

DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

Section 222 of the *Local Government Act 1989* provides that a Council must ensure that a prescribed document is available for inspection at all reasonable times. Further, regulation 12 of the *Local Government (General) Regulations 2015* provides for a range of documents containing prescribed matters to be available for inspection.

The City of Darebin complies with the required legislation by publishing a wide range of documents on the [Darebin website](#). Prescribed documents that are not on the website are available for public inspection by contacting the Executive Manager Corporate Governance and Performance. The table below lists all prescribed documents and information on how to access those documents.

Prescribed Documents under the *Local Government Act 1989*

Legislative Provision	Document	How to access the document
Section 24B	Certified voters' roll	The Certified voters' roll is available for inspection for a short period before and after an election. During that specified period the Voters' Roll is available for inspection at Darebin Civic Centre, 274 Gower Street Preston. Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.
Section 62A	Election campaign donations returns lodged by Candidates at the previous election	The <i>Election Campaign Donations Return</i> is available for inspection on Council's website. Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.
Section 75B	Councillor Support and Expenses policy	The <i>City of Darebin Councillor Support and Expenses Policy</i> is published on Council's website and is also available for inspection at Darebin Civic Centre at Council's Customer Service Centres. Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.

Legislative Provision	Document	How to access the document
Section 76C	Councillor Code of Conduct	<p>The <i>City of Darebin Councillor Code of Conduct</i> is published on Council's website and is also available for inspection at Darebin Civic Centre at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 81(10)	Register of Interests – returns lodged by Councillors, members of Special Committees and nominated Council officers	<p>A written application is required to inspect the Register of Interests.</p> <p>Arrange an application and inspection by contacting the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 93B(4)	Election Period Policy	<p>The <i>City of Darebin Election Period Policy</i> is published on Council's website and is also available for inspection at Darebin Civic Centre at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 120	Local Laws which are in force in the municipal district	<p>Current <i>Local Laws</i>, including the <i>Governance Local Law</i> are published on Council's website and are also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 125(11)	Council Plan	<p>The current <i>Council Plan</i> is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 126(4)	Strategic Resource Plan	<p>The current <i>Strategic Resource Plan</i> is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>

Legislative Provision	Document	How to access the document
Section 130(9)	Council Budget	<p>The current <i>Council Budget</i> is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 133(3)	Annual Report	<p>The current <i>Annual Report</i> is published on Council's website is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 161(3)	Differential Rate Note: Prescribed information in relation to differential rates declared by the Council is contained in the <i>Council Budget</i>	<p>The current <i>Council Budget (incorporating prescribed information about differential rates)</i> is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 186A(8)	Procurement policy	<p>The City of Darebin <i>Procurement Policy</i> is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 208F	Best Value Program - quality and cost standards for services provided to community	<p>The current <i>Annual Report (incorporating the Best Value Report)</i> is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres.</p> <p>Enquiries can be made to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>

Prescribed Documents under the *Local Government (General) Regulations 2015*

Legislative Provision	Document	How to access the document
Regulation 12(a)	Details of overseas or interstate travel undertaken in an official capacity by Councillors and members of Council staff	Inspection can be arranged by contacting the Executive Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 12(b)	Agendas and minutes of public Council meetings, held during the previous 12 months	<p><i>Agendas</i> for Council meetings are published on the Council's website a few days before the meeting and removed after the meeting.</p> <p><i>Minutes</i> of Council meetings held during the previous 12 months are published on Council's website.</p> <p>Enquiries to the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Regulation 12(c)	Minutes of public meetings of Special Committees held during previous 12 months	<p><i>Minutes of meetings of Special Committees</i> held during the previous 12 months are published on Council's website.</p> <p>Enquiries to the Executive Manager Corporate Governance and Performance, telephone 8470 8443</p>
Regulation 12(d)	Register of Delegations to Special Committees and to members of Council staff – including date of last review	<p>The <i>Register of Delegations to Special Committees</i> and the <i>Register of Delegations from Council to Council Staff</i> are published on Council's website.</p> <p>Inspection can also be arranged by contacting the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Regulation 12(e)	A document containing 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 the lease.	<p>The <i>Register of Finance and Operating Leases held</i> during the previous 12 months is available on Council's website.</p> <p>Inspection can also be arranged by contacting the Executive Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Regulation 12(f)	Register of Authorised Officers appointed under section 224 of the Local Government Act	Inspection can be arranged by contacting the Executive Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 12(g)	A list of donations and grants made by the Council during the previous 12 months, including the names of persons or bodies	Inspection can be arranged by contacting the Executive Manager Corporate Governance and Performance, telephone 8470 8443.

Legislative Provision	Document	How to access the document
	which have received a donation or grant and the amount of each donation or grant.	

Any person wishing to inspect a document that is not available on the Darebin website and who is not able to attend the Darebin Civic Centre during business hours, can contact the Executive Manager Corporate Governance and Performance by telephoning 8470 8443 to arrange a suitable inspection time.

In addition to the above listed documents, the following documents are also available on Councils website:

- Councillor Code of Conduct - Case Studies
- Councillor Guidelines for Pre-Selection or Nomination in Federal and State Elections
- Guidelines for Councillors on Advisory Committees
- Gifts and Hospitality Policy 2014
- Media Policy for the Mayor and Councillors
- Protected Disclosure Procedure and Guidelines 2015