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Freedom of Information – Part II Statement

Updated September 2026

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Statement 1: Organisation and functions

About Darebin City Council

The City of Darebin is a metropolitan municipality in Melbourne's inner and northern suburbs, covering approximately 54 square kilometres and including the suburbs of Preston, Northcote, Thornbury, Reservoir, Kingsbury and parts of Bundoora, Alphington and Fairfield. It was established on 22 June 1994 through the amalgamation of most of the former Cities of Preston and Northcote, together with smaller areas from neighbouring municipalities. Darebin's municipal offices are located in Preston.

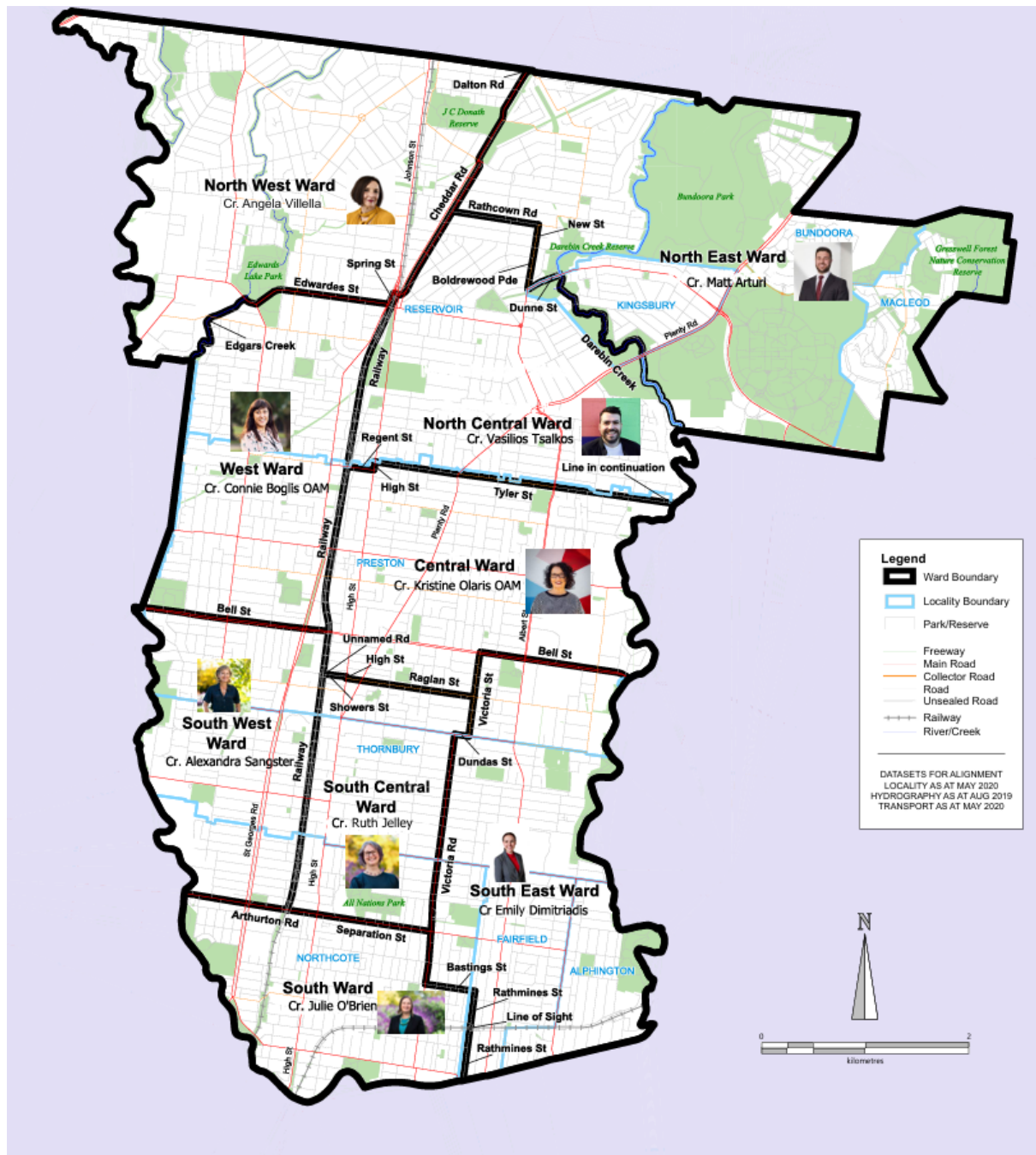
Darebin is a densely populated and highly urbanised municipality characterised by established residential neighbourhoods, major activity centres, extensive public transport connections, parks, sporting facilities and community infrastructure. The municipality contains a mix of housing types, from heritage streetscapes in Northcote and Thornbury to newer residential development in Reservoir and Bundoora.

The Darebin community is recognised for its cultural diversity, social inclusion and strong civic participation. Residents come from a wide range of cultural, linguistic and socioeconomic backgrounds, contributing to a vibrant local identity. The municipality supports a broad range of community services, arts and cultural programs, libraries, recreational facilities and local events that reflect the diversity of its population.

Darebin has a well-established reputation for community engagement, environmental sustainability and support for local arts and businesses. Activity centres such as Preston Market, High Street Northcote and Thornbury's shopping and dining precincts serve as important economic and social hubs, attracting both residents and visitors from across Melbourne.

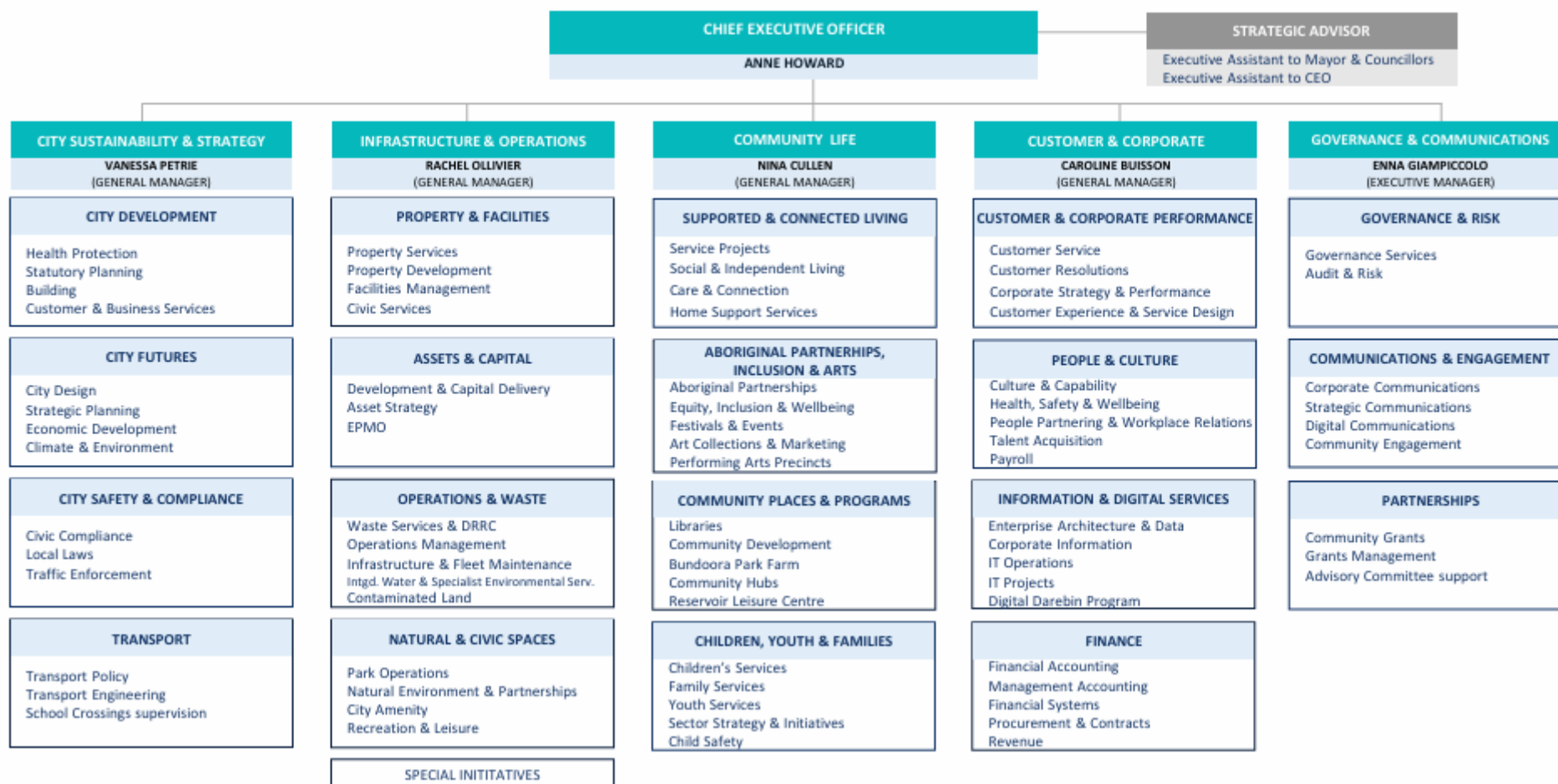
Today, Darebin is represented by a council of nine councillors elected from nine single-member wards, providing local governance for a diverse and growing community within Melbourne's northern region.

Information on Council's current Councillors is available on [Council's website](#).



Organisational Structure

as at July 2026



Location and contact details

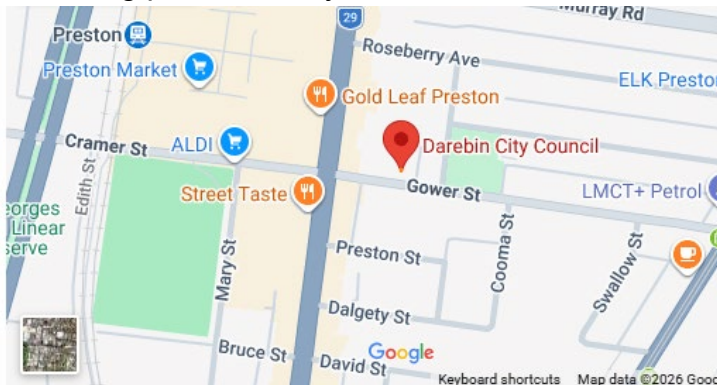
Darebin has customer services offices located in Preston, Northcote and Reservoir.

Preston Customer Service Centre

Address: 274 Gower Street, Preston

Monday to Friday; 8.30am-5pm

Excluding public holidays

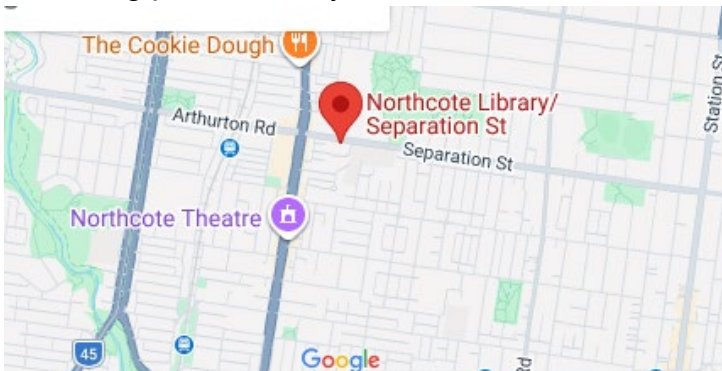


Northcote Customer Service Centre

Address: 32-38 Separation Street, Northcote

Monday to Friday; 10am-5pm

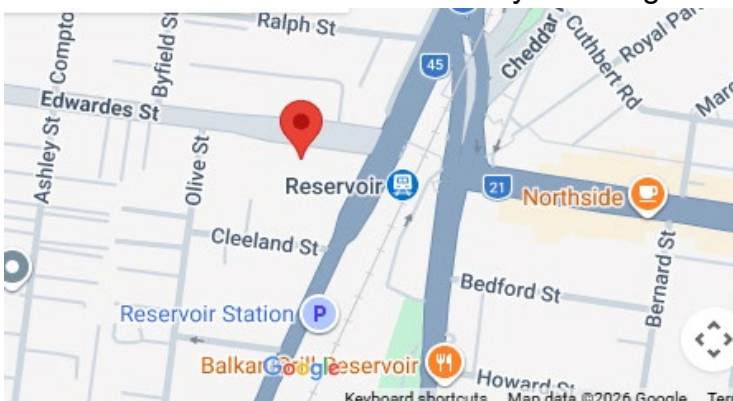
Excluding public holidays



Reservoir Customer Service Centre

Address: 23 Edwardes Street, Reservoir

Located inside Reservoir Community Learning Centre (RCLC)



Role of Council

Local Government is the level of government closest to the community. Section 8 of the *Local Government Act 2020* prescribes that the role of council is to provide good governance for the benefit and wellbeing of its municipal community in accordance with the governance principles set out in Section 9 of the *Local Government Act 2020*.

The following are the overarching governance principles:

- a. Council decisions are to be made and actions taken in accordance with the relevant law;
- b. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d. the municipal community is to be engaged in strategic planning and strategic decision making;
- e. innovation and continuous improvement is to be pursued;
- f. collaboration with other Councils and Governments and statutory bodies is to be sought;
- g. the ongoing financial viability of the Council is to be ensured;
- h. regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
- i. the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles, Council must take into account the following supporting principles:

- The community engagement principles in sections 55 and 56 of the Local Government Act
- The public transparency principles in sections 57 and 58 of the Local Government Act
- The strategic planning principles in section 89 of the Local Government Act
- The financial management principles in sections 101 and 102 of the Local Government Act.

The following relevant documents are available on Council's website:

- Community Engagement Policy
- Public Transparency Policy
- Plans and Strategies
- Strategic Asset Management Policy
- Complaints Policy

Role of Mayor and Councillors

Role of the Mayor

Section 18(1) of the Act states that role of the Mayor is to:

- a) chair Council meetings
- b) be the principal spokesperson for the Council
- c) lead engagement with the municipal community on the development of the Council Plan
- d) report to the municipal community, at least once each year, on the implementation of the Council Plan
- e) promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct
- f) assist Councillors to understand their role
- g) take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer
- h) provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings
- i) perform civic and ceremonial duties on behalf of the Council

Role of a Councillor

The role of Councillors under section 28 of the Act:

- a) to participate in the decision making of the Council
- b) to represent the interests of the municipal community in that decision making
- c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing the role of a Councillor, a Councillor must

- a) consider the diversity of interests and needs of the municipal community
- b) support the role of the Council
- c) acknowledge and support the role of the Mayor
- d) act lawfully and in accordance with the oath or affirmation of office
- e) act in accordance with the standards of conduct
- f) comply with Council procedures required for good governance

Section 28 of the Act states that the role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

Local Government functions and activities

Council has responsibility for managing a broad range of functions, activities and services. These include:

- Aged and disability services
- Animal Management
- Arts and cultural services
- Assets and civic facilities management
- Building services
- Children and family services
- Community development
- Economic development
- Environmental management
- Heritage
- Leisure and recreation services
- Library and learning services
- Maternal child health care
- Open space planning
- Parking management
- Public health and safety
- Roads, footpaths and drainage
- Traffic safety
- Transport planning
- Strategic and statutory planning
- Waste management and recycling
- Youth services

Darebin's functions and services are also represented in the Organistional Structure found earlier in this document.

Key legislation, regulations and Local Laws relevant to Darebin City Council

Council performs its functions through the enforcement and administration of a number Acts, Regulations and Local Laws.

Council's Local Laws are available on Council's website at: [Local laws City of Darebin](#)

The following indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

Aboriginal Heritage Act 2006	Family Violence Protection Act 2008
Associations Incorporation Reform Act 2012	Fences Act 1968
Audit Act 1994	Filming Approval Act 2014
Building Act 1993	Fines Reform Act 2014
Building Regulations 2018	Fire Services Property Levy Act 2012
Catchment and Land Protection Act 1994	Flora and Fauna Guarantee Act 1988
Charter of Human Rights and Responsibilities Act 2006	Food Act 1984
Child Wellbeing and Safety Act 2005	Freedom of Information Act 1982
Children, Youth and Families Act 2005	Freedom of Information Regulations 2019
Children's Services Act 1996	Gambling Regulation Act 2003
Circular Economy Act 2021	Gender Equality Act 2020
Climate Change Act 2017	Graffiti Prevention Act 2007
Conservation, Forests and Land Act 1987	Health Records Act 2001
Country Fire Authority Act 1958	Health Records Regulations 2023
Country Fire Authority Regulations 2014	Heavy Vehicle National Law Application Act 2013
Crown Land (Reserves) Act 1978	Heritage Act 2017
Cultural and Recreational Lands Act 1963	Housing Act 1983
Dangerous Goods Act 1985	Impounding of Livestock Act 1994
Dangerous Goods (Explosives) Regulations 2022	Independent Broad-based Anti-corruption Commission Act 2011
Development Victoria Act 2003	Infringements Act 2006
Disability Act 2006	Infringements Regulations 2016
Domestic Animals Act 1994	Land Act 1958
Domestic Building Contracts Act 1995	Land Acquisition and Compensation Act 1986
Drugs, Poisons & Controlled Substances Regs 2017	Land Acquisition & Compensation Regulations 2021
Education & Care Services National Law Act 2010	Liquor Control Reform Act 1998
Education and Training Reform Act 2006	Livestock Disease Control Act 1994
Electoral Act 2002	Local Government Act 1989

Electricity Safety Act 1998	Local Government Act 2020
Emergency Management Act 2013	Local Government (General) Regulations 2015
Environment Protection Act 2017	Local Government (Electoral) Regulations 2020
Environment Protection Regulations 2021	Local Government (Governance & Integrity) Regulations 2020
Estate Agents Act 1980	Local Government (Planning & Reporting) Regulations 2020
Family Violence Protection Act 2008	Local Government (Land Information) Regulations 2021
Occupational Health and Safety Regulations 2017	Local Government (Long Service Leave) Regulations 2021
Pipelines Act 2005	Major Transport Projects Facilitation Act 2009
Planning and Environment Act 1987	Mineral Resources (Sustainable Development) Act 1990
Planning and Environment Regulations 2015	National Parks Act 1975
Planning & Environment (Fees) Regulations 2016	Road Safety (General) Regulations 2019
Privacy and Data Protection Act 2014	Road Safety (Traffic Management) Regulations 2019
Professional Engineers Registration Act 2019	Road Safety (Vehicles) Regulations 2021
Public Health and Wellbeing Act 2008	Road Safety Road Rules 2017
Public Health and Wellbeing Regulations 2019	Rooming House Operators Act 2016
Public Interest Disclosures Act 2012	Second-hand Dealers & Pawnbrokers Act 1989
Public Records Act 1973	Service Victoria Act 2018
Public Records Regulations 2013	Sex Work Decriminalisation Act 2022
Racial and Religious Tolerance Act 2001	Sheriff Act 2009
Residential Tenancies Act 1997	Sport and Recreation Act 1972
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	Subdivision Act 1988
Residential Tenancies Regulations 2021	Subdivision (Fees) Regulations 2016
Road Management Act 2004	Subdivision (Procedures) Regulations 2021
Road Management (General) Regulations 2016	Subdivision (Registrar's Requirements) Regulations 2016
Road Management (Works & Infrastructure) Regulations 2015	Summary Offences Act 1966
Transport (Safety Schemes Compliance &	Taxation Administration Act 1997

Enforcement) Act 2014	
Transport Integration Act 2010	Transfer of Land Act 1958
Unclaimed Money Act 2008	Victorian Data Sharing Act 2017
Valuation of Land Act 1960	Victorian Energy Efficiency Target Regulations 2017
Victoria State Emergency Service Act 2005	Victorian Environmental Assessment Council Act 2001
Victorian Inspectorate Act 2011	Victorian Local Government Grants Commission Act 1976
Victorian Planning Authority Act 2017	Water Act 1989

Decision making powers

Council derives its decision making powers from the *Local Government Act 2020*.

Decisions at Council Meetings

Individual Councillors have no power to make any decisions on behalf of Council. Councillors participate in collective decision-making when they come together at a properly constituted Council Meeting.

Council meetings are generally held on the fourth Tuesday of each month.

Council meetings generally begin at 6pm in the Council Chambers at 351 High Street Preston, with an agenda published on Council's website in advance of the Council Meeting. The minutes and recording are published on the website as soon as possible after the meeting. Council meetings are streamed live and can also be viewed later via the recording.

Council meetings are conducted in accordance with Council's Governance Rules which Council has developed and adopted as required by section 60 the Local Government Act.

All information in relation to Council meetings is available on Council's website: [Council meetings City of Darebin](#)

Decisions made under delegation

Council can delegate some of its powers, duties and functions to Council's CEO and members of Council staff to effectively and efficiently carry out its business. It can also delegate to Delegated Committees to make decisions on behalf of Council. These delegations are formalised through a written Instrument of Delegation. The decision of a delegate of Council is deemed to be a decision by Council.

Council maintains a [register of delegations](#) which is available on Council's website.

The procedure of Council meetings is specified under Council's [Governance Rules](#).

[Agendas and Minutes](#) for Council meetings from the past 10 years are available on Council's website.

Consultative Processes

Consultation is an important means of gathering community feedback and allow people to have a voice in the development of policies and processes that can impact them. The information assists Council to understand the community's views on a range of subjects to be considered by Council and aids planning for the future needs of the community.

Council has adopted a [Community Engagement Policy](#) which outlines the community engagement activities which form part of Council's decision making process. These may include decisions about strategic projects, policies or service delivery.

Darebin uses a range of consultation and engagement approaches, including:

- Surveys (online and hardcopy)
- Drop in and pop-up sessions
- Opinion poll
- Advisory committees
- Workshops
- Submissions process

There are several ways to engage with Council, as outlined on Council's website. Council also has a dedicated community engagement platform, [Your Say Darebin](#), where current projects can be viewed and feedback provided on initiatives where Council is seeking community input.

Public Questions

Public question time is provided at each of Council's monthly meetings. This provides members of the community with an opportunity to ask questions or make a submission to council.

Guidelines are provided on Council's website to help individuals prepare before submitting a question or submission. For further information, please refer to the [Public Questions Submissions and Registrations](#) page on the website.

Statement 2: Categories of documents

Information Management System

Council delivers a wide range of services and, as a result, manages a large volume of documents in various formats. These include documents created by Council as well as those received from external individuals, organisations, and agencies.

The *Public Records Act 1973* requires Victorian public sector agencies and officers to create and maintain full and accurate records of their decisions and activities. It also governs the retention and disposal of Council records.

Council's records encompass a broad range of document types and formats. To manage these records effectively, the Corporate Information Unit maintains five types of files:

1. Subject Files

Subject files contain information on a wide range of subjects that are not necessarily associated with a property or street file, however sometimes this can be related to an issue if we have grouped particular commonly reported matters into one folder by year. The list of subject file titles is broad and varied.

2. Street Files

These files contain information relating to a specific street or road, it can include but is not limited to:

- Load limits;
- Street furniture, street signs, nature strip trees, telephone booths, etc;
- Street construction and maintenance (not program information), road marking, pothole repairs, applications for footpath construction and repair nature strips, kerb and channel;
- Road closures, temporary or permanent;
- Parking and traffic management;
- Any other matter pertaining to the street including any decision made by Council/Committees and Officers relating to the street.

3. Property Files

Property files contain information on the technical aspects of the property; it can include but is not limited to:

- **Rates** – Notices of Acquisition and Disposition, Land Information Certificate Applications and Occupier advice;
- **Valuations** – Objections, complaints, Enquiries and Correspondence;
- **Health** – Copies of Annual Registrations, Prosecutions, EPA orders included on property files, Registered Premises Applications;
- **Local Laws** – Fire Hazard Notices, Prosecution, Unsightly Premises Orders, Animal Registrations and Complaints, Overhanging Tree Orders, etc; Any decision made by

Council/Committees and Officers relating to an individual property.

4. Contract Management Files

Contract Management files contain information in relation to the work leading up to the calling of vendors or request for quotations for the construction and/or maintenance of Council assets. Examples of documents held on Contract Management files include, but are not limited to:

- Asset location documents;
- Correspondence between authorities;
- Letters to and from residents in relation to the proposed works;
- Plans/drawings;
- Consultant's reports and correspondence;
- Internal memos (usually in the form of printed emails).

5. Vital Record Holdings

A vital records repository is also maintained which contains documents which contain vital information to Council. These include:

- Council Titles, Leases, Agreements & Contracts.

In addition to the five file types maintained by the Corporate Information Unit there are also many other file series throughout the Council which are created and maintained by the relevant departments. These file types include:

Unit Specific File Series

- Building Applications and Permits: managed internally by the Building Department;
- Planning Application Files: managed internally by the Planning Department;
- Recruitment Files: managed internally by the People and Culture Department;
- Personnel Files: managed internally by the People and Culture Department.

Storage and Archived Records

Archival records are stored offsite in accordance with best practice records management principles under the *Public Records Act 1973*. This includes regular archiving and disposal of records undertaken in accordance with the Public Records Office Victoria (PROV) retention and disposal authorities.

All files and archives that are stored offsite are recorded and tracked in Council's electronic document and records management system.

Statement 3: Documents available for public inspection or access

In accordance with sections 57 & 58 of the *Local Government Act 2020*, Council has adopted a [Public Transparency Policy](#). Council's Public Transparency policy describes Council's transparency, integrity, and accountability as being central to the principles and requirements that underpin local government democracy, accountability, conduct and enable the community to hold Council to account. The policy discusses how Council will make information readily available to the public.

Some documents are made available by public inspection in line with relevant legislation. These documents can be viewed at Council offices by contacting Customer Service on 8470 8888 in advance to arrange an inspection time.

Type of information	Manner
Register of building permits (<i>Building Act 1993</i> s31) including Notification of Building Surveyor (s80), Building Permit (s30) and Certificate of Final/Occupancy Permit (s73)	Available for inspection by any person during normal office hours and online on Council's website Building forms and links City of Darebin
Register of all emergency orders, building notices or building orders (<i>Building Act 1993</i> s126)	Available for inspection by any person during normal office hours and online on Council's website Building forms and links City of Darebin
Register of swimming pools and spas	Certain persons may inspect
Copy of any documents submitted with an application for a building permit (Building Regulations 2018 r50 and r51)	On request of an owner/mortgagee of the building/land or person authorised in writing by such person
Register of all registered dogs and cats (<i>Domestic Animals Act 1994</i> s18)	Made available for inspection upon request
Records of registrations, renewals and transfers in relation to a particular food premises, including details of orders to suspend or revoke registration of food premises (<i>Food Act 1984</i> (s43))	Available free of charge for public inspection
Copy of objection to planning permit applications (<i>Planning and Environment Act 1987</i> s57)	Made available for inspection free of charge at Council's office during office hours until the end of the period during which an application may be made for review of a decision on the application

A copy of agreements Council has entered into with an owner of land in the area covered by a planning scheme for which it is a responsible authority (<i>Planning and Environment Act 1987</i> s179(2)).	Made available for inspection at Council's office during office hours
A copy of Victorian Planning Provisions and any amendments to Victorian Planning Provisions s4H; I;	Available online at Darebin planning scheme and reference documents City of Darebin
A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme s18; 21;	This information is available online on Council's YourSay page (project specific page) or in person for inspection free of charge during office hours Also available online at Department of Transport and Planning Planning scheme amendments .
A copy of panel hearing reports on submissions to amend a planning scheme s26	Made available for inspection at Council's office during office hours and publicly available online at Department of Transport and Planning Planning Panels - Planning Panels
A copy of an amended planning scheme s42	Available online at Darebin planning scheme and reference documents City of Darebin
Copies of Council issued permits (Planning and Environment Act 1987 s70)	Available by contacting the Statutory Planning team on 8470 8850
Register of all applications for planning permits and decisions/determinations relating to permits (Planning and Environment Act 1987 s49)	Made available for inspection free of charge at Council's office during office hours and advertised plans are available online at Planning City of Darebin
Register of public roads (Road Management Act 2004 r9(b))	Available on Council's website
Municipal Public Health and Wellbeing Plan (<i>Public Health and Wellbeing Act 2008</i> 26(7))	Available on Council's website
Public Interest Disclosure Procedure (Public Interest Disclosure Act 2012 s58 and s59)	Available on Council's website

Statement 4: Publications

Council produces a range of publications such as newsletters and e-newsletters to ensure the community have easy access to information about Council's activities, services, facilities and resources.

Subscriptions

To find out the latest across different areas of interest newsletters, see [Council's website](#) about how you can subscribe.

Printed newsletter	
Darebin Community News	A printed newsletter distributed to all households in the municipality at the start of each season covering the latest news.
e-news subscriptions	
Your Darebin	A monthly community newsletter, keeping everyone connected with what's happening in local neighbourhoods across Darebin.
Darebin Visual Arts/Bundoora Homestead Arts Centre	Covering the latest events and exhibitions at Bundoora Homestead Arts Centre.
Darebin Arts: What's On Arts & Culture	The latest events and exhibitions at Darebin Arts Centre.
Darebin Performing Arts	The latest programs and shows at Darebin Arts Speakeasy.
Business enews	A monthly email newsletter for the latest info and updates about business events, grants, and opportunities.
Darebin Libraries	The latest information on free library events and services.
Darebin Loves Bikes	Darebin Loves Bikes e-news is a seasonal wrap of bike riding opportunities and tips with eight editions per year.
Disability Access	A regular email newsletter about all things access and inclusion in the community, including latest news, NDIS

	updates, workshops and training opportunities.
Early Years Connections	A quarterly newsletter designed to provide updates and information to educators across Darebin to support your practice.
East Preston Community Centre	The latest events and activities at East Preston Community Centre.
Keon Park Children's Hub	A monthly newsletter about what is coming up at Keon Park Children's Hub in Reservoir
Older and Active in Darebin (hardcopy version available at a Darebin Customer Service Centre)	A bi-monthly newsletter about upcoming events for older people. A hardcopy of the newsletter is also available.
Sustainable Darebin	A monthly newsletter dedicated to all things environment and sustainability.
Transport Updates	Receive information about new transport projects and consultations relevant to the Darebin area.
What's on Darebin Intercultural Centre	A monthly email newsletter outlining the activities and events at the Darebin Intercultural Centre.
What's on for Families	A monthly email newsletter highlighting the key events and activities in Darebin for families with young children.

Social Media

To keep up to date with what's happening you can connect with Council on social media. You can find our social media accounts on [Council's website](#).

Publicly available documents

In line with Council's Public Transparency Policy, the following Council information required under the *Local Government Act 2020* and the *Local Government Act 1989* is made available on Council's website:

- Agendas and Minutes of Council Meetings and Delegated Committees;
- Local Laws and Governance Rules;
- Council Plan and Annual Plan;

- Council Budget and Strategic Resource Plan;
- Code of Conduct – Councillors;
- Summary of Election Campaign Donation Returns;
- Summary of Personal Interest Returns; and
- Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest (see Statement 3 for a list of other registers)

Other Council documents and information to ensure the community is informed about Council's operations and functions can either be found on Council's website or upon request these include:

- [Adopted Council policies, plans and strategies;](#)
- Project and service plans;
- [Terms of Reference or Charters for Council Advisory Committees and Groups;](#)
- Consultations and community engagement processes undertaken by Council;
- Reporting from Advisory Committees and Reference Groups to Council;
- Audit and Risk Committee performance reporting;
- Relevant technical reports and/or research that informs decision making;
- Practice notes and operating procedures;
- Guidelines and manuals;
- Application processes for approvals, permits, grants and access to Council services;
- Submissions made by Council;
- [Register of planning permits and applications;](#)
- [Register of Building Permits, Occupancy Permits and temporary approvals;](#)
- [Registers of Delegation;](#)
- [Register of gifts, benefits and hospitality offered to Councillors or Council staff;](#)
- [Register of overseas and interstate travel undertaken by Councillors or Council staff;](#)
- [Register of conflicts of interest disclosed by Councillors or Council staff;](#)
- [Register of donations and grants made by Council;](#)
- [Register of leases entered into by Council, as lessor and lessee;](#)
- Register of authorised officers;
- Submissions received under section 223 of the Local Government Act 1989 until its repeal or received through a community engagement process undertaken by Council (if those submissions are not part of a Council report); and
- Any other registers or records required to be made available for public inspection under legislation (see Statement 3 for a list of other registers)

Statement 5: Freedom of Information Arrangements

What is Freedom of Information?

The *Freedom of Information Act 1982* (FOI Act) gives the public a legal, right of access to documents held by Ministers, State Government departments, Local Councils, most semi – government agencies and statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools.

The FOI Act not only gives people the right to request documents relating to their personal affairs, people can also request information about any of the activities of a government agency.

What information is available?

Individuals have a right to apply to any documents held by Council that are no older than 1 January 1989. Individuals can request access to documents relating to their personal affairs regardless of the age of the documents. Documents of an agency includes:

- Information in the physical possession of an agency
- Information supplied to the agency by an external organisation or individual
- Information an agency has the legal right to access or call for a copy of from another person or organisation (constructive possession).

The word ‘documents’ covers a broad range and include any written material in hardcopy or electronic form, maps, plans, films, photographs, emails and CCTV.

What information is not available?

Not all information is automatically available.

The FOI Act may not be used to process requests for documents that Council has already made publicly available or made available for free or for a fee, as part of Council’s internal process or in accordance with another Act.

The FOI Act set out several situations in which Council may refuse a person access to documents he/she has requested (Part IV of the Act). These are referred to as ‘exempt’ documents, and include information relating to:

- requests for documents which affect the personal affairs of another person; this is any identifiable information of somebody other than the applicant
- information protected by legal professional privilege
- confidential information (of a business or Council)
- law enforcement activities
- documents which are covered by secrecy provisions in other legislation
- or contain information supplied in confidence.

This should not deter you from asking for access as each document is assessed on its merits before a decision is made.

In some cases you may be refused access to the entire document. Alternatively, you may be given access to part of a document with the exempt information deleted or be made available through inspection only, for example due to copyright laws.

Before making a request

Before you make a formal request for access to documents, there are a number of things to consider.

Is the information you seek in a document?

The FOI Act gives you the right to request access to documents. Generally, you cannot request information that does not exist in an existing document or answers to questions under the FOI Act. Remember, a request must be for information contained in documents.

Identify the agency that has the document you seek

Contact Council to confirm if it has the document before making your request. Council may be able to tell you how to obtain the document without a formal request, or if another agency has the document.

Is the document you seek publicly available?

For example, it may be published on Council's website or available for purchase from Council.

Why do you want access to the document or information?

Consider informing Council of your reason for seeking access to the document or information, or if you plan to use the document or information for a specific purpose. This may assist Council to consider whether it can informally release the document or information to you without the need for a formal request.

Do I Need to Use Freedom of Information to Access Documents?

Many documents are available outside the requirements of the FOI Act through informal or administrative release arrangements. Where this is appropriate, Council may provide access to the documents without processing the request under the FOI Act.

Documents you may obtain without an FOI application include information which is available publicly, such as on a public register, and information which is available for purchase.

Please note that if you require documents for a court hearing or litigation, consult your legal representative regarding the options available to obtain access to them.

How do I make a request under Freedom of Information?

You can make a request, or you can authorise another person to make a request on your behalf. If you want someone to make a request on your behalf, for example, a solicitor, they must provide written authorisation.

For an application to be valid it must:

- i. be in writing,
- ii. clearly describe the documents that you are requesting
- iii. include the non-refundable application fee or evidence of qualification to have the fee waived or reduced (health care card, pension card, financial hardship)

You can lodge a Freedom of Information request via our online form and make payment online or, by downloading an application form from [Council's website](#) or in person at Customer Service - 274 Gower Street, Preston. Information about the fees and charges associated with making a request can be found on the [fact sheet](#) on the website.

If you believe that a document containing your personal information is inaccurate, incomplete, out of date, or misleading, you may request that it be amended or corrected. To make a request, you must have a copy of the document you wish to amend. There are no fees or charges for requesting an amendment or correction. All requests should be submitted to the Freedom of Information Officer.

Statement 6: Officers responsible for Freedom of Information

Principal Officer

Anne Howard

Chief Executive Officer

Freedom of Information Officer

Rosie Ferreira

Phone

8470 8888

Email

foi@darebin.vic.gov.au

Post

Freedom of Information Officer

Darebin City Council

PO Box 91

Preston VIC 3072

Statement 7: Committees established by Council

Council has established a range of committees and advisory groups to provide advice on a wide variety of issues, supporting community participation in policy and service development, as well as the effective management of Council functions.

Standing Committees are formal committees that either make decisions on behalf of Council, manage a service or facility on behalf of Council or advise and recommend to Council on specific functions or responsibilities.

Council has the following Standing Committees:

- Planning Committee
- Hearing of Submissions Committee
- Audit & Risk Committee
- CEO Employment Matters Committee

For further information about these committees, see Council's website [Council standing committees and representation City of Darebin](#)

Community Advisory Committees facilitate community participation and input into policy and service development. These committees are typically made up of councillors, council staff and community representatives.

To learn more about the advisory committees please refer to Council's website - [Community Advisory Committees City of Darebin](#)