

Documents for Public Inspection





Documents for Public Inspection

The East Gippsland Shire Council maintains a range of documents and registers for public inspection in accordance with the *Local Government Act 1989*, the *Local Government (General) Regulations 2015* and various other legislation.

Please note; there may be certain restrictions regarding public access to some of these documents or registers. The relevant Officer will inform you at the time of your enquiry if specific provisions apply.

The East Gippsland Shire Council seeks to provide excellent customer service and endeavours to display some documents at additional locations beyond the requirements of the Local Government Act or Regulations.

Viewing Locations:

| | | |
|--------------------------|---|--|
| Corporate Centre | 273 Main Street, Bairnsdale | |
| Bairnsdale Library | 22 Service Street, Bairnsdale | |
| Customer Service Centres | <ul style="list-style-type: none"> • Bairnsdale • Lakes Entrance • Omeo • Orbost • Mallacoota • Paynesville | <ul style="list-style-type: none"> 24 Service Street 18 Mechanics Street Day Street 1 Ruskin Street 70 Maurice Avenue 55 The Esplanade |
| Outreach Centres | <ul style="list-style-type: none"> • Bendoc Resource Centre • Buchan Resource Centre • Cann River Community Centre | <ul style="list-style-type: none"> 18 Dowling Street Dawson Street Princes Highway |
| Website | www.eastgippsland.vic.gov.au | |

- Hard copy documents may be viewed on site but not removed.
- Copies of some documents may be available upon request, standard photocopy charges may apply.
- All queries regarding Public Inspection Documents can be directed to Council's Governance Officer on 03 5153 9500.

| Document | Section of Act / Regulation | Public Folder located at Corporate Centre only | Corporate Centre available to view on request only | Service Centres | Bairnsdale Library | Outreach Centres | Website | Department - Officer Responsible | |
|---|--------------------------------------|--|--|-----------------------------|--------------------|------------------|---------|--|---|
| Agendas for and minutes of ordinary and special meetings held in the previous 12 months kept under section 93 of the Act except if the minutes relate to parts of meetings which have been closed to members of the public under section 89 of the Act; <ul style="list-style-type: none"> Record of Assembly of Councillors – contained within Council Minutes | Section 93 General Regulation 12 (b) | ✓ | | ✓ (Current meeting only) | | | ✓ | Office of the CEO Corporate - Governance and Compliance Officer | 1 |
| Annual Report | Section 133 (3) | ✓ | | ✓ | ✓ | ✓ | ✓ | Office of the CEO - Manager Communications and Corporate Strategy | 2 |
| Budget – adopted | Section 130 (9) | ✓ | | ✓ | ✓ | ✓ | ✓ | Corporate - Executive Manager Finance | 3 |
| Council Plan | Section 125 (11) | ✓ | | ✓ | ✓ | ✓ | ✓ | Office of the CEO - Manager Communications and Corporate Strategy | 4 |
| Councillor Code of Conduct and Good Governance | Section 76C (6) | ✓ | | ✓ | | | ✓ | Corporate - Governance and Compliance Officer | 5 |
| Councillors Reimbursement Policy (Councillors Support and Expense Policy) | Section 75B | ✓ | | | | | ✓ | Office of the CEO | 6 |

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|---|---|--|--|-----------------|--------------------|------------------|-------------|--|----|
| Differential Rate Information | Section 161 (3) | ✓ | | | | | ✓ | Corporate -Executive Manager Finance | 7 |
| Election Donation Returns Register | Section 62A (2C) | | ✓ | | | | ✓ (summary) | Corporate - Governance and Compliance Officer | 8 |
| Leases - details of all property, involving land, buildings 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; | General Regulation 12 (e) | | ✓ | | | | | Corporate - Governance and Compliance Officer / PA Corporate | 9 |
| Minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months except if the minutes relate to parts of meetings which have been closed to members of the public under section 89 of the Act; | Section 86 Section 89 General Regulation 12 (c) | | ✓ (no special committees established) | | | | | Corporate - Governance and Compliance Officer / PA Corporate | 10 |
| 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; | General Regulation 12 (d) | | ✓ | | | | | Corporate - Governance and Compliance Officer / PA Corporate | 11 |

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|--|--|--|--|-----------------|--------------------|------------------|---------|---|----|
| Local Laws – currently operating in East Gippsland Shire | Section 120 | ✓ | | | | | ✓ | Corporate - Governance and Compliance Officer | 12 |
| Overseas or Interstate travel (with the exception of interstate travel by land for less than 3 days) undertaken in an official capacity by Councillors or Council staff in the previous 12 months, including the names of the Councillors, Council staff and the date, destination, purpose and total cost of the overseas or interstate travel; | General Regulation 12 (a) | | ✓ | | | | | Corporate - Governance and Compliance Officer / PA Corporate | 13 |
| Procurement Policy | Section 186A (8) | ✓ | | | | | ✓ | Corporate - Executive Manager Finance | 14 |
| Public Notices required to be given by Council | | | | | | | ✓ | Office of the CEO - Manager Communications and Corporate Strategy | 15 |
| Register of authorised officers appointed under section 224 of the Act; | Section 224 General Regulation 12 (f) | | ✓ | | | | | Corporate - Governance and Compliance Officer / PA Corporate | 16 |

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|---|--|--|--|-----------------|--------------------|------------------|---------|--|----|
| Register of delegations kept under sections 87 and 98 of the Act, including the date on which the last review under sections 86(6) and 98(6) of the Act took place; | Sections 87(1) And 98(4) General Regulation 12 (d) | | ✓ | | | | | Corporate - Governance and Compliance Officer | 17 |
| Register of Interests kept under Section 81 of the Act. | Section 81 | | ✓ Written application to view | | | | | Corporate - Governance and Compliance Officer | 18 |
| Council must ensure that any Quality or Cost standards it adopts are available for inspection by the public. | Section 208F | | ✓ | | | | | Corporate - Executive Manager Finance | 19 |
| Strategic Resource Plan | Section 126 (4) | ✓ | | ✓ | | | ✓ | Corporate - Executive Manager Finance | 20 |
| Protected Disclosure Policy and Procedure | s.59 Protected Disclosure Act 2012 | ✓ | | | | | ✓ | Corporate - Director Corporate - Governance and Compliance Officer | 21 |
| Electrical Line Clearance Management Plan – current version | Electricity Safety (Electric Line Clearance) Regulations 2015 Section 10 (7) | ✓ | | | | | ✓ | Parks and Gardens Coordinator | 22 |