

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 Annual report Moorabool Shire Council
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 Council meetings Moorabool Shire Council
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 by request through Contact us Moorabool Shire Council
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 online at Delegations and Authorisations Moorabool Shire Council
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 by request through Contact us Moorabool Shire Council
Campaign Donation Returns	<p>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</p> <p>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</p> <p>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</p> <p>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</p>	Available online at Elections Moorabool Shire Council

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 by request through Contact us Moorabool Shire Council
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 online at Delegations and Authorisations Moorabool Shire Council
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 Delegations and Authorisations Moorabool Shire Council
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. Available by request to our Building team through Contact us Moorabool Shire Council
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 by request to our Building team through Contact us Moorabool Shire Council
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 Property rates and charges explained Moorabool Shire Council

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>	Available by request to our Community Safety team through Contact us Moorabool Shire Council
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 online at Community Grants Moorabool Shire Council
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 by request to our Public Health team through Contact us Moorabool Shire Council
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 Annual report Moorabool Shire Council
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 Annual report Moorabool Shire Council
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	Available by request through Contact us Moorabool Shire Council
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 by request to our Building/Planning team through Contact us Moorabool Shire Council
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 Local Law 2019 Moorabool Shire Council

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 online at Domestic Wastewater Management Plan Moorabool Shire Council .
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 Council meetings Moorabool Shire Council
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 Municipal Council Neighbourhood Safer Places (NSP) Plan Moorabool Shire Council
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. s.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>	Available online at Greenlight permit manager Moorabool Shire Council

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>	Available online at Planning scheme amendments Moorabool Shire Council
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 by request to our Building team through Contact us Moorabool Shire Council
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 Municipal Public Health & Wellbeing Plan 2021-2025 Moorabool Shire Council
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 Public Interest Disclosures Policy Moorabool Shire Council
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 Building Moorabool Shire Council
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 by request through Contact us Moorabool Shire Council
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 by request through Contact us Moorabool Shire Council

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 by request to our Building team through Contact us Moorabool Shire Council
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 Road Management Plan 2021-2025 Moorabool Shire Council
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 by request to our Public Health team through Contact us Moorabool Shire Council
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 Road Management Plan 2021-2025 Moorabool Shire Council
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 Noxious weed control Moorabool Shire Council
Subdivision Permits	Council has a duty to make a register available for inspection. r.33(4) Subdivision (Procedures) Regulations 2016	Available online at Subdivision Moorabool Shire Council
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 Personal Interest Returns Moorabool Shire Council
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 Council integrity Moorabool Shire Council



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	Available by request to our Building team through Contact us Moorabool Shire Council
Building Act 1993	s 31	Register of building permits	Available by request to our Building team through Contact us Moorabool Shire Council
Building Act 1993	s 74	Register of occupancy permits and temporary approvals/amendments	Available by request to our Building team through Contact us Moorabool Shire Council
Building Act 1993	s 126	Register of all emergency orders, building notices or building orders	Available by request to our Building team through Contact us Moorabool Shire Council
Building Act 1993	s 192A(8)	Copy of the most recent map given to Council under subsection (7)	Available by request to our Building team through Contact us Moorabool Shire Council
Building Act 1993	s 230	Register of exercise of powers of entry	Available by request to our Building team through Contact us Moorabool Shire Council
Building Regulations 2018	r 50	Copy of any documents submitted with an application for a building permit	Available by request to our Building team through Contact us Moorabool Shire Council
Building Regulations 2018	rr 51 & 52	Certain information on request	Available online at Building Moorabool Shire Council
Building Regulations 2018	r 149(4)	Copy of each designated special area map applicable	Available by request to our Building team through Contact us Moorabool Shire Council
Catchment and Land Protection Act 1994	s 22I(1)	Approved roadside weed and pest animal management plan	Available online at Noxious weed control Moorabool Shire Council
Catchment and Land Protection Act 1994	s 22M(1)	Consolidated version of approved roadside weed and pest animal management plan	Available online at Noxious weed control Moorabool Shire Council
Country Fire Authority Act 1958	s 50F(4)	Municipal Council Neighbourhood Safer Places Plan	Available online at Municipal Council Neighbourhood Safer Places (NSP) Plan Moorabool Shire Council
Development Victoria Act 2003	s 56E(3)	Register of Certificate	Available online at Development plans Moorabool Shire Council
Domestic Animals Act 1994	s 10A(3)(a)	Resolution made by Council under s 10A	Available online at Domestic Animal Management Plan 2021-2025 Moorabool Shire Council

Act	Section	Description	Manner
Domestic Animals Act 1994	s 10C(5)	Resolution made by Council under s 10C	Available online at Domestic Animal Management Plan 2021-2025 Moorabool Shire Council
Domestic Animals Act 1994	s 10D(6)	Resolution made by Council under s 10D	Available online at Domestic Animal Management Plan 2021-2025 Moorabool Shire Council
Domestic Animals Act 1994	s 18	Register of all registered dogs and cats	Available by request to our Community Safety team through Contact us Moorabool Shire Council
Domestic Animals Act 1994	s 26(3)	Orders made by Council under s 26(3)	Available by request to our Community Safety team through Contact us Moorabool Shire Council
Domestic Animals Act 1994	s 68A(3)	Publish an evaluation of its implementation of the domestic animal management plan	Available online at Annual report Moorabool Shire Council
Electricity Safety (Electric Line Clearance) Regulations 2020	r 10(6)	Management Plan relating to compliance with the Code for the next financial year	Available online at Electric Line Clearance Management Plan Moorabool Shire Council
Emergency Management Act 2013	s 60AI(ab)	Emergency Management Plan	Available online at Municipal Emergency Management Plan Moorabool Shire Council
Filming Approval Act 2014	Sch 1 Principle 7	Film permits issued and any other relevant information	Available by request to our Events team at Available by request to our Community Safety team through Contact us Moorabool Shire Council
Food Act 1984	s 7E(6)	Direction by the Minister	Available online at Annual report Moorabool Shire Council
Food Act 1984	s 19	Order made relating to food premises	Available by request to our Public Health team through Contact us Moorabool Shire Council
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 by request to our Public Health team through Contact us Moorabool Shire Council
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 by request to our Public Health team through Contact us Moorabool Shire Council
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 by request to our Public Health team through Contact us Moorabool Shire Council
Freedom of Information Act 1982	Part II	Information concerning functions etc and documents available for inspection and purchase	Available online at Annual report Moorabool Shire Council

Act	Section	Description	Manner
Gender Equality Act 2020	s 12(3)(a)	Gender Equality Action Plan	Available online at Prevention of violence and gender equity Moorabool Shire Council
Gender Equality Act 2020	s 13(3)	A report or other document taken to be a Gender Equality Action Plan	Available online at Prevention of violence and gender equity Moorabool Shire Council
Gender Equality Act 2020	s 15(2)(b)	Amended Gender Equality Action Plan	Available online at Prevention of violence and gender equity Moorabool Shire Council
Gender Equality Act 2020	s 20	Progress Report	Available by request to through Contact us Moorabool Shire Council
Infringements Act 2006	s 9	Enforcement Agency Guidelines and Policies	Available online at Enforcement Policy Moorabool Shire Council
Land Acquisition and Compensation Act 1986	ss 19 and 23	Notice declaring interest in land to be acquired	Available online at Personal Interest Returns Moorabool Shire Council
Local Government Act 2020	s 11(8)	Public register of delegations	Available online at Personal Interest Returns Moorabool Shire Council
Local Government Act 2020	s 18(1)(d)	Mayor must report on implementation of the Council Plan	Available online at Council Plan and Community Vision Moorabool Shire Council
Local Government Act 2020	s 41(1)	Expenses policy in relation to reimbursement of out of pocket expenses	Available online at Councillor Expenses Policy November 2023 Moorabool Shire Council
Local Government Act 2020	s 45	CEO Employment and Remuneration Policy	Available online at Annual report Moorabool Shire Council
Local Government Act 2020	s 47(7)	Register of CEO's delegations	Available online at Delegations and Authorisations Moorabool Shire Council
Local Government Act 2020	s 48	Recruitment policy for members of Council staff	Available online at Applying for a job with us Moorabool Shire Council
Local Government Act 2020	s 49	Code of Conduct for members of Council staff	Available by request to through Contact us Moorabool Shire Council
Local Government Act 2020	s 57	Public transparency policy	Available online at Public Transparency Policy Moorabool Shire Council
Local Government Act 2020	s 60	Governance Rules	Available online at Governance rules Moorabool Shire Council
Local Government Act 2020	s 63	Terms of Reference to Delegated Committee	Available online at Council Committees - 2025 Moorabool Shire Council

Act	Section	Description	Manner
Local Government Act 2020	s 64	Terms of Reference to Joint Delegated Committee	Available online at Council Committees - 2025 Moorabool Shire Council
Local Government Act 2020	s 65	Terms of Reference to Community Asset Committee	Available online at Community asset committees Moorabool Shire Council
Local Government Act 2020	s 66(5)	Must record in the minutes reasons for closing a meeting	Available online at Ordinary Meetings of Council - 2025 Moorabool Shire Council
Local Government Act 2020	s 73	Proposing a local law	Available by request to our Community Safety team through Contact us Moorabool Shire Council
Local Government Act 2020	ss 74(4)	Making a local law	Available by request to our Community Safety team through Contact us Moorabool Shire Council
Local Government Act 2020	s 74(5)	Notice of local law made	Available online at Local Law 2019 Moorabool Shire Council
Local Government Act 2020	s 75	Local law as made	Available online at Local Law 2019 Moorabool Shire Council
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	Available by request to our Community Safety team through Contact us Moorabool Shire Council
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	Available by request to our Community Safety team through Contact us Moorabool Shire Council
Local Government Act 2020	s 88	Community Vision	Available online at Community Vision 2030 Moorabool Shire Council
Local Government Act 2020	s 90	Council Plan	Available online at Council Plan 2021-2025 Moorabool Shire Council
Local Government Act 2020	s 91	Financial Plan	Available online at Annual budget Moorabool Shire Council
Local Government Act 2020	s 92	Asset Plan	Available online at Asset Management Strategy 2022-2032 Moorabool Shire Council
Local Government Act 2020	s 93	Revenue and Rating Plan	Available by request through Contact us Moorabool Shire Council
Local Government Act 2020	ss 94 and 95	Budget	Available online at Budget 2023-2024 Moorabool Shire Council
Local Government Act 2020	s 98	Annual Report	Available online at Annual report Moorabool Shire Council

Act	Section	Description	Manner
Local Government Act 2020	s 107	Complaints Policy	Available online at Complaint Handling Policy Moorabool Shire Council
Local Government Act 2020	s 108	Procurement Policy	Available online at Procurement Policy Moorabool Shire Council
Local Government Act 2020	s 114(2)	Selling or exchanging land	Available by request through Contact us Moorabool Shire Council
Local Government Act 2020	s 115	Lease of land	Available by request through Contact us Moorabool Shire Council
Local Government Act 2020	s 130(2)	Register of disclosure of conflicts of interests at meetings	Available online at Conflicts of Interest Moorabool Shire Council
Local Government Act 2020	s 135(3)	Summary of personal interest returns	Available online at Personal Interest Returns Moorabool Shire Council
Local Government Act 2020	s 138	Councillor Gift Policy	Available online at Councillor Gift Policy Moorabool Shire Council
Local Government Act 2020	s 139	Councillor Code of Conduct	Available online at Council integrity Moorabool Shire Council
Local Government Act 2020	ss 307 and 308	Summary of each election campaign donation return Copy of election campaign donation return	Available online at Elections Moorabool Shire Council
Local Government Act 1989	s 157(2)	Notice of change to valuation system	Available online at Property valuations explained Moorabool Shire Council
Local Government Act 1989	s 161(3)	Differential rates	Available online at Property rates and charges explained Moorabool Shire Council
Local Government Act 1989	s 163(1B)	Special rate and special charge – public notice	Available online at Property rates and charges explained Moorabool Shire Council
Local Government Act 1989	s 223(1)(a)	Right to make a submission	Available by request through Contact us Moorabool Shire Council
Local Government Act 1989	s 224(1A)	Register of Authorised Officers	Available online at Delegations and Authorisations Moorabool Shire Council
Local Government Act 1989	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Available online at Completed Capital Improvement Projects - 2024-2025 Moorabool Shire Council
Local Government Act 1989	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Available online at Completed Capital Improvement Projects - 2024-2025 Moorabool Shire Council

Act	Section	Description	Manner
Planning and Environment Act 1987	s 4H(1) and (2)	Copy of approved amendment	Available online at Planning scheme amendments Moorabool Shire Council
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	Available online at Planning scheme amendments Moorabool Shire Council
Planning and Environment Act 1987	s 18	Amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement	Available by request through Contact us Moorabool Shire Council
Planning and Environment Act 1987	s 21	Copy of every submission	Available by request through Contact us Moorabool Shire Council
Planning and Environment Act 1987	s 26	Panel hearing reports	Available by request through Contact us Moorabool Shire Council
Planning and Environment Act 1987	s 41(1) and (2)	Copy of approved amendment lodged under s 40 and any documents lodged with it	Available by request through Contact us Moorabool Shire Council
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	Available online at Moorabool Planning Scheme Moorabool Shire Council
Planning and Environment Act 1987	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Available online at Greenlight permit manager Moorabool Shire Council
Planning and Environment Act 1987	s 51	Copy of every application and the prescribed information supplied in respect of it	Available by request through Contact us Moorabool Shire Council
Planning and Environment Act 1987	s 56A	Register of applications referred to Council (as referral authority)	Available by request through Contact us Moorabool Shire Council
Planning and Environment Act 1987	s 57(5)	Copy of objection to planning permit	Available online at View planning applications Moorabool Shire Council
Planning and Environment Act 1987	s 70	Copy of every permit issued	Available online at View planning applications Moorabool Shire Council
Planning and Environment Act 1987	s 96C(8A)	Copy of proposed permit when amendment to a planning scheme requested	Available online at View planning applications Moorabool Shire Council
Planning and Environment Act 1987	s 97G(6)	Copy of every permit issued under s 97F	Available online at View planning applications Moorabool Shire Council

Act	Section	Description	Manner
Planning and Environment Act 1987	s 179	Copy of agreement	Available online at View planning applications Moorabool Shire Council
Public Health and Wellbeing Act 2008	s 26(7)	Municipal Public Health and Wellbeing Plan [unless s 27 applies]	Available online at Health & Wellbeing Plan 2021-2025 Moorabool Shire Council
Public Interest Disclosures Act 2012	s 59(4)	Procedures	Available online at Public Interest Disclosures Policy Moorabool Shire Council
Residential Tenancies Act 1997	s 91ZZE(3)	Criteria for eligibility for the provision of housing if relevant	Available online at Amendment C79 - Bacchus Marsh Housing Strategy Moorabool Shire Council
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 17	Register of caravan parks	Available by request through Contact us Moorabool Shire Council
Road Management Act 2004	s 19	Register of public roads	Available online at Roads and transport Moorabool Shire Council
Road Management Act 2004	s 22(4)	Copy or summary of Ministerial direction	Available online at Annual report Moorabool Shire Council
Road Management Act 2004	s 54	Procedure for making or amending a road management plan	Available online at Road Management Plan 2021-2025 Moorabool Shire Council
Road Management Act 2004	s 55	Availability of road management plan	Available online at Road Management Plan 2021-2025 Moorabool Shire Council
Road Management Act 2004	s 86	Register of exercise of powers of entry	Available by request to our Community Safety team through Contact us Moorabool Shire Council
Road Management Act 2004	Sch 2 Cl 5(1)	Notice of the making, amending or revoking of a declaration made under s 42	Available by request through Contact us Moorabool Shire Council
Road Management (General) Regulations 2016	r 9(2)	Written report on review of Council's road management plan	Available online at Road Management Plan 2021-2025 Moorabool Shire Council
Road Management (General) Regulations 2016	r 9(4)	Notice of review and any amendments made or not made to Councils' road management plan	Available online at Road Management Plan 2021-2025 Moorabool Shire Council
Road Management (General) Regulations 2016	r 10(2)	Notice of amendments made to Council's road management plan	Available online at Road Management Plan 2021-2025 Moorabool Shire Council

Act	Section	Description	Manner
Road Management (General) Regulations 2016	r 13	Notice and amended road management plan	Available online at Road Management Plan 2021-2025 Moorabool Shire Council
Sex Work Act 1994	s 81(1)(a)	Notice of the making of the declaration made under s 80	Available by request to our Public Health team through Contact us Moorabool Shire Council
Subdivision (Procedure) Regulations 2021	r 33(4)	Register of applications made to it under the Subdivision Act 1998	Available online at Subdivision Moorabool Shire Council
Water Act 1989	s 32H	Copy of approved management plan	Available by request through Contact us Moorabool Shire Council



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	<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.119 Local Government Act 1989</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 Local Government Act 1989</p>
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	<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 Local Government Act 1989</p> <p>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</p>

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
	<p>(g) a description of any fixed component of the rates, if applicable;</p> <p>(h) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the Local Government Act 1989;</p> <p>(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;</p> <p>(j) any other information prescribed by the regulations</p>	
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	<p>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</p> <p>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</p>	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
<ul style="list-style-type: none">• Planning documents• Health documents• Building documents	
Archive searches – documents more than 2 years old:	\$157 per hour
<ul style="list-style-type: none">• 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.