



Part II Information Statement
of the
Freedom of Information
Act

July 2015

Part II of the *Freedom of Information Act 1982* (the Act) requires all agencies, other than a council, 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.

As a matter of transparency, City of Yarra has compiled a Part II Freedom of Information Statement where you will find information about:

- 1. The functions and decision-making powers of the City of Yarra**
- 2. The categories of documents we have**
- 3. Publications available or to inspect**
- 4. Privacy, Freedom of Information and how to apply for documents**
- 5. How we consult with the public (Meetings & Committees)**
- 6. Public Libraries**

1. Our functions and decision-making powers

The City of Yarra is an inner metropolitan municipality which is home to a diverse community of about 80,600 people.

Yarra's 19.5 square kilometres include the suburbs of Abbotsford, Burnley, Clifton Hill, Collingwood, Cremorne, Fitzroy, North Carlton, North Fitzroy, Princes Hill and Richmond. Parts of Alphington and Fairfield - south of Heidelberg Road - are also included in Yarra.

Residents and businesses in Yarra are represented by nine Councillors. The municipality is broken up into three geographic wards - Langridge Ward, Melba Ward and Nicholls Ward - each of which is represented by three Councillors.

Yarra Council has a total capital and operating budget of \$162.5 million, which is used to deliver a wide range of community services and maintain essential community infrastructure

The administration is made up of a chief executive officer, four Directors and three Executive Managers, and about 850 Council officers.

Council has three customer service offices, which are located at Richmond Town Hall, Collingwood Town Hall and the Connie Benn Centre in Fitzroy.

The locations and hours of operation of Council's customer service offices are:

Richmond Town Hall

333 Bridge Road, Richmond

Hours: 8.30am-5pm, Monday – Friday

Collingwood Town Hall

140 Hoddle Street, Abbotsford.

Hours: 8.30am-5pm, Monday – Friday

Connie Benn Centre

160 Brunswick Street, Fitzroy

Hours: 8.30am-5pm, Monday-Friday

Contact Details

- General Phone: (03) 9205 5555
- Fax: (03) 8417 6666
- After Hours Emergency: (03) 9205 5555
- Email: Info@yarracity.vic.gov.au
- Post: PO Box 168 Richmond 3121
- Website: www.yarracity.vic.gov.au

Our functions are prescribed by the Local Government Act 1989. We must:

- plan and provide services, facilities and infrastructure for the local community
- strategically plan and regulate land use in the municipality
- raise revenue so that we can perform our functions
- make and enforce local laws
- discharge duties we have under other acts, such as the Food Act 1984, the Building Act 1993, the Planning and Environment Act 1987, and the Public Health and Wellbeing Act 2008.

Many of our powers and functions are assigned to us by other acts of parliament. We also enforce local laws which affect our residents, businesses and visitors to the city. We have most of them listed them below.

Acts

- *Building Act 1993*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Crown Land (Reserves) Act 1978*
- *Cultural and Recreational Lands Act 1963*
- *Domestic Animals Act 1994*
- *Emergency Management Act 1986*
- *Environment Protection Act 1970*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Graffiti Prevention Act 2007*
- *Health Records Act 2001*
- *Infringements Act 2006*
- *Information Privacy Act 2000*
- *Local Government Act 1989*
- *Planning and Environment Act 1987*
- *Privacy and Data Protection Act 2014*
- *Protection Disclosures Act 2012*
- *Public Health and Wellbeing Act 2008*
- *Public Records Act 1973*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Sex Work Act 1994*
- *Subdivision Act 1988*
- *Summary Offences Act 1966*
- *Tobacco Act 1987*
- *Valuation of Land Act 1960*

Local Laws

- Meeting Procedures Local Law
- Roads and Council Land Local Law
- Environment Local Law
- Consumption of Liquor in Public Places Local Law
- Anti-Slavery and Sexual Servitude Local Law

Full details of these Local Laws can be found at <http://www.yarracity.vic.gov.au/Your-Council/Governance/Local-Laws/>

Policies, Procedures and Guidelines

- Aged and Disability - Disability Action Plan 2010 - 2013[1]
- Aged and Disability - Access and Inclusion Policy
- Aged and Disability - HACC Fees Policy
- Arts - Collection - Asset Management Plan
- Arts - Collection Management Policy - Operational Guidelines
- Arts - Collection Management Policy
- Asset - Asset Management Strategy
- Assets - Depreciation of Assets Policy
- Assets - Asset Disposal Policy
- Assets - Asset Disposal Procedure
- Assets - Asset Management Policy
- Civic - Citizenship Ceremonies Amended 22.10.10
- Civic - Aboriginal Recognition Statement Policy
- Civic - Civic Recognition Awards Policy
- Civic - Council Property Circuses Policy
- Civic - Flying of Flags at Town Halls Policy
- Civic - Statement of Recognition of Wurundjeri Land Policy
- Communications - Telephone Techniques Policy
- Communications - Correspondence Procedure Using Template Procedure
- Communications - Media Policy
- Communications - Correspondence Addressed to Councillors Policy
- Communications - Media Statements Policy
- Communications - Public Display Posters and Publications, Town Halls Policy
- Communications - Special Committees Information to the Public and Media Policy
- Community - Consultation and Participation Statement
- Community - Subsidized Insurance costs for Community Groups (Council Facilities) Policy
- Community - Town Hall Hire Subsidised Use Policy
- Community Engagement and Consultation Policy 2010 (2)
- Corporate - Procurement Policy November 2010[1]
- Corporate - Records Management Policy
- Corporate Records - Destruction of Council Records Procedure
- Corporate Records - Transfer of Archives to Public Records Office Victoria (PROV)
- Corporate Records - Transfer of Records to Secondary Storage Procedure
- Council - Conclusion of Meetings Policy
- Council - Confidentiality of Information Policy
- Council - Council owned Facilities Policy
- Council - Display of Council Documents Policy
- Council - Facilities Subsidies for Community Groups Policy
- Council - Mayoral and Councillor Allowances Payment Policy
- Council - Mayoral Transport Policy
- Council - Petitions and Joint Letters Policy
- Council - Pre Election Caretaker Policy
- Council - Presentation of Reports by Officers Policy
- Council - Processing Committee Recommendations In Block Policy
- Council - Public Access to Agendas Policy
- Council - Public Notification of Reports Policy
- Council - Public Participation at Council and Committee Meetings Policy
- Council - Recording of Meeting Proceedings Policy
- Council - Risk Management Policy
- Council - Urgent Business Policy
- Enforcement - Filming in the Municipality Policy
- Enforcement - Footpath Trading Policy - Amended June 2012

- Enforcement - Gleadell Street Market Policy, Stallholders 2012
- Enforcement - Gleadell Street Market Vacant Stall Procedure
- Enforcement - Mobile Food Vehicle Guidelines - Policy - adopted by Council 8 July 2014
- Enforcement - Use of Roads and Lanes During Building Construction Policy
- Enforcement- Gleadell Street Market Procedure and Protocols Manual
- Environment - Contaminated Sites, Safety and Soil Contamination Policy
- Environment - Domestic Refuse Collection Multi Unit Developments Policy
- Environment - Environment Local Law Manual of Protocols and Procedure
- Environment - Environmentally Sustainable Buildings Design (ESD) Policy
- Environment - Stormwater Drainage Policy
- Family and Children's Services - Priority of Access Policy
- Finance - Cash Management Investment Policy
- Finance - Debtor Management Policy
- Finance - Petty Cash Policy
- Governance - Health Records Policy
- Governance - Code of Good Governance, Adherence Policy
- Governance - Councillor Code of Conduct - endorsed by Council on 17 September 2013
- Governance - Councillors Access to Confidential Information Inspection Policy
- Governance - Councillors Officers Air Travel Frequent Flyer Points Policy
- Governance - Councillors and Officers Corporate Credit Card Policy
- Governance - Councillors Expense Entitlement Policy
- Governance - Councillors Gifts Disclosure Policy
- Governance - Councillors Grievance Resolution Procedure
- Governance - Directing Statutory Planning Reports to Council not IDAC Policy
- Governance - Elections, Public Access to Voters Roll Policy
- Governance - Executing, Signing and Sealing Documents Procedure
- Governance - FOI of Building Approvals Policy
- Governance - Fraud Corruption Control Policy
- Governance - Geographic Place Names Policy
- Governance - Internal Audit Reporting Of Appeals, Litigation and Insurance Policy
- Governance - Local Government Privacy Guide
- Governance - Naming of Roads Policy
- Governance - Protected Disclosures Procedure - May 2014
- Governance - Protected Disclosures Procedure
- Governance - Risk Management Policy
- Governance - Sponsorship Policy and Agreement
- Governance - Staff Gifts, Hospitality Disclosure Policy
- Governance - Video Surveillance Policy
- Governance - Witnessing of Documents Policy
- Information Services - Software Policy
- Information Services - Telephone System Policy
- Information Services - Training Room Policy
- Information Services - E-Mail User Security Policy
- Information Services - Information Systems Email Guidelines Policy
- Information Services - Information Systems Data Standards Policy
- Information Services - Information Systems Emergency Management Policy
- Information Services - Information Systems Home Use Of PC Policy
- Information Services - Information Systems Mobile Devices, Request Form and Policy
- Information Services - Information Technology Hardware Standards Policy
- Information Services - Security Back Up Tape Policy
- Information Services - Software Change Control Policy
- Information Services (IS) - 3rd Party Software Policy
- Information Services (IS) - Network Policy

- Infrastructure - Public Lighting Policy
- Infrastructure - Road Materials Policy
- Infrastructure - Temporary Non Council Advertising Policy
- Infrastructure - Hot Air Balloons in Council Parks Policy
- Infrastructure - Lane Marking Bicycles Policy
- Infrastructure - Open Space Register (Environment Local Law)
- Infrastructure - Public Lighting Street Lighting in Local Streets Policy
- Infrastructure - Restricted Access Induction Entry and Exit Log for First Time Access Procedure
- Infrastructure - Restricted Access Procedure
- Infrastructure - Street Name Signs Policy
- Infrastructure - Working Hours Council-Civil Construction Works
- Libraries - Internet and Wireless Use Policy
- Libraries - Local History Collection Development Policy
- Libraries - Procedure for Symphony Workflows Offline Procedures
- Libraries - Unattended Children Policy
- OHS - OHS Policy
- OHS - Working at Home Policy
- Parking - Permit (Development Sites) Policy
- Parking - Review of Infringements Policy
- People - Retaining and Improving Public Housing Policy
- People - Children's Services Long Day Care and Leisure (Competitive Neutrality and Best Value) Policy
- People - Family and Children's Services Priority of Access Policy
- People - Pedestrian Access (Streets and Reserves) Policy
- People - Sleeping Rough on Council Premises Policy
- Planning - Directing Statutory Planning Reports to Council, not IDAC Policy
- Planning - Balconies and Public Spaces Policy
- Planning - Planning Appeals Policy
- Policy - Rough Sleepers on Council Premises
- Procurement - Procurement Manual Part 1 - Purchasing Processes
- Procurement - Procurement Manual Part 2 - Tendering and Contract Award
- Procurement - Procurement Manual Part 3 - Contract Management
- Procurement - Procurement Manual Part 4 - Additional Contract Management (Construction Services)
- Procurement - Procurement Manual Part 5 - Procurement Forms and Templates
- Procurement - Procurement Overview
- Procurement Policy
- Rates - Payments, Interest Charges Policy
- Staff - Education Assistance Program Policy
- Staff - Bicycle Allowance and Purchase Procedure
- Staff - Bicycle Travel during Working Hours Policy
- Staff - Classification of Contract Employees Policy
- Staff - Code of Conduct
- Staff - Corporate Wardrobe Policy
- Staff - Disciplinary Policy Procedure
- Staff - Employee Community Volunteering Policy
- Staff - Employee Social Assistance Program Policy
- Staff - Equal Employment Opportunity and Anti-Discrimination Policy
- Staff - Exit Interviews Policy
- Staff - Green Travel Policy
- Staff - Grievance and Dispute Policy
- Staff - Health and Wellbeing Policy

- Staff - Higher Duties Policy
- Staff - Human Resources Salary Sacrifice Policy
- Staff - Incidental Use of Private Vehicle Policy
- Staff - Induction Policy and Procedure
- Staff - Information Privacy Collection Statement and Consent Guidelines
- Staff - Information Privacy Policy
- Staff - Learning Development Policy Procedure
- Staff - Parental Assistance and Children at Work Policy
- Staff - Passenger Fleet Vehicle Policy
- Staff - Passenger Fleet Vehicle Procedure
- Staff - Performance Development and Planning Policy
- Staff - Police Records Check Policy
- Staff - Position Analysis and Design Policy
- Staff - Professional Subscriptions and Memberships Policy
- Staff - Recruitment and Selection Guide
- Staff - Recruitment and Selection Policy
- Staff - Reward and Recognition Policy
- Staff - Security Access and Identity Cards Policy Procedure
- Staff - Smoking in Council Buildings and Vehicles Policy
- Staff - Social Media Policy
- Staff - Staff Code of Conduct Policy
- Staff - Staff Service Recognition
- Staff - Subsidy for RACV Bike Assist and Bicycle Victoria Membership Policy
- Staff - Time In Lieu of Overtime Policy
- Staff - Use of Agency Placements Policy
- Staff - VicRoads Data Procedure - Construction Management Unit
- Staff - VicRoads Data Request Procedure - Compliance Branch
- Staff - VicRoads Data Request Procedure MAVTEL Email form - Compliance Branch
- Staff - VicRoads Data Request Procedure MAVTEL Request - Construction Management
- Staff - Work Experience and Student Placement Policy
- Staff - Working in Excessive Temperatures Policy
- Staff - Working with Children Policy
- Staff - Working with Children Procedure
- Staff - Yarra Privacy Statement. Commitment to Protecting your Privacy
- Staff – 52 Model of Employment Policy

Full copies of these Policies, Procedures or Guidelines can be requested at GovernanceSupport@yarracity.vic.gov.au

Organisational Structure

To exercise these powers we have organised the administration into these functional groups:

- Chief Executive's Office Branch
- Communications and Customer Service Branch
- People & Culture Branch
- Infrastructure Services Division
- City Development Division
- Community Programs Division
- Corporate & Financial Services Division

We have attached our organisational chart (last page of this document) which shows how we are set up to perform these functions. Each branch or division is responsible for planning and implementing services for the municipality.

2. The categories of documents we hold

The branches or divisions that provide services and perform functions keep documents associated with their work. The documents fall into these broad categories:

- policies, guidelines, manuals and research
- project and service plans
- 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
- leases, permits and notices of building and occupancy
- records of land transfers, subdivisions and the history of use of land, roads and lanes.
- planning and building permits, applications and associated documentation

3. Publications available or to inspect

We publish a number of newsletters, brochures and guides for residents, businesses and visitors. For copies of any of these documents, please email us at info@yarracity.vic.gov.au

- Yarra News (monthly community newsletter)
- Active Yarra
- Food News (for local food traders)
- School Holidays Brochures
- Vacation Care Brochure
- Wurundjeri History Booklet
- Pick Me Up
- Rates Brochure
- Yarra Gallery Guide
- Waste Services Brochure
- Waste and Recycling Guide (A-Z)
- YarraLink – telephone interpreting guide
- Libraries What's On guide (bi-monthly)

Council's integrated planning framework

- The *Council Plan 2013-17* is a strategic document that puts forward a medium to long term vision for how Council will respond to the opportunities and challenges facing Yarra over the next four years.
- The *Annual Plan and Budget* documents what we will do and how we will fund our activities over the financial year.
- The *Annual Report* outlines how the City of Yarra performed during the financial year.

Full copies of these Reports can be found at <http://www.yarracity.vic.gov.au/your-council/>

Studies, Strategies and Guidelines

Council often has several key strategic planning projects underway at any one time.

These range from consideration of proposed large scale developments to policy reviews and the development of planning guidelines. In recent years, Council has developed the following studies, strategies and guidelines:

- Business and Industrial Land Strategy
- Housing Strategy
- Sustainable Design Guidelines
- Heritage Studies
- Industrial and Commercial Land Management
- Yarra River Policies and Planning
- Urban Design Strategy

To view copies of the strategies online, please refer to our website at

<http://www.yarracity.vic.gov.au/planning--building/studies-strategies-and-guidelines/>

Building Permits, Notices & Orders

Customers may inspect two public registers maintained by Yarra Building Services. The first register captures all building permits and the second register records all emergency orders, building notices or building orders issued. These public registers may be inspected free of charge at the Richmond Town Hall, 333 Bridge Rd, Richmond or by contacting Yarra Building Services on (03) 9205 5095.

Planning Applications & Permits

Customers may inspect a register containing Advertised Planning Applications or track the progress of a Planning Application at <http://www.yarracity.vic.gov.au/planning--building/>

Customers can inspect all documents on an *Open Planning File by contacting the Statutory Planning Branch at the Richmond Town Hall, 333 Bridge Rd, Richmond or via phone on (03) 9205 5373.

*Open File - A file is considered open/current until:

- 60 days after issuing a permit or refusal
- it is withdrawn
- the matter is subject to review at the Victorian Civil and Administrative Tribunal (VCAT), or a decision is made by VCAT.

Once a Planning File is Closed, only the following documents are freely available:

- Permit or Refusal
- Signed delegate or Council report
- VCAT Decision
- Planner's submission to VCAT
- Endorsed Plans

The *Privacy and Data Protection Act 2014* and *Freedom of Information Act 1982* shall apply to the management and access of further documents on a Closed File.

Further details of what planning documents may be accessed, can be found at

www.yarracity.vic.gov.au/planning--building/Planning-applications/Access-to-Planning-Files/

4. Privacy, Freedom of information and how to apply for documents

Which documents are available?

The principal legislation affecting FOI in Victorian municipal councils is the *Freedom of Information Act 1982* (FOI Act) and the *Privacy and Data Protection Act 2014*.

In essence, the general principle of FOI is that all documents in Council's possession are available to the public. However FOI does not give citizens unlimited access to documents.

There are several important restrictions on the types of documents available under FOI. For example, documents/information which may not be available include:

- 'exempt documents' such as internal working documents, law enforcement documents, documents relating to legal proceedings, or documents affecting the personal privacy of other people
- documents which are already publicly available or available by paying a fee under another Act
- documents which were created before 1 January 1989.
- letters of complaint
- property owner details (except for specific exceptions)

How long will my request take?

The FOI Act gives Council up to 45 days to provide access to the documents you request, or tell you why we will not provide access. We will try to process your application quickly but cannot guarantee a specific response time. In some instances, older files may be required to be retrieved off-site from archives or the Public Records Office. Documents cannot be released until we have assessed them in accordance with the FOI Act. To avoid disappointment, you should plan ahead and lodge your FOI application as soon as possible.

What document should I ask for?

When requesting documents, make your FOI application as specific or detailed as possible. If you seek a particular document, tell us. This will help us search for the document and respond promptly to your request. For example, if you seek a photocopy of a specific report, try to tell us the date of the report, the title or subject of the report, the specific address or street the report relates to, or the time period it relates to.

How much does it cost?

It costs \$27.20 to lodge an FOI application. We will not start processing your application until you pay the application fee.

In some instances there may be additional processing fees (such as search, supervision or photocopying costs) but we will tell you about these costs, if relevant.

How to make an FOI application

You can make an FOI application by:

- filling in an online form or downloading an application form at <http://www.yarracity.vic.gov.au/Your-Council/Governance/Freedom-of-Information/>
- Or sending your application form and a cheque or money order covering the FOI fee to:
The Freedom of Information Officer
Yarra City Council
PO Box 168
RICHMOND 3121

Cheques or money orders must be made payable to 'Yarra City Council'.

If you are suffering from financial hardship, you may qualify to have the application fee waived. Please state in your application the grounds upon which financial hardship is sought and provide any evidence in support of your claim (i.e. a copy of your Healthcare or Pension card).

Access charges

Access charges relate to the costs incurred in granting access to documents that you have requested. These costs may or may not apply depending on the nature of your request. The following list outlines these costs. All fees and charges are exempt from GST. Charges are calculated in accordance with the Freedom of Information (Access Charges) Regulations 2014, and we have listed some of the most common charges below.

- Search charges: \$19.86 per hour or part thereof (rounded to the nearest 10 cents). For example: 1 hr = \$19.90, 2 hrs = \$39.80, 3 hrs = \$59.70.
- Supervision charges: \$19.86 per hour to be calculated per quarter hour or part thereof (rounded to the nearest 10 cents). For example: ¼ hr = \$5, ½ hr = \$9.90, ¾ hr = \$14.90, 1¼ hr = \$24.90.
- Photocopying charges: 20 cents per black and white A4 copy.
- Charge for listening to or viewing a tape: the reasonable costs incurred by us in making arrangements to listen or view (supervision charges may also apply).
- Charge for providing a written transcript: the reasonable costs incurred by us in providing the written transcript.

Further Information in relation to Privacy or Freedom of Information

Ivan Gilbert

Executive Manager – Chief Executive's Office

9205 5110

Ivan.Gilbert@yarracity.vic.gov.au

5. Consultation with the public (Meetings and Committees)

Advisory Committees

Council has several consultative and advisory committees which enable community members to have input into Council policies, directions and activities:

- Aboriginal Advisory Group
- Active Ageing Advisory Group
- Arts Advisory Committee
- Bicycle Advisory Committee
- Business Advisory Group
- Curtain Square Community Advisory Committee
- Disability Advisory Committee
- Yarra Environment Advisory Committee
- Live Music Working Group
- Public Transport Advocacy Campaign Steering Committee
- Urban Agriculture Advisory Committee
- Yarra Youth Advisory Committee
- Heritage Advisory Committee

Full details of these individual Committees can be found on Council website at

<http://www.yarracity.vic.gov.au/Your-Council/Consultative-Committees/>

Council Meetings

Council holds two meetings each month, excluding January.

The meeting location generally alternates each month between the Richmond Town Hall (333 Bridge Road) and the Fitzroy Town Hall (Reading Room, corner of Napier and Moor streets).

Residents, business operators and other community members are encouraged to attend the meetings and participate in the decision-making process. The meetings include a Public Question Time component where people can ask questions on any matter that is not on the meeting agenda. During the meeting, people can make verbal submissions about matters on the meeting agenda.

As well as full Council meetings, there are also fortnightly meetings of Council's Internal Development Approvals Committee (IDAC). This committee has the authority to make decisions on applications for planning permits. When planning permit applications have received five or more objections, they are usually determined by IDAC unless they have been refused by Council's planning officers. Major developments are sometimes considered at a full Council meeting rather than at IDAC. All Councillors are members of IDAC on a rotational basis, with three Councillors rostered for each IDAC meeting.

The details of when and where upcoming Council and Committee meetings will be held as well as the agendas and minutes are available on council's website - <http://www.yarracity.vic.gov.au/Your-Council/Meetings/>

You can join a mailing list to receive an email alert whenever Council publishes a meeting agenda or meeting minutes. If you would like to join the mailing list, please send your name and email address to GovernanceSupport@yarracity.vic.gov.au. Any personal information you provide to Council to subscribe to this service will only be used for the purpose of providing this service.

6. Public libraries

City of Yarra's Library Service operates out of five locations which are listed below. 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. A full range of Library Services can be seen here <http://www.yarracity.vic.gov.au/Libraries/>

Carlton Library is located at 667 Rathdowne Street, North Carlton.

Regular opening hours

Monday	1pm – 8pm
Tuesday	10am – 8pm
Wednesday	1pm – 6pm
Thursday	10am – 6pm
Friday	1pm – 6pm
Saturday	10am – 4pm
Sunday	2pm – 5pm

Collingwood Library is located at 11 Stanton Street, Abbotsford.

Regular opening hours

Monday	1pm - 6pm
Tuesday	10am - 6pm
Wednesday	1pm – 8pm
Thursday	10am – 8pm
Friday	10am – 6pm
Saturday	10am – 3pm
Sunday	2pm – 5pm

Fitzroy Library is located at 128 Moor Street, Fitzroy.

Regular opening hours

Monday	10am – 6pm
Tuesday	1pm – 8pm
Wednesday	1pm – 8pm
Thursday	10am – 6pm
Friday	1pm – 6pm
Saturday	10am – 4pm
Sunday	2pm – 5pm

North Fitzroy Library is located at 240 St Georges Road, North Fitzroy.

Regular opening hours

Monday	1pm - 8pm
Tuesday	10am - 6pm
Wednesday	10am – 6pm
Thursday	1pm – 6pm
Friday	1pm – 6pm
Saturday	10am – 1pm
Sunday	2pm – 5pm

Richmond Library is located at 415 Church Street, Richmond.

Regular opening hours

Monday	10am – 8pm
Tuesday	10am – 8pm
Wednesday	10am – 8pm
Thursday	10am – 6pm
Friday	1pm – 6pm
Saturday	10am – 3pm
Sunday	2pm – 5pm

