



GLEN EIRA  
CITY COUNCIL

## GLEN EIRA CITY COUNCIL

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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 AVAILABLE TO  
THE PUBLIC

BENTLEIGH

BENTLEIGH EAST

BRIGHTON EAST

CARNEGIE

CAULFIELD

ELSTERNWICK

GARDENVALE

GLEN HUNTLY

MCKINNON

MURRUMBEENA

ORMOND

ST KILDA EAST

# 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 30 April 2020.

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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.

#### **Role and functions**

Council is established under the *Local Government Act 1989 (Vic)* and *Local Government Act 2020 (Vic)*, and its functions are prescribed by these laws. In particular the *Local Government Act 2020 (Vic)* provides that the role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

#### **Local Laws**

Local laws cover matters affecting the municipality which are not already regulated by state or federal legislation.

In 2019, Council reviewed and updated its local laws. As a result of this process, Council now has two local laws: a Community Local Law 2019 and Meeting Procedure Local Law 2019. A copy of the current local laws are available on Council's website, [www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au).

### 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 is committed 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:

- (a) meet the needs of the community;
- (b) tap into local knowledge and expertise;
- (c) have a more informed community; and
- (d) 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 Meeting Procedure Local Law 2019, 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>

#### **2. 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>.

### **Social Media**

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

- (a) general and specific Facebook pages;
- (b) Twitter feeds;
- (c) Instagram;
- (d) LinkedIn accounts; and
- (e) 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.

#### 2. 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.

<b>If you are interested in....</b>	<b>You can sign up to....</b>
Community consultations about Council's initiatives	The <b>Community Engagement E-Newsletter Mailing List</b> , 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 <b>Arts and Cultural Events Mailing List</b> .
Community development events and workshops	The <b>Community Development mailing list</b> , which receives community development information such as events and workshops, and also receives the <b>Connect Newsletter</b> , which is a quarterly newsletter targeting available funding, information forums, and events for community groups in Glen Eira.
Council's library services	The <b>Library Services Mailing List</b> , which provides information about adult and youth programs in the library. You can also follow the Library Facebook page and/or visit the library website.
Council grants	Receive updates on key grants and other information through <b>SmartyGrants</b> .
Sports and recreation activities run by Glen Eira Leisure	The <b>Glen Eira Leisure Health and Wellbeing E-Newsletter</b> , which provides general updates on activities, services and events at Council's sports and recreation facilities. You can also sign up to <b>Pirate Talk</b> , which contains updates about the swim school run by Glen Eira Leisure.
Services and programs for young people	The <b>Keeping Up to Date Quarterly Newsletter</b> , 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 <b>Healthy Ageing Newsletter</b> , 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	<b>Foodline</b> , 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 <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> (Vic).	Section 12(b) of the Local Government (General) Regulations 2015	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
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

Register or document	Legislation	How to inspect or obtain material
A register of delegations kept under sections 87(1) and 98(4) of the <i>Local Government Act 1989</i> (Vic), including the dates on which the last review under sections 86(6) and 98(6) of the <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> .	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 <i>Local Government Act 1989</i> (Vic)	Contact Legal and Governance Co-ordinator at (03) 9524 3333
Copies of election campaign donation returns	Section 62A(3) of the <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>

Register or document	Legislation	How to inspect or obtain material
A copy of the current Councillor Code of Conduct	Section s76C(4) of the <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
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 <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
A copy of the current Council Plan	Section s125(11) of the <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>  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 <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>  Or available for inspection at Council's Service Centre, Glen

Register or document	Legislation	How to inspect or obtain material
		Eira Town Hall and Glen Eira Library branches during business hours.
A copy of the Budget or Revised Budget	Section s130(9) of the <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>  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 <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Details regarding differential rates declared by Council	Section 161 of the <i>Local Government Act 1989</i> (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 <i>Local Government Act 1989</i> (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: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a> . 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

Register or document	Legislation	How to inspect or obtain material
		contacting Council's Rates Department at (03) 9524 3333.
A copy of the current Procurement Policy	Section 186A(8) of the <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Copies of any quality or cost standards that have been adopted by Council	Section 208F of the <i>Local Government Act 1989</i> (Vic)	Contained in Council's Best Value Report, which is made available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Copies of the Preliminary and Final Reports from the last Electoral Representation Review	Section 219F of the <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
A copy of Council's Best Value Report in compliance with the <i>Local Government Act 1989</i> (Vic)	Section S208G of the <i>Local Government Act 1989</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Register of building permits	Section 31(2) of the <i>Building Act 1993</i> (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 <i>Building Act 1993</i> (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 <i>Building Act 1993</i> (Vic)	Contact Council's Planning and Building Compliance Department at (03) 9524 3333
<i>(on the request of an owner or mortgagee of building or land)</i> 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

Register or document	Legislation	How to inspect or obtain material
<i>(on request by any person)</i> 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
<i>(on request by any person)</i> 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
<i>(on request by owner or mortgagee of a building or land, or a prescribed building practitioner)</i> 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 <i>Domestic Animals Act 1994</i> (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 <i>Food Act 1984</i> (Vic)	Section 43(3) of the <i>Food Act 1984</i> (Vic)	Contact Council's Public Health Department at (03) 9524 3333.
A copy of the <i>Victorian Planning Provisions</i> and any amendments to the <i>Victorian Planning Provisions</i>	Sections 4H and 4I of the <i>Planning and Environment Act 1987</i> (Vic)	This information is publicly available on the Department of Environment, Land, Water and Planning (DELWP) website: <a href="http://planning-schemes.delwp.vic.gov.au/schemes/gleneira">http://planning-schemes.delwp.vic.gov.au/schemes/gleneira</a>  Otherwise contact City Futures on (03) 9524 3333

Register or document	Legislation	How to inspect or obtain material
A copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme	Sections 18 and 21 of the <i>Planning and Environment Act 1987</i> (Vic)	Amendments are publicly available on the Department of Environment, Land, Water and Planning website: <a href="http://planning-schemes.delwp.vic.gov.au/schemes/gleneira">http://planning-schemes.delwp.vic.gov.au/schemes/gleneira</a>  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 <i>Planning and Environment Act 1987</i> (Vic)	Panel hearing reports are publicly available on the Department of Environment, Land, Water and Planning website: <a href="http://planning-schemes.delwp.vic.gov.au/schemes/gleneira">http://planning-schemes.delwp.vic.gov.au/schemes/gleneira</a>  Otherwise contact City Futures on (03) 9524 3333
A copy of an amended planning scheme (s42)	Section 41 of the <i>Planning and Environment Act 1987</i> (Vic)	This information is publicly available on the Department of Environment, Land, Water and Planning (DELWP) website: <a href="http://planning-schemes.delwp.vic.gov.au/schemes/gleneira">http://planning-schemes.delwp.vic.gov.au/schemes/gleneira</a>  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 <i>Planning and Environment Act 1987</i> (Vic)	The Planning Application Register is online at: <a href="https://epathway-web.gleneira.vic.gov.au/ePathway/Production/Web/">https://epathway-web.gleneira.vic.gov.au/ePathway/Production/Web/</a> .

Register or document	Legislation	How to inspect or obtain material
		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 <i>Planning and Environment Act 1987</i> (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 <i>Planning and Environment Act 1987</i> (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 <i>Planning and Environment Act 1987</i> (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 <i>Public Health and Wellbeing Act 2008</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Council's Public Road Register	Section 19(5) and (5A) of the <i>Road Management Act 2004</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Council's Protected Disclosure Policy and Procedures	<i>Protected Disclosure Act 2012</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>
Council's Privacy Policy	<i>Privacy and Data Protection Act 2014</i> (Vic)	Available on Council's website: <a href="http://www.gleneira.vic.gov.au">www.gleneira.vic.gov.au</a>



## Council facilities where documents may be inspected

*\*The following sets out ordinary opening hours for Council facilities. Due to the coronavirus pandemic in 2020, Council facilities are currently not open to the public. Further information about Council's response to the coronavirus pandemic is available on Council's website: <https://www.gleneira.vic.gov.au/services/support-and-safety/public-health/coronavirus-disease-covid-19>*

### **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**

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

#### **Elsternwick Library**

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**

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

#### **Caulfield Library**

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:

- (a) be made in writing;
- (b) be accompanied by the prescribed application fee;
- (c) be sufficiently clear to allow Council to identify and locate the relevant documents.

Requests may be lodged:

- (a) in person at the Service Desk located in the Town Hall, corner of Hawthorn and Glen Eira Roads, Caulfield VIC 3162;
- (b) online via: <https://epathway-web.gleneira.vic.gov.au/ePathway/Production/Web/>.
- (c) by email to [foi@gleneira.vic.gov.au](mailto:foi@gleneira.vic.gov.au); or
- (d) 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:

- (a) Corporate Counsel
- (b) Legal and Governance Coordinator
- (c) Principal Legal Officer
- (d) 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 AND INCLUSION	AMENDMENTS RIMS
ACCESS CARDS	ANIMAL ADMISSIONS
ACCOMMODATION BONDS AND RADS	ANIMAL MANAGEMENT
ACCOUNTING	ANIMAL REGISTRATION AND RENEWAL APPLICATIONS
ACCOUNTING SYSTEMS	ANIMAL REGISTRATION RENEWALS
ACCOUNTS PAYABLE	ANIMAL UPLOAD
ACCOUNTS RECEIVABLE	ANNIE AND ARTHUR ABRAHAMS RESERVE
ACQUISITION AND DISPOSALS	ANNUAL BUDGET
ACTIVE SCHOOLS	ANNUAL BUSINESS PLANNING
ADDITIONAL CAPITAL	ANNUAL BUSINESS PLANS
ADDRESSES (PRESENTATIONS)	ANNUAL REPORTS
ADJOINING COUNCIL PROJECTS	ANNUAL SUPPLY CONTRACTS
ADMINISTRATION	ANSARADA FINAL DOCUMENTATION
ADMINISTRATION GENERAL	APPLICATION DEVELOPMENT
ADMINISTRATOR	APPLICATION DEVELOPMENT TRIM
ADVAM	APPLICATIONS
ADVENT MANAGER LEGISLATIVE COMPLIANCE PRODUCT	APPRENTICESHIPS AND TRAINEESHIPS
ADVERTISING	ARCHIVE
ADVICE	ARTS AND CULTURE
ADVISORY COMMITTEES	ASBESTOS REGISTER
ADVOCACY	ASSEMBLY AGENDAS
AFTER HOURS	ASSET INSPECTION
AFTER HOURS UPDATED	ASSET MANAGEMENT
AGENCY APPOINTMENTS	ASSET MANAGEMENT PLAN
AGREEMENTS	ASSET MANAGEMENT STEP PROGRAM
ALARMS	ASSET MANAGEMENT SYSTEM
ALLNUTT PARK	ASSET PROTECTION
ALLOCATION	ASSET REGISTER
ALTERNATIVELY WITHIN SUBFOLDERS	ASSET VALUATIONS
AMENDMENT REQUEST	ASSETS
AMENDMENTS	ASSETS AND FACILITIES
ASSETS AND PLACES	AUDITS
ASSIGNED DRIVER VEHICLE COST	AUDITS AND INSPECTIONS
ATHLETICS CLUBS	AUST SCHOOL OF URBAN FORESTRY

AUDIT	AUTHORISATIONS
AUDIT AND RISK COMMITTEE MEETINGS	AUTOMATIC DOORS
AUDIT COMMITTEE	AWARDS
<b>B</b>	
BABYTIME	BUDGET HACC FUNDING
BAILEY RESERVE	BUDGETING
BALLOON	BUILD PERMIT LEVY
BANK SUPPLEMENTARY	BUILDING CONTROLS
BANK WESTPAC	BUILDING EMERGENCY MANAGEMENT PLANS
BANKING	BUILDING NOTICE AND ORDER
BARKING DOGS	BUILDING PLANS
BASEBALL CLUBS	BUILDING SERVICES APPLICATION MONTHLY CHECK
BENCHMARKING	BUILDING SITES
BENCHMARKING AND REPORTING	BUILDING STATISTICS
BENTLEIGH RESERVE	BUILDING SURVEYOR
BEST VALUE	BUILDINGS
BIENNIAL LAND AND BUILDING REVALUATIONS	BUILDINGS AND PROPERTIES
BIRDS AND POULTRY	BUILDINGS AND PROPERTIES ASSET MANAGEMENT
BIRTH NOTICES	BUILDINGS AND PROPERTIES CAPITAL WORKS
BIS	BUILDINGS AND PROPERTIES EMERGENCY MANAGEMENT
BOND RETURNS	BUILDINGS AND PROPERTIES FACILITIES
BONUS ACCRUAL	BUILDINGS AND PROPERTIES FACILITIES HIRE
BOOKINGS	BUILDINGS AND PROPERTIES OPERATIONS
BOORAN ROAD RESERVOIR RESERVE	BUILDINGS AND PROPERTIES PROPERTY MANAGEMENT
BOUNDARIES	BURGESS STREET RESERVE
BOWLS CLUBS	BUSINESS CONCIERGE
BOYD PARK	BUSINESS CONTINUITY PLANNING
BPAY	BUSINESS DEVELOPMENT
BRENTWOOD STREET RESERVE	BUSINESS EDUCATION
BUDGET	BUSINESS INTELLIGENCE

C

CADBY AVENUE RESERVE	COMMUNITY GRANTS SMALL GRANTS PROGRAM
CALENDAR	COMMUNITY INFORMATION GLEN EIRA CIGE
CAPITAL BIDS	COMMUNITY LOCAL LAW
CAPITAL BUDGET	COMMUNITY ORGANISATIONS
CAPITAL WORKS	COMMUNITY RELATIONS
CAPITAL WORKS AND RENEWAL PROGRAM	COMMUNITY RELATIONS OLD
CAPITAL WORKS AND SPECIFICATIONS	COMMUNITY SAFETY AND COMMUNITY FACILITIES POG
CARELINK	COMMUNITY SAFETY AND COMPLIANCE
CARETAKERS	COMMUNITY SAFETY AND COMPLIANCE COORDINATORS
CARNEGIE STATION & EASTERN CAR PARK DEVELOPMENT	COMMUNITY SERVICES
CARNEGIE SWIM CENTRE	COMMUNITY WELLBEING
CARPARKS	COMMUNITY WELLBEING EXECUTIVE
CASE MANAGEMENT	COMPETITIONS
CASH PERFORMANCE	COMPLIANCE
CASH RECONCILIATION	COMPUTER AND LAPTOP REPLACEMENTS
CATEGORY MANAGEMENT	COMPUTRON
CATERING	CONFERENCES
CATS	CONFIDENTIAL
CAULFIELD PARK	CONFIDENTIAL AND SUBJECT TO LEGAL PROFESSIONAL PRIVILEGE ROYAL COMMISSION
CAULFIELD PLANTATION RESERVE	CONFIRM
CAULFIELD RECREATION CENTRE	CONFIRM BATCH SITES
CAULFIELD STATION PRECINCT AND GLEN HUNTLY STRUCTURE PLANS	CONSENT AND REPORT APPLICATION AND DECISION
CAULFIELD TO DANDENONG	CONSERVATION
CCTV	CONSULTANT REPORTS
CENTENARY PARK	CONSULTANT SERVICES
CEO	CONSULTANTS AND CONTRACTORS
CEO REQUESTS	CONSULTATION
CERTIFICATES	CONTAMINATION INFORMATION
CHAMELEON	CONTINUOUS IMPROVEMENT
CHARGES AND SUMMONS	CONTRACT VALUERS
CHARITY BINS	CONTRACTOR MANAGEMENT
CHARTS	CONTRACTORS
CHIEF EXECUTIVE OFFICER	CONTRACTS
CHILD CARE	CONTRACTS (ARCHIVED)
CHILD SAFE	
CHILDREN SERVICES SUPPORT	
CHILDRENS PROGRAMS	

CIRCULARS	CONTRACTS (SUB CONTRACTS)
CITIZENSHIP CEREMONIES	CONTRACTS AND TENDERS
CITY ECONOMY AND PLACE MAKING	CONTRACTS, QUOTES AND TENDERS
CITY FUTURES	CONTROL
CITY MANAGEMENT	COORDINATOR
CITY OF CAULFIELD	CORMICK STREET RESERVE
CITY STRATEGY AND PLACE PLANNING	CORPORATE INVESTIGATIONS
CITY STRATEGY AND PLACE PLANNING CAULFIELD VILLAGE	CORPORATE SERVICES
CITY TRANSPORT AND PLACE DESIGN	CORPORATE SERVICES EXECUTIVE
CIVIC COMPLIANCE ANIMAL MANAGEMENT	CORRESPONDENCE
CIVIC COMPLIANCE LOCAL LAWS	CORRESPONDENCE CONFIDENTIAL
CIVIC COMPLIANCE PLANNING AND BUILDING COMPLIANCE	COUNCIL AGENDAS AND MINUTES
CIVIC GUIDES	COUNCIL AND ASSEMBLY
CLADDING	COUNCIL COMMITTEES AND GROUPS
CLAIMS	COUNCIL MEETINGS
CLAIMS MANAGEMENT	COUNCIL MINUTES
CLAPPERTON STREET PARK	COUNCIL PLANNING
CLASSIFIED TREE REGISTER	COUNCIL POLICIES
CLEANING	COUNCIL PUBLIC QUESTIONS
CLEE STREET PARK	COUNCIL REPORTS
CLIENT INFORMATION	COUNCIL SEAL
CLIENT SERVICES	COUNCILLOR
COLIN STREET PARK	COUNCILLOR BUSINESS
COLLECTION MANAGEMENT	COUNCILLOR BUSINESS AND REFERRALS
COMMISSION	COUNCILLOR CLAIMS AND EXPENSES
COMMITTEE	COUNCILLOR CONTACT
COMMITTEES	COUNCILLOR INDUCTION
COMMITTEES ADVISORY TERMS OF REFERENCE	COUNCILLOR INFORMATION
COMMONWEALTH HOME SUPPORT PROGRAM	COUNCILLOR REQUESTS
COMMUNICATION	COUNCILLOR REQUESTS AND CURRENT ISSUES
COMMUNITY AGED CARE	COUNCILLORS
COMMUNITY AGED CARE IN HOME SUPPORT	CREDIT RATING
COMMUNITY AGED CARE SERVICE COMMENCEMENT	CRICKET CLUBS
COMMUNITY AGED CARE SOCIAL SUPPORT AND VOLUNTEERS	CRITICAL ISSUES
COMMUNITY CONSULTATION	CROWN LAND
COMMUNITY DEVELOPMENT	CTR SETUP
COMMUNITY DEVELOPMENT TO BE ARCHIVED	CURRENT ISSUES
	CURRENT ISSUES, ASSEMBLIES AND REPORTS TO COUNCIL

COMMUNITY DIARY	CURRENT WEEKLY EARNINGS TO GALLAGHER BASSETT
COMMUNITY GRANTS	CUSTOMER CONTACT
	CUSTOMER CONTACT ARCHIVE
	CUSTOMER FIRST
	CYCLING CLUBS
<b>D</b>	
DAILY ACTIVITIES	DEVELOPMENT PLAN
DALY STREET MALL	DIGITAL BY DEFAULT
DAMS	DINGOS
DANDENONG ROAD OFFICE ACCOMMODATION	DIRECT CREDIT
DANGEROUS GOOD AND HAZARDOUS SUBSTANCES	DIRECT DEBITS
DANGEROUS, MENACING AND RESTRICTED BREEDS	DISABILITY ACTION PLAN
DATA MANAGEMENT	DISABILITY SUPPORT
DATABASES AND DIRECTORIES	DISCHARGED CLIENTS
DEBT COLLECTION	DISPOSITION
DECEASED CLIENTS	DOG ATTACKS / RUSH
DECLARATIONS	DOG OFF LEASH
DEEDS AND TITLES	DOGS
DEGA AVENUE PARK	DOGS AT LARGE
DELEGATED PLANNING COMMITTEE DPC	DOMESTIC ANIMAL BUSINESS DAB
DELEGATION AND AUTHORISATION	DOMESTIC ANIMAL MANAGEMENT PLAN
DELEGATIONS AND AUTHORISATIONS	DAMP
DELEGATIONS AND AUTHORISATIONS REVIEW	DONATIONS AND GIFTS
DELEGATIONS INSTRUMENTS	DOOR KNOCK RENEWAL FOLLOW UPS
DELETED FILES	DPI
DEPARTMENT OF SOCIAL SERVICES	DRAINAGE
DERELICT VEHICLES	DRAWINGS
DESEXING VOUCHER	DRUPAL
DESIGN AND CONSTRUCTION	DUNCAN MACKINNON RESERVE
DESTRUCTION ORDERS	
<b>E</b>	
E-LEARNING AND LMS	ENVIRONMENTAL STRATEGY AND SERVICES

EARLY WORKS	ENVIRONMENTAL SUSTAINABILITY STRATEGY
EAST CAULFIELD RESERVE	EQUAL EMPLOYMENT OPPORTUNITY
EAST VILLAGE	EQUIPMENT
ECOBUY	EQUIPMENT DISPOSAL
EDUCATION AND TRAINING	ERGONOMIC ASSESSMENTS
EE GUNN RESERVE	ESKDALE PARK
ELECTIONS	ESSENTIAL SERVICES MEASURES
ELECTIONS LOCAL GOVERNMENT	EVALUATION
ELECTIONS STATE	EVAULATION
ELECTRICAL	EVENTS
ELSTER CREEK TRAIL	EVENTS AND FUNCTIONS
ELSTERNWICK PLAZA	EVENTS GRADUATIONS
ELUMINA	EVERY BIT COUNTS
EMERGENCY MANAGEMENT	EXECUTIVE
EMERGENCY RELIEF	EXECUTIVE ASSISTANT
EMPLOYEE BENEFITS	EXERCISES
EMPLOYMENT ASSISTANCE PROGRAM	EXHIBITION MANAGEMENT
EMPLOYMENT SCHEMES (PAPER ONLY, DON'T USE)	EXHIBITION MANAGEMENT ADMIN
END OF FINANCIAL YEAR	EXHIBITIONS
END OF MONTH	EXPENDITURE
ENROLMENTS	EXPIRED HOARDING PERMIT
ENVIRONMENT AND INFRASTRUCTURE	EXPRESSION OF INTEREST
ENVIRONMENT AND INFRASTRUCTURE EXECUTIVE	EXTERNAL AUDIT

## F

FACILITIES	FIXED ASSETS 2007-2008
FACILITY DETAILS	FIXED ASSETS 2008-2009
FACILITY SERVICES OFFICERS	FIXED ASSETS 2009-2010
FAMILY AND CHILDREN SERVICES MANAGEMENT	FIXED ASSETS 2010-2011
FAMILY DAY CARE	FIXED ASSETS 2011-2012
FAST TRACK	FIXED ASSETS 2012-2013
FEES	FIXED ASSETS 2013-2014
FEES AND CHARGES	FIXED ASSETS 2014-2015
FEES, CHARGES AND REFUNDS	FIXED ASSETS 2015-2016
	FIXED ASSETS 2016-2017



FENCING	FIXED ASSETS 2017-2018
FILE NOTES	FIXED ASSETS 2018-2019
FINAL CERTIFICATE	FIXED ASSETS 2019-2020
FINALISED STATUTORY INSPECTION FILE	FLEET
FINANCE	FOOD RECALLS
FINANCIAL ACCOUNTING	FOOTBALL CLUBS
FINANCIAL AUDIT	FORMER ABC SITE (GORDON STREET)
FINANCIAL REPORTING	FORMS AND TEMPLATES
FINANCIAL SERVICES	FORMS LABELS AND DECALS
FIRE CLADDING INSPECTIONS COUNCIL OWNED	FOSTER CARERS
FIRST AID	FOXES
FIXED ASSETS	FRAMEWORK
FIXED ASSETS 2004-2005	FRAUD
FIXED ASSETS 2005-2006	FREEDOM OF INFORMATION
FIXED ASSETS 2006-2007	FREEDOM OF INFORMATION REQUESTS
	FUEL
<b>G</b>	
GALLAGHER BASSETT	GLENWORKS CONCRETE WORKS
GARDEN AVENUE RESERVE	GOVERNANCE
GARDENVALE PARK	GOVERNANCE DIGEST
GEAC	GOVERNMENT GRANTS
GECC ENTERPRISE AGREEMENT	GOVERNMENT LIAISON
GESAC	GOVERNMENT LIASION
GESAC ACCOUNTS	GOVERNMENT RELATIONS
GESAC ADMINISTRATION AND CUSTOMER SERVICE	GRADE SEPARATION
GESAC ADMINISTRATION AND TRAINING	GRAFFITI
GESAC AQUATICS	GRANT AND SUBSIDY APPLICATIONS
GESAC HEALTH AND WELLBEING	GRANT AND SUBSIDY APPLICATIONS (BY COUNCIL)
GESAC OCCASIONAL CARE	GRANTS AND SUBSIDIES
GESAC SALES AND MARKETING	GRANTS AND SUBSIDY APPLICATIONS (BY COMMUNITY)
GESAC SHIFT SUMMARY	GRANTS AND SUBSIDY APPLICATIONS (BY COUNCIL)
GESAC SPORTING PULSE	GRANTS GENERAL
GESAC SPORTS AND OPERATIONS	GRANTS SPORTS AND RECREATION VICTORIA
GESAC VOUCHER LIABILITY	GREASE TRAPS
GETT	
GLEN EIRA LEISURE ENTERPRISE AGREEMENT	

GLEN HUNTLY PARK	GREAT @ GLEN EIRA
GLEN ORME AVENUE RESERVE	GREAT AT GLEN EIRA POG
GLEN RIGNEY MEMORIAL RESERVE	GREENMEADOWS GARDENS
GLENWORKS	GREYHOUNDS
	GROUND ALLOCATIONS
	GUIDES
	GUTTER CLEANING
<b>H</b>	
HACC LETTERS	HERITAGE VICTORIA APPLICATIONS AND PERMITS
HACC-PYP	HISTORY AND HERITAGE
HAIGH / KERSHAW STREET PARK	HODGSON RESERVE
HALL STREET PARK	HOME AND COMMUNITY CARE PROGRAM FOR YOUNGER PEOPLE
HALLEY PARK	HOME LIBRARY SERVICE
HANDYMAN SERVICES	HOPETOUN GARDENS
HARLESTON PARK	HOUSING
HAZMAT	HOUSING ORGANISATIONS
HEALTH AND WELLBEING	HPRM ARCHIVE
HEALTH ASSESSMENTS	HUMAN RESOURCES
HEALTH PROMOTION	HUMAN RIGHTS
HEATING, VENTILATION AND COOLING	HUMAN RIGHTS AND EQUAL OPPORTUNITY
HELP DESK	
HELPDESK	
HERITAGE	
HERITAGE REFERRALS	
<b>I</b>	
ILU'S	INFRASTRUCTURE PLANNING AND ASSETS WORKS
IMMUNISATION SESSIONS	INFRASTRUCTURE, ENVIRONMENT AND LEISURE
IMPLEMENTATION	INFRINGEMENTS
IMPOUNDMENTS	INNOVATION AND CONTINUOUS IMPROVEMENT
INCIDENTS	INQUIRIES
INCIDENTS AND CLAIMS	INSPECTIONS
INCIDENTS AND COMPLAINTS	INSURANCE
INDUCTION	
INDUCTION (PAPER ONLY, DON'T USE)	

INDUCTION AND ORIENTATION	INTERLIBRARY LOANS
INDUSTRIAL RELATIONS	INTERNAL AUDIT
INFORMATION FOR CLIENTS	INTERNAL AUDIT COUNCILLOR EXPENSES
INFORMATION PRIVACY	INTERNAL AUDIT TRANSACTIONAL ANALYSIS
INFORMATION SERVICES	INTERVIEW QUESTIONS
INFORMATION TECHNOLOGY	INVESTIGATIONS
INFRASTRUCTURE ASSETS	INVESTMENTS
INFRASTRUCTURE ASSETS ENGINEERING SERVICES	INVITATIONS
INFRASTRUCTURE ASSETS INFRASTRUCTURE PLANNING	INVOICES
	IPOS ASSESMENTS
	IRRIGATION
	ISSUES AND FIXES
<b>J</b>	
JERSEY PARADE RESERVE	JOURNALS
JOINT VENTURES	JOYCE PARK
<b>K</b>	
KEYS	KINDERGARTEN
KEYS, SWIPE CARDS AND ALARM CODES	KOORNANG PARK
KING GEORGE VI MEMORIAL RESERVE	
<b>L</b>	
LACROSSE CLUBS	LETTER OF OFFER TEMPLATES
LAND SURVEYS	LETTERS
LAND TAX	LEVEL CROSSING REMOVAL
LANDFILL SITES WITHIN GLEN EIRA	LEVEL CROSSING REMOVAL PROJECT
LANDSCAPING	LEVEL OF SERVICE
LEADERSHIP GROUP	LEVIES
LEAN	LGBTQI ADVISORY GROUP
LEARNING SEAT	LIAISON
LEASING	LIBRARY AND INFORMATION SERVICES
LEASING ADMINISTRATION (GENERAL)	LICENCES
LEASING-OUT	LICENCES ENDORSEMENT
LECKIE STREET RESERVE	LIFESTYLE

LEGACY DATA	LIFTS
LEGAL ADVICE	LIRREWA GROVE RESERVE
LEGAL AND GOVERNANCE	LITIGATION AND DISPUTES
LEGAL AND REFERENCE	LOCAL GOVERNMENT
LEGAL CLAIMS	LOCAL LAW
LEGAL INFORMATION	LOCAL LAWS
LEGISLATION	LOG ON SCREENS
LEGISLATIVE UPDATES	LORD RESERVE

## M

MACKIE ROAD RESERVE	MEDIA AND COMMUNICATION GLEN EIRA NEWS
MAGIQ	MEDIA RELATIONS
MAIL MANAGEMENT	MEDIA UPDATES
MAIL MANAGEMENT (AUBREY TO REVIEW)	MEETING DOCUMENTS
MAILOUTS	MEETINGS
MAINTAINANCE	MEETINGS AND COMMITTEES (INTERNAL)
MAINTENANCE	MEETINGS PRE APPLICATION
MAINTENANCE AND FLOOR PLANS	MEMBERSHIP
MAINTENANCE MANUALS	MEMBERSHIP AND ENROLMENT
MAJOR PROJECT URBAN VILLAGES	MEMORANDUMS
MAJOR PROJECTS	MEMORIAL PARK
MAJOR PROJECTS AND INFRASTRUCTURE RENEWALS	METRO ACCESS
MALLANBOOL RESERVE	METRO TUNNEL
MANAGEMENT TEAM	METRO TUNNEL PROJECT
MANAGER	MIGRATION TOOLS
MANUAL	MINOR CAPITAL UNTIL 2017
MAPS	MINUTES
MARARA ROAD RESERVE	MOORLEIGH COMMUNITY VILLAGE
MARKETING & PROMOTION	MULTI-DECK CARPARK (BENTLEIGH)
MARKETING AND PROMOTION	MULTI-DECK CARPARK (ELSTERNWICK)
MARKETING AND PROMOTIONS	MULTIPLE PET PERMIT
MARKETING SCHEMES	MUNICIPAL ASSOCIATION OF VICTORIA (MAV)
MARLBOROUGH STREET RESERVE	MUNICIPAL ASSOCIATION OF VICTORIA MAV
MASTER PLANS	MUNICIPAL EMERGENCY MANAGEMENT
MASTERCARD	

MATERNAL AND CHILD HEALTH	MUNICIPAL EMERGENCY MANAGEMENT PLANNING
MAYORAL SPEECHES	MURRUMBEENA PARK
MCKINNON MEMORIAL GARDEN	MYKI COMMUTER CLUB
MCKINNON RESERVE	
MEDIA AND COMMUNICATION	
<b>N</b>	
NAMING	NICHOLSON STREET RESERVE
NATIONAL BROADBAND NETWORK (NBN)	NINA COURT RESERVE
NEIGHBOURHOOD CHARACTER OVERLAY REFERRALS	NORTH AVENUE PARK
NETBALL CLUBS	NORTH, MCKINNON, CENTRE
NEW ASSET PROCEDURES (INSURANCE, POWER ETC)	NOTIFICATIONS
NEWS IN BRIEF	
<b>O</b>	
OAKLEIGH ROAD RESERVE	OPERATIONAL ACTIVITY
OCCUPATIONAL HEALTH AND SAFETY	ORAL HISTORY
OFFICER STATEMENTS	ORDINARY AND SPECIAL
OH&S	ORGANISATIONAL DEVELOPMENT
OHS	ORPHAN CLASSIFICATION COMMUNITY RELATIONS
OLDER ADULTS RECREATION	ORPHAN CLASSIFICATION FINANCIAL MANAGEMENT
OMBUDSMAN	ORPHAN CLASSIFICATION GOVERNMENT RELATIONS
ONELAN	ORPHAN CLASSIFICATION GRANTS AND SUBSIDIES
ONLINE FORMS	ORPHAN CLASSIFICATION LAWS AND ENFORCEMENT
OPEN SPACE	ORPHAN CLASSIFICATION PARKS AND RESERVES
OPEN SPACE PROJECTS	ORPHAN CLASSIFICATION RECREATION AND YOUTH SERVICES
OPEN SPACE STRATEGY	OUR PEOPLE
OPEN SPACE STRATEGY MANAGEMENT	OUTBREAKS
OPEN WINDOWS	OUTDOOR FITNESS TRAINING
OPERABLE WALLS	

OVERVIEW

**P**

PA	POLICY AND STRATEGY
PACKER PARK	POSITION DESCRIPTIONS
PAINTING	POSITION DOCUMENTS
PANEL	POSITIONS
PAPER FILES	POSITIONS (PAPER ONLY, DON'T USE)
PARK INSPECTIONS	POWER LINES
PARK PATROLS	POWERPOINT
PARK SERVICES	PRE AMENDMENTS
PARK SERVICES ADMINISTRATION	PRE-ADMISSION
PARK SERVICES ARBORICULTURE	PRE-EMPLOYMENT CHECKS
PARK SERVICES GROUND MAINTAINANCE	PRE-INJURY AVERAGE WEEKLY EARNINGS
PARK SERVICES PARK ASSETS	PREMIUM
PARK SERVICES PARK MAINTENANCE	PRESCRIBED ACCOMMODATION
PARKING	PRESCRIBED REGISTERS
PARKING AND PROSECUTIONS	PRESENTATIONS
PARKING AND PROSECUTIONS TENIX	PRINCES PARK
PARKING INFRINGEMENT REFERRALS	PRIVACY
PARKS AND RESERVES	PRIZES AND AWARDS
PARKS AND RESERVES (GENERAL)	PROBLEM SOLVING TOOLKIT
PAST COUNCILLORS	PROCEDURE
PATHWAY	PROCEDURES
PATHWAY TESTING	PROCESS IMPROVEMENTS
PAVILIONS	PROCUREMENT AGENTS
PAVILIONS INSPECTIONS	PROCUREMENT AUSTRALIA
PAY GLOBAL	PRODUCTS AND SERVICES
PAYMENTS	PROGRAMS
PAYROLL	PROGRAMS AND EVENTS
PCI DSS	PROGRAMS AND EVENTS ADMIN
PECUNIARY INTERESTS	PROGRAMS AND PROJECTS
PELL STREET RESERVE	PROGRAMS BITE SIZE LEARNING
PENETRATION TESTS	PROGRAMS CORPORATE TRAINING
PEOPLE AND CULTURE	PROGRAMS DEPARTMENT SPECIFIC
PEOPLE AND CULTURE LEARNING AND DEVELOPMENT	PROGRAMS LEARNING FORTNIGHT

PEOPLE AND CULTURE RECRUITMENT	PROGRAMS TERTIARY TRAINING
PEOPLE AND CULTURE WORK COVER	PROJECT BUSINESS UNITS
PERFORMANCE MANAGEMENT	PROJECT DOCUMENTATION
PERFORMANCE MEASUREMENT SURVEYS	PROJECT IDEA DEFINITIONS 2019/20
PERFORMANCE REVIEW	PROJECT IDEA DEFINITIONS 2020/21
PERMITS	PROJECT MANAGEMENT OFFICE
PERMITS AND ASSETS	PROJECTS
PERSONNEL	PROJECTS AND EVENTS
PEST CONTROL	PROJECTS AND INFRASTRUCTURE
PET EXPO	PROJECTS COMPLETE
PHONE DIRECTORY	PROJECTS CURRENT
PHOTOCOPIERS	PROJECTS POTENTIAL
PHOTOGRAPHS	PROJECTS URBAN DESIGN
PHOTOS	PROMAPP
PHOTOS STREET DIRECTORY	PROPERTY HISTORY
PLAN CHECKING REFERRALS CMP	PROPERTY RATES
PLAN OR DOCUMENT PICKUP FORM AND REQUEST	PROPERTY VALUATIONS
PLANNING	PROPOSED REVIEWS
PLANNING AND PLACE	PROSECUTIONS
PLANNING AND PLACE EXECUTIVE	PROSECUTIONS COURT
PLANNING AND TRANSPORT	PROTECTED DISCLOSURES
PLANNING CONFERENCES	PUBLIC
PLANNING SCHEME	PUBLIC HEALTH
PLANNING SCHEME REVIEW	PUBLIC HEALTH IMMUNISATION
PLANS	PUBLIC OPEN SPACE
PLANT	PUBLIC RECORDS OFFICE OF VICTORIA PROV
PLAYGROUND AUDITS	PUBLIC RELATIONS
PLUMBING	PUBLICATIONS
POLICE REQUESTS	PUBLICATIONS AND SIGNS
POLICY	PURCHASING
POLICY AND PROCEDURE	PURCHASING AND FLEET
<b>Q</b>	
QUALITY ASSURANCE QA	QUOTATIONS
QUALITY IMPROVEMENT	QUOTES

QUARTERLY PROVISIONS	QUOTES AND INVOICES
<b>R</b>	
RATES (COUNCIL PROPERTY)	RESEARCH
RATES AND VALUATIONS	RESEARCH AND REFERENCE
RATES SUPPS DEMO	RESIDENTIAL AGED CARE
REACTIONS	RESIDENTIAL AGED CARE 2018
RECONCILIATION	RESIDENTIAL AGED CARE COMMENCING 2017
RECORD DETAILS	CONFIDENTIAL
RECORDS	RESIDENTIAL PARKING PERMITS
RECORDS AND REPORTS	RESIDENTIAL SERVICES
RECORDS MANAGEMENT	RESIDENTIAL SERVICES ADMINISTRATION
RECREATION	RESIDENTIAL SERVICES INDEPENDENT LIVING UNIT
RECREATION CAPITAL	RESIDENTIAL SERVICES ROSSTOWN
RECREATION DUNCAN MACKINNON RESERVE	RESIDENTIAL SERVICES SPURWAY
RECREATION FACILITIES	RESIDENTIAL SERVICES WARRAWEE
RECREATION OPEN SPACE	RESOURCES
RECREATION SERVICES	RESOURCES AND EQUIPMENT
RECREATION SPORTS CLUBS	RESOURCING
RECREATION, OPEN SPACE AND SUSTAINABILITY POG	RESPITE CARE
RECRUITMENT	RESPONSES
RECYCLING AND WASTE PROJECTS	RETURNS
REDEVELOPMENTS	REVIEWS
REFERENCE	RIDDELL PARK
REFERRALS	RILEY RESERVE
REFUND	RIPPON LEA
REGIONAL ASSESSMENT SERVICE	RISK AND INSURANCE
REGIONAL EMERGENCY MANAGEMENT	RISK AND OH&S
REGISTERED TREES	RISK ASSESSMENT
REGISTRATION	RISK MANAGEMENT
REINSTATEMENT	ROAD NAMING GENERAL
REPORT ONLY	ROAD NAMING SUBDIVISIONS
REPORTING	ROAD, STREET AND RESERVES
REPORTS TO ASSEMBLY	ROSANNA STREET RESERVE
REPORTS TO ORDINARY COUNCIL	ROSTER



REPRESENTATIVES	ROSTERING
REQUEST FOR INFORMATION	ROSTERS
RESCODE	RSPCA
<b>S</b>	
S45 TRANSFER OF LAND ACT SURRENDERED EASEMENTS	SPRINGTHORPE GARDENS
SAFE CYCLING CORRIDOR	STAFF
SALARY SACRIFICE	STAFF ADMINISTRATION
SAMPLING	STAFF APPRAISALS
SCANNED PLANS	STAFF KEYS
SCHOOL ALLOCATIONS	STAFF NOTICES
SCHOOL CROSSING OLD	STAFFING
SCHOOL CROSSING OPERATIONAL	STAFFING AND RECRUITMENT
SCHOOL CROSSING STRATEGIC	STAFFING, MEETINGS, STAFF ADMIN
SCHOOL CROSSING SUPERVISORS REFERENCE GROUP	STAGE 1, 2 & 3
SCHOOLS	STAGE 4, 5 & 6
SECTION 29A CERTIFICATE	STAKEHOLDER ENGAGEMENT
SECTION 51 (1) APPLICATIONS	STANDARD CONDITIONS
SECTION 51 (2) APPLICATIONS	STATE EMERGENCY MANAGEMENT
SECTION 80 NOTIFICATION	STATE GOVERNMENT
SECURITY	STATE GOVERNMENT CONTRACTS
SELWYN ST ELSTERNWICK	STATE PLANNING SYSTEM
SENIOR CITIZEN CENTRES	STATE STRATEGIES
SENIORS PROGRAMS	STATISTICS
SERVICE CENTRE	STATUTORY RETURNS
SERVICE PLANNING	STORYTIME
SERVICE PROVIDERS	STRATEGIC EXECUTIVE MEETINGS
SERVICE REVIEWS	STRATEGIC PROJECTS
SHADESAILS	STRATEGIC PROJECTS POG
SHOPPING CENTRES	STRATEGY
SIGNAGE	STREET FURNITURE, SIGNS AND GRAFFITI
SIGNS	STREET NUMBERING
SITE SURVEYS	STRUCTURAL BRANCH CLEARANCE
SOCCER CLUBS	STRUCTURE
	SUBDIVISION

SOCIAL PROCUREMENT	SUBMISSIONS (EXTERNAL)
SOCIAL SUPPORT	SUBPOENAS AND SUMMONS
SOFTBALL CLUBS	SUBURB BOUNDARY REVIEW
SOFTWARE	SUPPLIER EXPENDITURE
SOR BREAKDOWN	SUPPLIERS
SPEAR	SURVEYS
SPECIAL RATES	SUSTAINABILITY
SPONSORSHIP SPORTING CODES	SWIM SCHOOL
SPORTING FACILITIES	SYSTEM DEVELOPMENT
SPORTS GROUNDS	SYSTEMS
SPREADSHEETS	
SPRING ROAD RESERVE	
<b>T</b>	
TASK REGISTER	TIME TARGET
TAX	TIMESHEETS
TAXI SHELTERS	TITLE DOCUMENTATION
TEAM MEETINGS	TITLES AND DEEDS
TELECOMMUNICATIONS	TOWN PLANNING REFERRALS
TEMPLATES	TRAFFIC DATA
TEMPORARY OCCUPATION OF COUNCIL LAND	TRAFFIC FILES RIMS
TEMPORARY REGISTRATION	TRAFFIC INFRINGEMENTS
TENDERS	TRAFFIC MANAGEMENT PLAN
TENDERS AND QUOTES	TRAINING
TENIX	TRAINING AND DEVELOPMENT
TENNIS CLUBS	TRAINING NEEDS ANALYSIS
TERM DEPOSIT	TRANSITION NDIS & HACC
TERMINATION	TRANSPORT
TEST	TREE CREW
THE BLOCK 46 REGENT STREET ELSTERNWICK	TRIM MICRO FOCUS CONTENT MANAGER
THOMAS STREET RESERVE	TRY BOOKING
<b>U</b>	
UNCLAIMED MONEY	USER SUPPORT
UNREGISTERED ANIMAL	UTILITIES

<b>V</b>	
VALUES	VITESSE RIMS FAMILY SERVICES CLIENTS
VCAT	VITESSE RIMS RESIDENTIAL CARE CLIENTS
VEHICLE AND PLANT	VITESSE RIMS SUBJECT FILES
VETS	VITESSE RIMS UNCONTAINED ITEMS
VICTORIAN WORKCOVER AUTHORITY	VITESSE RIMS YOUTH SERVICES CLIENTS
VICTORY PARK	VOLUNTEER MANAGEMENT
VIRGINIA PARK	VOLUNTEERS
VITESSE CRTS	
VITESSE RIMS EXPORTS	
<b>W</b>	
WAITLIST SCANNED APPLICATIONS	WORK EXPERIENCE
WANG	WORK EXPERIENCE (PAPER ONLY, DON'T USE)
WARATAH ROAD RESERVE	WORK INSTRUCTIONS
WASTE MANAGEMENT	WORK REQUESTS
WATTLE GROVE RESERVE	WORK ZONES
WEB PHOTOS	WORKERS COMPENSATION
WEBSITE	WORKING GROUPS
WEEKLY EXECUTIVE MEETINGS	WORKPLACE INSPECTIONS-B&P OFFICES
WESTPAC BANK FILE	
WINGATE & BRADY ROADS PARK	
WITHDRAWALS	
WOORAYL STREET RESERVE	
WORK AND PLACEMENT EXPERIENCE	
<b>Y</b>	
YARRA YARRA LINKS ESTATE RESERVE	YEAR END PROCESSING
YEAR END	YOUTH SERVICES
<b>Z</b>	
ZONING	