

APPENDIX A

DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

Section 222 of the *Local Government Act* 1998 provides that a Council must ensure that a prescribed document is available for inspection at all reasonable times. Further, section 11 of the *Local Government (General) Regulations* 2004 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 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 Manager Corporate Governance and Performance, telephone 8470 8443.
Section 62A	Election campaign donations returns lodged by Candidates at the previous election	The 2012 Election Campaign Donations Return is available for inspection on Councils website. Enquiries can be made to the Manager Corporate Governance and Performance, telephone 8470 8443.
Section 75B	Councillor Support and Expenses policy	The City of Darebin Councillor Support and Expenses Policy 2013 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 Manager Corporate Governance and Performance, telephone 8470 8443.

Legislative Provision	Document	How to access the document
Section 76C	Councillor Code of Conduct	<p>The City of Darebin Councillor Code of Conduct 2013 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 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 120	Local Laws which are in force in the municipal district	<p>Current Local Laws, including the Governance Local Law 2013 are 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 125(11)	Council Plan	<p>The current Council Plan 2013-2017 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 126(4)	Strategic Resource Plan	<p>The current Strategic Resource Plan 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 130(9)	Council Budget	<p>The current Council Budget 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>

Legislative Provision	Document	How to access the document
Section 131(11)	Annual Report	<p>The current Annual Report 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 131(12)	<p>Auditor's Report</p> <p>Note: The Auditor's Report is incorporated into the Council's Annual Report</p>	<p>The current Annual Report (incorporating the Auditor's Report) 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 163(3)	<p>Differential Rate</p> <p>Note: Prescribed information in relation to differential rates declared by the Council is contained in the <i>Council Budget</i></p>	<p>The current Council Budget (incorporating prescribed information about differential rates) 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Section 186A	Procurement policy	<p>The City of Darebin Procurement Policy 2014 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 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 Annual Report (incorporating the Best Value Report) 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 Manager Corporate Governance and Performance, telephone 8470 8443.</p>

Prescribed Documents under the *Local Government (General) Regulations 2004*

Legislative Provision	Document	How to access the document
Regulation 11(a)	Allowances fixed for the Mayor and Councillors	Current Councillor Allowances are available on the Councils website. Inspection can also be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(b)	Details of total remuneration packages of Senior Officers of the Council for the current financial year and the previous year Note: Details of the total remuneration packages of Senior Officers of the Council are included in the Council's Annual Report	The current Annual Report (including the total remuneration packages of Senior Officers) is published on Council's website and is also available for inspection at Darebin Civic Centre and at Council's Customer Service Centres Enquiries to the Manager Corporate Governance and Performance, telephone 8470 8443
Regulation 11(c)	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 Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(d)	Names of Council officers who were required to submit a return of interest during the financial year, and the dates the returns were submitted	Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(e)	Names of Councillors who submitted returns of interest during the financial year, and the dates the returns were submitted	Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(f)	Agendas and minutes of Council meetings, held during the previous 12 months	Agendas for Council meetings are published on the Council's website a few days before the meeting and removed after the meeting. Minutes of Council meetings held during the previous 12 months are published on Council's website. Enquiries to the Manager Corporate Governance and Performance, telephone 8470 8443.

Legislative Provision	Document	How to access the document
Regulation 11(g)	List of Special Committees established by Council and their purpose	<p>A list of the Special (Standing) Committees established by Council is published on Council's website.</p> <p>The Charters for each of the current Special Committees are included in the Minutes of the Special Council Meeting held on 12 November 2013</p> <p>Enquiries to the Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Regulation 11(h)	List of Special Committees abolished by Council or which ceased to function during the financial year	<p>There were no Special Committees abolished for the 2012/2013 financial year.</p> <p>Enquiries to Manager Corporate Governance and Performance telephone 8470 8443</p>
Regulation 11(i)	Minutes of meetings of Special Committees held during previous 12 months	<p>Minutes of meetings of Special Committees held during the previous 12 months are published on Council's website.</p> <p>Enquiries to the Manager Corporate Governance and Performance, telephone 8470 8443</p>
Regulation 11(j)	Register of Delegations to Special Committees and to members of Council staff – including date of last review	<p>The Register of Delegations to Special Committees and the Register of Delegations from Council to Council Staff are published on Council's website.</p> <p>Inspection can also be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Regulation 11(k)	Submissions received under section 223 of the Local Government Act during the previous 12 months	<p>Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.</p>
Regulation 11(l)	<p>Agreements to establish Regional Libraries</p> <p>Note:</p> <p>Darebin City Council is not a party to a Regional Library Agreement</p>	Not Applicable

Legislative Provision	Document	How to access the document
Regulation 11(m)	Details of all property, finance and operating leases involving land, buildings, plant, computer equipment and vehicles entered into by the Council as lessor or lessee including the name of the other party to the lease and the terms and the value of the lease	The Register of Finance and Operating Leases 2013/2014 is available on Council's website. Inspection can also be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(n)	Register of Authorised Officers appointed under section 224 of the Local Government Act	Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(o)	A list of donations and grants made by the Council during the financial year, including the names of persons or bodies which have received a donation or grant and the amount of each donation or grant.	Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443. Note: Recipients of the 2013/2014 Community Grants Program are listed in the minutes of the Council meeting held on 5 August 2013.
Regulation 11(p)	A list of the names of the organisations of which the Council was a member during the financial year and details of all membership fees and other amounts and services provided during that year to each organisation by the Council.	The Register of Council Memberships 2013/2014 is published on Council's Website. Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.
Regulation 11(q)	A list of contracts valued at \$100,000 (or such other higher amount fixed from time to time) or more which the Council entered into during the financial year without first engaging in a competitive process and which are not contracts referred to in section 186(5) of the Local Government Act Note: On 5 August 2008, the Minister for Local Government lifted the 'public tender threshold' to \$150,000 for the purchase of goods and services and to \$200,000 for the carrying out of works	Inspection can be arranged by contacting the Manager Corporate Governance and Performance, telephone 8470 8443.

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 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 2013