



Part II Statement

Last updated: October 2021

Freedom of Information Part II Statement

Pursuant to the Freedom of Information Act 1982 (Vic)

Contents

1. Organisation and Function of Council	4
Access to documents and information about how we exercise our powers and perform our functions	4
About the City of Melbourne	4
Our Council	5
The Administration	6
The Executive Leadership Team	6
Services provided by Council	7
Contacting Council	8
Legislation and Laws administered by Council	9
Local Laws relevant to the City of Melbourne	15
Activities and Environment (Greening Melbourne, Vaping and Miscellaneous Amendments) Local Law 2020	15
Services provided by Council	15
Decision Making Powers	16
2. Consultation with the public	17
3. Types of documents held by Council	18
4. Information and documents Council has prepared for publication or inspection	19
5. Information Management Systems used by Council	21
6. Publicity Material	21
7. Policies, Plans, Strategies and Protocols	24
8. Council's Commitments	30
9. Freedom of Information Arrangements	31
Making an application	31
FOI Officers	32
Contacts and Further Information	32
10. Advisory committees	33
11. Public libraries	33

Purpose of the Part II Statement

The purpose of a Part II Statement under the *Freedom of Information Act 1982 (Vic)* (FOI Act), is to ensure that individuals and organisations can effectively exercise their right to obtain access to government information or documents (see section 7 – section 12 of the FOI Act).

The City of Melbourne is committed to ensuring that, where appropriate, members of the public have access to information held by Council and that both decision-making and operational processes of Council are transparent.

The Part II Statement provides members of the community with information about Council and informs them of the type of information and the type of documents that are held by Council. It also details the process of obtaining access to information and documents, including documents that are publicly available and documents that may be requested through Freedom of Information.

The Part II Statement gives effect to the public transparency principles contained in section 58 of the *Local Government Act 2020* and it operates in conjunction with City of Melbourne's Public Transparency Policy.

1. Organisation and Function of Council

Access to documents and information about how we exercise our powers and perform our functions

Section 7 of the *Freedom of Information Act 1982* (the Act) requires all agencies, other than councils, to publish a set of statements describing their powers and functions, the documents and information they keep and the ways people can view or get copies of them.

In the interests of transparency, the City of Melbourne has compiled a Section 7 Freedom of Information Statement where you will find information about:

- the functions and decision-making powers of the City of Melbourne
- how we consult with the public
- the types of documents we have
- the information and documents which have been prepared for publication or inspection and notice of where they can be inspected or obtained
- the literature available by subscription or on free mailing lists
- who you can apply to for documents and how an application can be made
- the boards and committees which have been established to advise the Council and whose minutes are available to the public
- the libraries we run.

If you have any questions about this document you can call a member of the Council Business team on 03 9658 9761. Or if you have an enquiry for a particular branch you can call 03 9658 9658 and the customer service staff will help you.

About the City of Melbourne

Melbourne is Victoria's capital city and the second-largest city in Australia. It is run by the City of Melbourne, one of 79 municipal authorities in Victoria operating as a public statutory body under the *Local Government Act 2020*.

The City of Melbourne is 37.7 square kilometres in area and is made up of the city centre and a number of inner suburbs, each with its own distinctive character and with different businesses, dwellings and communities.

The city plays host to many of Victoria's most prestigious arts and cultural venues, and fosters a lively and wide-ranging culture of creativity in its streets, parks and plazas. Melbourne's extraordinary mix of ethnic influences contributes strongly to its vigorous cultural life.

The City of Melbourne provides capital city infrastructure and services to the highest standard with the goal of improving the quality of life for its citizens and encouraging involvement in the life of the city. The City of Melbourne is committed to delivering quality services and capital works projects that are responsive to business and community expectations, demonstrably cost-effective and subject to public accountability.

Our Council

The City of Melbourne comprises a lord mayor, deputy lord mayor and nine councillors.

Lord Mayor Sally Capp

Sally Capp was re-elected as Lord Mayor of Melbourne in November 2020 after having been first elected in May 2018, and is the first woman to be directly elected as Lord Mayor.

Deputy Lord Mayor Nicholas Reece

Cr Nicholas Reece was elected Deputy Lord Mayor in November 2020, after having previously been elected Councillor in the City of Melbourne in 2016.

Councillor Davydd Griffiths

Councillor Davydd Griffiths was elected Councillor in November 2020. **Councillor Olivia Ball**

Councillor Olivia Ball was elected Councillor in November 2020. **Councillor Jamal Hakim**

Councillor Jamal Hakim was elected Councillor in November 2020.

Councillor Roshena Campbell

Councillor Roshena Campbell was elected Councillor in November 2020.

Councillor Philip Le Liu

Councillor Philip Le Liu was elected Councillor in November 2020 after having previously been elected in 2016.

Councillor Jason Chang

Councillor Jason Chang was elected Councillor in November 2020.

Councillor Rohan Leppert

Councillor Rohan Leppert was elected Councillor in November 2020 after having previously been elected in 2016 and in 2012.

Councillor Elizabeth Mary Doidge

Councillor Elizabeth Mary Doidge was elected Councillor in November 2020.

Councillor Kevin Louey

Councillor Kevin Louey was elected Councillor in November 2020 after having previously been elected in 2016, in 2012 and in 2008.

The Administration

The Chief Executive Officer is appointed by the Council and is responsible for the employment of all other members of Council staff. As per section 46 of the *Local Government Act 2020*, the Chief Executive Officer is responsible for:

- supporting the Lord Mayor, Deputy Lord Mayor and the Councillors in the performance of their roles; and
- ensuring the effective and efficient management of the day to day operations of the Council.

The Executive Leadership Team

Our organisational structure is based on seven divisions that collectively manage and coordinate the full range of activities and services to the City of Melbourne community. The seven divisions are:

- **Strategy Planning and Climate Change:** this division consists of climate change and resilience, planning and building, city strategy, parks and city greening and waste and recycling.
- **Property, Infrastructure and Design:** this division consists of city property, city design, state infrastructure, city projects, city infrastructure and greenline.
- **Customer and Digital:** this division consists of technology, digital and innovation, customer relations and city data.
- **Community and City Services:** this division consists of recreation and waterways, on street support and compliance, community development, community services and health and wellbeing.
- **City Economy and Activation:** this division consists of invest Melbourne, economic development and international, creative city and tourism and events.
- **Finance and Corporate:** this division consists of finance and investment, procurement and contract management, city lab and legal.
- **Executive Services:** this division consists of Aboriginal Melbourne, Office of the CEO, Office of the Lord Mayor and Deputy Lord Mayor, Homes Melbourne, People Culture and Leadership, Governance and Strategic Communications.

The Deputy Chief Executive Officer reports directly to the Chief Executive Officer and oversees the Strategy and Climate Change Division, Property Infrastructure and Design Division, as well as the following branches:

- Aboriginal Melbourne
- People Culture and Leadership

The Chief Financial Officer reports directly to the Chief Executive Officer and oversees the Customer and Digital Division and Finance and Corporate Division.

The following branches report directly to the Chief Executive Officer:

- Office of the CEO
- Strategic Communications
- Governance
- Office of the Lord Mayor and Deputy Lord Mayor
- Homes Melbourne

The five General Managers, the Chief Executive Officer, the Deputy Chief Executive Officer, the Chief Financial Officer and Director Governance, Director Strategic Communications, Director Aboriginal Melbourne and Director Office of the CEO comprise our Executive Leadership Team (ELT).

For further information about the structure of the organisation, please refer to the organisational structure available on the City of Melbourne website Leadership and structure - City of Melbourne.¹

Services provided by Council

The functions of a Council as prescribed by the *Local Government Act 2020* are:

- Advocating and promoting proposals which are in the best interests of the local community;
- Planning for and providing services and facilities for the local community;
- Providing and maintaining community infrastructure in the municipal district;
- Undertaking strategic and land use planning for the municipal district;
- Raising revenue to enable the Council to perform its functions;
- Making and enforcing local laws;
- Exercising, performing and discharging the duties, functions and power of Councils under the *Local Government Act 2020* and other Acts; and
- Any other function relating to the peace, order and good government of the municipal district.

Council performs the following major functions and services:

- animal management
- arts and cultural programs
- business and trade development
- capital works and maintenance of parks and gardens, roads, pedestrian ways, and public spaces of the city
- community health services
- customer, resident and visitor information services
- environment and water management
- financial planning, budgets, valuations, rates and credit control
- food safety and regulation of food premises
- international relations
- IT infrastructure
- land transfers and subdivisions
- library services
- marketing of the city and coordination of events
- maintenance of council-owned facilities, property and other assets
- management of parks, gardens and sporting facilities and services
- public safety

¹ <https://www.melbourne.vic.gov.au/about-council/our-profile/pages/leadership-structure.aspx>

- recycling and waste management
- regulation of parking and traffic
- regulation of parking, filming, trading and other activities in the streets
- services for children, youth, aged people and people with disabilities
- social planning and housing
- tourism
- urban planning and building regulation

Further information about each of these areas can be found on the City of Melbourne website City of Melbourne homepage - City of Melbourne².

Contacting Council

City of Melbourne is here to help. If you require immediate assistance please call us on 03 9658 9658.

Use the links on our website to report an issue, submit an enquiry, feedback or complaint, make online payments, or access commonly requested services. We aim to respond within two working days.

Other ways to contact City of Melbourne:

Call us:

Phone: 03 9658 9658

National Relay Service: 133 677
(ask for 03 9658 9658)

Visit us:

Customer Service Centre at Melbourne Town Hall
120 Swanston Street, Melbourne
8.30am to 5.00pm, Monday to Friday (public holidays excluded)

Write to us:

Chief Executive Officer
GPO Box 1603
Melbourne VIC 3001

² <https://www.melbourne.vic.gov.au/Pages/home.aspx>

Legislation and Laws administered by Council

The below tables provides, as far as practicable, the Acts that are relevant to Council. This includes Acts that Council administers as well as Acts that may otherwise apply to Council currently or in the future.

Aboriginal Heritage Act 2006

Accident Compensation Act 1985

Audit Act 1994

Australian Consumer Law and Fair Trading Act 2012

Back to Work Act 2015

Building Act 1993

Building and Construction Industry Security of Payment Act 2002

Carers Recognition Act 2012

Carlton (Recreation Ground) Land Act 1966

Casino Control Act 1991

Catchment and Land Protection Act 1994

Cemeteries and Crematoria Act 2003

Charter of Human Rights and Responsibilities Act 2006

Child Wellbeing and Safety Act 2005

Children Youth and Families Act 2005

Children Services Act 1996

City of Melbourne Act 2001

Civil Procedure Act 2010

Cladding Safety Victoria Act 2020

Climate Change Act 2017

Congestion Levy Act 2005

Conservation, Forests and Lands Act 1987

Constitution Act 1975

Conveyancers Act 2006

COVID-19 Omnibus (Emergency Measures) Act 2020

Crimes Act 1958

Criminal Procedure Act 2009

Crown Land (Reserves) Act 1978

Dangerous Goods Act 1985

Defamation Act 2005

Delivering Victorian Infrastructure (Port of Melbourne Lease Transaction) Act 2016

Development Victoria Act 2003

Disability Act 2006

Disability Service Safeguards Act 2018

Docklands Act 1991

Domestic Animals Act 1994

Drugs, Poison and Controlled Substances Act 1981

Duties Act 2000

Education and Care Services National Law 2010

Education and Training Reform Act 2006

Electoral Act 2002

Electricity Industry Act 2000

Electricity Industry (Residual Provisions) Act 1993

Electricity Safety Act 1998

Electronic Transactions (Victoria) Act 2000

Emergency Management Act 1986

Emergency Management Act 2013

Environment Protection Act 2017

Equal Opportunity Act 2010

Essential Services Commission Act 2001

Family Violence Protection Act 2008

Fences Act 1968

Filming Approval Act 2014

Fines Reform Act 2014

Fire Services Property Levy Act 2012

Firearms Act 1996

Fire Rescue Victoria Act 1958

Flemington Land Act 1973

Flemington Land Act 1981

Flore and Fauna Guarantee Act 1988

Food Act 1984

Freedom of Information Act 1982

Gambling Regulation Act 2003

Gas Industry Act 2001

Gender Equality Act 2020

Gene Technology Act 2001

Geographic Place Names Act 1998

Graffiti Prevention Act 2007

Health Complaints Act 2016

Health Records Act 2001

Heavy Vehicle National Law Application Act 2013

Heritage Act 2017

Hotham Municipal Buildings Site Act 1885

Housing Act 1993

Impounding of Livestock Act 1994

Independent Broad Based Anti-corruption Commission Act 2011

Infringements Act 2006

Interpretation of Legislation Act 1984

Labour Hire Licensing Act 2018

Land Acquisition and Compensation Act 1986

Land Act 1958

Land Tax Act 2005

Libraries Act 1988

Limitation of Actions Act 1958

Local Government Act 1989

Local Government Act 2020

Local Jobs First Act 2003

Lord Mayor's Charitable Foundation Act 2017

Major Events Act 2009

Major Transport Projects Facilitation Act 2009

Marine and Coastal Act 2018

Marine Safety Act 2010

Meat Industry Act 1993

Melbourne City Link Act 1995

Melbourne Convention and Exhibition Trust Act 1996

Melbourne Harbor Trust Land Act 1968

Melbourne Lands and Market Sites Act 1991

Melbourne Lands (Yarra River North Bank) Act 1997

Melbourne Market and Park Lands Act 1933

Melbourne Market and Park Lands Act 1992

Melbourne (Alexandra Gardens) Land Act 1974

Melbourne (Flinders Street Land) Act 1958

Melbourne (Snowden Gardens) Land Act 1975

Melbourne (Widening of Streets) (Repeal) Act 1986

Melbourne (Yarra Park) Land Act 1980

Monetary Units Act 2004

Multicultural Victoria Act 2011

Municipal Association Act 1907

Museums Act 1983

National Taxation Reform (Consequential Provisions) Act 2000

North Melbourne Lands Act 1966

North Melbourne Lands Act 1996

North Melbourne Municipal Buildings Site Act 1963

Oaths and Affirmations Act 2018

Occupational Health And Safety Act 2004

Ombudsman Act 1973

Parliamentary Committees Act 2003

Parliamentary Precincts Act 2001

Payroll Tax Act 2007

Pipelines Act 2005

Planning and Environment Act 1987

Planning and Environment (Planning Schemes) Act 1996

Plant Biosecurity Act 2010

Prevention of Cruelty to Animals Act 1986

Privacy and Data Protection Act 2014

Project Development and Construction Management Act 1994

Property Law Act 1958

Public Administration Act 2004

Public Health and Wellbeing Act 2008

Public Interest Disclosure Act 2012

Public Records Act 1973

Queen Victoria Market Lands Act 1996

Racial and Religious Tolerance Act 2001

Rail Safety (Local Operations) Act 2006

Residential Tenancies Act 1997

Retail Leases Act 2003

Road Management Act 2004

Road Safety Act 1986

Rooming House Operators Act 2016

Royal Children's Hospital (Land) Act 2007

Royal Park Land Act 1999

Sentencing Act 1991

Sex Work Act 1994

Sheriff Act 2009

Shrine of Remembrance Act 1978

Small Business Commission Act 2017

South Melbourne Land Act 1986

Southgate Project Act 1994

State Concessions Act 2004

State Electricity Commission Act 1958

State Sport Centres Act 1994

Subdivision Act 1988

Subordinate Legislation Act 1994

Summary Offences Act 1966

Surveillance Devices Act 1999

Surveying Act 2004

Sustainability Victoria Act 2005

Tobacco Act 1987

Transfer of Land Act 1958

Transport Integration Act 2010

Valuation of Land Act 1960

Veterans Act 2005

Victorian Civil and Administrative Tribunal Act 1998

Victorian Local Government Grants Commission Act 1976

Victoria State Emergency Service Act 2005

Victorian Energy Efficiency Target Act 2007

Victorian Environmental Assessment Council Act 2001

Victorian Planning Authority Act 2017

Water Act 1989

Water Industry Act 1994

West Gate Tunnel (Truck Bans and Traffic Management) Act 2019

West Melbourne Lands Act 1968

Wildlife Act 1975

Worker Screening Act 2020

Workplace Injury Rehabilitation and Compensation Act 2013

Wrongs Act 1958

Yarra Park Road Act 1897

Yarra River Protection (Wilip-gin Birrarung murron) Act 2017

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au³.

³ <https://www.legislation.vic.gov.au/>

Local Laws relevant to the City of Melbourne⁴

Activities Local Law 2019

Environment Local Law 2019

Activities and Environment (Greening Melbourne, Vaping and Miscellaneous Amendments) Local Law 2020

Services provided by Council

The functions of a Council as prescribed by the Local Government Act 2020 are:

- Advocating and promoting proposals which are in the best interests of the local community;
- Planning for and providing services and facilities to the community;
- Providing and maintaining community infrastructure in the municipal district;
- Undertaking strategic and land use planning for the municipal district;
- Raising revenue to enable the Council to perform its functions;
- Making and enforcing local laws;
- Exercising, performing and discharging the duties, functions and power of Councils under the *Local Government Act 2020* and other Acts; and
- Any other function relating to the peace, order and good government of the municipal district.

The City of Melbourne perform these functions by providing over 100 services to our community. They include but are not limited to:

- Food safety regulations
- Youth Services
- Health and support services
- Support to community and sporting groups
- Support to businesses
- Child Care
- Boating and waterways
- Economic development
- Local law enforcement
- Building regulation enforcement
- Planning permits
- Permit application and renewals
- Rates and registrations
- Grants and funding

⁴ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/acts-local-laws/pages/local-laws-2019.aspx>

- Safety and Emergency management
- Waste and recycling services
- Festivals and events
- Maintaining parks and gardens
- Libraries
- Local halls and venues
- Repairing roads, footpaths and streetlights

Decision Making Powers

Decisions of Council

There are decisions that must be made by the Council at a formal Council or Delegated Committee Meeting. Examples of such decision include the adoption of the Council Budget, adoption of the Council Plan, the adoption of Council policies and strategies and decisions involving contracts that exceed the financial delegation of the CEO.

The Council or Delegated Committee makes decisions by passing resolutions at a Scheduled or Additional Council or Delegated Committee Meetings.

Scheduled Council and Delegated Committee Meetings for each year are adopted at a Council Meeting in the prior year and are available on Council's website – Upcoming Council and committee meeting dates and papers - City of Melbourne. Scheduled Council Meetings are ordinarily held on the last Tuesday of the month, with the exception of the November and December Council Meetings. Scheduled Delegated Committee Meetings (being the Future Melbourne Committee) are ordinarily held on the first and third Tuesday of the month, with the exception of November and December. Please consult our website for the most up-to-date Meeting schedule.

Scheduled Council and Delegated Committee Meetings are ordinarily held at the Town Hall Administration Building, located at 90-120 Swanston Street, Melbourne. Scheduled Delegated Committee Meetings may also take place in other community venues during the year. The locations of these meetings will be advertised prior to the relevant Scheduled Delegated Committee Meeting.

Under Council's Governance Rules 2020, an Additional Council or Delegated Committee Meeting may be called to deal with a specific item of business that cannot wait until the next Scheduled Council or Delegated Committee Meeting. Additional Council or Delegated Committee Meetings are advertised on Council's website and on the noticeboard at Council's Town Hall Administration Building.

Members of the public are welcome to attend both Scheduled and Additional Council and Delegated Committee Meetings, unless the meeting has been closed to the public in accordance with s 66 of the Local Government Act 2020 or due to a pandemic or other state or national emergency.

Council and Delegated Committee Meetings are regulated by Council's Governance Rules 2020.

Agendas and Minutes of all public Council and Delegated Committee Meetings are available on Council's website at - Upcoming Council and committee meeting dates and papers - City of Melbourne⁵.

Decisions made under Delegation

Council operates in a highly regulated environment and is currently responsible for administering various Acts and Regulations.

Most Acts and Regulations state that the Council is responsible for administering the relevant power, duty or function. As it is not practicable for the Council to administer such a large number of provisions, the Council delegates most of its powers, duties and functions to the CEO and to other positions within the organisation.

Under legislation, including the *Local Government Act 2020*, the Chief Executive Officer is able to delegate certain decision-making powers to other members of Council Staff as it is not possible for a CEO to make every decision. This is done through an 'Instrument of Delegation', which is a legal document that formally delegates a power to a specific position within the Council.

Council's Delegation Policy outlines the policies and processes in relation to the exercise of delegated authority. These include:

- Referral to Council;
- Limitation on Financial Delegations;
- Difficult issues; and
- Emergency and/or Extraordinary circumstances.

For a copy of the Delegation Policy, please refer to the City of Melbourne's website City of Melbourne - Delegations Policy⁶.

Section 11(7) and 11(8) of the *Local Government Act 2020*, in addition to Council's Public Transparency Policy, requires Council to make available a register of delegations, including the date on which the last review was undertaken. A copy of Council's current Instruments of Delegations, and the dates they were last reviewed, are available on Council's website – Registers for inspection - City of Melbourne.⁷

2. Consultation with the public

The City of Melbourne is committed to ensuring that the members of our community are involved and can contribute to the decision making processes of Council. This can be through informal consultative processes such as mail outs, surveys and social media. It may also be through formal consultative processes such as public submissions, workshops or public questions asked at Future Melbourne Committee meetings.

The City of Melbourne is committed to the Community Engagement principles as contained in s56 of the *Local Government Act 2020* which are centred around ensuring members of the community have access to the information they need to participate in Council decision making, are provided with support to participate and are informed of how their participation will influence Council decision making.

The City of Melbourne has developed a Community Engagement Policy⁸ in accordance with section 55 of the *Local Government Act 2020*. This Policy outlines the City of Melbourne's commitment and approach to community engagement practice.

⁵ <https://www.melbourne.vic.gov.au/about-council/committees-meetings/Pages/council-meetings.aspx>

⁶ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/pages/delegations-policy.aspx>

⁷ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/council-information/registers-inspection/Pages/default.aspx>

⁸ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/pages/community-engagement-policy.aspx>

It details the principles that guide our work towards delivering sustainable outcomes for our city: through shared problem-solving, open dialogue and meaningful participation. It also seeks to foster a deeper culture of public participation and provides a common language that strengthens community engagement for all.

Ways in which members of the public can currently participate in Council decision making include:

1. Submit a question at a Future Melbourne Committee meeting

Questions can be submitted via an online link on the relevant meeting page by no later than 10am on the day of the scheduled Future Melbourne Committee meeting. Alternatively members of the public can register, via the online link on the relevant meeting page, to attend the meeting in person or virtually to ask their question live. Public questions should be no longer than 90 seconds in duration and cannot relate to an item on the Agenda. A 15 minute period shall be provided for questions at the beginning and end of the meeting.

2. Make a verbal submission at a Future Melbourne Committee meeting

Members of the public can register via the online link on the relevant meeting page by 10am on the day of the scheduled Future Melbourne Committee meeting to make a request to address the Committee either in person or virtually. Submissions should be no longer than three minutes in duration. There is no provision to make verbal submissions at Council meetings.

3. Make a written submission at a Council or Future Melbourne Committee meeting

Members of the public can make written submission to items on the agenda via the online link on the relevant meeting page no later than 10am on the day of the meeting. Written submissions will be considered by Councillors prior to the meetings.

4. Have your say via ‘Participate Melbourne’

There are many ways members of the public can have their say on Melbourne’s big issues and future plans. They can:

- Explore projects in their neighbourhood
- Share ideas and feedback on city shaping projects
- Get involved in Council decision making and programs

For further information visit the Participate Melbourne webpage [Participate Melbourne](#)⁹.

5. Formal and information consultation process

Council undertakes both formal and informal consultation processes throughout the year. These are advertised on Council’s website, social media and in local publications.

3. Types of documents held by Council

Given the extensive number of functions performed and services provided by Council, there is a large range of documents that are possessed or controlled by Council. This includes both hard copy documents (held at Council or offsite) as well as electronic documents. The categories of documents held by Council include but are not limited to:

- Animal management and pet registration records
- policies, guidelines, manuals and research

⁹
https://participate.melbourne.vic.gov.au/?utm_source=home_page&utm_medium=tile_7_double&utm_campaign=participate&_ga=2.39453152.2129759125.1627260521-83979770.1622079727

- project and service plans
- annual and financial reports
- Council and committee agendas and minutes
- Corporate planning documents
- Documents submitted by third parties
- Emergency management records
- Employee files
- External correspondence
- media releases and general advertising
- maternal and personal health care records
- records associated with capital works, engineering and the road network
- grant application, tenders and tender evaluation material
- service agreements, contracts, leases and licences
- records of work associated with public events and cultural programs
- records of maintenance of parks and gardens, public facilities, street features and amenities
- records of the administration and enforcement of local laws and acts
- records of complaints, investigations, fines and prosecutions
- various registers
- risk management assessments and client files
- leases, permits and notices of building and occupancy
- records of land transfers, subdivisions and the history of use of land, roads and lanes.

4. Information and documents Council has prepared for publication or inspection

Section 57 of the *Local Government Act 2020* requires Council to adopt and maintain a Public Transparency Policy¹⁰. The Public Transparency Policy formalises Council's support for transparency in its decision-making processes; it facilitates public awareness of Council information and provides community confidence and trust in its decision making.

A list of the categories of Council Information which will generally, subject to the Public Transparency Policy, be made available either on the Council Website, at the Council Offices or on request by a member of the community is set out below.

Where a request is made for access to Council information that is not on the Council website or otherwise available at the Council Offices, the Chief Executive Officer will review the request, assess whether the Council Information requested is Confidential Information, or its release would be contrary to the public interest.

1. Documents such as:

- Plans and Reports adopted by Council

¹⁰ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/policies-protocols.aspx?k=public+transparency+policy&type=web>

- Council Policies
- Project and Service Plans
- Service Agreements, Contracts, Leases and Licenses
- relevant technical reports and/or research that inform Council's decision-making.

2. Process information such as:

- application processes for approvals, permits, grants, access to Council services
- decision-making processes
- Guidelines and Manuals
- Community Engagement Processes
- Complaints Handling Processes.

3. The following Council Information will be available on Council's website:

- Meeting Agendas and Reports to Council and Delegated Committees
- Submissions to Council or Delegated Committees
- Minutes of Council meetings and meetings of Delegated Committees
- Audit and Risk Committee Charter
- Terms of Reference for Delegated Committees and Advisory Committees
- List of Delegated Committees established and/or abolished during the financial year
- Chief Executive Officer's employment contract
- Information about the Organisations and Associations of which the City of Melbourne is a member
- Submissions received under section 223 of the *Local Government Act 1989*
- Councillor allowances
- Gift Registers for Councillors
- Travel Registers for Councillors and Council Staff
- Travel by non-City of Melbourne passengers
- Registers of Conflicts of Interest disclosed in open session by Councillors
- Senior Officers' remuneration register
- Registers of Leases entered into by Council
- Register of Delegations
- Registers of Authorised Officers
- Register of Donations and Grants
- Register of Election Campaign Donations
- Summary of Personal Interests Returns
- Schedule of Councillor access to event tickets
- any other Registers or Records required by the Act or any other Act.

5. Information Management Systems used by Council

The City of Melbourne uses a windows explorer document management system and a Microsoft based platform called Sharepoint.

Both platforms are used to store a wide range of document categories and information types and operates as a de-centralised records management system. Many branches also use additional software solutions for the storing of certain types of documents and information. This includes but is not limited to:

- Salesforce
- Power BI (corporate reporting)
- Compass (geographical data and maps)
- Technology One (for finance reporting and records)
- Pathway (property and other data)
- ICR (Councillor portal for briefing and other meeting papers)

Documents are also stored on an individual officer's OneDrive. Whilst the City of Melbourne is transitioning to storing documents electronically, there may be files that will be available in hard copy, for example the official Council minutes.

6. Publicity Material

1. Council's website

The City of Melbourne maintains an up to date website to ensure that members of our community have easy access to information about Council and the municipality.¹¹

Information that can be found on the website includes:

- Council and committee meetings
- Participate Melbourne
- COVID Updates
- City Maps
- Media releases and road closures
- Resident Information: waste and recycling, new residents checklist, apartment living, home neighbourhood and streets, local laws and permits, pets, rates, resident groups, sustainability at home.
- Business: economic support, inner city business support, start a business information, run a business information, grow a business information, grants and tenders, permits and approvals, sustainable business and events, waste and recycling– information for businesses.
- Community: Boating and waterways, child care, education, greening the city, health and support services, hubs and bookable spaces, libraries, organising events, parks and public spaces, safety and emergency management, sports and recreation, strong communities and organisations.
- Parking and Transport: cycling, parking, public transport, roads, streets and pedestrians, transport planning and projects.

¹¹ <https://www.melbourne.vic.gov.au/Pages/home.aspx>

- Building and development: planning and building services, property information, heritage and planning, engineering standards and specifications, sustainable building, urban planning, design excellence, shaping the city.
- Arts and culture: Aboriginal and Torres Strait Islander arts, art outdoors, art play, arts house, arts strategies and policies, city collection, city gallery, events and partnerships, families children and young people, film music and busking, funding and opportunities for artists, galleries spaces and exhibitions, signal, theatre dance and live performances.

2. Key Council Publications

The key Council publications, policies and documents are also published to Council's website, including but not limited to:

- The Council Plan, which outlines the work Council plans to deliver over the next four years.
- The Annual Plan and Budget documents, which outlines what we will do and how we will fund our activities over the financial year.
- The Annual Report, which outlines how the City of Melbourne performed during the financial year.
- Policies and strategies.
- Council and Future Melbourne Committee Meeting Agenda and Minutes.

3. Accessing Melbourne Publications

- Accessing Melbourne is a guide to getting around the city for people who are less mobile. It gives information on events, attractions, shopping, eating out, accommodation and getting around in the CBD.
- Mobility Maps are produced annually and provide information about services and facilities in the city, such as accessible toilets, public TTY phones, disability designated car parking, accessible pathways and taxi ranks.
- The Walking and Jogging Tracks booklet outlines a number of tracks in the city.
- The Melbourne TravelSmart Map provides a convenient and comprehensive guide to walking, cycling and public transport routes and facilities in the City of Melbourne.
- The Melbourne Docklands Precinct Mobility Map contains information about access and facilities available in Docklands for people with limited mobility.
- The Active City Sports and Recreation Access Guide, provides key access information for 34 sports and recreation venues within the municipality for people with mobility, vision and hearing impairments.

4. Community Interest Publications

- The Community Information directory can be used to access more than 80,000 health, welfare and community services.
- The Helping Out booklet provides a list of free and cheap support services available from more than 70 organisations.
- City Eating is a guide to about 88 eateries in the CBD. It contains information on venue, price range and opening hours, and looks at ease of access.
- The City of Melbourne – Insider Guide for International Students was created to assist international students to settle into the Melbourne way of life.

5. Aged Care Publications

- The Aged and Disability Services brochure is available in a number of languages and contains information on the services provided by the City of Melbourne.
- The Strategic Plan: Melbourne A Great Place to Age 2020-2024, describes the way City of Melbourne will work over the next 4 years.

6. Community Health and Safety Publications

- City of Melbourne's 'Helping out guide' details low-cost food, accommodation and health services available to those experiencing homelessness. The Homeless Operating Protocol sets out the operating practice to create an environment that feels safe, friendly and accessible and where people who are homeless can connect to services and receive support.
- The City of Melbourne's 'Be Aware Be Prepared' campaign was implemented to provide guidance in preparing for emergencies. A checklist and other resources has been prepared to assist people to prepare an emergency plan.
- There are a number of Community Safety Fact Sheets available which address issues such as safety in the city, drug use, managing alcohol and swimming pool safety.
- The CBD Safety Plan establishes a framework for a coordinated response for the safety of people within the CBD.

7. Newsletters

- Melbourne magazine is published twice a year for residents, ratepayers and businesses. It provides information on a wide range of topics and issues affecting the city.
- Melbourne: A Great Place to Age newsletter is a monthly publication which provides the latest news and information on upcoming programs and events.
- ArtPlay is a fortnightly newsletter which provides upcoming workshops, events and Artist Learning Sessions.
- The busking newsletter provides resources and updates of interest to buskers and street entertainers.
- Business in Melbourne newsletter provides regular updates on news, grants, free training and support for businesses within the City of Melbourne municipality.

8. eNewsletters

The City of Melbourne also has a number of eNewsletters which you can subscribe to:

- What's On is a weekly email update which gives you insider tips on what's hot and what's happening in the city.
- The Green Leaflet is a monthly eNewsletter on all things environment and sustainable.
- City of Melbourne Libraries is a monthly eNewsletter created by the Melbourne Library Service (MLS) which outlines their current news, events and activities.
- Multicultural Hub is a monthly eNewsletter with news and activities at the Hub.
- Arts House is a regular eNewsletter to promote two yearly programs featuring contemporary art performances, exhibitions, installations and cultural events.
- Strengthening Community Organisations is an eNewsletter which keeps organisations informed of the programs and initiatives run by Council, other levels of government and external organisations.
- Resilient Melbourne is an eNewsletter which provides updates on the strategy and other upcoming activities or events.

- Melbourne City Marina is an eNewsletter which provides boating community news, special opportunities and events.
- Knowledge Melbourne is an eNewsletter which provides information about knowledge events, news and opportunities.

The City of Melbourne also has a number of technical notes available on the design standards used in the City of Melbourne's public domain. The standards include typical features of streets, parks, gardens and other public spaces, including paving, kerbs and channels, ramps and crossings, tree pits, lighting, and furniture. Copies of these standards are available through the website Building and Development section.

7. Policies, Plans, Strategies and Protocols

The City of Melbourne has a number of policies, plans, strategies and protocols in place to guide the governance, management and integrity of its actions. The documents, listed below, are available from the City of Melbourne website.

10-Year Financial Plan

Our 10-Year Financial Plan will deliver on our vision for the city's growth, prosperity and liveability.

Access Docklands: A Strategy for the Docklands Transport Network

This strategy sets out a detailed, whole-of-government strategy for the delivery of transport initiatives in and around Docklands.

Affordable Housing Strategy

This strategy outlines our commitment to deliver, plan, advocate for and deliver more affordable housing in the City of Melbourne.

Asset Management Strategy 2015-25

This strategy has been developed as part of a long-term plan to assess, monitor and plan for the assets that will be needed by the City of Melbourne in the coming decade. By managing our assets carefully we aim to meet future challenges and ensure long-term sustainability and liveability.

Beyond the Safe City Strategy 2014-17

This strategy tells the story of how a capital city council, with its partners including Victoria Police, can rise to the challenge of managing the complexities of community safety issues in ways that achieve both recognisable and sustainable change.

Borrowing Policy

This policy provides the appropriate parameters for Council to undertake borrowings without compromising the application for sound fiscal management principals.

Carlton Access and Parking Strategy

This strategy outlines parking management in Carlton. It was designed to free up spaces for residents and increase turnover of car spaces for visitors.

Climate Change Mitigation Strategy

This strategy aligns to the Paris Climate Agreement and the international effort to stay below a 1.5°C rise in global average temperatures. It describes the actions we can take together to address the causes of climate change and avoid the worst impacts of global temperature rises.

Code of Conduct and Protocol

The *Local Government Act 2020* requires councils to develop and approve a Councillor Code of Conduct within four months after each general election. A council may choose to amend the Councillor Code of Conduct any time during its term.

Collection Management Policy

This policy sets out the principles and guidelines for collection practice at City of Melbourne libraries.

Complaint Resolution Policy

Understanding your experience with the City of Melbourne is important to us and will help us to continually improve. One way of doing this is to know when our customers have a complaint and to understand what it is.

Community Engagement Policy 2021

This policy supports the City of Melbourne's goal of being a deliberative city, and realising our vision as a bold, inspirational and sustainable city.

Community Meeting and Multi-Purpose Room Policy

This policy provides guidance regarding the principles, pricing and general conditions that relate to use of meeting and multi-purpose rooms directly under the management and control of the City of Melbourne.

Community Noticeboard Policy

This Policy sets out acceptable use of public notice boards and displays at City of Melbourne libraries.

Community Garden Policy

The policy discusses the City of Melbourne's principles and intended outcomes for community gardening and how it fits with the Council Plan.

Council Plan 2021–25

The City of Melbourne Council Plan describes the community's long term vision for Melbourne and shows how the Council will strive towards that vision during its four year term. The plan is shaped by the voice of the community and incorporates the Community Vision and Municipal Public Health and Wellbeing Plan.

Councillor Fitness to Carry Out Duty Policy 2020

This policy makes Councillors aware of when and how to access support if they are not able to fulfil their duties to the best of their abilities, set out obligations of making confidential disclosures, outline factors and circumstances which may impact the Councillors performance and sets out the obligations of the CEO on dealing with fitness duties impacting a Councillor or other persons in the workplace.

Councillor Gift Policy

This policy sets out the position of the City of Melbourne on the acceptance of gifts, benefits and hospitality by Councillors.

Councillor Occupational Health and Safety Policy 2020

This policy outlines Councillors responsibilities under the Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2017. It also provides guidance to Councillors on how to respond in various scenarios with health and safety implications.

Councillor Protocol

This protocol guides Councillors in the conduct of their role, interaction with each other and Council officers and covers processes supporting decision making and city representation roles of Councillors.

Councillor Respectful Conduct Policy 2020

This policy reflects the obligations on Council to promote and support a workplace that is free from unlawful discrimination, sexual harassment, victimisation, racial and religious vilification and workplace bullying.

Creative Strategy 2018-28

This strategy invites creative practitioners of all persuasions to experiment; to think beyond the workbench, performance space, studio or screen and place creative practice at the start of the city's thinking.

Delegation Policy for Planning Applications

The Delegation Policy for Planning Applications authorises the suspension of specific clauses in the event of an emergency and/or extraordinary circumstances.

Delegations Policy

The Delegations Policy authorises the suspension of specific clauses in the event of an emergency and/or extraordinary circumstances.

Economic Development Strategy 2031

This strategy outlines a 10-year plan for economic, social and cultural recovery for our city as it emerges from the impacts of COVID-19.

Food Policy

This policy provides an overarching vision and framework that will guide coordinated action and decision-making to improve our food system.

General Financial Hardship Policy

This policy assists eligible residents and businesses experiencing financial difficult due to COVID-19.

Governance Rules

The Governance Rules provide the procedures governing the conduct of Council, Delegated Committee and Community Asset Committee meetings and the rules for declaring a conflict of interest. It also incorporates the Election Period Policy which defines appropriate procedures and practices to ensure that general elections for the City of Melbourne and subsequent elections are conducted in a manner that is ethical, fair and equitable.

Guidelines for Media Access to Council and Committee Meetings

These guidelines detail the use of filming/auditory recordings, restrictions on filming and use of laptops.

Guidelines for the Recording of Council and Committee Proceedings

These guidelines detail the process for recording of Council and Committee proceedings.

Heritage Strategy

This strategy outlines how the City of Melbourne will work with its key partners – the community, the Victorian Government and heritage groups – to ensure our story continues to be well understood, celebrated and protected. It will help sustain the diverse aspects of the city that are important to us, while leaving a legacy for future generations.

Homes for People: Housing Strategy

This strategy looks at how we can improve the affordability and design of housing to meet the diverse needs of our residents.

Innovate Reconciliation Action Plan 2021–23

The City of Melbourne Reconciliation Action Plan reaffirms the cities respect for Aboriginal people's unique heritage and culture. It provides practical guidance for how we can achieve our vision to support the voice and ambition of Aboriginal communities through best practice leadership and role modelling.

Interlibrary Loan Policy

This policy provides the framework for the provision of interlibrary loans to the City of Melbourne library members and other library services.

International Student Strategy 2013-17

This strategy aims to enhance the wellbeing and experience of life for international students in Melbourne.

Investment and Strategic Income Policy

This policy is intended to assist the Income and Investments Panel by ensuring the Council make investment-related decisions in a responsible manner.

A Knowledge City Strategy 2014-18

This strategy outlines the City of Melbourne's contribution to the ongoing development of the municipality's knowledge capacity, culture and reputation.

Libraries Policy

This policy defines acceptable conduct and behaviour of users at the City of Melbourne libraries to ensure the city provides a safe, high quality library environment and service.

Loans Policy

This policy sets out the framework for the consistent application of lending and circulation services to ensure the City of Melbourne libraries operates efficiently and effectively.

Melbourne Music Plan

This plan ensures Melbourne's grassroots music scene continues to thrive and be recognised internationally.

Membership Policy

This policy outlines the various categories of memberships and conditions at City of Melbourne libraries.

Nature in the City Strategy

This strategy provides an integrated and comprehensive suite of actions to achieve thriving biodiversity, healthy ecosystems, and a society connected to nature.

Open Space Strategy

This strategy provides direction on the unprecedented demand for open space as Melbourne's population continues to grow, climate change and ensuring open spaces can provide for differing needs and uses.

Plan Melbourne Strategy

This strategy sets out the government's vision for the city to 2050. It responds to the challenges of population growth and drives economic prosperity and liveability, while protecting Melbourne's environment and heritage.

Plaques and Memorials Policy

This policy covers all plaques and memorials being placed in any public space within the municipality whether this be in a street, square, park or garden.

Preventing Violence Against Women Strategy 2013-16

This strategy includes a plan of 48 actions to tackle violence in the workplace, home and community. It outlines how the City of Melbourne will promote equal and respectful relationships between men and women; raise awareness; advocate for victims too afraid to speak up themselves and use urban and environmental design to create safer and more inclusive spaces for women.

Privacy Policy

We view the protection of your personal information as an integral part of our commitment towards complete accountability and integrity in all our activities and programs.

Procurement Policy

This policy provides a procurement framework for the City of Melbourne to achieve value for money in the procurement of goods and services.

Public Internet and Wi-Fi Policy

This policy outlines the terms and conditions for the use of public internet and Wi-Fi at City of Melbourne libraries.

Public interest disclosures

City of Melbourne is a public body subject to the *Public Interest Disclosure Act 2012*. The purpose of the Act is to facilitate the making of disclosures of improper conduct by public officers and public bodies, including the City of Melbourne, its staff, employees and Councillors.

Public Transparency Policy

This policy gives effect to the Public Transparency Principles, describes the ways in which Council information will be made publicly available and describes the categories of Council information that may be unavailable to the public.

Public Lighting Strategy

This strategy provides direction for public and private external lighting throughout the municipality.

Request for consideration of claim

If you have sustained an injury, loss or damage because you believe there has been negligence by City of Melbourne, you can submit a request for compensation. Please note that submitting this form does not guarantee you will receive compensation.

Risk Management Policy

Managing risks is an integral part of governance, good management practice and decision making at the City of Melbourne. A risk can be defined as something that can prevent you from achieving your objectives. These can range from day to day to long term projects.

Road Discontinuance and Sale Policy

This policy defines standards to be applied to the discontinuance and sale of roads under the *Local Government Act 1989* within the City of Melbourne.

Sale and Acquisition of Land Policy

The City of Melbourne manages an extensive property portfolio. Council land is used and deployed in many different ways to support our operations and our community.

Social Media Policy

This policy outlines our approach to official social media use by employees, and public participation in our social media channels.

Street Activity Policy

This policy provides a framework of guiding principles and decision making criteria for the creation of appropriate street activity now and in the foreseeable future.

Sunlight to Public Spaces Planning Policy

This policy applies to public spaces such as parks and gardens, squares, streets and lanes, and includes privately owned spaces accessible to the public, such as building forecourts, atria and plazas within the municipality excluding the Docklands Zone.

Transport Strategy 2030

This strategy establishes a long-term vision for all city commuters, and will see more space for pedestrians, cyclists and greening.

Tree Retention and Removal Policy 2012

This policy applies to all trees in the municipality that are either owned or managed by the City of Melbourne.

Urban Forest Strategy

This strategy seeks to manage this change and protect against future vulnerability by providing a robust strategic framework for the evolution and longevity of Melbourne's urban forest.

Walking Plan 2014-17

This plan highlights the contribution that walking makes to the municipality, while laying out a practical plan to improve the city's walking network and encourage more walking.

Waste and Resource Recovery Strategy 2030

The overall goal of the strategy is for a cost-effective and environmentally responsive waste and resource recovery system. The strategy is based on the principles of the circular economy and waste hierarchy.

Website privacy statement

This privacy statement applies to the City of Melbourne website.

8. Council's Commitments

City of Melbourne is committed to complying with both its legal obligations and the commitments that it makes to the members of its community. Key commitments of Council include:

Gender equality statement of commitment¹²

The City of Melbourne commits to ensuring that everyone in the Melbourne municipality, regardless of their gender identity have access to equal power, resources and opportunities, and are treated with dignity, respect and fairness.

Customer Service Charter¹³

The community's vision for City of Melbourne is that of a bold, inspirational and sustainable city. City of Melbourne's Customer Focus Strategy is our commitment to being a leading customer-focused organisation.

The Victorian Charter of Human Rights¹⁴

The *Victorian Charter of Human Rights and Responsibilities Act 2006* sets out the freedoms, rights and responsibilities of all Victorians. It recognises that all people are born free and equal in dignity and rights.

The City of Melbourne is committed to the Charter being at the front of mind of Council in all aspects of Council's day to day operations.

Child Safety¹⁵

City of Melbourne is committed to being a child safe organisation and has zero tolerance for child abuse.

As a city for all people, we create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. preventing child abuse occurring within our services, programs and facilities
2. creating an organisational culture of child safety
3. setting clear expectations of employees, volunteers and contractors to what is required to keep children safe
4. ensuring employees, volunteers and contractors are clear about their responsibilities when they suspect abuse of a child
5. ensuring all suspected abuse is reported and fully investigated.

¹² <https://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/pages/gender-equality.aspx>

¹³ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/pages/customer-service-charter.aspx>

¹⁴ <https://www.humanrights.vic.gov.au/for-individuals/human-rights/>

¹⁵ <https://www.melbourne.vic.gov.au/community/health-support-services/for-my-family/pages/child-safe-standards.aspx>

Reconciliation Action Plan¹⁶

Our fifth Reconciliation Action Plan (RAP), the Innovate RAP 2021–23 reaffirms City of Melbourne's respect for Aboriginal peoples' unique heritage and culture.

It also provides practical guidance for how we can achieve our vision to support the voice and ambition of Aboriginal communities through best-practice leadership and role modelling.

In this RAP, the City of Melbourne speaks of respect, relationships, good governance and opportunities. It also commits to a process of truth-telling to enable learning, healing and change.

We believe Aboriginal history and cultures should sit at the centre of Melbourne's identity, and that Melbourne should be a truly inclusive city for Aboriginal peoples. As part of our reconciliation commitment, we will be working to close the gaps of disadvantage experienced by Aboriginal peoples since European settlement.

9. Freedom of Information Arrangements

The *Freedom of Information Act 1982* gives individuals and corporations a general right of access to documents dated after 1 January 1989, which are held by agencies like Council. If the documents relate to your personal affairs information, then you are entitled to also seek access to documents dated prior to 1 January 1989. A document means any written document, printed or electronic. It can include photographs, letters, maps, film, reports, audio and video recordings.

Making an application

You can make a request yourself, or you can authorise another person, such as a solicitor, to submit the request on your behalf.

Requests must be for specific documents or a defined group of documents. Your request must include key details, such as a date-range for the documents you seek access to. Your request will be interpreted literally, so try to avoid phrases like 'all documents in relation to' because it may result in you being charged for, and receiving, documents which you do not want.

Your application must include:

- A clear description of the documents.
- An application fee or evidence that you qualify for a waiver of the application fee, such as a pensioner card or health care card.
- Evidence of your identity if the documents you seek are about your personal affairs, such as a drivers licence.
- Written authorisation when a legal firm submits the request on your behalf.
- Your contact details.

Upon receipt of a clear request and the application fee, we will:

- Write to you to acknowledge your request and the due date.
- Search for and retrieve all documents.
- Consult with external entities and individuals, where necessary.

¹⁶ <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/aboriginal-culture/pages/reconciliation-action-plan>

- Review the documents and remove irrelevant and exempt material, where applicable.
- Compile a determination letter which advises you of our decision on access.

Council has 30 days in which to notify you of an access decision. This starts when your request is sufficiently clear and your application fee has been paid.

Depending on the nature of your request, additional time may be needed to process your application where Council is required to seek the views of other entities or individuals (known as third party consultation). In such cases, Council may extend the period for deciding a request by up to 15 calendar days. You will be notified in writing if mandatory third party consultation is necessary and advised of the revised statutory due date.

Where you are required to pay a deposit, the 30 day timeframe permitted for processing your request commences upon payment of the deposit.

In all cases, Council may seek an applicant's agreement to extend the timeframe for a decision by up to 30 days at a time. Council may do so any number of times.

The Act allows Council to refuse access to certain documents or information. These documents are often called 'exempt' documents or information. In some cases you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted.

Some documents which might be exempt include internal working documents, law enforcement documents, legal advice, personal information about other people, confidential documents or documents which are covered by secrecy provisions in other legislation.

FOI Officers

The current FOI Officers at the City of Melbourne are:

- Michelle Tipton (Coordinator Council Business)
- Peter Gannoni (Senior Council Business Officer (FOI and Privacy))
- Voula Skliris (Council Business Officer (FOI))

Contacts and Further Information

For details relating to FOI application fee and access charges, please refer to the City of Melbourne's website.¹⁷

If you have any questions about the process please call a member of the Council Business team on 03 9658 9761 or email foi@melbourne.vic.gov.au.

Please address your request to:

FOI Team
City of Melbourne
GPO Box 1603
Melbourne Victoria 3001

¹⁷ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/council-information/pages/freedom-of-information>

10. Advisory committees

City of Melbourne has in place a number of key advisory bodies whose work facilitates development and implementation of such activities. They are:

- Chief Executive Officer Employment Matters Advisory Committee
- City Collection Advisory Panel
- Disability Advisory Committee
- Family and Children's Advisory Committee
- Homelessness Advisory Committee
- Night-time Economy Advisory Committee
- Parks and Gardens Advisory Committee
- Public Art Advisory Panel

For more information please call 03 9658 9658.

11. Public libraries

City of Melbourne's Melbourne Library Service (MLS) operates out of six locations:

City Library

Address: 253 Flinders Lane Melbourne VIC 3000

Phone: 03 9658 9500

Email: library@melbourne.vic.gov.au

East Melbourne Library and Community Centre

Address: 122 George Street East Melbourne VIC 3002

Phone: 03 9658 9600

Email: library@melbourne.vic.gov.au

Kathleen Syme Library and Community Centre

Address: 251 Faraday Street Carlton VIC 3053

Phone: 03 9658 7300

Email: library@melbourne.vic.gov.au

Library at The Dock

Address: 107 Victoria Harbour Promenade Docklands VIC 3008

Phone: 03 9658 9998

Email: library@melbourne.vic.gov.au

North Melbourne Library

Address: 66 Errol Street North Melbourne VIC 3051

Phone: 03 9658 9700

Email: library@melbourne.vic.gov.au

Southbank Library at Boyd

Address: 207 City Road Southbank VIC 3006

Phone: 03 9658 8300

Email: library@melbourne.vic.gov.au

The libraries offer a wide range of facilities, services and resources, including books, CDs, DVDs, magazines, journals and newspapers in a range of languages as well as electronic publications. Library membership is free and open to anyone. . There are also community room facilities for hire.

For further information including opening hours, refer to our website. 18

¹⁸ <https://www.melbourne.vic.gov.au/community/libraries/locations/Pages/locations>