

Part II Statement

Publication of Certain Documents and Information

Freedom of Information Act 1982

January 2023

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1 Background

The Freedom of Information Act 1982 (Act) provides the community with a right to access information, unless categorised as exempt, in the possession of the Government of Victoria and other bodies constituted under the law of Victoria.

Part II of the Act requires agencies to annually publish a statement setting out the particulars of the agency and listing all documents that are either produced by or in possession of the agency.

The purpose of this Part II Statement is to:

- make the community aware of the existence of documents held by the City of Boroondara;
- provide the community with the information needed to identify specific documents of interest; and
- provide details on how to apply for access to said documents.

Documents listed in this Part II Statement are available for inspection and/or purchase either on the City of Boroondara's website or contacting the relevant department in Council.

City of Boroondara
8 Inglesby Road
CAMBERWELL VIC 3124
Ph: 9278 4444
Website: www.boroondara.vic.gov.au

In preparing statements, agencies are not required to make available documents containing exempt matters or to list such documents where listing itself cannot be done without disclosing what is exempt.

Statement 1 - Organisation and functions of the City of Boroondara

The City of Boroondara was established in June 1994 from the amalgamation of the Cities of Kew, Camberwell, and Hawthorn.

The City of Boroondara is now comprised of thirteen suburbs: Ashburton, Balwyn, Balwyn North, Camberwell, Canterbury, Deepdene, Glen Iris, Hawthorn, Hawthorn East, Kew, Kew East, Mont Albert and Surrey Hills.

It should be noted that the following suburbs are shared with other municipalities:

- Glen Iris - with City of Stonnington
- Mont Albert - with City of Whitehorse
- Surrey Hills - with City of Whitehorse

Organisational structure

Boroondara City Council governs the municipality of Boroondara and is comprised of eleven distinct wards. Each ward is represented by a single, democratically elected, Councillor.

- Cr Jim Parke - Bellevue Ward
- Cr Felicity Sinfield - Cotham Ward
- Cr Victor Franco - Gardiner Ward
- Cr Wes Gault - Glenferrie Ward
- Cr Di Gillies - Junction Ward
- Cr Lisa Hollingsworth - Lynden Ward
- Cr Jane Addis - Maling Ward
- Cr Cynthia Watson - Maranoa Ward
- Cr Susan Biggar - Riversdale Ward
- Cr Garry Thompson - Solway Ward
- Cr Nick Stavrou - Studley Ward

The primary role of Councillors is to set the vision and future direction of the Boroondara City Council and to advocate on behalf of the community. Each year the Council body elects one Councillor as Mayor and one Councillor as Deputy Mayor. On 8 December 2022, Cr Felicity Sinfield was elected as Mayor and Cr Lisa Hollingsworth was elected as Deputy Mayor of Boroondara City Council.

The Mayor is the chairperson for Council meetings, provides leadership and is the spokesperson for Council. The Deputy Mayor supports the role of Mayor and represents Council when the Mayor is absent.

Boroondara City Council operates under a corporate management model, headed by the Chief Executive Officer, Mr Phillip Storer. The main responsibilities of the Chief Executive Officer include establishing and maintaining an appropriate organisational structure for the council, ensuring that council decisions are implemented promptly, overseeing the daily management of council operations following the council plan, developing a code of conduct for council staff and providing timely advice to the council. The Chief Executive Officer reports directly to Council and is supported by the administration.

The primary role of the administration is to support the Council. This includes implementing Council's goals and strategies, managing the delivery of municipal services, and providing advice and support. The Administration is accountable to Council through the Chief Executive Officer. Council's departments are as follows:

- Chief Executive Officer (Phillip Storer)
 - Governance and Legal (Manager - Bryan Wee)
 - People Culture and Development (Executive Manager - Mary-Anne Palatsides)
 - Chief Financial Office (Chief Financial Officer - Amy Montalti)
- Urban Living (Director - Scott Walker)
 - Planning and Placemaking (Manager - David Cowan)
 - Building Services (Manager - Asanka Kodikara)
 - Civic Services (Manager - Paul Mitchelmore)
- Places and Spaces (Director - Daniel Freer)
 - Traffic and Transport (Manager - Jim Hondrakis)
 - Facilities, Waste and Infrastructure (Manager - George Batsakis)
 - Capital Projects (Manager - Christine White)
 - Asset and Capital Planning (Manager - Shaun Martin)
 - Environmental Sustainability and Open Spaces (Manager - David Shepard)
- Community Support (Director - Kate McCaughey)
 - Health and Wellbeing Services (Manager - Andrew McHugh)
 - Library Services (Manager - Tina Bourekas)
 - Liveable Communities (Manager - Nick Lund)

- Arts and Culture (Manager - Gail Power)
- Community Planning and Development (Managers - Fiona Brown)
- Customer and Transformation (Director - Mans Bassi)
 - Chief Customer Office (Chief Customer Officer - Jeanine Nieuwenhuizen)
 - Strategy and Performance (Manager - Nicole White)
 - Transformation and Technology (Chief Transformation and Technology Officer - Joanne Truman)

Directorate profiles are contained on Council's website at:

<https://www.boroondara.vic.gov.au/about-council/council-administration/ceo-and-executive-team>

Council functions

As prescribed under section 8 of the *Local Government Act 2020* (the LGA), the role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. A Council provides good governance if:

- a) it performs its role in accordance with the overarching governance principles and supporting principles listed in section 9 of the LGA;
- b) the Councillors of the Council perform their roles in accordance with section 28 of the LGA.

In accordance with section 9 of the LGA, the following are the overarching governance principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d) the municipal community is to be engaged in strategic planning and strategic decision making;
- e) innovation and continuous improvement is to be pursued;
- f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- g) the ongoing financial viability of the Council is to be ensured;
- h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i) the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles:

- | | |
|--------------------------|------------------------------|
| a) community engagement; | d) financial management; and |
| b) public transparency; | e) service performance. |
| c) strategic planning; | |

In accordance with section 8 of the LGA, in performing its role, a Council may:

- a) perform any duties or functions or exercise any powers conferred on a Council by the LGA or any other Act; and
- b) perform any other functions that the Council determines are necessary to enable the Council to perform its role; and
- c) If it is necessary to do so for the purpose of performing its role, a Council may perform a function outside its municipal district.

Council performs its functions through the enforcement and administration of a large number of Victorian Acts and Regulations and Council Local Laws.

The following list indicates as far as practicable the Acts, Regulations and Local Laws that apply to Council:

- | | |
|---|---|
| <ul style="list-style-type: none"> • <i>Aboriginal Heritage Act 2006</i> • <i>Amenity Local Law</i> • <i>Associations Incorporation Reform Act 2012</i> • <i>Australian Consumer Law</i> • <i>Australian Copyright Act 1968 and any amendments</i> • <i>Audit Act 1994</i> • <i>Building Act 1993</i> • <i>Building Regulations 2018</i> • <i>Child Wellbeing and Safety Act 2005</i> • <i>Children Youth and Families Act 2005</i> • <i>Climate Change Act 2017</i> • <i>Common Seal and Conduct at Meetings Local Law</i> • <i>Cultural and Recreational Lands Act 1963</i> • <i>Dangerous Goods Act 1985</i> | <ul style="list-style-type: none"> • <i>Dangerous Goods (Explosives) Regulations 2011</i> • <i>Development Victoria Act 2003</i> • <i>Disability Act 2006</i> • <i>Domestic Animals Act 1994</i> • <i>Domestic Animals Regulations 2015</i> • <i>Domestic Building Contracts Act 1995</i> • <i>Drugs, Poisons and Controlled Substances Regulations 2017</i> • <i>Education and Care Services National Law Act 2010</i> • <i>Education and Training Reform Act 2006</i> • <i>Electricity Safety Act 1998</i> • <i>Electricity Safety (Electric Line Clearance) Regulations 2020</i> • <i>Electoral Act 2002</i> |
|---|---|

- *Emergency Management Act 2013*
- *Environment Protection Act 2017*
- *Environmental Protection Regulations 2021*
- *Equal Opportunity Act 2010*
- *Estate Agents Act 1980*
- *Family Violence Protection Act 2008*
- *Family Violence Protection Amendment (Information Sharing) Act 2017*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fire Services Property Levy Act 2012*
- *Fines Reform Act 2014*
- *Fire Rescue Victoria Act 1958 (formerly known as the Metropolitan Fire Brigades Act 1958)*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Gender Equality Act 2020*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Heavy Vehicle National Law 2012*
- *Heavy Vehicle National Law Application Act 2013*
- *Heritage Act 2017*
- *Housing Act 1983*
- *Independent Broad-Based Anti-Corruption Commission Act 2011*
- *Infringements Regulations 2016*
- *Infringements Act 2006*
- *Infringements Regulations 2016*
- *Land Acquisition and Compensation Act 1986*
- *Land Acquisition and Compensation Regulations 2010*
- *Land Act 1958*
- *Liquor Control Reform Act 1998*
- *Local Government (General) Regulations 2015*
- *Local Government (Long Service Leave) Regulations 2012*
- *Local Government (Electoral) Regulations 2020*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Local Government (Planning and Reporting) Regulations 2020*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Magistrates' Court Act 1989*
- *Major Transport Projects Facilitation Act 2009*
- *National Parks Act 1975*
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Planning and Environment (Fees) Regulations 2016*
- *Planning and Environment Act 1987*
- *Planning and Environment Regulations 2015*
- *Prevention of Cruelty to Animals Act 1986*
- *Prevention of Cruelty to Animals Regulations 2019*
- *Privacy and Data Protection Act 2014*
- *Protection of Council Assets and Control of Building Sites Local Law*
- *Public Health and Wellbeing Act 2008*

- *Public Interest Disclosures Act 2012*
- *Public Records Act 1973*
- *Public Health and Wellbeing Regulations 2019*
- *Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020*
- *Residential Tenancies Act 1997*
- *Road Management (General) Regulations 2016*
- *Road Management (Works and Infrastructure) Regulations 2015*
- *Road Management Act 2004*
- *Road Safety (General) Regulations 2019*
- *Road Safety (Traffic Management) Regulations 2009*
- *Road Safety (Vehicles) Interim Regulations 2019*
- *Road Safety Act 1986*
- *Road Safety Road Rules 2017*
- *Rooming House Operators Act 2016*
- *Second Hand Dealers and Pawnbrokers Act 1989*
- *Service Victoria Act 2018*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Smoke-Free Areas Local Law*
- *Sport and Recreation Act 1972*
- *Street Numbering Local Law*
- *Subdivision (Fees) Regulations 2016*
- *Subdivision (Procedures) Regulations 2011*
- *Subdivision (Registrar's Requirements) Regulations 2011*
- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Taxation Administration Act 1997*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Transport (Safety Schemes Compliance and Enforcement) Act 2014*
- *Tree Protection Local Law*
- *Valuation of Land Act 1960*
- *Victorian Environmental Assessment Council Act 2001*
- *Victorian Data Sharing Act 2017*
- *Victorian Local Government Grants Commission Act 1976*
- *Victorian Inspectorate Act 2011*
- *Victorian Planning Authority Act 2017*
- *Victoria State Emergency Service Act 2005*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Water Act 1989*
- *Working with Children Act 2005*
- *Yarra River Protection (WILIP-GIN Birrarung Murrn) Act 2017*

Copies of Victorian Legislation are available on the Victorian Legislation and Parliamentary Documents website at <http://www.legislation.vic.gov.au/> Copies of Council's Local Laws are available on Council's website.

Decision-making powers

Council exercises its decision-making powers via three formal forums: Council meetings, Services Delegated Committee meetings and Urban Planning Delegated Committee meetings. All meetings are held in the Council Chamber and are open to the public.

The agendas for these meetings are made available on the Boroondara City Council website generally 10 days prior to the meeting. The minutes are also available on the Boroondara City Council website within ten days after meeting.

The LGA makes express provision for the appointment of delegates to act on behalf of Council. Most Council decision making powers have been allocated by a formal Instrument of Delegation to the Chief Executive Officer, Delegated Committee and /or members of Council staff. The decision of the delegate is deemed to be a decision of Council.

Further details of specific decision-making powers held by Council and Council officers in relation to the above legislation can be found in Council's Instruments of Delegation, which are available for public inspection.

External policy consultation

Section 55 of the LGA requires Council to adopt and maintain a Community Engagement Policy which must:

- a) be developed in consultation with the municipal community;
- b) give effect to the community engagement principles;
- c) be capable of being applied to the making of the Council's local laws;
- d) be capable of being applied in relation to the Council's budget and policy development;
- e) describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required;
- f) specify a process for informing the municipal community of the outcome of the community engagement;
- g) include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan
- h) include any other matters prescribed by the regulations.

In addition, section 56 of the LGA outlines the following as the 'community engagement principles':

- a) a community engagement process must have a clearly defined objective and scope;
- b) participants in community engagement must have access to objective, relevant and timely information to inform their participation;

- c) participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- d) participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- e) participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

The *Community Engagement Policy* can be found on Council's website at <https://www.boroondara.vic.gov.au/sites/default/files/2021-03/Community-Engagement-Policy-endorsed.pdf>

Council Libraries and Reading Rooms

At present Council does not maintain a dedicated reading room for the inspection of Council documents.

However, Council does operate and maintain six public libraries within the municipality:

Ashburton Library

154 High Street
Ashburton

Monday	10am-9pm
Tuesday	10am-6pm
Wednesday	10am-6pm
Thursday	10am-6pm
Friday	10am-6pm
Saturday	10am-5pm
Sunday	1pm-5pm

Camberwell Library

340 Camberwell Road
Camberwell

Monday	9am-9pm
Tuesday	9am-6pm
Wednesday	9am-6pm
Thursday	9am-6pm
Friday	9am-6pm
Saturday	10am-5pm
Sunday	1pm-5pm

Balwyn Library

336 Whitehorse Road
Balwyn

Monday	10am-6pm
Tuesday	10am-6pm
Wednesday	10am-9pm
Thursday	10am-6pm
Friday	10am-6pm
Saturday	10am-5pm
Sunday	1pm-5pm

Greythorn Library Lounge

Greythorn Community Hub, 2 Centre
Way, Balwyn North

Monday	10am-6pm
Tuesday	10am-6pm
Wednesday	10am-6pm
Thursday	10am-6pm
Friday	10am-6pm
Saturday	10am-5pm
Sunday	1pm-5pm

Hawthorn Library

584 Glenferrie Road
Hawthorn

Monday	10am-6pm
Tuesday	10am-9pm
Wednesday	10am-9pm
Thursday	10am-9pm
Friday	10am-6pm
Saturday	10am-5pm
Sunday	1pm-5pm

Kew Library

Corner Cotham Road and Civic Drive
Kew

Monday	10am-6pm
Tuesday	10am-9pm
Wednesday	10am-6pm
Thursday	10am-9pm
Friday	10am-6pm
Saturday	10am-5pm
Sunday	1pm-5pm

2 Statement 2 - Categories of documents held by the City of Boroondara

Council maintains a variety of documents, ranging from general correspondence with members of the public to Council adopted policies and resolutions. The categories of documents in Council's possession are:

- Advertising and publications
- Speeches
- Advisory Committee terms of reference
- Agendas and minutes/notes of meetings
- Animal registrations and licences
- Annual and Quarterly reports
- Arts and cultural programs and Events
- Asset attribute, inspection, and maintenance records
- Asset management applications and permits
- Boroondara Volunteer Resource Centre membership records
- Building application and permit files
- Building compliance and enforcement files
- Building report and consent Files
- Capital Works Project files
- Civic Events, Functions and Awards
- Committee and Working Group meeting minutes
- Community engagement surveys, statistics, and data
- Contract, tender evaluation and procurement records
- Correspondence (general and Councillor)
- Council Facilities, buildings, parks, reserves, sportsgrounds, shopping centres
- Customer enquiries and complaints
- Disclosures of conflict of interest
- Dog attack and impoundment reports
- Environmental Management - biodiversity monitoring, sustainability education, water management
- Financial planning (Budget) and accounting records
- Freedom of Information Requests
- Gallery collection management records
- Grant reconciliations

- Grants and funding - applications, evaluations and agreements/ deeds
- Health and food registered premises files
- Immunisation records
- Information Management - business classification schemes and archival registers
- Information Technology applications, architecture, security and service management records
- Instruments of Appointment and Authorisation
- Instruments of Delegation
- Internal Human Resources records - personnel files, payroll, recruitment, learning and development, industrial relations, WorkCover claims.
- Kindergarten applications
- Legal advice, memorandums of understanding, court records
- Library Collections management and membership records
- Local history records
- Local law applications and permits
- Local law enforcement and prosecution records
- Local laws
- Masterplans
- Maternal and child health records
- Media Releases
- Occupational health and safety inspections, training, reporting and assessments
- Planning applications and permit files
- Planning enforcement files
- Planning schemes, amendments, and heritage studies
- Planning subdivision files
- Policies, strategies, plans and procedures
- Preschool records
- Property enquires and right of Way Application files
- Public Notices
- Public Registers
- Rates administration, charges and exemptions including Property Valuations and Objections
- Risk Management - Insurance certificates of currency and claims for compensation
- Street and road maintenance files
- Traffic management data and treatments, parking questionnaires
- Training material
- Video recordings of Council and Delegated Committee meetings
- Waste Management, collection and site operational records
- Youth Support Services records

Council uses an electronic document and records management system to register, classify, store and access and manage its broad range of digital and hardcopy documents.

Documents may also be stored digitally in other line of business applications, or in physical form at an offsite storage facility with regular archiving and disposal of records undertaken in accordance with approved disposal schedules.

The City of Boroondara website can also be searched using the search engine for a wide range of information about the Council. For access to the homepage of the Council website go to www.boroondara.vic.gov.au

3 Statement 3 - Freedom of Information Arrangements

Council maintains a Public Transparency Policy in accordance with section 57 of the LGA and supports the availability of Council Information in accordance with the Public Transparency Principles. Therefore, requests to access documents should be directed to the Council department primarily responsible for maintaining the information you require.

Requests to access documents not available through the relevant department can be made under the *Freedom of Information Act 1982* (Act).

Under the Act formal requests must be made in writing, addressed to the Freedom of Information Officer, and be accompanied by an application fee of \$30.10 unless a waiver or reduced fee is sought in which supporting documentation must be provided. If payment is by cheque or money order it should be made out to City of Boroondara.

Requests may be lodged:

- in person at Council Offices; or
- by post, addressed to - Freedom of Information Officer, City of Boroondara, Private Bag 1, Camberwell, Vic, 3124; or
- by email to boroondara@boroondara.vic.gov.au

A request for access must provide such information as is reasonably necessary to enable an Officer to identify the documents sought. If you want someone to make the request on your behalf your request may not be processed until a written authorisation is received. Similarly, if the documents are about your personal affairs, please provide Council with evidence of your identity.

The Act creates a general right of access to information in documentary form in the possession of Council, unless it is subject to exemptions. Exemptions are detailed in Part IV of the Act.

The more commonly used exemptions relate to documents which contain:

- the opinion, advice or recommendations of a Council officer (Section 30)
- the personal affairs information of another person (Section 33);
- commercially confidential information (section 34); and
- information supplied in confidence (Section 35)

Where practicable, Council will release the requested document with exempt sections deleted. However, if the document would subsequently be meaningless, misleading or unintelligible the document will be denied in full.

Applicants will be notified of Council's decision and their review rights within 30 days of Council receiving the request. The Act permits Council to extend the thirty (30) daytime period for deciding a request by fifteen (15) days if consultation is necessary under sections 29, 29A, 31, 31A, 33, 34 or 35.

If an applicant is dissatisfied with Council's decision to refuse access to a document, defer access to a document, not waive or reduce a fee or not amend a document they have the right to appeal that decision to the Victorian Information Commissioner.

It should be noted that a charge of 1.5 fee units per hour will apply to recover the cost of the time taken to find and identify the documents and a cost of 20 cents per A4 page will be charged for printed copies. The Victorian Government has a policy of automatically indexing fee units each year for inflation. For the current value of a fee unit please refer to the Department of Treasury and Finance website.

Further information and advice on making a request is available on Council's website <https://www.boroondara.vic.gov.au/about-council/council-administration/make-freedom-information-request>

Officers responsible for Freedom of Information requests are:

Phillip Storer
Chief Executive Officer
Boroondara City Council
(Principal Officer)

Bryan Wee
Manager Governance and Legal
Governance and Legal Department
Phone: 9278 4470

Kirstin Ritchie
Coordinator Governance
Governance and Legal Department
Phone: 9278 4471

Elizabeth Manou
Senior Governance Officer
Governance and Legal Department
Phone: 9278 4473

Liam Merrifield
Senior Governance Officer
Governance and Legal Department
Phone: 9278 4474

4 Statement 4 - List of documents produced for Publication and Public Inspection

Council maintains a range of documents and registers which are available for public inspection. Inspections can be arranged by contacting the department primarily responsible for maintaining the information and will occur at Council's Camberwell office at 8 Inglesby Road, Camberwell.

In accordance with section 57 of the **Local Government Act 2020**, the documents available for inspection or as copies are outlined in Council's [Public Transparency Policy](#).

In accordance with the **Local Government Act 1989**, the following documents are available for inspection:

- details regarding differential rates declared by Council (s161)
- 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 (s163).

Council's Economic Development team is primarily responsible for maintaining the above information.

In accordance with the **Building Act 1993**, the following documents are available for inspection:

- a register of building permits (s31)
- a register of occupancy permits certificates of final inspection, temporary approvals, and amendments (s74)
- a register of emergency orders, building notices, and building orders (s126)

In accordance with **Building Regulations 2018**, the following information is available upon request:

- certificates of final inspection, building and occupancy permits issued in the preceding 10 years, details of any current determination made under r64(1), or exemption granted under r231(2), current building notices, and current

building orders issued by the relevant building surveyor under the *Building Act 1993* (r51[1])

- 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 (r51[2])
- approval dates of the inspections carried out of the mandatory notification stages for building works (r51[3])

Council's Building Services Department is primarily responsible for maintaining the above information.

In accordance with the ***Domestic Animals Act 1994***, the following documents are available for inspection:

- a register of all registered dogs and cats (s18)

Council's Civic Services Department is primarily responsible for maintaining this information.

In accordance with the ***Food Act 1984***, the following documents are available for inspection:

- 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 Act (s43)

Council's Civic Services Department is primarily responsible for maintaining this information.

In accordance with the ***Planning and Environment Act 1987***, the following documents are available for inspection:

- a copy of *Victorian Planning Provisions* and any amendments to *Victorian Planning Provisions* (s4H; I)
- a copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18; 21)
- a copy of panel hearing reports on submissions to amend a planning scheme (s26)
- a copy of an amended planning scheme (s42)
- 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). The register is also available on Council's website
- 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 (s57)

- copies of Council issued permits (s70)
- 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 (s179[2])

Council's Strategic and Statutory Planning Department is primarily responsible for maintaining information in relation to planning applications and for maintaining information with respect to amendments to the planning scheme.

The Municipal Public Health and Wellbeing Plan (in accordance with the **Public Health and Wellbeing Act 2008**), has been integrated into the *Boroondara Community Plan 2021-31*. The *Boroondara Community Plan 2021-31* is both available for inspection and available on Council's website at <https://www.boroondara.vic.gov.au/about-council/council-administration/policies-plans-and-strategies/boroondara-community-plan>

Council's Community Planning and Development Department is primarily responsible for maintaining this information.

In accordance with the **Road Management Act 2004**, the following documents are available for inspection:

- Council's *Public Road Register* and Road Management Plan is available for inspection at Council offices and on Council's website

Council's Asset and Capital Planning Department is primarily responsible for maintaining this information.

In accordance with the **Public Interest Disclosures Act 2012** the following documents are available for inspection:

- *Public Interest Disclosure (Whistle-blowers) Procedures for the City of Boroondara* which establishes a system for reporting disclosures of improper conduct or detrimental action by the City of Boroondara or its employees

Council's Governance and Legal Department is primarily responsible for maintaining this information.

Council also produces a range of documents for publication that provide information on specific aspects of the municipality. These include, but are not limited to, the following:

Newsletters:

- *Boroondara Bulletin* - Council produces a magazine 10 times per year (combined editions for December and January, and July and August) to promote Council's services, activities and decisions to the community. The publication is distributed to all residential properties, as well as business premises, within the Boroondara municipality
- Ward newsletters - Council produces eleven ward newsletters on a quarterly basis. The newsletters are distributed to residents within each Council ward as a wrap-around to the Boroondara Bulletin. The newsletters contain ward-specific information
- Boroondara Library Services produce a monthly e-newsletter, the content includes stories promoting programs, events and library resources
- Sports and Recreation produces a fortnightly e-newsletter "Club Update" - the content includes Council News, Sport and Recreation News, and information on grants and club development
- Boroondara Arts produce a monthly e-newsletter promoting upcoming exhibitions, live music, creative workshops, events and opportunities
- Town hall Gallery produces a monthly e-newsletter promoting upcoming exhibitions, tours, cinema sessions, panel discussions and public programs
- Boroondara Arts - Boroondara Creative Network - produce a monthly e-newsletter, promoting upcoming BCN meetings, community events and opportunities
- Boroondara Arts produce a School Holidays e-newsletter, sent out ahead of each school holidays, promoting the upcoming Boroondara Arts School Holidays program
- Boroondara Arts produce a 'Learn with Boroondara Arts' e-newsletter, sent out quarterly, ahead of each school term, to primary and secondary school teachers, promoting the upcoming 'Learn with Boroondara Arts' resources and activities
- Community Planning and Development produced a monthly e-newsletter, The Fuse, to share information about events, conferences and funding opportunities

Mailing lists and subscriptions:

- Arts and Cultural Events and Networks Mailing List - subscribers receive information on Council's upcoming events and network meetings. Information is provided by either post or email
- Boroondara Arts maintains a database of participants of the Boroondara Eisteddfod program for correspondence and matters related to the annual program
- Boroondara Arts Mailing List - subscribers receive information on upcoming Boroondara Arts events. Information is provided by either post or email
- Town hall Gallery Mailing List - subscribers receive information on upcoming Town Hall Gallery events. Information is provided by either post or email
- Boroondara Arts maintains a database of participants of the Boroondara Eisteddfod program for correspondence and matters related to the annual program

- Boroondara Arts - Boroondara Creative Network EDM List - subscribers receive information on upcoming BCN events. Information is provided by email.
- Boroondara Arts - School Holidays EDM List - subscribers receive information on upcoming Boroondara Arts School Holiday events. Information is provided by email.
- Boroondara Arts - Education EDM List - subscribers receive information about what's on offer for schools and teachers, including workshops, opportunities for students and education resources. Information is provided by email.
- Boroondara Community Voice Panel subscription list
- Boroondara Bulletin EDM list - subscribers receive general Council news from the digital Boroondara Bulletin. List managed by Brand, Channels and Marketing team.

- Boroondara Interfaith Network mailing list - maintained by Community Planning and Development; subscribers receive information on events and activities in Boroondara's faith and cultural communities, and collaborate on and attend related events
- Business Boroondara Network – this is a free membership subscription for community members to access information, training, and mentoring concerning the growth, development, and success of small and micro businesses
- Boroondara Community Plan Mailing List - includes community members who subscribed during the Boroondara Community Plan consultation phase to receive information on news, events and opportunities with respect to the development of the Boroondara Community Plan
- The Boroondara Library Service maintains a small email database of individuals registered for 'Family History Group' and related 'What's New' information
- The Boroondara Library Service maintains a mailing list of all Boroondara primary and secondary schools and English Coordinators for information about the Boroondara Literary Awards 'Writers in School' program and/or any other relevant junior/youth programs and services
- The Boroondara Library Service maintains an email list of previous entrants to the Boroondara Literary Awards, Writers Groups, Writers Centres and Writing course Coordinators for the purpose of sending promotional collateral relating to the current year's Awards
- The Boroondara Library Service maintains an email list of previous entrants to the Boroondara Photo Competition, organisations, schools and tertiary institutions for the purpose of sending promotional collateral relating to the current year's Boroondara Photograph Competition
- The Boroondara Library Service maintains the library membership database which may be used for purposes including, but not limited to supplying members with material and important information concerning broader Council initiatives, programs and services, such as community consultations
- The Strategic Communications Team and the Community Planning and Development Department maintain small databases during the construction of major projects throughout the municipality, of people opting in via an online registration form to receive information on the particular project they are interested in. They are known as 'Keep Informed' lists
- The Community Planning and Development Department maintain small email networks for correspondence between members of the Boroondara Community Safety Advisory Committee, the Boroondara Community Disability Advisory Committee, and the Boroondara Public Health and Wellbeing Advisory Committee
- The Community Planning and Development Department have access to a small email network for correspondence between members of the Boroondara Mental Health Alliance
- The Community Planning and Development Department have a small email distribution list for the volunteer Cultural Champions who receive information on relevant events, activities, and community consultations in Boroondara

- The Community Planning and Development Department's monthly e-newsletter titled The Fuse, is distributed to approximately 843 community organisations and individuals.
- The Community Planning and Development Department manage a subscription to the third-party program 'SmartyGrants'. There are currently 3,001 contacts on 'SmartyGrants'
- The Community Planning and Development Department has access to a small email distribution list of members of the public who are interested in being kept informed on the implementation of the Boroondara Reconciliation Strategy 2022-26.
- The Community Planning and Development Department has access to a small email network for correspondence between members of the Boroondara Housing and Homelessness Network
- The Community Planning and Development Department manages a small database of approximately 600 subscribers who have opted-in to receive a copy of the bi-annual Boroondara neighbourhood houses live & learn Guide.
- The Boroondara Volunteer Resource Centre, as part of the Community Planning and Development Department, uses a third-party program called VIKTOR/VIRA to manage community organisation membership, volunteer expressions of interest, volunteer role referrals and Council volunteer records. There are 414 community organisation records, 15,298 volunteer records, and 425 Council volunteer records (inactive and active).
- The Community Planning and Development Department has access to a small email network for correspondence between members of the Boroondara Family Violence Network
- The Community Planning and Development Department maintain a list of approximately 580 contacts from 400 organisations and 15 Council departments that includes volunteers, along with a number of other key staff and stakeholders, both internal and external. The responsible unit within the department, the Boroondara Volunteer Resource Centre, sends monthly email bulletins to this list, including information on events and training, a monthly email listing the profiles of skilled professionals who have signed up to the Boroondara Volunteer Skills Bank and additional emails on an as-needs basis
- The Community Planning and Development Department maintains a list of approximately 2,500 skilled professionals who have signed up to the Boroondara Volunteer Skills Bank. The Boroondara Volunteer Resource Centre sends monthly email bulletins to skilled professionals who opt-in to receive monthly alerts of new skilled volunteer projects and roles at local community organisations registered with the Boroondara Volunteer Resource Centre (approximately 1000 people)
- The Community Planning and Development Department maintains a list of people who have received a volunteer referral from the Boroondara Volunteer Resource Centre. The Boroondara Volunteer Resource Centre sends monthly email bulletins to volunteers who opt-in to receive information on new volunteer opportunities at local community organisations registered with the Boroondara Volunteer Resource Centre, as well as volunteering workshops and events and additional emails on an as-needs basis (approximately 2,200 people)

- The Community Planning and Development Department maintains a list of Council volunteers who opt-in to receive periodic communications from the Boroondara Volunteer Resource Centre about Council volunteering, workshops and events.
- The Liveable Communities Department maintain a quarterly business newsletter called “Biz Bits” which is circulated to a database of business subscribers
- The Liveable Communities Department maintain an email database of trader associates and groups for correspondence and matters related to business and activity centres
- The Environmental Sustainability and Open Spaces Department maintain separate email contact lists (via Council’s MailChimp software account): one for the Living for our Future monthly sustainable living monthly e-newsletter; and one for the Backyard Biodiversity Project Alumni used for a quarterly update e-newsletter
- The Environmental Sustainability and Open Spaces Department maintain small databases of ‘Keep Informed’ lists to provide updates on particular projects. The databases are compiled and include people opting in via an online registration form, or requesting to receive information on the particular project that they are interested in
- The Liveable Communities Department maintain an Active Ageing client mailing list that receive Council’s Active Ageing quarterly newsletter. This list is comprised of Boroondara residents in receipt of aged services through Council’s Commonwealth Home Support Program.
- The Liveable Communities Department oversee the BASPA (Boroondara Aged Services Providers Association) mailing list that disseminates upcoming meetings and related information
- The Civic Services Department develop a Food Safety Newsletter. The quarterly newsletter includes information on food safety related matters to all businesses registered with Council under the Food Act 1984
- The Civic Services Department develop and distribute an annual Public Health Newsletter that includes public health related matters to all businesses registered with Council under the Public Health and Wellbeing Act 2008
- The Health and Wellbeing Services Department manage the Leased and Licenced Sports Club mailing list – subscribers to this mailing list receive newsletters and related information relevant to the leased and licenced sporting clubs
- The Civic Services Department maintain a list of various permits and animal registrations. The permit holder or animal owner receive renewal documentation which is posted out to them
- The Health and Wellbeing Services Department maintain a mailing list for sports clubs, schools and facility tenants – the purpose is for subscribers to receive email correspondence and relevant information as required.
- The Library Services mailing lists - subscribers receive e newsletters in relation to adult and youth programs in the library

- The Library Services mailing list – subscribers receive promotional collateral relating to children’s and youth programs to Primary and Secondary Schools, Child Care Centres and Kindergartens within Boroondara
- Maternal and Child Health mailing list – subscribers receive updates relating to parent information sessions and community development opportunities via email
- The Environment and Open Department maintain a Friends Group mailing list - subscribers receive information relating to Biodiversity
- During the construction of some pavilion renewal projects throughout the municipality, the Sport and Recreation Team maintains small databases of individuals who respond to consultation and indicate that they wish to remain informed about the progress of the project (Keep Informed list)
- The People, Culture and Development Department maintain a list of profiles on their recruitment system that have been created by applicants who have signed up to receive 'job alerts'
- The Strategic and Statutory Planning Department maintain a mailing list of community groups and historical societies. These groups are notified (when applicable) of relevant projects and amendments
- The Strategic and Statutory Planning Department maintain mailing lists of individuals who have submitted to current projects and planning scheme amendments. Submitters are notified of updates relating to the project/amendment
- The Strategic and Statutory Planning Department have access to owner and occupier details for all properties across the municipality and notify those who are directly affected or are immediately adjoining the subject (project) area, of any current projects or planning scheme amendments
- The Health and Wellbeing Services Department maintains a Boroondara Youth Mailing List - subscribers receive Council's *Boroondara Youth Newsletter* and receive information on events such as school holiday activities or parent sessions and other information
- The Health and Wellbeing Services Department maintains a Boroondara Youth Providers' Network (BYPN) mailing list - subscribers receive information regarding meeting dates and presentations
- The Health and Wellbeing Services Department maintains a Boroondara Student Wellbeing Coordinators mailing list - subscribers receive information regarding meeting dates and presentations
- The Health and Wellbeing Services Department maintains the Boroondara Kindergarten Central Enrolment Scheme (BKCES) mailing list – parents of children who attend kindergartens in the municipality receive information and customer satisfaction surveys
- The Health and Wellbeing Services Department maintains a Boroondara Families mailing list. Subscribers receive Council's Boroondara Families Newsletter and receive information on events such as children’s events, school holiday activities or parent sessions.
- The Strategy and Performance Department maintains a list of customers who have subscribed to participate in research about Council's digital experiences

Facebook pages:

- City of Boroondara - <http://www.facebook.com/boroondaracouncil>
- Town Hall Gallery - www.facebook.com/townhallgallery
- Boroondara Volunteer Resource Centre - www.facebook.com/BoroondaraVRC
- Boroondara Farmers Market - <https://www.facebook.com/pages/Boroondara-Farmers-Market/79127161970>
- Boroondara Library Service - www.facebook.com/boroondaralibraryservice
- Maranoa Gardens - www.facebook.com/Maranoa-Gardens-126338524061127
- Boroondara Life - www.facebook.com/boroondaralife
- Boroondara Youth - <https://www.facebook.com/boroondarayouthservices>

LinkedIn:

- City of Boroondara - <https://www.linkedin.com/company-beta/974868/>
- BVRC - www.linkedin.com/showcase/bvrc/

Blogs:

- Online Boroondara Bulletin - <https://www.boroondara.vic.gov.au/about-council/news-and-media/boroondara-bulletin>
- Boroondara News - www.boroondara.vic.gov.au/about-council/news-and-media/boroondara-news
- Boroondara Arts news - www.boroondara.vic.gov.au/recreation-arts/boroondara-arts/whats/arts-news
- Library news - www.boroondara.vic.gov.au/libraries/library-news

Twitter accounts:

- City of Boroondara - <http://twitter.com/Boroondara>
- City Boroondara Library Service - <http://twitter.com/BoroondaraLib>
- Town Hall Gallery - <http://twitter.com/townhallgallery>
- Boroondara Arts - <https://twitter.com/Boroondaraarts>

Instagram:

- Boroondara Libraries - <https://www.instagram.com/boroondaralibraryservice/>
- City of Boroondara - www.instagram.com/cityofboroondara/
- Boroondara Life - www.instagram.com/boroondaralife/
- Town Hall Gallery - www.instagram.com/townhallgallery/
- Boroondara Arts - https://www.instagram.com/boroondara_arts/
- Boroondara Youth - www.instagram.com/boroondarayouth/

YouTube:

- City of Boroondara - <https://www.youtube.com/user/Boroondara>
- Boroondara Arts - www.youtube.com/channel/UC9o1m4GsRoiCZuHFmkbF5-w

5 Statement 5 - Rules, policies and procedures

Council's decision-making process is governed by a number of policies, strategies and plans. The major policies, strategies and plans are listed below and are available for inspection at Council offices and on Council's website

<https://www.boroondara.vic.gov.au/about-council/council-administration/policies-plans-and-strategies>