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ELECTION PERIOD POLICY 2020

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This policy, which is to be read in addition to the requirements of the *Local Government Act 1989*, was adopted by resolution of Darebin City Council on 6 November 2019.

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1 INTRODUCTION

The *Local Government Act 1989* (the Act) requires Council to prepare, adopt and maintain an Election Period Policy in relation to procedures to be applied by Council during the election period for a general election.

Council must continue to maintain the election period policy by reviewing and, if required, amending the policy not later than 12 months before the commencement of each subsequent general election period.

2 CONTEXT

Under Section 93B of the Act, an election period policy must include:

- Procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election
- Limits on public consultation and the scheduling of Council events
- Procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

Inappropriate decisions made by a Council during an election period includes:

- Decisions that would affect voting in an election
- Decisions that could reasonably be made after the election.

Section 55 of the Act imposes limitations on Council publications during a local government general election period (prohibiting 'electoral matter' which is intended or likely to affect voting in an election). 55D of the Act states a council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer. This does not include the publication of any document published before the commencement of the election period or required to be published under any Act or Regulation.

Section 93A of the Act sets out major policy decisions that must not be made during a general election period:

- The employment, remuneration or termination of the Chief Executive Officer
- Contracts exceeding specified values (\$150,000 for goods and services, and \$200,000 for works contracts, or one per cent of the Council's revenue – whichever is higher)
- Entrepreneurial ventures exceeding specified values (\$100,000, or one per cent of the Council's revenue, whichever is higher).

Section 76D of the Act prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in their role, to gain an advantage, or disadvantage another (Misuse of Position).

3 OBJECTIVES

To support and ensure the conduct of good governance for Council and the organisation during Election Periods through the transparency and accountability of Councillors, Council officers, and candidates during an election period.

The policy complies with the *Local Government Act 1989*, which requires councils to have an election period policy that sets out requirements relating to conduct, decision making, transparency and equity, and use of Council resources during an election period.

4 APPLICATION

4.1 CANDIDATES FOR ELECTION

Councillors must comply with this policy, regardless of whether they intend to nominate or have already nominated as candidates for election.

Council Officers who are candidates for election must comply with this policy and in addition:

- (a) take leave from their duties for the duration of the election period in accordance with section 29(3) of the Act (if not enough paid leave is accrued, unpaid leave will be available).
- (b) return any council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information which is not available to the public for the duration of the election period.
- (c) immediately resign upon election in accordance with s 29(3) of the Act.

Council committee members who are candidates for election are expected to comply with this policy and in addition:

- (d) submit apologies for any committee meetings or other activities held during the election period.
- (e) return any council equipment, documents or information which is not available to the public for the duration of the election period.
- (f) immediately resign from the committee upon election.

Other candidates for election are expected to comply with the obligations of this policy where they apply.

5 POLICY DETAILS

5.1 ELECTION CARETAKER PERIOD

During the 'Election Period' for a General Election the Council will be deemed to be in 'Caretaker Mode'.

The Act defines the Election Period as being 32 days from the last day nominations for the election can be received, up until 6 pm on election day.

This policy defines an additional 'Pre-Election Period' – in addition to the 32 days – which will commence on the Entitlement Date – 57 days before the election day.

The Election Period and Pre-Election Period are graphically depicted below.

This approach is consistent with the Election Period Policy adopted by Council prior to the 2016 General Elections.

Election Period and the Pre-election Period

The Local Government Act defines the 'Election Period' as the period that starts on the last day on which nominations for that election can be received and ends at 6pm on election day (32 days). This policy defines an additional 'Pre-election period' as beginning at 4pm on the Entitlement Date and ending at the commencement of the Election Period (57 days).



During this extended election period Councillors:

- Will continue to fulfil their duties
- Will continue to engage, and communicate with, the community in their Councillor role
- Must comply with the Act and Councillor Code of Conduct, and
- Must not use their position to influence Council officers, or access Council resources or information, in support of any election campaign or candidacy

5.2 MAJOR POLICY DECISIONS

Section 93A of the Act prohibits the making of 'Major Policy Decisions' during the election period.

Major Policy decisions are defined by the Act. A major policy decision means any decision:

- Relating to the employment or remuneration of a Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer;
- To terminate the appointment of the Chief Executive Officer under section 94 of the Act;
- To enter into a contract the total value of which exceeds whichever is the greater of \$150,000 or 1% of the Council's revenue from rates in the preceding financial year; and
- To exercise any power under section 193 of the Act if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year. Section 193 of the Act relates to the entrepreneurial powers of Council.

If the Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by the Council not making a particular Major Policy Decision, the Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 93A(2) of the Act.

It shall be the ultimate responsibility of the Chief Executive Officer to determine if a matter is a major policy decision. Where possible, the Chief Executive Officer will ensure that matters are

scheduled for Council to ensure that major policy decisions are resolved prior to the commencement of the Election Period or scheduled for determination by the incoming Council.

5.3 INAPPROPRIATE DECISIONS

Council will avoid making decisions that would affect voting at an election or decisions that may unreasonably bind an incoming Council and could be deferred until after the election. These are defined in the Act as inappropriate decisions.

Examples of inappropriate decisions include:

- Allocating community grants or other direct funding to community organisations
- Major planning scheme amendments
- Changes to strategic objectives and strategies identified in the Council Plan
- Adopting policy
- Setting advocacy positions.

Council will however, allow an exception to this principle where:

- A decision will be considered only if absolutely necessary for Council operational purposes or pursuant to a statutory requirement.

The only items to be considered at an Ordinary Council or Special Council Meeting held during the election period, will be matters of a routine administrative or operational nature that require a resolution of Council and will include administrative items to complete the Council's term of office, for example, assemblies of Council, and delegates reports.

At a Meeting designated to consider Planning and Related Matters, only permit applications that may otherwise be subject of an application to VCAT on the grounds Council has failed to determine within the prescribed time will be considered.

Considerations for Officers with Delegated Authority

Before making decisions under delegated authority during the election period, officers should consider the following:

- Whether the decision is 'significant'
- The urgency of the issue (that is, can it wait until after the election?)
- The possibility of financial repercussions if it is deferred
- Whether the decision is likely to be controversial
- The best interests of Council.

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance & Performance in the first instance.

5.4 CARETAKER STATEMENT

During the election period, the Chief Executive Officer will ensure that a Caretaker Statement is included in every report submitted to the Council or to a special committee of Council for a decision.

The Caretaker Statement will specify one or more of the following:

- The recommended decision is not a Major Policy Decision, as defined in section 93A of the *Local Government Act 1989*, or an Inappropriate Decision within the meaning of the Election Period Policy.
- The recommended decision is not a Major Policy Decision, as defined in section 93A of the *Local Government Act 1989*. The recommended decision is an Inappropriate Decision

within the meaning of the Election Period Policy, but the following negative consequences of a failure to make a decision on this matter outweigh the consequences of binding an incoming Council. *[Insert description of negative consequences of failure to make decision]*.

- The recommended decision is a Major Policy Decision, as defined in section 93A of the *Local Government Act 1989*, but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date].

During the election period, the Council will not make a decision on any matter or report that does not include one of these Caretaker Statements.

Councillors will refrain from moving motions or raising matters at a meeting that could potentially influence voting at the election.

5.5 CANDIDACY

A Councillor must not use Council resources for candidacy, or any purpose that may be perceived as being used for candidacy (individual or political party). This applies to a Councillor standing in local, state, or federal government elections, and for any other elected positions, for example, positions on boards. Such use would constitute misuse of position by the Councillor.

5.6 STATE AND FEDERAL GOVERNMENT ELECTIONS

Councillors will ensure there is a demonstrable distinction between their obligations to Council and their personal interests as a candidate, or member of a political party, in an election period prior to a state or federal election.

In accordance with the adopted Councillor Guidelines for State and Federal Elections 2018 a Councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as a candidate in a state or federal election, is a 'Prospective Candidate' and will provide written advice to the Chief Executive Officer, as soon as practicable, who will then advise all Councillors.

Councillors must comply with the provisions of the adopted Councillor Guidelines for State and Federal Elections 2018

5.7 COUNCIL PUBLICATIONS

Public resources, including Council Publications, must not be used in a way that would influence the way people vote in elections.

Electoral matter

The Council will ensure that it complies with section 55D of the Act which requires that a Council does not print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.

The following definitions from the Act are noted:

Section 3(1) 'electoral advertisement, handbill, pamphlet or notice' means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting;

'publish' means publish by any means including by publication on the Internet;

Section 3(1A) 'electoral matter' means matter, which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the Returning Officer for the purposes of conducting an election.

- Section 3(1B) without limiting the generality of the definition of 'electoral matter', matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on -
- (a) the election; or
 - (b) a candidate in the election, or
 - (c) an issue submitted to, or otherwise before, the voters in connection with the election.

The Chief Executive Officer must certify a Council publication does not include 'electoral matter' before it can be issued. The Chief Executive Officer can authorise an officer/s to vet material, however only the Chief Executive Officer can formally certify material for publication (this function may not be delegated). Council will not issue, publish or distribute any publication during an election period, other than media and social media responses/statements on a service or issue, or those that are required under an Act or regulation, or the Annual Report media release.

'Publications' include hard copy and electronic advertisements, promotional media releases, fliers, posters, newsletters/updates, booklets, surveys, invitations and group mailouts/emails.

Any publications to be issued during the election period are to be forwarded to the relevant General Manager for approval, and then sent to the Council Business / Governance Unit for vetting for electoral matter. Once vetted, the publication will then be submitted to the Chief Executive Officer for certification. Appendix 1 contains the certification memorandum required for a publication during the election period.

Council publications available in Council facilities will be reviewed before the election period to identify and temporarily remove anything that might reasonably influence the election.

The Chief Executive Officer, or delegate, will be the primary spokesperson for Council communications during an election period.

Media and social media responses and statements will only be issued during an election period in the name of the Chief Executive Officer. These will be subject to certification by the Chief Executive Officer.

Council officers will not make any public statement that could be construed as influencing the election.

Annual Report

It is a requirement of the Act that Council's Annual Report is prepared and submitted to the Minister for Local Government by the end of September. As this is a statutory requirement, it does not require certification by the Chief Executive Officer.

5.8 COUNCIL RESOURCES

The Council will also ensure other Council resources are not used inappropriately in ways that may influence voting in an election. This includes financial, human and material resources. Any staff member who considers that a particular use of Council resources may influence voting in the election must advise their General Manager or the Chief Executive Officer and obtain approval before authorising, using or allocating the resource.

In applying these principles, the Council understands that the following will be the normal practice during the election period:

- Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during the Caretaker Period, and will not be used for the personal advantage of any Councillor or candidate in connection with any election. This does not apply to the provision of space for the Returning Officer.

- No new publications or pamphlets, including Darebin Community News will be published by Council during the election period.
- Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operations of the Council and such speeches will not be circulated or available for publication.
- No Council logos, letterheads, business cards, photos or other City of Darebin Council branding will be used for, or linked in any way, to a candidate's election campaign.
- Candidates will not be provided access to databases, contact lists, property counts, email addresses or any other information that would assist in mailing or other distribution of election material
- It is recommended that staff who are either following Councillors / candidates Facebook pages or who are friends with them unfriend the Councillor / candidate during this period.
- There will be no Ward or Councillor ' Meet and Greet ' meetings held.
- The Executive Officer to the Mayor and Councillors or any other Council staff member will not be asked to undertake any tasks connected directly or indirectly with electioneering.
- Reimbursements of Councillors' out-of-pocket expenses during the Election Period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- Where Councillors have Council funded equipment, including laptops, tablets, printers and mobile phones, these are not to be used for election purposes or in a manner that could be perceived as supporting or being connected with a candidate's election campaign.

Council Facilities and Meeting Rooms

Council Facilities / Halls for Hire are able to be hired by Federal and State political members and officers, and local candidates (including Councillors) at the normal corporate hire rate determined for the facility, in the lead up to an election, but not during an election period.

To avoid a perception that Council facilities are being used to promote any candidacy, no promotional material related to the event / hired use, apart from directional signage, is able to be displayed in the common public areas of the facility being hired. This will be advised at time of booking.

Candidates wishing to conduct electioneering activities in public space, for example, a stall at a shopping strip or park, must act in accordance with Council's local laws and procedures. No other promotional material, including signage, posters, flyers or banners, for any political candidacy is permitted on Council land or in its facilities at any time.

Use of the Title 'Councillor'

Councillors may use the title Councillor in their election material, as they continue to hold office during the election / caretaker period.

While a Councillor can refer to themselves as Councillor in all communication issued by the Councillor (verbal or written), it must be made clear that it is the communication of a candidate and not a position of Council.

Photographs and Images

Photographs and images paid for by Council or taken by Council officers are not to be used in electoral material for any candidate. This includes images of Councillors, Council events, and Council owned or maintained infrastructure.

Photographs taken by Councillors, their family or friends, or professional photos they have directly commissioned and paid for, may be used in electoral material.

5.9 ELECTION SIGNAGE OF COUNCIL LAND

In order to ensure Council resources including buildings and land will not be used to support any electioneering activity, Council prohibits any type of candidate election signage being erected on or displayed on Council land, including;

- Council owned / managed parks, reserves, building (exteriors) and nature strips
- Road dividing strips (median strips, traffic islands, roundabouts)
- Trees, shrubs or plants, street signs, traffic control signs, parking signs

If election signage is displayed on Council land Council may request the immediate removal of the signage by the owner or candidate or may remove the signage without notification to the owner or candidate.

Council will report instances of the display of election signage on Council land for a local government election to the Victorian Electoral Commission. Council will provide guidance on its website and to nominating candidates regarding the erection of election signage on private property.

5.10 PUBLIC CONSULTATION AND COUNCIL EVENTS

Public consultation is an integral part of Council's policy development process and operations, however, there are concerns that consultation undertaken close to a general election may become an issue in itself and influence voting.

Council events in the lead up to an election can also raise concerns over the potential use of sitting Councillors using them for electioneering purposes.

If consultation must be undertaken or an event held during this time, the Council must explain to the community the special circumstances making it necessary and how the risks influencing the election will be mitigated or prevented.

Therefore:

- No public consultation under section 223 of the Act will be conducted during this period.
- Consultation for the purpose of planning permit applications and operational issues such as canvassing residents' views on small-scale traffic treatments, installation of single trees and the like will be allowed as they are operational in nature and are unlikely to impact the conduct of the election.
- Consultation on larger projects and initiatives, strategies or plans will not occur during the election period.
- Civic Events will cease during this time.
- No election material or active campaigning is to be conducted at Council sponsored festivals.

Councillors may attend external events as a representative of Council however must not use the opportunity to promote their election campaign.

5.11 EQUITABLE ACCESS TO COUNCIL INFORMATION

The Council recognises that all election candidates have a right to information from the Council administration. However, it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and transparency will be observed and practised in the provision of all information and advice during the election period.

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council policies and services. All such requests are to be issued through the offices of the responsible Council General Manager who will maintain a register of requests made and advice provided. Such information will not relate to new policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.

A copy of the document / advice will then be passed to the Manager Governance and Performance as issued during the Election Period. The document / advice will be emailed or provided in a hardcopy format to all sitting Councillors and candidates to access. Candidates will be advised of this process in writing.

An Information Request Register will be maintained by the Council Business / Governance Unit during the Election Period. This Register will be a public document that records all requests for information by Councillors and candidates, and the responses given to those requests. Only information that can be reasonably accessed will be released.

All requests for information are to be directed to the Manager Governance and Performance

5.12 PUBLICITY

It is recognised that Council publicity is intended to promote normal services or operations of the Council. Council publicity will not be used in any way that might be construed as intended to influence the outcome of the Council election.

- During the election period, no Council employee may make any public statement that could be construed as influencing the election. This does not include statements of clarification that are approved by the Chief Executive Officer.
- During the election period, publicity campaigns, other than for the purpose of conducting the election, will be avoided. Where a publicity campaign is deemed necessary for a Council service or operation, it must be approved by the Chief Executive Officer. In any event Council publicity during the election period will be restricted to promoting the normal services or operations of the Council.
- Any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer or the Manager Communications Engagement. In any event, no media advice and/or assistance or media releases will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors.
- Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of matters that could be construed as relating to an election campaign.

Information published on Council's website with regard to sitting Councillors will be limited to statements of facts about their roles and responsibilities as a Councillor. For example, contact details, roles and responsibilities as assigned by Council resolution.

Council Websites and Social Media

The only new material published on Council's websites or social medial sites during an election period will be:

- The Agenda and Minutes for any Council or Special Committee meetings;
- The Annual Report
- Key service disruption information

Service information already published on the website will be reviewed to ensure it does not include anything that might be seen as likely to influence the election.

5.13 ASSISTANCE TO CANDIDATES

A copy of this Policy must be given to each Councillor as soon as practicable after it is adopted, be available for inspection by the public at the Council office and be published on Council's website. The Chief Executive Officer will ensure that all Councillors, Managers and staff are informed of the requirements of this policy.

The Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to Candidates as part of the conduct of the Council Election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.

5.14 CONDUCT OF COUNCIL MEETINGS

Public Question Time and Submissions will be suspended at all Council meetings during the election period

During the election period, Councillors will limit their discussion during debate to the topic under consideration and will avoid raising electoral matter where possible

During the election period Notices of Motions will be suspended at all Council meetings.

Urgent Business will be listed however only admitted in accordance with Councils Governance Local law.

6 MISCELLANEOUS

During the Pre-election period or the Election period, the Chief Executive officer may, at her or his absolute discretion, introduce additional provisions to this policy where she or he believes they are necessary to support the achievement of its stated policy objectives.

Any changes made by the Chief Executive officer will be reflected in an update to this policy and published on Councils website and sent to all Councillors and candidates

7 MONITORING, EVALUATION AND REVIEW

The requirements of this policy will be monitored throughout the caretaker period to ensure compliance.

The policy will be further reviewed and updated not later than 12 months before the commencement of each subsequent general election period.

8 ASSOCIATED DOCUMENTS

Local Government Act 1989

Summary of Election Period Restrictions – Appendix 1

Certification Memo – Appendix 2

Summary of Election Period Restrictions

Appendix 1

		Pre-election Period 57 days before election	Election Period 32 days before election
4	Council staff standing as a candidate	No restriction	Must take leave and return all Council equipment and information
4	Committee member standing as a candidate	No restriction	Must lodge apologies for meetings and return all Council equipment and information
5(8)	Council resources used in conjunction with an election campaign	Not permitted	Not permitted
5(8)	Reimbursement of out of pocket expenses to Councillors	Cannot include expenses that could be perceived as electoral expenses	Cannot include expenses that could be perceived as electoral expenses
5(8)	Use of Council logo, branding of phone number in campaign material	Not permitted	Not permitted
5(8)	Officer assistance in preparing campaign material	Not permitted	Not permitted
5(8)	Officer provision of databases and contact lists	Not permitted	Not permitted
5(11)	Maintenance of an Information Request Register	Not required	Required
5(10)	Routine community consultation	Permitted	Permitted
5(10)	Significant community consultation	Permitted	Not permitted
5(7)	Printing, publishing or distributing a handbill, pamphlet or notice containing electoral matter	Permitted	Not permitted
5(7)-	Printing, publishing or distributing a handbill, pamphlet or notice <u>not</u> containing electoral matter	Permitted	Permitted following certification by the Chief Executive
5(8)	Publication of the Darebin News or similar publication	Permitted, subject to restrictions	Not permitted
5(12)	Councillor details on Council's website	Restricted to names, contact details and committee or other appointments	Restricted to names, contact details and committee or other appointments

		Pre-election Period	Election Period
5(12)	Employee of Council or subsidiary organisation making a public statement that could be construed as influencing the election	Not permitted, apart from clarifications made by the Chief Executive	Not permitted, apart from clarifications made by the Chief Executive
5(12)	Publicity campaigns for Council services or functions	Should be avoided where possible, and otherwise approved by the Chief Executive	Should be avoided where possible, and otherwise approved by the Chief Executive.
5(12)	Councillor requests for media assistance	Must be approved by the Chief Executive or delegate but cannot relate to election campaigns or promote individual Councillors	Must be approved by the Chief Executive or delegate but cannot relate to election campaigns or promote individual Councillors
5(2)	Council making Major Policy Decisions	Permitted	Not permitted, except in accordance with the Act
5(3)	Council making Significant Decisions (defined in Act as inappropriate decisions)	Permitted	To be avoided, except where it is urgent and cannot be deferred
5(14)	Public Question Time / Submissions at Council Meetings	Continues as normal	Suspended
5(14)	Discussion of matters and raising of Urgent Business	Continues as normal	Comments by Councillors not to include Electoral Matter. Urgent Business permitted
5(10) 5(12)	Councillor attendance at meetings, events and functions	Permitted	Permitted
5(10)	Speeches by Councillors at Council events	Permitted	Limited to a short welcome, with no reference to the election.
5(10)	Annual Mayoral fundraising event (or similar)	Not permitted	Not permitted
5(10)	Attendance by Councillors at external events as representatives of Council	Permitted, but Councillors not to use the opportunity to promote their election campaign.	Permitted, but Councillors not to use the opportunity to promote their election campaign.
5(13)	Enquiries to Council from candidates	Shall be referred to the Returning Officer	Shall be referred to the Returning Officer
6	Introduction of additional provisions by the Chief Executive	Permitted	Permitted



REQUEST FOR CERTIFICATION OF PUBLICATION DURING THE ELECTION PERIOD

1

Author to complete

Document description (attach document)	
Intended distribution channel	
I declare that this material contained in the attached document has been checked by me and to the best of my knowledge does not contain any electoral matter.	
Name and Title	
Signature	
Date	

2

Manager Governance and Performance (or delegate) to complete

I have reviewed the material contained in the attached document can advise that to the best of my knowledge it does not contain any electoral matter.	
Name and Title	
Signature	
Date	

3

Chief Executive to complete

In accordance with section 55D(1) of the Local Government Act 1989, I certify that the attached advertisement, handbill, pamphlet or notice may be printed, published or distributed during the election period on behalf of the City of Darebin	
Signature	Sue Wilkinson, Chief Executive Officer
Date	

SUBMISSION TO INFORMATION REQUEST REGISTER

1

Council officer to complete

Name of Councillor or candidate making the request	
Date of request	
Information requested (attach documents if required)	
Was information provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, got to 2)
Date information provided	
Information provided (attach documents if required)	

2

Submit to Manager Governance and Performance (or delegate) within 24 hours

3

Manager Governance and Performance (or delegate) to place on Register

CONTACT US

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u darebin.vic.gov.au



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TTY dial 133 677 or
Speak & Listen 1300 555 727
or iprelay.com.au, then enter 03
8470 8888



Speak Your Language
8470 8470