

Documents available for public inspection



May 2023

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List of information to be made publicly available by council

No	Act / Section	Description	Manner
Building Act 1993			
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
Building Regulations 2018			
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
Catchment and Land Protection Act 1994			
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
Cemeteries and Crematoria Act 2003			
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
Country Fire Authority Act 1958			
13.	s 50F(4)	Municipal Council Neighbourhood Safer Places Plan	Make available at Council's office for public inspection and website
Development Victoria Act 2003			
14.	s 56E(3)	Register of Certificate	Made available for inspection by Development Australia or any other interested person
Domestic Animals Act 1994			
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
Electricity Safety (Electric Line Clearance) Regulations 2020			
22.	r 10(6)	Electrical Line Clearance Management Plan	Available on website
Emergency Management Act 2013			
23	s 60AI(ab)	(Municipal) Emergency Management Plan	Published on Council's internet site
Filming Approvals Act 2014			
24.	Sch 1 Principle 7	Film permits issued and any other relevant information	Made available on council's website
Food Act 1984			
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
Freedom of Information Act 1982			
30.	Part II	Information concerning functions etc and documents available for inspection and purchase	In the Annual Report (can be website)
Gender Equality Act 2020			
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
Infringements Act 2006			
35.	s 9	Enforcement Agency Guidelines and Policies	Council's discretion
Land Acquisition and Compensation Act 1986			
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)
Local Government Act 2020			
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
Local Government Act 1989			
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
Planning and Environment Act 1987			
<p>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-</p> <p>a. In person at council offices during office hours</p> <p>b. Both electronically s.197E; and</p> <p>c. On request to inspect at council offices during office hours.197D</p> <p>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.</p> <p>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.</p>			
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: (a) 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 (b) 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
Public Health and Wellbeing Act 2008			
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
Public Interest Disclosures Act 2012			
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

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
98.	r 17	Register of caravan parks	Unspecified <i>Suggestion publication</i>
Road Management Act 2004			
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
Road Management (General) Regulations 2016			
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
Sex Work Act 1994			
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
Subdivision (Procedures) Regulations 2021			
110	r 33(4)	Register of subdivision permits	Available during office hours for any person to inspect free of charge
Water Act 1989			
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 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>
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

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

Type	Description
	(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 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. s.115(4) <i>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. 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>

Type	Description
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>

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 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 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	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 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 re (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 it did not invite a tender or seek an expression of interest and which did not meet the conditions 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) Regs 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	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 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

Type	Description	Ways in which information is made publicly available
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	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 - 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), (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). r.12 <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 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;	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
	(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>	
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>	Currently under construction
Asset Plan	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>	
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 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 prepare and adopt a budget for each financial year and the subsequent 3 financial years. <i>s.94 Local Government Act 2020</i>	Available 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 2020</i>	Available 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
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 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 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 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. s.97(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
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 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 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 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). r.8(1) <i>Local Government (Planning and Reporting) Regulations</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
Budget - Financial statements	2020 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 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). r.8(2) <i>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). r.8(3) <i>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 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	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
	<p>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>	
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 www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>
CEO Remuneration	<p>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. <i>S.94(6) Local Government Act 1989</i></p>	<p>Available for public inspection at Council offices during office hours.</p>
CEO Employment and Remuneration Policy	<p>Council must develop, adopt and keep in force a CEO Employment and Remuneration Policy <i>s.45(4) 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>

Type	Description	Ways in which information is made publicly available
Community Vision	Council must maintain a Community Vision. s.88 <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
Complaints Policy	Council must develop and maintain a complaints policy. s.107(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 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
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

Type	Description	Ways in which information is made publicly available
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.12(3)(a) <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
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 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.60A1(1)(ab) <i>Emergency Management Act 2013</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
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 (Vic)</i> 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

Type	Description	Ways in which information is made publicly available
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
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>	<ol style="list-style-type: none"> 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.

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

Not required for NGSC

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