10(h) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
		Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	Information in relation to the organisational structure of the Council, including— (i) the name of the Chief Executive Officer; and (ii) the names and areas of responsibility of Council staff reporting directly to the Chief Executive Officer; and (iii) a chart setting out the organisational structure of the Council. r.10(i) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	The business address, telephone number, e-mail address and Internet site address of each Council office. r.10(j) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	A summary of the information which is publicly available for the purposes of the Council's public transparency policy adopted under section 57 of the Act and the ways in which that information can be accessed by members of the municipal community. r.10(k) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	A summary of the number of full time equivalent Council staff, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (iii) casual Council staff who are— (A) women; or (B) men; or (C) persons of self-described gender; (m) a summary of the number of full time equivalent Council staff, categorised by employment classification, and the number of full time equivalent Council staff. r.10(l) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report - Performance Indicators	For the purposes of section 98(4)(a) of the Act, the prescribed indicators of service performance and the prescribed measures relating to those indicators are set out in Part 2 of Schedule 3. (2) For the purposes of section 98(4)(b) of the Act, the prescribed indicators of financial performance and the prescribed measures relating to those indicators are set out in Part 3 of Schedule 3. (3) For the purposes of section 98(4)(c) of the Act, the prescribed indicators of sustainable capacity performance and the prescribed measures relating to those indicators are set out in Part 4 of Schedule 3. r.11 <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report - Performance results	For the purposes of section 98(4)(d) of the Act the prescribed information is the following: (a) the results achieved in the preceding 3 financial years that correspond to the results referred to in section 98(4)(a),	Annual Report document available on website www.ngshire.vic.gov.au

	<p>(b) and (c) of the Act; (b) the estimates forecast by the Council's budget or revised budget to be achieved in relation to the performance indicators and measures referred to in section 98(4)(b) of the Act; (c) a description of the municipal district, including its size, location and population; (d) an explanation of any material variations in the results referred to in section 98(4)(a), (b) and (c) of the Act and the corresponding results referred to in paragraph (a); (e) an explanation of any material variations in the results referred to in section 98(4)(b) of the Act and the forecast results referred to in paragraph (b). <i>r.12 Local Government (Planning and Reporting) Regulations 2020</i></p>	<p>Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>
Annual Report	<p>For the purposes of section 98(5) of the Act, the prescribed information is the following- (a) a statement of capital works for the financial year to which the financial statements relate; (b) the amounts of money and assets held in trust, the purposes for which they are held and the nature of any restrictions on the way in which the money and assets may be applied; (c) a list of grants by type and source, classified separately as— (i) recurrent grants used to fund operating expenditure; and (ii) recurrent grants used to fund capital expenditure; and (iii) non-recurrent grants used to fund operating expenditure; and (iv) non-recurrent grants used to fund capital expenditure; (d) all assets and liabilities committed to joint venture activities; (e) a comparison of the income and expenditure in the financial statements in the annual report with the income and expenditure in the financial statements in the budget or, if there is a revised budget, the revised budget; (f) an explanation of any material variations identified under paragraph (e); (g) a comparison of the capital expenditure in the statement of capital works in the annual report with the capital expenditure in the statement of capital works in the budget or, if there is a revised budget, the revised budget; (h) an explanation of any material variations identified under paragraph (g). <i>r.14 Local Government (Planning and Reporting) Regulations 2020</i></p>	<p>Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>
Asset Plan	<p>Council must develop, adopt and keep in force an Asset Plan for a period of at least the next 10 financial years. <i>s.92 Local Government Act 2020</i></p>	<p>Currently under construction</p>
Asset Plan	<p>An Asset Plan must include the following— (a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council; (b) any other matters prescribed by the regulations. <i>s.92(3) Local Government Act 2020</i></p>	
Audit and Risk Committee Charter	<p>Council must prepare and approve an Audit and Risk Committee Charter to be included in Council minutes. <i>s.54(1) Local Government Act 2020</i></p>	<p>Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>
Budget	<p>Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years. <i>s.94 Local Government Act 2020</i></p>	<p>Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon</p>

		request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Type	Description	Ways in which information is made publicly available
Budget	Council must ensure that the budget gives effect to the Council Plan and contains the following- (a) financial statements in the form and containing the information required by the regulations; (b) a general description of the services and initiatives to be funded in the budget; (c) major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during each financial year; (d) for services to be funded in the budget, the prescribed indicators and measures of service performance that are required to be reported against by this Act; (e) the total amount that the Council intends to raise by rates and charges; (f) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate; (g) a description of any fixed component of the rates, if applicable; (h) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the Local Government Act 1989; (i) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the Local Government Act 1989; (j) any other information prescribed by the regulations. <i>s.94(2) Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	Council must ensure that, if applicable, the budget also contains a statement- (a) that the Council intends to apply for a special Order to increase the Council's average rate cap for the financial year or any other financial year; or (b) that the Council has made an application to the ESC for a special Order and is waiting for the outcome of the application; or (c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year. <i>s.94(3) Local Government Act 1989</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Revised Budget	Council must ensure a revised budget contains all the information prescribed by the Regulations. <i>s.95(2) Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget - Quarterly budget report	As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. <i>s.97(1) Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget - Quarterly budget report	A quarterly budget report must include— (a) a comparison of the actual and budgeted results to date; and (b) an explanation of any material variations; and (c)	Available on website www.ngshire.vic.gov.au

any other matters prescribed by the regulations. s.97(2)
Local Government Act 2020

Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Budget - Financial statements	For the purposes of section 94(2)(a) of the Act, the financial statements included in a budget must— (a) contain a statement of capital works for the budget year and subsequent 3 financial years; and (b) be in the form set out in the Local Government Model Financial Report. <i>r.7(1) Local Government (Planning and Reporting) Regulations 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget - Financial statements	For the purposes of section 95(2) of the Act, a revised budget must contain financial statements, including a statement of capital works for the budget year and subsequent 3 financial years. <i>r.7(2) Local Government (Planning and Reporting) Regulations 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	For the purposes of section 94(2)(j) of the Act, a budget must contain the following information in relation to the budget year to which it relates— (a) the total amount to be borrowed (other than borrowings to refinance existing loans) during the budget year compared with the previous financial year; (b) the information specified in subregulation (4); (c) the information specified in subregulation (5) compared with the previous financial year; (d) any potential significant changes that may affect the estimated amounts referred to in subregulation (5). <i>r.8(1) Local Government (Planning and Reporting) Regulations 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	For the purposes of section 95(2) of the Act, a revised budget must contain the following information in relation to the budget year to which the revised budget relates— (a) the information specified in subregulation (4); (b) any additional amount to be borrowed (other than borrowings to refinance existing loans) compared with the budget initially adopted or the most recent revised budget (as applicable); (c) the information specified in subregulation (5) compared with the budget initially adopted for that financial year or the most recent revised budget (as applicable); (d) any potential significant changes that may affect the estimated amounts referred to in subregulation (5). <i>r.8(2) Local Government (Planning and Reporting) Regulations 2020</i>	Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	For the purposes of sections 94(2)(j) and 95(2) of the Act, a budget or revised budget must contain, in relation to the subsequent 3 financial years after the budget year— (a) a summary of planned capital works expenditure— (i) in relation to non-current assets classified in accordance with the model statement of capital works in the Local Government Model Financial Report; and (ii) set out according to asset expenditure type; and (b) the information specified in subregulation (4)(b), (c), (d) and (e). <i>r.8(3) Local Government (Planning and Reporting) Regulations 2020</i>	Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Type	Description	Ways in which information is made publicly available
Budget	<p><i>Regulations 2020</i></p> <p>For the purposes of sub-regulations (1)(b) and (2)(a), the specified information is the following— (a) a detailed list of planned capital works expenditure— (i) in relation to non-current assets classified in accordance with the model statement of capital works in the Local Government Model Financial Report; and (ii) set out according to asset expenditure type. (b) a summary of funding sources in relation to the capital works expenditure referred to in paragraph (a) and subregulation (3)(a), classified separately as— (i) grants; and (ii) contributions; and (iii) Council cash; and (iv) borrowings; (c) a statement of human resources; (d) a summary of planned expenditure in relation to the human resources referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; (e) a summary of the planned number of full time equivalent Council staff referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; (f) a list of grants by type and source, classified separately as— (i) recurrent grants to be used to fund operating expenditure; or (ii) recurrent grants to be used to fund capital expenditure; or (iii) non-recurrent grants to be used to fund operating expenditure; or (iv) non-recurrent grants to be used to fund capital expenditure; (g) the total amount borrowed as at 30 June of the budget year compared with the previous financial year; (h) the total amount projected to be redeemed during the budget year compared with the previous financial year; (i) if Council declares general rates under section 158 of the Local Government Act 1989, the rate in the dollar to be levied for each type or class of land; (j) the basis of valuation to be used under section 157 of the Local Government 1989. <i>r.8(4) Local Government (Planning and Reporting) Regulations 2020</i></p>	<p>Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>
Budget	<p>For the purposes of sub-regulations (1)(c) and (2)(c), the specified information is the following— (a) the percentage change in the rate in the dollar to be levied for each type or class of land; (b) the estimated amount to be raised by general rates in relation to each type or class of land; (c) the estimated amount to be raised by general rates; (d) the number of assessments in relation</p>	<p>Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>

	to each type or class of land; (e) the number of assessments; (f) the estimated value of each type or class of land; (g) the estimated total value of land rated under section 158 of the Local Government Act 1989; (h) the municipal charge under section 159 of the Local Government Act 1989; (i) the percentage change in the municipal charge; (j) the estimated amount to be raised by municipal charges; (k) the rate or unit amount to be levied for each type of service rate or charge under section 162 of the Local Government Act 1989; (l) the percentage change for each type of service rate or charge; (m) the estimated amount to be raised by each type of service rate or charge; (n) the estimated total amount to be raised by service rates and charges; (o) the estimated total amount to be raised by all rates and charges. <i>r.8(5) Local Government (Planning and Reporting) Regulations 2020</i>	
CEO Remuneration	If a Council passes a resolution to reappoint a person as its Chief Executive Officer without advertising the position, the Council must make details of the person's proposed total remuneration as Chief Executive Officer under the new contract available for public inspection within 14 days after the passing of the resolution. s.94(6) <i>Local Government Act 1989</i>	Available for public inspection at Council offices during office hours.
CEO Employment and Remuneration Policy	Council must develop, adopt and keep in force a CEO Employment and Remuneration Policy s.45(4) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au (Currently in development) Council meeting minutes.
Community Vision	Council must maintain a Community Vision. s.88 <i>Local Government Act 2020</i>	Currently under construction
Complaints Resolution Policy	Council must develop and maintain a complaints policy. s.107(1) <i>Local Government Act 2020</i> [1 July 2021]	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Council Plan	Council must prepare and adopt a Council Plan for a period of at least the next 4 financial years after a general election. s.90(1) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes
Councillor Code of Conduct	Council must develop a Councillor Code of Conduct. s.139 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Councillor Gift Policy	Council must adopt a Councillor Gift policy that includes procedures for the maintenance of a gift register. s.138 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Council Expenses Policy	Council must adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for councillors and members of delegated committees. s.41 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Type	Description	Ways in which information is made publicly available
Election Period Policy	Council must include an election period policy in its Governance Rules that prohibits any Council decision during the election period for a general election that relates to the appointment or remuneration of the CEO, commits the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year, that council considers could be reasonably deferred until the next Council is in place or should not be made during an election period. The policy must prohibit any decision that would enable the use of council resources in a way to influence voting. s.69 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes.
Electrical Line Clearance Plan	Council must ensure an electrical line clearance management plan is prepared annually r.9(2) <i>Electricity Safety (Electric Line Clearance) Regulations 2015</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Financial Plan	Council must develop, adopt and keep in force a Financial Plan for a period of at least the next 10 financial years. s.91 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Financial Plan	A Financial Plan must include the following in the manner and form prescribed by the regulations— (a) statements describing the financial resources required to give effect to the Council Plan and other strategic plans of the Council; (b) information about the decisions and assumptions that underpin the forecasts in the statements specified in paragraph (a); (c) statements describing any other resource requirements that the Council considers appropriate to include in the Financial Plan; (d) any other matters prescribed by the Regulations. s.91(3) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Gender Equality Action Plan	Council must prepare a plan that includes results of a workplace gender audit and strategies and measures for promoting gender equality in the workplace. s.10(1) <i>Gender Equality Act 2020</i> Council must publish the completed GEAP on its website. s.11(3) <i>Gender Equality Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes (Currently in development)
Governance Rules	Council must develop, adopt and keep in force Governance Rules for or with respect to the conduct of meetings, form and availability of meeting minutes, election of the Mayor and Deputy Mayor, an election period policy, procedures for disclosure of conflicts of interest. s.60 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au (Currently in development) Council meeting minutes.

Municipal Emergency Management Plan	Council must prepare and maintain a municipal emergency management plan. s.20 <i>Emergency Management Act 1986</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Type	Description	Ways in which information is made publicly available
Municipal Fire Prevention Plan	Council must prepare and maintain a municipal fire prevention plan for its municipal district in accordance with the advice and recommendations of the municipal fire prevention committee. s.55A <i>Country Fire Authority Act 1958</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes
Planning Scheme	Council must prepare a planning scheme for its municipal district for which it is a planning authority. s.18(1) <i>Planning & Environment Act 1987</i>	Online at https://planning-schemes.delwp.vic.gov.au/schemes/northerngrampians
Privacy and Data Protection and Health Records Policy	Council is committed to protecting the privacy and personal information collected from its customers and the policy details how Council complies with its obligations under the <i>Privacy & Data Protection Act 2014</i> (Vic) and the <i>Health Records Act 2001</i> .	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes
Procurement Policy	Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council. s.108 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes
Procurement Policy	(2) The Chief Executive Officer must ensure that any report to the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available. s.109(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes
Procurement Policy	A Procurement Policy must include the following— (a) the contract value above which the Council must invite a tender or seek an expression of interest; (b) a description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money; (c) a description of how the Council will seek collaboration with other Councils and public bodies in the procurement of goods or services; (d) the conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest; (e) a description of the process to be undertaken in inviting a public tender or expression of interest; (f) any other matters prescribed by the regulations. s.108(3) <i>Local Government Act 2000</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting minutes
Recruitment Policy	Ensures that recruitment decisions are based on merit, support transparency in recruitment processes and the public advertising of positions and regard to gender equity, diversity and inclusiveness measures specified in the workforce plan. s.48(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Revenue and Rating Plan	Council must prepare and adopt a Revenue and Rating Plan. s.93 <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Type	Description	Ways in which information is made publicly available
Staff Code of Conduct	The CEO must develop and implement a code of conduct for members of Council staff. s.49 <i>Local Government Act 2020</i>	Available for inspection at Council offices during office hours. Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Staff Gift Policy and Gift Register	A Code of Conduct for members of Council staff must include a gift policy that contains provisions for disclosed gifts to be recorded in a gift register. s.49 <i>Local Government Act 2020</i>	1. Policy available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700. 2. A de identified version of the Gift Register is available on www.ngshire.vic.gov.au .
Strategic Resource Plan	A copy of the current Strategic Resource Plan must be available for inspection by the public at - (a) a Council office and any district offices; and (b) any other place required by the regulations. s.126(4) <i>Local Government Act 1989</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours
Strategic Resource Plan	In addition to any other requirements specified by this Act, the notice referred to in subsection (1) must - (b) advise that copies of the proposed budget are available for inspection for at least 28 days after the publication of the notice at - (i) the Council office and any district offices; and (ii) any other place required by the regulations; (c) advise that the proposed budget or revised budget is published on the Council's Internet website for at least 28 days after the publication of the notice. s.129(3)(a) & (c) <i>Local Government Act 1989</i>	Available on website www.ngshire.vic.gov.au Available for inspection at Council offices during office hours

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 @ \$117.00 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 @ \$158 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

FOI Access Arrangements

Requests for access to all Council's documents are dealt with centrally by the Council's Freedom of Information Officer. Requests for access to documents of other agencies, held in the custody of Council, should be sent directly to those agencies. Where such requests are received directly by Council the requests will normally be transferred to the agency concerned in accordance with section 8 of the *Freedom of Information Act 1982* (the Act).

People wanting to access documents that are not available outside the Act must make a request in writing (an [application form](#) is available on the [Northern Grampians Shire Council](#) website and accompanied by the prescribed application fee. The fee is increased annually in accordance with the *Monetary Units Act 2004* and applicants should check the web site or contact Council offices at the time of making their application to find out the current fee.

Not all documents are automatically available in response to a request under the Act. The Act sets out a number of situations in which a Council may refuse a person access, eg requests for documents which affect the personal affairs of another person, commercially confidential, documents which would undermine law enforcement or which contain information supplied in confidence.

Applications can be made for access to documents about a person's personal affairs, regardless of the age of the documents, and other documents held by Council, not older than 1 January, 1989.

The application fee may be waived or reduced if payment of the fee would cause hardship to the applicant. If applicants consider they are entitled to have the application fee waived, they should submit a request with supporting documentation (such as a pension or health care card).

Requests may be lodged in person at Council offices, by post addressed to the Freedom of Information Officer, Northern Grampians Shire Council, PO Box 580 Stawell 3380 or by email to ngshire@ngshire.vic.gov.au. The Freedom of Information Officer will respond to requests as quickly as possible.

Officers responsible for requests to access documents

- (a) For initial receipt of and action upon FOI requests
- (b) For inspection or purchase of Part II Statements on categories of documents, FOI arrangements and Publicity Services
- (c) For initial receipt of an action upon FOI requests of records of other agencies in custody of the Northern Grampians Shire Council
- (d) For inspection or purchase of documents available under section 8 of the FOI Act
- (e) For inspection of documents found relevant to FOI request, including listening to or viewing a tape

Mary Scully Manager Governance & Civic Support Freedom of Information Officer Email: mary.scully@ngshire.vic.gov.au	
Northern Grampians Shire Council Town Hall Main Street Stawell PO Box 580 Stawell 3380	Office hours : 8.30am – 5.00pm Monday - Friday

Right of Appeal

Victorian Information Commissioner
PO Box 24274, Melbourne 3000
Telephone : 1300 006 842
Email: enquiries@foicommissioner.vic.gov.au
Website: www.foicommissioner.vic.gov.au

Identification of Documents

FOI requests must contain sufficient detail concerning the document to enable the agency to identify it. Information about the subject and the approximate date of the document(s) sought should be indicated as precisely as possible.

Where a request fails to provide the necessary information to sufficiently identify the document(s) requested, the FOI Officer will assist you in making a request which will aid in identifying the documents sought.

Charges²

Applicants will be supplied, as soon as possible, with a statement of further charges if appropriate. Charges will be in accordance with the *Freedom of Information (Access Charges) Regulations 2004* which are currently set at :

- A charge for search time will be equal to 1.5 fee units per hour or part of an hour (*\$21.30 per hour or part of an hour rounded to the nearest 10 cents for search and retrieval*)
- A charge for supervision will be equal to 1.5 fee units per hour (to be calculated per quarter hour or part of a quarter hour) (*\$21.33 per hour to be calculated per ¼ hour or part of a quarter hour, rounded to the nearest 10 cents for supervision while inspecting documents*)
- A charge for the costs of a suitably qualified health service provider providing an explanation of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour; or 6 fee units, whichever is the lesser.
- A charge for providing a summary of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour, or 6 fee units, whichever is the lesser.
- A charge for providing black and white photocopy – 20 cents per A4 page
- A charge for providing copy of a document other than black and white photocopy – The reasonable costs incurred by the agency in providing the copy.
- A charge for arrangements to hear or view sound or visual image – The reasonable costs incurred by the agency in making the arrangements.
- A charge for providing a written transcript - The reasonable costs incurred by the agency in providing the written transcript.
- A charge for providing written document - The reasonable costs incurred by the agency in providing the written document.

Access charges for a request should be calculated in accordance with the *Freedom of Information (Access Charges) Regulations 2014* using the value of a fee unit. Council sets a fee annually for provision of documents outside the Act.

² As at 1 July 2019

Correction of Personal Information

Requests for correction or amendment of information about a person which is contained in a document held by the agency may be made in writing preferably on the form provided for this purpose and should specify-

- (a) an address to where notices may be sent to the person making the request; and
- (b) particulars of why the person making the request believes the information to be incomplete, incorrect, out of date or misleading and specifying the amendments he or she wishes made.

Statement 4 : Publicity Services

A statement listing the literature available by way of subscription services or free mailing lists. [Section 7(1)(a)(iv)]

Literature Available by Subscription or Free Mailing Lists

Council does not produce any literature which is available to the public by subscription or under a free mailing list arrangement.

Council does however produce and distribute a variety of literature which is available to the public free of charge, including :

- Annual Report
- Council Plan
- Councillor Code of Conduct
- Annual Budget and Strategic Resource Plan
- Local Laws
- Policies, Plans and Strategies

A wide range of publications can be downloaded from the [Northern Grampians Shire Council](#) website or by contacting Council offices on 03 5358 8700 or ngshire@ngshire.vic.gov.au for copies. Search engines can be used to locate them.

Statement 5 : Procedures and Guidelines

Documents that are provided by the agency for the use or guidance of, or are used or may be used by, the agency or its officers. [Section 8(1)]-

- (a) *in making decisions or recommendations, or in providing advice to persons outside the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to or for which persons are or may be entitled, eligible or subject, being-*
- (i) *documents containing interpretations or particulars of Acts or schemes administered by the agency, not being particulars contained in another Act; or*
- (ii) *manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the agency, or similar documents containing rules, policies, guidelines, practices or precedents; and*
- (b) *in enforcing Acts or schemes administered by the agency where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the Acts or Schemes.*

This statement applies to documents that are provided by Council for the use or guidance of Council or its officers.

Council must, as far as possible, make its 'hidden law' explicit to the public with procedure manuals, interpretations of the law, policy statements and enforcement methods.

Copies of all documents are made available for inspection and for purchase by members of the public. A large number of the documents are available from the [Northern Grampians Shire Council](#) website (search engines can be used to locate them) and inspection and copies can be arranged by contacting the Governance Unit at Council's Stawell office on 03 5358 8700.

This list is not an exhaustive list of documents used by Council or its officers, it is an example of the types of documents which are frequently referred to assist to make decisions.

Advocacy & Social Development

- Arts & Culture Strategy
- Open Space, Sport and Recreation Strategy, Volume One
- Open Space, Sport and Recreation Strategy, Volume Two
- Wimmera Regional Library Corporation Agreement
- Halls Gap Tourism Resort Town Master Plan
- Youth Strategy

Aged and Disability Services

- Disability Action Plan
- Community Access Plan
- Seniors Participation & Care Plan
- Municipal Public Health & Wellbeing Plan

Building Control & Management

- Waiving and Refunding Development Approval Permit Applications

Children's Services

- Guide to the National Quality Standard
- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law
- *Education & Care Services National Regulations 2011*
- Municipal Early Years Plan

Community Relations

- Social Networking Media Guidelines
- VicRoads Agency Guide V3.0
- Disabled Parking Permits Flowchart
- Department of Premier and Cabinet Public Relations & Protocols
- Department of Immigration Citizenship Protocols

Corporate Management

- Complaints Resolution Policy
- Public Interest Disclosures Procedure
- Reduction in Hall Hire Fees Policy
- Swimming Pool Education Policy
- Swimming Pool Reactive Policy
- Building Control Enforcement Action Policy
- Building Control Intervention Filter Policy
- Keys to the City and Freedom of Entry Policy
- Social Media Policy and Guidelines
- Exemption for Farm Buildings from Requirement to Obtain a Building Permit Policy
- Event Management Policy
- Curatorial Policy
- Business Assistance Scheme Policy
- Tourism & Service Signing Policy
- Tourism Industry Participation Policy
- Extreme Weather Policy
- Landslide Susceptibility Policy
- Tourism Policy
- Fraud Policy
- Cash Handling Policy
- Corporate Credit Card Policy
- Farm Land Rate Differential Policy
- Investment Policy
- Personal Financial Hardship Policy
- Community Loans Policy
- Rates Debt Collection Policy
- Special Rates & Charges Policy
- Strategic Resource Plan
- Performance Reporting Policy
- Procurement Policy
- Community Grants Funding Policy
- Community Engagement Policy
- Information and Communication Technology Policy
- Privacy & Data Protection and Health Records Policy
- Records Management Policy
- Records Digitisation Policy
- Bushfire Management Overlay Assessment Policy
- Verandah and Heritage Streetscape Policy
- Dog Attack Policy
- Registration of Restricted Breed and Dangerous Dogs Policy
- Occupational Health & Safety Policy
- Hazard Management Policy
- Risk Management Policy
- Sustainable Asset Management Policy
- Capital Project Management Process Policy
- Asset Capitalisation Policy

- Garbage and Recycling Exemption Policy
- ICT Acceptable Use Policy
- Mobile Phone Policy
- Printing & Photocopying Policy
- Sponsorship and Contributions Policy
- Customer Request Management Policy
- Financial Reserves Policy
- Council Expenses Policy
- Election Period Policy
- Gifts, Benefits and Hospitality Policy
- Policy Development and Approvals Framework
- Public Transparency Policy

Council Properties

- Stawell Airport Master Plan

Emergency Management

- Municipal Fire Prevention Plan
- Country Fire Authority Guidelines
- Northern Grampians Shire Neighbourhood Safer Places Plan
- Municipal Emergency Management Plan and Sub-Plans
- Heatwave Mitigation Plan

Environmental Management

- Municipal Domestic Wastewater Management Plan
- Sustainable Living Strategy

Family & Children's Services

- Municipal Early Years Plan

Financial Management

- Fraud Strategy
- Fraud Control Plan
- Revenue & Rating Strategy

Governance

- Local Government Act
- Councillor Code of Conduct
- Public Interest Disclosures Procedure
- Governance Rules
- Annual Budget
- Council Plan
- Councillor Induction Manual
- Insurer Best Practice Manuals
- Insurer Liability Management Manual
- Insurer Risk Management Information Manual
- Best Value Principles

Information Management

- ICT Strategy
- Business Transformation Strategy
- Geographical Information System (GIS) Strategy

Land Use & Planning

- Municipal Strategic Statement
- Northern Grampians Planning Scheme

Local Laws Enforcement

- General Local Law 2012
- Domestic Animal Management Plan

Parks & Reserves

- Urban Tree & Naturestrip Management Plan
- Electric Line Clearance Management
- Lord Nelson Park Master Plan

- Central Park, Cato Park and Maud Street Dams Master Plan
- Queen Mary Gardens Walsh Plan
- Market Square St Arnaud Master Plan 2019
- Stawell Parks Precinct Plan Directions 2019
- Walkers Lake Management Plan
- North Park Multi-Purpose Precinct Development Plan

Public Health

- Municipal Public Health & Wellbeing Plan

Risk Management

- Risk Management Strategy
- Business Continuity Management Framework and BCM Plan
- Information Security Management Framework

Service Infrastructure

- Road Management Plan
- Roadside Vegetation Management Plan
- Sustainable Asset Management Strategy
- Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016
- VicNames User Guide
- Electric Line Vegetation Plan
- Roadside Vegetation Management Plan
- St Arnaud Civic Precinct Plan
- Sustainable Asset Management Strategy
- Signage Strategy

Waste Management

- Waste Management Strategy
- Waste Reduction Action Plan

Statement 6 : Report Literature

Statement of certain documents in possession of agencies to be published. [Section 11(1)]

Under section 11 of the *Freedom of Information Act 1982*, Council must make a wide range of final reports and records of decisions relating to policy and the administration of policy of interest to the public available for inspection or purchase.

Council publishes its progress reports, final reports and records of decisions relating to policy within Council meeting minutes and they are available for download from the [Northern Grampians Shire Council](#) website.

Council posts reports and policies on the [Northern Grampians Shire Council](#) website and search engines can be used to locate them. In addition copies can be made available for inspection or purchase by contacting the Governance Unit at Council's Stawell office on 5358 8700.

Reports, Statements and Submissions

Council makes the following two classes of documents accessible to the public -

1. A document prepared outside the Council for consideration by the Council.
2. A document prepared within the Council for consideration by the Council.