

Council Policy

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Council policy sponsor:	Director Corporate Services
Adopted by:	Bayside City Council
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([Council Policy](#) is a high level public statement formally resolved by Council, which clearly states Council's requirements, intent or position with regard to a particular matter or issue. It is not intended to be procedural in nature.)

1. POLICY INTENT

This Transparency Policy documents Council's decision making processes and articulates the publically available council information and provide greater awareness to the community.

2. POLICY PURPOSE /OBJECTIVE

This policy supports Council in its ongoing drive for good governance and the importance of open and accountable conduct and how council information is to be made publicly available. Council must adopt and maintain a public transparency policy under section 57 of the *Local Government Act 2020* (the Act). This policy gives effect to the *Public Transparency Principles* outlined in section 58 of the Act.

The objective of Council's Public Transparency Policy is to formalise its support for transparency in its decision-making processes and the public awareness of the availability of Council information. As a result, this policy seeks to promote:

- a) Greater clarity in Council's decision-making processes;
- b) Increased confidence and trust in the community through greater understanding and awareness;
- c) Enhanced decision making by the community;
- d) Improve Council's performance;
- e) Access to information that is current, easily accessible and disseminated in a timely manner;
- f) Reassurance to the community that Council is spending public monies wisely.

This policy encompasses both documentary information, process information and how information will be made available to the public and is an integral part of Council's Good Governance Framework.

3. SCOPE

This policy applies to Council, Councillors, Delegated Committee and Council employees of Bayside City Council.

4. POLICY STATEMENT

The following guiding principles drive transparency of Council's decisions as set out in section 58 of the Local Government Act 2020:

- Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the Local Government Act 2020, or any other Act.
- Council information must be publicly available unless:-
 - 1) The information is confidential by virtue of the Act or any other Act; or
 - 2) Public availability of the information would be contrary to the public interest;
- Council information must be understandable and accessible to members of the municipal community;
- Public awareness of the availability of Council information must be facilitated.

5. WHAT WILL COUNCIL BE TRANSPARENT WITH

Decision Making at Council Meetings

- Will be undertaken in accordance with the Act and the Governance Rules.
- Will be conducted in an open and transparent forum, publically accessibly in person or via Council's website unless in accordance with the provisions in the Act and Governance Rules.
- Will be informed through community engagement, in accordance with the Community and Stakeholder Engagement Principles and the Community and Stakeholder Engagement Policy.
- Will be made fairly and on the merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered within the Governance Rules/meeting procedures in place.

Council Information

This information includes, but is not limited to:

Documents such as:

- Plans and Reports adopted by Council;
- Policies;
- Project plans;
- Grant application;
- Service agreements, contracts, leases and licences;
- Council leases, permits and notices of building and occupancy; and
- Relevant technical reports and / or research that informs decision making.

Process information such as:

- Practice notes and operating procedures;
- Application processes for approvals, permits, grants, access to Council services;
- Community engagement processes;
- Complaints handling processes.

Council records will, at a minimum, be available on Council's website:

- Council meeting agendas and minutes;
- Delegated Committee agenda and minutes;
- Reporting from Advisory Committees to Council through reporting to Council;
- Audit and Risk Committee Performance Reporting;
- Terms of reference or charters for Advisory Committees;
- Registers of gifts, benefits and hospitality offered to Councillors or Council Staff;
- Registers of travel undertaken by Councillors or Council Staff;
- Registers of Conflicts of Interest disclosed by Councillors or Council Staff;
- Submissions made by Council;
- Registers of donations and grants made by Council;
- Registers of leases entered into by Council, as lessor and lessee;
- Register of Delegations;
- Register of Authorised officers;
- Register of Election campaign donations.
- Summary of Personal Interests
- Any other Registers or Records required by legislation or determined to be in the public interest.

Consistent with the Part II Statement of the Freedom of Information Act, Council will make available the following records for inspection. Examples include but are not limited to:

- Summary of Personal Interests ('Register of interests' until 24 October 2020); and
- Submissions received under section 223 of the *Local Government Act 1989* until its repeal or received through a community engagement process undertaken by Council.

A detailed listed of documents to be made available to the public as prescribed from a range of legislation is contained in Appendix 1 to this policy.

Publications

Council publishes a range of online and printed newsletters, bulletins, brochures, fact sheets and other information material for residents, businesses and visitors. These can be viewed and downloaded from the Council website or printed copies collected from the Bayside Corporate Centre and public libraries. Council also uses social media to inform the community including Facebook, Twitter, Instagram, LinkedIn and YouTube.

6. ACCESS TO INFORMATION

- Information will be made available on the Council website or at the Corporate Centre, or by request.
- Members of the public can make different kinds of information requests to the council (e.g. informal requests for documents and information or formal FOI requests).
- Consideration will be given to accessibility and cultural requirements in accordance with the Charter of Human Rights and Responsibilities Act 2006.
- Consideration will be given to confidentiality in accordance with the Act and public interest test where appropriate.
- Council will respond to requests for information in alignment with the Act including the Public Transparency Principles, and this policy.
- In accordance with Part II statement made under the *Freedom of Information Act 1982*.

7. INFORMATION NOT AVAILABLE

Some Council information may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or not in compliance with the *Privacy and Data Protection Act 2014*.

“Confidential information” is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration information	Confidential information relating internal arbitration about an alleged breach of the councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>

However, Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law in breach of contractual requirements or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

Where information is not confidential and not already available, Council will apply the principles of a public interest test with consideration also of the resources required to respond to the request.

Public interest test

Council is not required to make publicly available information if the release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982*. Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, the Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the council from performing its functions.

Information that might be withheld because it is contrary to the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- directions to Council staff regarding negotiations in contractual or civil liability matters, where release may damage the Council’s capacity to negotiate the best outcome for the community,
- correspondence with members of the community, where release may inappropriately expose a person’s private dealings.

8. RESPONSIBILITIES

It is everyone’s role to promote and facilitate access to council information in accordance with the public transparency policy.

Party/parties	Roles and responsibilities	Timelines
Council	Champion the commitment and principles for public transparency through leadership, modelling practice and decision-making.	Ongoing
Executive Management Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership.	Ongoing
Senior Leadership Team	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.	Ongoing

All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function. All staff respond to requests for information and facilitate provision of information in consultation with their manager and in alignment with the Policy.	Ongoing
Manager Governance	Monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing

9. HUMAN RIGHTS CHARTER

This policy has been reviewed against and complies with section 13 of the *Charter of Human Rights and Responsibilities Act 2006*, as this Policy aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 of the Charter which recognises a person's right to participate in the conduct of public affairs.

10. NON-COMPLIANCE WITH THIS POLICY

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If still not satisfied and would like to contest the decision, this can be reported to the Manager Governance or Governance Coordinator as the officers responsible for Freedom on Information in Council.

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222. or via the website – www.ombudsman.vic.gov.au.

11. FREEDOM OF INFORMATION (FOI) APPLICATIONS

The *Freedom of Information Act 1982* gives you right of access to documents that Council hold. Council is committed to, where possible, proactive and informal release of information in accordance with the Freedom of Information Professional Standards issues by the Victorian Information Commissioner.

A list of available information is provided in the Part II Statement published on Council's website in accordance with the Freedom of Information Act 1982. This Statement required government agencies and local councils to publish a number of statements designed to assist members of the public in accessing the information it holds.

If you can't find the document you require, telephone or email the Council's Freedom of Information Officer before you make an FOI application as we may be able to make it available.

12. MONITORING, EVALUATION AND REVIEW

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

13. GLOSSARY - DEFINITIONS AND ABBREVIATIONS

For the purpose of this policy, Council adopts the following definitions.

Term	Meaning
Community / municipal community	<p>The Local Government Act 2020 defines the term ‘municipal community’ as:</p> <ul style="list-style-type: none"> (a) People who live in the municipal district of the Council; (b) People and bodies who are ratepayers of the Council; (c) Traditional owners of land in the municipal district of the Council; and (d) People and bodies who conduct activities in the municipal district of the Council. <p>Put simply, community is a flexible use to describe people of a municipality generally, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality.</p>
Community engagement	Getting stakeholder and/or community input or feedback to inform a Council decision.
IAP2 Public Participation Spectrum	The IAP2 Public participation Spectrum is designed to assist with the selection of the level of participation that defines the public’s role in any community engagement program. The Spectrum shows that differing levels of participation are legitimate depending on the goals, timeframes, resources and levels of concern in the decision to be made. The Spectrum also sets out the promise being made to the public at each participation level.
Stakeholder	<p>An individual or a defined group of people who are interested, affected by or contribute to an outcome – some examples are government departments, non-resident traders/business operators</p> <p>Stakeholders generally have a strong interest in the decisions of Council and are directly impacted by their outcomes.</p>
Closed Meetings	When Council resolves to close the meeting to the general public, in order to consider a confidential matter regarding issues of a legal, contractual or personnel nature and other issues deemed not in the public interest.
Transparency	A lack of hidden agendas or conditions, and the availability of all information needed in order to collaborate, cooperate and make decisions effectively. Importantly, “transparency” is also human rights issue: the right to have the opportunity, without discrimination, to participate in public affairs (s.58 of The Act).

14. RELATED DOCUMENTS

Legislation	<ul style="list-style-type: none">• <i>Charter of Human Rights and Responsibilities Act 2006</i>• <i>Freedom of Information Act 1982</i>• <i>Local Government Act 2020</i>• <i>Privacy and Data Protection Act 2014</i>• <i>Equal Opportunity Act 2010.</i>
Policies	<ul style="list-style-type: none">• Community and Stakeholder Engagement Policy• Information Privacy Policy• Health Records Policy• Information Rights Policy
Procedures/Processes	<ul style="list-style-type: none">• Governance Rules• Public Transparency Principles• Governance Framework (Template available from LGV if required based on Geelong model)

Please note: This policy is current as at the date of approval. Refer to Council's website (www.bayside.vic.gov.au) to ensure this is the latest version.

List of information to be made publicly available by Council as at 1 July 2020

No	Act/Section	Description	Manner	Comments
Building Act 1993				
1.	s 11(3)	Notice of the fact that a regulation under Part has ceased to have effect in the municipal district or part of it	Newspaper circulating in municipal district	Currently in force
2.	s 31	Register of building permits	Available for inspection by any person during normal office hours	Currently in force
3.	s 74	Register of occupancy permits and temporary approvals/amendments	Available for inspection by any person during normal office hours	Currently in force
4.	s 126	Register of all emergency orders, building notices or building orders	Available for inspection by any person during normal office hours	Currently in force
5.	s 192A(8)	Copy of the most recent map given to Council under subsection (7)	Available for inspection at the Council's office during office hours free of charge	Currently in force
6.	s 216D	Register of swimming pools and spas	Certain persons may inspect	Currently in force
7.	s 230	Register of exercise of powers of entry	Made available for inspection by the Authority on request	Currently in force
Building Regulations 2018				
8.	r 50	Copy of any documents submitted with an application for a building permit	On request of an owner/mortgagee of the building/land or person authorised in writing by such person	Currently in force
9.	rr 51 & 52	Certain information on request	On request and payment of a fee	Currently in force
10.	r 149(4)	Copy of each designated special area map applicable	Available for public inspection at the Council office during office hours free of charge	Currently in force

Catchment and Land Protection Act 1994				
11.	s 22I(1)	Approved roadside weed and pest animal management plan	Copy made available for inspection at Council's office during normal office hours at and published on website as soon as practicable after the plan is approved	Currently in force
12.	s 22M(1)	Consolidated version of approved roadside weed and pest animal management plan	Copy made available for inspection at Council's office during normal office hours at and published on website as soon as practicable after the plan is approved	Currently in force

Domestic Animals Act 1994				
13.	s 10A(3)(a)	Resolution made by Council under s 10A	Government Gazette and newspaper circulating in municipal district	Currently in force
14.	s 10C(5)	Resolution made by Council under s 10C	Government Gazette and newspaper circulating in municipal district	Currently in force
15.	s 10D(6)	Resolution made by Council under s 10D	Government Gazette and newspaper circulating in municipal district	Currently in force
16.	s 18	Register of all registered dogs and cats	Made available for inspection at the Council's office	Currently in force
17.	s 25(3)	Orders made by Council under s 25(3)	Government Gazette and newspaper circulating in municipal district	Currently in force
18.	s 26(3)	Orders made by Council under s 26(3)	Government Gazette and newspaper circulating in municipal district	Currently in force
19.	s 68A	Publish an evaluation of its implementation of the domestic animal management plan	Annual report	Currently in force

Filming Approval Act 2014				
20.	Sch 1 Principle 7	Film permits issued and any other relevant information	Made available on Council's Website	Currently in force

Food Act 1984				
21.	s 19U(4)	The method of determining the reasonable costs of an audit payable under subsection (2) and the criteria fixed under subsection (3)	Available for public inspection	Currently in force
22.	s 19UA(5)	The method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4)	Available for public inspection	Currently in force
23.	s 43	Records of registrations, renewals and transfers in relation to a particular food premises, including details of any relevant orders	Available free of charge on request	Currently in force

Freedom of Information Act 1982				
24.	Part II	Information concerning functions etc and documents available for inspection and purchase	In the Annual Report (can be website)	Currently in force

Gender Equality Act 2020				
25.	s 12(3)(a)	Gender Equality Action Plan	Made available on Council's website	In force from 31 March 2021
26.	s 13(3)	A report or other document taken to be a Gender Equality Action Plan	Made available on Council's website	In force from 31 March 2021
27.	s 15(2)(b)	Amended Gender Equality Action Plan	Made available on Council's website	In force from 31 March 2021
28.	s 20	Progress Report	Made available on Council's website	In force from 31 March 2021

Infringements Act 2006				
29.	s 9	Enforcement Agency Guidelines and Policies	Council's discretion	Currently in force
Land Acquisition and Compensation Act 1986				
30.	ss 19 and 23	Notice declaring interest in land to be acquired	Government Gazette and newspaper circulating in municipal district [Copy published in newspaper as soon as practicable after publication in the Government Gazette]	Currently in force
Local Government Act 2020				
31.	s 11(8)	Public register of delegations	Unspecified	Currently in force
32.	s 18(1)(d)	Mayor must report on implementation of the Council Plan	Must report to the municipal community at least once a year	In force from 24 October 2020
33.	s 40(2)	Details of reimbursements	Must be provided to the Audit and Risk Committee	Currently in force
34.	s 41(1)	Expenses policy in relation to reimbursement of out of pocket expenses	Unspecified	Currently in force
35.	s 45	CEO Employment and Remuneration Policy	Unspecified	In force from 1 July 2021 [Must be adopted within 6 months of commencement of this section]
36.	s 47(7)	Register of CEO's delegations	Unspecified	Currently in force
37.	s 48	Recruitment policy for members of Council staff	Unspecified	In force from 1 July 2021 [Must be adopted within 6 months of commencement of this section]
38.	s 49	Code of Conduct for members of Council staff	Unspecified	In force from 1 July 2021 [Must be developed within 6 months of commencement of this section]



39.	s 57	Public transparency policy	Unspecified	Currently in force
40.	s 60	Governance Rules	Unspecified	Currently in force
41.	s 63	Delegated Committee	Unspecified	Currently in force
42.	s 64	Joint Delegated Committee	Unspecified	Currently in force
43.	s 65	Community Asset Committee	Unspecified	Currently in force
44.	s 66(3)	Must record in the minutes of closed meetings certain information	Minutes made available for public inspection	Currently in force
45.	s 73	Proposing a local law	Made available for inspection at Council's office and website [Publish notice of proposed local law until made or altered]	In force from 1 July 2021
46.	ss 74(4)	Making a local law	Copy made available for inspection at Council's office and website	In force from 1 July 2021
47.	s 74(5)	Notice of local law made	Published in the Government Gazette, website and in any other manner prescribed by the regulations	In force from 1 July 2021
48.	s 75	Local law as made	Copy of local law as long as local law is in force made available for inspection at Council's office and website	In force from 1 July 2021
49.	s 76(3)	Notice of amendment of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Published on Council's website	In force from 1 July 2021
50.	s 76(4)	Copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law	Made available for inspection at Council's office and website	In force from 1 July 2021
51.	s 90	Council Plan	Unspecified	In force from 24 October 2020
52.	s 91	Financial Plan	Unspecified	In force from 24 October 2020
53.	s 92	Asset Plan	Unspecified	In force from 24 October 2020

				[Must be developed and adopted in accordance with community engagement policy by 30 June 2022 following the first general election]
54.	ss 94 and 95	Budget	Unspecified	In force from 24 October 2020
55.	s 98	Annual Report	Unspecified	In force from 24 October 2020
56.	s 107	Complaints Policy	Unspecified	In force from 1 July 2021 [Must be developed within 6 months of commencement of this section]
57.	ss 108 and 109	Procurement	Unspecified	In force from 1 July 2021 [Must be adopted within 6 months of the commencement of this section]
58.	s 114	Selling or exchanging land	Publish notice 4 weeks prior to leasing on website and in any other manner prescribed by the regulations	In force from 1 July 2021
59.	s 115	Lease of land	Unspecified [If lease not included in budget, must engage community engagement process in accordance with community engagement policy]	In force from 1 July 2021
60.	s 130(2)	Disclosure of conflicts of interests at meetings	Unspecified [In accordance with Governance Rules]	In force from 24 October 2020
61.	s 135(3)	Summary of personal interest returns	Made available for inspection at Council's office and website	In force from 24 October 2020
62.	s 138	Councillor Gift Policy	Unspecified	In force from 24 October 2020 [Must be adopted within 6 months of commencement of this section]
63.	s 139	Councillor Code of Conduct	Unspecified	In force from 24 October 2020

				[Must be reviewed and adopted within the period of 4 months after a general election]
64.	ss 307 and 308	Summary of each election campaign donation return Copy of election campaign donation return	Summary made available on Council's website until the close of the roll for the next election Copy made available for inspection at Council's office for 4 years	Currently in force

	Local Government Act 1989			
65.	s 76C(6)	Copy of current Councillor Code of Conduct	Available for public inspection at Council office	In force until 24 October 2020
66.	s 94(6)	Resolution to reappoint a CEO	Available for public inspection within 14 days after passing of the resolution	In force until 1 July 2021
67.	s 119(2A)	Copy of proposed local law	Available for public inspection at the Council office during ordinary business hours	In force until 1 July 2021
68.	s 120	Copy of every local law	Available for public inspection at the Council office during office hours and can be purchased on demand	In force until 1 July 2021
69.	s 120(3)	Copy of every document incorporated by a local law	Available for public inspection at the Council office during office hours	In force until 1 July 2021
70.	s 125(3A)	Proposed Council Plan	Available for public inspection at the Council office and website	In force until 24 October 2020
71.	s 125(11)	Current Council Plan	Available for public inspection at the Council office and any other place required by the regulations	In force until 24 October 2020
72.	s 126(4)	Strategic Resource Plan	Available for public inspection at the Council office and any other place required by the regulations	In force until 24 October 2020
73.	s 129(3)(b)	Proposed budget or revised budget	Available for public inspection for at least 28 days at the Council office and any other place required by the regulations	In force until 24 October 2020

74.	s 130(9)	Budget or revised budget	Available for public inspection at the Council staff and any other place required by the regulations	In force until 24 October 2020
75.	s 133(3)	Annual report	Available for public inspection at the Council staff and any other place required by the regulations	In force until 24 October 2020
76.	s 157(2)	Notice of change to valuation system	Publish public notice – can be via website as per definition	Currently in force
77.	s 161(3)	Differential rates	Made available for inspection at Council's office and website	Currently in force
78.	s 163(1B)	Special rate and special charge – public notice	Available for public inspection at the Council office for at least 28 days after the publication of the notice	Currently in force
79.	s 186A	Procurement policy	Available for public inspection at the Council office and website	In force until 1 July 2021
80.	s 208F	Any quality or cost standards adopted	Public inspection	Section to be repealed on 1 July 2021
81.	s 223(1)(a)	Right to make a submission	Publish public notice – can be via website as per definition	Currently in force
82.	s 224	Register of Authorised Officers	Unspecified	Currently in force
83.	Sch 10 Cl 2(3)	Deviation of roads – publish notice	Government Gazette	Currently in force
84.	Sch 10 Cl 8(3)	Narrow or widen roads – publish notice	Government Gazette	Currently in force

	Local Government (Electoral) Regulations 2020			
85.	r 35	Register of attendance	Unspecified	In force from 13 July 2020

	Planning and Environment Act 1987			
86.	s 4H	Copy of approved amendment	Made available for inspection free of charge at Council's office during office hours for months after the amendment comes into operation and after that period on payment of the prescribed fee	Currently in force
87.	s4I	Copy of the Victoria Planning Provisions incorporating all amendments to them and of all documents lodged with those amendments	Made available for inspection free of charge at Council's office during office hours	Currently in force
88.	s 18	Amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement	Made available for inspection free of charge at Council's offices during office hours until the amendment is approved or lapses	Currently in force
89.	s 21	Copy of every submission	Made available for inspection free of charge at Council's office during office hours until the end of two months after the amendment comes into operation or lapses	Currently in force
90.	s 26	Panel hearing reports	Made available for inspection free of charge at Council's office during office hours until the end of two months after the amendment comes into operation or lapses	Currently in force
91.	s 41	Copy of approved amendment lodged under s 40 and any documents lodged with it	Made available for inspection free of charge at Council's office during office hours for 2 months after the amendment comes into operation and after that period on payment of the prescribed fee	Currently in force
92.	s 42	Copy of the planning scheme incorporating all amendments to it and of all documents lodged with those amendments	Made available for inspection free of charge at Council's office during office hours	Currently in force
93.	s 49	Register of all applications for planning permits and decisions/determinations relating to permits	Made available for inspection free of charge at Council's office during office hours	Currently in force
94.	s 51	Copy of every application and the prescribed information supplied in respect of it	Made available for inspection free of charge at Council's office during office hours until:	Currently in force

			(a) the end of the latest period during which an application for review may be made under ss 77, 79, 80 or 82 in relation to the application or the permit; or (b) if an application for review is made to VCAT within that period, the application is determined by VCAT or withdrawn	
95.	s 57(5)	Copy of objection to planning permit	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	Currently in force
96.	s 70	Copy of every permit issued	Made available for inspection free of charge at Council's office during office hours	Currently in force
97.	s 97G(6)	Copy of every permit issued under s 97F	Available for inspection at the Council's office during office hours free of charge and/or via website (s 205)	Currently in force

	Public Health and Wellbeing Act 2008			
98.	s 26(7)	Municipal Public Health and Wellbeing Plan [unless s 27 applies]	Made available for inspection at the places at which the current Council Plan is available	Currently in force

Road Management Act 2004				
99.	s 19	Register of public roads	Available for inspection by any person during normal office hours	Currently in force
100.	s 86	Register of exercise of powers of entry	Unspecified	Currently in force
101.	s 22(4)	Copy or summary of Ministerial direction	Annual report	Currently in force
102.	Sch 2 Cl 5(1)	Notice of the making, amending or revoking of a declaration made under s 42	Government Gazette	Currently in force

Sex Work Act 1994				
103.	s 81(1)(a)	Notice of the making of the declaration made under s 80	Newspaper generally circulating in the area in which the premises is situated	Currently in force

Subdivision (Procedures) Regulations 2011				
104.	r 33	Register of all applications [Kept in conjunction with the register of permit applications required to be kept under s 49(1) of the Planning and Environment Act 1987]	Available for inspection by any person during normal office hours	Currently in force

Water Act 1989				
105.	s 32H	Copy of approved management plan	Available for public inspection at the Council office during office hours free of charge	Currently in force