

List of Information Made Publicly Available by Council

No:	Act/Section:	Description:	Manner:	Comments:	Responsible Department:	Web Link:
Building Act 1993						
1	s 11(2)	Notice of the fact that a regulation under Part has ceased to have effect in the municipal district or part of it	Newspaper circulating in municipal district	Currently in force	Planning and Development	
2	s 31	Register of building permits	Available for inspection by any person during normal office hours	Currently in force	Planning and Development	
3	s 74	Register of occupancy permits and temporary approvals/amendments	Available for inspection by any person during normal office hours	Currently in force	Planning and Development	
4	s 126	Register of all emergency orders, building notices or building orders	Available for inspection by any person during normal office hours	Currently in force	Planning and Development	
5	s 192A(8)	Copy of the most recent map given to Council under subsection (7)	Available for inspection at the Council's office during office hours free of charge	Currently in force	Planning and Development	
6	s 216D	Register of swimming pools and spas	Certain persons may inspect	Currently in force	Planning and Development	
7	s 230	Register of exercise of powers of entry	Made available for inspection by the Authority on request	Currently in force	Planning and Development	
Building Regulations 2018						
8	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	Currently in force	Planning and Development	
9	rr 51 & 52	Certain information on request	On request and payment of a fee	Currently in force	Planning and Development	
10	r 149(4)	Copy of each designated special area map applicable	Available for public inspection at the Council office during office hours free of charge	Currently in force	Planning and Development	
Development Victoria Act 2003						
14	s 56E(3)	Register of Certificate	Made available for inspection by Development Australia or any other interested person	Currently in force	Director Community and Development	
Domestic Animals Act 1994						
15	s 10A(3)(a)	Resolution made by Council under s 10A	Government Gazette and newspaper circulating in municipal district	Currently in force	Waste, Facilities and Community Safety	
16	s 10C(5)	Resolution made by Council under s 10C	Government Gazette and newspaper circulating in municipal district	Currently in force	Waste, Facilities and Community Safety	
17	s 10D(6)	Resolution made by Council under s 10D	Government Gazette and newspaper circulating in municipal district	Currently in force	Waste, Facilities and Community Safety	
18	s 18	Register of all registered dogs and cats	Made available for inspection at the Council's office	Currently in force	Waste, Facilities and Community Safety	
19	s 25(3)	Orders made by Council under s 25(3)	Government Gazette and newspaper circulating in municipal district	Currently in force	Waste, Facilities and Community Safety	
20	s 26(3)	Orders made by Council under s 26(3)	Government Gazette and newspaper circulating in municipal district	Currently in force	Waste, Facilities and Community Safety	
21	s 68A	Publish an evaluation of its implementation of the domestic animal management plan	Annual report	Currently in force	Waste, Facilities and Community Safety	Microsoft Word - Annual Plan Project Update Quarter 4 2021-2022 (hepburn.vic.gov.au)
Emergency Management Act 2013						
22	s 60A(ab)	Emergency Management Plan	Made available on Council's internet site	Currently in force	Emergency Management	Microsoft Word - DOC 18 31296 (Revision 7) Attachment 7 -Municipal Emergency Management Plan (without Appendices) August 2018 (hepburn.vic.gov.au)
Filming Approval Act 2014						
23	Sch 1 Principle 7	Film permits issued and any other relevant information	Made available on Council's Website	Currently in force	Economic Development and Recreation	policy-32-c-film.pdf (hepburn.vic.gov.au) Application for a filming permit (openforms.com)
Food Act 1984						
24	s 19	Order made relating to food premises	Made available by notice published in a newspaper or by any means	Currently in force	Environmental Health	
25	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	Currently in force	Environmental Health	
26	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	Currently in force	Environmental Health	
27	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	Currently in force	Environmental Health	
Freedom of Information Act 1982						
28	Part II	Information concerning functions etc and documents available for inspection and purchase	In the Annual Report (can be website)	Currently in force	Governance	freedom-of-information-part-ii-statement.pdf (hepburn.vic.gov.au)
Gender Equality Act 2020						
29	s 12(3)(a)	Gender Equality Action Plan	Made available on Council's website	Currently in force	Culture and Performance	PowerPoint Presentation (hepburn.vic.gov.au)
30	s 13(3)	A report or other document taken to be a Gender Equality Action Plan	Made available on Council's website	Currently in force	Culture and Performance	PowerPoint Presentation (hepburn.vic.gov.au)
31	s 15(2)(b)	Amended Gender Equality Action Plan	Made available on Council's website	Currently in force	Culture and Performance	PowerPoint Presentation (hepburn.vic.gov.au)
Infringements Act 2006						
34	s 9	Enforcement Agency Guidelines and Policies	Council's discretion	Currently in force	Waste, Facilities and Community Safety	
Land Acquisition and Compensation Act 1986						
35	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]	Currently in force	Facilities	
Local Government Act 2020						
36	s 11(8)	Public register of delegations	Unspecified	Currently in force	Governance	Public registers and information Hepburn Shire Council
37	s 18(1)(d)	Mayor must report on implementation of the Council Plan	Must report to the municipal community at least once a year	Currently in force	CEO Office / Organisational Services	Annual Report 2021/2022 - Report of Operations adopted Hepburn Shire Council

39	§ 41(1)	Expenses policy in relation to reimbursement of out of pocket expenses	Unspecified	Currently in force [Until a Council adopts a policy under this section, the policy adopted under s 75B of the Local Government Act 1989 applies as if it had been adopted under this Act]	Governance	policy-80-c-council-expenses-resources.pdf (hepburn.vic.gov.au)
40	§ 45	CEO Employment and Remuneration Policy	Unspecified	Currently in force [Must be adopted within 6 months of commencement of this section – i.e. 1 January 2022]	People and Culture	policy-88-c-ceo-employment-remuneration.pdf (hepburn.vic.gov.au)
41	§ 47(7)	Register of CEO's delegations	Unspecified	Currently in force	Governance	Public registers and information Hepburn Shire Council
42	§ 48	Recruitment policy for members of Council staff	Unspecified	Currently in force [Must be adopted within 6 months of commencement of this section – i.e. 1 January 2022]	Culture and Performance	
43	§ 49	Code of Conduct for members of Council staff	Unspecified	Currently in force [Must be developed within 6 months of commencement of this section – i.e. 1 January 2022]	Governance	
44	§ 57	Public transparency policy	Unspecified	Currently in force	Governance	policy-83-c-public-transparency.pdf (hepburn.vic.gov.au)
45	§ 60	Governance Rules	Unspecified	Currently in force	Governance	hepburn-shire-council-governance-rules-adopted-16-august-2022-current.pdf
48	§ 65	Community Asset Committee	Unspecified	Currently in force	Governance	Committees Hepburn Shire Council
49	§ 66(3)	Must record in the minutes of closed meetings certain information	Minutes made available for public inspection	Currently in force	Governance	Agendas and minutes Hepburn Shire Council
50	§ 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]	Currently in force	Community Safety	
51	ss 74(4)	Making a local law	Copy made available for inspection at Council's office and website	Currently in force	Community Safety	
52	§ 74(5)	Notice of local law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations	Currently in force	Community Safety	
53	§ 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	Currently in force	Community Safety	Local laws Hepburn Shire Council
54	§ 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	Currently in force	Community Safety	
55	§ 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	Currently in force	Community Safety	
56	§ 90	Council Plan	Unspecified	Currently in force	CEO Office	final-community-vision-and-council-plan-2021-2025.pdf (hepburn.vic.gov.au)
57	§ 91	Financial Plan	Unspecified	Currently in force	Financial Services	Long Term Financial Plan Hepburn Together Participate Hepburn
58	§ 92	Asset Plan	Unspecified	Currently in force [Must be developed and adopted in accordance with community engagement policy by 30 June 2022 following the first general election]	Director Infrastructure and Delivery	asset-plan-2022.pdf (hepburn.vic.gov.au)
59	ss 94 and 95	Budget	Unspecified	Currently in force	Financial Services	budget-2022-2023.pdf (hepburn.vic.gov.au)
60	§ 98	Annual Report	Unspecified	Currently in force	CEO Office	Annual Report 2021/2022 – Report of Operations adopted Hepburn Shire Council
61	§ 107	Complaints Policy	Unspecified	Currently in force [Must be developed within 6 months of commencement of this section – i.e. 1 January 2022]	Governance	policy-64-c-complaints.pdf (hepburn.vic.gov.au)
62	ss 108 and 109	Procurement Policy	Unspecified	Currently in force [Must be adopted within 6 months of the commencement of this section – i.e. 1 January 2022]	Financial Services	Procurement Policy 2021 (hepburn.vic.gov.au)
63	§ 114	Selling or exchanging land	Publish notice 4 weeks prior to leasing on website and in any other manner prescribed by the regulations	Currently in force	Facilities	
65	§ 130(2)	Disclosure of conflicts of interests at meetings	Unspecified [In accordance with Governance Rules]	Currently in force	Governance	
66	§ 135(3)	Summary of personal interest returns	Made available for inspection at Council's office and website	Currently in force	Governance	Public registers and information Hepburn Shire Council
67	§ 138	Councillor Gift Policy	Unspecified	Currently in force [Must have been adopted within 6 months of commencement of this section – i.e. 24 April 2021]	Governance	policy-84-c-councillor-gifts-benefits-hospitality.pdf (hepburn.vic.gov.au)

68	s 139	Councillor Code of Conduct	Unspecified	Currently in force [Must be reviewed and adopted within the period of 4 months after a general election]	Governance	policy-47-c-councillor-code.pdf (hepburn.vic.gov.au)
69	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	Currently in force	Governance	campaign-donation-return-summary-council-election-2020-all-wards.pdf (hepburn.vic.gov.au)
Local Government Act 1989						
70	s 76C(6)	Copy of current Councillor Code of Conduct	Available for public inspection at Council office	Currently in force	Governance	policy-47-c-councillor-code.pdf (hepburn.vic.gov.au)
71	s 94(6)	Resolution to reappoint a CEO	Available for public inspection within 14 days after passing of the resolution	Currently in force	Governance	
72	s 119(2A)	Copy of proposed local law	Available for public inspection at the Council office during ordinary business hours	Currently in force	Governance / Community Safety	
73	s 120	Copy of every local law	Available for public inspection at the Council office during office hours and can be purchased on demand	Currently in force	Community Safety	Local laws Hepburn Shire Council
74	s 120(3)	Copy of every document incorporated by a local law	Available for public inspection at the Council office during office hours	Currently in force	Community Safety	
75	s 125(3A)	Proposed Council Plan	Available for public inspection at the Council office and website	Currently in force	CEO Office / Organisational Services	
76	s 125(11)	Current Council Plan	Available for public inspection at the Council office and any other place required by the regulations	Currently in force	CEO Office	Council plan and vision Hepburn Shire Council
77	s 126(4)	Strategic Resource Plan	Available for public inspection at the Council office and any other place required by the regulations	Currently in force	Director Organisational Services	Strategic Resource Plan 2016-2020.XLSX (hepburn.vic.gov.au)
78	s 129(3)(b)	Proposed budget or revised budget	Available for public inspection for at least 28 days at the Council office and any other place required by the regulations	Currently in force	Financial Services	2021-22 HSC Draft Budget Template (Post 20.4.2021 Council Meeting).XLSX (amazonaws.com)
79	s 130(9)	Budget or revised budget	Available for public inspection at the Council staff and any other place required by the regulations	Currently in force	Financial Services	Budget and finance Hepburn Shire Council
80	s 157(2)	Notice of change to valuation system	Publish public notice – can be via website as per definition	Currently in force	Financial Services	
81	s 161(3)	Differential rates	Made available for inspection at Council's office and website	Currently in force	Financial Services	
82	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	Currently in force	Financial Services	
83	s 223(1)(a)	Right to make a submission	Publish public notice – can be via website as per definition	Currently in force	Governance	
85	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Government Gazette	Currently in force	Manager Operations	
86	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Government Gazette	Currently in force	Manager Operations	
Planning and Environment Act 1987						
87	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	Currently in force	Planning and Development	
88	s 4I	Copy of the Victoria Planning Provisions incorporating all amendments to them and of all documents lodged with those amendments	Made available in accordance with the public availability requirements	Currently in force	Planning and Development	Hepburn Planning Scheme - Amendments
89	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	Currently in force	Planning and Development	
90	s 21	Copy of every submission	Made available in accordance with the public availability requirements until the end of two months after the amendment comes into operation or lapses Made available for in person inspection free of charge at Council's office during office hours	Currently in force	Planning and Development	
91	s 26	Panel hearing reports	Made available in accordance with the public availability requirements until the end of two months after the amendment comes into operation or lapses	Currently in force	Planning and Development	
92	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	Currently in force	Planning and Development	
93	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	Currently in force	Planning and Development	Hepburn Planning Scheme Hepburn Shire Council
94	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available in accordance with the public availability requirements	Currently in force	Planning and Development	Hepburn Shire Council - Application Search

95	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	Currently in force	Planning and Development	https://eservices.hepburn.vic.gov.au/T1PRProd/WebApps/eProperty/P1/PublicNotices/AllPublicNotices.aspx?r=P1.HSC.WEBGUEST&f=P1.ESB.PUBNOTAL.ENG
96	s 56A	Register of applications referred to Council (as referral authority)	1) The referral authority must keep a register containing the prescribed information in respect of all applications referred to it under sections 55 and 57C. (2) The referral authority must make the register available in accordance with the public availability requirements.	Currently in force	Planning and Development	
97	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	Currently in force	Planning and Development	
98	s 70	Copy of every permit issued	Made available in accordance with the public availability requirements	Currently in force	Planning and Development	
99	s 96C(8A)	Copy of proposed permit when amendment to a planning scheme requested	Made available in accordance with public availability requirements	Currently in force	Planning and Development	https://eservices.hepburn.vic.gov.au/T1PRProd/WebApps/eProperty/P1/PublicNotices/AllPublicNotices.aspx?r=P1.HSC.WEBGUEST&f=P1.ESB.PUBNOTAL.ENG
100	s 97G(6)	Copy of every permit issued under s 97F	Made available in accordance with the public availability requirements	Currently in force	Planning and Development	Track an application, view planning register or lodge an objection Hepburn Shire Council
101	s 179	Copy of agreement	Made available in accordance with public availability requirements	Currently in force	Planning and Development	
Public Health and Wellbeing Act 2008						
102	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	Currently in force	Community Life	Health and wellbeing Hepburn Shire Council
Public Interest Disclosures Act 2012						
103	s 59(4)	Procedures	Unspecified	Currently in force	Governance	public-interest-disclosure-procedures-for-hepburn-shire-council-1.pdf
Residential Tenancies Act 1997						
104	s 91ZZE(3)	Criteria for eligibility for the provision of housing if relevant	By notice published in the Government Gazette	Currently in force	Facilities	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020						
105	r 17	Register of caravan parks	Unspecified	Currently in force	Environmental Health	
Road Management Act 2004						
106	s 19	Register of public roads	Available for inspection by any person during normal office hours at a place or premises determined by Council	Currently in force	Operations	public-road-register-2021.pdf (hepburn.vic.gov.au)
108	s 22(4)	Copy or summary of Ministerial direction	Annual report	Currently in force	Operations	
109	Sch 2 Cl 5(1)	Notice of the making, amending or revoking of a declaration made under s 42	Government Gazette	Currently in force	Operations	
Sex Work Act 1994						
110	s 81(1)(a)	Notice of the making of the declaration made under s 80	Newspaper generally circulating in the area in which the premises is situated	Currently in force	Environmental Health	
111	r 33	Register of all applications [May be kept in conjunction with the register of permit applications required to be kept under s 49(1) of the Planning and Environment Act 1987]	Available for inspection by any person during normal office hours	Currently in force	Environmental Health	
Water Act 1989						
112	s 32H	Copy of approved management plan	Available for public inspection at the Council office during office hours free of charge	Currently in force	Operations	