



PART II

STATEMENT

PUBLICATION OF CERTAIN DOCUMENTS AND INFORMATION

Freedom of Information Act 1982

Moorabool Shire Council

*We embrace our natural environment and lifestyle options to create
an inspiring place for everyone to live, work and play*

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Council respectfully acknowledges the Traditional Owners of the land, which include the Wurundjeri Woi Wurrung, Wadawurrung and Dja Dja Wurrung people. We pay our respects to the Elders past, present and emerging.

Introduction

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

Council releases a large amount of information online and through print publishing as well as person - to - person service provision. The Freedom of Information Part II Statement shows that Moorabool Shire Council is making information readily available to the public.

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

How we exercise our powers and perform our functions

Section 7 of the Act requires all agencies, to publish a set of statements that describe their powers and functions, the documents and information they keep, and the ways people can view or get copies of them.

In the interests of transparency, Moorabool Shire Council has compiled a Part II Freedom of Information Statement where you will find information about:

- Statement 1 – Organisation and Functions of Council
- Statement 2 – Categories of Documents
- Statement 3 – FOI Arrangements
- Statement 4 – Publications and Documents for Public Inspection
- Statement 5 – Rules, Policies, and Procedures

Freedom of Information

The Act has been in effect from 1 January 1994, for Local Government. Freedom of Information (FOI) provides members of the public:

- A right to information held by the Ministers, state government departments, agencies, statutory authorities and local government authorities.
- A legal right to apply for incorrect, out of date or misleading information about them to be amended or removed from their personal files.

FOI Principles

Freedom of Information embraces the principles that:

- Members of the public have a legally enforceable right of access to government information.
- Government departments and agencies are required to publish information concerning the documents they hold.
- Members of the public may ask for inaccurate, incomplete, out of date or misleading information on their personal records to be amended.
- Members of the public may appeal against a decision by a government body not to give access to the information, or not to amend a personal record.

Information Available Under Freedom of Information

People have a right to seek access to documents that were created or reviewed by Moorabool Shire Council after 1 January 1989. Documents may take the form of the following (but not limited to):

- Written documentation whether registered on file or not
- Maps
- Microfiche
- Computer printouts
- Audio recordings
- Video footage
- Books
- Film
- Photographs
- Emails
- Computer storage devices

Exempt Documents

In some instances, the right of access to some documents may be refused or limited under specific exemptions of the Act. These exemptions are applied where it is deemed necessary for the protection of the public's interest, privacy or commercial reasons. Exempt documents fall into the following categories:

- Internal working documents
- Law enforcement documents
- Documents containing material obtained in confidence
- Documents relating to trade secrets
- Documents relating to legal professional privilege
- Documents affecting personal privacy
- Documents subject to s66 (closed Council Meeting) of the Local Government Act 2020
- Disclosure would be contrary to public interest

Freedom of Information Act 1982 Publication Requirements

The Freedom of Information Act 1982 (Part II) requires Council to make available the following Statements to provide more detail about Moorabool Shire Council and the types of information available to members of the public.

The Statements Consist of:

- Organisation and functions of Council.
- Categories of documents maintained by Council.
- Documents prepared by Council for publication or public inspection.
- Subscriptions and mailing lists.
- Freedom of Information arrangement and responsible officers.
- List of committees whose meetings are open to the public or minutes publicly available.
- Locations and hours of operation of libraries or reading rooms available for public use.

Statement 1 – Organisation and Functions of Council

Organisational Structure



Moorabool Shire Council Offices

Principal Office

15 Stead Street,
Ballan, Victoria 3342
Web: www.moorabool.vic.gov.au
Phone: (03) 5366 7100

By post

Moorabool Shire Council
PO Box 18
Ballan, Victoria 3342
info@Moorabool.vic.gov.au

Service Centres

Darley Civic and Community Hub

182 Halletts Way
Darley, Victoria 3340

Lerderderg Library - Customer Service

215 Main Street
Bacchus Marsh, Victoria 3340

Maternal and Child Health Centres

Darley Maternal and Child Health Centre

182 Halletts Way
Darley, Victoria 3340
(Entry via Wittick Street)

Gell Street Maternal and Child Health Centre

15 Lerderderg Street
Bacchus Marsh, Victoria 3340

Ballan Maternal and Child Health Centre

88 Simpson St
Ballan, Victoria 3342

Wallace Maternal and Child Health Centre

729 Bungaree- Wallace Road
Wallace, Victoria 3352

Transfer Stations

Bacchus Marsh

Osborne Street
Bacchus Marsh, Victoria 3340
Hours: 10.00am – 4.00pm Friday to Monday
Closed: Tuesday, Wednesday and Thursday

Ballan

Monteville Lane
Ballan, Victoria 3342
Hours: 1.00pm – 5.00pm Wednesday to Monday
Closed: Tuesday

Mount Egerton

Ballan-Egerton Road
Mount Egerton, Victoria 3352
Hours: 12 noon – 5.00pm Saturday and Sunday
Closed: Monday to Friday

Functions of Council

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

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

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

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

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

Local Government Functions, Services and Activities

Council has responsibility for providing and/or managing a broad range of functions, services and activities. These include:

- Animal management
- Assets and civic facilities management
- Building services
- Children and family services
- Community development
- Economic development
- Environmental management
- Heritage
- Leisure and recreation services
- Library and learning services
- Maternal child health services
- Open space planning & maintenance
- Public health and safety
- Roads, footpaths and drainage
- Traffic safety
- Transport planning
- Strategic and statutory planning
- Waste management and recycling
- Youth services



Legislation

Council derives its powers and operates pursuant to many Acts, Regulations and Council Local Laws. The following list indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

- Australian Citizenship Act (Cth) 2007
- Aboriginal Heritage Act 2006
- Associations Incorporation Reform Act 2012
- Australian Consumer Law
- Building Regulations 2018
- Building Act 1993
- Catchment and Land Protection Act 1994
- Cemeteries and Crematoria Act 2003
- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Children's Services Regulations 2009
- Climate Change Act 2017
- Conservation, Forests and Land Act 1987
- Constitution Act 1975
- Country Fire Authority Act 1958
- Country Fire Authority Regulations 2014
- Crown Land (Reserves) Act 1978
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Development Victoria Act 2003
- Drugs, Poisons and Controlled Substances Regulations 2017
- Domestic Animals Act 1994
- Disability Act 2006
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Training Reform Act 2006
- Electrical Safety Act 1998
- Emergency Management Act 2013
- Environment Protection Act 2017
- Equal Opportunity Act 2010
- Estate Agents Act 1980
- Evidence Act 2008
- Fences Act 1968
- Family Violence Protection Act 2008
- Family Violence Protection (Information Sharing and Risk Management) Regulations 2018
- Filming Approval Act 2014
- Fines Reform Act 2014
- Fire Rescue Victoria Act 1958
- Fire Services Property Levy Act 2012
- Flora and Fauna Guarantee Act 1988
- Food Act 1984
- Food Standards Code 2016
- Freedom of Information Act 1982
- Gambling Regulation Act 2003
- Graffiti Prevention Act 2007
- Geothermal Energy Resources Regulations 2016
- Health (Immunisation) Regulations 1999
- Health (Prescribed Accommodation) Regulations 2020
- Health Act 1958
- Health Records Act 2001
- Health Services Act 1988
- Heritage Act 2017
- Heavy Vehicle National Law Application Act 2013
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011

- Infringements Act 2006
- Infringements (General) Regulations 2016
- Land Acquisition and Compensation Act 1986
- Land Acquisition and Compensation Regulations 2021
- Land Act 1958
- Liquor Control Reform Act 1998
- Local Government (Electoral) Regulations 2020
- Local Government (Planning and Reporting) Regulations 2020
- Local Government (General) Regulations 2015
- Local Government (Long Service Leave) Regulations 2021
- Local Government Act 2020
- Magistrates' Court Act 1989
- Major Transport Projects Facilitation Act 2009
- Mineral Resources (Sustainable Development) Act 1990
- National Parks Act 1975
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Pipelines Act 2005
- Planning and Environment (Fees) Regulations 2016
- Planning and Environment Act 1987
- Planning and Environment (Planning Schemes) Act 1996
- Planning and Environment Regulations 2015
- Prevention of Cruelty to Animals Act 1986
- Property Law Act 1958
- Privacy and Data Protection Act 2014
- Protected Disclosure Act 2012
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Public Records Act 1973
- Rail Safety National Law Application Act 2013
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Residential Tenancies Act 1997
- Road Management (General) Regulations 2016
- Road Management Act 2004
- Road Safety Road Rules 2017
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety (Vehicles) Regulations 2021
- Road Safety (Traffic Management) Regulations 2019
- Road Safety Act 1986
- Sale of Land Act 1962
- Second Hand Dealers and Pawnbrokers Act 1989
- Sex Work Act 1994
- Sex Work Decriminalisation Act 2022
- Sherriff Act 2009
- Shop Trading Reform Act 1996
- Sport and Recreation Act 1972
- Subdivision (Fees) Regulations 2016
- Subdivision (Procedures) Regulations 2021
- Subdivisions Act 1988
- Subordinate Legislation Act 1994
- Summary Offences Act 1966
- Tobacco Act 1987
- Transfer of Land Act 1958
- Transport Integration Act 2010
- Transport (Safety Schemes Compliance and Enforcement) Act 2014
- Valuation of Land Act 1960



- Victorian Civil and Administrative Tribunal Act 1998
- Victorian Local Government Grants Commission Act 1976
- Victorian State Emergency Act 2005
- Water Act 1989
- Working with Children Act 2005

Local Laws

- Community Local Law No. 1
- Meeting Procedure Local Law No. 9

External Consultation

Community consultation is a process that Moorabool Shire Council undertakes to involve the community in its decision-making processes through a variety of channels such as Council's engagement portal, publications, community workshops, focus groups etc

Examples of community consultation could include seeking community input and feedback on Council planning and strategy, service delivery or involving the community in the development or review of specific programs or projects.

Decision Making Power

Council is a statutory authority and can do only those things which it is authorised under the Local Government Act 2020. Council can only make decisions either by resolution or through others acting on its behalf under a delegation.

By Resolution

Council exercise's its decision-making powers at Ordinary Meetings of Council and Special Meetings of Council which are called from time to time to deal with any urgent matters that may arise.

All Council meeting times and dates for the calendar year are published on Council's website. Council meetings are held at the Council Chambers in Ballan (unless otherwise advertised). The Agendas and Minutes for Council meetings are available on Council's website.

Council's Meeting Procedure Local Law No 9, details the requirements for voting and making resolutions of Council.

Through Others Acting on its Behalf

The Local Government Act 2020 provides for the appointment of delegates to act on behalf of Council. Council decision-making power is delegated by formal Instruments of Delegation to the Chief Executive Officer and special committees.

The delegation to the Chief Executive Officer empowers the CEO to exercise a vast range of Council powers, including the power to sub-delegate powers to Council Officers. The decision of a delegate of Council is deemed to be a decision of the Council.



Committees Whose Meetings are Open to the Public or Minutes are Publicly Available

Community Asset Committees

- Bacchus Marsh Public Hall
- Blacksmith's Cottage and Forge
- Dunnstown Recreation Reserve
- Elaine Recreation Reserve
- Gordon Public Hall
- Greendale Recreation Reserve
- Lal Lal Soldiers' Memorial Hall
- Millbrook Community Centre
- Navigators Community Centre
- Wallace Public Hall
- Wallace Recreation Reserve

Delegated Committees

- Development Assessment Committee
- Moorabool Growth Management Committee

Advisory Committees

- Audit and Risk Advisory Committee
- Australia Day Award Selection Panel
- Bacchus Marsh District Trails Advisory Committee
- Bacchus Marsh Racecourse & Recreation Reserve Advisory Committee
- Economic Development Taskforce Advisory Committee
- Heritage Advisory Committee
- Lal Lal Falls Reserve Advisory Committee
- Local Business Advisory Committee
- Maddingley Park Advisory Committee
- Moorabool Environment and Sustainability Advisory Committee
- Moorabool Health and Wellbeing Advisory Committee

Working Groups, Industry Bodies and Forums

- Bacchus Marsh Aerodrome Management Committee
- MAV Emergency Management Committee
- Ballarat Rail Action Committee (BRAC)
- Municipal Emergency Management Planning Committee (MEMPC)
- Central Highlands Community Road Safety Council
- Municipal Fire Management Planning Committee (MFMPC)
- Central Highlands Councils Victoria
- National Timber Councils Task Force
- Central Highlands Local Learning and Employment Network



- Peri Urban Group of Rural Councils
- Corangamite Catchment Management Authority Salinity Management Overlay Development Steering Committee
- Rural Councils of Victoria (RCV)
- Grow West Implementation Committee
- Timber Towns Victoria (TTV)
- Local Government Waste Forum – Grampians Central West Waste and Resource Recovery Group
- Victorian Local Governance Association
- Municipal Association of Victoria (MAV) Western Highway Action Committee

Locations and Hours of Operation of Libraries or Reading Rooms Available for Public Use

Ballan Library

Mechanics Institute
142 Inglis Street
Ballan, Victoria 3340

Hours:

1.00pm – 5.00pm Monday
9.30am – 1.00pm Wednesday and Saturday
9.30am – 5.00pm - Friday
Closed: Tuesday and Thursday

Lerderberg Library

215 Main Street
Bacchus Marsh, Victoria 3340

Hours:

8.30am – 8.00pm Monday and Thursday
8.30am – 5.00pm Tuesday, Wednesday, Friday
9.00am – 2.00pm Saturday
Closed: Sunday

Rural Mobile Library Service

Stops at:

- Dunnstown
- Gordon
- Blackwood
- Bungaree

Reading Rooms

Council makes available non-public areas of the Darley Civic and Community Hub as reading rooms (i.e. places of inspection of public registers) on request.

Public registers are also available for inspection on Council's website www.moorabool.vic.gov.au



Statement 2 - Categories of Documents

Council maintains a variety of documents ranging from correspondence from residents through to Council adopted strategies and plans.

The categories of documents held by Council include:

- Agendas and minutes of meetings
- Animal registration applications and registrations issued
- Annual reports
- Building, planning and subdivision documents, decisions and plans
- Building and planning enforcement documents
- Conflict of Interest disclosures
- Correspondence
- Council resolutions
- Council publications including newsletters
- Documents submitted by third parties
- External consultants' reports
- Family, Youth and Children's Services user records
- Financial reports
- Freedom of Information requests and files and documents relevant to the consideration of those requests
- Immunisation records
- Internal documents relating to the operation of Council, employee records, financial, resource and audit records, operational policies procedures and guidelines
- Law enforcement document relating to local laws and other legislation
- Legal documents including agreements, licences, leases, contracts, memorandums of understanding, legal advice, court documents, instruments of delegation, instruments of appointment and authorisation and local laws
- Local laws permit applications and decisions issued
- Mailing lists
- Maternal and child health records
- Media releases and advertising materials
- Officer recommendations and reports
- Public and stakeholder consultation process and outcomes
- Risk management assessments and reports
- Service agreements
- Strategies and plans including development and implementation
- Surveys, statistics and data
- Tender requests and evaluation
- Training materials

Statement 3 - Freedom of Information Arrangements

Freedom of Information Overview

The Act gives the public a legal, right of access to documents held by Ministers, State Government departments, Local Councils, most semi – government agencies and statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools.

The Act not only gives people the right to request documents relating to their personal affairs, people can also request information about any of the activities of a government agency.

The Act also gives an individual the right to request incorrect or misleading information held by an agency about the individual be amended or removed.

You have a right to apply for access to documents, held by Moorabool Shire Council, which are covered by the Act. This includes documents created by the Moorabool Shire, and documents supplied to the Moorabool Shire by an external organisation or individual.

You can apply for access to documents about your personal affairs, regardless of the age of the documents, and other documents held by Moorabool Shire Council, not older than 1 January 1989.

Do I Need to Use Freedom of Information to Access Documents?

Many documents are available outside the requirements of the Act. In these instances, the request will not be processed under Freedom of Information (FOI).

Information which you may obtain without an FOI application include information which is available publicly, such as on a public register, and information which is available for purchase.

Please note that if you require documents for a court hearing or litigation, speak to your Legal Adviser about other methods available to gain access in those circumstances.

Officer Responsible for Freedom of Information Requests

The officer responsible for Freedom of Information Requests is the Executive Manager, Democratic Support and Corporate Governance.

How Do I Make a Request Under Freedom of Information?

You can make a request, or you can authorise another person to make a request on your behalf. If you want someone to make a request on your behalf for your personal information, you must give that person your written authorisation.

Applications under FOI must be in writing, stating very clearly the specific information that you are requesting and including the application fee (which is not refundable) as stipulated on the Request for Access Form, which is available for download on Council's website.

Valid applications, including the application fee, should be sent to:

Freedom of Information Officer, Moorabool Shire Council
PO Box 18
Ballan Victoria 3342
Email: info@Moorabool.vic.gov.au



Alternatively, valid applications with the accompanying fee can be made in person at one of Council's Service Centres.

Unless all requirements are met, the request will not be a valid request for access. The 30 days within which a decision must be made on a request does not commence until a valid request is received.

If payment is deemed to cause financial hardship it may be waived or reduced. If applicants are seeking a fee waiver or reduction the request must be in writing with written evidence supporting their claim, as well as documentary evidence such as a photocopy of a social security concession card.

The Freedom of Information Officer will send applicants an acknowledgement letter and process the request within 30 days as stipulated in the Act. Where the Freedom of Information Officer decides to refuse, partially grant, or defer access, the applicant will be notified in writing of the reasons.

Information that is Not Available

Not all information is automatically available in response to a request for access to it.

The Act sets out several situations in which a Council may refuse a person access to the documents they have requested. The main situations are requests for documents which affect the personal affairs of another person, which are commercially confidential, which would undermine law enforcement, or which contain information supplied in confidence.

'Personal Affairs' also includes the name and/or address of somebody who is not the applicant. For example, where an applicant may wish to know the name and address of a complaint, this would be exempt material under Section 33 of the Act.

These documents or information are referred to as 'exempt' documents. In some cases, you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted.

Your application may also be refused if it is considered 'voluminous in nature', in that "it would interfere unreasonably with the operations or performance of the Council".

Additional Charges

In some instances, further charges may apply in addition to the application fee. Where this is the case, the applicant will be advised of the estimated additional costs if it is substantial, prior to processing the FOI application. All fees associated with an FOI application are noted on the FOI Information Request Form which published on Council's website under Freedom of Information.

Review Rights

If an applicant is dissatisfied with the Freedom of Information Officer's decision to refuse access to a document, defer access to a document, not waive or reduce an application fee (whether or not the fee has already been paid by the applicant) or not amend a document (in accordance with Section 39), they may lodge an appeal of the decision with the Victorian Information Commissioner at:

Office of the Victorian Information Commissioner
PO Box 24274
Melbourne Vic 3001
Email: enquiries@ovic.vic.gov.au
Web: www.ovic.vic.gov.au



Statement 4 - Documents Produced for Publication and Public Inspection

Documents publicly available

The following is publicly available under the Local Government Act 2020 or any other Act

Type	Description	How to Access
Administration of Food Act 1984	Council must publish in its Annual Report any direction given under s.7E(1) from the Minister in relation to any matter concerning the administration of the Food Act 1984. s.7E(6) Food Act 1984	Available online at www.moorabool.vic.gov.au
Agendas and minutes	Agendas and minutes of council meetings other than agendas and minutes relating to a part of a meeting which was closed to members of the public. r.12(b) Local Government (General) Regulations 2015	Available online at www.moorabool.vic.gov.au
Amendment of Licence	Council must make available at its offices for inspection free of charge a copy of an application referred to it under section 20A(6)(a) and any accompanying plans/specifications for works approval within the meaning of section 19B. s.20A(6) (ba) Environment Protection Act 1970	Available at Council offices for any person to inspect free of charge during office hours.
Authorised Officers	A register maintained under section 224(1) of the Act of authorised officers appointed under that section r.12(f) Local Government (General) Regulations 2015	Available on request from Council offices.
Building Permits	Council has a duty to make documents available on request of owner or mortgagee or person authorised in writing by the owner or mortgagee. r.SO Building Regulations 2018	Available on request from Council offices.
Campaign Donation Returns	The CEO must ensure that within 14 days after a specified period that a summary of each election campaign donation return submitted to him is made available. s.307(2) Local Government Act 2020 If an election campaign donation return is given after the end of the period specified in section 306(1), the Chief Executive Officer must ensure that a summary of the return is made available on the Council's internet site. s.307(3) Local Government Act 2020 The Chief Executive Officer must ensure that a summary of an election campaign donation return is made available on the Council's internet site until the close of the roll for the next general election. s.308(2) Local Government Act 2020 The Chief Executive Officer must ensure that a copy of an election campaign donation return is available for inspection at the office of the Council during normal office hours for a period of 4 years from the date that is given under s.306. s.308(3) Local Government Act 2020	Available on request from Council offices.

Type	Description	How to Access
Cemetery records	Council as a Cemetery Trustee has a duty to make information in records available to the public for historical or research purposes. s.60(1) Cemeteries and Crematoria Act 2003 Council as a Cemetery Trustee has a duty to make plans of existing place of interment available to the public. s.70(2) Cemeteries and Crematoria Act 2003	Available on request from Council offices.
Delegations by CEO	A Chief Executive Officer must keep a register of delegations made under section 47 of the Act s.47(7) Local Government Act 2020	Available on request from Council offices.
Delegations by Council	Council must keep a public register of delegations made under section 11 of the Act s.11 (8) Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Designated bushfire prone areas map	Council has a duty to make a copy of the most recent map of designated bushfire prone areas under sub-section (7) prepared by the Minister available for inspection. s.192A(8) Building Act 1993 Council has a duty to make a copy of the most recent map of designated bushfire prone areas under s.r.7 prepared by the Minister available for inspection. r.155(8) Building Regulations 2018	Available on request from Council offices.
Designated special areas	Council has a duty to make up to date copy of each designated special area map, applicable to Council's municipal district, available to the public for inspection. r.149(4) Building Regulations 2018	Available on request from Council offices.
Differential Rates	A Council which declares a differential rate must ensure that copies of the following information are available on its Internet website and for public inspection at the Council office-(a) the definition of the types or classes of land which are subject to the rate;(b) the objectives of the differential rate;(c) the rate an amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents;(d) any other information which the Council considers it necessary to make available. s.161 (3) Local Government Act 1989 In addition to any other requirements specified by this Act, the public notice must - (c) advise that copies of the proposed declaration available for inspection at the Council office for at least 28 days after the publication of the notice. s.163(1 B) (c) Local Government Act 1989	Available online at www.moorabool.vic.gov.au

Type	Description	How to Access
Dog and Cat Register	<p>1. Council is required to keep a register of all registered cats and dogs and make the register available.</p> <p>2. A person, upon payment of a fee fixed by Council, can make a record of the information contained in the registration of a dog or cat, or obtain a certificate from Council setting out all or any requested particulars in relation to the registration of a dog or cat. s.18 Domestic Animals Act 1994</p>	<p>1. Available during office hours for any person to inspect, upon payment of a fee fixed by Council.</p> <p>2. A person can make a record or obtain a certificate of registration details.</p>
Donations and Grants	List of donations and grants made by the council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant r.12(g) Local Government (General) Regulations 2015]	Available on request from Council offices.
Food Safety Audits	<p>Council has a duty to ensure that information relating to costs of a food safety audit are available for inspection by the public. s.19U(4) Food Act 1984]</p> <p>Council has a duty to ensure that the method of determining a fee under subsection 3(a) and the considerations that apply under subsection (4) are available for inspection by the public. s.19UA(S) Food Act 1984</p>	Available on request from Council offices.
Freedom of Information Annual Report	Council must make available a copy of each report of the operation of the FOI Act under s.65M. s.65M (3) Freedom of Information Act 1982	Available online at www.moorabool.vic.gov.au
Freedom of Information Part II Statement	The CEO must publish a statement specifying the documents in its possession to which s.11 applies. s.11 (2)(a) Freedom of Information Act 1982	Available online at www.moorabool.vic.gov.au
Gender Equality Action Plan	Council must prepare a Plan to include results of a workplace gender audit and strategies and measures for promoting gender equality in the workplace. s.10 Gender Equality Act 2020	Report publicly every two years on progress of plan Currently in development
Licensing of Premises/Works Approval referral	Council must make available a copy of an application and any accompanying documents for a licence for certain premises that required a works approval to be obtained that had not been obtained and the works have been completed/substantially completed. s.20(8) (ba) Environment Protection Act 1970	Available on request from Council offices.
Local Laws	<p>Council must ensure that (a) a copy of the proposed local law; and (b) an explanatory document setting out prescribed details in relation to the local law - is available at, and obtainable from, the Council office during ordinary business hours. s.119(2A) Local Government Act 1989</p> <p>A Council must ensure that a copy of every local law - (a) is available for inspection at the Council office during the Council office's hours; and (b) can be purchased on demand at the Council office during the Council office's office hours. s.120(2) Local Government Act 1989</p> <p>A Council must ensure that a copy of every document incorporated by a local law under section 112 is available for inspection at the Council office during the Council's office hours. s.120(3) Local Government Act 1989</p> <p>Council must ensure a copy of any proposed local law is available for inspection at its offices and on its website s.73(5) Local Government Act 2020</p> <p>After any local law is made, Council must publish a notice stating the title, objectives and effect of the local law and make a copy available for inspection at its offices and on its website s.74(4) Local Government Act 2020</p>	Available online at www.moorabool.vic.gov.au

Type	Description	How to Access
	<p>A notice under subsection (4) must be published - (a) in the Government Gazette; and (b) on the Council's internet site; and (c) in any other manner prescribed by the regulations for the purposes of this section. s.74(5) Local Government Act 2020</p> <p>Council must ensure a copy of each local law it makes is available for inspection at its offices and on its website. s.75 Local Government Act 2020</p> <p>Council must ensure a copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law is available for inspection at its offices and on its website. s.76(4) Local Government Act 2020</p>	
Water Management Plan	Duty to keep copy of approved management plan available for inspection. s.32H Water Act 1989	Available on request from Council offices.
Minutes	Minutes of meetings of delegated committees established by council other than agendas and minutes relating to a part of a meeting which was closed to members of the public. r.12(c) Local Government (General) Regulations 2015	Available online at www.moorabool.vic.gov.au
Neighbourhood Safer Places Plan	Council has a duty to publish and make available its Neighbourhood Safer Places Plan. s.50F(4) Country Fire Authority Act 1958	Available online at www.moorabool.vic.gov.au
Planning Permit Applications	<p>1. Council is required to make a copy of every application and the prescribed information supplied in respect of it. Part 4, Division 1, s.51 Planning & Environment Act 1987</p> <p>2. Council is required to make a copy of every objection available. s.57(5) Planning & Environment Act 1987</p> <p>Other</p> <p>Council is required to keep a register of all applications for permits and all decisions and determinations relating to permits. Part 4, Division 1, s.49(1) & (2)</p> <p>Council must keep a copy of each agreement indicating any amendment made to it available. 5.179(2) Planning & Environment Act 1987</p> <p>Council has a duty to make a copy of matter considered under s.60(1A) (g) available for inspection free of charge. r.25(a) and r.25(b) Planning & Environment Regulations 2015</p> <p>Council must make a copy of every permit issued under section 97F by the Minister available. s.97G(6) Planning & Environment Act 1987</p>	<p>1. Available online at www.moorabool.vic.gov.au for any person to inspect free of charge until the end of the latest period during which an application for review may be made under section 77, 79, 80 or 82 in relation to the application or the permit, or if an application for review is made to the Tribunal within that period, until the application is determined by the Tribunal or withdrawn. Whilst the application for a permit is current any person may come into the office and inspect all of the documents on the planning application file.</p> <p>2. Available online at www.moorabool.vic.gov.au for any person to inspect free of charge until the end of the period during which an application may be made for review of a decision on the application.</p> <p>Other: Available online at www.moorabool.vic.gov.au</p>

Type	Description	How to Access
Planning Scheme Amendments	<p>The planning authority must make a copy of every submission available at its office for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses. Division 2, s.21 (2) Planning & Environment Act 1987</p> <p>Council must make available the copy and any documents lodged with it. s.4H Planning & Environment Act 1987</p> <p>Council may make the panel's report available at its office during office hours for any person to inspect free of charge at any time after the planning authority receives the report and must make it so available forthwith if- (a) the planning authority has decided whether or not to adopt the amendment: or (b) 28 days have elapsed since it received the panel's report.</p> <p>A report made available for inspection under ss. 26(1) must be kept available for inspection until the end of two months after the amendment comes into operation or lapses. s.26(1) and (2) Planning & Environment Act 1987</p> <p>The planning authority that prepared an amendment and any person who is given a copy of an amendment under section 17(1)(a) or (c) must make the amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement available. Part 3, Division 1, s.18 Planning & Environment Act 1987</p> <p>Council must make the copy of an approved amendment and any documents lodged with it available. [Division 4, s.41 Planning & Environment Act 1987</p> <p>Council must keep a copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments under s.40 available. Division 4, s.42 Planning & Environment Act 1987</p>	<p>1: Available online at www.moorabool.vic.gov.au until the end of two months after the amendment comes into operation or lapses.</p> <p>2 – 6: Available online at www.moorabool.vic.gov.au for any person free of charge for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee.</p> <p>7: Available online at www.moorabool.vic.gov.au for any person to inspect free of charge.</p>
Power of entry register	Council has a duty to make the register required under s.230(2) available. s.230(7)(b) Building Act 1993	Available on request from Council offices.
Public Health and Wellbeing Plan	Council has a duty to make a copy of its current municipal public health and wellbeing plan available. 5.26(7) Public Health & Wellbeing Act 2008	Available online at www.moorabool.vic.gov.au
Public Interest Disclosure Procedures	Council has a duty to make procedures established under s.58 available. s.59(4) Public Interest Disclosures Act 2012	Available online at www.moorabool.vic.gov.au
Register of Building, Occupancy Permits and Temporary Approvals	Council is required to keep a register of all building permits issued and make the register available during office hours for any person to inspect free of charge. s.31 (2) Building Act 1993	Available online at www.moorabool.vic.gov.au
Register of Land Leases	Details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of lease r.12(e) Local Government (General) Regulations 2015	Available on request from Council offices.
Register of Occupancy Permits and Temporary Approvals	Council is required to keep a register of all occupancy permits and temporary approvals and amendments given to it and make the register available. s.74(2) Building Act 1993	Available online at www.moorabool.vic.gov.au

Type	Description	How to Access
Register of Orders	Council is required to keep and make available a register of all emergency orders, building notices or building orders given to Council. s.126(2) Building Act 1993	Available on request from Council offices.
Register of Public Roads	A road authority must ensure that the register of public roads is available. (It is sufficient for the purposes of subsection (S) if a copy of the register of public roads is published on an Internet website maintained by the road authority.) s.19(S) & 19(5A) Road Management Act 2004	Available online at www.moorabool.vic.gov.au
Registration Authority	Council has a duty to maintain records of registration of food premises. If a person requests information held in the records in relation to a particular food premises. s.43(3) Food Act 1984	Available on request from Council offices.
Road Management Plan Review	Council has a duty to produce a written report of review of road management plan and make the report available. r.9(2) Road Management (General) Regulations 2016	Available online at www.moorabool.vic.gov.au
Roadside Weed and Pest Animal Management Plan	Council must publish the approved plan on its website as soon as practicable after the plan is approved. s.221(1) Catchment and Land Protection Act 1994 Council has a duty to ensure copies of the plan are available for inspection during normal office hours s.221(2) Catchment and Land Protection Act 1994 Council has a duty to ensure a consolidated version of the plan is available for inspection. s.22M(2) Catchment and Land Protection Act 1994 Council must publish a consolidated version of its plan on its website as soon as practicable after a variation to the plan is approved under section 22K or 22L. s.22M(1) Catchment and Land Protection Act 1994 Council must ensure that copies of the consolidated version of its approved plan are available for inspection during normal office hours at its offices. s.22M(2) Catchment and Land Protection Act 1994	Available online at www.moorabool.vic.gov.au
Subdivision Permits	Council has a duty to make a register available for inspection. r.33(4) Subdivision (Procedures) Regulations 2016	Available online at www.moorabool.vic.gov.au
Summary of Personal Interest Returns	CEO must publish a summary of personal interests on the Council's internet site and ensure that the summary of personal interests is available for inspection at the Council office. s.135(3) Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Travel Register	Details of overseas or interstate travel by Councillors and members of council staff including names, dates, destination, purpose and total cost including accommodation r.12(a) Local Government (General) Regulations 2015	Available online at www.moorabool.vic.gov.au

List of information to be made publicly available by Council

Act	Section	Description	Manner
Building Act 1993	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
Building Act 1993	s 31	Register of building permits	Available for inspection by any person during normal office hours
Building Act 1993	s 74	Register of occupancy permits and temporary approvals/amendments	Available for inspection by any person during normal office hours
Building Act 1993	s 126	Register of all emergency orders, building notices or building orders	Available for inspection by any person during normal office hours
Building Act 1993	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
Building Act 1993	s 230	Register of exercise of powers of entry	Made available for inspection by the Authority on request
Building Regulations 2018	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
Building Regulations 2018	rr 51 & 52	Certain information on request	On request and payment of a fee
Building Regulations 2018	r 149(4)	Copy of each designated special area map applicable	Available for public inspection
Catchment and Land Protection Act 1994	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
Catchment and Land Protection Act 1994	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
Country Fire Authority Act 1958	s 50F(4)	Municipal Council Neighbourhood Safer Places Plan	Made available at Council's office for public inspection and website
Development Victoria Act 2003	s 56E(3)	Register of Certificate	Made available for inspection by Development Australia or any other interested person
Domestic Animals Act 1994	s 10A(3)(a)	Resolution made by Council under s 10A	Government Gazette and newspaper circulating in municipal district
Domestic Animals Act 1994	s 10C(5)	Resolution made by Council under s 10C	Government Gazette and newspaper circulating in municipal district

Act	Section	Description	Manner
Domestic Animals Act 1994	s 10D(6)	Resolution made by Council under s 10D	Government Gazette and newspaper circulating in municipal district
Domestic Animals Act 1994	s 18	Register of all registered dogs and cats	Made available for inspection at the Council's office
Domestic Animals Act 1994	s 26(3)	Orders made by Council under s 26(3)	Government Gazette and newspaper circulating in municipal district
Domestic Animals Act 1994	s 68A(3)	Publish an evaluation of its implementation of the domestic animal management plan	Annual report
Electricity Safety (Electric Line Clearance) Regulations 2020	r 10(6)	Management Plan relating to compliance with the Code for the next financial year	Published on Council's website Note: where Council is a 'responsible person' for the purposes of s 84C of the Electric Safety Act 1998
Emergency Management Act 2013	s 60A1(ab)	Emergency Management Plan	Made available on Council's internet site
Filming Approval Act 2014	Sch 1 Principle 7	Film permits issued and any other relevant information	Made available on Council's Website
Food Act 1984	s 7E(6)	Direction by the Minister	Annual report
Food Act 1984	s 19	Order made relating to food premises	Made available by notice published in a newspaper or by any means
Food Act 1984	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
Food Act 1984	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
Food Act 1984	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	Part II	Information concerning functions etc and documents available for inspection and purchase	In the Annual Report (can be website)
Gender Equality Act 2020	s 12(3)(a)	Gender Equality Action Plan	Made available on Council's website
Gender Equality Act 2020	s 13(3)	A report or other document taken to be a Gender Equality Action Plan	Made available on Council's website
Gender Equality Act 2020	s 15(2)(b)	Amended Gender Equality Action Plan	Made available on Council's website

Act	Section	Description	Manner
Gender Equality Act 2020	s 20	Progress Report	Made available on Council's website
Infringements Act 2006	s 9	Enforcement Agency Guidelines and Policies	Council's discretion
Land Acquisition and Compensation Act 1986	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	s 11(8)	Public register of delegations	Unspecified
Local Government Act 2020	s 18(1)(d)	Mayor must report on implementation of the Council Plan	Must report to the municipal community at least once a year
Local Government Act 2020	s 41(1)	Expenses policy in relation to reimbursement of out of pocket expenses	Unspecified
Local Government Act 2020	s 45	CEO Employment and Remuneration Policy	Unspecified
Local Government Act 2020	s 47(7)	Register of CEO's delegations	Unspecified
Local Government Act 2020	s 48	Recruitment policy for members of Council staff	Unspecified
Local Government Act 2020	s 49	Code of Conduct for members of Council staff	Unspecified
Local Government Act 2020	s 57	Public transparency policy	Unspecified
Local Government Act 2020	s 60	Governance Rules	Unspecified
Local Government Act 2020	s 63	Terms of Reference to Delegated Committee	Unspecified
Local Government Act 2020	s 64	Terms of Reference to Joint Delegated Committee	Unspecified
Local Government Act 2020	s 65	Terms of Reference to Community Asset Committee	Unspecified
Local Government Act 2020	s 66(5)	Must record in the minutes reasons for closing a meeting	Minutes made available for public inspection
Local Government Act 2020	s 73	Proposing a local law	Made available for inspection at Council's office and website [Publish notice of proposed local law until made or altered]
Local Government Act 2020	ss 74(4)	Making a local law	Copy made available for inspection at Council's office and website
Local Government Act 2020	s 74(5)	Notice of local law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations

Act	Section	Description	Manner
Local Government Act 2020	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
Local Government Act 2020	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
Local Government Act 2020	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
Local Government Act 2020	s 88	Community Vision	Unspecified
Local Government Act 2020	s 90	Council Plan	Unspecified
Local Government Act 2020	s 91	Financial Plan	Unspecified
Local Government Act 2020	s 92	Asset Plan	Unspecified
Local Government Act 2020	s 93	Revenue and Rating Plan	Unspecified
Local Government Act 2020	ss 94 and 95	Budget	Unspecified
Local Government Act 2020	s 98	Annual Report	Unspecified
Local Government Act 2020	s 107	Complaints Policy	Unspecified
Local Government Act 2020	s 108	Procurement Policy	Unspecified
Local Government Act 2020	s 114(2)	Selling or exchanging land	Publish notice 4 weeks prior to leasing on website and in any other manner prescribed by the regulations
Local Government Act 2020	s 115	Lease of land	Unspecified [If lease not included in budget, must engage community engagement process in accordance with community engagement policy]
Local Government Act 2020	s 130(2)	Register of disclosure of conflicts of interests at meetings	Unspecified [In accordance with Governance Rules]
Local Government Act 2020	s 135(3)	Summary of personal interest returns	Made available for inspection at Council's office and website
Local Government Act 2020	s 138	Councillor Gift Policy	Unspecified

Act	Section	Description	Manner
Local Government Act 2020	s 139	Councillor Code of Conduct	Unspecified
Local Government Act 2020	ss 307 and 308	Summary of each election campaign donation return Copy of election campaign donation return	Summary made available on Council's website until the close of the roll for the next election Copy made available for inspection at Council's office for 4 years
Local Government Act 1989	s 157(2)	Notice of change to valuation system	Publish public notice – can be via website as per definition
Local Government Act 1989	s 161(3)	Differential rates	Made available for inspection at Council's office and website
Local Government Act 1989	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
Local Government Act 1989	s 223(1)(a)	Right to make a submission	Publish public notice – can be via website as per definition
Local Government Act 1989	s 224(1A)	Register of Authorised Officers	Unspecified
Local Government Act 1989	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Government Gazette
Local Government Act 1989	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Government Gazette
Planning and Environment Act 1987	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
Planning and Environment Act 1987	s4I	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
Planning and Environment Act 1987	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
Planning and Environment Act 1987	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

Act	Section	Description	Manner
			Made available for in person inspection free of charge at Council's office during office hours
Planning and Environment Act 1987	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
Planning and Environment Act 1987	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
Planning and Environment Act 1987	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
Planning and Environment Act 1987	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available in accordance with the public availability requirements
Planning and Environment Act 1987	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
Planning and Environment Act 1987	s 56A	Register of applications referred to Council (as referral authority)	Made available in accordance with public availability requirements
Planning and Environment Act 1987	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
Planning and Environment Act 1987	s 70	Copy of every permit issued	Made available in accordance with the public availability requirements

Act	Section	Description	Manner
Planning and Environment Act 1987	s 96C(8A)	Copy of proposed permit when amendment to a planning scheme requested	Made available in accordance with public availability requirements
Planning and Environment Act 1987	s 97G(6)	Copy of every permit issued under s 97F	Made available in accordance with the public availability requirements
Planning and Environment Act 1987	s 179	Copy of agreement	Made available in accordance with public availability requirements
Public Health and Wellbeing Act 2008	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	s 59(4)	Procedures	Unspecified
Residential Tenancies Act 1997	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	r 17	Register of caravan parks	Unspecified Suggestion publication
Road Management Act 2004	s 19	Register of public roads	Available for inspection by any person during normal office hours at a place or premises determined by Council
Road Management Act 2004	s 22(4)	Copy or summary of Ministerial direction	Annual report
Road Management Act 2004	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
Road Management Act 2004	s 55	Availability of road management plan	By notice published in the Government Gazette and in a newspaper generally circulating in the
Road Management Act 2004	s 86	Register of exercise of powers of entry	Unspecified Suggested publication
Road Management Act 2004	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	r 9(2)	Written report on review of Council's road management plan	Available for copying or inspection at the place the road management plan may be inspected or obtained in accordance with s 55(1)(b) of the Road Management Act 2004 or on Council's website
Road Management (General) Regulations 2016	r 9(4)	Notice of review and any amendments made or not made to Councils' road management plan	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

Act	Section	Description	Manner
Road Management (General) Regulations 2016	r 10(2)	Notice of amendments made to Council's road management plan	Published in the Government Gazette and in a daily newspaper generally circulating in the area in which the roads, roadways, pathways, road infrastructure or road related infrastructure or classes of road, roadway, pathway, road infrastructure or road-related infrastructure to which the road management plan applies are situated
Road Management (General) Regulations 2016	r 13	Notice and amended road management plan	Available at Council's office or on Council' website (which may include links to other separately maintained Internet sites in the case of any incorporated document or any amendment to an incorporated document provided that access to those documents is free of charge)
Sex Work Act 1994	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 (Procedure) Regulations 2021	r 33(4)	Register of applications made to it under the Subdivision Act 1998	Available for inspection at Council's office during office hours free of charge Note: may kept in conjunction with the register of permit applications required to be
Water Act 1989	s 32H	Copy of approved management plan	Available for public inspection at the Council office during office hours free of charge

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

Type	Description
Authorisation of Police Officers to enforce provisions of local law	Council must publish a notice in the Government Gazette which authorises police officers to enforce provisions of local law. s.224A(2) Local Government Act 1989
Change of Valuation System	Council has a duty to publish notice of change in valuation system. s.157(2) Local Government Act 1989
Conservation or diversion of drainage	(1) Before a Council executes in or upon any road any work which will concentrate or divert the drainage flowing on the road and discharge it or permit it to flow on, into or through any land, the Council must comply with this section. (2) The Council must give notice of the proposed work to the owner and occupier of any land likely to be affected by the concentration or diversion of the drainage. (3) A person has a right to make a submission under section 223 on any proposed work to concentrate or divert drainage. s.119 Local Government Act 1989
Decision to cause a valuation to be made	Which systems of valuing land may a Council use? (1) A Council may use the site value, net annual value or capital improved value system of valuation. (2) A Council must publish public notice of its decision to change its system of valuation. (3) For the purposes of calculating the site value, net annual value or capital improved value of rateable land, a Council must use the current valuations made in respect of the land under the Valuation of Land Act 1960 by a valuation authority. (5) A person has a right to make a submission under section 223 on a Council's decision to change its system of valuation. s.157 Local Government Act 1989
Declaration of a public highway	Council must publish a notice in the Government Gazette of road to be declared a public highway s.204(1) Local Government Act 1989
Declare a road a shopping mall	A person may make a submission under section 223 Local Government Act 1989 on the proposed exercise of any power under cl 11 of Schedule 11:
Differential Rate	(1A) A Council must not make a declaration under subsection (1) unless it has given public notice of its intention to make the declaration at least 28 days before making the declaration. (1B) In addition to any other requirements specified by this Act, the public notice must— (a) contain an outline of the proposed declaration; and (b) set out the date on which it is proposed to make the declaration; and (c) advise that copies of the proposed declaration are available for inspection at the Council office for at least 28 days after the publication of the notice. (1C) A Council must send a copy of the public notice to each person who will be liable to pay the special rate or special charge within 3 working days of the day on which the public notice is published. s.163 Local Government Act 1989 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) Local Government Act 1989

Type	Description
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 Local Government Act 1989</p>
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 Local Government 1989
Impounded livestock sale	Council must give public notice that it intends to sell impounded livestock by public auction or public tender. s.19(1) Impounding of Livestock Act 1994
Land Leases and Sales	<p>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) Local Government Act 2020</p> <p>Before selling or exchanging land Council must at least 4 weeks prior publish notice of intention to do so on the council's internet site and in any other manner prescribed by the regulations. s.114(2) Local Government Act 2020</p>
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 Local Government Act 1989
Making of a local law	<p>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) Local Government Act 2020</p> <p>After a local law is made, council must publish a notice stating the title, objectives, effect and where copy is available. s.74(4) Local Government Act 2020</p>
Place obstructions or barriers on a road temporarily	<p>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</p> <p>A person may make a submission under section 223 on the proposed exercise of any power under 10(1)(c) of Schedule 11 Local Government Act 1989 - for a genuine traffic diversion experiment.</p>
Rebates and concessions	(1C) If subsection (1B) (a) applies and subsection (1B) (b) does not apply, a person may make a submission under section 223 Local Government Act 1989
Restrict use of road by vehicles of a certain size	A person may make a submission under section 223 Local Government Act 1989 on the proposed exercise of any power under clause 12 of Schedule 11:
Road alignment	A person may make a submission under section 223 Local Government Act 1989 on the proposed exercise of any power under clause 7 of Schedule 10; Power to fix road alignment

Type	Description
Road narrowing or widening	<p>(1) A Council may fix the alignment of a road by a notice published in the Government Gazette.</p> <p>A person may make a submission under section 223 Local Government Act 1989 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.</p>
Special rates and charges	<p>A person may make a submission under section 223 in relation to a Council's proposal to make a declaration under section 163. s.163A Local Government Act 1989</p>
Submissions made to Council	<p>s.223(1)(a) Local Government Act 1989 - The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—</p> <p>(a) the Council must publish a public notice—</p> <p>(i) specifying the matter in respect of which the right to make a submission applies;</p> <p>(ii) containing the prescribed details in respect of that matter;</p> <p>(iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published;</p> <p>(iv) stating that a person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission</p>
Variation of special rate or special charge	<p>(3) If a variation of a special rate or special charge will result in—</p> <p>(a) persons being required to pay a special rate or special charge who were not previously required to do so; or</p> <p>(b) an increase equal to or greater than 10% in the amount of the special rate or special charge payable by a person—</p> <p>a Council must comply with subsections (1A), (1B) and (1C) of section 163 as if the variation were a declaration.</p> <p>(4) If subsection (3) applies, a person may make a submission under section 223. s.166(3) and (4) Local Government Act 1989</p>

Other Registers

In accordance with the *Building Act 1993*, Building Regulations 2018 and the *Planning and Environment Act 1987*, certain documents are available for inspection. Please contact Council's Statutory Planning and Regulatory services Department for further information on (03) 5366 7100 or in person at any Council office.

Mailing lists and subscriptions

- Moorabool Matters Newsletter
- Busi Grants Newsletter
- Food Matters Newsletter
- Library Service Newsletter

Social Media

Facebook Pages

- Moorabool Shire Council
- Moorabool Libraries
- Business Growth & Innovation – Moorabool Shire
- Moorabool Pet Adoption
- Moorabool Community and Recreation
- Moorabool Youth Services
- Moorabool Families & Children
- Moorabool Leisure Services

Instagram

- @mooraboolshirecouncil
- @mooraboolfamilies3340
- @mooraboolyoungpeople

Twitter

- @mooraboolshire

YouTube

- youtube.com/user/mooraboolshire

Statement 5 - Rules, Policies and Procedures

This statement applies to documents that are provided by Council for the use or guidance of Council or its Officers. Council must, as far as possible, make its 'hidden law' explicit to the public with procedure manuals, interpretations of the law, policy statements and enforcement methods.

Copies of all documents are made available for inspection by members of the public. Many of these documents are available to view on Council's website.

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

Type	Description	How to Access
Annual Report	s98 Local Government Act 2020 (1) A Council must prepare an annual report in respect of each financial year. (2) An annual report must contain the following— (a) a report of operations of the Council; (b) an audited performance statement; (c) audited financial statements; (d) a copy of the auditor's report on the performance statement; (e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994; (f) any other matters prescribed by the regulations.	Available online at www.moorabool.vic.gov.au
Asset Plan	Council must develop, adopt and keep in force an Asset Plan for a period of at least the next 10 financial years.s.92 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Audit and Risk Committee Charter	Council must prepare and approve an Audit and Risk Committee Charter to be included in Council minutes. s.54(1) Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Budget	94 Local Government Act 2020 (1) A Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years (2) A Council must ensure that the budget gives effect to the Council Plan and contains the following— (a) financial statements in the form and containing the information required by the regulations; (b) a general description of the services and initiatives to be funded in the budget; (c) major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during each financial year; (d) for services to be funded in the budget, the prescribed indicators and measures of service performance that are required to be reported against by this Act; (e) the total amount that the Council intends to raise by rates and charges (f) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;	Available online at www.moorabool.vic.gov.au

Type	Description	How to Access
	(g) a description of any fixed component of the rates, if applicable; (h) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the Local Government Act 1989; (i) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the Local Government Act 1989; (j) any other information prescribed by the regulations	
CEO Employment and Remuneration Policy	Council must develop, adopt and keep in force a CEO Employment and Remuneration Policy 5.45(4) Local Government Act 2020	Available on request from Council offices.
CEO Remuneration	If a Council passes a resolution to reappoint a person as its Chief Executive Officer without advertising the position, the Council must make details of the person's proposed total remuneration as Chief Executive Officer under the new contract available for public inspection within 14 days after the passing of the resolution. s.94(6) Local Government Act 1989	Currently not applicable to Moorabool Shire Council
Community Vision	Council must maintain a Community Vision. s.88 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Complaints Resolution Policy	Council must develop and maintain a complaints policy.s.1 07(1} Local Government Act 2020 [1 July 2021]	Available online at www.moorabool.vic.gov.au
Council Expenses Policy	Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for councillors and members of delegated committees.s.41 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Council Plan	Council must prepare and adopt a Council Plan for a period of at least the next 4 financial years after a general election. s.90(1) Local Government Act 2020 For the purposes of subsection (3), the Council must ensure that, for at least 28 days after the public notice is published under section 223(1)(1) - (a) a copy of the proposed Council Plan is available for inspection by the public at - (i) the Council office and any district offices; and (ii) any other place required by the regulations; and(b) the proposed Council Plan is published on the Council's Internet website. s.125(3A) Local Government Act 1989	Available online at www.moorabool.vic.gov.au
Councillor Code of Conduct	Council must develop a Councillor Code of Conduct.5.139 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Councillor Gift Policy	Council must adopt a Councillor Gift policy that includes procedures for the maintenance of a gift register. s.138Local Government Act 2020	Available online at www.moorabool.vic.gov.au

Type	Description	How to Access
Election Period Policy	Council must include an election period policy in its Governance Rules that prohibits any Council decision during the election period for a general election that relates to the appointment or remuneration of the CEO, commits the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year, that council considers could be reasonably deferred until the next Council is in place or should not be made during an election period. The policy must prohibit any decision that would enable the use of council resources in a way to influence voting. s.69 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Electrical Line Clearance Plan	Council must ensure an electrical line clearance management plan is prepared annually r.9(2) Electricity Safety (Electric Line Clearance) Regulations 2015	Available online at www.moorabool.vic.gov.au
Financial Plan	Council must develop, adopt and keep in force a Financial Plan for a period of at least the next 10 financial years. s.91 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Gender Equality Action Plan	Council must prepare a plan that includes results of a workplace gender audit and strategies and measures for promoting gender equality in the workplace. s.1 0(1) Gender Equality Act 2020 Council must publish the completed GEAP on its website.s.11 (3) Gender Equality Act 2020	Currently under development.
Governance Rules	Council must develop, adopt and keep in force Governance Rules for or with respect to the conduct of meetings, form and availability of meeting minutes, election of the Mayor and Deputy Mayor, an election period policy, procedures for disclosure of conflicts of interest. s.60 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Municipal Emergency Management Plan	Council must prepare and maintain a municipal emergency management plan. 5.20 Emergency Management Act 1986	Available online at www.moorabool.vic.gov.au
Municipal Fire Prevention Plan	Council must prepare and maintain a municipal fire prevention plan for its municipal district in accordance with the advice and recommendations of the municipal fire prevention committee. s.55A Country Fire Authority Act 1958	Available online at www.moorabool.vic.gov.au
Planning Scheme	Council must prepare a planning scheme for its municipal district for which it is a planning authority.s.18(1) Planning & Environment Act 1987	Available online at www.moorabool.vic.gov.au
Privacy and Data Protection and Health Records Policy	Council is committed to protecting the privacy and personal information collected from its customers and the policy details how Council complies with its obligations under the Privacy & Data Protection Act 2014(Vic) and the Health Records Act 2001.	Available online at www.moorabool.vic.gov.au
Procurement Policy	Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council. s.186A of Local Government Act1989 and s.1 08 Local Government Act 2020	Available online at www.moorabool.vic.gov.au

Type	Description	How to Access
Recruitment Policy	Ensures that recruitment decisions are based on merit, support transparency in recruitment processes and the public advertising of positions and regard to gender equity, diversity and inclusiveness measures specified in the workforce plan. s.48(2) Local Government Act 2020	Available on request from Council offices.
Revenue and Rating Plan	Council must prepare and adopt a Revenue and Rating Plan. s.93 Local Government Act 2020	Available online at www.moorabool.vic.gov.au
Staff Code of Conduct	The CEO must develop and implement a code of conduct for members of Council staff. s.49 Local Government Act 2020	Available on request from Council offices.
Staff Gift Policy and Gift Register	A Code of Conduct for members of Council staff must include a gift policy that contains provisions for disclosed gifts to be recorded in a gift register. s.49 Local Government Act 2020	Available on request from Council offices.
Strategic Resource Plan	A copy of the current Strategic Resource Plan must be available for inspection by the public at - (a) a Council office and any district offices; and (b) any other place required by the regulations. s.126(4) Local Government Act 1989 In addition to any other requirements specified by this Act, the notice referred to in subsection (1) must - (b) advise that copies of the proposed budget are available for inspection for at least 28 days after the publication of the notice at - (i) the Council office and any district offices; and (ii) any other place required by the regulations; (c) advise that the proposed budget or revised budget is published on the Council's Internet website for at least 28 days after the publication of the notice. s.129(3)(a) & (c) Local Government Act 1989	Available online at www.moorabool.vic.gov.au

Other

Council provides archival searches access to historical and land information at the following rates:

Type	Charges inc. GST
Historical information i.e. rate book searches	\$117 per hour
Archive searches – documents less than 2 years old:	\$120 per hour
• Planning documents	
• Health documents	
• Building documents	
Archive searches – documents more than 2 years old:	\$157 per hour
• Planning documents	
• Health documents	
• Building documents	
Land Information Certificates	\$26.30 each
Land Information Certificates - Priority	\$45 each
Title Searches	\$69 each

Not required for Moorabool Shire Council

Cemeteries and Crematoria Act 2003

Councils which are a Class A cemetery Trust have a duty to ensure an approved annual plan and approved strategic plan are available to members of the public on request (s.18N(7) and s.180(5), make information in cemetery records and interment plans available s.60(1) and s.70(2).

Moorabool Shire Council is a Class B cemetery trust for the Gordon (Old) Pioneer Cemetery.

Planning and Environment Act 1987

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

Moorabool Shire Council does not fall wholly or partly within the Melbourne Airport Environs Area.