
Part II Statements

Freedom of Information Act 1982

May 2023



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Purpose

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

Council releases a large amount of information through online and print publishing as well as person-to-person service provision. These Freedom of Information Part II Information Statements show how council is making information readily available to the public.

Making information easily accessible reduces the need for members of the public to submit requests under the Act.

Responsibility

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

Statement 1: Organisation and Functions

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

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

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

Establishment

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

Principal Officer and Address

The principal officer is the Chief Executive Officer

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

Location

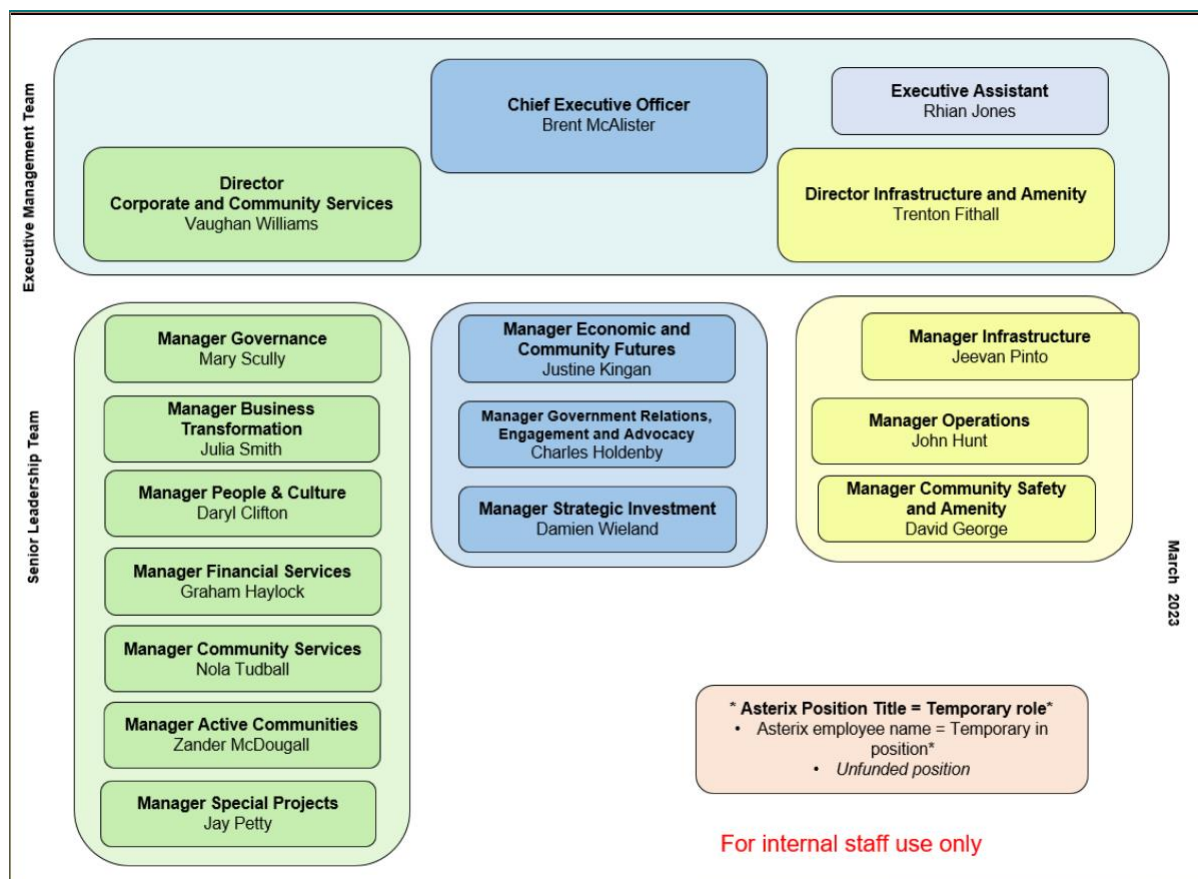
The Northern Grampians Shire Council is located in the Grampians region of provincial Victoria, the shire covers almost 6,000 square kilometres and services the major towns and villages of Stawell, St Arnaud, Great Western, Halls Gap, Navarre, Glenorchy, Marnoo and Stuart Mill.

Fast Facts

Area: approximately 5,918 square kilometres
Population: approximately 11,942
Road length: 3,408km of local roads
Rateable properties: 9,222
Rates and Charges Revenue: \$14.3 million
Total Revenue (inc grants): \$31.5 million
Industry: there are more than 720 businesses operating in the shire, with major activity based in the thriving tourism, mining, textile, manufacturing and agricultural industries.

Organisation

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



Role of a council

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

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

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

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

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

Local Government Functions and Activities

1. **Animal Management**

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

2. **Building**

- 2.1 Building Permit Management
- 2.2 Municipal Building Surveyor Services

3. **Community and Economic Development**

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

4. **Community Services**

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

5. **Emergency Management**

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

6. **Environmental Health**

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

7. Environmental Management

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

8. Governance

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

9. Land Use Planning

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

10. Rates and Valuations

- 10.1 Property Valuation
- 10.2 Rates Management

11. Recreational and Cultural Services

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

12. Service Infrastructure Management

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

Common Administrative Functions

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

Decision Making Powers

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

By Resolution

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

All Council meetings are recorded and livestreamed to council's [YouTube Channel](#).

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

Council's *Governance Rules* document the manner of voting and making of resolutions of council at meetings and are available on our website.

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

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

Consultative Arrangements

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

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

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

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

Minutes of meetings of all these committees are reported to formal council meetings and are available on council's website.

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

- *Central Highlands Mayors & CEOs Forum*
- *East Grampians Rural Pipeline Project CCC*
- *Central Grampians Local Learning and Employment Network (CGLLEN)*
- *Grampians Tourism Board*
- *Great Western Futures Committee*
- *Halls Gap Residents & Ratepayers Association*
- *Municipal Association of Victoria*
- *Municipal Fire Management Planning Committee*
- *NCLLEN St Arnaud*
- *North West Municipalities Association*
- *Queen Mary Botanic Gardens Advisory Group*
- *Rail Freight Alliance*
- *Rural Councils Victoria Inc Executive Committee*
- *Stawell Aerodrome Advisory Committee*
- *Stawell Gift Event Management Pty Ltd (SGEM)*

- *Stawell Harness Racing Club Community Grants Panel*
- *Stawell Recreation Advisory Group*
- *Stawell Neighbourhood House*
- *St Arnaud Community Access Network (SCAN)*
- *St Arnaud Recreation Advisory Group*
- *Sunraysia Highway Improvement Committee*
- *Walkers Lake Advisory Group*
- *Western Highway Action Committee*
- *Wimmera Development Association Advisory Board*
- *Wimmera Southern Mallee Regional Transport Group*

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

Library and Reading Rooms

Council has two public libraries.

Stawell Library

7-9 Sloane Street Stawell

Telephone: 03 5358 1274 / Email: ngsc.libraries@ngshire.vic.gov.au

Opening hours

Tuesday – Friday 10am–5.30pm

Saturday 10am–12 noon

Sunday 2pm–5pm

St Arnaud Library

Market Square, rear 40 Napier Street St Arnaud

Telephone: 03 5495 2188 / Email: ngsc.libraries@ngshire.vic.gov.au

Opening hours

Tuesday 1.30pm–5.30pm

Wednesday 1.30pm–5.30pm

Thursday 10.00am–1pm and 2.30pm–5.30pm

Friday 1.30pm–5.30pm

Saturday 9.30am–12 noon

Council makes available non-public areas at its offices as reading rooms eg. places of inspection of public registers and digitally via the [Northern Grampians Shire Council](#) website.

Acts Administered

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

<i>Aboriginal Heritage Act 2006</i>	<i>Land Act 1958</i>
<i>Associations Incorporation Reform Act 2012</i>	<i>Land Acquisition & Compensation Act 1986</i>

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

Statement 2 : Categories of Documents

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

Description of Record Keeping system

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

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

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

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

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

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

Principal Records

Documents maintained in the possession of council include:

Abandoned or dumped cars	Australia Day - Awards, nominations, celebrations, meetings, permits, committee
Abatement Notices	Asbestos – Fit outs, personnel exposure, volunteer exposure, removal, waste
Abattoirs	Asset Management Register
ABS statistics	Attendance – FDC, personnel
Access – Land Use	B Double transport permits
Accident reports	Bad debts
Accounts Payable	Ballot papers
Accreditation	Banking – fees, cards, guarantees, debit tax, reconciliation,
Acquisition (equipment/land/fleet/furniture/ IT/property)	Banners
Acts of Parliament	Barking dogs
Addresses – Speeches	Benchmarking
Administrative Reporting	Best Value
Advertising	Bike paths
Advisory committees	Billboards – roadside advertising permits
Advisory groups	Bins – new, payments, requests, replacement, streets
Aged & Disability and Aged Care	Birth notices
Agency vehicle infringements	Boards
Agency wide policy	Body piercing applications
Agendas - external committees	Bookings - halls, reserves
Agendas - council meetings	Boundaries – amalgamation, Councils, electoral, review
Agendas - internal committees, boards	Bowling greens - building of
Agreements	Bridges construction
Air pollution complaints	Builders Code of Practice
Air testing	Business Classification Schemes
Allocation - equipment and stores	Building – applications, compliance, Council buildings, final inspections, Form 10, MBS requests, appointments, occupancy permits, inspection diaries, levy returns, public commercial buildings, notices
Allocations - telecommunications	Building permits – extension, register, permits, complaints, enquiries, specifications
Allocations - fleet, councillors, overtime, personnel, travel	Bushfires – Inquest
Allowances - councillors	Business Process Mapping
Allowances - fleet management	Business Unit Plans
Amalgamations	Bus shelters – building of
Amendments	Cancelled Cheques
Analysts certificates and reports	Capital Works – budget, progress
Animal management incl permits, complaints, registration	Car registration
Annual Budget	Candidates – electoral
Annual Reporting	Car parks – building, construction, maintenance
Annual Statement of Accounts	Carers – agreements, payments
Appointments - members of committees, council elections, government relations	Carpets - installation

Appraisals - staff	Catering
Approved point of discharge – drainage	Cash – records, books, ledgers, rebates
Applications – development, enrolments, services, burning off, grants, voters lists, heritage building, pensioner rebates, road funding, septic tanks, sporting ground, temporary food premises	Celebrations, Ceremonies and Functions
Audit – OH&S, Telecommunication equipment, Chart of Accounts, CCT, Financial, IT, Committee, Food	Cemeteries
Australia Post - audit services	Ceremonies
Authorised Officers	Centenary Celebrations
Aquatic and Recreation – Membership, programs	Certification – support services
Certificates – Occupancy, food handling, sick leave, training, animal registration	Chart of accounts
Charitable Organisations – rate exemptions	Conservation – information management, property
Change of Advice – staff	Construction – Council owned buildings
Charities – permits	Construction and renovation – property
Child care – benefits, accidents, assessment, assistance, attendance records, cash rebates, client files, enrolments, fee relief, incidents, subsidies, placement, program, registration, surveys, centres	Contaminated Land
Cheques – butts, cancelled, dishonoured, stopped	Contract Service reports – M&CH
Cigarettes - retailers	Contracting out
Circulars	Contractor registers
Citizenship ceremonies	Contractors
Civic events	Contracts – summary of tenders, register
Claims – Industrial relations, public liability insurance, vehicle insurance, workers compensation	Copyright – publication
Classification Schemes	Council buildings – building of, construction
Cleaning inspections	Council buildings – general, sale, use
Client files – adults, aged and disability, child care, family day care, Maternal and Child Health, youth services	Council elections – applications for enrolment, appointments, ballot papers, campaign donations, candidates, counting of votes, declarations, donations, extraordinary, failure to vote, final results, how to vote cards, late returns, list of non voters, nominations, non-voting excuses, notices of appointment, candidature, organisation, polling booths, postal votes, prosecutions, publicity, results, returning officer, polls, eligibility, voters list, voters roll, infringements
Closures – roads	Council Plans – development, duplicates, copies
Coaching - staff development	Council facilities – building of, fees and charges, memberships
Code of Conduct	Council functions
Collection – dumped rubbish, litter,	Council meetings – submissions, agenda, deferred items, invitations, minutes, notices, notices of motion, questions, reports
Committees of Management – halls and reserves, membership. Minutes, accounts	Councillor Newsletters
Common boundary fencing	Councillors – insurance, allowances, employment conditions, entitlements, functions, general, handbook, invitations, orientation, pecuniary interest, forums
Common seal – register of use	Council owned land
Community Bulletins	Credit notes

Community Plans	Cricket pitches – building of
Community Resource Guide	Crossovers – inspections, enforcement
Community Services	Cultural services grants
Compensation – legal, OH&S	Customer Service – developing strategies, information management, telecommunication equipment, telephone calls
Competitive tendering CCT	Customer Service Strategy
Complaints – air pollution, health, animal control, general, noise, graffiti, ombudsman, routine, street lighting OH&S	Daily Activity Reports – M&CH
Compulsory fire clearances	Daily work sheets – depot staff
Compulsory land acquisitions	Damage and Illegal Entry
Computers – use of	Dangerous dogs – notification, records, registration
Conferences – arrangements, attendance, catering, duplicates, invitations, staff development, reports	Database management
Confirmation of ownership (rates)	Debt collection
Conflict of Interest	Debtor listings and reports
Conflict of Interest Register	Debtors – system, sundry
	Deceased Animal Returns – animal registration
Declaration – public highways	Equipment and stores
Delegations of Authority – finance, personnel	Estimates
Delegations of Authority	European wasps – pest control
Delivery dockets	Events – invitations, permits, support media
Demolition	Excess animal permits
Demolition permits	Exhibitions
Depot Works After Hours requests	Expressions of interest – tenders
Depreciation	External committees
Dial before you dig	Facilitation of meetings
Desexing - animal control	Farmland – valuations
Development plans - planning	Fringe Benefit Tax
Digital signatures	Fees and charges – facilities
Direct debit	Fencing
Disabled Parking Permits	Festivals
Disaster repairs	File Classification Systems
Discharged clients	Final inspections – buildings
Discontinued Roads	Financial Receipts
Dishonoured cheques	Financial Statements
Disposal – fleet, property, equipment, stores, IT, telecommunication equipment	Fire – compulsory clearances, permits
Disposition and Acquisition Notices	Fire Hazards – clearance, inspections, notification
Distribution – publication	Fire Hydrants – installation, markers
Dog attacks	Fire prevention – enforcement, notices
Dog infringements	Fire Wardens
Dog registration	First Aid – registers, kits, usage,
Donations	Fit outs
Door knocking appeals	Fleet management – accident reports, fuel costs, infringements, insurance claims, policies, renewal, purchase, sale
Drafting	Flood Level Certificates
Drainage – building, cleaning construction, maintenance	FOI Registers and requests
Early Education	Footpaths – complaints, trading, building of, enforcement, inspections, maintenance
Easements – creation	Forms

Economic Development	Food – business registration, enforcement, handling certificates, poisoning, premises applications, audits, inspections, recall notices, regulations, safety plans, sampling, selling at events, stalls, transport vehicles
Education – pet ownership	Functional reporting
EFT children financial reports, placement	Funding – government sources
Elections – Council, advertising, appointments	Fundraising
Electoral boundaries – establishment, reviews	Furniture – acquisition, park installation
Electrical – installation of	Garbage – collection
Emergency Management – community education support, planning, response, plans, support	Garnishee Order
Employee Contracts	General Ledgers
Employment conditions	Goods and Services Tax (GST)
Employment enquiries	Government wide policy
Enforcement – animal management, elections, food, illegal dumping, littering, planning permits, rates, traffic	Grading – road maintenance
Enquiries – fencing, planning, public reaction, submissions and complaints	Grants – funding, allocation, annual return, available, FACS, Grants Commission, HACCC, received, returns, roads, agency giving, agency receiving
Enterprise Agreements	Graffiti – complaints, removal
Enterprise Bargaining	Greetings
Environment Grants	Green Waste collection
Environment Pest Control	Grounds maintenance
Hairdressers – complaints, registration, applications	Job Safety Analysis – OH&S and worksheets
Home and Community Care – applications, assessment, funding, services, funding,	Job Vacancy Records
Halls – bookings, cleaning	Joint Venture - Agreements – Major and minor, government relations
Hard waste collection	Kennel Registration
Hazardous substance/waste	Kerb and Channel – Maintenance
Health Inspection reports	Kindergarten Applications and Enrolments – Summary Records, placement officers
Health Premises – applications, OH&S	Land – Acquisition, purchase and sales
Heritage – building permits	Land – Exchange of Ownership – Roads
Herbicide – Use of	Leasing – vehicles, property, council owned, fleet, non-council owned properties, telecommunications
Heritage Buildings – Amended Applications, applications, final inspection, notifications, occupancy permits	Leave records
Home Carers – Rosters/timesheets, payroll	Legal Services/legal advice
Holiday Programs	Legal point of discharge
Home Maintenance – requests, job sheets, support, clients	Legislation – Liaison - Direct relation to Council
Hire – plant, sporting facilities, sports grounds	Legislation – Rate Enquiry
Illegally Dumped Waste - Collection	Legislation - Regulation / Developing
Immunisations	Liaison – MAV – Changes to Council
Impounding Animals & Notices	Liaison – Member Organisations
Impounded Vehicles – Council Action	Legislation - Government Relations
Impounded Vehicles – No Action	Liaison – Enquiries
Implementation and Installation - Telecommunication Equipment	Liaison – Government Inquiry– Agency recommendations, general
Impounded Vehicles – Owners Action	Liaison – Complaints
Inclusion Support Subsidy ISS – Childcare	Liaison – Planning Permits
Indexes - Master Control Records, recordkeeping systems	Liaison – Street Lighting – Power Supplier

Induction Courses	Liaison – Telecom
Infringement Appeals - Cat and dog Registration/parking	Library – Mobile
Infringements - Fleet Management, personnel, animal, elections, illegal dumping, littering, parking, traffic	Library – Service
Inquiries - Government Relations	Library Membership
Inspections – Crossovers, fire hazard, food premises, footpaths, OH&S, playground equipment, playgrounds, routine workplace, pools, telecommunication equipment	Licence – Alcohol Consumption/liquor
Installation - park furniture, property	Licence – Apparatus
Insurance - Property, fleet, claims, renewals, policies, professional indemnity, public liability	Landfill sites – animal deterrent systems, contents, drainage, monitoring physical impact, operational management, rehabilitation, security, water management
Insurance – Staff – Claims, policies, renewals	Licence – Petrol Pumps
Intellectual Property - Legal Services	Licence - Telecommunication Equipment
Interest Generated - Rate Reports	Liquidation – Creditors, debt recovery, information
IDO Interim Development Orders, objections and registers	Litter - Collection
Internal Committees – Operational	Littering - Enforcement
Internal Committees - Strategic – Agendas And minutes	Livestock - Destruction / Putting Down
Internal Meetings – Agendas and minutes, reports, submissions	Local Government Engineers Association
Investigation – Infectious Disease	Local Government Town Planners Group LGPA
Investments - Financial	Local Laws - After Hour Reports and Requests
Invoices	Logs - vehicles
Job Advertisements - Press	Local Laws - Court Cases
Job Descriptions	Local Laws – Development of
Job Enquiries	Local Laws - Final Copy of Laws
Magazine – Subscription	Maintenance - Equipment and Stores
Mail Management	Maintenance - Fleet Management
Maintenance - Playground Equipment	Notice of Acquisition
Maintenance – Playground Graffiti	Notice of Disposition
Maintenance - Property	Notices
Maintenance – Service Infrastructure	Notices of Motion – Council Meetings
Maintenance - Telecommunication Equipment	Notification - Birth Notices
Maintenance Records – Vehicles	Notification - Infectious Diseases
Major Renovations	Notification - Food Selling Events
MAPS Municipal Authorities Purchasing Scheme	Notification of Appointment - Building
Marketing	Objections – Animal Registration
Master Control Records	Objections – Interim Development Orders
Master Control Records - Indexes	Occupancy Permits - Classes 1b, 3a-f, Class 5, class 6a-d, Class 7b, Class 8, Classes 9a-c
Material Safety Data Sheets	Occupancy Permits - Heritage Buildings
Master Control Records - Registers	Occupancy Permits - Temporary Building
Maternal & Child Health - Client Files, contract service reports, daily activity reports, diaries, information/education	Occupational Health & Safety – air testing, audits, committees, computers, contract management, contractors, hearing tests, job safety analysis, noise assessment, routine workplace inspections and incident reports
MAV – Advisory Groups. Circulars, committees, general, liaison – changes to Council, Local Government Week, Restructure	Ombudsman – Complaints
Meals on Wheels – mileage reimbursement for volunteers, petrol vouchers, volunteers	Occupancy Permits - Building

Media Relations	Orders Notices & Certificate Files
Member Organisations	Outline Development Plan - Strategic Planning
Memberships - Council Facilities	Outstanding Balance Reports - Rates
Memberships - To external Organisations	Park Furniture – Installation
Memorandums of Understanding – Amalgamations, significance, small scale	Park Furniture - Maintenance
Memorials	Parking – Complaints
Metadata - Maintenance	Parking - Infringements
Microchipping	Parking Permits - Disabled
Minutes - Committees of Management	Parks - Damage
Minutes - Council Meetings	Parks – Ground Maintenance
Mileage Reimbursement	Parks – Planning
Minutes - Board Meetings	Payment Audit Reports - Rates
Minutes - Committee Meetings	Payments – Private Street Schemes
Mobile Library Service	Payroll – deductions and tax
Moving - Personnel and Property	PBS Private Building Surveyor
Municipal Association of Victoria	Penalties - Failure to Vote Council Elections
Municipal Authorities Purchasing Scheme MAPS	Pensioner - Concessions
Name and Address Amendment - Ratepayers	Permits - Fire
Names – Roads and streets	Permits - Roadside Signage
NAR Forms - Ratepayers	Permits - Roadside Trading
Nature strip Reinstatements	Permits - Roadside Advertising
Needle / Sharps / Syringes Program	Permits - Statutory Registers of Building Permits
New Bins - Requests	Permits - To work on Road Reserve
New Residents Kits	Permits – Tree – Removal
New Title Details	Permits – Vehicle Crossing
Newspaper Clippings - External Sources	Personal Care - Assessment (HACC)
Noise – Complaints	Pest Control - Property
Noise Assessment – OHS	Pest Control – Environmental
Nominations - Australia Day	Pest Control – European Wasps
Non Toxic Waste - Removal	Pest Control – Foxes
Notice Boards – Community	Pesticide - Use of
Pensioner - Rebate Applications	Planning Scheme – Rezoning – Revoked
Pensioner - Rebates	Planning Schemes
Performance Management	Planning Scheme - Delegations
Perin	Plant Reports - Depreciation
Permissions to use photos	Plant – Hire
Permits - Annual	Plaques - Memorial
Permits – Australia Day Celebrations	Playgrounds - Equipment – Inspections, maintenance, graffiti removal, installation
Permits - B Double Transport	Playgrounds - Building of
Permits - Billboards	Planning – General Enquiries
Permits - Burn off	Planning - OHS
Permits - Cancellation - Heritage Buildings	Planning – Parks
Permits - Collecting Money for Charity	Planning - Property
Permits – Demolition	Plumbing
Permits - Excess Dogs / Cats	Points of Discharge – Approved
Permits - Expiry - Building	Policy - Administration
Permits - Expiry - Heritage Buildings	Position Descriptions
Permits - Extension - Heritage Buildings	Position Vacancy Records
Permits – Festivals	Postal Votes – Council Elections

Pests – Baiting	Pound - Daily maintenance
Pet Ownership Education	Pound - Operational Management
Petitions	Pound - Registers of animals admitted
Petitions - Register	Pound - Release Books
Petrol Vouchers - Meals on Wheels	Pound - Seizure or Impounding animals
Petty Cash Records	Pound - Summary of animals impounded with municipality
Photographs and films	Press Clippings
Photos - Permissions to use	Press Releases
Piggeries – Applications	Preschool – Enrolments
Piggeries – Complaints – Environmental	Preschool – Summary Records
Piggeries – Complaints – Smell	Privacy - Information Management
Piggeries – Closing of	Private Building Surveyor PBS
Piggeries – Management	Private Charge Schemes – Drainage, footpaths - Abandoned
Piggeries – Permits	Private Charge Schemes – Objections, VCAT
Planning – Studies	Private Charge Schemes – Petitions
Planning Permit – Contraventions	Private Charge Schemes – Streets - Abandoned
Planning Permit – Prosecutions	Private Charge Schemes – Surveys
Planning Permit – Revocations	Private Charge Schemes – Tendering
Planning Permits - Appeals	Private Street Construction
Planning Permits – Endorsing of	Private Street Construction - Payments
Planning Permits – Enforcement	Procedures
Planning Permits – Interim Development Orders IDO	Procedures - Financial
Planning Permits – Liaison	Procedures - Records Management Systems
Planning Permits – Register	Production - Publication
Planning Scheme - Amendments	Program Management - MCH
Planning Scheme – Compulsory Acquisitions	Programs - Developing for Conference
Planning Scheme – Legislation	Programs – Immunisation
Planning Scheme – Other Councils	Project Management - Development of Project
Planning Scheme – Relocations	Project Management - Registers
Planning Scheme – Rezoning – Approved – No Scheme Amendments	Project Management - Strategic Management
Planning Scheme – General	Project Management - Summaries
Planning Scheme – Rezoning – Approved – Scheme Amendments	Property - Acquisition
Planning Scheme – Rezoning – Not Approved	Property – Council Purchase of
	Property – Council Sale of
Property - Damage	Register - tenders received
Property - Enquiry Application	Register - trust
Property - Maintenance - Public Buildings	Register - hazardous substance
Property - Management	Register - Master control records
Property – Rental	Register - Planning permits
Property – Rental – Finance	Register - Authorised Officers
Property - Valuations	Registers - Tender Contracts
Prosecutions	Registration - Cat
Prosecutions - Local Laws Dept taking matter to Court	Registration - Dog
Provision of information affecting specific properties	Registration - Fleet Vehicles
Publications – Articles, copyright, corporate style, Distribution, versions, input, production, quotations, stock take	Registration - food business
Publicity – Advertising, elections, liaison	Registration - piggeries

Public Toilets	Rehabilitation - OHS
Public Buildings - Structural Maintenance	Removal - non toxic waste
Public Session - Immunisation Consent Cards Pre 1996	Remuneration registers
Purchase – Land	Rental - council owned
Purchase - Orders	Renting by council
Quarries – General, delivery dockets	Replacement - rubbish bins
Questionnaires/Surveys	Reporting - Corporate planning
Questions – Council Meetings	Reports - Board meetings
Quotations – Building Department Services charges	Reports - Committee meetings
Quotes – fencing	Reports - internal meetings
Quotations – general, hiring of Council facilities, publications, tendering	Representations (including Parliamentary questions)
Raffles	Representatives - OHS
Rates – Abandonments	Reports - External Committees Convened by Agency
Rates – Certificates, change of address details, deferment, direct debit audit reports, enforcement, establishing rates, farmland, farmland classifications, general, liaison, interest generated, legislation, non-rateable properties, outstanding balance reports, payment audit reports, payments direct debit, payments, outstanding penalties, property owners, rating rounds, refunds, reports, sale of properties, separate, special charge schemes, Title searches	Requests - Additional Bin
Rebates - pensioner	Requests - Building Form 10 from a Solicitor
RDOs – Rostered Day off	Requests - Building Information Request from a Building Surveyor
Recall - Food / Product Notifications	Requests – Home Maintenance
Receivership Notices	Requests - House Plans
Receipts	Requests - Information - General
Reclaimed animals	Requests - invoices
Reconciliation – Bank	Requests - Questions for council meetings
Record Management systems - procedures	Requisition to purchase orders
Recordkeeping systems - configuration	Research - legal
Recordkeeping systems - indexes	Reserves bookings
Recordkeeping systems - procedures	Reserves inspections
Recreational Grants - Applications - Successful	Residents kits
Recreational Grants - Applications - Unsuccessful	Resurfacing - infrastructure maintenance
Recruitment	Retaining walls - building of
Recycling	Returned cheques
Refunds – Rates	Revocations - planning permits
Refurbishment	Rezoning
Register - security pass	Rezoning – Planning Scheme – Approved – No Scheme Amendments
Rezoning – Planning Scheme – Approved – Scheme Amendments	Sewerage - declared sewer areas
Rezoning -	Sewerage - disposal sites
Roads – Signs	Sewerage - general
Roads - Signs - names	Sewerage - treatment plans
Roads - Special Charge Schemes	Sign - roadside permit
Roads funding	Skate parks - building of
Roads - Speed limits	Smoking - restrictions - external
Roads - VicRoads Funding	Smoking – Restrictions – External

Roadside signage - permit	Smoking - Restrictions - workplace
Roads - closures	Social Clubs - Staff Development
Roads - closures - events	SPAM
Roads - construction	Special Charge Scheme – Rates
Roads - discontinued	Special Charge Schemes - Roads
Roads - exchange of land ownership	Speeches - Major Event
Roads - funding, - applications	Speed Limits – Roads
Roads - improvements - maintenance	Sponsorship - Provided by Agency
Roads - maintenance - road opening permits	Sponsorship - Received from external agency
Roads - maintenance - works requests	Sporting Facilities - Hire
Roads - naming	Sports Centres – Construction
Roads - Opening Permits (Road Maintenance)	Sports Facilities - Inspections
Roads - Reserve Permit	Sports Ground - Hire
Room observations - family day care	Sports Ground Pavilion Inspections
Rostered day off	Staff Bulletins
Rosters	Staff Meetings
Routine workplace inspections OHS	Standpipes
Roundabouts - building of	Statement of Accounts
Rubbish collection	Statistics
Rubbish dumped	Statues - Memorial
Rubbish bin - new bin payments via rates	Statutory Council Meetings
Rubbish collection - complaints	Stock take - Equipment and Stores
Rubbish bin - new bin payments	Stock take - Publication
Rubbish bin - replacement	Stopped Cheques
Safe work method statements SWMS	Storage - Equipment and Stores
Salaries - payment processing	Storage - Information Management
Sale - council property	Strategic management
Sales tax	Strategic planning
School entry immunisation cards pre 1996	Street - closures
Section 173 Agreements	Street - lighting
Security	Street - lighting - complaints
Security - equipment and stores	Street - lighting - maintenance
Seminars	Street - lighting - power supplier - liaison
Senior Leadership Team meetings	Street - Tree Planting
Septic tanks applications	Street- Names
Septic tanks - general	Street -Numbering
Septic tanks - payments	Street Signs - Loading Zones
Septic tanks - servicing reports	
Service Infrastructure - Maintenance	
Service Infrastructure - Service Request	
Servicing Reports - Septic Tanks	Street Stalls - Permits
Sewerage reticulation	Streets – Construction
Sewer reticulation - tendering	Streetscapes - building of
Sewerage connection	Streetscapes - maintenance
Signage - road	Structural maintenance - public buildings
Signs – Roads	Studies - planning
Signs – Roads – Names	Study leave forms
Subdivision files - successful	Submissions - government relations
Subdivisions	Submissions - internal meetings
Submissions - council meetings	Subpoenas - legal discovery process

Subscriptions	Tendering - contracts - building of council buildings/facilities
Subsidies	Tendering - contracts - building of public toilets
Summary of tender contracts	Tendering - contracts major renovations
Sundry debtors	Tendering - contracts - public buildings - grounds maintenance
Supplementary Valuations	Tendering - Contracts - Public Buildings - Property Maintenance
Supplementary valuations - confirmation of ownership	Tendering Contracts - Bowling Greens - Building of
Supplementary valuations - details	Tendering Contracts - Bus Shelters - Building of
Surveys - child care	Tendering Contracts - Bus Stops - Building of
Surveys - general	Tendering Contracts - Carports - Building of
Swimming pool - general	Tendering Contracts - Cricket Pitches - Building of
Swimming pool - maintenance	Tendering Contracts - Kerb and Channel - Building of
Swimming pool - programs	Tendering Contracts - Footpaths - Building of
Syringes/Sharps/needle program	Tendering Contracts - Infrastructure Maintenance - Drainage
Tattoo salon - applications	Tendering Contracts - Infrastructure Maintenance - upgrades
Tax - bank account debit	Tendering Contracts - Playgrounds - Building of
Tax - land	Tendering Contracts - Public Lighting - Building of
Tax - sales	Tendering Contracts - Retaining Walls - Building of
Taxation	Tendering Contracts - Roundabouts - Building of
Technology - acquisition	Tendering Contracts - School Crossings - Building of
Technology - activities	Tendering - contracts - building of tennis courts
Telecom - liaison	Tendering Contracts - Streetscapes - Building of
Telecommunications - maintenance	Tendering Contracts - Traffic Signals - Installation of
Telecommunications Activities - Internal	Tenders - Contract Register
Telstra - notice of access	Tenders - Development of
Telephones - infrastructure installation	Tenders - Documentation / Drafts
Telephones - municipality installation	Tendering - Documentation
Temporary food applications	Tendering - Due Diligence Checks
Tendering Contracts - Infrastructure Maintenance - Footpaths	Tendering - Evaluation of Tenders
Tendering Contracts - Infrastructure Maintenance - Grading	Tendering - Expressions of Interest
Tendering Contracts - Infrastructure Maintenance - Line Marking	Tendering - Heritage Buildings
Tendering Contracts - Infrastructure Maintenance - Repairs	Tenders - Received register
Tendering Contracts - Infrastructure Maintenance - Repairs	Tenders - Unsuccessful
Tendering Contracts - Infrastructure Maintenance - Resurfacing	Unightly premises - no action
Tendering Contracts - Infrastructure Maintenance - Road Improvements	Usage - equipment and stores
Tendering Contracts - Infrastructure Maintenance - Streetscapes	Usage - fleet management
Tendering - contracts - disaster repairs	Usage - vehicle reports
Tendering - contract payment summaries	Vacancy records
Tendering - contract registers	Valuations - General
Tennis Courts - Building of	Vehicles - impounded - owners action

Tidy Towns	Vehicles - maintenance records
Title Search	Vehicles - registration
Toilets – Public – Construction	Vehicles - usage
Toilets – Public – Maintenance	VicRoads - claims
Toilets - public - cleaning	VicRoads - funding
Tourism – General	Vehicles – Dumped – No Legal Action
Town Planning – Correspondence	Vehicles – Impounded - Council Action
Town Planning – Liaison	Vehicles – Impounded – No Action
Traffic - Management – Complaints – Changes to Policy or Procedures	Vehicle - Leases
Traffic - Management – Complaints – Routine	Vehicle – Logs
Traffic – Management – Liaison with Authorities	Vehicle – Maintenance Records
Traffic - Management - Schemes	Visitor Information Services
Traffic infringements - Agency Vehicles	Work Request - Service Infrastructure
Traffic Lights	Workplace Agreements
Traffic Signals - Installation of	Young Citizen Award
Training - Attendance / Certificates	Youth Action Committee
Training – Material	
Trading – Footpath	
Trading - Road Side Permit	
Trading Hours	
Traffic - Counts	
Traffic - Management – Complaints – Changes to Policy or Procedures	
Transfer of Land – Amalgamation	
Transfer of Ownership - Animal Registration	
Travel	
Travel - Allowances	
Treatment Plants – Sewerage	
Tree – Removal – Permit – Approved	
Tree – Removal – Permit – Not Approved	
Tree Lopping - By Council Staff	
Tree Planting - Streets	
Trust - Deposit	
Trust - Register	
Trust Accounts – Audit – Major Changes	
Trust Accounts – Audit – Minor Changes	
Trust Reconciliation Reports	
Unclaimed monies	
Unightly premises - council court action	
Unightly premises - external court action	

Central Registry

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

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

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

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

Other Records

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

Community Care (Positive Ageing_client files (Carelink+)

Children's Services and Maternal and Child Health - client files, including immunisation records (Hubworks)

Finance Unit - accounts/receipts

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

Geographic Information on GIS

Governance Unit - registers containing original and copies of Council Minutes

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

People and Culture – Elumina OHS, claims (personal injury), child safety

Health – hazardous equipment and waste, property management (hazardous materials, fitouts, disposal)

All units – standard operating procedures

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

Statement 3 : FOI Arrangements

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

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

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

Published information

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

Statement 1 : Organisation and Functions

Statement 2 : Categories of Documents

Statement 3 : FOI Arrangements

Statement 4 : Publicity Services

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

Statement 6 : Documents on Reports under s.11.

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

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			
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-			
a. In person at council offices during office hours			
b. Both electronically s.197E; and			
c. On request to inspect at council offices during office hours.197D			
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.			
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.			
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 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> . 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 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 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
Annual Report	A Council must report on the operations and performance of each beneficial enterprise in its annual report. s.111(2) <i>Local Government Act 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report - Service performance indicators	For the purposes of section 98(3)(c) of the Act, the prescribed indicators of service performance and the prescribed measures relating to those indicators are set out in Schedule 2. r.9(1) <i>Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au

Annual Report - Service performance indicators	For the purposes of section 98(3)(d) of the Act, the prescribed information is the following— (a) the results achieved in the preceding 3 financial years that correspond to the results referred to in section 98(3)(c) of the Act; (b) an explanation of any material variations between the results referred to in paragraph (a); (c) an assessment of Council's governance and management in the form set out in Schedule 1. <i>r.9(2) 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. <i>r.10(a) 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). <i>r.10(b) 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. <i>r.10(e) Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	For the financial year commencing on 1 July 2022 and subsequent financial years, information in relation to— (i) a list of contracts entered into by Council valued above the contract value at which the Council must invite a tender or seek an expression of interest under its Procurement Policy; and (ii) a list of contracts entered into by Council valued above the contract value at which the Council must engage a competitive process under its Procurement Policy but for which the Council did not invite a tender or seek an expression of interest and which did not meet the conditions for the Council to purchase goods or services without inviting a public tender or seeking an expression of interest. <i>r.10(d) Local Government (Planning and Reporting) Regulations 2020</i>	Annual Report document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Annual Report	For the financial year commencing on 1 July 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	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

	(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	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
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&R 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
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. <i>r.11 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). <i>r.12 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(5) of the Act, the prescribed information is the following- (a) a statement of capital works for the financial year to which the financial statements relate; (b) the amounts of money and assets held in trust, the purposes for which they are held and the nature of any restrictions on the way in which the money and assets may be applied; (c) a list of grants by type and source, classified separately as— (i) recurrent grants used to fund operating expenditure; and (ii) recurrent grants used to fund capital expenditure; and (iii) non-recurrent grants used to fund operating expenditure; and (iv) non-recurrent grants used to fund capital expenditure; (d) all assets and liabilities committed to joint venture activities; (e) a comparison of the income and expenditure in the financial statements in the annual report with the income and expenditure in the financial statements in the budget or, if there is a revised budget, the revised budget; (f) an explanation of any material variations identified under paragraph (e); (g) a comparison of the capital expenditure in the statement of capital works in the annual report with the capital expenditure in the statement of capital works in the budget or, if there is a revised budget, the revised budget; (h) an explanation of any material variations identified under paragraph (g). <i>r.14 Local Government (Planning and Reporting) Regulations 2020</i>	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
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;	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

	(b) any other matters prescribed by the regulations. s.92(3) <i>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. s.54(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	Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years. s.94 <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	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. s.94(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
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 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—	Available on website www.ngshire.vic.gov.au

	(a) contain a statement of capital works for the budget year and subsequent 3 financial years; and (b) be in the form set out in the Local Government Model Financial Report. <i>r.7(1) Local Government (Planning and Reporting) Regulations 2020</i>	Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	For the purposes of section 94(2)(j) of the Act, a budget must contain the following information in relation to the budget year to which it relates— (a) the total amount to be borrowed (other than borrowings to refinance existing loans) during the budget year compared with the previous financial year; (b) the information specified in subregulation (4); (c) the information specified in subregulation (5) compared with the previous financial year; (d) any potential significant changes that may affect the estimated amounts referred to in subregulation (5). <i>r.8(1) Local Government (Planning and Reporting) Regulations 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget - Financial statements	For the purposes of section 95(2) of the Act, a revised budget must contain financial statements, including a statement of capital works for the budget year and subsequent 3 financial years. <i>r.7(2) Local Government (Planning and Reporting) Regulations 2020</i>	Available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	For the purposes of section 95(2) of the Act, a revised budget must contain the following information in relation to the budget year to which the revised budget relates— (a) the information specified in subregulation (4); (b) any additional amount to be borrowed (other than borrowings to refinance existing loans) compared with the budget initially adopted or the most recent revised budget (as applicable); (c) the information specified in subregulation (5) compared with the budget initially adopted for that financial year or the most recent revised budget (as applicable); (d) any potential significant changes that may affect the estimated amounts referred to in subregulation (5). <i>r.8(2) Local Government (Planning and Reporting) Regulations 2020</i>	Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	For the purposes of sections 94(2)(j) and 95(2) of the Act, a budget or revised budget must contain, in relation to the subsequent 3 financial years after the budget year— (a) a summary of planned capital works expenditure— (i) in relation to non-current assets classified in accordance with the model statement of capital works in the Local Government Model Financial Report; and (ii) set out according to asset expenditure type; and (b) the information specified in subregulation (4)(b), (c), (d) and (e). <i>r.8(3) Local Government (Planning and Reporting) Regulations 2020</i>	Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au
Budget	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;	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>(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>	
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.</p> <p>(b) a summary of funding sources in relation to the capital works expenditure referred to in paragraph (a) and subregulation (3)(a), classified separately as— (i) grants; and (ii) contributions; and (iii) Council cash; and (iv) borrowings; (c) a statement of human resources; (d) a summary of planned expenditure in relation to the human resources referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; (e) a summary of the planned number of full time equivalent Council staff referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as— (i) permanent full time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; or (ii) permanent part time staff who are— (A) women; or (B) men; or (C) persons of self-described gender; (f) a list of grants by type and source, classified separately as— (i) recurrent grants to be used to fund operating expenditure; or (ii) recurrent grants to be used to fund capital expenditure; or (iii) non-recurrent grants to be used to fund operating expenditure; or (iv) non-recurrent grants to be used to fund capital expenditure; (g) the total amount borrowed as at 30 June of the budget year compared with the previous financial year; (h) the total amount projected to be redeemed during the budget year compared with the previous financial year; (i) if Council declares general rates under section 158 of the Local Government Act 1989, the rate in the dollar to be levied for each type or class of land; (j) the basis of valuation to be used under section 157 of the Local Government 1989. <i>r.8(4) Local Government (Planning and Reporting) Regulations 2020</i></p>	<p>Budget document available on website www.ngshire.vic.gov.au Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au</p>
CEO Employment and Remuneration Policy	<p>Council must develop, adopt and keep in force a CEO Employment and Remuneration Policy s.45(4) <i>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>
Community Vision	<p>Council must maintain a Community Vision. s.88 <i>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>
Complaints Policy	<p>Council must develop and maintain a complaints policy. s.107(1) <i>Local Government Act 2020</i></p>	<p>Available on website www.ngshire.vic.gov.au</p>

		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 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	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	Available on website www.ngshire.vic.gov.au

	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>	Hard and soft copies are available upon request 03 5358 8700 or email ngshire@ngshire.vic.gov.au Council meeting
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. 60AI(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/scheme/s/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
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

FOI Access Arrangements

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

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

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

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

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

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

Officers responsible for requests to access documents

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

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

Right of Appeal

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

Identification of Documents

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

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

Fee and Charges¹

An application fee of \$30.60 (GST exempt) applies.

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

- A charge for search time will be equal to 1.5 fee units per hour or part of an hour (*\$22.93 per hour or part of an hour rounded to the nearest 10 cents for search and retrieval*)
- A charge for supervision will be equal to 1.5 fee units per hour (to be calculated per quarter hour or part of a quarter hour) (*\$22.93 per hour to be calculated per ¼ hour or part of a quarter hour, rounded to the nearest 10 cents for supervision while inspecting documents*)
- A charge for the costs of a suitably qualified health service provider providing an explanation of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour; or 6 fee units, whichever is the lesser.
- A charge for providing a summary of health information will be equal to 1.9 fee units per quarter hour or part of a quarter hour, or 6 fee units, whichever is the lesser.
- A charge for providing black and white photocopy – 20 cents per A4 page
- A charge for providing copy of a document other than black and white photocopy – The reasonable costs incurred by the agency in providing the copy.
- A charge for arrangements to hear or view sound or visual image – The reasonable costs incurred by the agency in making the arrangements.
- A charge for providing a written transcript - The reasonable costs incurred by the agency in providing the written transcript.
- A charge for providing written document - The reasonable costs incurred by the agency in providing the written document.

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

A number of payment options are available and fees and charges can be paid using BPoint for phone credit card payments, mail and over the counter, including Eftpos.

¹ As at 1 July 2022

Correction of Personal Information

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

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

Statement 4 : Publicity Services

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

Literature Available by Subscription or Free Mailing Lists

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

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

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

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

Statement 5 : Procedures and Guidelines

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

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

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

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

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

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

Advocacy & Social Development

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

Building Control & Management

- Waiving and Refunding Development Approval Permit Applications

Children's Services

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

Community Relations

- Social Networking Media Guidelines
- VicRoads Agency Guide V3.0
- Disabled Parking Permits Flowchart

- Department of Premier and Cabinet Public Relations & Protocols
- Department of Immigration Citizenship Protocols
- Community Satisfaction Surveys

Community Services

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

Corporate Management

- Accounting for Assets Policy
- Asset Plan
- Audio Visual Recording Policy
- Budget Development and Management Policy
- Business Continuity Management Policy
- Cash Handling Policy
- CCTV Policy
- CEO Employment and Remuneration Policy
- Community Engagement Policy
- Community Loans Policy
- Complaints Policy
- Council Expenses Policy
- Council Key Control Policy
- Councillor Gift Policy
- Credit Card Policy
- Customer Request Management Policy
- Dog Attack Policy
- Election Period Policy
- Event Policy
- Facility Hire Policy
- Farm Land Rate Differential Policy
- Financial Reserves Policy
- Fraud Prevention Policy
- Gifts, Benefits and Hospitality Policy
- Grant Seeking and Management Policy
- Grants Funding Policy
- Human Resources Policy
- ICT Acceptable Use Policy
- Immunisation Policy
- Investment Policy
- Media Policy and Guidelines
- Mobile Phone Policy
- Occupational Health & Safety Policy
- Performance Reporting Policy
- Personal Financial Hardship Policy
- Planning Delegation Policy
- Policy Development and Approvals Framework
- Pool Vehicle Policy
- Printing and Photocopying Policy
- Privacy Policy
- Procurement Policy
- Project Management Policy
- Public Transparency Policy
- Public Interest Disclosures Procedure
- Rates Debt Collection Policy
- Records Digitisation Policy
- Records Management Policy

- Registration of Restricted Breed and Dangerous Dogs Policy
- Risk Management Policy
- Roadside Memorial Policy
- Social Media Policy and Guidelines
- Sponsorship and Contributions Policy
- Sustainable Asset Management Policy
- Swimming Pool Education Policy
- Third Party Co-contributions to Grants Policy
- Urban Tree and Nature strip Management Policy
- Waiving and Refunding Permit Fees Policy
- Waste and Recycling Exemption Policy

Council Properties

- Stawell Airport Master Plan

Economic Development and Tourism

- Activate 2020-30 (Central Highlands and Grampians Pyrenees regional strategic plan)
- Economic Development Strategy and Action Plan
- Glenorchy Community Plan
- Marnoo Community Action Plan
- Stawell Tourism Strategy and Action Plan
- St Arnaud Tourism Strategy and Action Plan
- Stawell Western Highway Urban Design Framework
- Stawell Structure Plan
- Navarre Community Planning Strategy
- St Arnaud Framework Plan

Emergency Management

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

Environmental Management

- Domestic Wastewater Management Plan
- Sustainable Living Strategy

Family & Children's Services

- Municipal Early Years Plan

Financial Management

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

Governance

- Local Government Act
- Councillor Code of Conduct
- Council Plan Action Plan
- Staff Code of Conduct
- Public Interest Disclosures Procedure
- Governance Rules
- Annual Budget
- Council Plan
- Councillor Induction Manual
- Insurer Best Practice Manuals
- Insurer Liability Management Manual
- Insurer Risk Management Information Manual
- CCTV Policy
- Delegations and Authorisations
- Northern Grampians Shire Community Vision

Information Management

- ICT Strategy
- Business Transformation Strategy
- Geographical Information System (GIS) Strategy
- Information Security Management Framework
- Protective Data Security Plan

Land Use & Planning

- Municipal Strategic Statement
- Northern Grampians Planning Scheme

Local Laws

- General Local Law 2022
- Domestic Animal Management Plan
- Common Seal and Miscellaneous Penalties Local Law

Parks & Reserves

- Urban Tree & Naturestrip Management Plan
- Electrical Line Clearance Management Plan
- Lord Nelson Park Master Plan
- Central Park, Cato Park and Maud Street Dams Master Plan
- Queen Mary Gardens Walsh Plan
- Market Square St Arnaud Master Plan 2019
- St Arnaud Community Plan
- Stawell Park Precinct Plan
- Walkers Lake Management Plan
- North Park Multi-Purpose Precinct Development Plan

People and Culture

- Child Safety and Wellbeing Policy
- OH&S Management Plan 2022-23
- Strategic Workforce Plan 2021-25 and Gender Equality Action Plan
- Equal Opportunity, Harassment and Bullying Policy
- Human Resources Policy
- OH&S Policy

Public Health

- Municipal Public Health & Wellbeing Plan

Risk Management

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

Service Infrastructure

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

Waste Management

- Waste Management Strategy
- Waste Action Plan

Statement 6 : Report Literature

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

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

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

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

Reports, Statements and Submissions

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

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