

# ORDINARY COUNCIL MINUTES



(Open to the public)

**23 July 2018**

Council Chamber, 8 Inglesby Road, Camberwell.

**Commencement** 6.36pm

**Attendance**  
Councillor Jim Parke (Mayor)  
Councillor Jane Addis  
Councillor Lisa Hollingsworth  
Councillor Steve Hurd  
Councillor Felicity Sinfield  
Councillor Garry Thompson  
Councillor Cynthia Watson  
Councillor Jack Wegman

**Apologies**  
Councillor Phillip Healey (Leave of Absence)  
Councillor Coral Ross

**Officers**

Phillip Storer	Chief Executive Officer
Shiran Wickramasinghe	Director City Planning
Carolyn McClean	Director Community Development
Marilyn Kearney	Director Customer Experience and Business Transformation
Bruce Dobson	Director Environment and Infrastructure
Carolyn Terry	Executive Manager People Culture and Development
Katherine Stakula	Strategic Communications Lead
Greg Hall	Chief Financial Officer
Haydon Sampson	Chief Information Officer
Nick Lund	Manager Health, Ageing and Disability Services
Zoran Jovanovski	Manager Strategic Planning
David Thompson	Manager Governance
Jennifer Reid	Business Process Optimisation Lead
Gerardine O'Sullivan	Principal Digital Strategist
Krysten Forte	Coordinator Governance
John Lorkin	Coordinator Revenue and Property Services
Michelle Forster	Coordinator Business Operations and Systems
Alexander Antoniadis	Strategic Planner
Tricia Tjondropuro	Media Advisor

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**1. Adoption and confirmation of the minutes****Moved Councillor Thompson****Seconded Councillor Sinfield**

**That the minutes of the Ordinary Council meeting held on 25 June 2018 be adopted and confirmed.**

**CARRIED****2. Declaration of conflict of interest of any councillor or council officer**

Nil

**3. Deputations, presentations, petitions and public submissions**

Council has received one (1) petition. Details of the petition are set out below.

<b>No.</b>	<b>Ref. no.</b>	<b>Title / Description</b>	<b>No. of signatures</b>	<b>Referred to</b>
1	CAS-344665	Request for Council to recognise that Stradbroke Park is “over utilised as evidenced by Burke Road congestion, frequent illegal parking and the impact of intense scheduling (sport related noise and light spill)”.  Request that “activities be relocated to other ovals rather than expanding activities across the south and the north ovals”.	25	DEI

Legend:

DEI Director Environment and Infrastructure

**MOTION****Moved Councillor Sinfield****Seconded Councillor Thompson****That Council resolve:**

- 1. To receive and note the petition.**
- 2. To note that the petition has been referred to the Director Environment and Infrastructure for consideration.**
- 3. That the first named signatory to the petition will receive a written response in due course advising of Council's action in response to the request**

**CARRIED**

#### 4. Assemblies of councillors

Section 80A of the Local Government Act 1989 requires that a written record of all Assemblies of Councillors be kept and reported to an ordinary Council meeting as soon as practicable.

The attached record of Assemblies of Councillors (Attachment 1) is reported to Council in accordance with this requirement.

#### MOTION

**Moved Councillor Hollingsworth**

**Seconded Councillor Addis**

**That Council resolve to receive and note the record of Assemblies of Councillors, as annexed to the minutes.**

#### CARRIED

#### 5. Public question time

**PQT1 Theo Bila of Hawthorn East - Business Process Optimisation Services**

The **Mayor, Councillor Parke** read the following questions submitted without notice. The questions were allowed in accordance with Clause 60.2.1 of the Meeting Procedure Local Law because they related to item 7.1 on the Agenda - Contract No. 2018/115A Business Optimisation Services.

*“Has the Council analyze the impact of digitisation on residents?”*

*“How faire is the ‘BPO’ going to cost and return on investment?”*

The **Manager Governance** advised that the questions would be taken on notice in accordance with Clause 59.4.2 of the Meeting Procedure Local Law 2017.

The **Mayor, Councillor Parke** advised that a written response would be provided in due course.

#### 6. Notices of motion

Nil

## **7. Presentation of officer reports**

### **Procedural motion**

#### **MOTION**

**Moved Councillor Wegman**

**Seconded Councillor Hurd**

**That the following items:**

- 7.1 Contract No 2018/115A Business Process Optimisation Services**
- 7.2 Extension of Contract 2015/38 - Electronic Document and Records Management System**
- 7.3 Contract 2106/148 North East community Hub Development Works- Contract Variation Authorisation**
- 7.4 Intention to advertise proposed leases**
- 7.5 Final outcome of the 2018 General Valuation**
- 7.7 Amendment C287- 7- 11 Miami Street, Hawthorn East permanent Heritage Overlay - Decision to adopt amendment**
- 7.8 May 2018 Monthly Financial Report**

**be moved en bloc as per the officers' recommendations outlined in the agenda.**

#### **CARRIED**

### **7.1 Contract No 2018/115A Business Process Optimisation Services**

This report seeks Council approval to award Contract No. 2018/115A to KPMG at an initial cost of \$417,176.10 (including GST) for the provision of delivering Phase 1 of the Business Process Optimisation Services, and at the discretion of Council award all or part of the activity requirements of Phase 2 in accordance with Council's adopted 2018-19 budget allocation and the confidential schedule of rates provided by KPMG.

The Business Process Optimisation (BPO) suite of services will deliver a framework that will enable Council to analyse, improve, and automate business processes. The proposed BPO services will focus on end to end process design enabling Council to place the customer at the centre of all Council services.

#### **Phase 1:**

- A Business Case for Boroondara Customer First Program return on investment (the Business Case)
- A Measurement and Reporting Framework
- BPO services for Council's Payment Refund (Rates) process - Pilot Program.

#### **Phase 2:**

- BPO for processes nominated by Council identified through the development of the Business Case (Phase 1)
- BPO Governance Framework
- Product and Service catalogue development.

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters and premature disclosure of the information could be prejudicial to the interests of Council or other persons. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachments to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

Council has obtained legal advice on the Services General Conditions, which has been considered as part of preparing this report.

## **MOTION**

**Moved Councillor Wegman**

**Seconded Councillor Hurd**

**That Council resolve:**

- 1. To award Contract No. 2018/115A, Business Process Optimisation Services, to KPMG (ABN 51 194 660 183) at a fixed cost of \$417,176.10 (including GST) for Phase 1 with an estimated commencement date of 1 August 2018 to deliver a Business Case, Measurement and Reporting Framework and Pilot process.**
- 2. To note, the cost to Council after the return of the GST Tax Input Credits for Phase 1 is \$379,251.00.**
- 3. To authorise the Chief Executive Officer or his nominated delegate to finalise, sign and execute the contract documentation on behalf of the Council.**
- 4. To authorise the Chief Executive Officer or his nominated delegate to approve Phase 2 activity requirements and associated costs on behalf of the Council in accordance with Council's approved budget allocation and KPMG schedule of rates, contained within the confidential section of this report.**
- 5. To note any contract extension beyond 30 June 2020 will be subject to a further Council report.**
- 6. To note Council's 2017-18 approved budget provided \$384,000.00 (excluding GST) for Phase 1 and Council's 2018-19 adopted budget allows for the commencement of Phase 2. Expenditure in future years will be in accordance with Council's approved budget allocations.**

**CARRIED**

## **7.2 Extension for Contract 2015/38 - Electronic Document and Records Management System**

To seek Council's approval to extend the existing contract with Objective Corporation Limited to enable ongoing support and access to professional services related to Council's Electronic Document and Records Management System (EDRMS). The proposed extension is for a further period of three (3) years at a forecasted cost of \$1,466,396 incl. GST. The forecast costs includes provision for additional software licenses, professional services to assist with planned system upgrades and enhancements as well as software maintenance and support services.

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters and premature disclosure of the information could be prejudicial to the interests of Council or other persons. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachments to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

### **MOTION**

**Moved Councillor Wegman**

**Seconded Councillor Hurd**

**That Council resolve:**

- 1. To extend the contract, 2015/38 with Objective Corporation Limited for a further three (3) year period from 30 September 2018 to 29 September 2021 at a cost of \$1,466,396 incl. GST. The cost to Council after the return of the GST Tax Input Credits is \$1,333,087.**
- 2. To authorise the Chief Executive Officer or his nominated delegate to give effect to this resolution, extending the current contract with Objective Corporation Limited for a further three (3) year period.**
- 3. Note that \$722,938 excl. GST (\$795,232 incl. GST) has already been approved as part of Council's 2018/2019 adopted budget. The proposed expenditure for the remaining years will be in accordance with Council's approved budget allocations.**

**CARRIED**

### **7.3 Contract 2016/148 North East Community Hub Development Works - Contract Variation Authorisation**

Approval is being sought to extend the Chief Executive Officer's authorisation to approve contract variations for Contract 2016/148 - North East Community Hub Development Works. Since letting this contract, the development has been named the Greythorn Community Hub.

During the course of construction of the building a higher number of additional requests for information than anticipated were received from the building contractor, with associated variations, cumulatively totalling \$213,000. The reallocation of a separate budget allowance for the removal and disposal of contaminated soil in the road reserve, which did not form part of the building contract, led to a further variation of \$127,000, bringing the overall additional variation amount to \$340,000.

The total project costs for the Greythorn Community Hub remain within budget.

#### **MOTION**

**Moved Councillor Wegman**

**Seconded Councillor Hurd**

**That Council resolve to:**

- 1. Authorise the Chief Executive Officer or such other person that the Chief Executive Officer selects for the purpose of giving effect to this resolution to approve additional variations for Contract 2016/148 - North East Community Hub Development Works - \$340,000 (excluding GST).**
- 2. Note these additional variations to Contract 2016/148 - North East Community Hub Development Works are fully funded from the existing project budget.**

#### **CARRIED**

### **7.4 Intention to advertise proposed leases**

This report is presented in the context of Council meeting its obligations under section 190 of the *Local Government Act 1989* ("the Act") in relation to lease terms for Access Health and Community located at 51 St Johns Avenue, Camberwell and Ashburton Community Centre located at 160 High Street, Ashburton, as detailed in **Attachment 1**.

Section 190 of the Act requires any new leases with a term of more than one year and the rent or market rent for any period of the lease term exceeds \$50,000 per annum, then Council must give public notice of its intention to enter into such a lease and consider any submissions received in accordance with section 223 of the Act prior to entering into the lease.



It is proposed a public notice be published in the Progress Leader advising of Council's intention to lease as described above, advising any person can make a submission. If any submissions are received a further report will be presented to a future Council meeting to enable consideration of any submissions received.

If no submissions are received pursuant to the provisions of Section 223 of the Act, following the publication of the Public Notice, the proposed resolution will authorise the Chief Executive Officer or such other person as the Chief Executive Officer approves, to undertake the necessary procedural steps to complete the formal procedures to lease the land including the execution of all relevant documentation.

## **MOTION**

**Moved Councillor Wegman**

**Seconded Councillor Hurd**

**That Council resolve to:**

- 1. Commence the statutory procedures under section 190 of the Local Government Act 1989 ("the Act"), advising of its intention to lease the Council owned facilities as detailed in Attachment 1.**
- 2. If no submissions are received pursuant to the provisions of Section 223 of the Act, following the publication of the Public Notice, authorise the Chief Executive Officer or such other person as the Chief Executive Officer approves, to undertake the necessary procedural steps to complete the formal procedures to lease the land including the execution of all relevant documentation.**
- 3. In the event submissions are received, note a further report will be presented to Council to enable consideration of the submissions.**

## **CARRIED**

### **7.5 Final outcomes of 2018 General Valuation**

This report provides detailed information in relation to the 2018 general valuation of all rateable property.

In the two years since the return of the 2016 general valuation, the overall movement in property valuations is as follows:

	<b>Site Value</b>	<b>Capital Improved Value</b>	<b>Net Annual Value</b>
2016 Valuations	\$80,064,468,530	\$107,885,735,788	\$5,471,536,744
2018 Valuations	\$97,241,638,844	\$125,010,871,193	\$6,315,483,634
Change	\$17,177,170,314	\$17,125,135,405	\$843,946,889
% Difference	21.45%	15.87%	15.42%

A detailed breakdown and analysis of the valuation movements is included in **Attachments 2 to 8**.

For the financial year ended 30 June 2018, the *Valuation of Land Act 1960* (VLA) requires Council to return a general valuation of all rateable and non rateable land within the municipality every two years. The level of value date is 1 January 2018 and the new valuation came into effect from 1 July 2018 and will be used for apportioning rates for the 2018/19 financial year. From 1 July 2018, changes to legislation saw the Valuer-General Victoria (VGV) become the sole valuation authority and prescribed annual valuations. Council has resolved to have the annual valuations completed by the VGV from 1 July 2018.

Part of the current contractual and statutory arrangements require all valuations to be submitted to the Valuer-General Victoria (VGV) for analysis and formal acceptance on a progressive basis. The process currently consists of 5 stages and all stages were submitted to VGV within the required time frame. The final certification by the VGV, commonly known as "*The Generally True and Correct Certificate*" under section 7AF of the *Valuation of Land Act 1960* (VLA) was issued on 17 June 2018.

## MOTION

**Moved Councillor Wegman**

**Seconded Councillor Hurd**

**That Council resolve to receive the 1 January 2018 General Valuation effective from 1 July 2018 in accordance with section 7AF of *Valuation of Land Act 1960*.**

## CARRIED

### **7.6 Amendment C263 (Part 2) - 12 Power Street, Balwyn - Decision to abandon**

The purpose of this report is to inform Council of the outcomes of the Urban Planning Special Committee (UPSC) meeting of 18 June 2018 and seek a resolution of Council to abandon Amendment C263 (Part 2) as shown in **Attachments 1, 2 and 3**.

On 18 June 2018, the UPSC considered the Panel recommendations for Amendment C263 (Part 2). A copy of the minutes of the UPSC meeting of 18 June 2018 is provided at **Attachment 5**. The Panel recommended the amendment be abandoned. It formed the view that the criteria had not been met to support protection of 12 Power Street, Balwyn as an individually significant place (**Attachment 4**). The UPSC resolved to endorse the Panel's recommendations and refer Amendment C263 (Part 2) to an Ordinary Meeting of Council to be abandoned in accordance with section 28 of the *Planning and Environment Act 1987*.

Officers also seek a resolution of Council to request that the Minister for Planning prepare, adopt and approve an amendment to the Boroondara Planning Scheme using the provisions of section 20(4) of the *Planning and Environment Act 1987* to remove the interim Heritage Overlay (HO676) which applies to the property (**Attachments 1 and 2**). Given the property has not been found to be of individual significance, requesting the interim Heritage Overlay to be removed will ensure that the property is not unnecessarily constrained by a redundant planning control. The heritage citation to be abandoned is shown at **Attachment 3**.

**MOTION****Moved Councillor Sinfield****Seconded Councillor Watson****That the Council resolve to:**

- 1. Abandon Amendment C263 (Part 2) in accordance with section 23(1)(c) of the *Planning and Environment Act 1987*.**
- 2. Write to the Minister for Planning in accordance with section 28 of the *Planning and Environment Act 1987* advising that Council has abandoned Amendment C263 (Part 2).**
- 3. Write to the Minister for Planning to request that he prepare, adopt and approve an amendment to the Boroondara Planning Scheme under section 20(4) of the *Planning and Environment Act 1987* to remove the interim Heritage Overlay applying to 12 Power Street, Balwyn in accordance with Amendment C263 (Part 2).**

**CARRIED****7.7 Amendment C287 - 7-11 Miami Street, Hawthorn East permanent Heritage Overlay - Decision to adopt amendment**

The purpose of this report is to inform Council of the outcomes of the Urban Planning Special Committee (UPSC) meeting of 18 June 2018 and seek Council's adoption of Amendment C287 as shown in **Attachments 1, 2 and 3**.

On 18 June 2018, the UPSC considered the outcomes of exhibition for Amendment C287. A copy of the minutes of the UPSC meeting of 18 June 2018 is provided at **Attachment 4**. As exhibited, Amendment C287 proposed to apply the Heritage Overlay to 7-11 Miami Street, Hawthorn East to the Boroondara Planning Scheme on a permanent basis.

Public exhibition for Amendment C287 commenced on 19 April 2018 and concluded on 21 May 2018. Council received a total of two (2) submissions, both in support of the amendment. Given only supporting submissions were received for this amendment, consideration by an independent Planning Panel is not required. If adopted, Amendment C287 will be sent to the Minister for Planning for approval and gazettal.

Officers recommend that Council resolve to adopt the amendment as exhibited in accordance Section 29(1) of the *Planning and Environment Act 1987* and also seek a resolution to delete the interim Heritage Overlay (HO771) which applies to the property.

## MOTION

Moved Councillor Wegman

Seconded Councillor Hurd

That the Council resolve to:

1. **Adopt Amendment C287 to the Boroondara Planning Scheme, as shown in Attachments 1, 2 and 3, in accordance with Section 29(1) of the Planning and Environment Act 1987.**
2. **Submit Amendment C287 to the Minister for Planning for approval in accordance with Section 31(1) of the Planning and Environment Act 1987.**
3. **Request that the Minister for Planning remove the interim Heritage Overlay (HO771) which applies to 7-11 Miami Street, Hawthorn East and replace it with the permanent Heritage Overlay.**
4. **Following the Minister's approval of Amendment C287, update two (2) reference documents to the Boroondara Planning Scheme (the Boroondara Schedule of Gradings Map and Boroondara Heritage Property Database) to introduce the heritage grading and heritage citation for the property affected by Amendment C287.**
5. **Authorise the Director City Planning to undertake administrative changes to the amendment and associated planning controls that do not change the intent of the controls.**

## CARRIED

### 7.8 May 2018 Monthly Financial Report

The Monthly Financial Report for May 2018 is designed to identify and explain any major variances to budget at an organisational level for the period ending 31 May 2018.

Council's favourable operating result against year to date budget of \$56.64 million is \$16.15 million or 40% above the September Amended Budget of \$40.49 million primarily due to a number of factors which are outlined in **Section 2 of Attachment 1 - Financial Overview.**

Capital works actual expenditure is \$52.55 million compared to a year to date budget of \$60.23 million. Priority projects expenditure of \$6.81 million was achieved, which is \$4.82 million below year to date budget phasing.

Council's Balance Sheet and cash position are sound and depict a satisfactory result. At the end of May, Council's cash position stood at \$144.27 million or \$29.67 million above year to date budget.

**MOTION****Moved Councillor Wegman****Seconded Councillor Hurd****That Council resolve to receive and note the Monthly Financial Report for May 2018 (Attachment 1).****CARRIED****8. General business**

Nil

**9. Urgent business**

Nil

**Adjournment****MOTION****Moved Councillor Wegman****Seconded Councillor Thompson****That the Council meeting be adjourned.****CARRIED***The Council meeting was adjourned at 6.48pm.***Resumption of meeting****MOTION****Moved Councillor Wegman****Seconded Councillor Sinfield****That the Council meeting be resumed.****CARRIED***The Council meeting was resumed at 8.49pm with all Councillors present except for Councillor Healey and Councillor Ross.*

**10. Confidential business****10.1 Support Services****MOTION****Moved Councillor Wegman****Seconded Councillor Sinfield**

**That Council resolves to close the meeting to the public to consider the Officer Report 'Support Services' in accordance with Section 89(2) of the *Local Government Act 1989* because premature disclosure of the information could be prejudicial to the interests of Council or other persons.**

CARRIED

**Division****Councillor Hurd called for a division****Affirmative**

Councillor Jim Parke  
Councillor Jack Wegman  
Councillor Felicity Sinfield  
Councillor Jane Addis  
Councillor Lisa Hollingsworth  
Councillor Garry Thompson  
Councillor Cynthia Watson

**Negative**

Councillor Steve Hurd

The Mayor declared the Motion **CARRIED**

*The Council meeting was closed to the public at 8.52pm*

**The meeting concluded at 8.56pm****Confirmed****Chairperson** \_\_\_\_\_**Date** \_\_\_\_\_

# Record of Assemblies of Councillors

Assembly details	Councillor attendees	Officer attendees	Matters discussed	Conflict of Interest disclosures
Creating an Age Friendly Boroondara Reference Group <b>2 March 2018</b>	Cr Coral Ross Cr Lisa Hollingsworth	Nick Lund (MHS) Linda Tallarida (AAPO) Lana Barnett (AAPO) Jo Argent (PREPL)	Active Ageing Hub Project Update Boroondara Community Festival – Sunday 4 March 2018	Nil
Councillor Briefing & Discussion <b>25 June 2018</b>	Cr Jane Addis Cr Phillip Healey Cr Lisa Hollingsworth Cr Steve Hurd Cr Jim Parke Cr Coral Ross Cr Felicity Sinfield Cr Cynthia Watson Cr Garry Thompson Cr Jack Wegman	Phillip Storer (CEO) Bruce Dobson (DEI) Shiran Wickramasinghe (DCP) Marilyn Kearney (DCS) Carolyn McClean (DCD) David Thompson (MG) Nick Lund (MHS) Andrew McKinnon (GMPI) Andrew McHugh (MFYR) Krysten Forte (COG) Michelle Foster (CBOS) Paul Senior (CSS) Rebecca Carland (SCOS) Rebecca Pinczower (BAGCI) Maree Cilia (SCBS) Tina Bourekas (SCADS)	Access & Inclusion Services W Class Tram for Kew Traffic School Sports Field Planning Framework Plaque	Nil
Statutory Planning Advisory Committee <b>2 July 2018</b>	Cr Jane Addis Cr Steve Hurd Cr Garry Thompson	Simon Mitchell Joe Sevillano	245 Belmore Road Balwyn North	Nil

# Record of Assemblies of Councillors

## Index of officer titles

<b>AC</b>	Assistant Curator
<b>ACPO</b>	Arts and Culture Project Officer
<b>ADO</b>	Access & Diversity Officer
<b>AO</b>	Administration Officer
<b>BPO</b>	Boroondara Volunteer Resource Centre Program Officer
<b>BAG</b>	Business Analyst Grants
<b>BPOL</b>	Business Process Optimisation Lead
<b>CA</b>	Coordinator Arboriculture
<b>CBA</b>	Coordinator Building Assets
<b>CBOS</b>	Coordinator Business Operations and Systems
<b>CBP</b>	Communications Business Partner
<b>CBS</b>	Coordinator Business Systems
<b>CC</b>	Coordinator Communications
<b>CCF</b>	Coordinator Cultural Facilities
<b>CCI</b>	Coordinator Corporate Information
<b>Cco</b>	Coordinator Communications
<b>CCP</b>	Coordinator Civil Projects
<b>CCPI</b>	Coordinator Corporate Planning
<b>CCS</b>	Coordinator Children's Services
<b>CCSP</b>	Coordinator Community Support
<b>CcuS</b>	Coordinator Customer Service
<b>CDM</b>	Coordinator Drainage Maintenance
<b>CDEO</b>	Cultural Development and Events Officer
<b>CDO</b>	Community Development Officer
<b>CE</b>	Coordinator Engagement
<b>CEDL</b>	Customer Experience Digital Lead
<b>CESDL</b>	Customer Experience Service Design Lead
<b>CEO</b>	Chief Executive Officer
<b>CEP</b>	Coordinator Engineering Projects
<b>CES</b>	Coordinator Environmental Sustainability
<b>CEY</b>	Coordinator Early Years
<b>CFA</b>	Coordinator Financial Accounting
<b>CFC</b>	Cultural Facilities Coordinator
<b>CFM</b>	Coordinator Facilities Maintenance
<b>CFO</b>	Chief Financial Officer
<b>CFS</b>	Coordinator Family Services
<b>CIA</b>	Continuous Improvement Advisor
<b>CIAS</b>	Coordinator Integrated Asset Systems
<b>CIO</b>	Chief Information Officer
<b>CLD</b>	Coordinator Landscape & Design
<b>CLF</b>	Coordinator Leisure Facilities

<b>CLL</b>	Coordinator Local Laws
<b>CLLPS</b>	Coordinator Local Laws Projects and Strategy
<b>CLS</b>	Coordinator Leisure Services
<b>CMASL</b>	Collection Maintenance and Adult Services Librarian
<b>CSHL</b>	Collection Services and Hawthorn Librarian
<b>CMCH</b>	Cluster Coordinator Maternal & Child Health Services
<b>COG</b>	Coordinator Governance
<b>CoLD</b>	Coordinator Landscape and Design
<b>CoSP</b>	Community Strengthening Planner
<b>CoT</b>	Coordinator Trees
<b>CPD</b>	Coordinator Programming & Development
<b>CPE</b>	Civil Projects Engineer
<b>CPH</b>	Coordinator Public Health
<b>CPP</b>	Coordinator Purchasing and Procurement
<b>CPSO</b>	Community Planning Support Officer
<b>CRFM</b>	Coordinator Road & Footpath Maintenance
<b>CRPS</b>	Coordinator Revenue & Property Services
<b>CRRAM</b>	Coordinator Road Related Asset Maintenance
<b>CRTL</b>	Corporate Reporting Team Leader
<b>CSA</b>	Communications Senior Advisor
<b>CSAO</b>	Customer Service Administration Officer
<b>CSD</b>	Coordinator Strategy and Development
<b>CSDAADS</b>	Coordinator Service Delivery Active Ageing and Disability Services
<b>CSDAO</b>	Community Safety Drug and Alcohol Officer
<b>CSL</b>	Collection Services & Librarian
<b>CsoP</b>	Coordinator Social Planning
<b>CSP</b>	Coordinator Statutory Planning
<b>CSPO</b>	Children's Services Project Officer
<b>CSS</b>	Coordinator Sport Services
<b>CT</b>	Coordinator Traffic
<b>CTM</b>	Coordinator Transport Management
<b>CVS</b>	Coordinator Volunteer Support & Development
<b>CWM</b>	Coordinator Waste Management
<b>CWO</b>	Coordinator Waste Operations
<b>CYS</b>	Coordinator Youth Services
<b>DCD</b>	Director Community Development
<b>DCP</b>	Director City Planning
<b>DCS</b>	Director Corporate Services
<b>DEI</b>	Director Environment and Infrastructure
<b>DMC</b>	Digital Media Creator
<b>DSA</b>	Digital Senior Adviser

<b>EC</b>	Environment Coordinator
<b>EDO</b>	Economic Development Officer
<b>EFBA</b>	Engagement & Facilitation Business Analyst
<b>EHO</b>	Environment Health Officer
<b>EMCCE</b>	Executive Manager Communications & Customer Experience
<b>EMPCD</b>	Executive Manager People Culture and Development
<b>EMPO</b>	Emergency Management Project Officer
<b>ERPO</b>	Engagement and Research Project Officer
<b>ESMA</b>	Essential Safety Measures Administrator
<b>EYAO</b>	Early Years Administration Officer
<b>FAC</b>	Financial Accounting Coordinator
<b>FC</b>	Flight Controller
<b>FGDC</b>	Formal Gardens and Design Coordinator
<b>FSDO</b>	Family Services Development Officer
<b>FSP</b>	Family Services Planner
<b>FTP</b>	Fast Track Planner
<b>FYAO</b>	Family Youth Administration Officer
<b>FYSRO</b>	Family and Youth Support and Resource Officer
<b>GMPI</b>	Group Manager Parks and Infrastructure
<b>GO</b>	Governance Officer
<b>GPO</b>	Governance Projects Officer
<b>HPPO</b>	Health Planning and Policy Officer
<b>HSWL</b>	Health Safety Wellbeing Lead
<b>HRA</b>	Human Resources Advisor
<b>HWPO</b>	Health WellPlan and Policy Officer
<b>IA</b>	Internal Auditor
<b>ITPM</b>	Information Technology Program Manager
<b>LA</b>	Landscape Architect
<b>LBPT</b>	Lead - Business Partnering Team
<b>LCSP</b>	Leader Communications Strategy and Performance
<b>LFDO</b>	Leisure Facilities Development Officer
<b>LLO</b>	Local Laws Officer
<b>LSO</b>	Leisure Services Officer
<b>MAC</b>	Manager Arts & Culture
<b>MAFB</b>	Manager Arts Facilities Business
<b>MAM</b>	Manager Asset Management
<b>MAO</b>	Metro Access Officer
<b>MBD</b>	Manager Business Development
<b>MBS</b>	Manager Building Services (& Municipal Building Surveyor)



# Record of Assemblies of Councillors

<b>MCHC</b>	Maternal Child Health Coordinator
<b>MCHN</b>	Maternal Child Health Nurse
<b>MCIL</b>	Manager Community Information and Libraries
<b>MCPD</b>	Manager Community Planning & Development
<b>MCPS</b>	Manager Commercial & Property Services
<b>MED</b>	Manager Economic Development
<b>MEO</b>	Member Engagement Officer
<b>MESL</b>	Manager Environment & Sustainable Living
<b>MFYR</b>	Manager Family Youth & Recreation
<b>MG</b>	Manager Governance
<b>MHS</b>	Manager Health, Active Ageing & Disability Services
<b>MHR</b>	Manager Human Resources
<b>MIBT</b>	Manager Innovation and Business Transformation
<b>MIS</b>	Manager Infrastructure Services
<b>MIT</b>	Manager Information Technology
<b>MLL</b>	Manager Local Laws
<b>MLS</b>	Manager Library Arts and Cultural Services
<b>MPCD</b>	Manager People Culture and Development
<b>MPG</b>	Manager Parks & Gardens
<b>MPS</b>	Manager Projects & Strategy
<b>MPPM</b>	Major Projects Project Manager
<b>MPR</b>	Manager Public Relations
<b>MSP</b>	Manager Statutory Planning
<b>MSSO</b>	Maintenance Systems and Support Officer
<b>MSTP</b>	Manager Strategic Planning
<b>MTT</b>	Manager Traffic and Transport
<b>OBA</b>	Online Business Analyst
<b>OCRO</b>	Online Community Relations Officer
<b>ODC</b>	Organisation Development Coordinator
<b>OP</b>	Online Publisher
<b>PALO</b>	Paralegal Officer
<b>PAC</b>	Planning Appeals Coordinator
<b>PCCS</b>	Program Change Communications Specialist
<b>PSD</b>	Principal Digital Strategist
<b>PJA</b>	Project Administrator
<b>PJM</b>	Project Manager
<b>PJO</b>	Project Officer
<b>PLO</b>	Planning Liaison Officer
<b>PMO</b>	Property Management Officer
<b>PO</b>	Payroll Officer
<b>PP</b>	Principal Planner
<b>PPO</b>	Para Planning Officer
<b>PRA</b>	Project Architect
<b>PRO</b>	Programs Officer

<b>PSO</b>	Planning Support Officer
<b>PSuO</b>	Principal Sustainability Officer
<b>ROAS</b>	Recreation Officer and Administration Support
<b>RP</b>	Recreation Planner
<b>RPO</b>	Recreation Project Officer
<b>SA</b>	Senior Arborist
<b>SACS</b>	Senior Advisor Corporate Support
<b>SAD</b>	Service Administrator
<b>SAE</b>	Senior Asset Engineer
<b>SAO</b>	Senior Administration Officer
<b>SAPO</b>	Senior Asset Protection Officer
<b>SAWP</b>	Senior Asset Works Planner
<b>SBA</b>	Senior Business Analyst
<b>SCA</b>	Senior Communications Adviser
<b>SCAC</b>	Senior Curator, Arts & Culture
<b>SCADS</b>	Senior Coordinator Ageing and Disability Services
<b>SCBP</b>	Senior Communications Business Partner
<b>SCI</b>	Senior Coordinator Infrastructure
<b>SCCS</b>	Senior Coordinator Community Strengthening
<b>SCFCS</b>	Senior Coordinator Family and Children's Services
<b>SCOS</b>	Senior Coordinator Open Space
<b>SCRW</b>	Senior Coordinator Recreation and Wellbeing
<b>SEP</b>	Senior Environmental Planner
<b>SESO</b>	Senior Environmental Sustainability Officer
<b>SHRA</b>	Social and Health Research Analyst
<b>SL</b>	Systems Librarian
<b>SLA</b>	Senior Landscape Architect
<b>SLLO</b>	Senior Local Laws Officer
<b>SMA</b>	Senior Media Adviser
<b>SMAC</b>	Senior Management Accountant
<b>SO</b>	Subdivision Officer
<b>SoPO</b>	Social Planning Officer
<b>SP</b>	Statutory Planner
<b>SPA</b>	Senior Project Architect
<b>SPJO</b>	Senior Project Officer
<b>SPM</b>	Senior Project Manager
<b>SPO</b>	Senior Planning Officer
<b>SPP</b>	Senior Project Planner
<b>SPPO</b>	Senior Policy and Project Officer
<b>SRCM</b>	Senior Recreation Contracts Manager
<b>SSCA</b>	Senior Strategic Communications Adviser
<b>SSO</b>	Senior Sustainability Officer
<b>SSOLL</b>	Support Services Officer Local Laws
<b>SSOPI</b>	Support Services Officer Parks &

	Infrastructure
<b>SSP</b>	Senior Statutory/Strategic Planner
<b>STE</b>	Strategic Transport Engineer
<b>STO</b>	Sustainable Transport Officer
<b>STP</b>	Strategic Transport Planner
<b>STPO</b>	Statutory Planning Officer
<b>STRP</b>	Strategic Planner
<b>SWC</b>	Senior Works Controller
<b>SWE</b>	Senior Writer and Editor
<b>TE</b>	Transport Engineer
<b>TLBVRC</b>	Team Leader Boroondara Volunteer Resource Centre
<b>TLC</b>	Team Leader Compliance
<b>TLCS</b>	Team Leader Customer Service
<b>TLCSA</b>	Team Leader Customer Service Administration
<b>TLD</b>	Team Leader Disabilities
<b>TLDR</b>	Team Leader Drainage
<b>TLDS</b>	Team Leader Drainage Strategy
<b>TLED</b>	Team Leader Economic Development
<b>TLEP</b>	Team Leader Environmental Planning
<b>TLHP</b>	Team Leader Health Protection
<b>TLHS</b>	Team Leader Health Services
<b>TLID</b>	Team Leader Infectious Diseases
<b>TLL</b>	Team Leader Local Laws
<b>TLRM</b>	Team Leader Risk Management
<b>TLSP</b>	Team Leader Strategic Planning
<b>TLTM</b>	Team Leader Transport Management
<b>TLWP</b>	Team Leader Works Permits
<b>TOC</b>	Turf Operations Coordinator
<b>TSP</b>	Technical Support Planner
<b>TSTL</b>	Technical Support Team Leader
<b>UD</b>	Urban Designer
<b>VSS</b>	Venue Services Supervisor
<b>VEO</b>	Volunteer Engagement Officer
<b>VSDO</b>	Volunteer Sector Development Officer
<b>WPC</b>	Web and Print Coordinator
<b>YCLO</b>	Youth Community Liaison Officer
<b>YDW</b>	Youth Development Worker
<b>YOW</b>	Youth Outreach Worker
<b>YPDO</b>	Youth Planning and Development Officer
<b>YSL</b>	Youth Services & Librarian
<b>aXXX</b>	'a' designates acting