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# Public Transparency Policy



June 2021

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# Public Transparency Policy



## Council Policy

<b>Responsible director</b>	Director Corporate Services
<b>Responsible officer</b>	Manager Governance & Civic Support
<b>Functional area</b>	Governance
<b>Date adopted by Council</b>	3 August 2020
<b>Review date</b>	June 2025

## Purpose

Councils must adopt a Public Transparency Policy under section 57 of the *Local Government Act 2020* (the Act).

## Background

Councils must adopt and maintain a Public Transparency Policy under section 57 of the *Local Government Act 2020* to give effect to the following Public Transparency Principles outlined in section 58 of the Act—

### 58. The public transparency principles

The following are the public transparency principles—

- (a) Council decision-making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- (b) Council information must be publicly available unless—
  - (i) the information is confidential by virtue of this Act or any other Act; or
  - (ii) public availability of the information would be contrary to the public interest;
- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) public awareness of the availability of Council information must be facilitated.

## Policy

A Public Transparency Policy must—

- (a) give effect to the public transparency principles; and
- (b) describe the ways in which Council information is to be made publicly available; and
- (c) subject to s.58(b)<sup>1</sup> specify which Council information must be publicly available, including all policies, plans and reports required under the Act or any other Act;
- (d) include any other matters prescribed by the regulations.

<sup>1</sup> S.58 states Council information must be publicly available unless the information is confidential by virtue of this Act or any other Act or public availability of the information would be contrary to the public interest.

**1. Council decision-making—**

- a. will be undertaken in accordance with the Act and the Governance Rules;
- b. will be conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules; and
- c. will be informed through community engagement and deliberative engagement practices.

**2. Council meetings—**

Council must keep a council or delegated committee meeting **open** to the public unless Council or the committee considers it necessary to close the meeting to the public because a circumstance specified below applies:

- (a) the meeting is to consider confidential information<sup>2</sup>; or
- (b) security reasons; or
- (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

**3a. Publicly available information—**

Council must make a variety of information publicly available under the Act and other Acts. The listing attached as **Addendum 1** also informs the community of the ways in which the information is made publicly available.

**3b. Matters for which public notice<sup>3</sup> must be given—**

Council must give public notice of a variety of matters under the Act and other Acts which requires it to make publicly available documents and process. The listing of matters for which public notice is given is attached as **Addendum 2**.

**3c. Council must resolve to adopt—**

Council must make and resolve to adopt a variety of policy, plans and other information under the Act and other Acts. The listing of the information Council must adopt is attached as **Addendum 3**.

**3d. FOI Part II Statement - Publication of Certain Documents & Information**

A list of publicly available information is provided in the **Part II Statement** in accordance with the *Freedom of Information Act 1982*. This statement which is published on the Council's website and available at Council offices requires government agencies and local councils to publish six statements designed to assist members of the public in accessing the information it holds. The Statement is reviewed in January each year.

[Statement 1: Organisations and Functions](#)

[Statement 2: Categories of Documents](#)

[Statement 3: FOI Arrangements](#)

[Statement 4: Publicity Services](#)

[Statement 5: Procedures and Guidelines](#)

[Statement 6: Report Literature](#)

**3e. Council must undertake *deliberative engagement* practices for the development of the following documents—**

- i. Council Plan
- ii. Community Vision
- iii. Financial Plan

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<sup>2</sup> 'Confidential Information' is defined in section 3 of the *Local Government Act 2020*.

<sup>3</sup> Ways in which public notice is given are on the Council website [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au), print media (North Central News, Weekly Advertiser, Stawell Times News, Herald Sun), social media (Facebook, Twitter, Instagram, YouTube, LinkedIn) and radio (Ace Radio MIXX FM 1089 3WM)

- iv. Asset Plan
- v. Any matters prescribed by the Regulations.

**3f. Under the *Local Government Act 1989* Council must undertake *community engagement* for the following legislated activities—**

- i. Land leases
- ii. Electoral representation reviews (Joint undertaking by Council and Victorian Electoral Commission)
- iii. Community Engagement Policy development
- iv. Making of Local Laws
- v. Budget preparation
- vi. Policy development
- vii. Governance Rules development and amendment
- viii. Purchase or compulsory acquisition of land by the Council
- ix. Sale or exchange of land
- x. Making any decision to change the system to value land used by the Council

**3g. Council will undertake *community engagement* in line with its *Community Engagement Policy*.**

The [Community Engagement Policy](#) outlines the principles Council commits to community members to increase their participation in Council planning and decision-making and outlines how council will provide the community with opportunities for engagement.

**4. Ways to access information**

- a. Council will make information understandable and accessible to members of the municipal community. At a minimum, information will be made available on Council's website <https://www.ngshire.vic.gov.au>, at the Council's offices during office hours or by a written or verbal request.
- b. A Council officer is available to assist you with any enquiry.
- c. Council will respond to all requests for information.
- d. The *Freedom of Information Act 1982* (FOI Act) gives the right of access to documents that councils hold. The Council is committed to, where possible, proactive and informal release of information in accordance with the Freedom of Information Professional Standards issued by the Victorian Information Commissioner. Read more at [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au). All requests for documents must be directed to the relevant officer in the first instance. The Freedom of Information Officer will make a decision on the release of documents not already publicly available to the community in line with the FOI Act.
- e. Council must have regard to the principles underpinning the *Freedom of Information Act 1982* which establishes a "*general right of access to information ... limited only by exceptions and exemptions necessary for the protection of essential public interests and making available to the public information about the operation of agencies and, in particular, ensuring that rules and practices affecting members of the public in their dealings with agencies are readily available....*" (s.3 FOI Act)

**5. Information not available**

Council will make information publicly available unless—

- a. the information is confidential by virtue of this Act or any other Act; or
- b. public availability of the information would be contrary to the public interest.

## 6. Confidential Information

Confidential information<sup>4</sup> is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information that would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs, if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information	Records of council and delegated committee meetings that are closed to the public to consider confidential information.
Internal arbitration information	Confidential information relating to internal arbitration about an alleged breach of the councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter.
Confidential information under the 1989 LGA	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i> .

Note: Council can by resolution designate that 'confidential information' that ceases to be confidential is no longer 'confidential information'.

### Non-compliance with this policy

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If the initial communication with the council is not successful in resolving the problem, please refer to Council's [Complaints Resolution Policy](#).

### [Council Plan Objective/Strategy](#)

Improve Organisational Effectiveness - Improve transparency and public information.

<sup>4</sup> Council can by resolution designate that 'confidential information' that ceases to be confidential is no longer 'confidential information'.

## Legislation and Standards

*Local Government Act 2020*

*Local Government Act 1989*

*Freedom of Information Act 1982*

*NGSC Community Engagement Policy*

*Privacy & Data Protection and Health Records Policy*

*Complaints Resolution Policy*

*Governance Rules*

*FOI Part II Statement*

## Responsibilities

Party/Parties	Roles and responsibilities
Council	Champion the commitment and principles for public transparency through leadership, modelling practice and decision-making.
Executive Leadership Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership.
Senior Management Team	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.
All staff	<ul style="list-style-type: none"> <li>Public transparency is the responsibility of all employees as appropriate to their role and function</li> <li>All staff respond to requests for information and facilitate provision of information in consultation with their Manager, the Privacy Officer and Freedom of Information (FOI) Officer and in alignment with council policy</li> </ul>
Manager Governance & Civic Support	<ul style="list-style-type: none"> <li>To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement</li> <li>Monitor implementation of this policy</li> <li>Perform the duties of FOI Officer</li> <li>Perform the duties of Privacy Officer</li> </ul>

## Stakeholders

Councillors, staff and the municipal community.

Local Government Victoria (Engage Victoria) has worked collaboratively with all Victorian councils to enable them to meet the 1 September 2020 requirements for compliance with the *Local Government Act 2020*. This was achieved through co-design engagement and support to the sector and fast-tracking the development of a pathway of documents and materials.

When developing or applying a public transparency policy, the Council must have regard to the other principles contained within the Act, eg a community engagement should be used in the development of its policy; strategic planning should be undertaken with regard to public transparency.

## Review

The initial assessment of the policy will be undertaken in 12 months to ensure Council has interpreted the intent of the Act correctly. Thereafter an assessment will be taken every four years to align with the Council term to ensure it remains current with the Council's goals, processes, aims and requirements and as a means by which to reduce Council's exposure to risk.

## Communication and implementation

The policy will be communicated to the community via the Council website and print and social media and referred to during any community engagement process to develop policy, plan strategy or other information available for public inspection. It will be available to staff via the EDRMS and insites GoverniNG and PeopleHub and referred to in induction and/or training.

## References

Local Government Victoria range of guidance and support materials and information found [here](#).  
[Victorian Ombudsman Investigation into the transparency of local government decision making, 2016](#)

LGV Public transparency principles

*Governance Rules*

*Freedom of Information Part II Statement*

## Privacy and Data Protection compliance

All Council policies must consider the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework* which adopts a risk-based approach to protective data security.

The unauthorised release of confidential information has been identified as a security risk controlled by channelling all requests for confidential information through the Freedom of Information Officer.

## Gender Equality Act 2020

Council must consider relevant gender equality principles, workplace gender equality of rights, opportunities, responsibilities and outcomes and the promotion of gender equality in the policies, programs and services it delivers.

## [Charter of Human Rights compliance](#)

This policy has a positive impact on the Human Right of ***Taking part in public life-***

- a. Every person has the right to take part in public affairs.
- b. Every eligible person has the right to vote and be elected and to have access to the Victorian public service and public office.

## Definitions

*deliberative engagement practices* mean the deliberative engagement practices included in a community engagement policy

*information* includes documents

*municipal community* includes-

- (a) People who live in the municipal district of the Council;
- (b) People and bodies who are ratepayers of the Council;
- (c) Traditional owners of land in the municipal district of the Council;
- (d) People and bodies who conduct activities in the municipal district of the Council

*publish* means publish by any means including by publication on the Internet

**Review history**

<b>Date</b>	<b>Review details</b>	<b>Action</b>
June 2020	Policy developed	
July 2020	Reported to ELT and Councillors	Make available for inspection
3 August 2020	Reported to Council	Formally adopted by Council
24 October 2020	Addendums updated with changes to LGA and Regulations	Made available for public inspection on website
1 June 2021	Annual review. Added reference to undertake community engagement in line with <i>Community Engagement Policy</i> and new public availability requirements in the <i>Planning &amp; Environment Act 1987</i>	Minor change, no need for formal council adoption.

*List of information to be made publicly available by council*

No	Act / Section	Description	Manner
<b>Building Act 1993</b>			
1.	s 11(2)	Notice of the fact that a regulation under Part has ceased to have effect in the municipal district or part of it	Newspaper circulating in municipal district
2.	s 31	Register of building permits	Available for inspection by any person during normal office hours
3.	s 74	Register of occupancy permits and temporary approvals/amendments	Available for inspection by any person during normal office hours
4.	s 126	Register of emergency orders, building notices or building orders	Available for inspection by any person during normal office hours
5.	s 192A(8)	Copy of the most recent map given to council under subsection (7)	Available for inspection at the council's office during office hours free of charge
6.	s 230	Register of exercise of powers of entry	Made available for inspection by the Authority on request
<b>Building Regulations 2018</b>			
7.	r 50	Copy of any documents submitted with an application for a building permit	On request of an owner/mortgagee of the building/land or person authorised in writing by such person
8.	rr 51 & 52	Certain information on request	On request and payment of a fee
9.	r 149(4)	Copy of each designated special area map applicable	Available for public inspection at the council office during office hours free of charge
<b>Catchment and Land Protection Act 1994</b>			
10.	s 22I(1)	Approved roadside weed and pest animal management plan	Copy made available for inspection at council's office during normal office hours at and published on website as soon as practicable after the plan is approved
11.	s 22M(1)	Consolidated version of approved roadside weed and pest animal management plan	Copy made available for inspection at council's office during normal office hours at and published on website as soon as practicable after the plan is approved
<b>Cemeteries and Crematoria Act 2003</b>			
12.	ss 60(1) and 70(2)	Council as a Cemetery Trustee has a duty to make information in records available to the public for historical or research purposes and plans of existing place of interment available to the public.	Available for public inspection
<b>Country Fire Authority Act 1958</b>			
13.	s 50F(4)	Municipal Council Neighbourhood Safer Places Plan	Make available at Council's office for public inspection and website
<b>Development Victoria Act 2003</b>			
14.	s 56E(3)	Register of Certificate	Made available for inspection by Development Australia or any other interested person
<b>Domestic Animals Act 1994</b>			
15.	s 10A(3)(a)	Resolution made by council under s 10A	Government Gazette and newspaper circulating in municipal district
16.	s 10C(5)	Resolution made by council under s 10C	Government Gazette and newspaper circulating in municipal district
17.	s 10D(6)	Resolution made by council under s 10D	Government Gazette and newspaper circulating in municipal district
18.	s 18	Register of all registered dogs and cats	Made available for inspection at the council's office

19.	s 25(3)	Orders made by council under s 25(3)	Government Gazette and newspaper circulating in municipal district
20.	s 26(3)	Orders made by council under s 26(3)	Government Gazette and newspaper circulating in municipal district
21.	s 68A(3)	Publish an evaluation of its implementation of the domestic animal management plan	Annual Report
<b>Electricity Safety (Electric Line Clearance) Regulations 2020</b>			
22.	r 10(6)	Electrical Line Clearance Management Plan	Available on website
<b>Emergency Management Act 2013</b>			
23	s 60AI(ab)	(Municipal) Emergency Management Plan	Published on Council's internet site
<b>Filming Approvals Act 2014</b>			
24.	Sch 1 Principle 7	Film permits issued and any other relevant information	Made available on council's website
<b>Food Act 1984</b>			
25.	s 7E(6)	Direction by the Minister	Annual Report
26.	s 19	Order made relating to food premises	Made available by notice published in a newspaper or by any means
27.	s 19U(4)	The method of determining the reasonable costs of an audit payable under subsection (2) and the criteria fixed under subsection (3)	Available for public inspection
28.	s 19UA(5)	The method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4)	Available for public inspection
29.	s 43	Records of registrations, renewals and transfers in relation to a particular food premises, including details of any relevant orders	Available free of charge on request
<b>Freedom of Information Act 1982</b>			
30.	Part II	Information concerning functions etc and documents available for inspection and purchase	In the Annual Report (can be website)
<b>Gender Equality Act 2020</b>			
31.	s 12(3)(a)	Gender Equality Action Plan	Made available on council's website
32.	s 13(3)	A report or other document taken to be a Gender Equality Action Plan	Made available on council's website
33.	s 15(2)(B)	Amended Gender Equality Action Plan	Made available on council's website
34.	s 20	Progress Report	Made available on council's website
<b>Infringements Act 2006</b>			
35.	s 9	Enforcement Agency Guidelines and Policies	Council's discretion
<b>Land Acquisition and Compensation Act 1986</b>			
36.	ss 19 and 23	Notice declaring interest in land to be acquired	Government Gazette and newspaper circulating in municipal district (Copy published in newspaper as soon as practicable after publication in the Government Gazette)
<b>Local Government Act 2020</b>			
37.	s 11(8)	Public register of delegations	Unspecified
38.	s 18(1)(d)	Mayor must report on implementation of the Council Plan	Must report to the municipal community at least once a year
39.	s 41(1)	Expenses policy in relation to reimbursement of out of pocket expenses	Unspecified
40.	s 45 (4)	CEO Employment and Remuneration Policy	Unspecified
41.	s 47(7)	Register of CEO's delegations	Unspecified
42.	s 48	Recruitment policy for members of council staff	Unspecified
43.	s 49	Code of Conduct for members of council staff	Unspecified
44.	s 57	Public Transparency Policy	Unspecified
45.	s 60	Governance Rules	Unspecified

46.	s 63	Terms of Reference to Delegated Committee	Unspecified
47.	s 64	Terms of Reference to Joint Delegated Committee	Unspecified
48.	s 65	Terms of Reference to Community Asset Committee	Unspecified
49.	s 66(5)	Must record in the minutes reasons for closing a meeting	Minutes made available for public inspection
50.	s 73	Proposing a local law	Made available for inspection at council's office and website (Publish notice of proposed local law until made or altered)
51.	s 74(4)	Making a local law	Copy made available for inspection at council's offices and website
52.	s 74(5)	Notice of local law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations
53.	s 75	Local law as made	Copy of local law as long as local law is in force made available for inspection at council's office and website
54.	s 76(3)	Notice of amendment of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Published on council's website
55.	s 76(4)	Copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Made available for inspection at council's office and website
56.	s 88	Community Vision	Unspecified
57.	s 90	Council Plan	Unspecified
58.	s 91	Financial Plan	Unspecified
59.	s 92	Asset Plan	Unspecified
60.	s 93	Revenue and Rating Plan	Unspecified
61.	ss 94 and 95	Budget	Unspecified
62.	s 98	Annual Report	Unspecified
63.	s 107	Complaints Policy	Unspecified
64.	s 108	Procurement Policy	Unspecified
65.	s 114(2)	Selling or exchanging land	Publish notice 4 weeks prior to leasing on website and in any other manner prescribed by the regulations
66.	s 115	Lease of land	Unspecified (If lease not included in budget, must engage community engagement process in accordance with community engagement policy)
67.	s 130(2)	Register of disclosure of conflicts of interest at meetings	Unspecified (In accordance with Governance Rules)
68.	s 135(3)	Summary of personal interest returns	Made available for inspection at council's office and website
69.	s 138	Councillor Gift Policy	Unspecified
70.	s 139	Councillor Code of Conduct	Unspecified
71.	ss 307 and 308	Summary of each election campaign donation return Copy of election campaign donation return	Summary made available on council's website until the close of the roll for the next election Copy made available for inspection at council's office for 4 years
<b>Local Government Act 1989</b>			
72.	s 157(2)	Notice of change to valuation system	Publish public notice – can be via website as per definition
73.	s 161(3)	Differential rates	Made available for inspection at council's office and website
74.	s 163(1B)	Special rate and special charge – public notice	Available for public inspection at the council office for at least 28 days after the publication of the notice
75.	s 223(1)(a)	Right to make a submission	Publish public notice – can be via website as per definition

76.	s 224(1A)	Register of Authorised Officers	Unspecified
78.	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Government Gazette
79.	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Government Gazette
<b>Planning and Environment Act 1987</b>			
For the purposes of the <i>Planning and Environment Act 1987</i> council makes a document available in accordance with the <i>public availability requirements</i> in s.197A if council makes the document or register available- <ul style="list-style-type: none"> <li>a. In person at council offices during office hours</li> <li>b. Both electronically s.197E; and</li> <li>c. On request to inspect at council offices during office hours.197D</li> </ul> A document or register made available in accordance with the requirements set out in this section must be made available free of charge unless otherwise provided by this Act. <b>Note: Council does not make its planning registers available electronically or on its website. It makes its permits and registers available at Council offices for any person to inspect during office hours free of charge to comply with information privacy principles.</b>			
80.	s 4H(1) and (2)	Copy of approved amendment	Made available in accordance with the public availability requirements during the inspection period for 2 months after the amendment comes into operation (inspection period) Made available for in person inspection (s 197B) after the inspection period on payment of the prescribed fee
81.	s 4I	Copy of the Victoria Planning Provisions incorporating all amendments to them and of all documents lodged with those amendments	Made available in accordance with the public availability requirements
82.	s 18	Amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement	Made available in accordance with the public availability requirements until the amendment is approved or lapses
83.	s 21	Copy of every submission	Made available in accordance with the public availability requirements until the end of two months after the amendment comes into operation or lapses Made available for in person inspection free of charge at council's office during office hours
84.	s 26	Panel hearing reports	Made available in accordance with the public availability requirements during the inspection period – until the end of two months after the amendment comes into operation or lapses Made available in person (s 197B) any time after receiving the panel's report
85.	s 41(1) and (2)	Copy of approved amendment lodged under s 40 and any documents lodged with it	Made available in accordance with the public availability requirements for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee (inspection period) Made available for in person inspection (s 197B) after the inspection period on payment of the prescribed fee
86.	s 42	Copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments	Made available in accordance with the public availability requirements
87.	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available in accordance with the public availability requirements
88.	s 51	Copy of every application and the prescribed information supplied in respect of it	Made available in accordance with the public availability requirements until: <ol style="list-style-type: none"> <li>1. The end of the latest period during which an application for review may be made under ss 77, 79, 80 or 82 in relation to the application or the permit; or</li> </ol>

			2. If an application for review is made to VCAT within that period, the application is determined by VCAT or withdrawn
89.	s 56A	Register of applications referred to council (as referral authority)	Made available in accordance with the public availability requirements
90.	s 57(5)	Copy of objection to planning permit	Made available in accordance with the public availability requirements until the end of the period during which an application may be made for review of a decision on the application
91.	s 70	Copy of every permit issued	Made available in accordance with the public availability requirements
92.	s 96C(8A)	Copy of proposed permit when amendment to a planning scheme requested	Made available in accordance with the public availability requirements
93.	s 97G(6)	Copy of every permit issued under s 97F	Made available in accordance with the public availability requirements
94.	s 179	Copy of agreement	Made available in accordance with the public availability requirements
<b>Public Health and Wellbeing Act 2008</b>			
95.	s 26(7)	Municipal Public Health and Wellbeing Plan (unless s 27 applies)	Made available for inspection at the places at which the current Council Plan is available
<b>Public Interest Disclosures Act 2012</b>			
96.	s 59(4)	Procedures	Unspecified
97.	s 91ZZE(3)	Criteria for eligibility for the provision of housing if relevant	By notice published in the Government Gazette
<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
98.	r 17	Register of caravan parks	Unspecified <i>Suggestion publication</i>
<b>Road Management Act 2004</b>			
99.	s 19	Register of public roads	Available for inspection by any person during normal office hours at a place or premises determined by council
100.	s 22(4)	Copy of summary of Ministerial direction	Annual Report
101.	s 54	Procedure for making or amending a road management plan	By notice published in the Government Gazette and in a newspaper generally circulating in the area in which the roads to which the road management plan applies are situated
102.	s 55	Availability of road management plan	By notice published in the Government Gazette and in a newspaper generally circulating in the area in which the road management plan is to apply are situated
103.	s 86	Register of exercise of powers of entry	Unspecified <i>Suggested publication</i>
104.	Sch 2 Cl 5(1)	Notice of the making, amending or revoking of a declaration made under s.42	Government Gazette
<b>Road Management (General) Regulations 2016</b>			
105.	r 9(2)	Written report of review of road management plan	Available for public inspection at council offices during office hours and on website
106.	r 9(4)	A notice under r 9(3) that review of road management plan completed and notice under r 10 is not required	Published in the Government Gazette and in a newspaper generally circulating in the area in which the roads to which the road management plan applies are situated
107.	r 10(2)	A notice to amend a road management plan that relates to the determination of a standard of construction, inspection, maintenance or repair under s 41 of the Act	Published in the Government Gazette and in a newspaper generally circulating in the area in which the roads to which the road management plan applies are situated
108.	r 13	Availability of amendments to road management plans	Published in the Government Gazette and in a newspaper generally circulating in the area in which the roads to which the amended road management plan is to apply are situated
<b>Sex Work Act 1994</b>			

109.	s 81(1)(a)	Notice of the making of the declaration made under s 80	Published on two days in a newspaper generally circulating in the area in which the premises is situated
<b>Subdivision (Procedures) Regulations 2021</b>			
110	r 33(4)	Register of subdivision permits	Available during office hours for any person to inspect free of charge
<b>Water Act 1989</b>			
111.	s 32H	Copy of approved management plan	Available for public inspection at the Council office during office hours free of charge

**Matters for which public notice must be given under the Local Government Act 1989, 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.199 <i>Local Government Act 1989</i>
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>
Differential Rate	(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. (1B) In addition to any other requirements specified by this Act, the public notice must— (a) contain an outline of the proposed declaration; and (b) set out the date on which it is proposed to make the declaration; and (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. (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. s.163 <i>Local Government Act 1989</i>
Drainage of land	(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. (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. (3) If the Council carries out the work the owner or occupier must repay the cost of carrying out the work to the Council. (4) A person has a right to make a submission under section 223 on any notice under this section. s.200 <i>Local Government Act 1989</i>

Duty to publish a public notice	s.223(1)(a) <i>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; s.207A <i>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. s.19(1) <i>Impounding of Livestock Act 1994</i>
Land Leases	Council has a duty to give notice under s.223 before selling/exchanging land. s.115 (4) <i>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. s.114(2) <i>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>
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. s.74(4) <i>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	s.169(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 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	s.166(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. s. 166(4) If subsection (3) applies, a person may make a submission under section 223. s.166(3) and (4) <i>Local Government Act 1989</i>

**Policies, plans and other information available to the public 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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>

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. <i>r.9(2) Local Government Planning and Reporting) Regulations 2020</i>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Annual Report	For the purposes of section 98(3)(d) of the Act, the <b>report of operations</b> 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. <i>r.10(a) Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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). <i>r.10(b) Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Annual Report	A list of the names of all Councillors and their dates of election and, if applicable, retirement. <i>r.10(e) Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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. <i>r.10(d) Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>

	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	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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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>LGP&amp;R Regs 2020</i>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>

	indicators are set out in Part 4 of Schedule 3. <i>r.11 Local Government (Planning and Reporting) Regulations 2020</i>	
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), (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>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Annual Report	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 <b>financial statements</b> 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>	Annual Report document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Asset Plan	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> 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>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Audit and Risk Committee Charter	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>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Budget	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>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>

	the average rate cap that applies for the financial year or any other financial year. s.94(3) <i>Local Government Act 2020</i>	
Revised Budget	Council must ensure a revised budget contains all the information prescribed by the Regulations. s.95(2) <i>Local Government Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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. s.94(2) <i>Local Government Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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. s.97(1) <i>Local Government Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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) any other matters prescribed by the regulations. s.97(2) <i>Local Government Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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. r.7(1) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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). r.8(1) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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. r.7(2) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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	Budget document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>

	<p>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></p>	
Budget	<p>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></p>	<p>Budget document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a></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 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></p>	<p>Budget document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a></p>
Budget	<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</p>	<p>Budget document available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a></p>

	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>	
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Community Vision	Council must maintain a Community Vision. s.88 <i>Local Government Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Complaints Policy	Council must develop and maintain a complaints policy. s.107(1) <i>Local Government Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> 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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> 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 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a>

		Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> Council meeting
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.12(3)(a) <i>Gender Equality Act 2020</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> Council meeting minutes.
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> Council meeting minutes.
Municipal Emergency Management Plan	Council must publish on its internet site a municipal emergency management plan on behalf of the relevant Municipal Emergency Management Planning Committee. s. 60AI(ab) <i>Emergency Management Act 2013</i>	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
Planning Scheme	Council must prepare a planning scheme for its municipal district for which it is a planning authority. s.18(1) <i>Planning &amp; Environment Act 1987</i>	Online at <a href="https://planning-schemes.delwp.vic.gov.au/schemes/northerngrampians">https://planning-schemes.delwp.vic.gov.au/schemes/northerngrampians</a>
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 &amp; Data Protection Act 2014 (Vic)</i> and the <i>Health Records Act 2001</i> .	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> 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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> 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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> 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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a> Council meeting minutes
Recruitment Policy	Ensures that recruitment decisions are based on merit, support transparency in recruitment processes and the public	Available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a>

	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>	Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700 or email <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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 <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>
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>	<ol style="list-style-type: none"> <li>1. Policy available on website <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a> Hard and soft copies are available upon request 03 5358 8700.</li> <li>2. A de-identified version of the Gift Register is available on <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a>.</li> </ol>

## 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