GLEN EIRA CITY COUNCIL

PUBLICATION OF INFORMATION ABOUT GLEN EIRA CITY COUNCIL

Statement under part ii of the *freedom of information act 1982* (vic) setting out documents and other information availabel to the public

INFORMATION ABOUT GLEN EIRA CITY COUNCIL

This Statement is prepared by Glen Eira City Council (Council) and provides information about the matters set out in section 7 of the *Freedom of Information Act 1982* (Vic).

Section 1 provides information about Council administration and decision-making;

Section 2 provides information about how you can get involved in Council’s administrative and decision-making processes.

Section 3 provides information about documents held by Council and Council’s public libraries.

This Statement was reviewed and updated on 26 February 2019.

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section 1: council administration and decision-making

Structure and functions

Councillors

The City of Glen Eira consists of three wards, with three Councillors elected to represent each ward. The Councillors are elected as representatives of all residents and ratepayers within the municipality and provide a link between the community and Council. They are responsible for setting the strategic direction for the City, establishing and guiding policies, setting service delivery standards and monitoring organisational performance.

Eight of the nine Councillors were elected for a four-year term on Saturday 22 October 2016. The remaining Councillor was elected by countback vote and sworn in on 10 January 2019. The Mayor is elected annually by Councillors.

Council officers and organisational structure

The Chief Executive Officer (CEO), along with four Directors, form Council’s Executive team, and are responsible for ensuring that Council is able to deliver services effectively and efficiently to the community. Each Director heads a specific area of responsibility and is supported by Business Unit Managers and their staff.

Council is also supported by a range of corporate services to maintain its effectiveness as a governing body.

Functions

Council’s functions are prescribed by section 3E of the [***Local Government Act 1989***](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/vic/consol_act/lga1989182/s3e.html) (Vic). These functions may be performed both inside and outside the municipality, and include:

1. advocating and promoting proposals which are in the best interests of the local community;
2. planning for and providing services and facilities for the local community;
3. providing and maintaining community infrastructure in the municipal district;
4. undertaking strategic and land use planning for the municipal district;
5. raising revenue to enable the Council to perform its functions;
6. making and enforcing local laws;
7. exercising, performing and discharging the duties, functions and powers of Councils under the *Local Government Act 1989* (Vic) and other Acts; and
8. any other function relating to the peace, order and good government of the municipal district.

Local Laws

Council is able to make local laws under section 111 of the *Local Government Act 1989* (Vic). Local laws cover matters affecting the municipality which are not already regulated by state or federal legislation.

A copy of the current Glen Eira City Council Local Law (**Local Law**) is available on Council’s website, [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au). The Local Law will be reviewed and updated in 2019.

Decision-making powers

Council meetings

Council exercises its decision-making powers in Council meetings. All meetings are held in the Council Chamber, which is located at 420 Glen Eira Road, Caulfield, and are open to the public (except if Council is considering a confidential matter, in which case the meeting will be officially closed).

In December 2017, Council commenced live-streaming Council meetings, which allows the public to view proceedings via the Internet without needing to attend Council meetings. Live-streaming allows for greater access to Council decisions and debate, and eliminates geographic barriers which prevent the public from attending meetings. Live video and audio, as well as archives of earlier meetings, are available on <http://webcast.gleneira.vic.gov.au/>.

Advisory Committees

Council has 10 advisory committees, which provide advice and make recommendations to Council on specific issues. The activities of these advisory committees are reported to Council.

Council’s advisory committees, and the names of the committee members are listed in the Annual Report.

Delegations

Council may delegate its decision-making powers to the CEO or other members of staff, through its instruments of delegation.

If permitted by law, a staff member who has received delegations from Council may, in turn, sub-delegate their powers, functions and duties to other staff members.

section 2: COMMUNITY ENGAGEMENT AND PARTICIPATION IN COUNCIL’S DECISION-MAKING

Council’s Community Engagement Strategy

Council iscommitted to informing and consulting with the local community about issues which may be relevant to them, and encouraging community participation in policy-making and other administrative and decision-making processes. In particular, Council is committed to undertaking transparent and genuine consultation to enable it to:

1. meet the needs of the community;
2. tap into local knowledge and expertise;
3. have a more informed community; and
4. encourage and enable community participation in the decision-making process.

Council has developed a Community Engagement Strategy, which sets out the methodologies, tools and techniques used by Council to actively engage with the community. The Strategy also provides information about how the community can participate in consultations, how Council decisions are made, where decisions are published and how participants will be kept informed through consultation processes.

Public participation at Council meetings

Subject to relevant provisions in the Local Law, any member of the public may submit written questions to ordinary meetings of the Council, or address Council at a public meeting.

Platforms for community consultation

In line with the Community Engagement Strategy, Council maintains the following platforms for community consultation:

1. ***Community Voice***

Community Voice is a group of 400-600 Glen Eira residents who provide regular feedback to Council about key projects and issues. The residents comprising Community Voice are selected to reflect the broader population in terms of age, suburb and gender, effectively creating a mini-Glen Eira.

In addition to taking an active role in Council’s decision-making, Community Voice members also receive a special newsletter which includes updates on Community Voice surveys and other forms of community engagement across Glen Eira.

For more information about Community Voice, please visit <https://www.haveyoursaygleneira.com.au/communityvoice>

1. ***Have Your Say Glen Eira***

Have Your Say Glen Eira is an online community engagement portal, where members of the community are encouraged to contribute ideas, provide feedback and exchange views with others on key decisions and priorities in Glen Eira.

For more information, visit <http://www.haveyoursaygleneira.com.au/>

Council’s community engagement and communications materials

The Glen Eira City Council website

The Glen Eira City Council website is <http://www.gleneira.vic.gov.au>.

As of the date of this Part II statement, Council is reviewing and updating its website, with a view to making it more accessible and user-friendly.

Social Media

Council maintains a range of social media platforms to enhance its communications and community connections. These include:

1. general and specific Facebook pages;
2. Twitter feeds;
3. Instagram;
4. LinkedIn accounts; and
5. Vimeo and Youtube channels.

Council’s publications

1. Glen Eira News

*Glen Eira News* is published monthly (except January) and is delivered to all households in Glen Eira. It covers Council and community events and news and provides an important link across the city.

1. What’s on in Glen Eira

*What’s on in Glen Eira* is a quarterly publication about events, services and programs for members of the community across the municipality.

1. Older Adults Guide to Glen Eira

The *Older Adults Guide to Glen Eira* provides information on local health services and how to access lifelong learning and volunteering opportunities. The Guide is available online and distributed through Council facilities such as libraries, senior citizen centres and the Service Centre at Caulfield Town Hall.

Subscriptions and free mailing lists

If you are interested in Council’s services and functions, you can sign up to receive up-to-date news. Here are some of Council’s mailing lists, subscriptions and newsletters.

|  |  |
| --- | --- |
| **If you are interested in….** | **You can sign up to….** |
| Community consultations about Council’s initiatives | The **Community Engagement E-Newsletter Mailing List**, which keeps members of the community informed about Council’s community consultations, and also details outcomes of completed consultations. |
| Council’s arts and cultural events | The ***Arts and Cultural Events Mailing List***.  |
| Community development events and workshops | The ***Community Development mailing list***, which receives community development information such as events and workshops, and also receives the ***Connect Newsletter***, which is a quarterly newsletter targeting available funding, information forums, and events for community groups in Glen Eira.  |
| Council’s library services | The ***Library Services Mailing List,*** which provides information about adult and youth programs in the library.  |
| Council grants | Receive updates on key grants and other information through ***SmartyGrants***.  |
| Sports and recreation activities run by Glen Eira Leisure | The ***Glen Eira Leisure Health and Wellbeing E-Newsletter***, which provides general updates on activities, services and events at Council’s sports and recreation facilities. You can also sign up to ***Pirate Talk*,** which contains updates about the swim schoolrun by Glen Eira Leisure.  |
| Services and programs for young people | The ***Keeping Up to Date Quarterly Newsletter***, which provides parents, young people and schools with information on new and current programs, services and events for young people aged 10-25 based in Glen Eira.  |
| Services and programs for older adults | The ***Healthy Ageing Newsletter***, which provides older adults with valuable information about how to access local services, events and programs to maintain health, wellbeing and independent. Council maintains a list of subscribers who receive a hard copy of the newsletter.  |
| Information for food businesses | ***Foodline***, a quarterly newsletter for food businesses which contains up-to-date legislative information, emerging food technology, food safety advice and nutrition information.  |

SECTION 3: DOCUMENTS MAINTAINED IN THE POSSESSION OF COUNCIL

Categories of documents

In the course of carrying out its functions and activities Council maintains a large variety of documents and records. These may include documents created by Council or documents supplied to Council by an external individual or organisation, and range from general correspondence with members of the public to Council adopted policies and resolutions.

The documents in Council’s possession fall within the categories of activities set out in Council’s TRIM Classification Scheme, a copy of which is attached as Appendix 1.

Materials prepared by Council for publication or inspection by members of the public

Council maintains the following range of documents and registers for public inspection in accordance with relevant law. A fee may be payable to access some material.

| **Register or document** | **Legislation** | **How to inspect or obtain material** |
| --- | --- | --- |
| Details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months, including the names of the Councillors or Council staff and the date, destination, purpose and total cost to Council of the overseas or interstate travel, including accommodation costs. | Section 12(a) of the Local Government (General) Regulations 2015 | Contact Legal and Governance Officer at (03) 9524 3333 |
| Register of interests of Councillors, Audit and Risk Committee members and Council officers who are required to submit a return of interest, consisting of the last three returns that they were required to submit. | Section 81(10) of the *Local Government Act 1989* (Vic) | Contact Legal and Governance Officer at (03) 9524 3333. |
| Agendas for and minutes of ordinary and special meetings held in the previous 12 months kept under section 93 of the Local Government Act 1989 (Vic) except if the minutes relate to parts of meetings which have been closed to members of the public under section 89 of the *Local Government Act 1989* (Vic). | Section 12(b) of the Local Government (General) Regulations 2015 | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)  |
| Minutes of meetings of special committees established under section 86 of the Local Government Act 1989 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 Local Government Act 1989. | Section 12(c) of the Local Government (General) Regulations 2015 | None – Council does not have any special committees |
| A register of delegations kept under sections 87(1) and 98(4) of the *Local Government Act 1989* (Vic), including the dates on which the last review under sections 86(6) and 98(6) of the *Local Government Act 1989* (Vic) took place. | Section 12(d) of the Local Government (General) Regulations 2015 | Contact Legal and Governance Officer at (03) 9524 3333 |
| A register of authorised officers appointed under section 224(1A) of Local Government Act 1989. | Section 12(f) of the Local Government (General) Regulations 2015 | Contact Legal and Governance Officer at (03) 9524 3333 |
| A list of donations and grants made by Council in the previous 12 months, including the names of persons or bodies which have received a donation or grant and the amount of each donation or grant. | Section 12(g) of the Local Government (General) Regulations 2004 | Contact Legal and Governance Officer at (03) 9524 3333 |
| Summaries of election campaign donation returns including the name of the candidate and if a gift is included in the return, the name of the person who made the gift and the total value of the gift received from that person. | Sections 62A(2), 62A(2A), 62A(2B) and 62A(2C) of the *Local Government Act 1989* (Vic) | Contact Legal and Governance Co-ordinator at (03) 9524 3333 |
| Copies of election campaign donation returns | Section 62A(3) of the *Local Government Act 1989* (Vic)  | Contact Legal and Governance Co-ordinator at (03) 9524 3333 |
| The exhibition voters' roll for a Council election for a period of 5 working days ending at 4pm on the entitlement date. | Section 23A of the *Local Government Act 1989* (Vic) | Contact Legal and Governance Co-ordinator at (03) 9524 3333 during applicable time period |
| A copy of Council's policy in relation to the reimbursement of expenses for Councillors and members of Council committees, | Section s75B(3) of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) |
| A copy of the current Councillor Code of Conduct | Section s76C(4) of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) |
| If Council reappoints the CEO without first advertising the position, details of the proposed total remuneration under the new contract  | Section s94(6) of the *Local Government Act 1989* (Vic) | Available for public inspection within 14 days of the passing of the resolution where applicable.Contact Corporate Counsel on (03) 9524 3333 during applicable time period |
| A copy of any Council proposed local laws and explanatory documents setting out prescribed details in relation to the local laws. | Section s119(2A) of the *Local Government Act 1989* (Vic)  | Available for public inspection as prescribed during the process of making new local laws.Contact Corporate Counsel on (03) 9524 3333 if applicable. |
| A copy of the Glen Eira Council Local Law which is currently in force | Section s120(2) of the *Local Government Act 1989* (Vic)  | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) |
| A copy of the current Council Plan | Section s125(11) of the *Local Government Act 1989* (Vic) | Available on Council’s website: www.gleneira.vic.gov.auOr available for inspection at Council’s Service Centre, Glen Eira Town Hall and Glen Eira Library branches during business hours. |
| A copy of the current Strategic Resource Plan, summarised in Council Plan and also incorporated in Budget | Section s126(4) of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) Or available for inspection at Council’s Service Centre, Glen Eira Town Hall and Glen Eira Library branches during business hours. |
| A copy of the Budget or Revised Budget  | Section s130(9) of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) Or available for inspection at Council’s Service Centre, Glen Eira Town Hall and Glen Eira Library branches during business hours. |
| A copy of the Annual Report and the associated Auditors Report on the Financial Statements | Section s133(3) of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)  |
| Details regarding differential rates declared by Council  | Section 161 of the *Local Government Act 1989* (Vic) | Not applicable  |
| Where Council has given public notice of an intention to declare a special rate, a special charge, or a combination of both, copies of the proposed declaration will be available for at least 28 days after the publication of the notice. | Section 163(1A) and (1B) of the *Local Government Act 1989* (Vic) | During the process of proposing and declaring special rates Council follows the publication and notification requirements of the Local Government Act. During this time, relevant information is available online at: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au). Information is also made available for inspection at Council’s Service Centre, Glen Eira Town Hall during business hours.Information regarding existing or proposed Special Rate Schemes is available by contacting Council's Rates Department at (03) 9524 3333. |
| A copy of the current Procurement Policy | Section 186A(8) of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)   |
| Copies of any quality or cost standards that have been adopted by Council | Section 208F of the *Local Government Act 1989* (Vic) | Contained in Council’s Best Value Report, which is made available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au) |
| Copies of the Preliminary and Final Reports from the last Electoral Representation Review | Section 219F of the *Local Government Act 1989* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)   |
| A copy of Council’s Best Value Report in compliance with the *Local Government Act* *1989* (Vic)  | Section S208G of the *Local Government Act 1989* (Vic)  | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)   |
| Register of building permits | Section 31(2) of the *Building Act 1993* (Vic)  | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| Register of occupancy permits, temporary approvals and amendments | Section 74(2) of the *Building Act 1993* (Vic)  | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| Register of emergency orders, building notices and building orders | Section 126(2) of the *Building Act 1993* (Vic)  | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| *(on the request of an owner or mortgagee of building or land)* Any documents submitted with an application for a building permit in respect of the building or land. | Regulation 50 of the Building Regulations 2018 | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| *(on request by any person)* Details of any permit or certificate of final inspection issued in the preceding 10 years, details of any current determination made under regulation 64(1) or exemption granted under regulation 231(2), and details of any current notice or order issued by the relevant building surveyor under the Act  | Regulation 51(1) of the Building Regulations 2018 | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| *(on request by any person)* Information on the likelihood that a given property is susceptible to flood, termites, bushfire and/or snowfalls, and that a given property is within an area of designated land or works. | Regulation 51(2) of the Building Regulations 2018 | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| *(on request by owner or mortgagee of a building or land, or a prescribed building practitioner)* Approval dates of the mandatory notification stages for building works | Regulation 51(3) Building Regulations 2018 | Contact Council’s Planning and Building Compliance Department at (03) 9524 3333 |
| Register of all registered dogs and cats | Section 18 of the *Domestic Animals Act 1994* (Vic) | Contact Council’s Civic Compliance Department at (03) 9524 3333 |
| 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 under Part III of the *Food Act 1984* (Vic) | Section 43(3) of the *Food Act 1984* (Vic) | Contact Council’s Public Health Department at (03) 9524 3333.  |
| A copy of the *Victorian Planning Provisions* and any amendments to the *Victorian* *Planning Provisions* | Sections 4H and 4I of the *Planning and Environment Act 1987* (Vic)  | This information is publicly available on the Department of Environment, Land, Water and Planning (DELWP) website: <http://planning-schemes.delwp.vic.gov.au/schemes/gleneira> Otherwise contact City Futures on (03) 9524 3333 |
| A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme  | Sections 18 and 21 of the *Planning and Environment Act 1987* (Vic)  | Amendments are publicly available on the Department of Environment, Land, Water and Planning website: <http://planning-schemes.delwp.vic.gov.au/schemes/gleneira> For a copy of submissions, contact City Futures on (03) 9524 3333 |
| A copy of panel hearing reports on submissions to amend a planning scheme | Section 26 of the *Planning and Environment Act 1987* (Vic)  | Panel hearing reports are publicly available on the Department of Environment, Land, Water and Planning website: <http://planning-schemes.delwp.vic.gov.au/schemes/gleneira>Otherwise contact City Futures on (03) 9524 3333 |
| A copy of an amended planning scheme (s42) | Section 41 of the *Planning and Environment Act 1987* (Vic)  | This information is publicly available on the Department of Environment, Land, Water and Planning (DELWP) website: <http://planning-schemes.delwp.vic.gov.au/schemes/gleneira> Otherwise contact City Futures on (03) 9524 3333 |
| A register containing applications for permits and application for amendment of permits and all decisions and determinations relating to permits and amendment of permits(s49) | Section 49 of the *Planning and Environment Act 1987* (Vic)  | The Planning Application Register is online at: <https://epathway-web.gleneira.vic.gov.au/ePathway/Production/Web/>. For further information, contact Council’s Urban Planning Department at (03) 9524 3333.  |
| A copy of objections to permit applications and application for amendment of permit during the period which an application may be made for review of a decision on the application  | Section 57 of the *Planning and Environment Act 1987* (Vic)  | Available for public inspection at Glen Eira Town Hall during business hours. For further information, contact Council’s Urban Planning Department at (03) 9524 3333.  |
| Copies of Council issued permits  | Section 70 of the *Planning and Environment Act 1987* (Vic) | Available for public inspection at Glen Eira Town Hall during business hours. For further information, contact Council’s Urban Planning Department at (03) 9524 3333.  |
| 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  | Section 179 of the *Planning and Environment Act 1987* (Vic)  | Available for public inspection at Glen Eira Town Hall during business hours. For further information, contact Council’s Urban Planning Department at (03) 9524 3333.  |
| Glen Eira City Council Municipal Public Health and Wellbeing Plan  | Section 26(7) of the *Public Health and Wellbeing Act 2008* (Vic)  | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)  |
| Council’s Public Road Register  | Section 19(5) and (5A) of the *Road Management Act 2004* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)  |
| Council’s Protected Disclosure Policy and Procedures | *Protected Disclosure Act 2012* (Vic)  | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)  |
| Council’s Privacy Policy | *Privacy and Data Protection Act 2014* (Vic) | Available on Council’s website: [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)  |

Council facilities where documents may be inspected

Glen Eira Town Hall

The Glen Eira Town Hall is located at 420 Glen Eira Road, Caulfield.

The Town Hall opening hours are:

Sunday Closed

Monday 8am – 5.30pm

Tuesday 8am – 7.15pm

Wednesday 8am – 5.30pm

Thursday 8am – 5.30pm

Friday 8am – 5.30pm

Saturday Closed

Council’s public libraries

|  |  |  |
| --- | --- | --- |
| **Bentleigh Library**  |  | **Elsternwick Library** |
| 161 Jasper Road, Bentleigh VIC 3204Sunday 12pm-5pm Monday 10am-9pm Tuesday 10am-9pm Wednesday 10am-9pm Thursday 10am-9pm Friday 10am-6pm Saturday 10am-4pm |  | 4 Staniland Grove, Elsternwick VIC 3185Sunday Closed Monday Closed Tuesday 10am-6pm Wednesday 10am-6pm Thursday 2pm-6pm Friday 10am-6pmSaturday 10am-1pm |
| **Carnegie Library and Community Centre**  |  | **Caulfield Library**  |
| 7 Shepparson Avenue, Carnegie VIC 3163Sunday 12pm-5pm Monday 10am-9pm Tuesday 10am-9pm Wednesday 10am-9pm Thursday 10am-9pm Friday 10am-6pm Saturday 10am-4pm  |  | Glen Eira Town Hall Hawthorn Roads, CaulfieldSunday 12pm-5pm Monday 10am-6pm Tuesday 10am-8pm Wednesday 10am-8pm Thursday 10am-8pm Friday 10am-6pm Saturday 1pm-4pm  |

Process for requesting access to documents maintained by Council

Any person wishing to access documents should first contact the Council department primarily responsible for maintaining that information. If the document is not publicly available or accessible through the relevant department, a request for access may be made under the *Freedom of Information Act 1982* (Vic). Freedom of Information requests may be subject to variable access charges.

How to lodge a request

Freedom of Information requests must:

1. be made in writing;
2. be accompanied by the prescribed application fee;
3. be sufficiently clear to allow Council to identify and locate the relevant documents.

Requests may be lodged:

1. in person at the Service Desk located in the Town Hall, corner of Hawthorn and Glen Eira Roads, Caulfield VIC 3162;
2. online via: <https://epathway-web.gleneira.vic.gov.au/ePathway/Production/Web/>.
3. by email to foi@gleneira.vic.gov.au; or
4. by post, addressed to Freedom of Information Officer, Glen Eira City Council, PO Box 42, Caulfield South VIC 3162.

The application fee may be paid over the phone by credit card (contact Council’s Service Centre at (03) 9524 3333), or in person at the Service Centre. Council has discretion to waive or reduce the application fee if it would cause hardship to the applicant. If that is the case, please provide supporting documentation to assist Council in determining whether the application fee should be waived or reduced.

Council’s obligations in relation to a request

The Freedom of Information Officer will respond to your request as quickly as possible, and within the timeframes prescribed by the *Freedom of Information Act 1982* (Vic).

Officers responsible for requests to access documents

The following officers have delegated responsibility for managing requests to access documents:

1. Corporate Counsel
2. Legal and Governance Coordinator Legal and Governance Officer

appendix 1: council’s trim classification scheme

In accordance with Council’s TRIM Classification Scheme, the documents in Council’s possession fall within the following categories of activities:

|  |
| --- |
| **A** |
| ACCESS CARDSACCESSIBILITYACCIDENTSACCOMMODATION BONDS AND RADSACCOUNTINGACCOUNTS PAYABLEACCOUNTS PAYABLE (Creditors)ACCOUNTS RECEIVABLEACCOUNTS RECEIVABLE (Debtors)ACQUISITIONACQUISITION AND DISPOSALSACTIVE SCHOOLSADDITIONAL CAPITALADDRESSES (Presentations)ADJOINING COUNCIL PROJECTSADMINISTRATIONADVAMADVENT MANAGER LEGISLATIVE COMPLIANCE PRODUCTADVERTISINGADVICEADVISORY COMMITTEESADVOCACYAFTER HOURSAGREEMENTSALARMSALLOCATIONALLNUTT PARKALTERNATIVELY WITHIN SUBFOLDERSAMENDMENT REQUESTAMENDMENTS | AMENDMENTS RIMSANIMAL ADMISSIONSANIMAL MANAGEMENTANIMAL REGISTRATION AND RENEWAL APPLICATIONSANIMAL REGISTRATION RENEWALS ANIMAL UPLOADANNIE AND ARTHUR ABRAHAMS RESERVEANNUAL BUDGETANNUAL BUSINESS PLANNINGANNUAL BUSINESS PLANSANNUAL REPORTSANNUAL SUPPLY CONTRACTSAPPLICATION DEVELOPMENTAPPOINTMENTSAPPRENTICESHIPS AND TRAINEESHIPSASSEMBLY AGENDASASSET INSPECTIONASSET MANAGEMENTASSET MANAGEMENT PLANASSET MANAGEMENT STEP PROGRAMASSET MANAGEMENT SYSTEMASSET PROTECTIONASSET REGISTERASSET VALUATIONSASSETS AND PLACESASSIGNED DRIVER VEHICLE COSTATHLETICS CLUBSAUDITAWARDS |
| **B** |
| BABYTIMEBAILEY RESERVEBALLOONBANK SUPPLEMENTARYBANK WESTPACBANKINGBARKING DOGSBASEBALL CLUBSBENCHMARKINGBENCHMARKING AND REPORTINGBENTLEIGH RESERVEBEQUESTSBEST VALUEBIENNIAL LAND AND BUILDING REVALUATIONSBIRDS AND POULTRYBIRTH NOTICESBISBOND RETURNSBONUS ACCRUALBOOKINGS | BOORAN ROAD RESERVOIR RESERVEBOUNDARIESBOWLS CLUBSBOYD PARKBPAYBRENTWOOD STREET RESERVEBUDGETBUDGET HACC FUNDINGBUDGETINGBUILD PERMIT LEVYBUILDING PLANSBUILDING SITESBUILDINGSBUILDINGS AND PROPERTIESBUILDING SURVEYORBURGESS STREET RESERVEBUSINESS CONCIERGEBUSINESS DEVELOPMENTBUSINESS EDUCATIONBUSINESS INTELLIGENCE |
| **C** |  |
| CADBY AVENUE RESERVECALENDARCAPITAL BIDSCAPITAL WORKSCARELINKCARETAKERSCARNEGIE STATION & EASTERN CAR PARK DEVELOPMENTCARPARKSCASE MANAGEMENTCASH PERFORMANCECASH RECONCILIATIONCATEGORY MANAGEMENTCATERINGCATSCAULFIELD PARKCAULFIELD PLANTATION RESERVECAULFIELD TO DANDENONGCCTVCENTENARY PARKCEOCEO REQUESTSCERTIFICATESCHAMELEONCHARGES AND SUMMONSCHARITY BINSCHARTSCHILDRENS PROGRAMSCIRCULARSCITIZENSHIP CEREMONIESCITY MANAGEMENTCIVIC GUIDESCLAIMSCLAIMS MANAGEMENTCLAPPERTON STREET PARKCLEANINGCLEE STREET PARKCLIENT INFORMATIONCLIENT SERVICESCOLIN STREET PARKCOLLECTION MANAGEMENTCOMMERCIAL STRATEGYCOMMISSIONCOMMITTEECOMMITTEESCOMMITTEES ADVISORY TERMS OF REFERENCECOMMONWEALTH HOME SUPPORT PROGRAMCOMMUNICATIONCOMMUNITY CONSULTATIONCOMMUNITY DEVELOPMENTCOMMUNITY DIARYCOMMUNITY GRANTSCOMMUNITY INFORMATION GLEN EIRA CIGECOMMUNITY ORGANISATIONSCOMMUNITY RELATIONS OLDCOMMUNITY WELLBEING | COMPETITIONS COMPLIANCECOMPUTER AND INTERNET SERVICESCOMPUTER AND LAPTOP REPLACEMENTSCOMPUTRONCONFERENCESCONFIDENTIALCONFIDENTIAL AND SUBJECT TO LEGAL PROFESSIONAL PRIVILEGE ROYAL COMMISSIONCONFIRMCONSERVATIONCONSULTANT REPORTSCONSULTANTS AND CONTRACTORSCONSULTATIONCONTAMINATION INFORMATIONCONTINUOUS IMPROVEMENTCONTRACT VALUERSCONTRACTOR MANAGMENTCONTRACTORSCONTRACTSCONTRACTS (ARCHIVED)CONTRACTS (SUB CONTRACTS)CONTRACTS AND TENDERSCONTRACTS, QUOTES AND TENDERSCONTROLCOORDINATORCORMICK STREET RESERVECORPORATE IMAGECORPORATE INVESTIGATIONSCORPORATE SERVICESCORRESPONDENCECORRESPONDENCE CONFIDENTIALCOUNCIL AGENDAS AND MINUTESCOUNCIL MEETINGSCOUNCIL MINUTESCOUNCIL PLANNINGCOUNCIL POLICIESCOUNCIL PUBLIC QUESTIONSCOUNCIL REPORTSCOUNCIL SEALCOUNCILLOR CLAIMS AND EXPENSESCOUNCILLOR CONTACTCOUNCILLOR INDUCTIONCOUNCILLOR INFORMATIONCOUNCILLOR REQUESTSCOUNCILLOR REQUESTS AND CURRENT ISSUESCOUNCILLORSCREDIT RATINGCRICKET CLUBSCRITICAL ISSUESCROWN LANDCURRENT ISSUESCURRENT WEEKLY EARNINGS TO GALLAGHER BASSETTCUSTOMER CONTACTCUSTOMER CONTACT ARCHIVECUSTOMER FIRSTCYCLING CLUBS |
| **D** |  |
| DALY STREET MALLDAMSDANGEROUS GOOD AND HAZARDOUS SUBSTANCESDANGEROUS, MENACING AND RESTRICTED BREEDSDATA MANAGEMENTDATA MANAGMENTDATABASES AND DIRECTORIESDEBT COLLECTIONDECEASED CLIENTSDECLARATIONSDEEDS AND TITLESDEGA AVENUE PARKDELEGATED PLANNING COMMITTEE DPCDELEGATION AND AUTHORISATIONDELEGATIONS AND AUTHORISATIONSDELEGATIONS AND AUTHORISATIONS REVIEWDELEGATIONS INSTRUMENTSDEPARTMENT OF SOCIAL SERVICESDEPRECIATION DERELICT VEHICLESDESEXING VOUCHERDESIGN AND CONSTRUCTION | DESTRUCTION ORDERSDEVELOPMENT PLANDIGITAL BY DEFAULTDINGOSDIRECT CREDITDIRECT DEBITSDISABILITY ACTION PLANDISABILITY SUPPORTDISCHARGED CLIENTSDISPOSITIONDOG ATTACKS / RUSHDOG OFF LEASHDOGSDOGS AT LARGEDOMESTIC ANIMAL BUSINESS DABDOMESTIC ANIMAL MANAGEMENT PLAN DAMPDONATIONS AND GIFTSDOOR KNOCK RENEWAL FOLLOW UPSDPIDRAINAGEDRAWINGSDRUPALDUNCAN MACKINNON RESERVE |
| **E** |  |
| EARLY WORKSEAST CAULFIELD RESERVEEAST VILLAGEECOBUYEDUCATION AND TRAININGEE GUNN RESERVEE-LEARNING AND LMSELECTIONSELECTIONS LOCAL GOVERNMENTELECTIONS STATEELECTRICALELSTER CREEK TRAILELSTERNWICK PLAZAELUMINAEMERGENCY MANAGEMENTEMERGENCY RELIEFEMPLOYEE BENEFITSEMPLOYMENT ASSISTANCE PROGRAMEND OF FINANCIAL YEAREND OF MONTHENROLMENTSENVIRONMENTAL STRATEGY AND SERVICESENVIRONMENTAL SUSTAINABILITY STRATEGY | EQUAL EMPLOYMENT OPPORTUNITYEQUIPMENTEQUIPMENT DISPOSALERGONOMIC ASSESSMENTSESKDALE PARKESSENTIAL SERVICES MEASURESESTABLISHMENTEVALUATIONEVAULATIONEVENTSEVENTS AND FUNCTIONSEVENTS GRADUATIONSEVERY BIT COUNTSEXECUTIVEEXECUTIVE ASSISTANTEXERCISESEXHIBITION MANAGEMENTEXHIBITION MANAGEMENT ADMINEXHIBITIONSEXPENDITUREEXPRESSION OF INTERESTEXTERNAL AUDIT |
| **F** |  |
| FACILITIESFACILITY DETAILSFACILITY SERVICES OFFICERSFAST TRACKFEESFEES AND CHARGESFEES, CHARGES AND REFUNDSFILE NOTESFINAL AUDITFINANCEFINANCIAL REPORTINGFIRST AIDFIT-OUT FIXED ASSETS | FLEETFOOD RECALLSFOOTBALL CLUBSFORMAL INTERVENTIONFORMER ABC SITE (GORDON STREET)FORMS AND TEMPLATESFORMS LABELS AND DECALSFOSTER CARERSFOXESFRAMEWORKFRAUDFREEDOM OF INFORMATIONFREEDOM OF INFORMATION REQUESTS |
| **G** |  |
| GALLAGHER BASSETTGARDEN AVENUE RESERVEGARDENVALE PARKGEACGECC ENTERPRISE AGREEMENTGESACGESAC ACCOUNTSGESAC SHIFT SUMMARYGESAC SPORTING PULSEGESAC VOUCHER LIABILITYGETTGLEN EIRA LEISURE ENTERPRISE AGREEMENTGLEN HUNTLY PARKGLEN ORME AVENUE RESERVEGLEN RIGNEY MEMORIAL RESERVEGLENWORKSGOVERNANCEGOVERNANCE DIGESTGOVERNMENT GRANTSGOVERNMENT LIAISONGOVERNMENT LIASIONGOVERNMENT LIASON | GOVERNMENT RELATIONSGRADE SEPARATIONGRANT AND SUBSIDY APPLICATIONSGRANT AND SUBSIDY APPLICATIONS (BY COMMUNITY)GRANT AND SUBSIDY APPLICATIONS (BY COUNCIL)GRANTS AND SUBSIDIESGRANTS AND SUBSIDY APPLICATIONS (BY COMMUNITY)GRANTS AND SUBSIDY APPLICATIONS (BY COUNCIL)GRANTS GENERALGRANTS SPORTS AND RECREATION VICTORIAGREASE TRAPSGREENMEADOWS GARDENSGREETINGSGREYHOUNDSGROUND ALLOCATIONSGUIDESGUTTER CLEANING |
| **H** |  |
| HACC LETTERSHAIGH / KERSHAW STREET PARKHALL STREET PARKHALLEY PARKHANDYMAN SERVICESHARLESTON PARKHAZMATHEALTH AND WELLBEINGHEALTH ASSESSMENTSHELPDESKHERITAGEHERITAGE REFERALS | HEALTH PROMOTIONHEATING, VENTILATION AND COOLINGHELP DESKHERITAGE VICTORIA APPLICATIONS AND PERMITSHODGSON RESERVEHOME LIBRARY SERVICEHOME LIBRARY SERVICESHOPETOUN GARDENSHOUSINGHOUSING ORGANISATIONSHUMAN RESOURCESHUMAN RIGHTSHUMAN RIGHTS AND EQUAL OPPORTUNITY |
| **I** |  |
| ILU'SIMMUNISATION MANAGEMENTIMMUNISATION SESSIONSIMPLEMENTATIONIMPOUNDMENTSINCIDENTSINCIDENTS AND COMPLAINTSINDUCTIONINDUCTION AND ORIENTATIONINDUSTRIAL RELATIONSINFECTIOUS DISEASES MANAGEMENTINFORMATION FOR CLIENTSINFORMATION PRIVACYINFORMATION SERVICESINFRASTRUCTURE ASSETSINFRASTRUCTURE PLANNING AND ASSETS WORKSINFRASTRUCTURE, ENVIRONMENT AND LEISURE | INFRINGEMENTSINQUIRIESINSPECTIONSINSURANCEINTAKEINTELLECTUAL PROPERTYINTERIM AUDITINTERLIBRARY LOANSINTERNAL AUDITINTERNAL AUDIT COUNCILLOR EXPENSESINTERNAL AUDIT TRANSACTIONAL ANALYSISINTERVIEW QUESTIONSINVESTIGATIONSINVESTMENTSINVITATIONSINVOICESISSUES AND FIXES |
| **J** |  |
| JERSEY PARADE RESERVEJOINT VENTURES | JOURNALSJOYCE PARK |
| **K** |  |
| KEYS, SWIPE CARDS AND ALARM CODESKING GEORGE VI MEMORIAL RESERVE | KOORNANG PARK |
| **L** |  |
| LACROSSE CLUBSLAND SURVEYSLAND TAXLANDFILL SITES WITHIN GLEN EIRALANDSCAPINGLAW MAKINGLEADERSHIP GROUPLEANLEARNING SEATLEASINGLEASING ADMINISTRATIONLEASING-OUTLECKIE STREET RESERVELEGACY DATALEGAL ADVICELEGAL AND REFERENCELEGAL CLAIMSLEGAL INFORMATIONLEGALS AND VALUATIONS | LEGISLATIONLEGISLATIVE UPDATESLETTERSLEVEL CROSSING REMOVALLEVEL OF SERVICELEVIESLGBTQI ADVISORY GROUPLIAISONLICENCESLIFESTYLELIFTSLIRREWA GROVE RESERVELITIGATIONLITIGATION AND DISPUTESLOANSLOCAL GOVERNMENTLOCAL LAWLOCAL LAWSLOCAL LAWS APPLICATIONSLOG ON SCREENSLORD RESERVE |
| **M** |  |
| MACKIE ROAD RESERVEMAGIQMAIL MANAGEMENTMAIL MANAGEMENT (AUBREY TO REVIEW)MAILOUTSMAINTENANCEMAINTENANCE AND FLOOR PLANSMAJOR PROJECT URBAN VILLAGESMAJOR PROJECTS AND INFRASTRUCTURE RENEWALSMALLANBOOL RESERVEMANAGEMENT TEAMMANAGERMANUALMAPSMARARA ROAD RESERVEMARKETING & PROMOTIONMARKETING AND PROMOTIONMARKETING AND PROMOTIONSMARKETING SCHEMESMARLBOROUGH STREET RESERVEMASTER PLANSMASTERCARDMAYORAL SPEECHESMCKINNON MEMORIAL GARDEN | MCKINNON RESERVEMEDIA RELATIONSMEETING DOCUMENTSMEETINGSMEETINGS AND COMMITTEES (INTERNAL)MEETINGS PRE APPLICATIONMEMBERSHIPMEMBERSHIP AND ENROLMENTMEMORANDUMSMEMORIAL PARKMETRO ACCESSMETRO TUNNELMIGRATION TOOLSMINOR CAPITAL UNTIL 2017MINUTESMOORLEIGH COMMUNITY VILLAGEMULTIPLE PET PERMITMUNICIPAL ASSOCIATION OF VICTORIA (MAV)MUNICIPAL ASSOCIATION OF VICTORIA MAVMURRUMBEENA PARK |
| **N** |  |
| NAMINGNATIONAL BROADBAND NETWORK (NBN)NEIGHBOURHOOD CHARACTER OVERLAY REFERRALSNETBALL CLUBSNEWS IN BRIEF | NICHOLSON STREET RESERVENINA COURT RESERVENORTH AVENUE PARKNORTH, MCKINNON, CENTRENOTIFICATIONS |
| **O** |  |
| OAKLEIGH ROAD RESERVEOFFICER STATEMENTSOH&SOLDER ADULTS RECREATIONOMBUDSMANONELANONLINE FORMSOPEN SPACEOPEN SPACE PROJECTSOPEN SPACE STRATEGYOPEN SPACE STRATEGY MANAGEMENT | OPEN WINDOWSOPERABLE WALLSOPERATIONAL ACTIVITYORAL HISTORYORGANISATIONAL DEVELOPMENTOUR PEOPLEOUTBREAKSOUTDOOR FITNESS TRAININGOVERVIEW |
| **P** |  |
| PAPACKER PARKPAINTINGPANELPAPER FILESPARK PATROLSPARK SERVICESPARKINGPARKING INFRINGEMENT REFERRALSPARKS AND RESERVESPARKS AND RESERVES (GENERAL)PATHWAYPATHWAY TESTINGPAVILIONSPAVILIONS INSPECTIONSPAY GLOBALPAYMENTSPAYROLLPCI DSSPECUNIARY INTERESTSPELL STREET RESERVEPENETRATION TESTSPEOPLE AND CULTUREPERFORMANCE MANAGEMENTPERFORMANCE MEASUREMENT SURVEYSPERFORMANCE REVIEWPERMITSPERMITS AND ASSETSPERSONALPERSONNELPEST CONTROL PET EXPOPHONE DIRECTORYPHOTOCOPIERSPHOTOGRAPHSPHOTOSPHOTOS STREET DIRECTORYPLAN CHECKING REFERRALS CMPPLANNINGPLANNING AND PLACEPLANNING AUDITPLANNING CONFERENCESPLANNING SCHEMEPLANNING SCHEME REVIEWPLANSPLAYGROUND AUDITSPLUMBINGPOLICE REQUESTSPOLICYPOLICY AND PROCEDUREPOLICY AND STRATEGYPOLITICAL PARTY LIAISONPOSITION DESCRIPTIONSPOSITION DOCUMENTSPOSITIONS | POWER LINESPRE AMENDMENTSPRE-ADMISSIONPRE-EMPLOYMENT CHECKSPRE-INJURY AVERAGE WEEKLY EARNINGSPREMIUMPRESCRIBED ACCOMMODATIONPRESCRIBED REGISTERSPRESENTATIONSPRINCES PARKPRIVACYPRIZES AND AWARDSPROBLEM SOLVING TOOLKITPROCEDURESPROCESS IMPROVEMENTSPROCUREMENT AGENTSPROCUREMENT AUSTRALIAPRODUCTS AND SERVICESPROGRAMSPROGRAMS AND EVENTSPROGRAMS AND EVENTS ADMINPROGRAMS AND PROJECTSPROGRAMS BITE SIZE LEARNINGPROGRAMS CORPORATE TRAININGPROGRAMS DEPARTMENT SPECIFICPROGRAMS LEARNING FORTNIGHTPROGRAMS TERTIARY TRAININGPROJECT BUSINESS UNITSPROJECT DOCUMENTATIONPROJECT IDEA DEFINITIONS 2019/20PROJECT IDEA DEFINITIONS 2020/21PROJECTSPROJECTS AND EVENTSPROJECTS COMPLETEPROJECTS CURRENTPROJECTS POTENTIALPROJECTS URBAN DESIGNPROMAPPPROPERTY HISTORYPROPERTY RATESPROPERTY VALUATIONSPROPOSED REVIEWSPROSECUTIONSPROSECUTIONS COURTPROTECTED DISCLOSUREPROTECTED DISCLOSURESPUBLICPUBLIC RECORDS OFFICE OF VICTORIA PROVPUBLIC RELATIONSPUBLICATIONSPUBLICATIONS AND SIGNSPUBLISHINGPURCHASINGPURCHASING AND FLEET |
| **Q** |  |
| QUALITY ASSURANCE QAQUALITY IMPROVEMENT | QUARTERLY PROVISIONSQUOTES |
| **R** |  |
| RATES (COUNCIL PROPERTY)RATES AND VALUATIONSRATES SUPPS DEMOREACTIONSREBATES AND SUBSIDIESRECONCILIATIONRECORD DETAILSRECORDSRECORDS AND REPORTSRECREATION SERVICESRECRUITMENTREDEVELOPMENTSREFERENCEREFERRALSREFUNDREGIONAL EMERGENCY MANAGEMENTREGISTRATIONREHABILITATIONREINSTATEMENTRELATED PARTY TRANSACTIONSRELOCATIONREPORT ONLYREPORTINGREPORTSREPORTS TO ASSEMBLYREPORTS TO ORDINARY COUNCILREPRESENTATIONSREPRESENTATIVESRESCODE | RESEARCHRESEARCH AND REFERENCERESIDENTIAL AGED CARERESIDENTIAL AGED CARE 2018RESIDENTIAL AGED CARE COMMENCING 2017 CONFIDENTIALRESIDENTIAL PARKING PERMITSRESIDENTIAL SERVICESRESOURCESRESOURCES AND EQUIPMENTRESOURCINGRESPITE CARERESPONSESRETURNSREVENUEREVIEWSRIDDELL PARKRILEY RESERVERISK AND OH&SRISK ASSESSMENTRISK MANAGEMENTROAD NAMING GENERALROAD NAMING SUBDIVISIONSROAD, STREET AND RESERVESROSANNA STREET RESERVEROSTERROSTERINGROSTERSRSPCA |
| **S** |  |
| S45 TRANSFER OF LAND ACT SURRENDERED EASEMENTSSALARY SACRIFICESAMPLINGSCANNED PLANSSCHOOL ALLOCATIONSSCHOOL CROSSING OLDSCHOOL CROSSING OPERATIONALSCHOOL CROSSING STRATEGICSCHOOL CROSSING SUPERVISORS REFERENCE GROUPSCHOOLSSECURITYSELWYN ST ELSTERNWICKSENIOR CITIZEN CENTRESSENIORS PROGRAMSSERVICE COMMENCEMENTSERVICE PLANNINGSERVICE PROVIDERSSERVICE REVIEWSSHADESAILSSHOPPING CENTRESSIGNSSITE SURVEYSSOCCER CLUBSSOCIAL ACTIVITIESSPORTS GROUNDSSPREADSHEETSSPRING ROAD RESERVESPRINGTHORPE GARDENSSTAFFSTAFF ADMINISTRATIONSTAFF NOTICESSTAFFINGSTAFFING AND RECRUITMENTSTAGE 1, 2 & 3STAGE 4, 5 & 6 | SOCIAL PROCUREMENTSOCIAL SUPPORTSOFTBALL CLUBSSOFTWARESPEARSPECIAL RATESSPONSORSHIPSPORTING CODESSPORTING FACILITIESSTAKEHOLDER ENGAGEMENTSTANDARD CONDITIONSSTATE EMERGENCY MANAGEMENTSTATE GOVERNMENTSTATE PLANNING SYSTEMSTATE STRATEGIESSTATISTICSSTATUTORY RETURNSSTOCKTAKESTORAGESTORYTIMESTRATEGIC EXECUTIVE MEETINGSSTRATEGYSTREET FURNITURE, SIGNS AND GRAFFITISTREET MANAGEMENTSTRUCTURAL BRANCH CLEARANCESTRUCTURESUBDIVISIONSUBMISSIONS (External)SUBMISSIONS (Internal)SUBPOENAS AND SUMMONSSUBURB BOUNDARY REVIEWSUPPLIER EXPENDITURESUPPLIERSSURVEYSSUSTAINABILITYSWIM SCHOOLSYSTEM DEVELOPMENTSYSTEMS |
| **T** |  |
| TASK REGISTERTAXTAXI SHELTERSTELECOMMUNICATIONSTEMPLATESTEMPORARY OCCUPATION OF COUNCIL LANDTEMPORARY REGISTRATIONTENDERSTENDERS AND QUOTESTENIXTENNIS CLUBSTERM DEPOSITTERMINATIONTESTTHE BLOCK 46 REGENT STREET ELSTERNWICKTHOMAS STREET RESERVE | TIME TARGETTIMESHEETSTITLE DOCUMENTATIONTITLES AND DEEDSTOWN PLANNING REFERRALSTRAFFIC DATATRAFFIC FILES RIMSTRAFFIC INFRINGEMENTSTRAFFIC MANAGEMENTTRAFFIC MANAGEMENT PLANTRAININGTRAINING AND DEVELOPMENTTRAINING NEEDS ANALYSISTRANSITION NDIS & HACCTRANSPORTTREE CREWTRUSTSTRY BOOKING |
| **U** |  |
| UNCLAIMED MONEYUNREGISTERED ANIMALUSAGE | USER SUPPORTUTILITIES |
| **V** |  |
| VALUESVCATVEHICLE AND PLANTVETS | VICTORIAN WORKCOVER AUTHORITYVICTORY PARKVIRGINIA PARKVISITS AND TOURSVOLUNTEERS |
| W |  |
| WAITLIST SCANNED APPLICATIONSWANGWARATAH ROAD RESERVEWASTE MANAGEMENTWATER MANAGEMENTWATTLE GROVE RESERVEWEB PHOTOSWEBSITEWEEKLY EXECUTIVE MEETINGSWESTPAC BANK FILEWINGATE & BRADY ROADS PARK | WITHDRAWALSWOORAYL STREET RESERVEWORK EXPERIENCEWORK REQUESTSWORK ZONESWORKERS COMPENSATIONWORKING GROUPSWORKPLACE INSPECTIONS-B&P OFFICES |
| **Y** |  |
| YARRA YARRA LINKS ESTATE RESERVE | YEAR END |
| **Z** |  |
| ZONING |  |