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.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 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 3204  Sunday 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 3185  Sunday Closed  Monday Closed  Tuesday 10am-6pm  Wednesday 10am-6pm  Thursday 2pm-6pm  Friday 10am-6pm  Saturday 10am-1pm |
| **Carnegie Library and Community Centre** |  | **Caulfield Library** |
| 7 Shepparson Avenue, Carnegie VIC 3163  Sunday 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, Caulfield  Sunday 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](mailto: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 CARDS  ACCESSIBILITY  ACCIDENTS  ACCOMMODATION BONDS AND RADS  ACCOUNTING  ACCOUNTS PAYABLE  ACCOUNTS PAYABLE (Creditors)  ACCOUNTS RECEIVABLE  ACCOUNTS RECEIVABLE (Debtors)  ACQUISITION  ACQUISITION AND DISPOSALS  ACTIVE SCHOOLS  ADDITIONAL CAPITAL  ADDRESSES (Presentations)  ADJOINING COUNCIL PROJECTS  ADMINISTRATION  ADVAM  ADVENT MANAGER LEGISLATIVE COMPLIANCE PRODUCT  ADVERTISING  ADVICE  ADVISORY COMMITTEES  ADVOCACY  AFTER HOURS  AGREEMENTS  ALARMS  ALLOCATION  ALLNUTT PARK  ALTERNATIVELY WITHIN SUBFOLDERS  AMENDMENT REQUEST  AMENDMENTS | AMENDMENTS RIMS  ANIMAL ADMISSIONS  ANIMAL MANAGEMENT  ANIMAL REGISTRATION AND RENEWAL APPLICATIONS  ANIMAL REGISTRATION RENEWALS ANIMAL UPLOAD  ANNIE AND ARTHUR ABRAHAMS RESERVE  ANNUAL BUDGET  ANNUAL BUSINESS PLANNING  ANNUAL BUSINESS PLANS  ANNUAL REPORTS  ANNUAL SUPPLY CONTRACTS  APPLICATION DEVELOPMENT  APPOINTMENTS  APPRENTICESHIPS AND TRAINEESHIPS  ASSEMBLY AGENDAS  ASSET INSPECTION  ASSET MANAGEMENT  ASSET MANAGEMENT PLAN  ASSET MANAGEMENT STEP PROGRAM  ASSET MANAGEMENT SYSTEM  ASSET PROTECTION  ASSET REGISTER  ASSET VALUATIONS  ASSETS AND PLACES  ASSIGNED DRIVER VEHICLE COST  ATHLETICS CLUBS  AUDIT  AWARDS |
| **B** | |
| BABYTIME  BAILEY RESERVE  BALLOON  BANK SUPPLEMENTARY  BANK WESTPAC  BANKING  BARKING DOGS  BASEBALL CLUBS  BENCHMARKING  BENCHMARKING AND REPORTING  BENTLEIGH RESERVE  BEQUESTS  BEST VALUE  BIENNIAL LAND AND BUILDING REVALUATIONS  BIRDS AND POULTRY  BIRTH NOTICES  BIS  BOND RETURNS  BONUS ACCRUAL  BOOKINGS | BOORAN ROAD RESERVOIR RESERVE  BOUNDARIES  BOWLS CLUBS  BOYD PARK  BPAY  BRENTWOOD STREET RESERVE  BUDGET  BUDGET HACC FUNDING  BUDGETING  BUILD PERMIT LEVY  BUILDING PLANS  BUILDING SITES  BUILDINGS  BUILDINGS AND PROPERTIES  BUILDING SURVEYOR  BURGESS STREET RESERVE  BUSINESS CONCIERGE  BUSINESS DEVELOPMENT  BUSINESS EDUCATION  BUSINESS INTELLIGENCE |
| **C** |  |
| CADBY AVENUE RESERVE  CALENDAR  CAPITAL BIDS  CAPITAL WORKS  CARELINK  CARETAKERS  CARNEGIE STATION & EASTERN CAR PARK DEVELOPMENT  CARPARKS  CASE MANAGEMENT  CASH PERFORMANCE  CASH RECONCILIATION  CATEGORY MANAGEMENT  CATERING  CATS  CAULFIELD PARK  CAULFIELD PLANTATION RESERVE  CAULFIELD TO DANDENONG  CCTV  CENTENARY PARK  CEO  CEO REQUESTS  CERTIFICATES  CHAMELEON  CHARGES AND SUMMONS  CHARITY BINS  CHARTS  CHILDRENS PROGRAMS  CIRCULARS  CITIZENSHIP CEREMONIES  CITY MANAGEMENT  CIVIC GUIDES  CLAIMS  CLAIMS MANAGEMENT  CLAPPERTON STREET PARK  CLEANING  CLEE STREET PARK  CLIENT INFORMATION  CLIENT SERVICES  COLIN STREET PARK  COLLECTION MANAGEMENT  COMMERCIAL STRATEGY  COMMISSION  COMMITTEE  COMMITTEES  COMMITTEES ADVISORY TERMS OF REFERENCE  COMMONWEALTH HOME SUPPORT PROGRAM  COMMUNICATION  COMMUNITY CONSULTATION  COMMUNITY DEVELOPMENT  COMMUNITY DIARY  COMMUNITY GRANTS  COMMUNITY INFORMATION GLEN EIRA CIGE  COMMUNITY ORGANISATIONS  COMMUNITY RELATIONS OLD  COMMUNITY WELLBEING | COMPETITIONS  COMPLIANCE  COMPUTER AND INTERNET SERVICES  COMPUTER AND LAPTOP REPLACEMENTS  COMPUTRON  CONFERENCES  CONFIDENTIAL  CONFIDENTIAL AND SUBJECT TO LEGAL PROFESSIONAL PRIVILEGE ROYAL COMMISSION  CONFIRMCONSERVATION  CONSULTANT REPORTS  CONSULTANTS AND CONTRACTORS  CONSULTATION  CONTAMINATION INFORMATION  CONTINUOUS IMPROVEMENT  CONTRACT VALUERS  CONTRACTOR MANAGMENT  CONTRACTORS  CONTRACTS  CONTRACTS (ARCHIVED)  CONTRACTS (SUB CONTRACTS)  CONTRACTS AND TENDERS  CONTRACTS, QUOTES AND TENDERS  CONTROL  COORDINATOR  CORMICK STREET RESERVE  CORPORATE IMAGE  CORPORATE INVESTIGATIONS  CORPORATE SERVICES  CORRESPONDENCE  CORRESPONDENCE CONFIDENTIAL  COUNCIL AGENDAS AND MINUTES  COUNCIL MEETINGS  COUNCIL MINUTES  COUNCIL PLANNING  COUNCIL POLICIES  COUNCIL PUBLIC QUESTIONS  COUNCIL REPORTS  COUNCIL SEAL  COUNCILLOR CLAIMS AND EXPENSES  COUNCILLOR CONTACT  COUNCILLOR INDUCTION  COUNCILLOR INFORMATION  COUNCILLOR REQUESTS  COUNCILLOR REQUESTS AND CURRENT ISSUES  COUNCILLORS  CREDIT RATING  CRICKET CLUBS  CRITICAL ISSUES  CROWN LAND  CURRENT ISSUES  CURRENT WEEKLY EARNINGS TO GALLAGHER BASSETT  CUSTOMER CONTACT  CUSTOMER CONTACT ARCHIVE  CUSTOMER FIRST  CYCLING CLUBS |
| **D** |  |
| DALY STREET MALL  DAMS  DANGEROUS GOOD AND HAZARDOUS SUBSTANCES  DANGEROUS, MENACING AND RESTRICTED BREEDS  DATA MANAGEMENT  DATA MANAGMENT  DATABASES AND DIRECTORIES  DEBT COLLECTION  DECEASED CLIENTS  DECLARATIONS  DEEDS AND TITLES  DEGA AVENUE PARK  DELEGATED PLANNING COMMITTEE DPC  DELEGATION AND AUTHORISATION  DELEGATIONS AND AUTHORISATIONS  DELEGATIONS AND AUTHORISATIONS REVIEW  DELEGATIONS INSTRUMENTS  DEPARTMENT OF SOCIAL SERVICES  DEPRECIATION DERELICT VEHICLES  DESEXING VOUCHER  DESIGN AND CONSTRUCTION | DESTRUCTION ORDERS  DEVELOPMENT PLAN  DIGITAL BY DEFAULT  DINGOS  DIRECT CREDIT  DIRECT DEBITS  DISABILITY ACTION PLAN  DISABILITY SUPPORT  DISCHARGED CLIENTS  DISPOSITION  DOG ATTACKS / RUSH  DOG OFF LEASH  DOGS  DOGS AT LARGE  DOMESTIC ANIMAL BUSINESS DAB  DOMESTIC ANIMAL MANAGEMENT PLAN DAMP  DONATIONS AND GIFTS  DOOR KNOCK RENEWAL FOLLOW UPS  DPI  DRAINAGE  DRAWINGS  DRUPAL  DUNCAN MACKINNON RESERVE |
| **E** |  |
| EARLY WORKS  EAST CAULFIELD RESERVE  EAST VILLAGE  ECOBUY  EDUCATION AND TRAINING  EE GUNN RESERVE  E-LEARNING AND LMS  ELECTIONS  ELECTIONS LOCAL GOVERNMENT  ELECTIONS STATE  ELECTRICAL  ELSTER CREEK TRAIL  ELSTERNWICK PLAZA  ELUMINA  EMERGENCY MANAGEMENT  EMERGENCY RELIEF  EMPLOYEE BENEFITS  EMPLOYMENT ASSISTANCE PROGRAM  END OF FINANCIAL YEAR  END OF MONTH  ENROLMENTS  ENVIRONMENTAL STRATEGY AND SERVICES  ENVIRONMENTAL SUSTAINABILITY STRATEGY | EQUAL EMPLOYMENT OPPORTUNITY  EQUIPMENT  EQUIPMENT DISPOSAL  ERGONOMIC ASSESSMENTS  ESKDALE PARK  ESSENTIAL SERVICES MEASURES  ESTABLISHMENT  EVALUATION  EVAULATION  EVENTS  EVENTS AND FUNCTIONS  EVENTS GRADUATIONS  EVERY BIT COUNTS  EXECUTIVE  EXECUTIVE ASSISTANT  EXERCISES  EXHIBITION MANAGEMENT  EXHIBITION MANAGEMENT ADMIN  EXHIBITIONS  EXPENDITURE  EXPRESSION OF INTEREST  EXTERNAL AUDIT |
| **F** |  |
| FACILITIES  FACILITY DETAILS  FACILITY SERVICES OFFICERS  FAST TRACK  FEES  FEES AND CHARGES  FEES, CHARGES AND REFUNDS  FILE NOTES  FINAL AUDIT  FINANCE  FINANCIAL REPORTING  FIRST AID  FIT-OUT  FIXED ASSETS | FLEET  FOOD RECALLS  FOOTBALL CLUBS  FORMAL INTERVENTION  FORMER ABC SITE (GORDON STREET)  FORMS AND TEMPLATES  FORMS LABELS AND DECALS  FOSTER CARERS  FOXES  FRAMEWORK  FRAUD  FREEDOM OF INFORMATION  FREEDOM OF INFORMATION REQUESTS |
| **G** |  |
| GALLAGHER BASSETT  GARDEN AVENUE RESERVE  GARDENVALE PARK  GEAC  GECC ENTERPRISE AGREEMENT  GESAC  GESAC ACCOUNTS  GESAC SHIFT SUMMARY  GESAC SPORTING PULSE  GESAC VOUCHER LIABILITY  GETT  GLEN EIRA LEISURE ENTERPRISE AGREEMENT  GLEN HUNTLY PARK  GLEN ORME AVENUE RESERVE  GLEN RIGNEY MEMORIAL RESERVE  GLENWORKS  GOVERNANCE  GOVERNANCE DIGEST  GOVERNMENT GRANTS  GOVERNMENT LIAISON  GOVERNMENT LIASION  GOVERNMENT LIASON | GOVERNMENT RELATIONS  GRADE SEPARATION  GRANT AND SUBSIDY APPLICATIONS  GRANT AND SUBSIDY APPLICATIONS (BY COMMUNITY)  GRANT AND SUBSIDY APPLICATIONS (BY COUNCIL)  GRANTS AND SUBSIDIES  GRANTS AND SUBSIDY APPLICATIONS (BY COMMUNITY)  GRANTS AND SUBSIDY APPLICATIONS (BY COUNCIL)  GRANTS GENERAL  GRANTS SPORTS AND RECREATION VICTORIA  GREASE TRAPS  GREENMEADOWS GARDENS  GREETINGS  GREYHOUNDS  GROUND ALLOCATIONS  GUIDES  GUTTER CLEANING |
| **H** |  |
| HACC LETTERS  HAIGH / KERSHAW STREET PARK  HALL STREET PARK  HALLEY PARK  HANDYMAN SERVICES  HARLESTON PARK  HAZMAT  HEALTH AND WELLBEING  HEALTH ASSESSMENTS  HELPDESK  HERITAGE  HERITAGE REFERALS | HEALTH PROMOTION  HEATING, VENTILATION AND COOLING  HELP DESK  HERITAGE VICTORIA APPLICATIONS AND PERMITS  HODGSON RESERVE  HOME LIBRARY SERVICE  HOME LIBRARY SERVICES  HOPETOUN GARDENS  HOUSING  HOUSING ORGANISATIONS  HUMAN RESOURCES  HUMAN RIGHTS  HUMAN RIGHTS AND EQUAL OPPORTUNITY |
| **I** |  |
| ILU'S  IMMUNISATION MANAGEMENT  IMMUNISATION SESSIONS  IMPLEMENTATION  IMPOUNDMENTS  INCIDENTS  INCIDENTS AND COMPLAINTS  INDUCTION  INDUCTION AND ORIENTATION  INDUSTRIAL RELATIONS  INFECTIOUS DISEASES MANAGEMENT  INFORMATION FOR CLIENTS  INFORMATION PRIVACY  INFORMATION SERVICES  INFRASTRUCTURE ASSETS  INFRASTRUCTURE PLANNING AND ASSETS WORKS  INFRASTRUCTURE, ENVIRONMENT AND LEISURE | INFRINGEMENTS  INQUIRIES  INSPECTIONS  INSURANCE  INTAKE  INTELLECTUAL PROPERTY  INTERIM AUDIT  INTERLIBRARY LOANS  INTERNAL AUDIT  INTERNAL AUDIT COUNCILLOR EXPENSES  INTERNAL AUDIT TRANSACTIONAL ANALYSIS  INTERVIEW QUESTIONS  INVESTIGATIONS  INVESTMENTS  INVITATIONS  INVOICES  ISSUES AND FIXES |
| **J** |  |
| JERSEY PARADE RESERVE  JOINT VENTURES | JOURNALS  JOYCE PARK |
| **K** |  |
| KEYS, SWIPE CARDS AND ALARM CODES  KING GEORGE VI MEMORIAL RESERVE | KOORNANG PARK |
| **L** |  |
| LACROSSE CLUBS  LAND SURVEYS  LAND TAX  LANDFILL SITES WITHIN GLEN EIRA  LANDSCAPING  LAW MAKING  LEADERSHIP GROUP  LEAN  LEARNING SEAT  LEASING  LEASING ADMINISTRATION  LEASING-OUT  LECKIE STREET RESERVE  LEGACY DATA  LEGAL ADVICE  LEGAL AND REFERENCE  LEGAL CLAIMS  LEGAL INFORMATION  LEGALS AND VALUATIONS | LEGISLATION  LEGISLATIVE UPDATES  LETTERS  LEVEL CROSSING REMOVAL  LEVEL OF SERVICE  LEVIES  LGBTQI ADVISORY GROUP  LIAISON  LICENCES  LIFESTYLE  LIFTS  LIRREWA GROVE RESERVE  LITIGATION  LITIGATION AND DISPUTES  LOANS  LOCAL GOVERNMENT  LOCAL LAW  LOCAL LAWS  LOCAL LAWS APPLICATIONS  LOG ON SCREENS  LORD RESERVE |
| **M** |  |
| MACKIE ROAD RESERVE  MAGIQ  MAIL MANAGEMENT  MAIL MANAGEMENT (AUBREY TO REVIEW)  MAILOUTS  MAINTENANCE  MAINTENANCE AND FLOOR PLANS  MAJOR PROJECT URBAN VILLAGES  MAJOR PROJECTS AND INFRASTRUCTURE RENEWALS  MALLANBOOL RESERVE  MANAGEMENT TEAM  MANAGER  MANUAL  MAPS  MARARA ROAD RESERVE  MARKETING & PROMOTION  MARKETING AND PROMOTION  MARKETING AND PROMOTIONS  MARKETING SCHEMES  MARLBOROUGH STREET RESERVE  MASTER PLANS  MASTERCARD  MAYORAL SPEECHES  MCKINNON MEMORIAL GARDEN | MCKINNON RESERVE  MEDIA RELATIONS  MEETING DOCUMENTS  MEETINGS  MEETINGS AND COMMITTEES (INTERNAL)  MEETINGS PRE APPLICATION  MEMBERSHIP  MEMBERSHIP AND ENROLMENT  MEMORANDUMS  MEMORIAL PARK  METRO ACCESS  METRO TUNNEL  MIGRATION TOOLS  MINOR CAPITAL UNTIL 2017  MINUTES  MOORLEIGH COMMUNITY VILLAGE  MULTIPLE PET PERMIT  MUNICIPAL ASSOCIATION OF VICTORIA (MAV)  MUNICIPAL ASSOCIATION OF VICTORIA MAV  MURRUMBEENA PARK |
| **N** |  |
| NAMING  NATIONAL BROADBAND NETWORK (NBN)  NEIGHBOURHOOD CHARACTER OVERLAY REFERRALS  NETBALL CLUBS  NEWS IN BRIEF | NICHOLSON STREET RESERVE  NINA COURT RESERVE  NORTH AVENUE PARK  NORTH, MCKINNON, CENTRE  NOTIFICATIONS |
| **O** |  |
| OAKLEIGH ROAD RESERVE  OFFICER STATEMENTS  OH&S  OLDER ADULTS RECREATION  OMBUDSMAN  ONELAN  ONLINE FORMS  OPEN SPACE  OPEN SPACE PROJECTS  OPEN SPACE STRATEGY  OPEN SPACE STRATEGY MANAGEMENT | OPEN WINDOWS  OPERABLE WALLS  OPERATIONAL ACTIVITY  ORAL HISTORY  ORGANISATIONAL DEVELOPMENT  OUR PEOPLE  OUTBREAKS  OUTDOOR FITNESS TRAINING  OVERVIEW |
| **P** |  |
| PA  PACKER PARK  PAINTING  PANEL  PAPER FILES  PARK PATROLS  PARK SERVICES  PARKING  PARKING INFRINGEMENT REFERRALS  PARKS AND RESERVES  PARKS AND RESERVES (GENERAL)  PATHWAY  PATHWAY TESTING  PAVILIONS  PAVILIONS INSPECTIONS  PAY GLOBAL  PAYMENTS  PAYROLL  PCI DSS  PECUNIARY INTERESTS  PELL STREET RESERVE  PENETRATION TESTS  PEOPLE AND CULTURE  PERFORMANCE MANAGEMENT  PERFORMANCE MEASUREMENT SURVEYS  PERFORMANCE REVIEW  PERMITS  PERMITS AND ASSETS  PERSONAL  PERSONNEL  PEST CONTROL  PET EXPO  PHONE DIRECTORY  PHOTOCOPIERS  PHOTOGRAPHS  PHOTOS  PHOTOS STREET DIRECTORY  PLAN CHECKING REFERRALS CMP  PLANNING  PLANNING AND PLACE  PLANNING AUDIT  PLANNING CONFERENCES  PLANNING SCHEME  PLANNING SCHEME REVIEW  PLANS  PLAYGROUND AUDITS  PLUMBING  POLICE REQUESTS  POLICY  POLICY AND PROCEDURE  POLICY AND STRATEGY  POLITICAL PARTY LIAISON  POSITION DESCRIPTIONS  POSITION DOCUMENTS  POSITIONS | POWER LINES  PRE AMENDMENTS  PRE-ADMISSION  PRE-EMPLOYMENT CHECKS  PRE-INJURY AVERAGE WEEKLY EARNINGS  PREMIUM  PRESCRIBED ACCOMMODATION  PRESCRIBED REGISTERS  PRESENTATIONS  PRINCES PARK  PRIVACY  PRIZES AND AWARDS  PROBLEM SOLVING TOOLKIT  PROCEDURES  PROCESS IMPROVEMENTS  PROCUREMENT AGENTS  PROCUREMENT AUSTRALIA  PRODUCTS AND SERVICES  PROGRAMS  PROGRAMS AND EVENTS  PROGRAMS AND EVENTS ADMIN  PROGRAMS AND PROJECTS  PROGRAMS BITE SIZE LEARNING  PROGRAMS CORPORATE TRAINING  PROGRAMS DEPARTMENT SPECIFIC  PROGRAMS LEARNING FORTNIGHT  PROGRAMS TERTIARY TRAINING  PROJECT BUSINESS UNITS  PROJECT DOCUMENTATION  PROJECT IDEA DEFINITIONS 2019/20  PROJECT IDEA DEFINITIONS 2020/21  PROJECTS  PROJECTS AND EVENTS  PROJECTS COMPLETE  PROJECTS CURRENT  PROJECTS POTENTIAL  PROJECTS URBAN DESIGN  PROMAPP  PROPERTY HISTORY  PROPERTY RATES  PROPERTY VALUATIONS  PROPOSED REVIEWS  PROSECUTIONS  PROSECUTIONS COURT  PROTECTED DISCLOSURE  PROTECTED DISCLOSURES  PUBLIC  PUBLIC RECORDS OFFICE OF VICTORIA PROV  PUBLIC RELATIONS  PUBLICATIONS  PUBLICATIONS AND SIGNS  PUBLISHING  PURCHASING  PURCHASING AND FLEET |
| **Q** |  |
| QUALITY ASSURANCE QA  QUALITY IMPROVEMENT | QUARTERLY PROVISIONS  QUOTES |
| **R** |  |
| RATES (COUNCIL PROPERTY)  RATES AND VALUATIONS  RATES SUPPS DEMO  REACTIONS  REBATES AND SUBSIDIES  RECONCILIATION  RECORD DETAILS  RECORDS  RECORDS AND REPORTS  RECREATION SERVICES  RECRUITMENT  REDEVELOPMENTS  REFERENCE  REFERRALS  REFUND  REGIONAL EMERGENCY MANAGEMENT  REGISTRATION  REHABILITATION  REINSTATEMENT  RELATED PARTY TRANSACTIONS  RELOCATION  REPORT ONLY  REPORTING  REPORTS  REPORTS TO ASSEMBLY  REPORTS TO ORDINARY COUNCIL  REPRESENTATIONS  REPRESENTATIVES  RESCODE | RESEARCH  RESEARCH AND REFERENCE  RESIDENTIAL AGED CARE  RESIDENTIAL AGED CARE 2018  RESIDENTIAL AGED CARE COMMENCING 2017 CONFIDENTIAL  RESIDENTIAL PARKING PERMITS  RESIDENTIAL SERVICES  RESOURCES  RESOURCES AND EQUIPMENT  RESOURCING  RESPITE CARE  RESPONSES  RETURNS  REVENUE  REVIEWS  RIDDELL PARK  RILEY RESERVE  RISK AND OH&S  RISK ASSESSMENT  RISK MANAGEMENT  ROAD NAMING GENERAL  ROAD NAMING SUBDIVISIONS  ROAD, STREET AND RESERVES  ROSANNA STREET RESERVE  ROSTER  ROSTERING  ROSTERS  RSPCA |
| **S** |  |
| S45 TRANSFER OF LAND ACT SURRENDERED EASEMENTS  SALARY SACRIFICE  SAMPLING  SCANNED PLANS  SCHOOL ALLOCATIONS  SCHOOL CROSSING OLD  SCHOOL CROSSING OPERATIONAL  SCHOOL CROSSING STRATEGIC  SCHOOL CROSSING SUPERVISORS REFERENCE GROUP  SCHOOLS  SECURITY  SELWYN ST ELSTERNWICK  SENIOR CITIZEN CENTRES  SENIORS PROGRAMS  SERVICE COMMENCEMENT  SERVICE PLANNING  SERVICE PROVIDERS  SERVICE REVIEWS  SHADESAILS  SHOPPING CENTRES  SIGNS  SITE SURVEYS  SOCCER CLUBS  SOCIAL ACTIVITIES  SPORTS GROUNDS  SPREADSHEETS  SPRING ROAD RESERVE  SPRINGTHORPE GARDENS  STAFF  STAFF ADMINISTRATION  STAFF NOTICES  STAFFING  STAFFING AND RECRUITMENT  STAGE 1, 2 & 3  STAGE 4, 5 & 6 | SOCIAL PROCUREMENT  SOCIAL SUPPORT  SOFTBALL CLUBS  SOFTWARE  SPEAR  SPECIAL RATES  SPONSORSHIP  SPORTING CODES  SPORTING FACILITIES  STAKEHOLDER ENGAGEMENT  STANDARD CONDITIONS  STATE EMERGENCY MANAGEMENT  STATE GOVERNMENT  STATE PLANNING SYSTEM  STATE STRATEGIES  STATISTICS  STATUTORY RETURNS  STOCKTAKE  STORAGE  STORYTIME  STRATEGIC EXECUTIVE MEETINGS  STRATEGY  STREET FURNITURE, SIGNS AND GRAFFITI  STREET MANAGEMENT  STRUCTURAL BRANCH CLEARANCE  STRUCTURE  SUBDIVISION  SUBMISSIONS (External)  SUBMISSIONS (Internal)  SUBPOENAS AND SUMMONS  SUBURB BOUNDARY REVIEW  SUPPLIER EXPENDITURE  SUPPLIERS  SURVEYS  SUSTAINABILITY  SWIM SCHOOL  SYSTEM DEVELOPMENT  SYSTEMS |
| **T** |  |
| TASK REGISTER  TAX  TAXI SHELTERS  TELECOMMUNICATIONS  TEMPLATES  TEMPORARY OCCUPATION OF COUNCIL LAND  TEMPORARY REGISTRATION  TENDERS  TENDERS AND QUOTES  TENIX  TENNIS CLUBS  TERM DEPOSIT  TERMINATION  TEST  THE BLOCK 46 REGENT STREET ELSTERNWICK  THOMAS STREET RESERVE | TIME TARGET  TIMESHEETS  TITLE DOCUMENTATION  TITLES AND DEEDS  TOWN PLANNING REFERRALS  TRAFFIC DATA  TRAFFIC FILES RIMS  TRAFFIC INFRINGEMENTS  TRAFFIC MANAGEMENT  TRAFFIC MANAGEMENT PLAN  TRAINING  TRAINING AND DEVELOPMENT  TRAINING NEEDS ANALYSIS  TRANSITION NDIS & HACC  TRANSPORT  TREE CREW  TRUSTS  TRY BOOKING |
| **U** |  |
| UNCLAIMED MONEY  UNREGISTERED ANIMAL  USAGE | USER SUPPORT  UTILITIES |
| **V** |  |
| VALUES  VCAT  VEHICLE AND PLANT  VETS | VICTORIAN WORKCOVER AUTHORITY  VICTORY PARK  VIRGINIA PARK  VISITS AND TOURS  VOLUNTEERS |
| W |  |
| WAITLIST SCANNED APPLICATIONS  WANG  WARATAH ROAD RESERVE  WASTE MANAGEMENT  WATER MANAGEMENT  WATTLE GROVE RESERVE  WEB PHOTOS  WEBSITE  WEEKLY EXECUTIVE MEETINGS  WESTPAC BANK FILE  WINGATE & BRADY ROADS PARK | WITHDRAWALS  WOORAYL STREET RESERVE  WORK EXPERIENCE  WORK REQUESTS  WORK ZONES  WORKERS COMPENSATION  WORKING GROUPS  WORKPLACE INSPECTIONS-B&P OFFICES |
| **Y** |  |
| YARRA YARRA LINKS ESTATE RESERVE | YEAR END |
| **Z** |  |
| ZONING |  |