Register Title	Format	Location of Record	Register Owner	Update Frequency	Last Update	Description of Register Content	Is the Register a Statutory Requirement?	Required by legislation to be made publicly available	Name of Act/Code
Abandoned Vehicles	SharePoint	myport	Development & Compliance Section Manager	As required	31/01/2023	List of all abandoned vehicles & Status	Yes	Yes	
Audit and Inspection Register	Protecht.ERM	Protecht.EMS	Work Health & Safety Manager	Daily	19/01/2023	This register is used to record all safety inspections, asset inspections and safety observations that are undertaken at times on a daily basis by various people in the organistation.	No	No (Nicole and CAB 16.3.2023)	Work Health & Safety Act 2011
Authorised Inspection Station Light & Heavy Vehicles	Word	n/a	Workshop Supervisor RT & NB Depot	N/A		Equivalent to pink slip Inspection Reports. All inspections are stored/recorded on the AIS website.	Yes	Yes	Authorised Inspection Station Scheme. Managed by RMS/Service NSW
Chemwatch	External website	external website	Work Health & Safety Manager	Monthly	19/01/2023	Chemical Register by location which allows print off of SDS, labels, etc.	Yes	Yes	Work Health & Safety Act 2011, Reg 346
Complying Development	Authority	f:	Development & Compliance Support Coordinator	Daily	31/01/2023	Complying Development applications - Council and/or Private Certifiers	Yes	Yes	Environmental Planning & Assessment Act 1979 Sect. 100
Contracts	Excel	EDRMS	Finance Officer - Procurement and Contract Management Specialist	As required	9 January 2020	The register will provide the name and details of Council's contracts entered into each year valued $150,000 or more.	Yes	Yes	s18, GIPA Act, some data to external website
Contracts register	Excel	e:	Strategic Property	As required	23/01/2023	Details of all Contracts for Sale exchanged or completed for Council owned operational land	Yes	Yes in part	Government Information (Public Access) Act 2009
Council Planning Decision	Word	e:	Executive Administration Coordinator	Fortnightly	18/01/2023	The Planning Decisions Register is required under Section 375A of the *Local Government Act 1993*. This provides details of all Planning Decisions by the elected Council and includes which Councillors voted for and against a matter before Council. Records any Council Planning Resolution (also in minutes)	Yes	Yes	s375A, Local Government Act 1993
Customer Request Management	Authority	PSC App	Anita Marchant	As required		Register for all customer requests for internal and external customers.	Yes	Yes	Government Information (Public Access) Act 2009
Delegations	Word	EDRMS	Governance Manager/Public Officer	As required	6 January 2020	Provides information on delegations that may be sub-delegated by the General Manager to staff to undertake the function of the day to day operations of Council.	Yes	Yes	GIPA Act and Local Government Act 1993, s. 377
Designated Persons register	Hardcopy only	EDRMS	Governance Manager/Public Officer	As required	6 January 2020	Designated persons returns which includes has the potential to raise conflicts between private life and undertaking of working role (councillors and staff) eg pecuniary interest. A public interest test may apply to any release of this information.	Yes	Yes	Code of Conduct
Development Applications	Authority	PSC App	Development & Compliance Support Coordinator	Daily	31/01/2023	Development Applications, Construction Certificates, Subdivision Certificates & Occupation Certificates - also links to Clause 4.6 & DoP Performance monitoring data	Yes	Yes	Environmental Planning & Assessment Act 1979
Fire Safety	Authority	PSC App	Building & Certification Coordinator	As required	31/01/2023	Fire Register for Essential Fire Safety Measures - Commercial, Industrial, Units etc	Yes	Yes	Environmental Planning & Assessment Act 1979, Environmental Planning & Assessment Regulation
Gifts and Benefits	Word	EDRMS	Governance Manager/Public Officer	As required	6 January 2020	Declaration of all gifts and benefits forms accepted or rejected.	Yes	Yes	Local Government Act 1993 and GIPA (upon application)
Investments	Excel	f:	Finance Reporting Coordinator	Monthly	4 February 2021	Provides details on the investments Council currently has with various institutes, the current values, the returns Council should expect and the maturity dates.	Yes	Yes	Local Government General Regulation 2005 clause 212 Local Government Act, s. 375A
Land Register	Excel	e:	Strategic Property	Monthly	December 2022	Provides information on Council owned and managed land as required under s53 LG Act.	Yes	Yes	Local Government Act 1993
Notices/Orders	Authority	PSC App	Compliance Coordinator	As required	31/01/2023	All Notices/Orders that are issued from Development Assessment and Compliance -issued for Fire Safety	Yes	Yes	Protection of the Enviornment (POEO) Operations Act
Receipting	Authority	PSC App	Anita Marchant	Daily		Receipting of all Council payments	Yes	Yes	Local Government Act 1993
Significant Tree	Authority	PSC App	Environmental Management Team Leader	As required	30/01/2023	Records all trees deemed to be of significance or historical value in Council's LGA	Yes	Yes	Environmental Planning & Assessment Act 1979
Tree Preservation Order	Authority	PSC App	Joanne Atkins	As required		TPO DA Register	Yes	Yes	Environmental Planning & Assessment Act 1979
Tree Preservation Order Notifications	Authority	PSC App	Joanne Atkins 326	As required		TPO Notifications	Yes	Yes	Environmental Planning & Assessment Act 1979
Variation to Development Standards - Clause 4.6	Excel	PSC App	Development & Compliance Support Coordinator	As required	31/01/2023	Register of Determinations involving a variation to a development standard in accordance with clause 4.6 of the Port Stephens Local Environmental Plan 2013	Yes	Yes	Environmental Planning and Assessment Act 1979
Voluntary Planning Agreement on external website	Excel	f:	Senior Strategic Planner - Growth and Infrastructure	As required	30/01/2023	Register of all DA VPA's (EPA S7.4) within the LGA - eg pay money to PSC link for new road, then exhibit. F:/Section 94/Voluntary Planning Agreements has old website, no upload via RM8 (KF planning to move all to RM8)	Yes	Yes	Environment Planning & Assessment Act 1979