
Publication of certain documents and information



*Part II Statements
Freedom of Information Act 1982*

January 2025

Table of Contents

Purpose

Responsibility

Information Statement 1: Organisation and Functions

Establishment

Principal Officer

How to Contact Us

Location

Fast Facts

Organisation

Role of a council

Local Government Functions and Activities

Common Administrative Functions

Decision Making Powers

Consultative Arrangements

Acts Administered

Statement 2 : Categories of Documents

Description of Record Keeping system

Principal Records

Central Registry

Other Records

Statement 3 : FOI Arrangements

Published information

List of information to be made publicly available by council

Matters for which public notice must be given under the *Local Government Act 1989, Local Government Act 2020* or any other Act

FOI Access Arrangements

Right of Appeal

Identification of Documents

Fee and Charges

Correction of Personal Information

Statement 4: Publicity Services

Literature Available by Subscription or Free Mailing Lists

Statement 5: Procedures and Guidelines

Statement 6: Report Literature

Reports, Statements and Submissions

Document Review

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 held information which may affect them.

Council is required to publish information summarising its organisation, functions, the categories of documents it holds, other public bodies it supports (eg, committees of management, cemetery trusts) and how Freedom of Information (FOI) requests can be made. This helps the public understand what council does, how it operates and the types of documents it generates and holds. In turn, this enables the public to exercise their rights and understand any obligations when dealing with council more effectively.

Council releases a large amount of information through online and print publishing as well as person-to-person service provision. Our website is designed to provide easy navigation to information and the ability to search for, view and download documents and information easily. Making information easily accessible reduces the need for members of the public to submit requests under the Act.

Responsibility

Council must prepare information statements and ensure that these are published and made available to the public on our website. This promotes the accessibility of information, in line with community expectations.

While this document follows the traditional format of Part II Statements and providing information under the headings, eg 'Statement 1', members of the public are not expected to understand what Part II is or requires. We also make the information required available in several existing webpages, our *Public Transparency Policy*, Public Registers and Annual Reports.

Information 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)]

This statement must provide:

- Information detailing the particulars of the agency:
 - How or under what legislation is the agency established?
 - Who leads the agency?
 - How can the agency be contacted?
 - What is the organisational structure of the agency?
 - What are the functions and purposes of the agency?
 - What Acts or subordinate legislation empower the agency's functions and operations?
- Information detailing the decision-making powers and other powers affecting members of the public:
 - What Acts or subordinate legislation does the agency rely on to make decisions that affect the public?
 - What do these Acts or subordinate legislation allow the agency to do?
- Information detailing the particulars of any arrangements which exist for consultation with outside bodies in relation to policy formulation or administration:
 - Does the agency seek, or rely on the advice of, information from bodies or persons outside of the agency in relation to its policies or administration? eg formal committees, reference groups, advisory boards
 - If so, who are they and what do they do or advise the agency on and where can we view meeting minutes of these groups?

Establishment

The legal basis for councils is established under the *Constitution Act 1975*. This Act provides that local government is a distinct and essential tier of government consisting of democratically elected councils having the functions and powers that the Parliament considers are necessary to ensure the peace, order and good governance of each municipal district. In Victoria, local government is established by the Victorian Parliament through the *Local Government Act 2020*, which specifies council powers, duties, roles, responsibilities and functions.

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 three wards, each represented by two councillors – Central Ward, Kara Kara Ward, and Grampians Ward. More information including a map of the shire can be found [here](#).

Principal Officer

The Chief Executive Officer, Mr Brent McAlister

How to Contact Us

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

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

Location

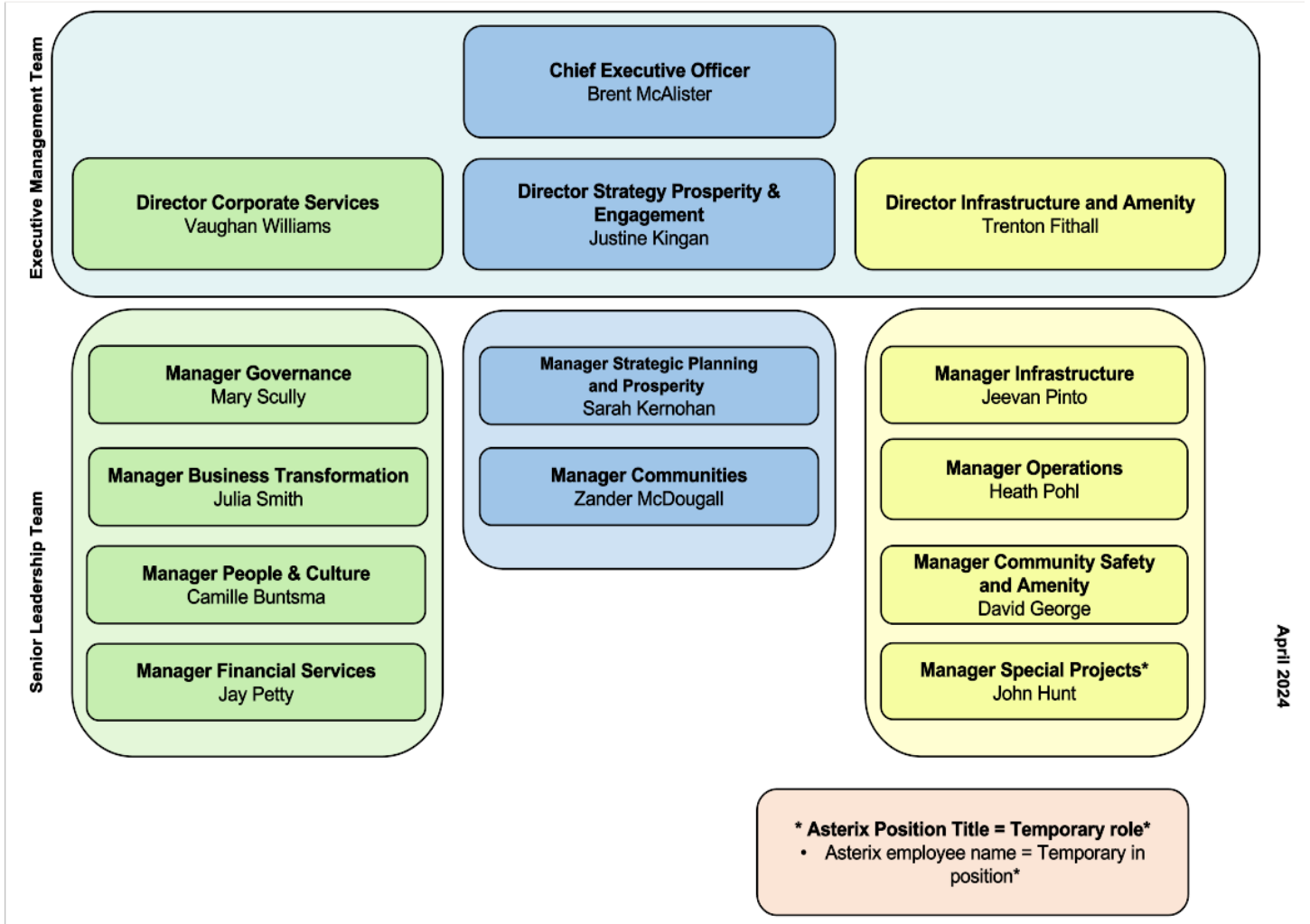
The Northern Grampians Shire Council is located in the Grampians region of provincial Victoria, the shire covers almost 6,000 square kilometres and services the major towns and villages of Stawell, St Arnaud, Great Western, Halls Gap, Navarre, Glenorchy, Marnoo and Stuart Mill.

Fast Facts

Area: approximately 5,918 square kilometres
Population: approximately 11,864
Road length: 3,370km of local roads
Rateable properties: 5,737
Rates and Charges Revenue: \$20.9 million
Total Revenue (incl grants): \$41.9 million
Industry: there are over 1000 businesses operating within the shire, with major activity based in the thriving tourism, mining, food production and processing and agricultural industries.

Organisation

The Chief Executive Officer is supported by three Directors (Corporate Services, Infrastructure and Amenity and Strategy, Prosperity and Engagement) (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 following 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 supporting principles of community engagement, public transparency, strategic planning, financial management and service performance.

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/Business Growth**
 - 3.1 Community and Economic Development Support
 - 3.2 Competitions and Awards
 - 3.3 Tourism/Visitor servicing
 - 3.4 Grants
 - 3.5 Business and Regional Growth Programs
 - 3.6 Investment Attraction
 - 3.7 Events

- 4. Social and Community Services**
 - 4.1 Individual Support Services Management
 - 4.2 Regional Assessment Services
 - 4.3 Community Care Program Management
 - 4.4 Immunisation Management
 - 4.5 Maternal and Child Health Service Provision
 - 4.6 Childcare and Early Education Provision/Supported playgroups/Child Safety
 - 4.7 Aquatic Facilities
 - 4.8 Multicultural Work/Human Rights/Gender Equality
 - 4.9 Customer Service/Media and Communications

- 5. Emergency Management**
 - 5.1 Community Preparedness
 - 5.2 Emergency Response
 - 5.3 Community Recovery

- 6. Environmental Health**
 - 6.1 Food Act/Premises or Business Registration
 - 6.2 Compliance Management
 - 6.3 Infectious Diseases Management
 - 6.4 Consumer Safety Management
 - 6.7 Municipal Public Health and Wellbeing
 - 6.8 Youth

- 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
 - 7/6 Roadside Land Protection (Weeds and Pests)

- 8. Governance**
 - 8.1 Electoral Boundaries and Electoral Structure Reviews
 - 8.2 Planning, Preparation and Conduct of Local Government Elections and Polls of Voters
 - 8.3 Council and Committee Meetings
 - 8.5 Law Making

- 8.6 Legislative Compliance Administration and Enforcement
- 8.7 Information Management/Data Security
- 8.8 Financial Management/Audit and Risk Management
- 8.9 Councillor Management

9. Land Use Planning

- 9.1 Planning Scheme Management
- 9.2 Planning Scheme Amendments
- 9.3 Statutory Planning/Permits
- 9.4 Subdivision
- 9.5 Planning/Enforcement
- 9.6 Flood Mitigation

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 incl sport and active recreation, open space and active transport
- 11.3 Cultural and Community Heritage
- 11.4 Artistic and Culture
- 11.5 Library Services

12. Service Infrastructure Management

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

Common Administrative Functions

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

Council reports on its operations each year via its Annual Report and copies of these reports can be found on the [Northern Grampians Shire Council website](#).

Decision Making Powers

The manner in which council decision making is undertaken is set out in Part 3 of the *Local Government Act 2020*.

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 the [Northern Grampians Shire Council](#) website.

By delegation

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 members of 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.

Council provides a public register of delegations available on the [Northern Grampians Shire Council](#) website.

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.

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 the [Northern Grampians Shire Council](#) website.

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

- *Audit and Risk Committee*
- *Central Grampians Local Learning and Employment Network (CGLLEN)*
- *Grampians Tourism Board*

- *Great Western Futures Committee*
- *Halls Gap Residents & Ratepayers Association*
- *Lake Fyans Recreation Area Committee of Management*
- *Queen Mary Botanic Gardens Advisory Group*
- *St Arnaud Community Access Network (SCAN)*
- *St Arnaud Recreation Advisory Group*
- *Stawell Recreation Advisory Group*
- *Stawell Aerodrome Advisory Committee*
- *Stawell Gift Event Management Pty Ltd (SGEM)*
- *Stawell Harness Racing Club Community Grants Panel*
- *Sunraysia Highway Improvement Committee*
- *Municipal Association of Victoria Board*
- *North Central Local Learning and Employment Network (NCLLEN) St Arnaud*
- *Rail Freight Alliance*
- *Rural Councils Victoria Inc Executive Committee*
- *Victorian Local Governance Association (VLGA)*
- *Walkers Lake Advisory Group*
- *Western Highway Action Committee*
- *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.

Acts Administered

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

<i>Aboriginal Heritage Act 2006</i>	<i>Liquor Control Reform Act 1998</i>
<i>Associations Incorporation Reform Act 2012</i>	<i>Local Government Act 1989</i>
<i>Audit Act 1994</i>	<i>Local Government Act 2020</i>
<i>Building Act 1993</i>	<i>Local Government (Governance and Integrity) Regulations 2024</i>
<i>Building Regulations 2018</i>	<i>Local Government (Land Information) Regulations 2021</i>
<i>Catchment and Land Protection Act 1994</i>	<i>Local Government (Long Service Leave) Regulations 2021</i>
<i>Cemeteries & Crematoria Act 2003</i>	<i>Local Government (Planning and Reporting) Regulations 2020</i>
<i>Cemeteries and Crematoria Regulations 2015</i>	<i>Magistrates' Court Act 1989</i>
<i>Child Wellbeing and Safety Act 2005</i>	<i>Major Transport Projects Facilitation Act 2009</i>
<i>Children Youth & Families Act 2005</i>	<i>Mineral Resources and Extraction Act 1990</i>
<i>Children's Services Act 1996</i>	<i>National Parks Act 1975</i>
<i>Circular Economy (Waste Reduction and Recycling) Act 2021</i>	<i>Occupational Health and Safety Regulations 2017</i>
<i>Climate Change Act 2017</i>	<i>Pipelines Act 2005</i>
<i>Conservation Forests & Lands Act 1987</i>	<i>Planning & Environment Act 1987</i>
<i>Country Fire Authority Act 1958</i>	<i>Planning and Environment Regulations 2015</i>
<i>Country Fire Authority Regulations 2014</i>	<i>Planning and Environment (Fees) Regulations 2016</i>
<i>Cultural & Recreational Lands Act 1963</i>	<i>Privacy and Data Protection Act 2014</i>
<i>Dangerous Goods Act 1985</i>	<i>Public Health & Wellbeing Act 2008</i>
<i>Dangerous Goods (Explosives) Regulations 2022</i>	<i>Public Health and Wellbeing Regulations 2019</i>
<i>Development Victoria Act 2003</i>	<i>Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020</i>
<i>Disability Act 2006</i>	<i>Public Interest Disclosures Act 2012</i>
<i>Domestic Animals Act 1994</i>	<i>Public Records Act 1973</i>

<i>Domestic Building Contracts Act 1995</i>	<i>Residential Tenancies Act 1997</i>
<i>Drugs, Poisons and Controlled Substances Regulations 2017</i>	<i>Residential Tenancies (Caravan Parks and Movable Dwellings Registration Standards) Regulations 2024</i>
<i>Education & Care Services National Law Act 2010</i>	<i>Road Management Act 2004</i>
<i>Education & Training Reform Act 2006</i>	<i>Road Management (General) Regulations 2016</i>
<i>Electricity Safety Act 1998</i>	<i>Road Management (Works and Infrastructure) Regulations 2015</i>
<i>Electricity Safety (Electric Line Clearance) Regulations 2020</i>	<i>Road Safety Act 1986</i>
<i>Electoral Act 2002</i>	<i>Road Safety Road Rules 2017</i>
<i>Emergency Management Act 2013</i>	<i>Road Safety (General) Regulations 2019</i>
<i>Environment Protection Act 2017</i>	<i>Road Safety (Traffic Management) Regulations 2019</i>
<i>Environment Protection Regulations 2021</i>	<i>Road Safety (Vehicles) Regulations 2021</i>
<i>Estate Agents Act 1980</i>	<i>Second Hand Dealers & Pawnbrokers Act 1989</i>
<i>Equal Opportunity Act 2010</i>	<i>Sheriff Act 2009</i>
<i>Family Violence Protection Act 2008</i>	<i>Sport & Recreation Act 1972</i>
<i>Fences Act 1968</i>	<i>Subdivision Act 1988</i>
<i>Filming Approval Act 2014</i>	<i>Subdivision (Fees) Regulations 2016</i>
<i>Fines Reform Act 2014</i>	<i>Subdivision (Procedures) Regulations 2021</i>
<i>Fire Services Property Levy Act 2012</i>	<i>Subdivision (Registrar's Requirements) Regulations 2011</i>
<i>Flora and Fauna Guarantee Act 1988</i>	<i>Summary Offences Act 1966</i>
<i>Food Act 1984</i>	<i>Taxation Administration Act 1997</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>Gender Equality Act 2020</i>	<i>Transport (Safety Schemes Compliance & Enforcement) Act 2014</i>
<i>Graffiti Prevention Act 2007</i>	<i>Unclaimed Money Act 2008</i>
<i>Health Records Act 2001</i>	<i>Valuation of Land Act 1960</i>
<i>Heavy Vehicle National Law 2012</i>	<i>Victorian Environmental Assessment Council Act 2001</i>
<i>Heavy Vehicle National Law Application Act 2013</i>	<i>Victorian Local Government Grants Commission Act 1976</i>
<i>Heritage Act 2017</i>	<i>Victoria State Emergency Service Act 2005</i>
<i>Housing Act 1983</i>	<i>Victoria Data Sharing Act 2017</i>
<i>Impounding of Livestock Act 1994</i>	<i>Victorian Inspectorate Act 2011</i>
<i>Independent Broad-Based Anti-Corruption Commission Act 2011</i>	<i>Victorian Planning Authority Act 2017</i>
<i>Infringements Act 2006</i>	<i>Water Act 1989</i>
<i>Infringements Regulations 2016</i>	<i>General Local Law 2012</i>
<i>Land Act 1958</i>	<i>Common Seal and Miscellaneous Penalties Local Law</i>
<i>Land Acquisition and Compensation Act 1986</i>	
<i>Land Acquisition and Compensation Regulations 2021</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)]**

This Statement must provide the general categories or types of documents council holds and generates.

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 and 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	Analyst certificates and reports
Abatement Notices	Animal management incl permits, complaints, registration
Abattoirs	Annual Budget
ABS statistics	Annual Reporting
Access – Land Use	Annual Statement of Accounts
Accident reports	Applications – development, enrolments, services, burning off, grants, voters lists, heritage building, pensioner rebates, road funding, septic tanks, sporting ground, temporary food premises
Accounts Payable	Appointments - members of committees, council elections, government relations
Accreditation	Appraisals - staff
Acquisition (equipment/land/fleet/furniture/ IT/property)	Approved point of discharge – drainage
Acts of Parliament	Aquatic and Recreation – Membership, programs
Addresses – Speeches	Asbestos – Fit outs, personnel exposure, volunteer exposure, removal, waste
Administrative Reporting	Asset Management Register
Advertising	Attendance – FDC, personnel
Advisory committees	Audit – OH&S, Telecommunication equipment, Chart of Accounts, CCT, Financial, IT, Committee, Food
Advisory groups	Australia Day - Awards, nominations, celebrations, meetings, permits, committee
Aged and Disability and Aged Care services	Australia Post - audit services
Agency vehicle infringements	Authorised Officers
Agency wide policy	B Double transport permits
Agendas - council meetings	Bad debts
Agendas - external committees	Ballot papers
Agendas - internal committees, boards	Banking – fees, cards, guarantees, debit tax, reconciliation,
Agreements	Banners
Air pollution complaints	Barking dogs
Air testing	Benchmarking
Allocation - equipment and stores	Best Value
Allocations - fleet, councillors, overtime, personnel, travel	Bike paths
Allocations - telecommunications	Billboards – roadside advertising permits
Allowances - councillors	Bins – new, payments, requests, replacement, streets
Allowances - fleet management	Birth notices
Amalgamations	Boards
Body piercing applications	Cheques – butts, cancelled, dishonoured, stopped
Bookings - halls, reserves	Child care – benefits, accidents, assessment, assistance, attendance records, cash rebates, client files, enrolments, fee relief, incidents, subsidies, placement, program, registration, surveys, centres
Boundaries – amalgamation, councils, electoral, review	Cigarettes - retailers
Bowling greens - building of	Circulars
Bridges construction	Citizenship ceremonies
Builders Code of Practice	Civic events

Building – applications, compliance, council buildings, final inspections, Form 10, MBS requests, appointments, occupancy permits, inspection diaries, levy returns, public commercial buildings, notices	Claims – Industrial relations, public liability insurance, vehicle insurance, workers compensation
Building permits – extension, register, permits, complaints, enquiries, specifications	Classification Schemes
Bus shelters – building of	Cleaning inspections
Bushfires – Inquest	Client files – adults, aged and disability, child care, family day care, Maternal and Child Health, youth services
Business Classification Schemes	Closures – roads
Business Process Mapping	Coaching - staff development
Business Unit Plans	Code of Conduct (staff and councillors)
Cancelled Cheques	Collection – dumped rubbish, litter,
Capital Works – budget, progress	Committees of Management – halls and reserves, membership. Minutes, accounts
Car parks – building, construction, maintenance	Common boundary fencing
Car registration	Common seal – register of use
Carers – agreements, payments	Community Bulletins
Carpets - installation	Community Plans
Cash – records, books, ledgers, rebates	Community Resource Guide
Catering	Community Services
Celebrations, Ceremonies and Functions	Compensation – legal, OH&S
Cemeteries incl burial records	Competitive tendering CCT
Centenary Celebrations	Complaints – air pollution, health, animal control, general, noise, graffiti, ombudsman, routine, street lighting OH&S
Ceremonies	Compulsory fire clearances
Certificates – Occupancy, food handling, sick leave, training, animal registration	Compulsory land acquisitions
Certification – support services	Computers – use of
Change of Advice – staff	
Charitable Organisations – rate exemptions	Conferences – arrangements, attendance, catering, duplicates, invitations, staff development, reports
Charities – permits	Confirmation of ownership (rates)
Chart of accounts	Conflict of Interest
Conflict of Interest Register	Daily Activity Reports – M&CH
Conservation – information management, property	Daily work sheets – depot staff
Construction – Council owned buildings	Damage and illegal entry
Construction and renovation – property	Dangerous dogs – notification, records, registration
Contaminated Land	Database management
Contract Service reports – M&CH	Debt collection

Contracting out	Debtor listings and reports
Contractor registers	Debtors – system, sundry
Contractors	Deceased Animal Returns – animal registration
Contracts – summary of tenders, register	Declaration – public highways
Copyright – publication	Delegations of Authority
Council buildings – building of, construction	Delegations of Authority – finance, personnel
Council buildings – general, sale, use	Delivery dockets
Council elections – appointments, campaign donation returns, list of non-voters, VEC liaison, media, voters list, voters roll, VEC election reports	Demolition
Council facilities – building of, fees and charges, memberships	Demolition permits
Council functions	Depot Works After Hours requests
Council meetings – submissions, agenda, deferred items, invitations, minutes, notices, notices of motion, questions, reports	Depreciation
Council owned land	Desexing - animal control
Council Plans – development, duplicates, copies	Development plans - planning
Councillor Newsletters	Dial before you dig
Councillors – insurance, allowances, employment conditions, entitlements, functions, general, handbook, invitations, orientation, conflicts of interest, forums	Digital signatures
Credit notes	Direct debit
Cricket pitches – building of	Disabled Parking Permits
Crossovers – inspections, enforcement	Disaster repairs
Cultural services grants	Discharged clients
Customer Service – developing strategies, information management, telecommunication equipment, telephone calls	Discontinued Roads
Customer Service Strategy	Dishonoured cheques
Disposal – fleet, property, equipment, stores, IT, telecommunication equipment	Equipment and stores
Disposition and Acquisition Notices	Estimates
Distribution – publication	European wasps – pest control
Dog attacks	Events – invitations, permits, support media
Dog infringements	Excess animal permits
Dog registration	Exhibitions

Donations	Expressions of interest – tenders
Door knocking appeals	External committees
Drafting	Facilitation of meetings
Drainage – building, cleaning construction, maintenance	Farmland – valuations
Early Education	Fees and charges – facilities
Easements – creation	Fencing
Economic Development	Festivals
Education – pet ownership	File Classification Systems
EFT children financial reports, placement	Final inspections – buildings
Elections – Council, advertising, appointments	Financial Receipts
Electoral boundaries – establishment, reviews	Financial Statements
Electrical – installation of	Fire – compulsory clearances, permits
Emergency Management – community education support, planning, response, plans, support	Fire Hazards – clearance, inspections, notification
Employee Contracts	Fire Hydrants – installation, markers
Employment conditions	Fire prevention – enforcement, notices
Employment enquiries	Fire Wardens
Enforcement – animal management, elections, food, illegal dumping, littering, planning permits, rates, traffic	First Aid – registers, kits, usage,
Enquiries – fencing, planning, public reaction, submissions and complaints	Fit outs
Enterprise Agreements	Fleet management – accident reports, fuel costs, infringements, insurance claims, policies, renewal, purchase, sale
Enterprise Bargaining	Flood Level Certificates
Environment Grants	FOI Registers and requests
Environment Pest Control	
Food – business registration, enforcement, handling certificates, poisoning, premises applications, audits, inspections, recall notices, regulations, safety plans, sampling, selling at events, stalls, transport vehicles	Heritage – building permits
Footpaths – complaints, trading, building of, enforcement, inspections, maintenance	Heritage Buildings – Amended Applications, applications, final inspection, notifications, occupancy permits
Forms	Hire – plant, sporting facilities, sports grounds
Fringe Benefit Tax	Holiday Programs
Functional reporting	Home and Community Care – applications, assessment, funding, services, funding,

Funding – government sources	Home Carers – Rosters/timesheets, payroll
Fundraising	Home Maintenance – requests, job sheets, support, clients
Furniture – acquisition, park installation	IDO Interim Development Orders, objections and registers
Garbage – collection	Illegally Dumped Waste - Collection
Garnishee Order	Immunisations
General Ledgers	Implementation and Installation - Telecommunication Equipment
Goods and Services Tax (GST)	Impounded Vehicles – Council Action
Government wide policy	Impounded Vehicles – No Action
Grading – road maintenance	Impounded Vehicles – Owners Action
Graffiti – complaints, removal	Impounding Animals & Notices
Grants – funding, allocation, annual return, available, FACS, Grants Commission, HACCC, received, returns, roads, agency giving, agency receiving	Inclusion Support Subsidy ISS – Childcare
Green Waste collection	Indexes - Master Control Records, recordkeeping systems
Greetings	Induction Courses
Grounds maintenance	Infringement Appeals - Cat and dog Registration/parking
Hairdressers – complaints, registration, applications	Infringements - Fleet Management, personnel, animal, elections, illegal dumping, littering, parking, traffic
Halls – bookings, cleaning	Inquiries - Government Relations
Hard waste collection	Inspections – Crossovers, fire hazard, food premises, footpaths, OH&S, playground equipment, playgrounds, routine workplace, pools, telecommunication equipment
Hazardous substance/waste	Installation - park furniture, property
Health Inspection reports	Insurance - Property, fleet, claims, renewals, policies, professional indemnity, public liability
Health Premises – applications, OH&S	Insurance – Staff – Claims, policies, renewals
Herbicide – Use of	Intellectual Property - Legal Services
Interest Generated - Rate Reports	Liaison – Complaints
Internal Committees – Operational	Liaison – Enquiries
Internal Committees - Strategic – Agendas And minutes	Liaison – Government Inquiry– Agency recommendations, general
Internal Meetings – Agendas and minutes, reports, submissions	Liaison – MAV – Changes to Council
Investigation – Infectious Disease	Liaison – Member Organisations
Investments - Financial	Liaison – Planning Permits

Invoices	Liaison – Street Lighting – Power Supplier
Job Advertisements - Press	Liaison – Telecom
Job Descriptions	Library – Mobile
Job Enquiries	Library – Service
Job Safety Analysis – OH&S and worksheets	Library Membership
Job Vacancy Records	Licence – Alcohol Consumption/liquor
Joint Venture - Agreements – Major and minor, government relations	Licence – Apparatus
Kennel Registration	Licence – Petrol Pumps
Kerb and Channel – Maintenance	Licence - Telecommunication Equipment
Kindergarten Applications and Enrolments – Summary Records, placement officers	Liquidation – Creditors, debt recovery, information
Land – Acquisition, purchase and sales	Litter - Collection
Land – Exchange of Ownership – Roads	Littering - Enforcement
Landfill sites – animal deterrent systems, contents, drainage, monitoring physical impact, operational management, rehabilitation, security, water management	Livestock - Destruction / Putting Down
Leasing – vehicles, property, council owned, fleet, non-council owned properties, telecommunications	Local Government Engineers Association
Leave records	Local Government Town Planners Group LGPA
Legal point of discharge	Local Laws - After Hour Reports and Requests
Legal Services/legal advice	Local Laws - Court Cases
Legislation – Liaison - Direct relation to Council	Local Laws – Development of
Legislation - Government Relations	Local Laws - Final Copy of Laws
Legislation – Rate Enquiry	Logs - vehicles
Legislation - Regulation / Developing	Magazine – Subscription
Mail Management	Mileage Reimbursement
Maintenance - Equipment and Stores	Minutes - Board Meetings
Maintenance - Fleet Management	Minutes - Committee Meetings
Maintenance - Playground Equipment	Minutes - Committees of Management
Maintenance – Playground Graffiti	Minutes - Council Meetings
Maintenance - Property	Mobile Library Service

Maintenance – Service Infrastructure	Moving - Personnel and Property
Maintenance - Telecommunication Equipment	Municipal Association of Victoria
Maintenance Records – Vehicles	Municipal Authorities Purchasing Scheme MAPS
Major Renovations	Name and Address Amendment - Ratepayers
MAPS Municipal Authorities Purchasing Scheme	Names – Roads and streets
Marketing	NAR Forms - Ratepayers
Master Control Records	Nature strip Reinstatements
Master Control Records - Indexes	Needle / Sharps / Syringes Program
Master Control Records - Registers	New Bins - Requests
Material Safety Data Sheets	New Residents Kits
Maternal & Child Health - Client Files, contract service reports, daily activity reports, diaries, information/education	New Title Details
MAV – Advisory Groups. Circulars, committees, general, liaison – changes to Council, Local Government Week, Restructure	Newspaper Clippings - External Sources
Meals on Wheels – mileage reimbursement for volunteers, petrol vouchers, volunteers	Noise – Complaints
Media Relations	Noise Assessment – OHS
Member Organisations	Nominations - Australia Day
Memberships - Council Facilities	Non Toxic Waste - Removal
Memberships - To external Organisations	Notice Boards – Community
Memorandums of Understanding – Amalgamations, significance, small scale	Notice of Acquisition
Memorials	Notice of Disposition
Metadata - Maintenance	Notices
Microchipping	Notices of Motion – Council Meetings
Notification - Birth Notices	PBS Private Building Surveyor
Notification - Food Selling Events	Penalties - Failure to Vote Council Elections
Notification - Infectious Diseases	Pensioner - Concessions
Notification of Appointment - Building	Pensioner - Rebate Applications
Objections – Animal Registration	Pensioner - Rebates
Objections – Interim Development Orders	Performance Management

Occupancy Permits - Building	Perin
Occupancy Permits - Classes 1b, 3a-f, Class 5, class 6a-d, Class 7b, Class 8, Classes 9a-c	Permissions to use photos
Occupancy Permits - Heritage Buildings	Permits - Annual
Occupancy Permits - Temporary Building	Permits – Australia Day Celebrations
Occupational Health & Safety – air testing, audits, committees, computers, contract management, contractors, hearing tests, job safety analysis, noise assessment, routine workplace inspections and incident reports	Permits - B Double Transport
Ombudsman – Complaints	Permits - Billboards
Orders Notices & Certificate Files	Permits - Burn off
Outline Development Plan - Strategic Planning	Permits - Cancellation - Heritage Buildings
Outstanding Balance Reports - Rates	Permits - Collecting Money for Charity
Park Furniture – Installation	Permits – Demolition
Park Furniture - Maintenance	Permits - Excess Dogs / Cats
Parking – Complaints	Permits - Expiry - Building
Parking - Infringements	Permits - Expiry - Heritage Buildings
Parking Permits - Disabled	Permits - Extension - Heritage Buildings
Parks - Damage	Permits – Festivals
Parks – Ground Maintenance	Permits - Fire
Parks – Planning	Permits - Roadside Advertising
Payment Audit Reports - Rates	Permits - Roadside Signage
Payments – Private Street Schemes	Permits - Roadside Trading
Payroll – deductions and tax	Permits - Statutory Registers of Building Permits
Permits - To work on Road Reserve	Planning Permit – Contraventions
Permits – Tree – Removal	Planning Permit – Prosecutions
Permits – Vehicle Crossing	Planning Permit – Revocations
Personal Care - Assessment (HACC)	Planning Permits - Appeals
Pest Control – Environmental	Planning Permits – Endorsing of
Pest Control – European Wasps	Planning Permits – Enforcement
Pest Control – Foxes	Planning Permits – Interim Development Orders IDO

Pest Control - Property	Planning Permits – Liaison
Pesticide - Use of	Planning Permits – Register
Pests – Baiting	Planning Scheme - Amendments
Pet Ownership Education	Planning Scheme – Compulsory Acquisitions
Petitions	Planning Scheme - Delegations
Petitions - Register	Planning Scheme – General
Petrol Vouchers - Meals on Wheels	Planning Scheme – Legislation
Petty Cash Records	Planning Scheme – Other Councils
Photographs and films	Planning Scheme – Relocations
Photos - Permissions to use	Planning Scheme – Rezoning – Approved – No Scheme Amendments
Piggeries – Applications	Planning Scheme – Rezoning – Approved – Scheme Amendments
Piggeries – Closing of	Planning Scheme – Rezoning – Not Approved
Piggeries – Complaints – Environmental	Planning Scheme – Rezoning – Revoked
Piggeries – Complaints – Smell	Planning Schemes
Piggeries – Management	Plant – Hire
Piggeries – Permits	Plant Reports - Depreciation
Planning – General Enquiries	Plaques - Memorial
Planning - OHS	Playgrounds - Building of
Planning – Parks	Playgrounds - Equipment – Inspections, maintenance, graffiti removal, installation
Planning - Property	Plumbing
Planning – Studies	Points of Discharge – Approved
Policy - Administration	Program Management - MCH
Position Descriptions	Programs - Developing for Conference
Position Vacancy Records	Programs – Immunisation
Postal Votes – Council Elections	Project Management - Development of Project
Pound - Daily maintenance	Project Management - Registers
Pound - Operational Management	Project Management - Strategic Management
Pound - Registers of animals admitted	Project Management - Summaries

Pound - Release Books	Property - Acquisition
Pound - Seizure or Impounding animals	Property – Council Purchase of
Pound - Summary of animals impounded with municipality	Property – Council Sale of
Preschool – Enrolments	Property - Damage
Preschool – Summary Records	Property - Enquiry Application
Press Clippings	Property - Maintenance - Public Buildings
Press Releases	Property - Management
Privacy - Information Management	Property – Rental
Private Building Surveyor PBS	Property – Rental – Finance
Private Charge Schemes – Drainage, footpaths - Abandoned	Property - Valuations
Private Charge Schemes – Objections, VCAT	Prosecutions
Private Charge Schemes – Petitions	Prosecutions - Local Laws Dept taking matter to Court
Private Charge Schemes – Streets - Abandoned	Provision of information affecting specific properties
Private Charge Schemes – Surveys	Public Buildings - Structural Maintenance
Private Charge Schemes – Tendering	Public Session - Immunisation Consent Cards Pre 1996
Private Street Construction	Public Toilets
Private Street Construction - Payments	Publications – Articles, copyright, corporate style, Distribution, versions, input, production, quotations, stock take
Procedures	Publicity – Advertising, elections, liaison
Procedures - Financial	Purchase – Land
Procedures - Records Management Systems	Purchase - Orders
Production - Publication	Refunds – Rates
Quarries – General, delivery dockets	Refurbishment
Questions – Council Meetings	Register - Authorised Officers
Questionnaires/Surveys	Register - hazardous substance
Quotations – Building Department Services charges	Register - Master control records
Quotations – general, hiring of Council facilities, publications, tendering	Register - Planning permits
Quotes – fencing	Register - security pass

Raffles	Register - tenders received
Rates – Abandonments	Register - trust
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	Registers - Tender Contracts
RDOs – Rostered Day off	Registration - Cat
Rebates - pensioner	Registration - Dog
Recall - Food / Product Notifications	Registration - Fleet Vehicles
Receipts	Registration - food business
Receivership Notices	Registration - piggeries
Reclaimed animals	Rehabilitation - OHS
Reconciliation – Bank	Removal - non toxic waste
Record Management systems - procedures	Remuneration registers
Recordkeeping systems - configuration	Rental - council owned
Recordkeeping systems - indexes	Renting by council
Recordkeeping systems - procedures	Replacement - rubbish bins
Recreational Grants - Applications - Successful	Reporting - Corporate planning
Recreational Grants - Applications - Unsuccessful	Reports - Board meetings
Recruitment	Reports - Committee meetings
Recycling	Reports - External Committees Convened by Agency
Reports - internal meetings	Roads - funding, - applications
Representations (including Parliamentary questions)	Roads - improvements - maintenance
Representatives - OHS	Roads - maintenance - road opening permits
Requests - Additional Bin	Roads - maintenance - works requests
Requests - Building Form 10 from a Solicitor	Roads - naming
Requests - Building Information Request from a Building Surveyor	Roads - Opening Permits (Road Maintenance)
Requests – Home Maintenance	Roads - Reserve Permit

Requests - House Plans	Roads – Signs
Requests - Information - General	Roads - Signs - names
Requests - invoices	Roads - Special Charge Schemes
Requests - Questions for council meetings	Roads - Speed limits
Requisition to purchase orders	Roads - VicRoads Funding
Research - legal	Roads - funding
Reserves bookings	Roadside signage - permit
Reserves inspections	Room observations - family day care
Residents kits	Rostered day off
Resurfacing - infrastructure maintenance	Rosters
Retaining walls - building of	Roundabouts - building of
Returned cheques	Routine workplace inspections OHS
Revocations - planning permits	Rubbish bin - new bin payments
Rezoning	Rubbish bin - new bin payments via rates
Rezoning – Planning Scheme – Approved – No Scheme Amendments	Rubbish bin - replacement
Rezoning – Planning Scheme – Approved – Scheme Amendments	Rubbish collection
Roads - closures	Rubbish collection - complaints
Roads - closures - events	Rubbish dumped
Roads - construction	Safe work method statements SWMS
Roads - discontinued	Salaries - payment processing
Roads - exchange of land ownership	Sale - council property
Sales tax	Smoking - Restrictions - workplace
School entry immunisation cards pre-1996	Social Clubs - Staff Development
Section 173 Agreements	SPAM
Security	Special Charge Scheme – Rates
Security - equipment and stores	Special Charge Schemes - Roads
Seminars	Speeches - Major Event
Senior Leadership Team meetings	Speed Limits – Roads

Septic tanks - general	Sponsorship - Provided by Agency
Septic tanks - payments	Sponsorship - Received from external agency
Septic tanks - servicing reports	Sporting Facilities - Hire
Septic tanks applications	Sports Centres – Construction
Service Infrastructure - Maintenance	Sports Facilities - Inspections
Service Infrastructure - Service Request	Sports Ground - Hire
Servicing Reports - Septic Tanks	Sports Ground Pavilion Inspections
Sewer reticulation - tendering	Staff Bulletins
Sewerage - declared sewer areas	Staff Meetings
Sewerage - disposal sites	Standpipes
Sewerage - general	Statement of Accounts
Sewerage - treatment plans	Statistics
Sewerage connection	Statues - Memorial
Sewerage reticulation	Statutory Council Meetings
Sign - roadside permit	Stock take - Equipment and Stores
Signage - road	Stock take - Publication
Signs – Roads	Stopped Cheques
Signs – Roads – Names	Storage - Equipment and Stores
Skate parks - building of	Storage - Information Management
Smoking - restrictions - external	Strategic management
Smoking – Restrictions – External	Strategic planning
Street - closures	Supplementary valuations - details
Street - lighting	Surveys - child care
Street - lighting - complaints	Surveys - general
Street - lighting - maintenance	Swimming pool - general
Street - lighting - power supplier - liaison	Swimming pool - maintenance
Street - Tree Planting	Swimming pool - programs
Street- Names	Syringes/Sharps/needle program

Street -Numbering	Tattoo salon - applications
Street Signs - Loading Zones	Tax - bank account debit
Street Stalls - Permits	Tax - land
Streets – Construction	Tax - sales
Streetscapes - building of	Taxation
Streetscapes - maintenance	Technology - acquisition
Structural maintenance - public buildings	Technology - activities
Studies - planning	Telecom - liaison
Study leave forms	Telecommunications - maintenance
Subdivision files - successful	Telecommunications Activities - Internal
Subdivisions	Telephones - infrastructure installation
Submissions - council meetings	Telephones - municipality installation
Submissions - government relations	Telstra - notice of access
Submissions - internal meetings	Temporary food applications
Subpoenas - legal discovery process	Tendering - contract payment summaries
Subscriptions	Tendering - contract registers
Subsidies	Tendering - contracts - building of council buildings/facilities
Summary of tender contracts	Tendering - contracts - building of public toilets
Sundry debtors	Tendering - contracts - building of tennis courts
Supplementary Valuations	Tendering - contracts - disaster repairs
Supplementary valuations - confirmation of ownership	Tendering - contracts - public buildings - grounds maintenance
Tendering - Contracts - Public Buildings - Property Maintenance	Tendering Contracts - School Crossings - Building of
Tendering - contracts major renovations	Tendering Contracts - Streetscapes - Building of
Tendering - Documentation	Tendering Contracts - Traffic Signals - Installation of
Tendering - Due Diligence Checks	Tenders - Contract Register
Tendering - Evaluation of Tenders	Tenders - Development of
Tendering - Expressions of Interest	Tenders - Documentation / Drafts
Tendering - Heritage Buildings	Tenders - Received register

Tendering Contracts - Bowling Greens - Building of	Tenders - Unsuccessful
Tendering Contracts - Bus Shelters - Building of	Tennis Courts - Building of
Tendering Contracts - Bus Stops - Building of	Tidy Towns
Tendering Contracts - Carports - Building of	Title Search
Tendering Contracts - Cricket Pitches - Building of	Toilets - public - cleaning
Tendering Contracts - Footpaths - Building of	Toilets – Public – Construction
Tendering Contracts - Infrastructure Maintenance - Drainage	Toilets – Public – Maintenance
Tendering Contracts - Infrastructure Maintenance - Footpaths	Tourism – General
Tendering Contracts - Infrastructure Maintenance - Grading	Town Planning – Correspondence
Tendering Contracts - Infrastructure Maintenance - Line Marking	Town Planning – Liaison
Tendering Contracts - Infrastructure Maintenance - Repairs	Trading – Footpath
Tendering Contracts - Infrastructure Maintenance - Repairs	Trading - Road Side Permit
Tendering Contracts - Infrastructure Maintenance - Resurfacing	Trading Hours
Tendering Contracts - Infrastructure Maintenance - Road Improvements	Traffic - Counts
Tendering Contracts - Infrastructure Maintenance - Streetscapes	Traffic - Management – Complaints – Changes to Policy or Procedures
Tendering Contracts - Infrastructure Maintenance - upgrades	Traffic - Management – Complaints – Routine
Tendering Contracts - Kerb and Channel - Building of	Traffic – Management – Liaison with Authorities
Tendering Contracts - Playgrounds - Building of	Traffic - Management - Schemes
Tendering Contracts - Public Lighting - Building of	Traffic infringements - Agency Vehicles
Tendering Contracts - Retaining Walls - Building of	Traffic Lights
Tendering Contracts - Roundabouts - Building of	Traffic Signals - Installation of
Training - Attendance / Certificates	Vehicles - Leases
Training – Material	Vehicles – Logs
Transfer of Land – Amalgamation	Vehicles – Maintenance Records
Transfer of Ownership - Animal Registration	Vehicles - Maintenance records
Travel	Vehicles - Registration
Travel - Allowances	Vehicles - Usage
Treatment Plants – Sewerage	VicRoads - claims

Tree – Removal – Permit – Approved	VicRoads - funding
Tree – Removal – Permit – Not Approved	Visitor Information Services
Tree Lopping - By Council Staff	Work Request - Service Infrastructure
Tree Planting - Streets	Workplace Agreements
Trust - Deposit	Young Citizen Awards
Trust - Register	Youth Action Committee
Trust Accounts – Audit – Minor Changes	
Trust Reconciliation Reports	
Unclaimed monies	
Unightly premises - council court action	
Unightly premises - external court action	
Unightly premises - no action	
Usage - equipment and stores	
Usage - fleet management	
Usage - vehicle reports	
Vacancy records	
Valuations - General	
Vehicles – Dumped – No Legal Action	
Vehicles – Impounded - Council Action	
Vehicles – Impounded – No Action	
Vehicles - Impounded - owners 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 - 4/7/1996 subject files and 1/9/1995 - current contains personnel files and documents that are located at the Leslie Street storage area.

For the hard copy files from the systems for each of the former councils pre-1995, RecFind has a filing 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 in Alternative Information Management Systems (AIMS) 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, purchasing and financial management system (Business Central); credit card management system; budget and financials (magiqcloud)

Infrastructure - parks and gardens and other infrastructure maintenance, plans and drawings and maps, road register (Assetic)

Geographic Information on GIS including mapping layers (POZI)

Governance Unit - registers containing copies of Council Minutes, delegations, conflict of interest and gift declarations

Rates, Finance, Planning and Building –CouncilWise corporate system (Property, rates, customers, and imals, infringements)

People and Culture – Elumina OHS, public liability and OH&S claims (personal injury and property damage), child safety

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

People and Culture – recruitment management (Scout Talent) and online employee learning system (Learning and Development Hub)

All units – standard operating procedures and customer request management (Merit)

Media and Communications – Digital assets (intelligencebank digital asset management system)

Customer Support – Space booking and payment management tool (SpacetoCo)

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

Council must ensure the information and documents prepared, published or made available under sections 7, 8 and 11 of the FOI Act can be easily found by members of the public.

The following 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 Legislated
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 (including a Gift Policy)	Unspecified
44.	s 54(1)	Audit and Risk Committee Charter	Unspecified
45.	s 57	Public Transparency Policy	Unspecified
46.	s 60	Governance Rules	Unspecified
47.	s 63	Terms of Reference to Delegated Committee	Unspecified
48.	s 64	Terms of Reference to Joint Delegated Committee	Unspecified
49.	s 65	Terms of Reference to Community Asset Committee	Unspecified
50.	s 69	Election Period Policy (to be included in Governance Rules)	Unspecified
51.	s 66(5)	Must record in the minutes reasons for closing a meeting	Minutes made available for public inspection
52.	s 73(c)	Proposing a local law	Made available for inspection at council's office and website (Publish notice of proposed local law until made or altered)
53.	s 74(4)	Making a local law	Copy made available for inspection at council's offices and website
54.	s 74(5)	Notice of local law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations
55.	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
56.	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
57.	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
58.	s 88	Community Vision	Unspecified
59.	s 90	Council Plan	Unspecified
60.	s 91	Financial Plan	Unspecified
61.	s 92	Asset Plan (Information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the council)	Unspecified
62.	s 93	Revenue and Rating Plan	Unspecified
63.	ss 94 and 95	Budget	Unspecified
64.	s 98	Annual Report	Unspecified
65.	s 107	Complaints Policy	Unspecified
66.	s 108	Procurement Policy	Unspecified
67.	s 114(2)	Selling, exchanging or transferring without consideration land	Publish notice 4 weeks prior to selling, exchanging or transferring on website and in any other manner prescribed by the regulations
68.	s 115	Lease of land	Unspecified (If lease not included in budget, must engage community engagement process in accordance with community engagement policy)
69.	s 130(2)	Register of disclosure of conflicts of interest at meetings	Unspecified (In accordance with Governance Rules)

70.	s 135(3)	Summary of personal interests	Made available for inspection at council's office and website
71.	s 138	Councillor Gift Policy	Unspecified
72.	s 139(4)	Model Councillor Code of Conduct	Published on internet site
73.	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 (close of roll for next general election)
Local Government Act 1989			
74.	s 157(2)	Notice of change to valuation system	Publish public notice – can be via website as per definition
75.	s 161(3)	Differential rates	Made available for inspection at council's office and website
76.	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
77.	s 223(1)(a)	Right to make a submission	Publish public notice – can be via website as per definition
78.	s 224(1A)	Register of Authorised Officers	Unspecified
79.	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Government Gazette
80.	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Government Gazette
Planning and Environment Act 1987			
<p>For the purposes of the <i>Planning and Environment Act 1987</i> council makes a document available in accordance with the <i>public availability requirements</i> in s.197A if council makes the document or register available-</p> <p>a. In person at council offices during office hours</p> <p>b. Both electronically s.197E; and</p> <p>c. On request to inspect at council offices during office hours.197D</p> <p>A document or register made available in accordance with the requirements set out in this section must be made available free of charge unless otherwise provided by this Act.</p> <p>The Northern Grampians Shire Council Planning and Building Register is made available on council's website. The GreenLight Permit Manager allows customers to submit and pay for applications online, receive correspondence by email and monitor the status of their applications.</p>			
81.	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.
82.	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.
83.	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.
84.	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.
85.	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.
86.	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
87.	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
88.	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available in accordance with the public availability requirements
89.	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
90.	s 56A	Register of applications referred to council (as referral authority)	Made available in accordance with the public availability requirements
91.	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
92.	s 70	Copy of every permit issued	Made available in accordance with the public availability requirements
93.	s 96C(8A)	Copy of proposed permit when amendment to a planning scheme requested	Made available in accordance with the public availability requirements
94.	s 97G(6)	Copy of every permit issued under s 97F	Made available in accordance with the public availability requirements
95.	s 179	Copy of agreement	Made available in accordance with the public availability requirements
Public Health and Wellbeing Act 2008			
96.	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			
97.	s 59(4)	Procedures	Unspecified
98.	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			
99.	r 17	Register of caravan parks	Unspecified <i>Suggestion publication</i>

Road Management Act 2004			
100.	s 19	Register of public roads	Available for inspection by any person during normal office hours at a place or premises determined by council
101.	s 22(4)	Copy of summary of Ministerial direction	Annual Report
102.	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
103.	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
104.	s 86	Register of exercise of powers of entry	Unspecified <i>Suggested publication</i>
105.	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			
106.	r 9(2)	Written report of review of road management plan	Available for public inspection at council offices during office hours and on website
107.	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
108.	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
109.	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			
110.	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			
111	r 33(4)	Register of subdivision permits	Available during office hours for any person to inspect free of charge
Water Act 1989			
112.	s 32H	Copy of approved management plan	Available for public inspection at the Council office during office hours free of charge

If you are unable to find the information you are interested in on [Northern Grampians Shire Council](#) website, please contact the Governance Team on 5358 8700 to discuss the best way in which to make it available to you.

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 public 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 must publish notice of its decision to change its system of valuation. s.157(2) <i>Local Government Act 1989</i>

Conservation or diversion of drainage	<p>(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.</p> <p>(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.</p> <p>(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></p>
Decision to cause a valuation to be made	<p>Which systems of valuing land may a Council use?</p> <p>(1) A Council may use the site value, net annual value or capital improved value system of valuation.</p> <p>(2) A Council must publish public notice of its decision to change its system of valuation.</p> <p>(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.</p> <p>(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></p>
Declaration of a public highway	Council may by notice published in the Government Gazette declare a road in its municipal district to be 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 clause 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	<p>(1A) A Council must not make a declaration under subsection (1) unless it has given public notice of its intention to make the declaration at least 28 days before making the declaration.</p> <p>(1B) In addition to any other requirements specified by this Act, the public notice must—</p> <p>(a) contain an outline of the proposed declaration; and</p> <p>(b) set out the date on which it is proposed to make the declaration; and</p> <p>(c) advise that copies of the proposed declaration are available for inspection at the Council office for at least 28 days after the publication of the notice.</p> <p>(1C) A Council must send a copy of the public notice to each person who will be liable to pay the special rate or special charge within 3 working days of the day on which the public notice is published. s.163 <i>Local Government Act 1989</i></p>
Drainage of land	<p>(1) A Council may give the owner or occupier of any building or land a notice requiring that person to carry out any work for the drainage of a building or of surface or storm water on any land.</p> <p>(2) If the owner or occupier of the building or land does not carry out the work to the satisfaction of the Council, the Council may carry out the work.</p> <p>(3) If the Council carries out the work the owner or occupier must repay the cost of carrying out the work to the Council.</p> <p>(4) A person has a right to make a submission under section 223 on any notice under this section. s.200 <i>Local Government Act 1989</i></p>
Duty to publish a public notice	s.223(1)(a) <i>Local Government Act 1989</i>
Type	Description
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 <i>LGA 1989</i> before leasing land. 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/transfer land	Before Council sells land or exchanges land or transfers land without consideration or transfers land for a nominal amount, it must (a) 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 and (b) undertake a community engagement process in accordance with its community engagement policy. 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 clause 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	A council may grant a rebate or concession in relation to any rate or charge. s.169(1) <i>Local Government Act 1989</i> . Section s.169(1B) 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. Clause 8(3) of Schedule 10 <i>Local Government Act 1989</i>
Special rates and charges	Section 163(1) A council may declare a special rate, a special charge or a combination of both. Section 163(1A) 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. Section 163A A person may make a submission under section 223 in relation to a council's proposal to make a declaration under section 163. <i>Local Government Act 1989</i>
Type	Description
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>

Other

Council provides access to historical information, ie rate book searches @ \$117.00 per hour incl GST
Council provides Land Information Certificates @ \$29.70 each or an additional priority Land Information Certificate @ \$45.00 each; A Priority Land Information Certificate is \$29.70 + \$45 = \$74.70.
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

the Land Information certificate fee is \$29.70 each, the additional priority fee is still \$45 (Priority LIC is \$29.70 + \$45 = \$74.70). I am not sure about the rate book searches or title searches

FOI Access Arrangements

Council must publish information detailing how an individual can make an FOI request under [section 17](#) or a request for amendment of personal records under [section 39](#).

The Statement must provide information on:

- What is the process for making a request for documents?
- What is the process for requesting an amendment to a document?
- Who is responsible for processing requests for documents?
- How can the individual responsible for processing requests be contacted?

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, by email to ngshire@ngshire.vic.gov.au or via the online [application form](#) on the [Northern Grampians Shire Council](#) website. The Freedom of Information Officer will respond to requests as quickly as possible.

Officer 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 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 \$32.66 (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:

¹ As at 1 July 2024

- A charge for search time will be equal to 1.5 fee units per hour or part of an hour (*\$24.495 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) (*\$24.495 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.

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 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 produces the following newsletters which are available to the public via email by a free subscription arrangement:

- Business eNews
- Wonders of Waste Newsletter
- Monthly Library Newsletter

If you wish to subscribe to any of these newsletters please contact council offices on 5358 8700 or via email to ngshire@ngshire.vic.gov.au and we will add you to the list.

Council produces 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 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 have a degree of formality in their use and are consistently applied across council. They are currently used or may be used by council officers to make decisions or take actions; the statement assists the public to understand why certain decisions or actions are taken by council.

In the spirit of transparency, council must publicly list and make available for inspection or purchase documents relating to its 'internal laws'. Broadly this encompasses rules, policies, procedures or guidelines currently used by us to make decisions or provide advice on matters that impact on the rights or liabilities of the public, whether that impact is beneficial or detrimental.

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 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 formal reference documents which are frequently used to assist us make decisions and promote consistent and best practice.

Advocacy & Social Development

- Arts and Culture Strategy 2020-24
- Arts and Culture Policy
- Open Space, Sport and Recreation Strategy, Volume One
- Open Space, Sport and Recreation Strategy, Volume Two
- Open Space and Active Transport Strategy 2024
- Youth Strategy
- Forward Advocacy Plan 2022-25

Building Control & Management

- Waiving and Refunding Development Approval Permit Applications
- Exemption for Farm Sheds from Requirement to Obtain a Building Permit Policy

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
- Municipal Early Years Plan
- Kindergarten Central Registration and Enrolment Policy
- St Arnaud Early Learning Centre Plan 2023
- Immunisation Policy
- Child Safety and Wellbeing Policy

Community Relations

- Social Networking Media Guidelines
- Media Policy and Guidelines
- VicRoads Agency Guide
- Disabled Parking Permits Flowchart
- Department of Premier and Cabinet Public Relations and Protocols
- Department of Home Affairs Citizenship Protocols
- Community Satisfaction Surveys
- Community Engagement Policy

Community Services

- Disability Action Plan
- Seniors Participation and Care Plan
- Municipal Public Health and Wellbeing Plan

Corporate Management

- Asset Plan 2022-32
- Business Continuity Management Policy
- CCTV Policy
- Community Loans Policy
- Complaints Policy
- Council Key Control Policy
- Councillor Gift Policy
- Dog Attack Policy
- Event Policy
- Fair Access Policy 024
- Farm Land Rate Differential Policy
- Fraud Prevention Policy
- Gifts, Benefits and Hospitality Policy
- Grant Seeking and Management Policy
- Grants Funding Policy
- Human Resources Policy
- Investment Policy
- Occupational Health & Safety Policy
- Personal Financial Hardship Policy
- Policy Development and Approvals Framework
- Pool Vehicle Policy
- Privacy Policy
- Project Management Policy
- Public Transparency Policy

- Public Interest Disclosures Procedure
- Rates Debt Collection Policy
- Records Digitisation Policy
- Records Management 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 2023

Council Properties

- Stawell Airport Master Plan
- Facility Leasing Guidelines

Economic Development and Tourism

- Activate 2020-30 (Central Highlands and Grampians Pyrenees regional strategic plan)
- Economic Development Strategy and Action Plan 2021-31
- Glenorchy Community Plan
- Marnoo Community Action Plan 2021-25
- Stawell Tourism Strategy and Action Plan 2022-32
- St Arnaud Tourism Strategy and Action Plan 2022-32
- Stawell Western Highway Urban Design Framework
- Stawell Structure Plan
- Navarre Community Planning Strategy 2021-25
- St Arnaud Framework Plan 2023
- Northern Grampians Event Strategy
- Stuart Mill Community Plan 2022-25
- Great Western Future Plan 2014-24
- Great Western Memorial Park Master Plan 2024
- Great Western Public Park and Gardens Reserve Redevelopment Master Plan 2018-28
- Lord Nelson Park St Arnaud Precinct Plan 2015-24
- St Arnaud Community Plan 2020-30
- Visitor Information Servicing Policy

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
- Extreme Heat Plan 2024
- NGSC Cyber Incident Response Plan

Environmental Management

- Domestic Wastewater Management Plan
- Sustainable Living Strategy

Financial Management

- Fraud Strategy
- Fraud Control Plan
- Revenue and Rating Plan
- Audit and Risk Committee Charter and Guidelines 2020
- Financial Plan 2021-31
- Accounting for Assets Policy
- Budget Development and Management Policy
- Community Loans Policy
- Credit Card Policy
- Financial Hardship Policy
- Financial Reserves Policy

- Grant Seeking and Management Policy
- Procurement Policy 2024
- Rate Collection Policy 2023
- Funding Policy 2024

Governance

- Local Government Act
- Model Councillor Code of Conduct 2024
- Council Plan Action Plan
- Code of Conduct for Council Staff
- Public Interest Disclosures Procedure
- Governance Rules
- Annual Budget
- Council Plan
- Insurer Best Practice Manuals
- Insurer Liability Management Manual
- Insurer Risk Management Information Manual
- CCTV Policy and Guidelines
- Delegations and Authorisations
- Northern Grampians Shire Community Vision
- Audio Visual Recording Policy
- CEO Employment and Remuneration Policy
- Council Expenses Policy
- Election Period Policy 2024
- Councillor Gift Policy
- Gifts, Benefits and Hospitality Policy

Information Management

- ICT Strategy
- Business Transformation Strategy 2022-26
- Geographical Information System (GIS) Strategy
- Protective Data Security Plan
- ICT Business Continuity Plan and Disaster Recovery Plan 2023-24
- ICT Equipment Disposal Policy
- Mobile Phone Policy
- Printing and Photocopying Policy
- ICT Acceptable Use Policy

Land Use & Planning

- Municipal Strategic Statement
- Northern Grampians Planning Scheme
- Planning Delegation Policy

Local Laws

- General Local Law 2022 and Local Law Guidelines
- Domestic Animal Management Plan 2021-25
- Common Seal and Miscellaneous Penalties Local Law
- Registration of Restricted Breed and Dangerous Dogs Policy

Parks and Reserves

- Urban Tree and Naturestrip Management Plan 2024
- 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 2020-30
- Stawell Park Precinct Plan
- Walkers Lake Management Action Plan 2022
- North Park Master Plan 2022-32
- Sport and Active Recreation Strategy 2024
- Defibrillator Policy 2023

People and Culture

- Child Safety and Wellbeing Policy

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

Public Health

- Municipal Public Health and Wellbeing Plan 2021-25
- Domestic Wastewater Management Plan 2022-27
- Family Violence Policy

Risk Management

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

Service Infrastructure

- Road Management Plan 2021
- 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
- Electrical Line Clearance Management Plan 2023-24
- 10 year Financial Plan Policy
- Council Key Control Policy
- Stawell Aerodrome Master Plan 2023

Waste Management

- Waste Management Strategy 2020-30
- Waste Action Plan
- Waste and Recycling Exemption Policy

If you are unable to find the document you are interested in on [Northern Grampians Shire Council](#) website, please contact the Governance Team on 5358 8700 to discuss the best way in which to make it available to you.

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.

Document Review

Council is required to review and update any information published under section 7(1)(a) at least once every twelve months. This document will be reviewed and re-published annually on 1 January on the [Northern Grampians Shire Council](#) website and any new information will be reflected on the website as soon as possible.