

Documents for Public Inspection

The following documents and registers are available for public inspection, as required by the *Local Government Act 1989* and *Local Government (General) Regulations 2004*. All documents may be inspected at the Moira Shire Council Office, 44 Station Street, Cobram, with some also being accessible via Council's website.

It is usually best to make an appointment to arrange an inspection of a document. Please contact Council's Customer Service Team Leader on 5871 9222 to arrange a viewing time.

- Agreements to establish regional libraries
- Allowances fixed for the Mayor and Councillors
- Annual Report
- Best Value quality and cost standards
- Budget (adopted or revised) for current financial year
- Council Agendas and Minutes for the previous 12 months
- Council Plan
- Councillor Code of Conduct
- Election campaign donation returns
- List of all special committees established by Council and the purpose for which each committee was established
- List of all special committees established by Council which were abolished or ceased to function during the financial year
- List of donations and grants made by Council during the financial year including the names of recipients and the amounts received
- Local Laws
- Minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months
- Names of councillors who submitted a return of interest during the financial year and the dates the returns were submitted
- Names of officers of the Council who were required to submit a return of interest during the financial year and the dates the returns were submitted
- Names of organisations and the amounts paid in membership fees to organisations of which Council was a member during the financial year
- Overseas or interstate travel (with the exception of travel by land < 3 days) undertaken in an official capacity by Councillors or any Council employee in the previous 12 months
- Procurement Policy
- Register of authorised officers appointed under section 224 of the Act

- Register of contracts entered into by Council, without engaging in a competitive process (\$150,000 or more - goods and services) or (\$200,000 or more - carrying out works)
- Register of delegations kept under sections 87 and 98 of the Act
- Register of interests under section 81 of the Act (must first make written application using Form 3 *Local Government (General) Regulations 2004*)
- Register of leases entered into by Council
- Reimbursement of Expenses and Support Council Policy
- Report of the Auditor on financial statements
- Senior officers' total annual remuneration (current and previous financial year)
- Strategic Resource Plan
- Submissions received under section 223 of the Act during the previous 12 months