

Ordinary Council Meeting 30 January 2019

Council Chamber, Town Hall, Sturt Street, Ballarat

AGENDA Public Copy

NOTICE IS HEREBY GIVEN THAT A MEETING OF BALLARAT CITY COUNCIL WILL BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, STURT STREET, BALLARAT ON WEDNESDAY 30 JANUARY 2019 AT 7:00PM.

AGENDA

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The next Ordinary Meeting of the Ballarat City Council will be held on Wednesday 20 February 2019.

1. OPENING DECLARATION

Councillors: "We, the Councillors of the City of Ballarat, declare that we will

carry out our duties in the best interests of the community, and through collective leadership will maintain the highest standards of

good governance."

Mayor: "I respectfully acknowledge the Wadawurrung and Dja Dja

Wurrung People, the traditional custodians of the land, and I would

like to welcome members of the public in the gallery."

- 2. APOLOGIES FOR ABSENCE
- 3. DISCLOSURE OF INTEREST
- 4. CONFIRMATION OF MINUTES
- 5. MATTERS ARISING FROM THE MINUTES

6. PUBLIC QUESTION TIME

Note – all public representations will be heard before each item on the agenda.

QUESTION TIME

- Question Time will be for a period of 30 minutes;
- Questions submitted must begin with the submitters name and suburb;
- No person may submit more than two questions at any one meeting;
- If two questions are submitted, the second question may be deferred until all other questions have been asked, or may not be asked if the time allotted for public question time has expired.
- A question may be disallowed if the chair determines that it:
 - Relates to a matter outside of Councils responsibility;
 - Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - Deals with a subject matter already answered;
 - Is aimed at embarrassing a Councillor or a member of Council Staff;
 - Relates to personnel matters;
 - Relates to the personal hardship of any resident or rate payer;
 - Relates to industrial matters;
 - Relates to contractual matters;
 - Relates to proposed developments;
 - Relates to legal advice;
 - Relates to matters affecting the security of Council property: and/or
 - Relates to any other matter which Council considers would prejudice Council or any other person.
- A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is taken on notice, the answer to it must be incorporated in the minutes of Council and a written copy of the answer sent to the person who asked the question: and
- A Councillor or the Chief Executive Officer may advise Council that an answer should be given in a meeting closed to members of the public and why.

PUBLIC SUBMISSIONS

- 1. Representatives must register by 4:30pm on the day of a Council meeting by contacting the City of Ballarat on (03) 5320 5875. No unregistered public representative will be allowed to speak.
- 2. The Representative will be given three to five minutes to address the meeting, with extension of time at the discretion of the Chair.
- 3. Any Councillor can ask questions of the Representative.
- 4. The Chair may limit the number of representatives on any particular Agenda item.
- 5. All representations must relate to items on the Agenda and will be heard prior to each respective Agenda item.

7. REPORTS FROM COMMITTEES/COUNCILLORS

8.	PRESENTATIONS	j
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Council will receive a presentation from the Save Civic Hall Group.

9. ASSEMBLIES OF COUNCILLORS

9.1. ASSEMBLIES OF COUNCILLORS

Division: Business Services

Director: Glenn Kallio

Author/Position: Sarah Anstis - Administration Officer Statutory Compliance

OFFICER RECOMMENDATION

Council resolves to approve the report on Assemblies of Councillors as listed:

- 16 November 2018 Prosperity Portfolio Meeting Events and the Arts
- 20 November 2018 Community Development Councillor Portfolio Meeting
- 1 December 2018 Eureka Centre Community Advisory Committee
- 5 December 2018 Infrastructure and Environment Portfolio Meeting No 188
- 5 December 2018 Strategic Briefing
- 6 December 2018 Ballarat Airport Advisory Committee Meeting
- 7 December 2018 Prosperity Portfolio Meeting Economic Partnerships
- 12 December 2018 Community Safety Advisory Committee
- 12 December 2018 Clean Ballarat Advisory Committee Meeting
- 23 January 2019 Strategic Briefing

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with copies of Assembly of Councillor Records as required under section 80A(2) of the *Local Government Act 1989*.

RATIONALE

Section 80A(2) of the *Local Government Act 1989* requires the record of an Assembly of Councillors to be reported at an Ordinary Council meeting. Assembly of Councillors Records are attached to this Report.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006;
- Local Government Act 1989; and
- City of Ballarat Council Plan 2017-2021.

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	No
Social/cultural	Yes	Yes
Environmental/Sustainability	No	No
Economic	No	No
Financial/Resources	No	No
Risk Management	Yes	Yes
Implementation and	No	No
Marketing		
Evaluation and Review	No	No

Human Rights - It is considered that this Report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Social/Cultural - The inclusion of the attached Assembly of Councillor Records in the Council Agenda and the availability to the community increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

Risk Management - There are implications with regards to Council's compliance with the *Local Government Act 1989* if Assembly of Councillor Records are not reported to Council.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

Nil

ATTACHMENTS

- 1. 16 November 2018 Prosperity Portfolio Meeting Events and the Arts [9.1.1]
- 2. 20 November 2018 Community Development Councillor Portfolio Meeting [9.1.2]
- 3. 1 December 2018 Eureka Centre Community Advisory Committee [9.1.3]
- 4. 5 December 2018 Infrastructure and Environment Portfolio Meeting No 188 [9.1.4]
- 5. 5 December 2018 Strategic Briefing [9.1.5]
- 6. 6 December 2018 Ballarat Airport Advisory Committee Meeting [9.1.6]
- 7. 7 December 2018 Prosperity Portfolio Meeting Economic Partnerships [9.1.7]
- 8. 12 December 2018 Community Safety Advisory Committee [9.1.8]
- 9. 12 December 2018 Clean Ballarat Advisory Comittee Meeting [9.1.9]
- 10. 23 January 2019 Strategic Briefing [9.1.10]





This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Prosperity Portfolio Meeting Events and the Arts
Date of meeting:	16 November 2018
Start time:	7.30am
Finish time:	8.55am

Councillors present:

Cr Daniel Moloney, Cr Samantha McIntosh

Apologies:

Angelique Lush, Heidi Zakauskas, Cr Jim Rinaldi.

Council staff present:

Jeff Johnson, Exec Manager Events and the Arts, Daniel Henderson, Manager Her Majesty's Theatre and Anthony Camm, Eureka Centre Manager.

Other attendees present:

[insert name]

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Nil [Type & details decla	ed] Left Meeting Y/N	[Time left]	[Time returned]
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Matters Considered: *Provide dots points of matters discussed.

General Business

- Live Music Strategy update
- Civic Hall update
- Creative City Strategy and Master Plan update
- Eureka Anniversary event update
- Tourism grant application 2019 Australian Ladies Professional Golf
- Sovereign Hill update
- Alfred Deakin Place Mural update
- Visit Ballarat update

Record completed by:	
Signed: jeff jolenson	Position: Executive Manager Events and the Arts
Name: Jeff Johnson	Date: 10 December 2018



This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Community Development Councillor Portfolio Meeting
Date of meeting:	Tuesday, 20 November 2018
Start time:	3.00pm
Finish time:	4.30pm

Councillors present:

Cr Belinda Coates

Cr Des Hudson

Apologies: Cr Amy Johnson

Council staff present:

Neville Ivey, Director Community Development

Jenny Fink, Executive Manager Learning & Community Hubs

Mark Patterson, Executive Manager Sport & Active Living

Michael Hynes, Senior Advisor Strategy & Planning

Ann Pitt, Executive Manager Active Ageing

Other attendees present:

Nil

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

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Nil		[Time left]	[Time returned]
	Meeting		
	[No]		

Matters Considered: *Provide dots points of matters discussed.

- Minutes of Meeting 13 November 2018
- Aged Care Update
- Second Hockey Pitch
- Library Outreach
- Library Feasibility
- Upcoming Strategic Briefings
- Upcoming Reports to Council
- Meeting Times 2019
- Election Update
- Immunisation
- Ballarat Ainaro Community Development Organisation
- Military Brotherhood Military Motor Cycle Club

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Record completed by: Neville Ivey

Signed: Position: Director Community Development

Name: Neville Ivey Date: 6 December 2018



EY: Statutary Compliance





This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Eureka Centre Community Advisory Committee
Date of meeting:	01/12/2018
Start time:	9.00am
Finish time:	1.00pm

Councillors present:

Mayor Cr Samantha McIntosh (The Chair)

Cr Daniel Moloney

Cr Jim Rinaldi

Apologies:

Angelique Lush - Director Development and Planning

Council staff present:

Jeff Johnson - Executive Manager Events and the Arts

Anthony Camm - Manager Eureka Centre

Catherine McLay - Heritage Project Officer

Other attendees present:

Community representatives: Fred Cahir, Ron Egeberg, Serena Eldridge, Samantha Fabry, Ross Haby, Mary-Rose McLaren, Phillip Moore

Visitors: Angela Elson (facilitator); Sarah Rood and Lucy Bracey (Way Back When)

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Name of person(s) declaring the conflict	Type & details declared Nil	Left Meeting	Time left	Time returned
Nil		N/A		

Matters Considered: *Provide dots points of matters discussed.

- The Chair welcomed all members and members introduced themselves;
- The Chair asked for conflict of interest declarations
- The Chair introduced the purpose of the planning meeting and its role in informing an Interpretative Plan for the Eureka Centre and the Eureka Stockade site;
 The Chair introduced the planning day facilitator, Angela Elson;
- Catherine McLay introduced the Interpretative Plan timeframes and outcomes, including the community engagement approach;
- Sarah Rood and Lucy Bracey from Way Back When introduced the Thematic Framework process;
- The Facilitator led the committee through ideas sessions to gather ideas about



- a) Telling the Eureka Story, b) A new vision of the Eureka Centre and Eureka Stockade Memorial Gardens;
- The group worked through a range of exercises to capture the ideas represented in the group;
- The group individually shared their final reflections.

Record completed by:	
Signed:	Position: Eureka Centre Manager
Name: Anthony Camm	Date: 01/12/2018







This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Infrastructure and Environment Portfolio Meeting No 188
Date of meeting:	Wednesday 5 December 2018
Start time:	7.30am
Finish time	9.03am

Councillors present: Cr Ben Taylor, Cr Grant Tillett Apologies: Cr Mark Harris Council staff present: Terry Demeo – Director Infrastructure and Environment (Minute Taker), Natalie Robertson – Executive Manager Development Facilitation Other attendees present: Nil

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Nil		

Matters Considered: *Provide dots points of matters discussed.

Updates

- Memorials & Monuments
- Cycling Action Plan
- Saleyards Update
- Airport Update
- VicRoads Moving Ballarat Project
- Update on Rail Closures
- Ballarat West Growth Area Update
- Monthly Statutory Planning Major Project Summary

Reports

Review of Agenda for Council Meeting on 21 November 2018

Upcoming Tenders

Circulated to Councillors prior to meeting

Other Business

Nil

Record completed by:		
Signed:	Position: Director Infrastructure and Environment	
Name: Terry Demeo	Date: 06-12-2018	



This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Strategic Briefing
Date of meeting:	5 December 2018
Start time:	7.00pm
Finish time:	9.15pm

Councillors present:

Cr Daniel Moloney

Cr Ben Taylor

Cr Mark Harris

Cr Belinda Coates

Cr Grant Tillett

Cr Samantha McIntosh

Cr Jim Rinaldi

Cr Amy Johnson (left at 8.30pm)

Apologies:

Cr Des Hudson

Council staff present:

Justine Linley - Chief Executive Officer

Terry Demeo - Director Infrastructure and Environment

Angelique Lush - Director Development and Planning

Glenn Kallio - Director Business Services

Neville Ivey - Director Community Development

Cameron Gray - Director Innovation and Organisational Improvement

Natalie Robertson – Executive Manager Development Facilitation

Mark Powell - Executive Manager Major Projects

Other attendees present:

Nil

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Name of person(s) declaring the conflict	Type & details declared	Left Meeting Yes/No	Time left	Time returned
Nil				

Matters Considered:

Portfolio Updates

Strategic Briefing Reports

- Major Projects Quarterly Update
- Offsite Workshop Preparation
- Planning Applications
- Ballarat Major Events Precinct Business Update



VicRoads Sturt Street - Dawson to Pleasant Streets Intersection Works

Record completed by:	
Signed: Karling	Position: Director Business Services
Name: Glenn Kallio	Date: 10 December 2018





APPENDIX 1



Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Executive Manager Governance and Information Services for recording in the register.

Purpose of meeting:	Ballarat Airport Advisory Committee Meeting
Date of meeting:	6 December 2018
Start time:	8.00 am
Finish time:	9.10 am
Councillors present:	Cr Grant Tillett
Apologies:	Cr McIntosh, Cr Moloney, Peter Mackay, Terry Demeo, Natalie Robertson and Sandy Gray
Council Staff present:	Roland Wade, John Hartigan,
Other people present:	Daryl Chibnall, Jerry Lim, Graeme Brice, George Langley, Gordon Cornell and Warwick Kinscher
Any conflict of interest disclosed? *If so, provide details of which Councillor(s) disclosed a conflict of interest and any details of that conflict of interest. The time at which the Councillor left and returned should be recorded here, with a statement (if applicable) that a Councillor was absent when one or more of the matters outlined below was being considered.	No



Matters considered: *Provide dots points of matters discussed.	Rabbit BaiAvdata AiiAerial Fire	y Management – Wayne Rigg iting Program rcraft Movements Operations oval in Airport Road Reference
Name: John Hartigan		Position: Airport Manager Date: 6 December 2018







This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Prosperity Portfolio Meeting Economic Partnerships		
Date of meeting:	7 December 2018		
Start time:	7.33am		
Finish time:	9.18am		

Councillors present: Cr Rinaldi, Cr Moloney, Cr McIntosh. Apologies: Angelique Lush. Council staff present: Samantha Magill, Manager Economic Development and Lisa Kendal, Manager Strategic Planning, James Guy, Executive Manager Economic Partnerships. Other attendees present: [insert name]

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

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Nil	[Type & details declared]			[Time returned]
		Meeting	N/a	N/a

Matters Considered: *Provide dots points of matters discussed.

Strategic Planning

- Bakery Hill and CBD Urban Renewal
- Ballarat East Local Area Plan
- Health, knowledge and city living precinct
- Integrated transport planning
- Latrobe Street salevards
- Brown Hill Local Area Plan
- Buninyong Township Plan
- Miners Rest Township Plan
- Clarendon College Amendment

Economic Development

- 3rd International Controlled Traffic Farming Conference in Ballarat
- Commerce Ballarat Strategic Partnership

Position: Executive Manager Eco	onomic Partnerships
Date:	14/12/2018
_	







This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Community Safety Advisory Committee
Date of meeting:	Wednesday 12 th December 2018
Start time:	9.00am
Finish time:	10.36am

Councillors present:

Cr Des Hudson

Apologies:

Breanna Doody, City of Ballarat, Pete Appleton, City of Ballarat, Inspector dan Davison, Victoria Police, Alison Demuth, Neighbourhood Centres

Council staff present:

Amanda Collins, City of Ballarat

Other attendees present:

Marianne Hendron, Women's Health Grampians, Adam Halliwell, Crime Statistics Agency Jerry Van Delft, Federation University, Mark Sultana, Department of Justice and Regulation, John Marios, Bridge Mall Traders, Ashley Sims, Community Representative, Philippa Cane, Ballarat Community Health, David Whitwell, Victoria Police, Anthony Traynor, Victoria Police, Carolyn Staines, Community Representative.

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

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Cr Hudson asked that it be noted that he may be perceived as having a conflict of interest in relation to items discussed in General Business. He advised that he is not involved in this project in leadership, decision making or allocation of funding for the project.

Matters Considered: *Provide dots points of matters discussed.

- Confirmation of Minutes Wednesday 10 October 2018
- Correspondence In
- Correspondence Out
- Victoria Police and Community Safety Network Project Update
- General Business: PSIF project evaluation and reporting, Council Engagement opportunities, Right to the Night Project Forum and Workshop, Resignation of Ash Sims from Committee, Guest Speaker – Crime Statistics Agency and General Business

Record completed by:		
Signed:	Position: Community Safety and Wellbeing Officer	
Name: Amanda Collins	Date: 17/12/2018	





This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Clean Ballarat Committee	
Date of meeting:	12 th of December 2018	
Start time:	10:00 AM	
Finish time:	12:00 PM	

ouncillors present:	
r Belinda Coates and Cr Grant Tillet	
pologies:	
r Ben Taylor and Emma Swift	
ouncil staff present:	
erry Demeo, Steve Van Orsouw, Louise Turner, Ruby Ogier, Andrew Lang and Alex Pr	eston
ther attendees present:	
latthew Swards and Quenton Gay	

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

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Name of person(s) declaring the conflict	Type & details declared	Left Meeting Yes/No	Time left	Time returned
[insert name]	[insert type & details declared]	[Yes/No]	[Insert Time]	[Insert Time]

Matters Considered: *Provide dots points of matters discussed.

- Waste to Energy Update MRCB Heads of Agreement
- Steve's presentation on the Waste to Energy exploration from November 2018
- Smart Cities Initiative Connected Waste Bins (Matthew Swards)
- Action on Climate Change Video
- Japanese Ingenuity Video
- PowerPoint Presentation Celebration of success in sustainability sponsorships 2018 (Presented by Quenton Gay)
- Draft Carbon Neutrality and Zero Emissions
- Update from CVGA Board
- Update from Regional Waste Management Board
- Committee Members Update
- Expression of Interest for New Committee Members

Record completed by:	
Signed:	Position: Administration Trainee
Name: Alex Preston	Date: 22/01/2019



This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

Description of meeting:	Strategic Briefing
Date of meeting:	23 January 2019
Start time:	6:25pm
Finish time:	10.46pm

Councillors present:

Cr Daniel Moloney

Cr Ben Taylor

Cr Mark Harris

Cr Belinda Coates (left at 10.27pm)

Cr Grant Tillett

Cr Samantha McIntosh

Cr Jim Rinaldi

Cr Amy Johnson (left at 10.14pm)

Apologies:

Cr Des Hudson

Council staff present:

Justine Linley - Chief Executive Officer

Natalie Robertson – Acting Director Infrastructure and Environment

Angelique Lush - Director Development and Planning

Glenn Kallio - Director Business Services

Neville Ivey - Director Community Development

Cameron Gray - Director Innovation and Organisational Improvement

Stuart Meerbach - Executive Manager Information Services

Mark Powell - Executive Manager Major Projects

Amy Boyd - Executive Manager Regulatory Services

Jenny Fink - Executive Manager Learning & Community Hubs

Other attendees present:

Dennis Tan - MRCB General Manager Special Projects

Bill Forwood - CPR Communications

Ryan Sabet - Director Kicks Entertainment

Conflict of Interests:

Pursuant to Sections 77, 78 and 79 of the *Local Government Act 1989* (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Name of person(s) declaring the conflict	Type & details declared	Left Meeting Yes/No	Time left	Time returned
Nil				



Matters Considered:

External Presentations

W2E Feasibility

External Advocacy Requests

- I Love Kinder Federal advocacy campaign
- Committee for Ballarat request regarding Federal Election

Portfolio Updates

Strategic Briefing Reports

- January 26
- Domestic Wastewater Management Plan
- Western Highway Action Group Update

Review of Draft Council Agenda 30 January 2019

- Assemblies of Councillors
- PLP/2002/621/B 725 Creswick Road Wendouree Extension to Licenced Area and Licenced Hours Associated with Full Club Licence and Increase in Patron Numbers
- Plate Up Ballarat Strategic Partnership Application
- Business Events and Festivals Grant Application Australian Controlled Traffic Farming Assoc Inc
- International Travel Travel and Related Expenses Approval
- Council Plan Progress Report Quarter 1
- Adoption of Revised 2018/19 Budget
- Rate Cap and Variation
- Ballarat Friends of Ainaro Special Committee Minutes
- S11A Instrument of Appointment and Authorisation (*Planning and Environment Act* 1987)
- S6 Instrument of Delegation Members of Staff
- Outstanding Question Time Items

Items in Camera

- Plate Up Ballarat Strategic Partnership Application
- Business Events and Festivals Grant Application Australian Controlled Traffic Farming Assoc Inc
- Tender No. 2018/19-87 Design & Construction (D&C) of two (2) Soccer Pitches St Georges Reserve

Record completed by:		
Signed: / Keeki.	Position: Director Business Services	
Name: Glenn Kallio	Date: 24 January 2019	



10. OFFICER REPORTS

10.1. PLP/2002/621/B 725 CRESWICK ROAD WENDOUREE EXTENSION TO LICENCED AREA AND LICENCED HOURS ASSOCIATED WITH FULL CLUB LICENCE AND INCREASE IN PATRON NUMBERS

Division: Infrastructure and Environment

Director: Terry Demeo

Author/Position: Stephanie Durant – Principal Statutory Planner

OFFICER RECOMMENDATION

Council resolves to:

Issue Amended Planning Permit PLP/2002/621B for the land located at 725 Creswick Road, Wendouree for an extension to the licensed area and specification of operational hours in associated with the Full Club Licence and an increase in patron numbers subject to the following Conditions:

1. <u>Amended Plans Required</u>

Before the use starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with plans submitted but modified to show:

a) Clear delineation of the alfresco dining and spectator seating areas

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

2. Approved Plans

The serving and consumption of liquor is restricted to the licensed area shown on the approved plans and must not be altered without the further written consent of the Responsible Authority.

3. Limit on Number of Patrons

Without the prior written consent of the Responsible Authority, not more than 1890 patrons may be present on the premises at any one time.

If a lesser number of patrons is determined acceptable by a Registered Building Surveyor and/or the Victorian Commission for Gambling and Liquor Regulation, the lesser number will apply.

4. Sale and Consumption of Liquor – Hours

Without the prior written consent of the Responsible Authority, the sale and consumption of liquor shall only occur within the licensed area between the following hours:

Club (Ground and First Floors)

- Monday-Saturday 24 Hours
- Sunday 10am 2am the following day
- Good Friday and Anzac Day 12pm -11pm

Smoking Deck

- Monday-Saturday 7am 5am the following day
- Sunday 10am 2am the following day
- Good Friday and Anzac Day 12pm -11pm

Alfresco Dining

- Monday-Saturday 7am-11pm
- Sunday 10am-11pm
- Good Friday and Anzac Day 12pm-11pm

Spectator Seating

- Friday 12pm-10pm
- Saturday 12pm-10pm
- Sunday 12pm-6pm

If reduced hours are determined acceptable by the Victorian Commission for Gambling and Liquor Regulation, the reduced hours will apply.

5. Spectator seating and alcohol consumption

The serving and consumption of alcohol within the spectator seating area must only be conducted in association with events at Eureka Stadium unless otherwise approved in writing by the Responsible Authority.

6. Amenity

The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:

- a) transport of materials, goods or commodities to or from the land;
- b) appearance of any building, works or materials;
- c) emission of noise, artificial light, vibration, smell, fumes, smoke,
- d) vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
- e) presence of vermin or otherwise;

In the event of any nuisance being caused to the neighbourhood by activities related to the use and development the Responsible Authority may direct, in writing, such actions or works, as deemed appropriate, to eliminate or mitigate such nuisance be undertaken.

7. Patron Management Plan

Before the use starts, a Patron Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of the permit. Three copies of the plan must be submitted. The plan must include but is not limited to:

- a) Staffing and security arrangements for the premises designed to ensure the orderly arrival and departure of patrons;
- b) Signage to be used to encourage responsible off-site patron behaviour;
- c) The training of staff in the management of patron behaviour;
- d) Measures to control noise emissions from the premises;
- e) Measures to ensure external doors are kept closed during events and at all times whilst entertainment music is being played.
- f) Measures to manage patrons queuing to enter the premises;
- g) Collection of rubbish from roads, car parks and public reserves in the vicinity of the premise and external areas used by premise patrons; and
- h) A documented complaint response procedure to the satisfaction of the Responsible Authority including the provision of a:
 - Contact point during hours of operation;
 - Investigation and assessment process; and
 - Record management of complaints and corrective action taken to resolve the concern.

The Patron Management Plan must be implemented to the satisfaction the Responsible Authority. The patron management plan must not be modified unless with the further written consent of the Responsible Authority.

8. Management /Supervision of Premises

At all times during the operation of the use, there must be present on the premises a person over the age of eighteen (18) years who is responsible for ensuring that the activities on the premises and the conduct of persons attending the premises do not have a detrimental impact on the amenity of the locality to the satisfaction of the Responsible Authority (referred to in this permit as "the Manager").

The Manager must be authorised by the operator under this permit to make statements at any time on his / her behalf to any officer of the Responsible Authority and to Victoria Police and/or Liquor Licensing Victoria authorised under section 129 of the *Liquor Control Reform Act 1998*; and/or to take action on his/her behalf in accordance with a direction by such officer.

9. Noise from Premises

Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of music noise from public premises) No. N-2. Any works required to ensure and maintain the noise levels from the premises in compliance with this policy must be completed prior to the commencement of the use or occupation of the site and maintained thereafter, all to the satisfaction of the Responsible Authority.

10. Permit Expiry

This Permit will expire if:

- a) The use does not start within two (2) years of the date of the permit; or
- b) Once commenced, if the use is discontinued for a period of two years. The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the use).

EXECUTIVE SUMMARY

On 27 November 2017 an amendment application was lodged for an extension to the licensed area to accommodate the spectator stand in front of the club and to specify license hours and an increase in patron numbers at North Ballarat Sports Club at 725 Creswick Road Wendouree. The application was advertised and Council has received no objections. It is recommended that Council issue a Planning Permit subject to Conditions.

APPLICATION DETAILS

Applicant:	Morton Dunn Architects
Owner:	North Ballarat Sports Club Inc
Date Lodged:	27 November 2017
Subject Site:	725 Creswick Road Wendouree
Current use:	North Ballarat Sports Club
Zone:	Special Use Zone Schedule 4 (SUZ4) and Public Park and
	Recreation Zone (PPRZ)
Overlays:	Nil
Permit triggers:	Clause 52.27- Licenced Premises
Ward:	North Ward
Number of Objections:	0
Mediation Meeting:	No
Council Referral Trigger:	Liquor Licence
Covenant or S173	No
CHMP Required:	No

PROPOSAL

North Ballarat Sports Club currently has an approved Full Club Liquor Licence. The approved Full Club Licence under the Victorian Commission for Gambling and Liquor Regulation currently allows a maximum number of 710 patrons and the following licenced hours:

Smokers Deck

Sunday Between 10am and 2am the following morning

Good Friday and Anzac Day Between 12pm and 11pm

Monday-Saturday 7am and 5am the following morning

Remainder of the Premises

Sunday Between 10am and 2am the following morning

Good Friday and Anzac Day Between 12pm and 11pm

Monday-Saturday 24 hours

The licenced area under the Full Club Licence is currently the first floor of the club and the smokers deck.

The hours and patron numbers permitted under the licence do not correlate with the current approved planning permit PLP/2002/621A which restricts patron numbers to 150 and stipulates the following licence hours:

Good Friday and Anzac Day 12pm to 11pm Sunday to Friday (other than Good Friday and Anzac Day) 5pm to 11pm Saturday 11am to 11pm This application therefore proposes an amendment to the approved Full Club Licence to increase the licenced area to incorporate the alfresco dining area, some spectator seating, the ground floor and part of the first floor of the club, increase patron numbers to 1890 and to increase licenced hours to reflect the licenced hours currently approved under the Full Club Licence. The extension of the licenced area is sought to enable the use of these areas for functions and the alfresco dining space.

The current and proposed licenced details applied for as part of this application are shown below:

Current maximum patron numbers:	Proposed maximum patron numbers: 1890
150	
Current licenced hours:	Proposed licenced hours:
Good Friday and Anzac Day 12pm - 11pm	Smoking Deck
Sunday to Friday 5pm -11pm	Sunday 10am - 2am
Saturday 11am -11pm	Good Friday and Anzac Day 12pm -11pm
	Monday-Saturday 7am -5am
	Alfresco Dining
	Sunday 10am-11pm
	Good Friday and Anzac Day 12pm-11pm
	Monday-Saturday 7am-1am
	Spectator Seating
	Friday 12pm-10pm
	Saturday 12pm-10pm
	Sunday 12pm-6pm
	Club (Ground and First Floors) Sunday 10am -2am
	Good Friday and Anzac Day 12pm -11pm Monday-Saturday 24 hours
	Monday-Galdiday 24 Hours

The current and proposed licenced areas are shown below in figures 1 and 2 with the hatched area showing the new areas to be licenced, the green area showing the existing licenced area and the red line showing the consolidated licenced area.

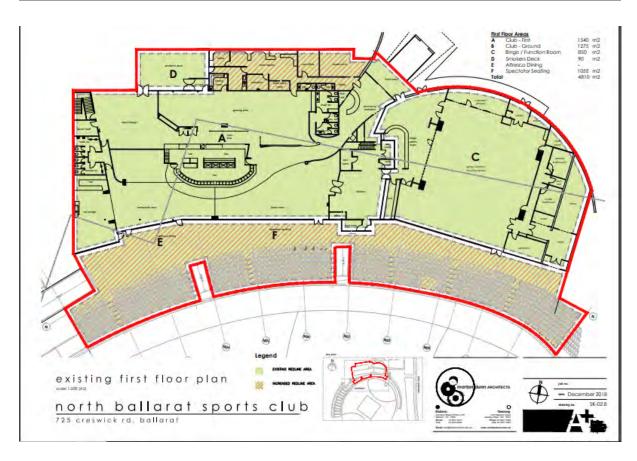


Figure 1: First Floor Licenced Area

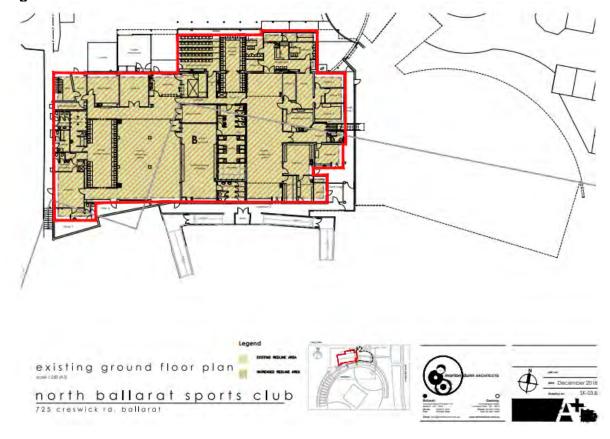


Figure 2: Ground Floor Licenced Area

SITE AND SURROUNDS

The subject site is located on the western side of Creswick Road, approximately 250 metres south of its intersection with Norman Street. The irregular shaped site is currently occupied by the North Ballarat Sports Club. The two storey main building measures approximately 3000 square metres in area and consists of changerooms and offices at the ground level and the gaming, sports bar, bistro, bingo/function area, smokers deck and alfresco area on the first floor. The sports club is part of the wider sports precinct which includes the Eureka Stadium complex which hosts AFL, VFL and local cricket and football matches. There are approximately 250 car parking spaces available onsite and availability for taxis to pick up and drop off. The sports club also offers a courtesy bus Wednesday to Saturday for pick up and drop off. There are also approximately 100 additional on-street car parks available on Creswick Road. The nearest bus stop is located on Creswick Road approximately 200 metres from the site.

The site is situated in two zones the Special Use Zone 4 (Ballarat Showgrounds) and Public Park and Recreation Zone. The site is accessed from Creswick Road which is an arterial road under the management of VicRoads.

An aerial map and zoning map is provided below. The subject site is outlined in red.





North

North of the site is zoned industrial and comprises various industrial buildings.

Fast

East of the site is zoned industrial and comprises Selkirk Bricks manufacturing.

South

The land to the south of the oval comprises the Ballarat Showgrounds. The showgrounds extend south to Howitt Street

West

West of the site are residential properties fronting White Avenue. These properties are located approximately 60 metres from the Sports Club building but largely screened by the Eureka Stadium grand stand.

NOTICE OF APPLICATION

The application was advertised with a notice on site and formal notice to all neighbouring and adjacent landowners. No objections have been received to the public notification of the application.

REFERRAL OF APPLICATION

External Referrals

Victoria Police

No response received to date.

Internal Referrals

Environmental Health

Consent with conditions.

Social Planning

Consent.

KEY ISSUES

The principal issues relevant to the application are as follows:

Clause 52.27 Licenced Premises

Pursuant to Clause 52.27 a planning permit is required for the sale and consumption of liquor.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the Responsible Authority must consider the following:

- The impact of the sale or consumption of liquor permitted by the liquor licence on the
- amenity of the surrounding area;
- The impact of the hours of operation on the amenity of the surrounding area;
- The impact of the number of patrons on the amenity of the surrounding area; and
- The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.

As detailed above, the site is located in an established recreation and entertainment precinct and the North Ballarat Sports Club is a long-established operation in this location. The proposed extension of hours are to reflect their existing licence held with the VCGLR and is therefore not considered to have any additional amenity impact. Whilst there is residentially zoned land approximately 60 metres west of the site on White Avenue, given the established nature of the sports club and the restriction of the alfresco dining area to 1am and the spectator seating to 10pm no adverse impacts are anticipated to occur to these surrounding residential areas as a result of this application.

Permit conditions regulating off-site amenity impacts will ensure the premises is managed so as to minimise impacts on adjoining properties. Conditions will be placed on any permit to issue which ensures the permit holder must comply with State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2.

The proposal seeks to increase patron numbers from 150 to 1890. As detailed previously, the Club is of a size that can accommodate this increase and the majority of these numbers will be accommodated within the premises. The maximum patron numbers for each area will be enforced by way of a permit condition and stipulates that if a lesser number is determined appropriate by the VCGLR the lesser number will apply.

Cumulative impact is not a major issue in this case, as the proposal is to extend the liquor licence of an existing venue to increase the licensed hours, licensed area and patron numbers. It is not for a new use or new liquor licence.

The site has good access to the arterial road network, public transport, taxis and a courtesy bus which will enable easy patron dispersal.

The application has been widely advertised with no objections. The application was referred to Victoria Police as well as Council's Social Planning Unit and Environmental Health Unit, none of whom raised any objection to the proposal. Permit conditions will require the provision of security lighting and a patron management plan.

The extent to which town planning can consider the wider community impacts of alcohol consumption is clearly set out in the VCAT determination Hunt Club Commercial Pty Ltd v Casey CC (Red Dot) [2013] VCAT where it was held:

"Town planning does not involve itself in moral judgements nor, subject to this locational or spatial perspective, in the operation of a competitive market economy in which certain goods and services are lawfully made, sold or consumed. Whilst town planning seeks to secure a pleasant, efficient and safe working, living and recreational environment, it is not the role of town planning to address all issues of public health, nor to regulate the pricing or general availability of a product to manage the health and wellbeing of a society.

It follows, for example, that it is not the role of a planning decision-maker to consider the broader impacts on society of obesity, when making a decision about the development of land for a particular fast food outlet... Similarly, therefore, it is not the role of a planning decisionmaker to consider the broader impacts of the abuse or misuse of alcohol in a society, or to pioneer its own standards about the accessibility of alcohol generally in the community, when making a decision about the use or development of land for a liquor outlet. These are all relevant societal concerns, but they are not necessarily relevant planning considerations to a particular statutory planning decision at a local level."

Issues such as anti-social behaviour, vandalism, trespass and property damage from intoxicated persons and crime resulting from intoxicated persons are very legitimate concerns of the community. Behavioural matters are a regulatory issue, to be addressed through relevant regulations and regulators, such as Victoria Police. If there are behavioural issues in this location then they must be addressed on a precinct wide basis, an approach embraced further in another VCAT case - Athina Windsor Nominees Pty Ltd v Stonnington CC [2011] VCAT 121. In summary, any illegal activity associated with alcohol misuse is an enforcement matter for Victoria Police.

LEGISLATION, COUNCIL PLAN, STRATEGY AND POLICY IMPLICATIONS

Clauses relevant to the application include the following:

State Planning Policy Framework (SPPF)

The State Planning Policy Framework contained in the Ballarat Planning Scheme generally seeks to, amongst other matters, ensure that any new use or development is respectful of existing neighbourhood character and the amenity of the surrounding area. The subject proposal generally accords with the State Planning Policy Framework

Municipal Strategic Statement

Clause 21.07-1 - Economic Growth
Clause 21.07-2- Regionally Significant Precincts

In addition:

- Charter of Human Rights and Responsibilities Act 2006;
- Planning and Environment Act 1987;
- City of Ballarat Council Plan 2017-2021; and
- Ballarat Planning Scheme.

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	Yes
Social/Cultural	Yes	Yes
Environmental/Sustainability	Yes	No
Economic	Yes	No
Financial /Resources	Yes	No
Risk Management	Yes	No
Implementation and Marketing	Yes	No
Evaluation and Review	Yes	No

Human Rights and Social/Cultural- The application has been assessed in accordance with the requirements of the *Planning and Environment Act 1987* and the Ballarat Planning Scheme. The assessment is considered to accord with the *Charter of Human Rights and Responsibilities Act 2006.* Specifically:

- Freedom of Expression (part 2 section 15);
- A fair hearing (part 2 section 24);
- Entitlement to participate to public life (part 2 section 18);

Environmental/Sustainability – There are no adverse environmental impacts as part of the planning permit application sought in this instance.

Economic – The proposal to extend the licensed area of the sports club is in keeping with the Council's broader strategic directions under the Municipal Strategic Statement in the Ballarat Planning Scheme.

Financial/Resources – There are no specific financial implications on Council in respect to this application.

Risk Management – The risks associated with a licensed premises have been considered in respect to the referrals to the Victoria Police and other relevant agencies. There are no mitigating circumstances to warrant a position other than support for the proposal.

Implementation and Marketing – The decision of Council in this respect will be made public as part of the consideration at the Council meeting.

Evaluation and Review – as is the case with all licensed premises, they will be subject to an annual audit from an environmental health perspective and other reviews in accordance with the licence for the premises in accordance with this planning permit.

OFFICERS DECLARATIONS OF INTEREST

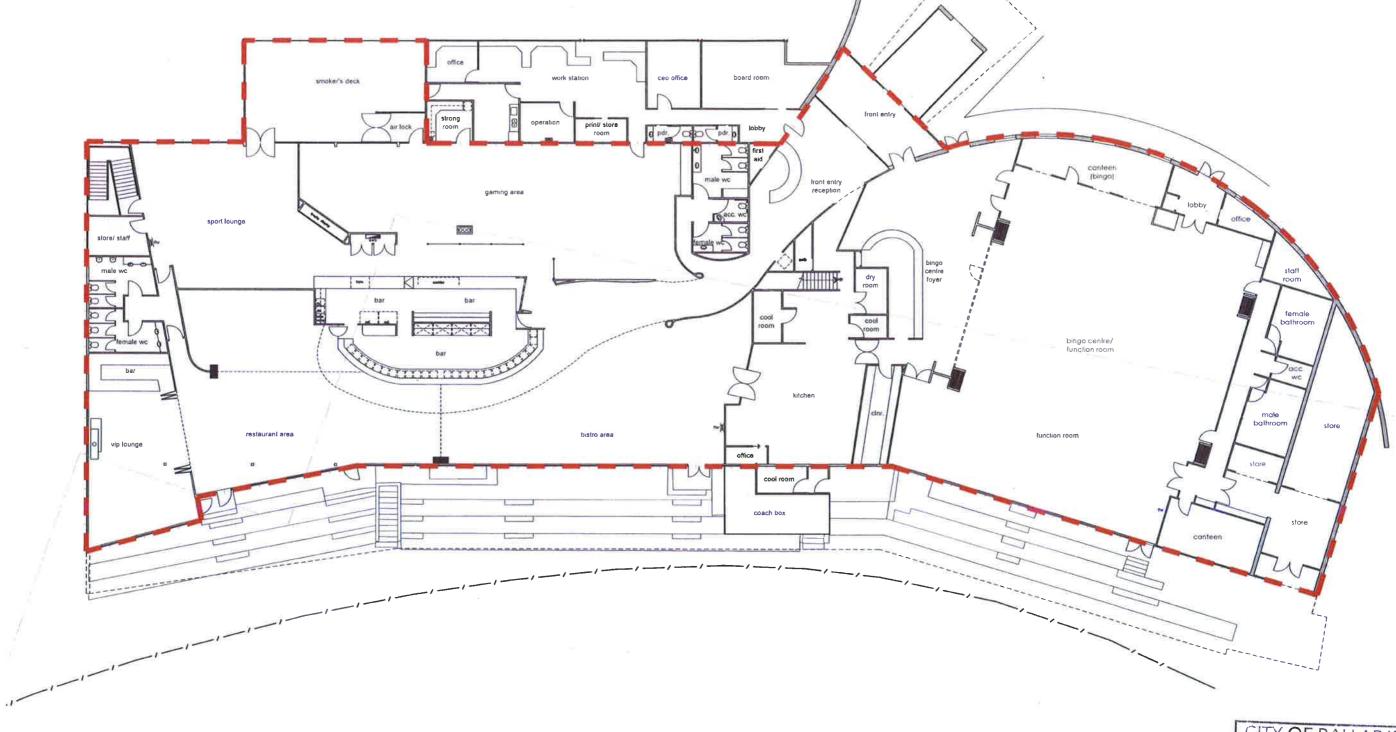
Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

ATTACHMENTS

1. PLP/2002/621/B 725 Creswick Road Wendouree Current Licenced Area (Red Line) [10.1.1]

2. PLP/2002/621/B 725 Creswick Road Wendouree Proposed Licenced Area (Red Line) [10.1.2]





former first floor plan

north ballarat sports club

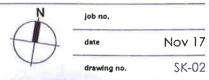
creswick rd, ballarat





Ballarat:
424 Sturt Street (PO 8ox 772)
Ballarat VIC 3350
Phone: 03 5331 5977
Fax: 03 5332 6599

Geelong: 149 Palmgton Street Geelong West VIC 3216 Phone: D3 5221 7885 Fee: D3 5221 7885







north ballarat sports club

725 creswick rd, ballarat

allarat: 24 Sturt Street (PO Box 772) allarat VIC 3350 none: 03 5331 5977

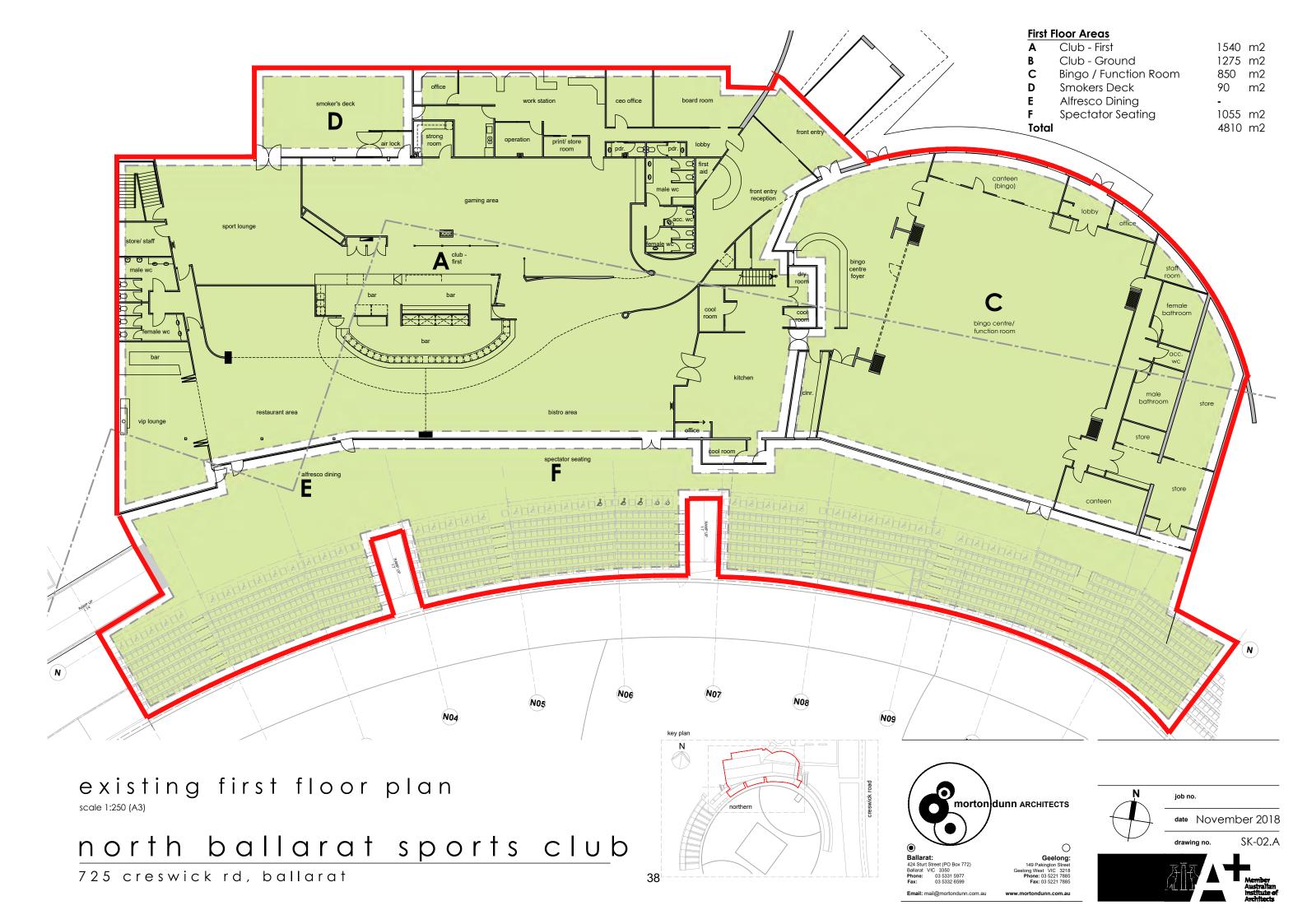
Geelong: 149 Pakington Street Geelong West VIC 3218 Phone: 03 5221 7885 Fax: 03 5221 7885



date November 2018





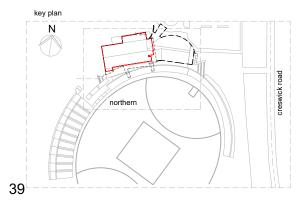


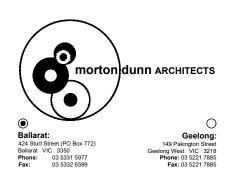


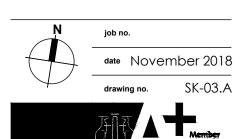
existing ground floor plan scale 1:250 (A3)

north ballarat sports club

725 creswick rd, ballarat







10.2. PLATE UP BALLARAT STRATEGIC PARTNERSHIP APPLICATION

Division: Development and Planning

Director: Angelique Lush

Author/Position: Jeff Johnson - Executive Manager Events and the Arts

OFFICER RECOMMENDATION

Council resolves to:

- 1. Approve a Strategic Partnership Grant to Plate & Glass Pty Ltd for \$35,000 (excl. GST) per year for three years.
- 2. Acknowledge the success of Plate Up Ballarat in its first year of operation.
- 3. Note that this funding will be provided with the conditions relevant to the Strategic Partnership Grant Program.

EXECUTIVE SUMMARY

Plate Up Ballarat is a business registered to Plate & Glass Pty Ltd, established in 2015. The business aims to showcase the region and provide vital support to the local tourism industry boosting revenue, creating jobs, driving visitation & promoting overall awareness.

Plate & Glass Pty Ltd is seeking a Strategic Partnership with the City of Ballarat for \$60,000 (excl. of GST) per year for three (3) years to support its annual Plate Up Ballarat event and its annual Pie Competition.

Officers have reviewed the Strategic Partnership funding request against the program guidelines and recommend providing \$35,000 (excl. GST) each year for three years to support the development of the program. It is expected this Partnership will help to establish the sustainability of Plate Up and associated events with the aim that the business is not reliant on grant funding from Council into the future. This grant allocation aligns with the purpose of the Strategic Partnership Program and the 2018 – 2028 (City of Ballarat) Events Strategy.

RATIONALE

On 22 February 2017, Council adopted the City of Ballarat Grants Policy (R66/17). The purpose of the grants policy is to ensure that recipients are able to deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City. Included in the Grants Policy was the Strategic Partnerships Grant Program, a non-competitive process to fund organisations or businesses to deliver Council identified initiatives which must align with community needs and Council's Strategic Objectives, as articulated in the Council Plan.

Plate Up Ballarat is a month-long festival celebrating Ballarat's diverse food offerings, craft beers, boutique wines and culinary experiences. The inaugural event was held in May 2018, with Plate Up Ballarat successfully showcasing quality local producers and demonstrating a unique culture of collaboration between suppliers, restaurateurs, industry, educators and local government.

Plate Up Ballarat aims to break down the barriers of normal competitive trade, aligning producers, suppliers, venues and other industry partners for a common good. Organisers have worked with primary producers, the hospitality industry, local government, small business and the tourism industry to develop a well-rounded event. This business presents as a food festival, but strategically is aimed at creating a united economic and industry development platform showcasing Ballarat to the rest of the state and the country.

Plate Up Ballarat

Considered a success by the organisers and participating hospitality operators, the month-long Plate Up Ballarat event was first held in May 2018 and was awarded a \$25,000 City of Ballarat Tourism Event grant. Plate Up Ballarat delivered 38 events, involving over 90 local producers. There was also a moderate level of tourism generated by the project producing an economic impact to the visitor economy of \$539,760.

Following completion of the 2018 event, Plate Up Ballarat successfully acquitted its Tourism Grant requirements. All activities were held as planned.

Plate Up Ballarat 2019 seeks to establish strong community ties and has existing partnerships with Federation University, Loreto College, and St Patrick's College engaging local youth, with initiatives such as VCAL students presenting 'Art on a Plate' and programs for pre-school children learning about growing, harvesting, gardening and where produce comes from.

Plate Up Ballarat 2019 will incorporate the following five main activities:

1. Plate Up Ballarat events

34 events have been confirmed to date, as well a collaboration with Ballarat Heritage Weekend to create uniquely themed events that will complement that event.

2. Toast of Ballarat

A new initiative for 2019 is the "Toast of Ballarat" campaign, making a hero out of toasted sandwiches. It is anticipated that 12-15 venues including smaller venues will sign up.

3. Lunch Ltd

Venues participating in events will also offer a lunch special, designed to drive up daily patronage whilst at the same time boosting profile and sales for approximately 30 wineries from Ballarat, Buninyong, Grampians and the Pyrenees.

4. Plant Up Ballarat

With the rise in popularity of plant-based eating, Plate Up Ballarat will embrace this movement by highlighting our local venues that offer a plant-based menu.

5. Blokes Who Bake

Plate Up Ballarat has identified an underground movement of men who enjoy baking. Blokes Who Bake is intended as a fun, community engagement exercise. Kate Ferguson (winner of Zumbo's Just Desserts) has already committed to judging.

The Pie Competition

The Pie Competition was also first held in 2018 and was open from June through to August, to coincide with Council's Winter Festival event and is intended to conclude at the August AFL match held in Ballarat. The 2018 Pie Competition produced significant state-wide media coverage boosting Ballarat's hospitality reputation. There were 10,000 pies consumed and 640 votes lodged with over 60% of these votes from visitors outside of Ballarat;

- 1% from overseas
- 27% from interstate
- 34% from Melbourne

The Pie Competition for 2019 will run from mid-June through to August and will be open for local cafes, restaurants and bakeries. There will be a strong emphasis on using local ingredients and licensed venues will pair their pie with locally brewed beer or cider.

Seeking to further align with the Western Bulldogs, the Pie Competition will be launched at the 11 May 2019 AFL game in Ballarat. The winner of the People's Choice Best Restaurant and Best Café Pie will be declared at the August AFL match in Ballarat. The Pie Competition will be promoted via Visit Ballarat and heavily through Western Bulldogs networks, including a weekly spot on the Freedom in a Cage podcast with Bob Murphy and Adrien Brown, who will taste test and score the pies.

Further promotional initiatives will be developed with the Western Bulldogs for the Pie Competition which, like Plate Up Ballarat, is considered an extremely valuable platform to help promote local produce and Ballarat's Eat - Drink visitor economy.

Success of the Strategic Partnership will be measured annually in terms of:

- Consistently high participation rates of local producers and hospitality operators in both Plate Up Ballarat and Pie Competition;
- Increased local and visitor involvement as customers, measured by attendance, sales, visitation to Ballarat and economic impact;
- Consistently high levels of state wide media exposure; and
- · Continued partnership with Western Bulldogs.

Plate Up Ballarat is a program of activities that delivers on both economic and social objectives of Council. A vibrant food scene in Ballarat is essential for delivering a liveable city that attracts and retains knowledge economy workers and high spending visitors. It is expected that the funding component of this Strategic Partnership will be seed funding and associated events will not be seeking Council support in the future.

Six funding options were identified by officers:

- 1. Agree to fund Plate & Glass P/L to a total of \$60,000 (excl. GST) per year for three years to support the growth of Plate Up Ballarat and the associated Pie Competition; or
- 2. Agree to fund Plate & Glass P/L to a total of \$35,000 (excl. GST) per year for three years to support the following support the growth of Plate Up Ballarat and the associated Pie Competition; or
- 3. Agree to fund Plate & Glass P/L to a total of \$35,000 (excl. GST) for one year only to support Plate Up Ballarat and the associated Pie Competition
- 4. Agree to fund Plate & Glass P/L to a total of \$25,000 (excl. GST) per year for three years support the growth of Plate Up Ballarat and the associated Pie Competition
- 5. Agree to fund Plate & Glass P/L to a total of \$25,000 (excl. GST) for one year only
- 6. Do not provide funding to Plate & Glass P/L.

For information, Visit Ballarat has committed a destination marketing budget of \$40,000 for the 2019 event to execute marketing of Ballarat and the event.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- City of Ballarat Council Plan 2017-2021

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?	
Human Rights	Yes	No	
Social/Cultural	Yes	Yes	
Environmental/Sustainability	No	No	
Economic	Yes	Yes	
Financial/Resources	Yes	Yes	
Risk Management	Yes	Yes	
Implementation and Marketing	Yes	Yes	
Evaluation and Review	Yes	Yes	

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

Social/Cultural – There are indirect social benefits, which are derived from the potential for increased employment and increased social interaction of the Ballarat community that may be made possible by the funding.

Economic – Based on this projected economic impact and City of Ballarat's recommended per annum cash support of \$35,000, the ROI will be 1:22. Officers typically seek a minimum ROI of 1:20 and so this projected ROI is within an appropriate range.

Plate Up Ballarat 2019 attendance targets are;

Local attendees	10,000
Day tripper attendees	4,950
Overnight attendees	2,500

TOTAL ATTENDEES 17,450 (17,100 in 2018)

Projected Economic Impact \$785,500

Financial/Resources – Funding for Plate & Glass Pty Ltd will require an allocation from the Strategic Partnerships Grant program. At this time there is sufficient budget available for this project. The total Strategic Partnerships Grant budget is \$500,000. Council has committed \$413,500 from this fund this financial year (2018/19), \$373,500 next financial year 2019/20 and has committed \$100,000 in the 2020/21 financial year.

Council funding will be used to augment the Plate & Glass P/L event marketing program, specifically the new elements of the Plate Up Ballarat event, and for relationship development.

Risk Management – There is no identified risk to Council by the provision of this Partnership. Whilst only in its second year, Plate & Glass P/L indicate sound financial management with diverse income streams and limited single large expenditure items. Furthermore, both the Plate Up Ballarat and the Pie Competition appears scalable if income targets are not achieved by the event organiser. Additionally, as per standard City of Ballarat procedure, payment of

Strategic Partnership funding will be completed in appropriately staged payments and tracked against payment milestones.

There is a risk to Plate & Glass P/L that either Plate Up Ballarat and/or Pie Competition may not proceed as planned without Council funding.

Implementation and Marketing – Plate & Glass P/L has a sound marketing plan indicating a reasonable allocation of funding and has clear targets on growing the business.

Additionally, Visit Ballarat has committed a destination marketing budget of \$40,000 per year that will be used to develop and execute marketing of Ballarat and the event. Marketing will predominantly involve digital and social media into Melbourne encouraging visitation to Ballarat during the event periods.

Evaluation and Review – If Council provides funding, Officers will require Plate & Glass Pty Ltd to conduct a thorough evaluation and review to measure the annual benefits derived from the funding.

Measurement of success will include:

- Increased number of participating local businesses
- Increased number of local and visitor customers
- Increased quantity of media exposure for Ballarat and its hospitality sector
- Progress toward financial independence from the requirement for future Council funding.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

Nil

ATTACHMENTS

- 1. Strategic Partnership Plate Up Ballarat Application (Council Report) [10.2.1]
- 2. Strategic Partnership Plate Up Ballarat Pie Comp Presentation [10.2.2]
- 3. Strategic Partnership Plate Up Ballarat REMPLAN Analysis (2019 Propose D) [10.2.3]



City of Ballarat

Strategic Partnerships Grant Program 2017-2020

Grants Policy Purpose

The City of Ballarat adopted the Grants Policy on the 12 April 2017. The purpose of the Grants Policy is to ensure that recipients are able to deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City.

Strategic Partnerships Program Principles

The program is based on the following principles:

- Partnerships are with sole providers or identified strategic partners that Council can work with collaboratively to deliver community outcomes
- City of Ballarat has no direct responsibility to deliver these initiatives. Strategic partners are identified to make the most of opportunities to meet the needs of the community and deliver on outcomes identified in the Council Plan
- Strategic partnerships are negotiated by the Administration and approved via the annual budget and planning processes with transparent decisions made in open meetings and published on the Council website
- Strategic partnerships have consistent reporting and contractual agreements. Recipients are
 required to enter a Funding Agreement with Council that outlines reporting requirements and a
 mutually agreed evaluation framework that focuses on performance and outcome measures
- Recommendations on the term of the Funding Agreement for Strategic Partnerships will be made by management, taking into consideration the time required to have an impact on outcomes and the term of the strategic documents to which they align
- Strategic Partnerships can be either opportunistic and responsive to partnership requests, or deliberate and planned in accordance with Council's Strategic Objectives
- · Unless otherwise agreed, Strategic partnerships will be on a dollar for dollar basis
- Only one application per organisation per grant program is allowed in any given financial year

Strategic Partnership Grant Application Form

Applicant Organisation Name:
Plate & Glass Pty Ltd
Primary (Physical) Address:
Postal Address (if different from above):
Applicant Website:
www.plateupballarat.com.au
Contact Person and Position held in Organisation:
Primary Phone Number:
Applicant Admin Contact Primary Email:
IA or ACN Number:
ACN 604858666
Does your Organisation have an ABN?
Yes ABN: 50604858666
Does your organisation have its own bank account?
Yes
What is the structure of your organisation?
Company
How long has your organisation been established?
Since March 2015

Does your organisation operate within the municipality of Ballarat?

Yes

Please demonstrate how the project will benefit residents in the municipality?

The overarching objective of Plate Up Ballarat is to break down the barriers of normal competitive trade, aligning producers, suppliers, venues and other industry partners for a common good. Plate Up Ballarat wants to demonstrate the power of working together and collaborating as a united front promoting a regional city's food industry.

Plate Up Ballarat has worked with primary producers, the hospitality industry, local government, small business and the tourism industry to develop a well-rounded event. This business presents as a food festival, but strategically is aimed at creating a united economic and industry development powerhouse showcasing Ballarat to the rest of the state and the country.

The philosophy behind the festival-wide Pie Competition was about engaging both the business and wider communities. Similarly our newly formed ties with Federation University, Loreto College and St Patrick's College cements our intention to have a profound and lasting impact on students, their careers and eating habits. Taking this one step further, our Little Sprouts program, through Food is Free, is about planting, growing, the value of organics and the real provenance of food. We are wanting to impact tomorrow's generation in a positive and real way.

Plate Up Ballarat fits in with the City of Ballarat's strategy "Our People, Culture and Place". It also enhances the Committee for Ballarat's focus on CBD revitalization, in a very positive way. Ultimately, Plate Up Ballarat will advance our economic position as the capital of Western Victoria. The Culinary Capital of Western Victorial

It will also improve the quality of life for our community, through a community sense of pride.

A fundamental element of our vision is to work on our destination's sustainable development, with the locals' wellbeing at heart.

When locals interact with the brand message and engage in the conversation about our destination, it will lead visitors to the path to purchase.

Has your organisation received grant funding from the City of Ballarat in the past?

Yes

If yes, please confirm previous funding agreements including year, funding amount and program?

Tourism Grant 2018 \$25,000 + GST

If yes, have you met acquittal conditions for previous funding?

Yes

Do you have appropriate insurance for this project?

Yes

(if yes, please provide as an attachment to your application a copy of the organisations PLI)

Project Title:

Plate Up Ballarat

Project start date and time:

November 1st 2018

Project end date and time:

June 30th 2021

Project attendance numbers:

2019

Local attendees – 10,000 Day tripper attendees – 4,950 Overnight attendees – 2,500 TOTAL ATTENDEES – 17,450

Attendee numbers for 2018 was 17,100

Without having a venue to cater for large numbers on weekends, it makes it difficult to host large events. However, we have booked the Mining Exchange for 2020 and have put down a booking for the Civic Hall for 2019 and are awaiting confirmation. If we can host events at the Civic Hall or Mining Exchange for instance, this will alter the attendance number dramatically by thousands.

Project description:

Plate Up Ballarat is a new and exciting month-long festival celebrating Ballarat's wonderful food offerings, craft beers, boutique wines and extraordinary culinary experiences. The inaugural event was held in May 2018, with Plate Up Ballarat showcasing quality local producers and demonstrating a unique culture of collaboration between suppliers, restaurateurs, industry, educators and local government.

Plate Up Ballarat garners incredible statewide coverage particularly from the Melbourne industry, resulting in sell-out events, immeasurable city pride,

significant economic contribution and a stand out Pie Competition.

Ballarat has always been inspired by crafting the earthly riches of Western Victoria, and embracing this through Visit Ballarat's new brand framework 'Made of Ballarat', there is now a heightened focus around its craft in food, wine, craft beer, gardens & galleries.

Plate Up Ballarat is a Ballarat-owned food festival, focusing on our people, our businesses and our City. It is entirely about our region's local produce, chefs and events.

Plate Up Ballarat is a food-focused event, which shines a spotlight on the primary and artisanal producers who are supplying the restaurants in the City.

Plate Up Ballarat has a skilled team managing this collaborative program. The team consists of seven key staff/contractors: A Festival Director, PR Manager, Event Manager, Social Media Manager, Photographer, Creative and a Graphic Designer / Artist.

Plate Up Ballarat 2018 delivered 38 events, involving over 90 local producers and 20 pie competition entries. The program culminated with an awards event in June to announce the Critics' Choice Award.

- Pie Competition presentation attached.

Project rationale - Why does this work need to be done?

Plate Up Ballarat was created to increase local patronage, drive visitation to Ballarat during a traditionally quieter period, and deliver a significant economic impact to the city – all year round.

Plate Up Ballarat will put Ballarat on the culinary 'must visit' map!
Ballarat is experiencing a food revolution and we must shine the light on this booming food and drink scene, whilst putting the spotlight on our local producers, chefs, restaurants, cafes, winemakers and brewers.

Ballarat boasts friendly, A+ service and talented chefs, creating exceptional culinary experiences and a burgeoning food scene including four craft brewers, a 'hatted' restaurant, award winning venues, multiple new dining venues and is within a 30 minute drive to over 20 wineries. Plate Up Ballarat highlights that our city is really leading the way when it comes to regional dining experiences.

This also aligns with the new destination marketing campaign Your Happy Space, which is Visit Victoria's new emotive aimed at encouraging more intrastate visitors (specifically Melburnians) to find their happy space in regional Victoria. Plate Up Ballarat can do this through food - food is the essence of our existence, and by supporting local producers this holistically embraces the demand for consumers to know where their food comes from.

Plate Up Ballarat's ultimate aim is for Ballarat to be recognised statewide as the Culinary Capital of the West.

Who are the Project Partners?

Local hospitality operators, primary producers, brewers, winemakers, other artisans and the food & fibre industry generally.

Service industry partners include Visit Ballarat, NAB, Crowe Horwath, Heinz & Partners, Springhill Farm, FED Uni

How does the project align with the purpose of the Strategic Partnership Grant Program's purpose of delivering quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City?

Plate Up Ballarat aligns with Visit Ballarat's regional food, wine and craft beer strategy, branding Ballarat as an 'eat and drink' destination through artisan and culinary experiences. In addition, the focus on connecting local producers to restaurateurs to consumers aligns with the Victorian State Government's food & fibre strategy.

Visit Ballarat has expressed a desire for Ballarat's food, wine and craft beer offerings to be highlighted in Autumn, following the Summer program of events, as a lead in to Winterfest and then The Arts (Spring).

Autumn (following the conclusion of the Begonia Festival) has traditionally been a quieter period for hospitality and accommodation providers - Plate Up Ballarat generates more economic, specifically tourist, activity in this period which has been started by (and is therefore complementary to) Ballarat Heritage Week.

The broad range of events will lend itself to a broad range of participants, from lifestyle leaders, empty-nesters to adventure/experience seekers to families. Plate Up Ballarat aims to unlock the talent and creativity already within Ballarat, and highlight it on a broader stage. Long term, partnerships will be established with training providers to increase service and other skills within the primary production, hospitality and accommodation/tourism industries.

Plate Up Ballarat aims to increase both day visitors and overnight stays throughout the month of May, whilst also benefitting industry through higher trade, elevated expectation and consequent job growth, skill development/system improvements. Beyond May, Plate Up Ballarat continues these benefits by creating deeper and broader partnerships, and marketing Ballarat's culinary offerings as year-round must visit attractions.

Plate Up Ballarat also seeks to differentiate itself through ensuring strong community ties. This is demonstrated through our partnerships with Federation University, Loreto College, St Patrick's College and engaging local youth and igniting their passion for Ballarat's food industry, with initiatives such as VCAL students presenting 'Art on a Plate' with Peter Ford Catering. Similarly our grass roots program for pre-school children learning about growing, harvesting, gardening and where produce comes from.

Plate Up Ballarat also used its strong marketing reach in 2018 to partner with Ballarat Foundation to highlight issues of food security, enabling Ballarat Foundation to leverage this goodwill into its food hub project.

Ballarat's position on the doorstep of the Grampians and Pyrenees wine regions, and location in the heart of fertile volcanic farmland, means that it is well placed to be the culinary heart of Victoria and the event provides a platform to link restaurant and café owners with local producers to create a true paddock to plate experience.

What are the planned activities of the project and which elements will the grant be

Plate Up Ballarat 2019 will consist of five main activities:

1. Plate Up Ballarat events

Plate Up Ballarat 2019 will feature a full calendar of events occurring throughout May.

There are 34 events confirmed so far, and we are hoping to increase on this slightly, in order to increase patron numbers. We are also encouraging venues to allow for a greater number of participants per event. If a venue has a sell out event they are encouraged to sell more events and deliver them on their own. We anticipate in excess of 100 local producers to be supported through the events alone.

Plate Up Ballarat will be collaborating with Ballarat Heritage Weekend to create uniquely themed events within its calendar that will complement Ballarat Heritage Weekend. This will provide a depth of offering and enable Plate Up Ballarat and Ballarat Heritage Weekend to leverage and cross-promote.

All venues are asked to push the boundaries and create a memorable unique experience.

The diversity of events range we have already are amazing from Meet the Winemakers speed dating events, theatre dinners, a truffle hunt, Frenchthemed dinner, a gin evening, workshops for kids, the list is endless and there is something for everyone.

2. Toast of Ballarat

In 2019 we are introducing the "Toast of Ballarat" campaign, making a hero out of the humble toastie.

We anticipate having around 12-15 venues including a couple of smaller venues (who will not participate in an event but will be included with a toastie) The result of having the toasties means we will support around 30 local producers.

Venues are encouraged to be as creative as they can. This is not a competition, but more like a take over of Toasties! After teaming up with local artist Travis Price, we even have a little mascot for the campaign... you'll be seeing more of him in the lead up to May!

3. Lunch Ltd

Lunch Ltd is also a new offering for Plate Up Ballarat 2019, making it easy for customers to sample the best of venues' menus by selecting one key hero dish, paired with the best local wines. This will drive weekday trade whilst also highlighting the wines of the local and surrounding regions.

Venues participating in events will also offer a lunch special, designed to drive up daily patronage whilst at the same time boosting profile and sales for approximately 30 wineries from Ballarat, Buninyong, Grampians and Pyrenees wineries.

Extrapolating figures from previous years, and with a broader offering across the board, we are anticipating higher sales than reported for the pie competition in previous years.

4. Plant Up Ballarat

With the rise in popularity of plant-based eating, Plate Up Ballarat is very keen to embrace this movement by highlighting our local venues that offer a plant-based menu. We will be holding a weekend event named "Plant Up Ballarat", to be held in the first weekend of May, centred around plant-based menu items made from the freshest local produce of Ballarat and our surrounding region. In addition, several Plate Up Ballarat events on that weekend will be vegan focussed.

We are unable to estimate an increase in numbers, however growth in sales of plant-based food in the USA jumped 20% between 2017 – 2018 (World Economic Forum), and market research firm Euromonitor International predicts that by 2020 Australia's packaged vegan food market could grow to \$215 million, so Plant Up Ballarat is expected to be on trend and hugely popular (sbs.com.au).

A significant number of venues have already expressed interest in Plant Up Ballarat vegan weekend through hosting an event or listing a menu item.

5. Blokes Who Bake

Plate Up Ballarat has identified an underground movement of men who enjoy baking! And these blokes appear to be the masters of the birthday cake...We are calling out to our local Ballarat blokes who love baking all things - cakes, muffins and slices for an event to be hosted in Ballarat – this event will also be a fundraiser for Men's mental health.

Blokes Who Bake is intended as a fun, community engagement exercise. Kate Ferguson (winner of Zumbo's Just Desserts) has already committed to judging,

and social media engagement has already begun.

Funds from the grant will be used to augment the branding strategy and marketing program, specifically the new elements of the Festival, and for relationship development, not only for May, but for a well focussed and strong offering, driving year round economic activity, jobs and visitation.

What are the expected outcomes of the project?

The current primary objectives of Plate Up Ballarat include:

- (a) Operating a financially successful event with a profit ratio of 30%.
- (b) Secure funding from various organisations including local government, State Government and local businesses.
- (c) Obtaining supplier and industry support to ensure a full calendar of events every day 1-31 May.
- (d) Attaining 95% retention rate for industry participation in 2019 and future festivals.
- (e) Achieving 90% sold out events.
- (f) Attaining 95% measurable satisfaction from industry, partners, sponsors and the public.
- (g) Every event using a minimum 3 local suppliers for ingredients.
- (h) Achieving positive community engagement, city pride, and igniting a new generation of young people in the industry through education institutions and grass roots programs such as Little Sprouts and Art on a Plate.
- (i) The pride of our locals is critical for the equation to balance: our locals need to be so proud of their hometown that they want to share it even more.
- (j) To deliver offerings that allow visitors to integrate themselves in a unique local experience and return home as active ambassadors for our region to others.

How will you know if these outcomes have been achieved?

Plate Up Ballarat maintains constant communication with all stakeholders before, during, and after the month of May to measure outcomes.

Through ticket sale data capture, social media analytics, and tracking of website visits, as well as data shared from participating venues, Plate Up Ballarat is able to measure performance against its key criteria.

Plate Up Ballarat also works with Visit Ballarat to determine key metrics such as visitor numbers, overnight stays, and overall economic impact.

Please provide any evidence of community support for the project:

We had amazing feedback from the inaugural festival, and Plate Up Ballarat was a very proud winner of the Ballarat Courier 'New and Emerging Business Award' at the 2018 Fed Uni Business School, Commerce Ballarat Business Excellence Awards. The team worked very hard to deliver a standard that was very high and it was terrific to have that recognised.

As noted above, Plate Up Ballarat worked with several community groups, including Food is Free inc, Ballarat Foundation, Ballarat Art Gallery, Ballarat & District Trotting Club Inc, St Patrick's College and Loreto College.

Below are some quotes we received from some of our local foodie experts.

Sara Kittelty - Kittelty's at the Gallery:

"Plate Up Ballarat this year has been an absolute cracker! To be a part of a collaborative, regional push of Ballarat's best has meant that every person I speak to in my cafe hears about a whole calendar of events with a volume and diversity that have certainly put Ballarat on the state's radar. In our own business, taking part in the pie competition has seen a real and measurable increase in daily sales.

Outside of special events or public holidays, this past weekend has seen one of our highest ever turnovers. Every day since Plate Up began, our sales have been above average and we have been flat chat to keep up with the demand for pies."

Peter Ford - Peter Ford Catering:

"Self-belief is a hallmark of success. Throwing off the shackles of our culture cringe in Ballarat has been a long haul, we are now reaping what we've sown.

Brainchild of Kate Davis, 'Plate Up Ballarat' has invigorated the Ballarat hospitality scene from grass roots producers right through to the consumer.

More than a food festival, this model has created unprecedented collaboration throughout the Ballarat hospitality sector. It has clearly shown how a collective push gets Ballarat heard over the noise of the other well promoted regions such as Yarra Valley and Morninaton Peninsula.

Importantly the small producers are having their bushel of magnificent produce placed under the collective spotlight through the many cafes, restaurants and venues across Ballarat.

The pie competition has opened yet another genuine interest for the greater Victorian visitor. Support from the AFL has been marvellous, another marketing success story. The net result has created a genuine push and plan to generate and deliver a realistic "Food and wine destination" label for the long term. We know this will attract more discerning wine and food consumers and tourism dollars as well as reassuring the tree changers who have moved to this dynamic city."

John Harris – Mitchell Harris Wines:

"When we first returned home to Ballarat just over 10 years ago we felt as if we'd landed in some sort of culinary wilderness. However, there was change in the air. Since then, Ballarat has slowly emerged as crucible for fresh faces and bold ideas across the pub, restaurant, brewing, wine making, agriculture and food

production scenes.

We are delighted to have been a part of this culinary renaissance, and like all producers, are so thankful for the support, encouragement and promotion that the Plate Up Ballarat team have provided to us to help lure visitors and their tastebuds to our region, and to put Ballarat well and truly back on the culinary map as a must visit destination for lovers of fine food, wine and great local produce."

Chris Sergeant - Freight Bar and Restaurant

"The Plate up Ballarat Event has so far been a resounding success. We have sold a lot more pies than expected.

The biggest achievement of it so far is the strong marketing that has come with it and the reach it has achieved into Melbourne. On the first weekend we had 2 couples in that had come from Melbourne just to try the pies in Ballarat. It is clearly having a big influence on bringing tourism to the town and cementing Ballarat as a food destination.

All of the individual plate up events are really demonstrating what Ballarat has to offer as well, and giving residents of Ballarat something different to do for the month and get our and try exciting new things.

We are thrilled to be a part of the events."

Jill Wheatland - VCAL coordinator Loreto College:

"The community partnership which Loreto College and St. Patrick's College has developed with Plate up Ballarat has been an amazing learning experience for all involved.

VCAL is all about applied learning and ensuring that students are well prepared for the world of work. Authentic learning experiences such as an event like Plate up Ballarat has enabled our students to be fully immersed in the real world of Events Management. Our students have had one of the richest learning experiences of their lives and we are hoping to continue this valuable partnership into the future"

Ameet Bains - Western Bulldogs CEO

"The Club was pleased to be able to expand its commitment to the Ballarat region through this initiative.

The Plate Up Ballarat Pie competition has been an enormous success, and an initiative we were proud to be involved in.

Through our partnership with the State Government and the City of Ballarat, we are always looking for ways in which we can play a role in promoting all that the region has to offer, including its thriving food and wine culture.

Please provide details of the projects marketing plan, if applicable:

Geo-targeting, social media influencers and online advertising will ensure all communications are hitting the right people with the right messages, resulting in areater event sales.

All online activity will be measurable against key performance indicators through data and analytics

Solid partnerships with Visit Victoria and Visit Ballarat and each of the regions will underpin activity and ensure presence in traditional media, furthering reach and ability to quantify success

Cross-promotional marketing with the Ballarat Heritage Weekend will leverage the success.

Plate Up Ballarat will continue to drive brand growth through its own channels.

The expertise of the in-house teams is built on vast experience across consumer marketing, PR, promotion, social & digital marketing.

Major stakeholders include Visit Victoria, COB, VB, Commerce Ballarat, Committee for Ballarat, Federation University

In addition to mainstream media, marketing channels include One Hour Out, Broadsheet, Gourmet Traveller, SMI's, journalists, Herald Sun, Urban List

Local advertising includes: Visit Ballarat, Ballarat lifestyle magazine, radio, newspapers, website, social media, Best of Ballarat

Working closely with Visit Ballarat we will promote via social sharing, create promotional opportunities and plan metro marketing strategies

The success of Plate Up Ballarat demonstrates that a community proud of what the region offers become that region's most vocal ambassadors.

Have you contacted Council to discuss your project/event? Yes/No

Yes

If yes, please provide the name of the Council Officer:

Please indicate how much funding you are seeking:

\$60,000 + GST per annum

Please indicate if the funding you seek is across several years:

Each year for three years
Please indicate when funding would be required:
April 2019, 2020 and 2021
Project Budget
Please attach a copy to your application application of the full project budget outlining all income and expenditure, including any other funding streams.

Please attach any other documentation you deem relevant to support your application, for example: event plan, risk management plan, marketing plan, site plans, past post event data etc.

OFFICE USE ONLY

Strategic Partnership Grant Assessment Criteria		
Does the proposal meet two Council Plan Objectives?	Y/ -N-	
Does the proposal enhance the City's Brand Strategy and attract target markets?	γ/-₩-	
Does the proposal have a significant level of total investment?	Y/ -N-	
Does the proposal have a significant level new employment?	Y/ -N-	
What is the economic impact of the proposal as modelled using REMPLAN?	Υ/ -N-	
What is the grant cost per visitor/participant?	Y/ -N-	
Does the proposal have an appropriate Business Plan including a Marketing and Financial Plan?	Y/ -N-	
Does the proposal have positive social impact and community benefit?	Y) ′ N	
Does the proposal have positive environmental impacts?	N/A	



Background

There's nothing more warming than a gourmet winter pie. This June-August, eat your way around Ballarat and sample the range of gourmet pies made in house at local restaurants and cafes, featuring local produce

Food is a key part of the contemporary experience economy and culinary tourism is a central facet to any tourist experience. This Winter, our locals and any foodies travelling to Ballarat will have plenty to discover and taste.

The consumer driven demand for local food has increased significantly. The desire to eat locally is here to stay.

The Plate Up Pie Competition focuses on the producers, sustainable farms and It connects chefs and consumers with local produce that we can enjoy today.

The Plate Up Pie Competition promotes uniquely Western Victorian producers, including those from Ballarat, Hepburn, Central Goldfields, Moorabool, Golden Plains, Pyrenees, Ararat, Northern Grampians.



Results

The 2018 Plate Up Ballarat pie competition saw, 20 pie competition entrants.

The month then culminated with an awards event in June to announce the Pie Competition Critics' Choice Award and also the People's Choice award winner was announced at the Western Bulldogs game in July at the Presidents luncheon.

Plate Up Ballarat partnered with The Western Bulldogs to promote the pie competition via their podcast 'Freedom in a Cage'. This required the event director to transport pies to Melbourne on a weekly basis for 10 weeks for Bob Murphy and Adrian Brown to review on their show

Each pie participant was required to use a minimum of 3 local ingredients

Based on the surveys completed for the pie competition 640 votes and 10,000 pies consumed.

60% of those who voted were from outside of the immediate Ballarat area 1% OS including Portland Oregon, Poland and Virginia US. 27% Interstate WA, SA, QLD and NSW, 34% Melbourne Metro and the inner suburbs, including St Kilda, Yarraville, Seddon, Hawthorn, Footscray, Elwood, Brunswick and Caulfield and 21% Regional Vic with many coming from Castlemaine, Geelong area, Daylesford and many other regional towns.



Concept

Running from mid June to mid August 2019, Ballarat's best restaurants, cafes and bakeries will battle it out for the crown of Ballarat's best pie, through the 2019 Plate Up Pie Competition.

Partnering with the Western Bulldogs, Plate Up Ballarat will launch the 2019 competition at the Western Bulldogs game at Mars Stadium Ballarat on Sunday 11th May.

The restaurants and cafés category focuses on local produce. Each venue's pie must feature three local ingredients, be true to type, and served as a plated meal as either sweet, savoury or creative pie. Licensed venues will also pair their pie with a locally brewed beer or cider from Red Duck Brewery, Cubby Haus Brewing, Athletic Club Brewery or 321 Cider.

All restaurant and café pies entered will vie for the Critic's Choice Best Pie. These pies will also be eligible to win People's Choice Best Restaurant and Café Pie.

The winner of the People's Choice Best Restaurant and Café Pie will be declared at the Western Bulldogs v Port Adelaide match – Saturday, 24 August/ Sunday 25 August

In 2019, the Plate Up Pie Competition will be extended to a second bakeries category, with all pies entered by bakeries eligible to win the People's Choice Best Bakers Pie. Bakery pies entered must also champion at least one local ingredient.



The May Game Saturday 11th May

Plate Up Ballarat - Grazing Paddock

Plate Up Ballarat proposes to deliver and execute the Grazing Paddock an exciting feature showcasing Western Victoria's finest producers in partnership with its new project Eat Drink West.

The grazing paddock will be a sensory explosion of smells, tastes and visual delights, where people will be able to sit around and enjoy.

Included in the offering will be grazing plates of local terrine, charcuterie, cheese, lavosh, olives, and so much more.

Local trout pate, lamb sausages

Local craft beer, boutique wines, gin, coffee/hot chocolate

And a whole lot more. .

It will be at this game, where the partnership of the Plate Up Pie comp and the Western Bulldogs will be announced!



People's Choice (Collaboration with Western Bulldogs)

Pies and footy go hand in hand, and In 2019, the Plate Up Pie Competition will again partner with Western Bulldogs to present the People's Choice Best Restaurant and Café Pie.

All patrons who try a pie in house at participating restaurants and cafes will be able to vote online for their favourite pie, with the most popular pie being announced at the Western Bulldogs v Port Adelaide fixture at Mars Stadium at the end of July.

Western Bulldogs CEO Ameet Bains says that the Club is pleased to be able to expand its commitment to the Ballarat region through this initiative:

"The Plate Up Pie Competition has been an enormous success and an initiative we were proud to be involved in. Through our partnership with the State Government and the City of Ballarat, we are always looking for ways we can play a role in promoting all that the region has to offer, including its thriving food and wine culture."

The Plate Up Pie Competition will be heavily promoted through Western Bulldogs networks, including via a weekly spot on the incredibly popular Freedom in a Cage podcast, with Bob Murphy and Adrian Brown testing and putting their own score on each pie.



Proposed Strategy

Mid June to Mid August

- Partner with 'Freedom in a Cage' to determine Bob Murphy and Adrain Brown's favourite pie. (Plate Up to deliver the pies each week and provide the detail of each pie)
- Bob Murphy to sit in with the Critic's choice award judges and have his say on behalf of the people
- A prize to be organised to meet Bob and try some pies in Ballarat with an accommodation package
- A pie trail to be developed to encourage people to get around and try them all
- Social media inclusions sharing the podcasts
- Website inclusions
- Sign up to be a Western Bulldogs member tab on the website
- Write a review against one of the podcast reviews to win.... Tickets to the August game.



August Match

Activations for the August match

A pie cart at the game

To celebrate the pie competition a pie cart could be set up for footy lovers to try some of the most popular pies from the competition

A pie cart at the train station

As footy lovers arrive at the station we could set up a Plate Up Pie van and sell selected pies

People's Choice Award Winner

Winner of the Peoples choice award during the President's Luncheon

Half Time Activation

An activation of blind tasting during half time



2018 Feedback

The pie competition has opened yet another genuine interest for the greater Victorian visitor. Support from the AFL has been marvellous, another marketing success story. The net result has created a genuine push and plan to generate and deliver a realistic "Food and wine destination" label for the long term. We know this will attract more discerning wine and food consumers and tourism dollars as well as reassuring the tree changers who have moved to this dynamic city."

Peter Ford - Peter Ford Catering

"Plate Up Ballarat this year has been an absolute cracker! To be a part of a collaborative, regional push of Ballarat's best has meant that every person I speak to in my cafe hears about a whole calendar of events with a volume and diversity that have certainly put Ballarat on the state's radar. In our own business, taking part in the pie competition has seen a real and measurable increase in daily sales.

Outside of special events or public holidays, this past weekend has seen one of our highest ever turnovers. Every day since Plate Up began, our sales have been above average and we have been flat chat to keep up with the demand for pies."

Sara Kittelty - Kittelty's at the café





Tourism Impact Summary Report for Greater Ballarat (Tourism Activity: 31 days)

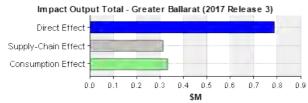
Tourism Impact Scenario

Name Plate Up Ballarat_2019 PROPOSED

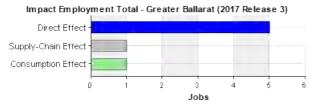
Duration 31 days

Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	4,950	2,500	0	7,450
Number of Nights	n/a	1.00	0.00	
Estimated Expenditure per Visitor (\$)	\$90	\$136	\$0	
Total Estimated Expenditure (\$)	\$445,500	\$340,000	\$0	\$785,500

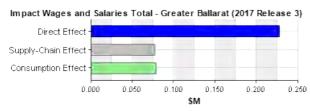
Tourism Impacts



REMPLAN

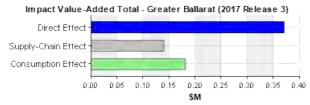












REMPLAN

Under this scenario Gross Regional Product is estimated to increase by \$0.691 million (0.01%) to \$7,225.178 million. Contributing to this is a direct increase in output of \$0.786 million, 5 additional jobs, \$0.228 million more in wages and salaries and a boost in value-added of \$0.370 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.312 million, 1 more job, \$0.077 million more paid in wages and salaries, and a gain of \$0.140 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.398
Employment	1.200
Wages and Salaries	1.339
Value-added	1.377

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.331 million, employment by 1 job, wages and salaries by \$0.079 million, and value-added by \$0.181 million.

Under this scenario, total output is expected to rise by \$1.429 million. Corresponding to this are anticipated increases in employment of 7 jobs, \$0.383 million wages and salaries, and \$0.691 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.820
Employment	1.400
Wages and Salaries	1.685
Value-added	1.866

Tourism Impact Summary (Tourism Activity: 31 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.786	\$0.312	\$0.331	\$1.429	1.398	1.820
Long Term Employment (Jobs)	5	1	1	7	1.200	1.400
Wages and Salaries (\$M)	\$0.228	\$0.077	\$0.079	\$0.383	1.339	1.685
Value-added (\$M)	\$0.370	\$0.140	\$0.181	\$0.691	1.377	1.866



Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

10.3. BUSINESS EVENTS AND FESTIVALS GRANT APPLICATION - AUSTRALIAN CONTROLLED TRAFFIC FARMING ASSOC INC

Division: Development and Planning

Director: Angelique Lush

Author/Position: Helen Arnts - Business Engagement Officer

OFFICER RECOMMENDATION

Council resolves to:

 Approve a Business Events and Festivals Grant Application from Australian Controlled Traffic Farming Association Incorporated (ACTFA) for \$3000 (excl. GST)

EXECUTIVE SUMMARY

The Business Events and Festivals Grants Program provides grants up to \$10,000 for events, festivals and awards which advance and encourage the participation of Ballarat-based businesses in the development of a stronger local economy.

This report outlines the Business Events and Festivals Grant application from Australian Controlled Traffic Farming Association Incorporated (ACTFA) who is seeking assistance to hold the 3rd International Controlled Traffic Farming Conference in Ballarat.

The 3rd International Controlled Traffic Farming Conference will be held at Federation University, Mount Helen Campus on 13–16 February 2019. Conference objectives are to:

- Raise awareness of Controlled Traffic Farming (CTF)
- Provide information and updates to Australian and overseas farmers and researchers on CTF practices
- Forge links between Australian farmers and the international CTF community
- Showcase Ballarat and Victoria to visitors from Australia and overseas

The expected number of attendees is between 200 - 300 with agriculture, agricultural machinery manufacturing and research and development being the industry focus. Local agricultural equipment companies will display their equipment at the Federation Uni Campus during the Conference. Conference delegates will attend Sovereign Hill for dinner and the Sound and Light Show. Local bus lines will be used for Conference field tours and airport transfer.

The grant application seeks funds of \$10,000 towards the costs for bus hire for a mid-Conference tour and Federation University hire and catering costs.

Prosperity Portfolio Councillors have reviewed the funding request and support the application, with a recommended amount of \$3,000 (excl. GST).

RATIONALE

On 22 February 2017, Council adopted the City of Ballarat Grants Policy (R66/17). The purpose of the grants policy is to ensure that recipients can deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City. Included in the Grants Policy is Business Events and Festivals Grant program.

The 1st International Controlled Traffic Conference was held at Toowoomba in 2013, the 2nd in Prague in 2015 and Ballarat will be the 3rd International Conference in 2019.

The Australian Controlled Traffic Farming Association (ACTFA Inc.) is a not for profit organisation run by volunteers from across the grains and horticulture industries. ACTFA's membership list includes grain growers, horticulturists, and a range of agricultural professionals throughout Australia and has links with other countries in Europe and the Americas.

ACTFA operates as a Co-operative Research Centre which aims to reduce the incidence of soil compaction on farms throughout Australia by the adoption of CTF techniques. CTF is a farming system that provides greater productivity, sustainability and profitability than traditional methods. It is farming of crop production which confers benefits to the environment, on a farm scale and also a catchment and national scale. CTF techniques will ultimately protect and improve natural resources in order to ensure Australia's agricultural future is more sustainable, productive and profitable.

The 3rd International Conference being held in Ballarat will bring together growers, advisers and scientists to review the latest information on CTF systems. This will provide significant insight for our local farmers and also provide a platform for discussion on better techniques for their cropping requirements.

Ballarat will be presented as an ideal base for businesses to locate and as a home for agricultural research and development. The Conference will further benefit the Ballarat business community through, catering, accommodation, transport hire, agricultural displays and tourism.

The Mayor has been invited to welcome delegates at the conference opening and the City of Ballarat Economic Development Team will be in attendance with promotional material to showcase investment opportunities in Ballarat.

This application has been reviewed against the Business Events and Festivals Grants financial support formula to determine the level of support offered under the Program.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- City of Ballarat Council Plan 2017-2021

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	No
Social/Cultural	No	No
Environmental/Sustainability	Yes	Yes
Economic	Yes	Yes
Financial/Resources	Yes	Yes
Risk Management	Yes	No
Implementation and Marketing	No	No
Evaluation and Review	Yes	No

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

Environmental/Sustainability – It is expected the ACTFA Conference will provide an exchange and sharing of knowledge and experience ultimately providing sustainable benefits enabling application in the local agricultural industry.

Economic – An Economic Impact Report focusing on visitor expenditure was generated using REMPLAN software. Using the data provided by the applicant it is expected the total estimated visitor expenditure will be \$132,000. There are also longer term economic benefits in being able to showcase Ballarat as a location of choice for businesses and R&D activity.

Financial/Resources – The funds recommended for this application will require allocation from the Business Events and Festivals Grants budget. Currently there is sufficient funds within the Grant Program budget for this application.

Risk Management – Should Council decide to decline to fund this conference, there is no risk of it not proceeding in Ballarat.

Evaluation and Review – The application was evaluated and reviewed under Council's Business Events and Festivals Grant guidelines and assessment criteria.

CONSULTATION

Council Officers have communicated directly with the applicant regarding details within the application.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

 Business Events and Festivals Grants Program http://www.ballarat.vic.gov.au/pc/grants.aspx

ATTACHMENTS

Nil

10.4. INTERNATIONAL TRAVEL - TRAVEL AND RELATED EXPENSES APPROVAL

Division: Development and Planning

Director: Angelique Lush

Author/Position: James Guy – Executive Manager Economic Partnerships

OFFICER RECOMMENDATION

Council resolves to:

- 1. Note the preapproved international travel for a Council Officer to attend a workshop from 3rd February to 5th February 2019 in Abu Dhabi, United Arab Emirates.
- 2. Approve International Travel for a Council Officer to attend a conference from 6 7 May 2019 in Wellington, New Zealand.
- 3. Note that all future international travel for Council Officers will be presented to Council as per the reviewed and adopted policies.

EXECUTIVE SUMMARY

On 12 December 2018 Council resolved to 'amend the *Councillor Expense and Entitlements Policy* to require that any Councillor and Officer seeking approval for any International Travel is approved by Council' (R366/18).

Travel for Council Officers is administered by the *Travel and Related Expenses Policy*. Given the decision of the Council, this policy was reviewed, and amendments made in line with Council resolution R366/18. This amended policy was approved by the Executive Leadership Team on 14 January 2019, and now requires all overseas travel by Council Officers to be approved at Council.

Overseas travel for one Council Officer to attend a workshop in the United Arab Emirates was approved by the Chief Executive Officer and the Officers participation was confirmed with the hosts and travel arrangements were booked prior to the policy amendment which occurred on 12 December 2018.

A Council Officer has also been invited to speak at a conference in New Zealand in May. Council Officers from time to time are invited to speak at conferences to promote the work of the City of Ballarat as a local government leader in various fields.

There are no costs for the City of Ballarat associated with either trip, with the hosts covering flights, accommodation and all other expenses.

RATIONALE

On 12 December 2018 Council resolved to 'amend the *Councillor Expense and Entitlements Policy* to require that any Councillor and Officer seeking approval for any International Travel is approved by Council' (R366/18).

A Council Officer had prior approval for international travel, before Council's resolution (R366-18). This is a transitionary issue from old processes to new processes for international travel. The *Travel and Related Expenses Policy* (an operational Policy) has now been reviewed and approved by the Executive Leadership Team in line with the Council's decision on the approval of international travel.

International Travel to United Arab Emirates - February 2019

International travel was approved in-principle by the Chief Executive Officer on 15 May 2018 for the Coordinator Heritage and Cultural Landscapes to attend a workshop 'Applying a Historic Urban Landscape (HUL) approach to the case of Al Ain City' (World Heritage site) event and 'Economic development and environmental/heritage protection' (in the World Heritage context) workshop being held on 3 February to 5 February 2019 in Abu Dhabi, United Arab Emirates.

Council advised the hosts of these events confirmation of Councils participation and travel arrangements and bookings were made. Formal written approval from the Chief Executive Officer occurred on 18 December 2018, based on final details of bookings provided by the host organisation at this time.

There was no opportunity to have the existing planned travel considered at a Council meeting between the R366/18 and the 30 January Council meeting.

There is no cost to Council for the Officers participation in these events.

International Travel to New Zealand - May 2019

International travel approval is sought for the Manager Business Improvement to attend and present at an Association of Local Government Information Management New Zealand (ALGIM) conference focusing on GIS and Information Management titled 'Unlocking the potential' on 6 May to 7 May 2019 in Wellington, New Zealand.

There is no cost to Council for the Officers participation in this event.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- Local Government (General) Regulations 2015
- City of Ballarat Council Plan 2017-2021
- Our People Culture and Place: A Plan to Sustain Ballarat's Heritage 2017-2030
- Councillor Expenses and Entitlements Policy
- Travel and Related Expenses Policy

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	No
Social/Cultural	No	No
Environmental/Sustainability	No	No
Economic	No	No
Financial/Resources	Yes	No
Risk Management	Yes	No
Implementation and Marketing	Yes	No
Evaluation and Review	No	No

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

Financial/Resources – International travel for the Council Officer to attend the workshop in Abu Dhabi is at no cost to Council. The hosts will provide round-trip economy-class flight tickets, accommodation, meals, local transportation and honorarium to cover all out-of-pocket expenses.

International travel for the Council Officer to attend the conference in New Zealand is at no cost to Council. The ALGIM will cover the costs of flights, accommodation and meals during the conference and awards night. Any unforeseen costs outside of the above will be in accordance with the *Travel and Related Expenses Policy* and covered in the Business Improvement budget.

Implementation and Marketing – Following Council approval all International Travel is communicated to the community as per Council's travel approval processes. All international travel is recorded on travel registers which Council must maintain in accordance with its obligations under the *Local Government (General) Regulations 2015*.

CONSULTATION

No external consultation has been undertaken regarding this report. Councillors were provided a briefing on the travel and itineraries for these trips

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

- Councillor Expenses Entitlement Policy as amended on 12 December 2018.
- Travel and Related Expenses Policy as amended on 14 January 2019.

ATTACHMENTS

Nil

10.5. COUNCIL PLAN PROGRESS REPORT - QUARTER 1

Division: Innovation and Organisational Improvement

Director: Cameron Gray

Author/Position: Jennifer Brophy – Business Support Officer – Innovation

and Organisational Improvement

OFFICER RECOMMENDATION

Council resolves to:

1. Note the progress report for the Council Plan 2017–2021 for the first quarter of the 2018/19 financial year.

EXECUTIVE SUMMARY

The purpose of this report is to present the progress update of Council's performance against the Council Plan 2017-2021. The period reported is from July 2018 to September 2018 (Quarter 1).

The three-month performance report, provided as an attachment, offers a summary of the progress against the four Council Plan goals; livability, prosperity, sustainability and accountability.

The intent of this report is to give Councillors and the Community the confidence that Council is on track to meet its commitments made in the Council Plan.

Highlights from this progress report include:

- Council launched its Gender Equity Strategy of 50/50 by 2020 and accompanying Gender Equity Action Plan in August 2018. This strategy is focused on what we need to do to improve gender equity within our organisation. The plan is available for viewing on Council's website.
- Launch of the Save Her Maj and Ballarat Now and Into the Future Advocacy campaigns in the lead up to the State and Federal Election.
- Council was successful in obtaining \$350,000 in funding through the City Deals and Smart Cities and Suburbs Program to deliver a citywide data platform, public Internet of Things network, and a 'Digital Living Lab' at the Lake Wendouree precinct.
- Beautification of entrances and boulevards has been completed
- Council's Social Policy Framework, which is a key action from the Municipal Health and Wellbeing Plan, has been developed following consultation and was to be presented to Council in November 2018 for adoption.
- Multiple Ballarat High Schools participated in 'Inspiration Day' featuring presentations from young entrepreneurs and workshop session delivered by entrepreneur organisation Upstart.

- The announcement of four new Ballarat West Employment Zone tenants namely Westlab, Milestone Benchtops, Findlay Engineering and Pipecon.
- Signing of the Waste to Energy Heads of Agreement with global firm, Malaysian Resources Corporation Berhad (MRCB), allowing MRCB to undertake a due diligence study leading to a business case for a municipal Waste to Energy plant in the Ballarat West Employment Zone.

RATIONALE

In accordance with Section 125 of the *Local Government Act 1989*, Council developed and adopted a four-year Council Plan on 28 June 2017.

The plan is a strategic document outlining what the City of Ballarat will do to help achieve Council's and the community's vision for Ballarat as a proud city that is bold, vibrant and thriving.

The plan describes Council's priorities and outcomes for its four-year term and how these will be resourced. It will also help reinforce Ballarat's position as the capital of Western Victoria over coming decades.

The plan has been divided into four goals:

- **Liveability**: Improve the quality of life for our community;
- Prosperity: Advance our economic position as the capital of Western Victoria;
- Sustainability: Protect, maintain and enhance our built and natural assets; and
- Accountability: Provide strong and decisive leadership, and transparent governance.

This report provides the first update for the financial year 2018-19 in relation to the actions taken and progress made to achieve these goals and strategic objectives.

Regular reporting to Councillors and the community is a key principle of transparency and good governance. This report will continue to be provided to Council on a quarterly basis and published online for the community to access.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 1989; and
- City of Ballarat Council Plan 2017-2021

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	No
Social/Cultural	Yes	Yes
Environmental/Sustainability	No	No
Economic	No	No
Financial/Resources	Yes	Yes
Risk Management	Yes	Yes
Implementation and Marketing	No	No
Evaluation and Review	No	No

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

Social/Cultural – The report is provided and made available to the community to increase awareness of the activities of Council, provide a mechanism for transparency and could increase community involvement in decision making at Council level.

Financial/Resources - This report contains no financial implications, however many of the initiatives contained within the Council Plan required Council to allocate funds in its 2018/19 budget to implement the Council Plan.

Risk Management – Council is required to be compliant with the *Local Government Act 1989* regarding the Council Plan and annual reporting. This quarterly report supports that compliance.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

Nil

ATTACHMENTS

1. Council Plan - Progress Report Q1 2018 19 [10.5.1]



CITY OF BALLARAT

COUNCIL PLAN

Progress Report, Quarter 1 2018-19









WHAT IS THE COUNCIL PLAN?

The Council Plan is a strategic document outlining what the City of Ballarat will do to achieve Council's and the community's vision of Ballarat as a proud, bold, vibrant and thriving city. The 2017–2021 plan describes Council's priorities and outcomes for its four-year term, and how these will be resourced.

The Council Plan is underpinned by the Today Tomorrow Together: The Ballarat Strategy, which is a plan for our city until 2040 that outlines the community's vision of a greener, more vibrant and connected Ballarat. The Council Plan is an important document that drives everything the City of Ballarat does over a four-year period.

It sets the vision, priorities and outcomes for Council's term and lists how progress will be measured. The plan guides Council's annual budget, which determines the projects, services, events and other initiatives that will be funded and delivered in the next financial year. Each year, the community has opportunities to have its say on Council's proposed funding.

Council is held accountable for its progress on the Council Plan's outcomes through the City of Ballarat's Annual Report. Council's delivery of the Council Plan ultimately contributes to the community's vision, highlighted in the Ballarat Strategy.

HOW WE WILL TRACK AND MEASURE OUR PROGRESS

Each of the Council Plan goals has a number of measures that will track Council's progress. Council will also report on its progress in completing the four-year priorities.

The measures included in this plan show the most up-to-date information available to Council. It should be noted that many data sets are only updated on a two, three or four yearly cycle. In many cases comparative data does not exist yet.

WHAT WE PLAN TO ACHIEVE

GOAL: LIVEABILITY

Improve our community's quality of life

We will provide inclusive and accessible public spaces; quality services; and opportunities for our community to participate, feel safe and be active and healthy.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Strengthen our city by making Ballarat a people and all-age friendly city via improved access, participation, inclusion and respect- based projects and programs	Improved access, participation, inclusion and respect-based projects and programs conducted	In progress	The Draft Disability Access and Inclusion Plan is being considered by Council in November. The mobile Marveloo Project will be launched in October 2018. There will be a celebration event at the Ballarat Library to recognise Deaf Awareness Week. An International Day for Persons With a Disability event will be held on 3 December 2018 in conjunction with the NDIS.
Increase community participation through the Social Infrastructure Program implementation, including Ballarat North Community Hub projects	Ballarat North Community Hub project complete	In progress	The Ballarat North Community Hub upgrade works are scheduled for completion by mid-December 2018.
Increase community participation through the Social Infrastructure Program implementation, including Brown Hill Community Hall projects	Brown Hill Community Hall project complete	In progress	The Brown Hill Community Hall upgrade works are currently underway and due for completion by the end of December 2018.
Increase community participation through the Social Infrastructure Program implementation, including Sebastopol Community Hub projects	Sebastopol Community Hub project complete	In progress	The Sebastopol Community Hub handover will occur on 28 November 2018. Furniture fit out will commence in the following week, including delivery of library shelving. Maternal and Child Health services are expected to commence on 10 December with library services commencing once all of the collection has been reshelved.
Increase community participation through the Social Infrastructure Program implementation, including Miners Rest Community and Sports Facility projects	Miners Rest Community and Sports Facility project complete	In planning	Following lobbying by Council and community, both major political parties have made pre- election commitments to fund Miners Rest facilities with the Coalition promising \$5.46 million to build a sporting precinct, and Labor announcing \$17.1 million for a new school, gym and community sports oval.
Increase community participation through the Social Infrastructure Program implementation, including Girrabanya Integrated Community Hub projects	Girrabanya Integrated Community Hub projects complete	In progress	Girrabanya Integrated Community Hub works are on track for completion in June 2019. Currently the kindergarten program is using the completed occasional care pod within the centre.
Use community partnerships to create healthy and safe community places, and open passive recreation spaces, including a district level park and inclusive play space at MR Power Park in Sebastopol	A district level park and inclusive play space at MR Power Park in Sebastopol complete	In planning	Confirming project staging and execution against scope.
Use community partnerships to create healthy and safe community places, and open passive recreation spaces, including a Wendouree Recreation Reserve Health and Wellbeing Precinct	A Wendouree Recreation Reserve Health and Wellbeing Precinct complete	In progress	Continued collaboration and advocacy with partner organisations to progress the Wendouree West Recreation Reserve Health and Wellbeing Precinct has led to a \$7 million State Government election commitment by Labor for a new pavilion and community hub along with soccer pitches, lighting and other community facilities.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Develop the social capacity of our senior residents by working with internal and external partners to ensure infrastructure accessibility at all places and spaces	Infrastructure accessibility at all places and spaces	In progress	This is an ongoing activity. Planning has commenced with new partnerships to commence February 2019.
Develop a learning city by delivering targeted programs and projects, including the Sebastopol Library and Community Hub construction	Sebastopol Library and Community Hub complete and operational	In progress	A series of programs and events have been planned for the new Sebastopol Library and Community Hub. An opening day event and a family fun day will be advertised in January 2019.
Develop a learning city by delivering targeted programs and projects, including development of the Library Community Hub of the Future in the Ballarat CBD	Development of a vision and feasibility study for a Library Community Hub of the Future in the Ballarat CBD complete	In progress	Work has commenced on the Library Community Hub of the Future for the City of Ballarat. This work will inform Council of library infrastructure needs over the next 20 years.
Develop a learning city by delivering targeted programs and projects, including preparation of a Wendouree Library and Community Hub feasibility study	A Wendouree Library and Community Hub feasibility study complete	In progress	This ongoing work is carried out across all of the City of Ballarat's libraries.
Develop a learning city by delivering targeted programs and projects, including Intercultural Cities program participation	Direct participation in the Intercultural Cities program through learning programs and targeted projects	In progress	Current training and development provided for the Intercultural Ambassadors in relation to leadership, community engagement and program management is based on the Intercultural methodology/practice (Intercultural Cities Network). This practice covers other programs being delivered, such as Refugee Week, Intercultural Welcome Lunch, 'Racism. It Stops With Me' sports initiatives and Harmony Fest.
Develop a learning city by delivering targeted programs and projects, including Youth Entrepreneur programs	Youth Entrepreneur programs developed and delivered	In progress	'Inspiration Day' delivered featuring presentations from young entrepreneurs and workshop session delivered by entrepreneur organisation Upstart. Multiple schools in attendance.



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Improve community safety through initiatives such as urban design, public awareness and projects such as CCTV	Completion and evaluation of community safety projects	In progress	Right to the Night Project Evaluation Report completed October 2018. Graffiti Prevention Grant - Wendouree West Laneways Safety project: post project data collection in progress. Public Safety Infrastructure Grant - White Flat Recreation Reserve Safety Improvement Project: baseline data collection including CSA data and survey being planned for commencement in December 2018.
Create a new Municipal Health and Wellbeing Plan and implement key actions, including developing a regional health charter in partnership with other local LGAs	Regional health charter developed	In progress	As a result of the Prevention Lab work that has emerged through the Central Highlands Regional Partnership, we are working with other organisations to determine the feasibility of a regional business and industry obesity Memorandum of Understanding.
Create a new Municipal Health and Wellbeing Plan and implement key actions, including creating a Social Policy Framework that articulates Council's position on key social issues (alcohol, gaming and affordable housing)	Social Policy Framework created	Complete	A Social Policy Framework has been developed following consultation and will be presented to Council on 21 November 2018 for adoption.
Create a new Municipal Health and Wellbeing Plan and implement key actions, including implementing a Council Food Policy	Food Policy implemented	In progress	Further Food Policy consultation is currently underway, with a survey on MySay until 10 December. It is expected the Food Policy will be finalised by the end of February 2019.
Increase participation across all genders and sporting codes by continuing investment in the city's recreational assets, such as Eastern Oval Stage 2 redevelopment	Eastern Oval Stage 2 redeveloped	In progress	Tenders for the Eastern Oval Stage 2 major lighting upgrade are being assessed for consideration by Council early in 2019. The turf training nets will be opened for use in early 2019. Project is on target for completion for 2019 cricket season. The first Women's Big Bash match is scheduled at the Eastern Oval for December 2018.
Increase participation across all genders and sporting codes by continuing investment in the city's recreational assets, such as Ballarat Sports and Events Centre completion	Ballarat Sports and Events Centre complete	In progress	The Ballarat Sports and Events Centre project is well advanced, with external walls completed and extensive works completed internally. The court flooring has arrived on site for installation. The project remains on target for completion in mid-2019. A Request For Quotation (RFQ) regarding the new facility's branding is currently being assessed.
Increase participation across all genders and sporting codes by continuing investment in the city's recreational assets, such as the White Flat Recreation Reserve Master Plan, and developing the reserve as Ballarat's home of women's football	White Flat Recreation Reserve change rooms and lighting upgrade complete	In progress	The builder has been appointed to complete the White Flat Recreation Reserve change rooms refurbishment. The work will ensure female friendly compliance and is due for completion in the first quarter of 2019.
Increase participation across all genders and sporting codes by continuing investment in the city's recreational assets, such as the Wendouree West Recreation Reserve Master Plan including Forest Rangers Soccer Club soccer pitch and lighting upgrade	Wendouree West Recreation Reserve Master Plan, including Forest Rangers Soccer Club soccer pitch and lighting upgrade project complete	In planning	Through the Council's successful application to the Sport and Recreation Victoria Sporting Infrastructure Loans scheme, the development of new soccer pitches and lighting is planned for delivery in the 2019-20 financial year. In addition, an election commitment has been made by the Labor Party to invest \$7 million to deliver a range of both sporting and community infrastructure to the Wendouree West Reserve.



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Plan for future growth, including delivering sport and active living outcomes in Ballarat West	Delivering a sport and active living plan for Ballarat's growth in the West	In progress	Three separate projects are currently in progress or in planning for this area. Two projects in Alfredton Recreation Reserve are currently being progressed - an oval upgrade and bowls facility upgrade. Additional funding has been committed by the State Government to complete major facility upgrades within the reserve.
Plan for sport participation over coming decades by reviewing the Ballarat Recreation and Active Living Strategy	Ballarat Recreation and Active Living Strategy reviewed	In progress	The new City of Ballarat Recreation and Active Living Strategy development is well advanced. The strategy will be titled Active Ballarat and will align to the state's Active Victoria Recreation Framework. The strategy development is currently at major community consultation stage. The report will be finalised and presented to Council by mid-2019.
Plan for sport participation over coming decades by reviewing the Play Space Strategy	Play Space Strategy staged implementation program reviewed	Complete	The Play Space Strategy was adopted by Council in 2017.
Plan for sport participation over coming decades by reviewing the Ballarat Regional Tennis Strategy	Ballarat Regional Tennis Strategy reviewed	In progress	The City of Ballarat continues to work with the Ballarat Regional Tennis Centre to plan for future facility upgrades. Resurfacing of several courts will be completed December 2018.
Plan for sport participation over coming decades by reviewing the Ballarat Criterion Cycling Project	Ballarat Criterion Cycling Project reviewed	In planning	A feasibility study has informed Council that a purpose-built criterion cycling circuit will serve the City and cycling well in the future. Ongoing planning is being undertaken for this possibility in conjunction with the Victoria Park Master Plan implementation and with Victoria Park sporting facility upgrades as part of the Sport and Recreation Victoria Infrastructure Loans scheme capital program that will commence in 2019.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Provide positive leadership to promote Ballarat as a Child Friendly City, with a commitment to seek childrens' input in the decisions that will impact them as future citizens	Opportunities created for children to participate in decision making	In progress	This quarter saw opportunities for children to have input into Montgomery Street Reserve planning and Wyndholm Reserve and Mt Pleasant Reserve revitalisation.
Provide positive leadership to promote Ballarat as a Child Friendly City, and provide high quality information to assist families to access local community services and support	Information provided to assist families to access local community services and support	In progress	Parent Place continues to be a primary location for Ballarat families to access services and support. In this quarter there were over 1300 visits recorded, with 20.5 per cent first time visitors.
Follow a primary prevention approach to prevent violence against women and children as outlined in the Communities of Respect and Equality 2016-2020 plan, of which Council is a signatory	Primary prevention approach to prevent violence against women and children followed	In progress	Council's Gender Equity Action Plan 2018-2020 was launched in August which supports CoRE (Communities of Respect and Equality) through promoting the importance of gender equity as a primary prevention approach.
Develop our youths' capacity through a Positive Youth Development model by providing effective learning and development approaches to achieve successful outcomes for young people	Learning and development programs delivered	In progress	Multiple learning and development programs delivered to youth volunteers and youth participants, including life skill programs of cooking, first aid and self defence for women, respectful relationship sessions to nine schools, service provision for mental health visit to Headspace and commencement of men's health program.



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Develop our youths' capacity through a Positive Youth Development model by providing an inclusive ethos where leadership and decision making practices engage young people, and is valued, respected and used to contribute to building a better Ballarat.	Young people involved in leadership and decision making practices	In progress	Youth volunteer run and led programs included within this quarter were the Youth Awards, FReeZA programs of BoxWars, Push Start Competition and Pop Con. The Youth Council presented to the Council Assembly of year-to-date initiatives.
Develop our youths' capacity through a Positive Youth Development model by providing volunteering opportunities to engage young people to learn and contribute to our community	Youth volunteering opportunities provided	In progress	Ongoing engagement of youth volunteers through main programs of Youth Council and Freeza. Community events during this period include BoxWars, Pop Con, Push Start Competition, Youth Awards and the Hidden Others film premiere.
Develop our youths' capacity through a Positive Youth Development model by providing partnerships and social networks that connect youth to community planning, programs and initiatives	Involvement of young people in planning, programs and initiatives	In progress	Youth volunteer programs involved in consultation opportunities including marketing and communications planning, youth space and skate strategy/infrastructure planning and Right to the Night. Planning of individual volunteer programs, Youth Council and Freeza is youth led. Significant youth led events for this quarter include Youth Awards, Pop Con, Push Start Competition and Box Wars. These events were delivered in partnership with multiple community and state agencies, including the Salvation Army and the Biennale of Australian Art.
Develop our youths' capacity through a Positive Youth Development model by providing ethical promotion of youth through positive images, role models and stories about young people to the community	Promotional activities of youth conducted	In progress	The Youth Awards were delivered in October 2018, with 99 nominations received from the community and approximately 460 people at the event. Regular positive articles of youth led initiatives were included on external platforms, such as The Courier, and internal platforms such as Facebook. Two youth volunteers presented and facilitated at sector event of BYSN.



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Protect, recognise and promote indigenous culture, heritage and place	Reconciliation Action Plan (RAP) Working Group meets twice per year to monitor and report on RAP implementation	In progress	The City of Ballarat's third Reconciliation Action Plan is due to be presented to Council in early 2019. The plan is currently going through an endorsement process with Reconciliation Australia.
An increase in consultation with children	Attendance by children in consultation events or programs	In progress	Continues to be increased opportunity to consult with children across all age groups in Ballarat through community engagement, playgroup, Parent Place, Children's Services and events held during Children's Week.

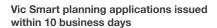


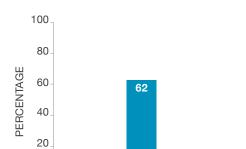
WHAT WE PLAN TO ACHIEVE

GOAL: PROSPERITY

Advance our economic position as the capital of Western Victoria

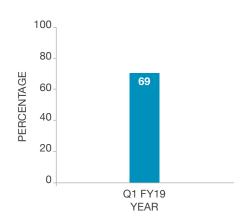
We will deliver activities and projects that are worthy of our position as the capital of Western Victoria; we will capitalise on this leadership to drive jobs and investment across the region.





Q1 FY19

Other planning applications issued within 60 days



What we have done

0

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Complete Civic Hall Hub Precinct redevelopment	Civic Hall Hub Precinct redevelopment complete	In progress	Civic Hall Hub Precinct Stage 1 renovation is nearing completion. GovHub Precinct works about to start.
Implement the Ballarat Economic Program to facilitate investment and Ballarat jobs	Ballarat Economic Program implemented	In progress	Significant job growth announcements including 270 jobs Serco, 30 jobs Luv A Duck, 35 jobs So Soft Marshmallows and 10 jobs SEM.
Generate CBD jobs by developing and implementing a Bakery Hill Master Plan and renewing key sites	Council adoption of Bakery Hill Master Plan and progress towards renewing key sites	In progress	Extensive preliminary consultation program underway.
Generate CBD jobs by developing and implementing an Arts Precinct Master Plan	Arts Precinct Master Plan implemented	In progress	Arts Precinct Master Plan is one of three elements of the Creative City Strategy, which is due to go before Council for approval in Q3 of 2018/19. This is a significant strategy and is a joint collaboration between several business units. The project is on track.
Develop and implement an Events, Arts and Culture Strategy (including film) and facilitate new regional and state significant events and festivals	Events, Arts and Culture Strategy implemented	In planning	During the Events, Arts and Culture Strategy development, it became necessary to separate the Events strategy from the Arts and Culture Strategy due to its size and breadth. The Events Strategy 2018 - 2028 has been completed and is being implemented. The Arts and Culture Strategy has evolved into the Creative City Strategy, which is still in planning stages. This is due for completion early 2019.
Implement Ballarat Strategy headline actions, including Urban Forest Strategy	Council adoption of Urban Forest Strategy	In progress	Draft Urban Forest Strategy under development, expected to be released for public feedback early 2019.
Implement Ballarat Strategy headline actions, including Growth Front Plan	Complete Ballarat Long Term Growth Options Investigation Plan	In progress	Currently preparing to run a planning scheme amendment to commence in 2019.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Implement Ballarat Strategy headline actions, including the 10 Minute City (Cycling Action Plan)	10 Minute City (Cycling Action Plan) implemented	In progress	\$9.3 million secured from the Transport Accident Commission for implementation of the 10 Minute City (Cycling Action Plan). Victoria Park connections and other priority sections commenced construction.
Complete Miners Rest, Buninyong and Warrenheip township plans	Township plan for Miners Rest complete	In progress	Miners Rest Township Plan complete and being presented to Council on 12 December 2018 for consideration for adoption.
Complete Miners Rest, Buninyong and Warrenheip township plans	Township plan for Buninyong complete	In progress	Extensive preliminary consultation program underway.
Complete Miners Rest, Buninyong and Warrenheip township plans	Township plan for Warrenheip complete	In planning	Yet to commence.
Advance major projects, including Ballarat West Employment Zone future stages	Ballarat West Employment Zone future stages advanced	In progress	Annoucement of four new Ballarat West Employment Zone tennants.
Advance major projects, including Ballarat Freight Hub	Ballarat Freight Hub advanced	In progress	Continuing to advocate to the State Government for funding to include rail in the Ballarat Freight Hub.
Advance major projects, including Ballarat Innovation Centre	Ballarat Innovation Centre advanced	In progress	Seeking and confirming opportunities to launch stage one of the Ballarat Innovation Centre.
Advance major projects, including Waste to Energy Facility	Waste to Energy Facility advanced	In progress	Heads of Agreement signed with MRCB. Feasibility study underway.
Advance major projects, including Ballarat Aviation Emergency Services Hub	Ballarat Aviation Emergency Services Hub advanced	In planning	Lobbying of government continues. Funding application with Federal Government unsuccessful.
Meeting timelines, budget and quality measures	Satisfy Local Government Act requirements in regards to budget adoption, council plan and annual statement	In progress	As per the Local Government Act, the City of Ballarat is meeting timelines in regards to budget adoption, council plan and the annual statement.



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Advance major projects, including Latrobe Street renewal (current Ballarat Saleyards site)	Latrobe Street renewal (current Ballarat Saleyards site) advanced	In progress	Extensive preliminary consultation underway.
Advance major projects, including Her Majesty's Theatre redevelopment	Her Majesty's Theatre redevelopment advanced	In progress	Works underway for main contract to renovate Her Majesty's Theatre. AW Nicholson is the sucessful contractor.
Advance major projects, including Ballarat Fernery redevelopment	Ballarat Fernery redevelopment advanced	In progress	Resicare appointed as builders for Ballarat Fernery development.
Advance major projects, including Victoria Park Master Plan	Victoria Park Master Plan initiatives progressively implemented	In planning	Planning is currently underway to determine the most appropriate Victoria Park location for various upgraded facilities for numerous sports including soccer, cricket, cycling and possibly hockey. Funding for soccer, and associated community change rooms and social amenities, has been sourced through the Sport and Recreation Victoria Infrastructure Loans scheme. Works are proposed to commence in 2019/20.
Advance major projects, including Victoria Park Master Plan	Victoria Park Master Plan initiatives progressively implemented	In planning	Through Council's successful application to the Sport and Recreation Victoria Sporting Infrastructure Loans scheme, a major soccer pitch and lighting investment, along with the development of a major community hub, has been identified as a Victoria Park priority project. The Sport and Active Living team has commenced planning for the project, which will be delivered in the 2019/20 financial year.
Apply for an integrated funding model through the Federal Government's City Deals and Smart Cities and Suburbs programs	City Deals and Smart Cities and Suburbs applications submitted	Complete	Council was successful in obtaining funding through the Smart Cities and Suburbs Program. Council secured \$350,000 to deliver a citywide data platform, public Internet of Things network and a 'Digital Living Lab' at the Lake Wendouree precinct.
Develop Ballarat as a digital transformation and ICT leader	Progress of Digital Strategy	In progress	The Digital Strategy delivery continues to progress. Recently completed actions include securing \$100,000 through LaunchVic for a Startup and Entrepreneur program across the city, securing \$350,000 to deliver Smart Digital Initiatives across the city, and the continued delivery of our online forms.



WHAT WE PLAN TO ACHIEVE

GOAL: SUSTAINABILITY

Protect, maintain and enhance our built and natural assets

We will plan for growth to ensure our community's infrastructure and natural environment are protected and improved, and our city's connectivity is sustainably enhanced.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Complete and deliver the Ballarat Integrated Transport Action Plan	Ballarat Integrated Transport Action Plan delivered	In progress	Mode specific Action Plans are under development and progressing towards a draft for community feedback.
Complete the Ballarat Link Road to the Glenelg Highway	Ballarat Link Road to the Glenelg Highway delivered	In planning	Pending State Government funding commitment.
Deliver enhanced flood protection for Ballarat	Flood protection for Ballarat enhanced	In progress	Six of the eleven Ballarat catchments have been flood mapped to draft format. The remaining five will be completed by the end of 2018. Public consultation will allow the reports to be finalised in early 2019, followed by a planning scheme amendment. Charlesworth Street and the Gong Dam remediation works are going to design tender.
Deliver Ballarat Strategy headline actions, including Waste to Energy project	Waste to Energy project delivered	In planning	Heads of Agreement signed with MRCB. Feasibility study underway.
Deliver Ballarat Strategy headline actions, including a Ballarat Integrated Water Management Plan	Ballarat Integrated Water Management Plan delivered	In progress	Focus has been on three priority projects. Completed business case for expansions to Ballarat North Class A Water supply network, stormwater harvesting at Delacombe in the Ballarat West Urban Growth Area, and a refresh of the Yarrowee River Master Plan. Prospectus submitted to State Government and multiple funding avenues being explored.
Deliver Ballarat Strategy headline actions, including Renewable Energy Action Plan initiatives	Renewable Energy Action Plan initiatives delivered	In progress	The Renewable Energy Action Plan is in draft form, with an anticipated January/February 2019 release.
Deliver Ballarat Strategy headline actions, including beautification of entrances and boulevards	Beautification of entrances and boulevards complete	Complete	Beautification of entrances and boulevards complete.
Deliver a sustainable approach to environmental management by working with community stakeholders: Central Victorian Greenhouse Alliance Action Group	Central Victorian Greenhouse Alliance Action Group partnership established	In progress	Planning stages commenced for LED fit of street lighting and a business case is being developed for bulk buy electric vehicles in local government and other Victorian public sectors.
Deliver a sustainable approach to environmental management by working with community stakeholders: Central Victorian Greenhouse Alliance Action Group	Central Victorian Greenhouse Alliance Action Group partnership established	In progress	Central Victorian Greenhouse Alliance Action Group partnership established.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Deliver a sustainable approach to environmental management by working with community stakeholders: catchment management and landcare groups	Catchment management and landcare groups partnerships established	In progress	Catchment management and landcare groups partnerships established.
Deliver a sustainable approach to environmental management by working with community stakeholders: Clean Ballarat	Clean Ballarat partnership established	In progress	Clean Ballarat partnership established.
Deliver a sustainable approach to environmental management by working with community stakeholders: Regional Sustainability Alliance Ballarat	Regional Sustainability Alliance Ballarat partnership established	In progress	Regional Sustainability Alliance Ballarat partnership established.
Develop a state-of-the-art animal shelter for Ballarat and the region	State-of-the-art animal shelter developed	In progress	No funding has been allocated for this project. Officers continue to lobby for this project and will update Councillors quarterly.
Increase government funding for maintaining core assets such as roads, bridges and drainage	Government funding for maintaining core assets increased	In progress	A \$1 million grant was approved for the construction of the Gillies Road and Kennedy's Road roundabout through the Rural Roads Program Round 1 funding. A further \$1.5 million application will be made in 2019 for Round 2. An \$80 million commitment was made from the State Government during the recent election campaign for Ballarat Link Road Stage 2 construction. This commitment is pending.
Develop a waterway enhancement program in conjunction with catchment management and water authorities	Waterway enhancement program developed	In progress	Waterway enhancement program developed.



WHAT WE PLAN TO ACHIEVE GOAL: ACCOUNTABILITY

Provide strong and decisive leadership, and transparent governance

We will provide open and transparent decision making, and lobby and improve our relationships with all levels of government to enhance our ability to deliver key projects and initiatives.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Advocate for Ballarat's priorities and enhance the city's reputation as the capital of Western Victoria.	Advocacy for Ballarat's priorities undertaken	In progress	Advocacy continued at state and federal level with particular focus on pre-Victorian election activities including the launch of the Save Her Majesty's Campaign, Ballarat Now and Into the Future Campaign and several meetings with Victorian MPs and candidates across all major Council projects and initiatives.
Provide strong regional leadership and membership of peak bodies and organisations to maintain Ballarat's standing as a leading regional city	Membership of peak bodies and organisations	In progress	The City of Ballarat is a member of various industry bodies, State and Federal Government groups, regional groups and the private sector. This includes Municipal Association of Victoria, Committee for Ballarat, Australian Local Government Association, Regional Cities Australia, Regional Cities Victoria and Central Highlands Councils Victoria. The City of Ballarat is also a World League of Historical Cities board member.
Engage and communicate with our community and other stakeholders	Engagement activities conducted	In progress	Successful engagement process completed via Engaging Communities Program (ECP) in Wendouree and Mount Pleasant. Launch of Mount Pleasant Reserve upgrades (September) and Montgomery Street Reserve (November). Launch of ECP in Ballarat East proposed for November. Local neighbourhood engagement process underway with residents in and around Wall Street, Sebastopol.
Reduce unnecessary regulations and advocate for the removal of regulatory burdens from other tiers of government	Advocacy for the removal of regulatory burdens from other tiers of government undertaken	In progress	Council continues to take interest in and advocate for improvements in this space.
Implement the Digital Strategy, better utilise innovative online engagement tools and make our information and data accessible to our community and stakeholders	Digital Strategy implemented	In progress	Council continues to implement the Digital Strategy. We continue to deliver community engagement initiatives through our MySay platform. Our Open Data program continues to evolve with the adoption of a Open Data Policy, Smart Cities Framework and delivery of public data via data.gov.au
Investigate and deliver shared local government services within the region	Shared local government services delivered	In progress	Council is actively pursuing opportunities to deliver shared government services across Central Highlands Councils Victoria's participating councils.

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Review business operations to drive financial and service improvements	Financial and service improvements	In progress	Council has finalised service profiles for the 2018/19 financial year. Continuous improvement projects currently underway include the 'Better Approvals Program' - making it easier for customers to open a business in the city - and 'Awesome Ballarat' - improving planning services through process improvement and use of new digital platforms, along with investigating the use of virtual and augmented reality for planning engagement.
Address gender equity and inclusion in all Council plans and strategies	Establishing a Gender Equity Strategy	Complete	Council launched its Gender Equity Strategy of 50/50 by 2020 and accompanying Action Plan in August 2018. This strategy is focused on what we need to do to improve gender equity within our organisation. The plan is available for viewing on Council's website.
Reduction in administrative, compliance and delay costs greater than the Victorian average (Source: Department of Treasury and Finance, Red Tape Reduction Program)	Improve efficiency of process and practices per department	In progress	Council has delivered service profiles for the 2018/19 financial year. Continuous improvement projects continue to be embedded within the organisation, including our 'Better Approvals' and 'Awesome Ballarat' projects.
Number of opportunities for the community to engage with the City of Ballarat and Council annually	Community engagement activities conducted	In progress	Final meetings of 2018 held in both Wendouree and Mount Pleasant. Both reference groups are finalising project priorities.
Annual improvement of lobbying strategies for key projects	Lobbying strategy for key projects improved	In progress	Council's lobbying efforts leading into the State Government election have been significant and successful. This will continue into the Federal election in early 2019.





10.6. ADOPTION OF REVISED 2018/19 BUDGET

Division: Business Services

Director: Glenn Kallio

Author/Position: Glenn Kallio - Director Business Services

OFFICER RECOMMENDATION

Council resolves:

1. No submissions were received in respect to the Draft Revised 2018/19 Budget.

- 2. Pursuant to Section 130 of the *Local Government Act 1989*, to accept the Draft Revised 2018/19 Budget and Strategic Resource Plan 2018/22.
 - 2.1 Discloses that as at 30 June 2018 the total amount borrowed by Council is \$43.7 million
 - 2.2 Proposes that the total amount proposed to be borrowed during the financial year other than borrowings to refinance loans is \$10 million
 - 2.3 Projects that \$1 million will be redeemed during the financial year;
 - 2.4 Projects that as at 30 June 2019 Council borrowings will total \$52.7 million
 - 2.5 Projects that the cost of servicing the borrowings during the financial year will be \$2 million.
 - 2.6 Proposes that rates in the dollar for each type of rate to be levied for the 12 month period from 1 July 2018 to 30 June 2019 are:

TYPE OF RATE	RATE IN THE \$ ON CIV
Residential	0.004159 cents
Commercial	0.010764 cents
Industrial	0.011432 cents
Rural Residential	0.003630 cents
Farm	0.002858 cents
Recreation - 1	0.003248 cents
Recreation - 2	0.011432 cents

- 2.7 Proposes that no municipal charge be declared; and
- 2.8 Proposes that a Service Charge of \$339.51 per service be levied for the 12 month period from 1 July 2018 to 30 June 2019 on residential and other permitted properties for the collection, removal and disposal of refuse and recyclables where the service is provided.
- 2.9 Proposes that a Service Charge of \$68.23 per service be levied for the 12 month period from 1 July 2018 to 30 June 2019 for collection, removal and disposal of greenwaste on all residential properties with a detached house (including houses and granny flats and bungalows) on land sized between 250m2 and 4,000m2, where the service is provided.

- i) Properties eligible for a greenwaste service may apply for additional service(s) subject to approval by Council's Waste Services Unit.

 Any additional service(s) will be charged an additional Greenwaste Service Charge.
- ii) Properties that do not meet the criteria for a Greenwaste service may apply to opt into the service provided that the property is located on an existing collection route. Applications to opt in to such service will be subject to approval by Council's Waste Services Unit.
- 3. In accordance with the provisions of section 171 of the *Local Government Act* 1989, Council will waive \$90.00 of the Rates levied for the 2018/19 on properties were the ratepayer:
 - a) Is an eligible recipient within the meaning of the *State Concessions Act 2004* and has qualified for a waiver under section 171(4) of the Local Government Act, and,
 - b) Who lives alone in their own home and is solely responsible for the payment of rates and charges on that property.

The objective of this waiver is to provide assistance to Pensioners who are the sole ratepayer and are recipients of the pension.

4. In accordance with the provisions of section 171 of the *Local Government Act 1989*, Council will waive the Rates levied for the 2018/19 year on properties where the property is classified as Recreational 1 for rating purposes.

The objective of this waiver is to provide financial assistance to those sporting and recreational clubs that are required to pay rates.

EXECUTIVE SUMMARY

This report addresses the legislative requirements for Council to formally adopt the Revised 2018/19 Budget and Strategic Resource Plan 2018/22 for the City of Ballarat.

RATIONALE

Pursuant to the Victorian *Local Government Act 1989* (the Act), a Council must prepare a revised budget if circumstances arise which cause a material change in the budget and which affects the financial operations and position of the Council

Council has been successful in securing a low-cost loan through the state government's \$100 million Community Sports Infrastructure Loans Scheme, receiving \$10 million in loan funds.

The successful loan allows the City of Ballarat to implement a critical \$16 million sporting infrastructure investment over the next two years, bringing forward planned works scheduled for the next five years. As the loan allows the bringing forward of future works, the repayment of the loan will be made from those budget allocations in future years that were set aside to complete these works.

This multi-million-dollar boost will fast-track 32 sporting infrastructure projects across 20 different clubs in 15 different sports at 18 separate venues – benefiting more than 4,500 participants. Projects to be completed cover:

- · Lighting projects
- Irrigation, drainage, and pitch upgrades,
- Female Friendly facilities
- Modular Facilities
- Bowls facilities

The \$10 million loan will be repaid over a 10 year period, funding for the repayments will be made from the reduction in the Recreation Capital Works budget resulting in a nil effect on Council Long Term Financial Strategy.

Following the formulation of the 2018/19 revised budget, Council placed the 2018/19 revised budget on public display for comment for a period of 28 days. During the exhibition period no submissions were received.

This report also includes detailed information about the rates and charges to be levied and other financial information which Council requires in order to make an informed decision about the adoption of the budget.

The revised budget includes consideration of several long term strategies to assist Council in considering the Budget in a proper financial management context. These include:-

- Strategic Resource Plan for the years 2018 to 2022;
- Rating Strategy; and
- Borrowing Strategy.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

The financial operations are conducted within the financial policy framework of Council and the financial 2018/19 Revised Budget is prepared in accordance with the appropriate regulations, legislation and Australian Accounting Standards.

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	No
Social/Cultural	No	No
Environmental/Sustainability	No	No
Economic	No	No
Financial/Resources	Yes	Yes
Risk Management	No	No
Implementation and Marketing	No	No
Evaluation and Review	No	No

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

Financial/Resources – It is considered that all financial implications are covered within the 2018/19 Revised Budget.

CONSULTATION

The 2018/19 Revised Budget has been prepared by Council and has been on public exhibition pursuant to Section 223 of the *Local Government Act 1989*.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

Nil

ATTACHMENTS

- 1. Revised Budget Explanation Draft [10.6.1]
- 2. CoB Budget 2018 19 Revised Draft [10.6.2]
- 3. SRP Draft Revised 1819 [10.6.3]



2018/19-22 Revised Budget Explanation Document













2018/19 Revised Budget

Revised Budget

1. Reason for a Revised Budget

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2018/19 Revised Budget

2. Carryovers

In addition to the inclusion of the proposed borrowing of a \$10 million loan from the state government, carryovers that were adopted by Council in August 2018. The list of carryovers are:

Project Name	Amount
Strategic Planning Project	7,500
Local people, local stories: Ballarat and the First World War	9,000
HUL Ballarat - MADE	16,193
Best Start	8,871
Supported Playgroups	146,968
MCH	10,750
right@home	4,998
Vulnerable Persons Initiative - Immunisation	4,000
Enhanced MCH - Clincial Supervision	291
Public Art Program	103,057
Civic Hall Redevelopment Project	3,734,029
Art Gallery Ballarat	39,974
Engaging Communities Program	232,895
Deaf Access	20,740
UMM	19,406
Scotchmans Lead Road Bridge (Franklin Bridge)	775,000
Roads to Recovery	429,840
Ball West Employment Zone Stage 2	4,241,996
Wendouree Sports & Events Centre	6,551,269
Sebastopol Library	2,056,382
Fernery	1,209,282
Lucas Community Hub	20,753
HMT Conservation Works	1,184,028
Social Infrastructure Capital Impro Project	797,683
Town Hall - Living Heritage	97,500
Marveloo	44,296
CBD Parking Action Plan Project	1,500,000
Victoria Grant Commission	6,735,139
BALC Assets & Equipment	163,755
IT Infrastructure Strategy	1,485,711
Desktop Replacement Program	845,156
Landfill Upgrade	235,791
IT System Development	2,111,552
Lake Wendouree Infrastructure Works	123,349
Girrabanya Upgrade	368,850
SSRIP Safer Cyclist & Pedistrian	325,017
Eureka Centre Equipment	14,629
DCP Construction	5,084,071
Recreation Capital Improvement	930,948
Art Gallery Ballarat -	176,014
Art Gallery Ballarat - Capital	39,974
	A4 EEA 600
	41,554,629



CITY OF BALLARAT

Revised Budget 2018/19









MESSAGE FROM THE MAYOR OF BALLARAT

This year's budget is the second budget for this Council's four-year term and has been produced in line with our Council Plan 2017-2021. Both documents are guided by our four goals: Liveability, Prosperity, Sustainability and Accountability.

We proudly present here a budget that delivers outstanding community projects, such as the new Sebastopol Library, emergency restoration works at Her Majesty's Ballarat, and the new Ballarat Sports and Events Centre.

It provides for the continued delivery of frontline community services that we pride ourselves on – the upkeep of our many beautiful parks and gardens, exceptional festivals and events, active ageing, and vital family and children's services, supporting the vision we have for Ballarat as a better place for all.

Importantly, this budget also allows for asset maintenance and renewal across the city. This includes roads and bridges, footpaths, recreational capital improvements, drainage and more.

The Council Plan sets the vision, priorities and outcomes for Council's term and guides the annual budget, which determines the projects, services events and other initiatives that will be funded and delivered in the upcoming financial year.

As you will no doubt be aware, our budgets must now be developed within the restrictions of rate capping and continued cost shifting by the State Government. We must keep our average rate increase within the cap set by the Minister for Local Government – 2.25 per cent for 2018/19, while trying to deliver more with less.

We continue to review each and every area of our business to ensure we are providing the very best value to you, the ratepayer, but also maintaining the exceptional level of service we have come to pride ourselves on and that our communities have rightly come to expect.

The maintenance of our infrastructure under these financial constraints is an ongoing battle. It requires a long-term vision based on sound evidence and careful financial management, in line with the needs and desires of our community. This year, Council has recommenced increasing available funding for core infrastructure funds by 2 per cent, in line with future CPI forecasts.

There is no doubt that we face significant and ongoing challenges when it comes to the funding of local government, but the future of Ballarat remains bright. You can rest assured that this Council will continue to work hard to build a proud city that is bold, vibrant and thriving.

Cr Samantha McIntosh



MESSAGE FROM THE CEO

We all know that the creation of the annual budget is one of the most important tasks a council must undertake. Each year we are faced with the financial realities of maintaining our vibrant city – its assets, services and infrastructure with which we are entrusted.

Preparing a budget for a municipality of our size is not a simple task. We are not like a regular business that creates revenue by selling a product. We are the custodians of \$1.9 billion worth of assets and in the pages that follow, you will see the \$214.5 million operating revenue that we must work with to maintain them all, and to deliver the 80-plus services we provide for the residents and visitors of our glorious city.

The 2018/19 Budget will deliver exceptional outcomes for Ballarat that reflect the commitments of the Council Plan 2017-2021. These will improve the quality of life for our community, advance our economic position as the capital of Western Victoria, and protect, maintain and enhance our built and natural assets.

The State Government-imposed rate cap continues to impact on our ability to conduct our day-to-day business. The rate cap saves every resident about the cost of one coffee a week but means we have a shortfall of \$298 million over 10 years – that's \$298

million that should be spent on key projects and services that people in Ballarat tell us they want, such as the Ballarat Link Road, Lake Wendouree lighting, and securing the long-term future of Her Majesty's Ballarat.

Instead, we must turn to State and Federal Government to fund vital projects that ensure our city's prosperity and future.

Although the challenges persist for local government, we remain the closest tier of government to the community and as such, our commitment to you – Ballarat – prevails and endures. We look forward to working with and for you as we deliver the 2018/19 Budget.

Justine Linley

HOW IS THE 2018/19 BUDGET STRUCTURED?

As always, a number of challenges faced Council in formulating the 2018/19 Budget. Council was aware of the financial pressures on the community and the financial liabilities facing the Council. Future growth, the delivery of services required by the community, and the maintenance of community assets were all taken into consideration.

Each year, the demands placed on Council exceed the revenue available – 2018/19 is no exception.

In addition to the demand for projects, Ballarat West continues to grow and has brought forward another set of financial liabilities. Under the Developers Contribution Scheme, Council is liable for approximately \$48 million in infrastructure in dealing

with that growth. The majority of the infrastructure required to be delivered will be due in the next 10 years but a significant amount of income due under the scheme is not expected to be received until the following 10 years.

Through reduced operational expenditure (\$19.6 million has been reduced over the next 10 years), and the revised cashflow of Council's Developers Contribution Scheme, future debt levels have reduced compared to last year's long-term financial strategy.

A revised borrowing strategy provides Council the ability to borrow for significant projects into the future.



BUDGET 2018/19 HIGHLIGHTS

Includes new projects, services, and the upkeep and renewal of assets

LIVEABILITY

Improve the quality of life : for our community

PROSPERITY

Advance our economic position as the capital of Western Victoria

SUSTAINABILITY : ACCOUNTABILITY

Protect, maintain and enhance our built and natural assets

Provide strong and decisive leadership, and transparent governance

\$4.2m

Recreational capital improvements

> \$2.6m Libraries

\$1.5m

Family and Children's Services

\$1.3m

Maternal and Child Health

\$1.4m

Recreational and sporting facilities

\$842k

Older Persons Program

\$632k

Bicycle paths and related projects

\$3.9m

Arts and culture (festivals, events, etc)

\$5m

(contribution) **Ballarat West Employment Zone**

\$5m

(contribution) **Ballarat Sports** and Events Centre

\$2.7m

Tourism services

\$1.5m

Economic Development program

\$7.3m

Her Majesty's emergency works \$13.1m

Parks and gardens

\$13.8m

Waste collection

\$11.3m

Roads and bridges

\$2.8m

Sebastopol Library completion

\$1.4m

Fernery redevelopment

\$827k

Drainage projects

\$550k

Footpaths

Rates capped at 2.25%

\$2.5m

Safety and risk

\$783k

Financial services and management

\$682k

Advocacy and lobbying

2018/19 BUDGET ON A PAGE

A PROUD CITY THAT IS BOLD, VIBRANT AND THRIVING

Government and Financina

- \$3.9m Statutory fees and fines
- **\$24.3m** User fees
- **\$22m** Grants (operating)
- \$13.6m Grants (capital)
- **\$7.1m** Contributions
- \$1.8m Interest
- \$3.8m Other receipts
- **\$3.1m** Borrowings
- \$0.3m Sale of assets

\$80m

Community and Ratepayers

(105,328 people)

- Rates
- Charges
- Waste charges
- 2.25% rate cap



How Ratecapping Affects You

The rate cap saves each resident about the cost of 1 coffee per week. The rate cap gap leaves a shortfall of \$298m over 10 years.

EXPENDITURE

\$205.5m



Materials



- \$65.7m Capital
- \$2.5m Other payments
- \$6.1 m Repayments and finance

1,100 Staff

The City of Ballarat employs 1,100 staff across its 80+ services.

Enables 80+ services and 120+ projects

- We are the custodians of \$1.9 billion-worth of community assets.
- We should be spending \$83.4 million per year just to sustain what we have.
- We can only afford to spend \$43.4 million each year – which means a gap of \$40 million each year.
- We have planned to borrow \$3.1 million in 2018/19 for essential community projects.
- We have a current capital and projects list of almost 220 projects representing \$1.3 billion of required investment.
- Without significant state and federal government investment we will struggle to meet either our vision or our purpose. We need a better share of the tax dollar.

RATE INCREASES

After rate capping was lifted in 1998, the City of Ballarat averaged a rate rise of 5.4 per cent annually. During that time rates ranged between 3 and 7.5 per cent. The consistent changing of rates in the past made it difficult to plan for the future.

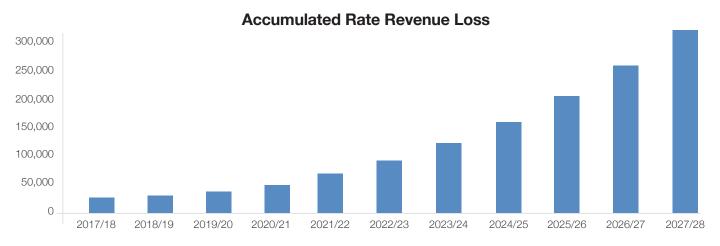
As a result, in 2015/16 Council adopted a rating strategy containing rate increases of 5.5 per cent, with the commercial rate being 2 per cent lower to bring it into line with acceptable levels.

In the 2016/17 financial year, the State Government re-introduced rate capping. The cap for the first year was set at 2.5 per cent, 2 per cent in 2017/18, and 2.25 per cent in 2018/19.

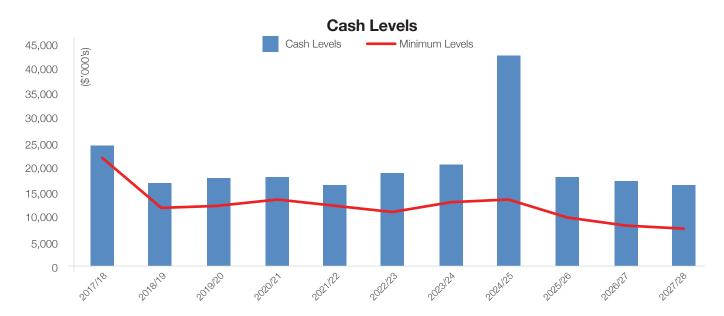
Rate capping severely limits Council's ability to plan financially into the future. Council's long-term financial strategy has been formulated with a future rate increase of 2 per cent. Council's future financial plan is very conservative in relation to service delivery and capital works expenditure.

The table below indicates the loss in rate revenue from the predicted levels in the 2015/16 Financial Strategy compared to the 2018/19 Financial Strategy.

Rate Revenue Loss	2017/18 Forecast ('000)	2018/19 Year 1 ('000)	2019/20 Year 2 ('000)	2020/21 Year 3 ('000)	2021/22 Year 4 ('000)	2022/23 Year 5 ('000)	2023/24 Year 6 ('000)	2024/25 Year 7 ('000)	2025/26 Year 8 ('000)	2026/27 Year 9 ('000)	2027/28 Year 10 ('000)
2018/19 Financial Strategy - Rate Income	110,245	115,761	119,813	124,006	128,346	132,838	137,487	142,299	147,279	152,434	157,769
2015/16 Financial Strategy - Rate Income	111,707	119,526	127,893	136,910	146,562	156,894	167,955	179,796	192,472	206,041	220,567
Rate Revenue loss per year	(1,462)	(3,765)	(8,080)	(12,904)	(18,216)	(24,056)	(30,468)	(37,497)	(45,193)	(53,607)	(62,798)
Accumulated Rate Revenue loss per year	(1,462)	(5,227)	(13,307)	(26,211)	(44,426)	(68,482)	(98,951)	(136,448)	(181,641)	(235,248)	(298,045)



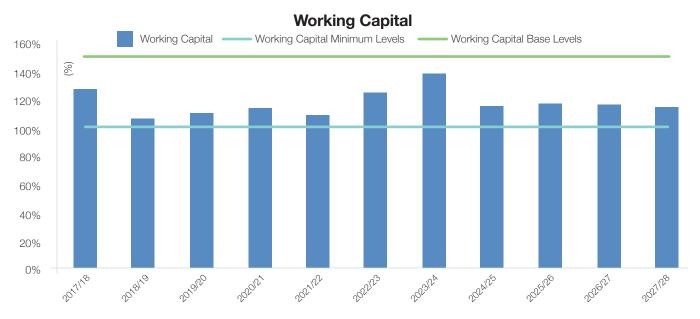
The significant loss in revenue over the 10 years provides Council with many challenges. Council must continually review the organisation's operations – not only to cover this loss of revenue but also to cater for the demands that will occur as a result of the growth in the west of the municipality.



Council receives the majority of rate revenue from January to March each year. For the first six months of the year, a council will have net outflows for that period. In order not to operate within a bank overdraft, and to be able to deliver essential services and capital projects, the City of Ballarat is required to have a set amount of funds available at 30 June each year.

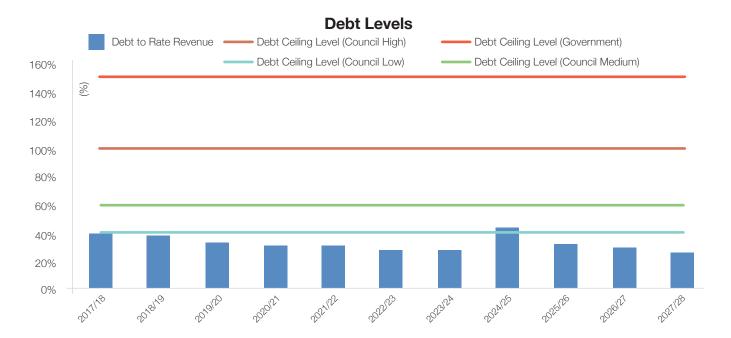
The red line on the graph above indicates the levels of cash required each year. The blue bar indicates the expected level of actual cash to be held each year.

In addition to minimum levels of cash required, City of Ballarat must ensure that sufficient levels of working capital are available at all times, the minimum levels being 100 per cent.



Though the State Government low-risk levels are set at 150 per cent, the City of Ballarat considers that this requires them to hold excessive levels of cash.

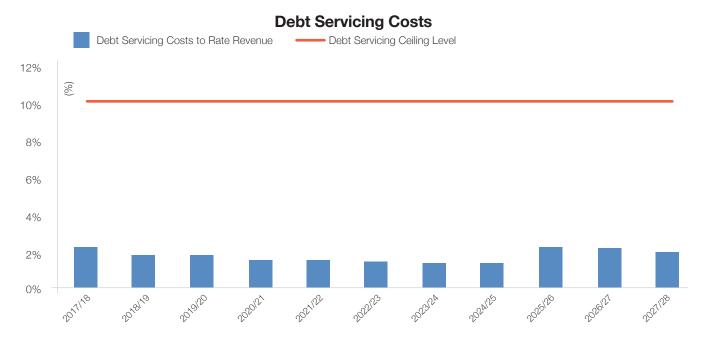
The City of Ballarat formulates the budget to hold minimum levels of cash that will maintain the working capital levels at above 100 per cent.



The State Government has set an indicator of maximum levels a council may borrow. This is represented by the red line on the graph above. As can be seen, the City of Ballarat's total debt levels are significantly lower than the debt ceiling levels.

Is the City of Ballarat debt excessive?

To determine how much debt is too much, it is essential to compare debt levels to total debt, level of debt to rate revenue, and debt to total revenue, in comparison to the average household which is approximately 180 per cent in December 2013. (Source: Australian National Accounts: Financial Accounts, December Quarter 2013 (ABS cat. no. 5232.0); Australian National Accounts: National Income, Expenditure and Product, December Quarter 2013 (ABS cat. no. 5206.0)) In comparison, the City of Ballarat's debt, at the maximum level, compared to rate revenue will be 43 per cent in 2024/25

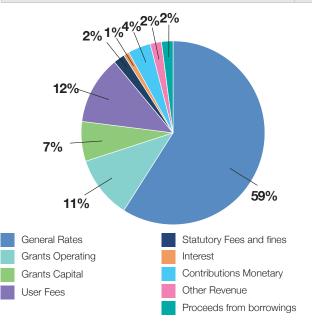


The State Government has set an indicator of maximum levels of debt servicing costs to revenue that a council may incur, providing another target to ensure debt levels remain at appropriate levels.

Again, the target set by the State Government is identified by the red line in the graph above. It can be seen that the City of Ballarat is well under the ceiling levels set by State Government, with debt servicing costs being maintained at levels of approximately 2 per cent or 2 cents per every dollar of rate revenue.

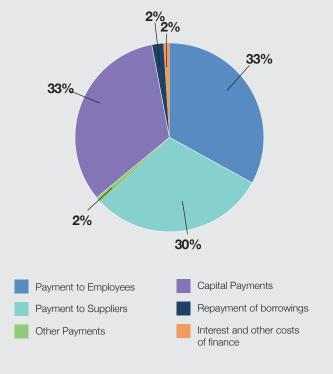
Where Does The Money Come From?

CASH IN	Budget 2018/19 \$'000
General Rates Income from general property rates and waste collection fees, collected from properties across the municipality.	115,182
Grants Operating Grants given to Council to fund operations. Includes grants for services such as home support, immunisation, family day care, school crossing supervisors, and so on.	22,009
Grants Capital Grants given to Council to fund specific capital projects. Includes blackspot funding, Roads to Recovery, sport and recreation grants, and more.	13,561
User Fees Fees paid by the user to access individual Council service.	24,270
Statutory Fees and fines Fees and fines set by the State Government, collected by Council for statutory services such as planning.	3,939
Net GST Refund Net funds received in relation to the Goods and Services Tax.	0
Interest Interest earned on Council's investments	1,803
Reimbursements Income received from other bodies that Council has carried out works on behalf of.	0
Contributions Monetary Contributions received on behalf of third parties to contribute to projects. This mainly occurs in the delivery of major sporting projects.	7,056
Other revenue Miscellaneous revenue that cannot be categorised in another category.	3,770
Trust Funds Funds held by Council on behalf of third parties	0
Fire Services Levy State Government levy collected by Council on behalf of the State Government.	0
Sale of Assets Funds from the sale of Council assets.	300
Investments Money received from any Council investments.	0
Loans and Advances Money received from any loans or advances made by Council.	0
Proceeds from borrowings Funds received from the raising of new loans.	3,073
	194,963



What Is The Money Spent On?

CASH IN	Budget 2018/19 \$'000
Payment to Employees Payment of salaries and wages to City of Ballarat employees.	67,190
Payment to Suppliers Payment to suppliers of materials and services to the City of Ballarat.	61,025
Other payments Miscellaneous payments made that cannot be categorised in another category.	2,498
Capital Payments Payments made for the delivery of capital projects	65,672
Loans and Advances Payments made for any loans or advances Council has made.	0
Repayment of superannuation Payments made to the Local Government Superannuation Scheme	0
Repayment of borrowings Repayment of Council loans	4,073
Interest and other costs of finance Payments made that have occurred in the borrowing of loan funds. These are usually interest on loans.	2,000
	202,458



LINK TO COUNCIL PLAN

Section 127 of the *Local Government Act (1989)* requires councils to identify Key Strategic Activities for the financial year and performance targets and measures in relation to each key strategic activity. Councils must also describe the activities and initiatives to be funded in the budget.

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the City of Ballarat in identifying community needs and aspirations through the Council Plan and Annual Budget, and then holding itself accountable via the Annual Report.

Planning and Accountability Framework

The Annual Budget has been developed within an overall planning framework which guides the City of Ballarat in identifying community needs and aspirations over the long-term (Ballarat Strategy), medium term (Council Plan), short-term (Annual Budget), and then holding itself accountable (Audited Statements).

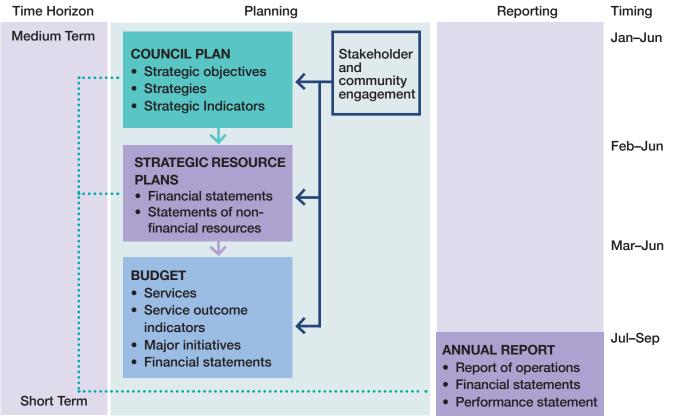
The Strategic Resource Plan, which is created alongside the Budget, summarises the financial and non-financial impacts of the objectives and strategies and determines the sustainability of these objectives and strategies. The Annual Budget is then framed within the Strategic Resource Plan, taking into account the objectives and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the strategic planning framework of the City of Ballarat.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.

The Council Plan is underpinned by the Ballarat Strategy, which is a plan for our city until 2040, that outlines the community's vision of a greener, more vibrant and connected Ballarat. The Council Plan is an important document that drives everything the City of Ballarat does over a four-year period. It sets the vision, priorities and outcomes for Council's term and it lists how progress will be measured.

The plan guides Council's annual budget, which determines the projects, services, events and other initiatives that will be funded and delivered in the upcoming financial year. Each year, the community has opportunities to have its say on Council's proposed budget. Council is held accountable for its progress on the Council Plan's outcomes through the City of Ballarat's Annual Report.

Council's delivery of the Council Plan ultimately contributes to the community's vision highlighted in the Ballarat Strategy.





OUR VISION

A proud city that is bold, vibrant and thriving.

WHAT THIS MEANS

Proud: Our feeling of achievement, gratification and self-respect – and in turn self-worth.

City: Our place, our community and our people.

Bold: We are a brave, courageous, confident, innovative, imaginative and hyphenate city.

Vibrant: Our city feels energetic, dynamic, and pulsating with life and activity. We are passionate about our place.

Thriving: Our city is flourishing, prosperous, progressive, robust, growing and developing.

OUR MISSION

Working together we create a better future for our city.

WHAT THIS MEANS

Work together – We are a conduit and are acting collaboratively to build strong relationships and alliances with those who support our belief.

Create – We bring into existence, generate, produce, initiate, develop and shape our city.

Better – We are continually improving and becoming more desirable. We are smart, one step ahead and exceeding as a city.

Future – We achieve our vision with a long-term perspective.

City - Our place, our community and our people.

OUR PURPOSE

We believe in making Ballarat a better place for all.

WHAT THIS MEANS

Believe – Our fundamental cause, our reason for being and what matters most.

Making – We are actively involved in turn creating a positive and lasting difference for our city.

Ballarat - Our city, our villages, our townships, our community and our people.

Better – We are continually improving and becoming more desirable. We are smart, one step ahead and exceeding as a regional city.

Place – We are proud of our city's beauty, identity, lifestyle and the fact it is a preferred regional destination.

For all – We are inclusive of everyone who lives, works, invests, studies and visits our city.

OUR GOALS

LIVEABILITY

Improve our community's quality of life

PROSPERITY

Advance our economic position as the capital of Western Victoria

SUSTAINABILITY

Protect, maintain and enhance our built and natural assets

ACCOUNTABILITY

Provide strong and decisive leadership, and transparent governance.

OUR SERVICES

The City of Ballarat delivers more than 80 services to the residents, ratepayers and visitors of municipality. We are committed to ensuring that these services are delivered in the most cost-effective and efficient way. The City of Ballarat continues to review its business operations to drive financial and service improvements to ensure we achieve the best outcomes for our local community. In the 2016–2020 City of Ballarat term, all Council services will be reviewed.

In 2018/19 we have changed the way we present these services in our budget. Each of our services is explained in detail, with the costs, revenue, customers and service level presented below. Relevant key service improvements are also detailed. The delivery of these services reflects the four goals set in our Council Plan 2017–2021 - Liveability, Sustainability, Prosperity and Accountability.

LIVEABILITY - Improve our community's quality of life.

The City of Ballarat understands the importance of a happy and connected community and is working to ensure Ballarat's quality of life remains a key attraction for locals and increasing numbers of new residents from metropolitan and other regional areas.

We will aim for:

- A welcoming, active and socially-connected city
- Healthy cultural life and creative expression
- · A city with multi-arts, culture and heritage
- Well-used public spaces for learning and social engagement
- Public sports and recreation facilities
- Safe and accessible community spaces and facilities

The following Liveability Council Plan actions will be delivered through the 2018/19 Budget.

Increase community participation through the implementation of the Social Infrastructure Program including projects at:

- Ballarat North Community Hub
- Brown Hill Community Hall
- Girrabanya Integrated Community Hub

Develop a learning city by delivering targeted programs and projects including:

- Construction of the Sebastopol Library and Community Hub
- Preparation of a feasibility study for the Wendouree Library and Community Hub
- Preparation of a co-design and feasibility study for the Central Ballarat and Wendouree libraries

Increase participation across all genders and sporting codes by continuing investment in the city's recreational assets including:

- Development of Ballarat Sports and Events Centre
- White Flat Recreation Reserve Master Plan and developing the reserve as Ballarat's home of women's football

Plan for sport participation over coming decades by reviewing:

- Ballarat Recreation and Active Living Strategy
- Ballarat Regional Tennis Strategy

Progress on the following Liveability Council Plan actions will continue through the 2018/19 Budget:

- Strengthen our city by making Ballarat a people and all-age friendly city via improved access, participation, inclusion and respect-based projects and programs
- Use community partnerships to create healthy and safe community places, and open spaces for passive recreation, including the development of a masterplan for a health and wellbeing precinct at the Wendouree Recreation Reserve
- Develop the social capacity of our senior residents
- Improve community safety through initiatives such as urban design, public awareness and projects such as CCTV
- Implement key actions from Municipal Health and Wellbeing Plan
- Plan for future growth through delivering sport and active living outcomes in Ballarat West
- Protect, recognise and promote Indigenous culture, heritage and place
- Create opportunities for young people to participate in decision-making
- Provide positive leadership to promote Ballarat as a Child Friendly City
- Follow a primary prevention approach to prevent violence against women and children as outlined in the Communities of Respect and Equality 2016-2020 plan, of which the City of Ballarat is a signatory
- Develop the capacity of our youth through a Positive Youth Development model

LIVEABILITY	2018/19			
Service	\$ Expense	\$ Revenue	\$ Net Cost	
Access and Inclusion	658,468	0	658,468	
Assessment	900,398	-948,242	-47,844	
Best Safe Start	144,279	-125,414	18,865	
Child Care Centres	2,994,790	-2,876,660	118,130	
Community Development	1,193,597	0	1,193,597	
Community Safety	125,720	0	125,720	
Community Safety Month	1,550	0	1,550	
Cultural Diversity	513,714	-145,882	367,832	
Customer Service	1,162,574	-118,552	1,044,022	
Emergency Management and Recovery	323,857	-169,747	154,110	
Family and Children's Services Programs	561,614	-500	561,114	
Family Day Care	2,614,480	-3,185,590	-571,110	
Fire Prevention	208,517	-56,100	152,417	
Grants	518,500	-5,000	513,500	
Home Support Program	4,377,886	-3,079,618	1,298,268	
Immunisation	503,337	-216,167	287,170	
Library Services	4,441,534	-1,790,607	2,650,927	
Major Sports Facilities	6,633,991	-5,154,236	1,479,756	
Maternal and Child Health	2,320,185	-1,059,792	1,260,393	
Meals on Wheels	699,826	-784,024	-84,198	
Parent Place	81,870	0	81,870	
Positive Aging	75,000	-5,000	70,000	
Social Research and Planning	106,700	0	106,700	
Sport and Recreation Projects	1,050,579	-211,000	839,579	
Supported Playgroups	294,048	-280,500	13,548	
Youth Services	669,041	-135,487	533,554	
Grand Total	33,176,055	-20,348,117	12,827,938	



LIVEABILITY SERVICES EXPLAINED

ACCESS AND INCLUSION

Service description

The City of Ballarat currently delivers programs in Rural Access and Deaf Access with funding from the Department of Health and Human Services. These programs seek to advocate for and support people with disabilities to fully participate in public life. The programs have played a key role in flagship access and inclusion projects such as the Inclusive Play Space at Victoria Park. A key component of the service delivery in this area relates to implementation of Council's Access and Inclusion Plan and co-ordination of Council's Disability Advisory Committee.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$658,468	\$0	\$658,468

REGIONAL ASSESSMENT SERVICE (RAS)

Service description

RAS is a clinical service as part of the My Aged Care national system for Older Persons. RAS staff determine, in consultation with residents, what service provision they need, both internally and externally provided, to remain living in the community safely and independently.

Service improvements for 2018/19

 Efficiencies in the service are being implemented to improve wait time for assessment. These include phone reviews, in office assessments, which eliminate travel time and costs. These have increased the number of assessments undertaken and decreased the cost to the program.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$900,398	-\$948,242	-\$47,844

BEST START

Service description

Ballarat Best Start program is a fully funded program supported by the State Government Department of Education and Training. This program is a prevention and early intervention program that aims to improve the health, development, learning and wellbeing of all children living within Ballarat from conception to transition to school.

Service improvements for 2018/19

 Service improvements are related to the primary outcomes that children participate in early childhood education (Kindergarten and Supported Playgroups) and children and families actively engage with MCH services, attending key ages and stages visits.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$144,279	-\$125,414	\$18,865

CHILDCARE CENTRES

Service description

This service includes Girrabanya Children's Centre (long-day childcare and kindergarten), Wendouree Children's Service (long-day childcare), and Occasional Childcare.

Service improvements for 2018/19

 Improved integration, asset management consolidation, excellence in education, building community connections, and increased online presence.

SERVICE EXPENSE	REVENUE	NET SERVICE COST	
\$2,994,790	-\$2,876,660	\$118,130	

COMMUNITY DEVELOPMENT

Service description

Community Development seeks to enhance opportunities for people to play an active role in community life and local decision-making. It also seeks to provide and facilitate key social and community-based initiatives that improve personal, physical and mental health of residents of all ages.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,193,597	\$0	\$1,193,597

COMMUNITY SAFETY

Service description

Community Safety provides leadership for the City of Ballarat in the areas of Health and Wellbeing, Social Policy and Community Safety. The team plays a representative role across the health and wellbeing sector working in partnership on a range of programs and initiatives. Key areas of this service include the analysis of data and evidence in program and policy formation, program scoping and bid writing, monitoring and evaluation of initiatives as well as the development and monitoring of Council's Municipal Public Health and Wellbeing Plan.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$125,720	\$0	\$125,720

CULTURAL DIVERSITY

Service description

Cultural Diversity supports diversity within the City of Ballarat and the community and provides direction for Council through a number of initiatives and programs including the implementation of the Intercultural City Strategic Plan 2017- 2021 and Reconciliation Action Plan, the Ballarat Multicultural Ambassador Program and supporting Ballarat Regional Settlement and Advocacy Committee and Council. To achieve the objectives of the Council Plan, there is potential that this program may involve international travel.

Service improvements for 2018/19

 Funding has been received from Regional Development Victoria to develop and implement the next stage of the CEEP (CALD education, employment pathways program). The IEP – Intercultural Education Pathways program delivery will start in July 2018.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$513,714	-\$145,882	\$367,832

CUSTOMER SERVICE

Service description

Customer Service seeks to assist community members, residents, ratepayers and visitors to engage with all City of Ballarat services. Customer Service provides a support service for all staff across the organisation through first point of external customer contact, including acting as a referral service to other organisations.

Service improvements for 2018/19

 Continued roll-out of digitisation technology to improve customer experience across the city and further rating and evaluation mechanism to review performance.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,162,574	-\$118,552	\$1,044,022

EMERGENCY MANAGEMENT

Service description

Emergency Management provides support and recovery assistance to those affected by emergencies in the community. As part of the process, significant local risk management and emergency planning is undertaken in partnership with a number of emergency related organisations to ensure that Ballarat and surrounding communities are well prepared for an all-hazards approach to emergency management.

Service improvements for 2018/19

• Improve working relationships with media and implement video educational tools.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$323,857	-\$169,747	\$154,110

FAMILY AND CHILDREN'S SERVICES

Service description

Family and Children's Services is responsible for provision, delivery and coordination of universal and targeted services to families and children in the Ballarat community. The strategic framework for this program is outlined in the Municipal Early Years Plan with governance via working groups.

Service improvements for 2018/19

 Quality improvement initiatives across program, in particular the Children's Journey project.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$561,614	-\$500	\$561,114

FAMILY DAY CARE

Service description

Family Day Care is a Commonwealth Government approved childcare service. It is home-based care, with a ratio of one early childhood educator to four pre-school aged children, and up to seven children in total. It offers family care - that is, siblings are cared for together, and care for school-aged children until the end of primary school and beyond in special circumstances.

Service improvements for 2018/19

- Transition to web-based children's services program will vastly improve administrative processes and practice, freeing up administrative resources.
- Providing improved service delivery for families and Family Day Care educators.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$2,614,480	-\$3,185,590	-\$571,110

FIRE PREVENTION

Service description

The Fire Prevention Team provides education, advice and prevention activities to better prepare the community. This service seeks to improve fire prevention across the city through awareness, education and the issuing of fire prevention notices. Identify City of Ballarat-managed land that may require fire mitigation works through fuel reduction burning or mechanical methods.

Service improvements for 2018/19

 Improve working relationships with media and implement video educational tools.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$208,517	-\$56,100	\$152,417

LIVEABILITY SERVICES EXPLAINED

Grants (Community Impact Grants)

Service description

The City of Ballarat's grants program provides funding to community groups, businesses, event organisers and other stakeholders to deliver quality programs, events, products and services which are of a benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City. See also 'Grants (Strategic Partnerships)' under the Accountability section.

Service improvements for 2018/19

 Further developing a single point of contact for the community to get information and advice about grant seeking and centralise the grants service to one unit within the City of Ballarat.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$518,500	-\$5,000	\$513,500

HOME SUPPORT PROGRAM

Service description

The Commonwealth Home Support Program is a multiactivity service for eligible residents 65 years and over funded through a contract with the Federal Government. The purpose of all activities is to keep older people as safe and independent in their own homes and currently supports 2,868 residents annually.

Service improvements for 2018/19

• External provider to deliver the domestic assistance activity to meet the high demand for this activity.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$4,377,886	-\$3,079,618	\$1,298,268

IMMUNISATION

Service description

Provision of government-funded whole of life immunisation program as outlined in National Immunisation Program (NIP) schedule. Vaccines provided by Department of Health and Human Services and administer by the City of Ballarat. It also includes the contract provision of NIP immunisation service provision to Golden Plains Shire and of commercial work-site flu vaccination clinics to interested parties.

Service improvements for 2018/19

 Internal service review during April to ensure program sustainability and viability.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$503,337	-\$216,167	\$287,170

LIBRARY SERVICES

Service description

There are three static public libraries located at Ballarat, Wendouree and Sebastopol. The City of Ballarat also provides library services to areas such as Delacombe, Miners Rest, Warrenheip, Learmonth and Ballarat East via 123 two library outreach vehicles.

Service improvements for 2018/19

- The Sebastopol Library and Community Hub is currently undergoing extensive refurbishment and redevelopment and will be open to the public in October 2018.
- Exploring opportunities for expanded digital learning hub at Sebastopol Library.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$4,441,534	-\$1,790,607	\$2,650,927

MAJOR SPORTS FACILITIES

Service description

The City of Ballarat manages and operates a number of significant regional and state level sporting facilities. Each of these facilities provide both entertainment and participation benefits for the Ballarat community and the broader region. Each of the facilities is unique in its nature, however a number of programs that operate at Ballarat Aquatic and Lifestyle Centre are also provided through commercial operators.

Service improvements for 2018/19

- Mars Stadium Improve spectator experience and commercial return for all parties.
- Ballarat Sports and Events Centre New facility due for completion in 2019.
- Ballarat Regional Soccer Facility Planning and scoping for improved undercover grandstand seating and longer term synthetic pitch replacement.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$6,633,991	-\$5,154,236	\$1,479,756

MATERNAL AND CHILD HEALTH (MCH)

Service description

Maternal and Child Health nurses undertake comprehensive assessments to review children's health, growth and development. Additionally, the City of Ballarat provides an Enhanced MCH service as an extension of the MCH program providing short term, flexible and intensive interventions where children 0-3 years are identified as 'at-risk' of adverse outcomes, and there is a presence of multiple family risk factors. Focus of the program is on strengthening parenting/carer capacity and to improve family wellbeing outcomes.

- Planned release of state guidelines for EMCH Program May 2018, with strengthened documentation of case planning/management, inter-agency collaboration, clinical supervision reporting and family outcomes.
- Business case proposal to include leadership role for Outreach MCH as area of high risk and liability.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$2,320,185	-\$1,059,792	\$1,260,393

PARENT PLACE

Service description

Parent Place is a free drop-in centre for parents and carers. Located in the CBD, Parent Place has change and feeding facilities in a toy-filled, friendly environment. The team at Parent Place (run by an educator with support from an energetic and passionate group of volunteers) provide general support and information about a range of Family and Children's Services, including childcare, kindergarten, playgroup, family day care, immunisation, Maternal and Child Health nurses and lactation consultant.

Service improvements for 2018/19

- A campaign to distribute posters and flyers to a range of service providers.
- Seeking out additional services to operate from the site, for example, Legal Aid.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$81,870	\$0	\$81,870

POSITIVE AGEING

Service description

The Positive Ageing service continues to advocate for and support seniors in our community. Key current projects include the award winning Memory Atlas project, work with seven Senior Citizens Centres, and planning for age-friendly spaces within place-based Masterplans. The City of Ballarat currently assists seven Senior Citizens Centres to operate across the city and meets with the Ballarat Seniors Citizens Association.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$75,000	-\$5,000	\$70,000

SOCIAL RESEARCH AND PLANNING

Service description

This service researches and plans for Health and Wellbeing, Social Policy and Community Safety. This includes the analysis of data and evidence in program and policy formation, program scoping and bid writing, monitoring and evaluation of initiatives. Also see Community Safety.

Service improvements for 2018/19

 Development of a Social Policy Framework will provide a logical coherent framework in relation to the City of Ballarat's role across all major social issues into the future.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$106,700	\$0	\$106,700

SPORT AND ACTIVE LIVING PROGRAMS

Service description

Sport and Active Living oversee the delivery of programs, develops policy and delivers capital projects in accordance with the Sport and Recreation policy. Key service areas

include sporting and active living infrastructure planning and delivery, strategic planning and participation for sport and active participation, sporting club support, management of major sport events, such as AFL events and oversight of sporting activities at Lake Wendouree.

Service improvements for 2018/19

- Implementation of a detailed review of the service conducted in 2017 providing effective delivering, increased services and outputs for the community.
- Lobby for investment in a Wendouree West Community Recreation Precinct.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,050,579	-\$211,000	\$839,579

SUPPORTED PLAYGROUPS

Service description

Supported Playgroups are funded through the State Government Department of Education and Training. The program aims to achieve improved outcomes to disadvantaged children to improve learning, development and wellbeing outcomes through improved parent-child interaction.

Service improvements for 2018/19

- Development of referral processes with Enhanced MCH service and right@home sustained nurse home visiting program – that is, families who are part of these programs are referred to supported playgroups and can elect to 'opt-out' only.
- Mapping of service delivery to ensure playgroups are delivered where need exists.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$294,048	-\$280,500	\$13,548

YOUTH SERVICES

Service description

Youth Services deliver a range of programs supporting youth development, leadership opportunities, gender equity and safe behaviours.

- Research and develop a range of social media and digital options to promote programs, initiatives and achievements of young people.
- Research and develop processes to capture attendance and statistical evidence of reach of program delivery and online platforms.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$669,041	-\$135,487	\$533,554

PROSPERITY - Advance our economic position as the capital of Western Victoria.

Ballarat is open for business and we are committed to advancing our economic position as the capital of Western Victoria, which means continuing to drive jobs and investment across the region.

The City of Ballarat has a clear strategy to deliver both major and community projects and will form project teams to ensure their delivery is both efficient and effective.

The City of Ballarat also has strong plans in place to advocate for State and Federal Government funding in light of challenges such as rate-capping and cost shifting.

We will aim for:

- Revitalised CBD and neighbourhood centres
- Planned population growth
- Increased investment and visitation
- A vibrant city that is proud of its identity
- Regional leader in innovation, research and creative industries

The following Prosperity Council Plan actions will be delivered through the 2018/19 Budget:

- Complete Civic Hall Hub Precinct redevelopment
- Developing a Bakery Hill Master Plan
- Developing an Arts Precinct Master Plan
- Develop an Events, Arts and Culture Strategy (including film)
- Implement headline actions from the Ballarat Strategy including:
 - Urban Forest Strategy
 - Growth Front Plan
 - 10 Minute City (Cycling Action Plan)
- Complete township plans for Miners Rest and Buninyong
- Her Majesty's Theatre Ballarat

- Ballarat Fernery redevelopment
- A-Hall roof restoration works

Progress on the following Prosperity Council Plan actions will continue through the 2018/19 Budget:

- Be open for business in all areas of our operations
- Market the unique character and identity of Ballarat to drive investment
- Implement the Ballarat Economic Program to facilitate investment and Ballarat jobs
- Implementation of the Lake Wendouree Master Plan including lighting around the lake
- Lobby for major projects including:
 - Ballarat West Employment Zone future stages
 - Ballarat Freight Hub
 - Ballarat Innovation Centre
 - Waste to Energy Facility
 - Ballarat Aviation Emergency Service Hub
- Continue the renewal of the Latrobe Street current Ballarat Saleyards site and the Victoria Park Masterplan
- Strengthen global partnerships and cultural relationships to create investment and job opportunities
- Adopt and deliver the Heritage Plan using the Historic Urban Landscape (HUL) approach including verandah restoration and upper level reuse projects
- Apply for an integrated funding model through the Federal Government's City Deals and Smart Cities programs
- Develop Ballarat as a leader in adaptive businesses capability, innovative manufacturing, arts and tourism
- Develop Ballarat as a leader in digital transformation and ICT

To achieve the objectives of the Council Plan, there is potential that this program may involve international travel.

PROSPERITY		2018/19	
Service	\$ Expense	\$ Revenue	\$ Net Cost
Arts and Culture	767,391	0	767,391
Economic Development	1,550,048	0	1,550,048
Festivals and Events	3,175,098	-47,000	3,128,098
Grants	330,000	0	330,000
Major Projects	1,109,994	-690,371	419,624
Major Venues	5,719,363	-1,772,485	3,946,878
Statutory Planning	1,792,136	-997,230	794,906
Strategic Planning	3,404,497	0	3,404,497
Tourism	2,721,575	0	2,721,575
Grand Total	20,570,102	-3,507,086	17,063,016

PROSPERITY SERVICES EXPLAINED

ARTS AND CULTURE

Service description

Arts and Culture supports community access to quality arts and cultural activities through facilitation and engagement programs.

Service improvements for 2018/19

- Implement the Arts and Culture Review undertaken in 2017 that identified key actions for service improvement.
- Develop a Creative City Strategy, which will also provide an improved focus for the service to achieve greater and more strategic outcomes with the same resources.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$767,391	\$0	\$767,391

ECONOMIC DEVELOPMENT

Service description

Economic Development is focused on supporting existing businesses, attracting jobs and investment to Ballarat, and supporting a pro-business environment for Ballarat. To achieve the directive of the Council Plan, there is potential that this program may involve international travel.

Service improvements for 2018/19

- Preparation of marketing collateral focused on investors
- Review of developer engagement, investment facilitation group and developers' forum to develop more holistic engagement

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,550,048	\$0	\$1,550,048

FESTIVALS AND EVENTS

Service description

Festivals and Events deliver and support a wide range of small and large civic, tourism, and community events and festivals. The events supported and delivered are selected based on the beneficial social outcomes that can be derived for the Ballarat community, as well as having a focus on the tourism and economic impact for the region. Events include ANZAC Day, Christmas, Australia Day, Ballarat Begonia Festival, White Night, Ballarat Winter Festival, and Ballarat Heritage Weekend.

Service improvements for 2018/19

- A service review was conducted in 2017 and key changes are being implemented.
- A 10-Year Event Strategy is currently being compiled, and service improvements are likely to follow.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$3,175,098	-\$47,000	\$3,128,098

GRANTS ATTRACTION

Service description

Strategic Grants Attraction has a focus on securing more grants to support the delivery of the Council Plan (2017-2021). Principally the service works with many business units across the City of Ballarat to plan, prepare and submit funding bids.

- Implementation of a Grant Management System for efficient and consistent delivery.
- Development of a priority project/grant funding mapping process to align project readiness to funding opportunities.
- Link to the lobbying and advocacy effort to ensure opportunities are acted upon.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$330,000	\$0	\$330,000



PROSPERITY SERVICES EXPLAINED

MAJOR PROJECTS

Service description

Major Projects plan for, partner in and deliver projects that achieve a sustainable commercial and industrial development, as well as key infrastructure projects that provide a high quality of life for a growing population.

Service improvements for 2018/19

 Roll out an organisational-wide project management program.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,109,994	-\$690,371	\$419,624

MAJOR VENUES

Service description

Provision of major venues owned and managed by the City of Ballarat including Civic Hall, Ballarat Mining Exchange, Her Majesty's Ballarat, Art Gallery of Ballarat and the Eureka Centre – Home of the Eureka Flag (working name).

Service improvements for 2018/19

- Planned emergency works for Her Majesty's Ballarat and ongoing advocacy for further improvement works to secure the future of the venue.
- The continue to the implementation of the resumption of management of the Eureka Centre and service improvements at this venue.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$5,719,363	-\$1,772,485	\$3,946,878

STATUTORY PLANNING

Service description

Statutory Planning plays a key role in implementing the strategic land use direction set out in the Council Plan and Municipal Strategic Statement.

Service improvements for 2018/19

- ePlanning for customers to submit and view progress of applications online
- Continued review and improvement of processes and systems to work towards recognition of the unit as a responsive and proactive service unit

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,792,136	-\$997,230	\$794,906

STRATEGIC PLANNING, URBAN DESIGN, AND HERITAGE

Service description

Strategic Planning manages the Ballarat Planning Scheme and undertakes strategic land use planning to support growth and prosperity in the municipality. Urban Design provides statutory referral services for statutory planning applications related to vegetation matters, open space planning, urban design, landscaping design, sustainable

and active transport, and other related elements. Heritage provides statutory referral services for planning applications, coordinates the heritage grants program, provides advice to the community on heritage matters, advocates for restoration opportunities, coordinates Ballarat's international historic city collaboration and partnerships with UNESCO and the World League of Historical Cities and the implementation of the Heritage Plan. To achieve the directive of the Council Plan, there is potential that this program may involve international travel.

Service improvements for 2018/19

- The City of Ballarat is a pilot partner with DELWP regarding changes to the Victorian Planning Provisions (Ballarat Planning Scheme). Participation in this process may yield legislative and content changes to the Planning Scheme which reduce complexity of the current process.
- Lobby for investment in improving the Ballarat CBD, the Warrenheip Station Parkway and the implementation of the Lake Wendouree Masterplan including lighting around Lake Wendouree.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$3,404,497	\$0	\$3,404,497

TOURISM

Service description

The City of Ballarat provides significant funding to support the Ballarat tourism industry, identified as an emerging sector in the Ballarat economy. This funding is provided to Visit Ballarat to deliver marketing, product development, industry development and research. Delivery of our highly successful festivals and events program, the Tourism Events Grant Program and film industry support are accounted for under the 'Festivals and Events' part of this budget.

- A 10-year (2018-2028) Event Strategy is currently being developed and is expected to provide recommended improvements to the management and procurement of events. Continued implementation of the Arts and Events Service Review completed in 2017.
- Improved monitoring of impact from the investment into the tourism industry

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$2,721,575	\$0	\$2,721,575

SUSTAINABILITY - Protect, maintain and enhance our built and natural assets.

Protecting, maintaining and enhancing our built and natural assets, and improving our connectivity, is another key focus for this Council.

The City of Ballarat is also continuing to work towards our aim of leading the state with an economical and innovative integrated waste management system by 2020. This means solving many of the city's waste challenges, including reducing waste to landfill, creating jobs, and driving economic development.

We will aim for:

- Supported growth in a structured way
- An environment reflective of community needs
- Improved natural environment
- Sustainable waste management
- Reduced environmental impact
- · People and goods move efficiently

The following Sustainability Council Plan actions will be delivered through the 2018/19 Budget:

 Facilitate a sustainable outcome for the relocation of the Ballarat Agricultural and Pastoral Society

Progress on the following Sustainability Council Plan actions will continue through the 2018/19 Budget:

 Complete and deliver the Ballarat Integrated Transport Action Plan

- Seek funding for the Ballarat Link Road to the Glenelg Highway
- Deliver enhanced flood protection for Ballarat
- Deliver headline actions from the Ballarat Strategy including:
 - Integrated waste management
 - Waste to energy project
 - Ballarat Integrated Water Management Plan
 - Renewable Energy Action Plan initiatives
 - Beautification of entrances and boulevards
- Deliver a sustainable approach to environmental management for Ballarat by working with community stakeholders
- Develop and implement climate change adaptation initiatives with targets for emissions reductions
- Develop a state-of-the-art animal pound for Ballarat and the region
- Increase the level of government funding for maintaining core assets such as roads, bridges and drainage
- Develop a waterway enhancement program in conjunction with catchment management and water authorities
- Advocate for improvements and investment in sustainable transport, including rail and electric vehicles

SUSTAINABILITY		2018/19	
Service	\$ Expense	\$ Revenue	\$ Net Cost
Animal Control	1,246,499	-1,420,780	-174,281
Asset Management	951,730	-241,500	710,230
Ballarat Aerodrome	206,184	-1,000	205,184
Building and Facilities Management	4,520,072	-127,296	4,392,776
Building Control	960,926	-491,251	469,675
Contract Supervision	3,662,761	-3,662,761	0
Design and Survey	1,524,374	-14,425,610	-12,901,236
Development Facilitation	679,603	0	679,603
Environmental Health	1,050,205	-819,903	230,302
Infrastucture Construction	2,336,805	-1,000,000	1,336,805
Maintenance	13,441,162	-4,543,367	8,897,794
Parking Management	1,699,904	-5,969,670	-4,269,766
Parks and Environment	16,583,492	-3,494,268	13,089,224
Property Management	1,798,794	-1,664,100	134,694
Regulatory Services	993,870	-248,400	745,470
School Crossings	876,617	-367,000	509,617
Traffic Management	516,982	0	516,982
Waste	18,785,964	-4,980,570	13,805,394
Grand Total	71,835,944	-43,457,477	28,378,467

SUSTAINABILITY SERVICES EXPLAINED

ANIMAL CONTROL

Service description

Animal Management is a mandatory function of council and is guided under the Domestic Animals Act. This includes animal registrations, investigation of dog attacks and breeding establishments, management of off-leash areas and promotion of responsible pet ownership. This also includes the management of the Ballarat Animal Shelter.

Service improvements for 2018/19

- Lobby for investment in a new regional animal management shelter.
- Explore a shared services model for after-hours rangers.
- Continue online and e-service improvements.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,246,499	-\$1,420,780	-\$174,281

ASSET MANAGEMENT

Service description

Asset Management includes the maintenance of an Integrated Asset Management System and data registers, inspections of the City of Ballarat infrastructure assets, development and maintenance of asset management plans for the full suite of the City of Ballarat assets, including roads and associated infrastructure, drainage, facilities, open space, trees and ensuring the City of Ballarat has strategic asset management practices in place.

Service improvements for 2018/19

- New tree management plan is currently being produced which will provide a new and upgraded tree inspection program
- Memorandum of authorisation process moved to an online service

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$951,730	-\$241,500	\$710,230

BALLARAT AERODROME

Service description

Ballarat Aerodrome is a significant aviation facility servicing western Victoria. The airport is an important infrastructure, economic and social asset to the City of Ballarat and currently accommodates a wide mix of beneficial activities including aviation businesses, recreational aviation uses, community hubs and emergency services operation.

Service improvements for 2018/19

- Enhance the facility to support diversified aviation growth and provide tangible benefits for the community and economy of the region whilst respecting its cultural, historical and social values.
- Lobby for investment into Ballarat Aviation Emergency Services Hub.

SERVICE EXPENSE REVENUE NET SERVICE COST \$206,184 -\$1,000 \$205,184 129

BUILDING AND FACILITIES MANAGEMENT

Service description

Provide infrastructure management and maintenance, across all classes of assets for the benefit of the community.

Service improvements for 2018/19

 Utilising newly available applications and tools to increase interdepartmental communication.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$4,520,072	-\$127,296	\$4,392,776

BUILDING CONTROL

Service description

Building Control is required to fulfil the City of Ballarat's statutory role under the Building Act which includes investigating illegal building works, assessing applications for places of public entertainment permits, essential safety management and emergency management support as they relate to buildings.

Service improvements for 2018/19

Development of a Building Services Management Plan.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$960,926	-\$491,251	\$469,675

CONTRACT SUPERVISION

Service description

The majority of the City of Ballarat's annual capital works program is delivered through an open public tender process. Contract Supervision leads the evaluation of tenders and the management of the contracts once they are awarded by Council. The team also delivers projects and programs under \$125,000 by seeking quotations from competent contractors.

Service improvements for 2018/19

- More efficient tendering of contracts for major road reconstruction projects to better enable works to be carried out in warmer months.
- Review the reinstatement of the contracts committee to ensure faster process of awarding contracts.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$3,662,761	-\$3,662,761	\$0

DESIGN AND SURVEY

Service description

Design and Survey facilitate the delivery of the City of Ballarat annual capital works program for roads and drainage projects by providing survey and design services enabling the City of Ballarat to provide in-house construction plans and specifications for every individual capital project that is sent to open public tender.

Service improvements for 2018/19

- Upgrades to design and drafting software.
- Investigate streamlining the production of VicRoads shell specifications by referring to Standards Sections and not including them.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,524,374	-\$14,425,610	-\$12,901,236

DEVELOPMENT FACILITATION

Service description

Ensure timely and effective delivery of infrastructure to service future sustainable communities in Ballarat in line with policy and legislation, and administer planning permit referrals, subdivision construction plan checking, subdivisional construction supervision, and stormwater drainage issues.

Service improvements for 2018/19

- Engagement strategy for more effective land development and delivery.
- Review and maintain operational risk plan.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$679,603	\$0	\$679,603

ENVIRONMENTAL HEALTH

Service description

Environmental Health is a statutory function of council, delivering permits and compliance for food safety, public health and wellbeing (noise and odour), environmental protection (asbestos, contaminated land), tobacco regulation, emergency management and domestic wastewater.

Service improvements for 2018/19

- Finalise the development of the Domestic Wastewater Management Plan.
- Investigate a shared services model.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1.050.205	-\$819.903	\$230,302

INFRASTRUCTURE CONSTRUCTION

Service description

Most of the city's annual capital works program is delivered through an open public tender process. The balance of the program is delivered by the City of Ballarat's construction team, supplemented by highly competent contractors engaged through a preferred supplier process.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$2,336,805	-\$1,000,000	\$1,336,805

PARKS AND ENVIRONMENT

Service description

Provide horticultural maintenance to the city's open space reserves. The service is broken up into seven key

functional areas - Botanical Gardens, sports grounds, arboriculture, city entrances, parks maintenance, and trails and waterways.

Service improvements for 2018/19

- Service level improvements will be in-line with the departmental review undertaken in 2016 and growth plans prepared and updated to guide section growth to match the expansion of the City of Ballarat's open space assets.
- Lobby for further investment in the redevelopment of the Ballarat Botanical Gardens Fernery.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$16,583,492	-\$3,494,268	\$13,089,224

PARKING MANAGEMENT

Service description

Parking Management ensures the safe movement of vehicles within the municipality and ensures that turnover of vehicles attributes to the vibrancy of the CBD. Parking management includes on-street compliance, reactionary compliance under the Road Safety Act and more broadly the implementation of the CBD Car Parking Action Plan.

Service improvements for 2018/19

- Continued implementation of the CBD Car Parking Action Plan.
- Conduct an expression of interest for improved parking technology.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,699,904	-\$5,969,670	-\$4,269,766

PROPERTY MANAGEMENT

Service description

To manage and maintain the City of Ballarat's property portfolio including commercial and community tenanted buildings, public reserves, the Ballarat Airport and associated buildings, and two City of Ballarat-owned caravan parks.

Service improvements for 2018/19

 Implementation of the recently developed lease and licensing and boat shed policies

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,798,794	-\$1,664,100	\$134,694

REGULATORY SERVICES

Service description

Regulatory Services aims to protect the community and City of Ballarat amenity through education and enforcement of local laws and State Government legislation. Key service areas include local laws, planning enforcement, asset protection and permit administration.

Service improvements for 2018/19

New administration structure to work on process
 130 improvements.

SUSTAINABILITY SERVICES EXPLAINED

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$993,870	-\$248,400	\$745,470

ROAD MAINTENANCE

Service description

Road Maintenance is responsible for maintenance of the roads and road infrastructure throughout the municipality.

Service improvements for 2018/19

 Service level improvements will be in line with the departmental review undertaken in 2016 and growth plans prepared and updated to guide section growth to match the expansion of the city's infrastructure assets and also prepare programs for the maintenance of ageing infrastructure.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$13,441,162	-\$4,543,367	\$8,897,794

SCHOOL CROSSINGS

Service description

School Crossing Supervision to both primary and secondary schools is provided under a shared costing arrangement with VicRoads. The service stems from community expectations around City of Ballarat's continued delivery however is being reviewed by State Government given the costs associated to City of Ballarat.

Service improvements for 2018/19

 Continue to lobby VicRoads around responsibility of the service.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$876,617	-\$367,000	\$509,617

TRAFFIC MANAGEMENT

Service description

The Traffic and Transport team provides and facilitates traffic management, road safety initiatives, Local Area Traffic Management and public transport infrastructure planning/delivery. This includes identifying and applying for funding opportunities, particularly the federal Black Spot program to address eligible sites having recorded crash histories.

Service improvements for 2018/19

- Improve response times to correspondence and enquiries.
- Identify areas for traffic safety audit.
- Develop a strategy to seek funding for priority traffic projects.
- Lobby for investment in Stage 2 of the Ballarat Link Road and Gregory Street West

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$516,982	\$0	\$516,982

WASTE

Service description

Includes transfer station, waste collection and management of the Smythesdale landfill.

- Development of guides for developers in building multiunit or residential villages to identify what they need for City of Ballarat access.
- Lobby for investment in an All Waste Interchange to facilitate a Waste to Energy facility in BWEZ.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$18,785,964	-\$4,980,570	\$13,805,394



ACCOUNTABILITY - Provide strong and decisive leadership, and transparent governance.

We will aim for:

- Strong regional partnerships
- Transparent governance
- Engaged, informed community
- Reduced government regulation
- Financially sound organisation
- Strong focus on innovation
- Increased public disclosure

Progress on the following Accountability Council Plan actions will continue through the 2018/19 Budget:

- Advocate for Ballarat's priorities and enhance the city's reputation as the capital of Western Victoria
- Provide strong regional leadership and membership of peak bodies and organisations to maintain Ballarat's standing as a leading regional city
- Ensure the City of Ballarat remains financially responsible and Council delivers transparent governance by making fewer decisions in camera

- Engage and communicate with our community and other stakeholders
- Reduce unnecessary regulations and advocate for the removal of regulatory burdens from other tiers of government
- Continue to roll-out the Engaging Communities Program
- Implement the Digital Strategy, better utilise innovative online engagement tools and make our information and data accessible to our community and stakeholders
- Improve Customer Service by promoting a culture of customer service excellence within the City of Ballarat
- Investigate and deliver shared local government services within the region
- Review business operations to drive financial and service improvements
- Address gender equity and inclusion in all Council plans and strategies

ACCOUNTABILITY	2018/19		
Service	\$ Expense	\$ Revenue	\$ Net Cost
Advocacy and Lobbying	682,261	0	682,261
Business Improvement	786,756	-5,000	781,756
CEO Office	565,638	-5,000	560,638
Civic Support	473,795	0	473,795
Communications	1,722,789	0	1,722,789
Compliance	491,310	-2,000	489,310
Corporate Costs	37,928,906	-162,216,324	-124,287,418
Financial Management	408,443	-14,924	393,519
Financial Services	1,128,505	-1,517,700	-389,195
Fleet Management	379,098	-7,000	372,098
Grants	500,000	0	500,000
Hall Keeping	148,118	-2,040	146,078
Human Resources	1,153,135	0	1,153,135
Information Services	4,627,106	-14,656	4,612,450
Mayor and Councillor Support	546,226	0	546,226
Organisation Development	385,000	0	385,000
Payroll	223,912	0	223,912
Procurement	121,357	0	121,357
Records Management	750,733	0	750,733
Revenue	1,215,319	-475,000	740,319
Risk	1,708,328	-25,000	1,683,328
Safety	859,863	0	859,863
Grand Total	56,806,598	-164,284,644	-107,478,046

ACCOUNTABILITY SERVICES EXPLAINED

ADVOCACY AND LOBBYING

Service description

This service provides coordinated advocacy and lobbying to advance the strategic direction of the City of Ballarat and attract funding for the delivery of key projects and policy.

Service improvements for 2018/19

- Implement a new advocacy plan for City of Ballarat.
- Improve relationship with State Government.
- Support a coordinated pitch and campaign during State Government election.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$682,261	\$0	\$682,261

BUSINESS IMPROVEMENT

Service description

The Business Improvement uses innovation, data and insight to co-create efficiencies and services with a customer focus, as well as driving a culture of innovation within Ballarat and continue to advance Ballarat as a smart city.

Service improvements for 2018/19

- Embed capability for agile project management.
- Establish and implement Smart City framework and delivery of Smart City projects.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$786,756	-\$5,000	\$781,756

CEO OFFICE

Service description

The CEO is the only staff member who is appointed by the Council, the remainder of staff are appointed by the CEO. The CEO is responsible for managing the organisational structure of the City of Ballarat, ensuring that Council decisions are implemented, day-to-day management of City of Ballarat operations, and providing advice to Council.

Service improvements for 2018/19

 The Civic Support Unit is committed to continuous service improvement provided to the CEO and will also look for efficiencies and cost savings where possible without impacting service levels.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$565,638	-\$5,000	\$560,638

CIVIC SUPPORT

Service description

This service includes management of civic receptions and events including citizenship ceremonies. Civic Support is responsible for Mayor and Councillor Support and provides high level, professional and confidential administrative support. This includes management of civic receptions and events including citizenship ceremonies. The Civic Support service includes effective and professional management of

communication and correspondence, diary management, event coordination and management stakeholder relationship management and management of the Mayor and Councillors to undertake their civic responsibilities.

Service improvements for 2018/19

Ongoing improvements to civic events.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$473,795	\$0	\$473,795

COMMUNICATIONS

Service description

The unit's key role is to provide communication and issues management advice and implement key organisational communications and marketing strategies, to the Mayor, Councillors, CEO, directors, managers and staff.

Service improvements for 2018/19

• Implementation of a new City of Ballarat website.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,722,789	\$0	\$1,722,789

COMPLIANCE

Service description

Compliance works collaboratively to deliver strategic and operational advice to Council, executive, managers and employees to support the broad range of services offered by the City of Ballarat. Key areas include the engagement with the community for statutory functions such as Council meeting management, agenda and minute preparation, delegations and authorisations, governance of special and advisory committees, managing Ombudsman complaints, coordination of Freedom of Information applications, privacy and data protection, and protected disclosures to statutory authorities.

Service improvements for 2018/19

- Updating Terms of Reference for Special and Advisory Committees.
- Freedom of Information Part Two statements to improve transparency in decisions.
- Privacy and Data protection improvements with a focus on collections statements, staff training, single view of customer, and policy/procedure updates.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$491,310	-\$2,000	\$489,310

CORPORATE COSTS

Service description

Corporate costs provides for those incomes and expense streams that are directly related to individual services. Such income and expenditure streams as rates and depreciation are captured within this service area.

SE	ERVICE EXPENSE	REVENUE	NET SERVICE COST
22	\$37,928,906	-\$162,216,324	-\$124,287,418

FINANCIAL MANAGEMENT

Service description

Financial Management provides overall advice to Council, CEO and Directors on current and future financial matters affecting the delivery of services/projects to the community. Financial management provides assistance to Council in the formulation of the annual budget and the annual revision of Council's Long Term Financial Strategy.

Service improvements for 2018/19

During 2018/19 it is planned to implement a new financial system which will provide improvements in cost control, financial management and corporate reporting. The new system will provide improved efficiencies to business units in the delivery of their services.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$408,443	-\$14,924	\$393,519

FINANCIAL SERVICES

Service description

Financial Services is responsible for the administration of the financial resources of the City of Ballarat. The service maintains appropriate controls over City of Ballarat. finances providing advice to business units in their delivery of other services of Council.

Service improvements for 2018/19

- Implementation of improved core system and accounting software.
- Review of policies to ensure efficiencies across the organisation.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,128,505	\$1,517,700	-\$389,195

FLEET MANAGEMENT

Service description

Fleet Management is responsible for administrating City of Ballarat's plant and equipment.

Service improvements for 2018/19

• Further development in the reporting section of our Fleet Management program.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$379,098	-\$7,000	\$372,098

Grants (Strategic Partnerships)

Service description

Council's grants program provides funding to community groups, businesses, event organisers and other stakeholders to deliver quality programs, events, products and services which are of a benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City. Also see Grants above.

Service improvements for 2018/19

 Further developing a single point of contact for the community to get information and advice about grant seeking and centralisation of grants to one unit within the City of Ballarat.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$500,000	\$0	\$500,000

HALL KEEPING

Service description

Hall Keeping provides exceptional hospitality and customer service standards to staff, Councillors, customers, and community members using the Ballarat Town Hall.

Service improvements for 2018/19

- Continued community exposure to the Ballarat Town Hall through tours.
- Increased marketing and promotion of the Ballarat Town Hall as an events and meeting space.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$148,118	-\$2,040	\$146,078

HUMAN RESOURCES

Service description

Human Resources supports the organisation in the management of its staff and volunteers. Services span the whole employment lifecycle and include providing advice on attraction, recruitment, on boarding and retention practices, maintenance and management of human resource data, industrial and employee relations and the coordination of work force planning, and learning and development, activities.

Service improvements for 2018/19

- Introducing more online, workflow-based processes to replace current manual systems with an initial focus on recruitment and onboarding new employees.
- Reducing the number of paper forms and manual processing.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,153,135	\$0	\$1,153,135

INFORMATION SERVICES

Service description

Information Services is responsible for providing information, technology, and communications services to support a broad range of business functions to over 800 consumers and 26 sites.

- Implementation of Microsoft Dynamics rollout first phase is the rollout of the accounting software.
- Replacement of managed WAN services.
- Rollout of new LAN and wireless services.

	SERVICE EXPENSE	REVENUE	NET SERVICE COST
134	\$4,627,107	-\$14,656	\$4,612,450

ACCOUNTABILITY SERVICES EXPLAINED

MAYOR AND COUNCILLOR SUPPORT

Service description

See Civic Support above. This service also includes then reimbursement of Councillor expenses and remuneration for Mayor and Councillors which is set by the State Government.

Service improvements for 2018/19

 The Civic Support Unit is committed to continuous service improvement provided to the Mayor and Councillors and will also look for efficiencies and cost savings where possible without impacting service levels.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$546,226	\$0	\$546,226

ORGANISATION DEVELOPMENT

Service description

Organisational Development is focussed on building the appropriate frameworks, skills and culture to support organisational sustainability through its managers and employees whilst supporting the City of Ballarat's corporate objectives.

Service improvements for 2018/19

 Establishing the Ballarat Way of Working (BWoW) strategy and underpinning work programs.

SERVICE EXPENSE	REVENUE	NET SERVICE COST		
\$385,000	\$0	\$385,000		

PAYROLL

Service description

The payroll function aims to provide the accurate and timely processing of payroll and the related activities of Superannuation, Taxation, Statutory Reporting and internal monthly, quarterly, and annual reporting.

Service improvements for 2018/19

 Reconfigure payroll system to enable reporting to the Australian Taxation Office for Single Touch Payroll and widening the scope of employee self-service.

SERVICE EXPENSE	REVENUE	NET SERVICE COST		
\$385,000	\$0	\$223,912		

PROCUREMENT

Service description

To coordinate tendering services for contracts in accordance with legislative requirements and the City of Ballarat's Procurement Policy.

Service improvements for 2018/19

 Further development of tender management system, including moving to electronic signatures for contract documents.

SERVICE EXPENSE	REVENUE	NET SERVICE COST		
\$121,357	\$0	\$121,357		

RECORDS MANAGEMENT

Service description

The Records Management service is responsible for information management and compliance activities, as well as supporting the largely paper-based business practices prevalent across the City of Ballarat.

Service improvements for 2018/19

 Reduce work load through digitisation of business practices.

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$750,733	\$0	\$750,733

REVENUE

Service description

Revenue has responsibility to levy and collect rates and charges, including the State Government's Fire Services Property Levy, in accordance with legislation and the City of Ballarat's adopted Rating Strategy.

Service improvements for 2018/19

• Further roll out of eNotices allowing ratepayers to receive rate notices via email.

SERVICE EXPENSE	REVENUE	NET SERVICE COST		
\$1,215,319	-\$475,000	\$740,319		

RISK

Service description

The Risk Services function includes enterprise risk and insurance services and works collaboratively to deliver strategic and operational advice to Council, executive, managers, and employees to support the broad range of services offered by the City of Ballarat. In addition, the unit is the strategic driver of enterprise, operational and project risk management for City of Ballarat services. The Risk Service also facilitates the procurement of all insurance classes and undertakes claims management in relation to issues of liability.

- Renewal of the Enterprise Risk Management Framework, Policy and Plan
- Implement new insurance tender

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$1,708,328	-\$25,000	\$1,683,328

SAFETY

Service description

The Safety service is largely an internal service and works collaboratively to deliver strategic and operational advice to executive, managers, and employees to support the broad range of services offered by the City of Ballarat. Safety is responsible for developing and implementing the City of Ballarat safety management system (policy, procedures and online reporting function).

Service improvements for 2018/19

- Revision of safety management system to simplify and improve compliance performance
- Proactive site inspections to increase identification of hazards at source and implementation of controls

SERVICE EXPENSE	REVENUE	NET SERVICE COST
\$859,863	\$0	\$859,863

FINANCIAL PERFORMANCE INDICATORS

Indicator	Measure	Notes	Forecast Actual	Budget 2018/19	Strategic Resource Plan Projections		
		2017/18			2019/20	2020/21	2021/22
Operating position							
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-2.28%	2.58%	1.65%	0.60%	0.79%
Liquidity							
Working capital	Current assets / Current liabilities	2	126%	105%	109%	113%	108%
Unrestricted cash	Unrestricted cash / Current liabilities		61%	37%	40%	41%	35%
Obligations							
Loans and borrowings	Interest bearing loans and borrowings / Rate revenue	3	40%	37%	32%	30%	29%
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue		6%	5%	5%	5%	4%
Indebtedness	Non-current liabilities / Own source revenue		28%	26%	23%	22%	21%
Asset Renewal	Asset renewal expenses / Depreciation	4	136%	91%	71%	71%	71%
Stability							
Rates concentration	Rate revenue / Adjusted underlying revenue	5	69%	68%	69%	71%	71%
Rates effort	Rate revenue / CIV of rateable properites in the municipality		0.61%	0.60%	0.60%	0.60%	0.60%
Efficiency							
Expenditure level	Total expenditure / no. property assessments		314%	322%	330%	330%	334%
Revenue level	Residential rate revenue / No. of residential property assessments		1,384	1,411	1,439	1,467	1,496
Workforce turnover	No. of permanent staff resignations and terminations / average no. of permanent staff for the financial year		6.10%	6.10%	6.10%	6.10%	6.10%

REVALUATION

Every two years, all of Local Government is required to complete a revaluation of rateable properties. This revaluation is required by the Valuation of Land Act 1960 as follows:

- 11. General valuation to be made every two years
 For the purposes of the Local Government Act 1989, a
 valuation authority must-
- (a) cause a general valuation of rateable land within the relevant municipal district to be made as at 1 January in every even calendar year; and
- (b before 30 June that year, cause a general valuation made in accordance with paragraph (a)-(i) to be returned to it; and
 - (ii) if the valuation authority for the relevant municipal district is the valuer-general-to be provided to the council of that municipal district.

The completion of a revaluation of rateable land **does not** raise any additional revenue in the year of the revaluation. The effect of a revaluation is a redistribution of rates throughout the municipality without any additional income being raised.

The revaluation is carried out as at January 2018. All valuations reflect valuations at that time. Should properties be subject to a valuation during the next two years, the valuation will be based on valuations as at January 2018. The valuation date will not change until the next revaluation due for the 2018/19 financial year.

The following tables show the rate calculations for the 2018/19 year. Table 1 calculates the rate increase, based on the valuations currently in force. Table 2 recalculates the rate in the dollar using the new valuations ensuring that no additional revenue is raised.

	TABLE 1. RATE IN DOLLAR CALCULATION								
					2.25%				
			2017/18		2018/19				
	No Assess.	CIV	Rate in \$	Calculation	Rate in \$	Re-Calc			
Residential	47,012	14,573,191,560	0.004365	63,611,981	0.004463	65,040,154			
Commercial	2,295	1,739,262,167	0.011166	19,420,601	0.011417	19,857,156			
Industrial	1,566	752,171,120	0.011723	8,817,702	0.011986	9,015,523			
Farm	779	555,403,500	0.002949	1,637,885	0.003015	1,674,542			
Recreational 1	63	63,612,830	0.003223	205,024	0.003295	209,604			
Recreational 2	6	18,018,670	0.011689	210,620	0.011952	215,359			
Rural Residential	621	285,369,875	0.003967	1,132,062	0.004056	1,157,460			
	52,342	17,987,029,722		95,035,876		97,169,798			
		Base Rate		1,816		1,856			
		Increa	se in Base Rate		2.25%				

Using the current valuations, the rate in the dollar is increased by the rate increase (2.25 per cent). The calculated rate in the dollar figure is then multiplied by the valuation for each differential rate resulting in the revenue to be raised for 2018/19.

In addition to this calculation, the Essential Services Commission requires that councils calculate the base rate for the current year and for 2018/19. The base rate must not increase by more than the rate cap which has been set at 2.25 per cent for the 2018/19 financial year.



	TABLE 2. REVALUATION RATE IN DOLLAR CALCULATION										
	No Assess.	Old CIV	Rate \$	Calculation	New CIV	Rate in \$	Rates	Change in Rate \$			
Residential	47,012	14,573,191,560	0.004463	65,040,154	15,639,711,430	0.004159	65,045,560	-6.81%			
Commercial	2,295	1,739,262,167	0.011417	19,857,156	1,844,854,066	0.010764	19,858,009	-5.72%			
Industrial	1,566	752,171,120	0.011986	9,015,523	787,209,000	0.011432	8,999,373	-4.62%			
Farm	779	555,403,500	0.003015	1,674,542	585,963,000	0.002858	1,674,682	-5.21%			
Recreational 1	63	63,612,830	0.003295	209,604	64,531,353	0.003248	209,598	-1.43%			
Recreational 2	6	18,018,670	0.011952	215,359	18,153,521	0.011432	207,531	-4.35%			
Rural Residential	621	285,369,875	0.004056	1,157,460	318,896,750	0.003630	1,157,595	-10.50%			
	52,342	17,987,029,722	0	97,169,798	19,259,319,120		97,176,704				
		Base Rate		1,856			1,857				

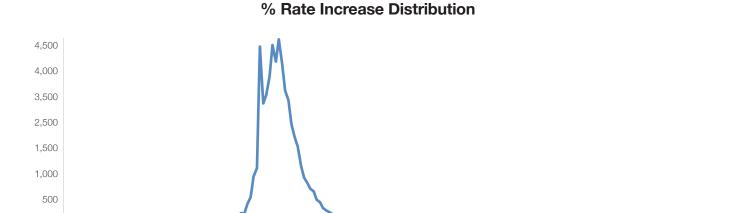
Table 2 recalculates the revenue to be raised using the 2018/19 valuations. This process recalculates the rate in the dollar to ensure the exact revenue is raised. For example, the rate in the dollar based on the current valuations for residential rates for 2018/19 was calculated at \$0.004463 in the dollar. For the residential rate classification \$65,040,154 would be raised.

Based on the valuations that would come into force in 2018/19, the rate in the dollar will be reduced by 6.82% to \$0.004159 to ensure the equivalent funds are raised. This process is carried out for each of the differential rates.

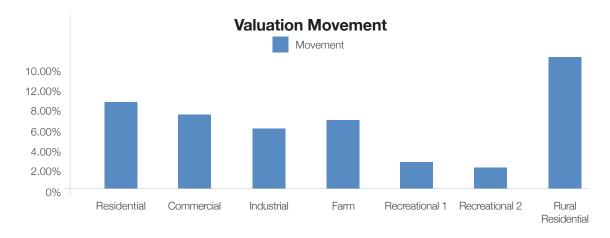
The table below provides a summary of the revaluation for 2018. Overall, the values of all rateable properties within the City of Ballarat increased by 7.07 per cent. As can be seen, the valuations for each category changed at different rates. The impact of this is that rates increases for 2018/19 will vary from property to property. Instead of a flat percentage increase across all rating types, we will see a variable movement in rate increase dependent on the impact of the revaluation for a particular property, compared to the increase across the entire municipality.

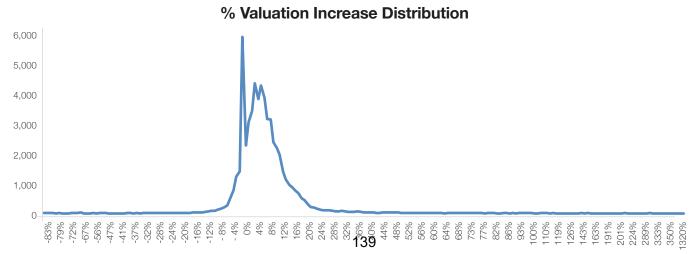
	No Assess.	2017/18 V aluation	2018/19 Valuation	Movement in \$	Movement %
Residential	47,012	14,573,191,560	15,639,711,430	1,066,519,870	7.32%
Commercial	2,295	1,739,262,167	1,844,854,066	105,591,899	6.07%
Industrial	1,566	752,171,120	787,209,000	35,037,880	4.66%
Farm	779	555,403,500	585,963,000	30,559,500	5.50%
Recreational 1	63	63,612,830	64,531,353	918,523	1.44%
Recreational 2	6	18,018,670	18,153,521	134,851	0.75%
Rural Residential	621	285,369,875	318,896,750	33,526,875	11.75%
	52,342	17,987,029,722	19,259,319,120	1,272,289,398	7.07%

The rate increase distribution is shown in the following graph:









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WARD VALUATIONS

CENTRAL WARD VALUATIONS										
Category	No Assessments	% Distribution	2017/18 Valuations	% Distribution	2018/19 Valuations	% Distribution	Movement \$	Movement %		
Residential	17,097	90.54%	5,640,320,700	82.81%	6,162,529,565	83.61%	522,208,865	9.26%		
Commercial	1,492	7.90%	1,011,049,412	14.84%	1,040,258,863	14.11%	29,209,451	2.89%		
Industrial	264	1.40%	131,496,610	1.93%	138,755,895	1.88%	7,259,285	5.52%		
Farm	0	0.00%	0	0.00%	0	0.00%	0	0.00%		
Recreational 1	29	0.15%	23,937,200	0.35%	24,251,140	0.33%	313,940	1.31%		
Recreational 2	1	0.01%	4,515,300	0.07%	4,538,210	0.06%	22,910	0.51%		
Rural Residential	0	0.00%	0	0.00%	0	0.00%	0	0.00%		
	18,883		6,811,319,222		7,370,333,673		559,014,451			

NORTH WARD VALUATIONS								
Category	No Assessments	% Distribution	2017/18 Valuations	% Distribution	2018/19 Valuations	% Distribution	Movement \$	Movement %
Residential	14,760	86.56%	4,563,338,245	74.37%	4,848,152,960	74.34%	284,814,715	6.24%
Commercial	475	2.79%	458,339,510	7.47%	500,160,093	7.67%	41,820,583	9.12%
Industrial	628	3.68%	381,283,370	6.21%	393,382,825	6.03%	12,099,455	3.17%
Farm	659	3.86%	460,452,000	7.50%	480,537,500	7.37%	20,085,500	0.00%
Recreational 1	26	0.15%	31,438,280	0.51%	31,705,783	0.49%	267,503	0.85%
Recreational 2	4	0.02%	10,790,220	0.18%	10,930,175	0.17%	139,955	1.30%
Rural Residential	499	2.93%	230,170,375	3.75%	256,486,750	3.93%	26,316,375	0.00%
	17,051		6,135,812,000		6,521,356,086		385,544,086	

SOUTH WARD VALUATIONS									
Category	No Assessments	% Distribution	2017/18 Valuations	% Distribution	2018/19 Valuations	% Distribution	Movement \$	Movement %	
Residential	15,155	92.36%	4,369,532,615	86.70%	4,629,028,905	86.24%	259,496,290	5.94%	
Commercial	328	2.00%	269,873,245	5.35%	304,435,110	5.67%	34,561,865	12.81%	
Industrial	674	4.11%	239,391,140	4.75%	255,070,280	4.75%	15,679,140	6.55%	
Farm	120	0.73%	94,951,500	1.88%	105,425,500	1.96%	10,474,000	0.00%	
Recreational 1	8	0.05%	8,237,350	0.16%	8,574,430	0.16%	337,080	4.09%	
Recreational 2	1	0.01%	2,713,150	0.05%	2,685,136	0.05%	-28,014	-1.03%	
Rural Residential	122	0.74%	55,199,500	1.10%	62,410,000	1.16%	7,210,500	0.00%	
	16,408		5,039,898,500		5,367,629,361		327,730,861		





2018/19-22 Revised Budget Strategic Resource Plan













2018/19 Budget

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Strategic Resource Plan

The Act requires a SRP to be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must consider all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared a SRP for the four years 2018/19 to 2021/22 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

In preparing the SRP, Council has also been mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain strong cashflows that enable the delivery of services and projects in a timely manner
- Maintain a core capital expenditure of at least \$32 million
- Maintain a positive underlying surplus

The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

Financial Resources

The following table summarises the key financial results for the next four years as set out in the SRP for years 2018/19 to 2021/22.

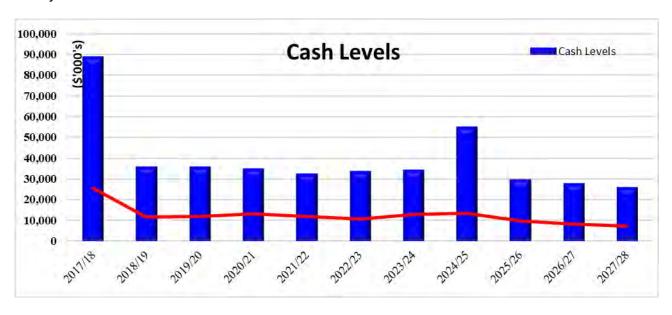
	Forecast	Budget	Strategic Resource Plan			
	Actual			Projections		Trend
	2017/18	2018/19	2019/20	2020/21	2021/22	+/0/-
	\$'000	\$'000	\$'000	\$'000	\$'000	
Surplus/(deficit) for the year	93,775	42,168	35,203	32,711	35,281	-
Adjusted underlying result	10,220	(2,654)	2,720	901	1,294	+
Cash and investments balance	88,895	35,856	35,746	34,897	32,406	-
Cash flow from operations	82,120	49,846	51,647	51,220	52,658	0
Capital works expenditure	105,366	101,414	43,460	44,762	52,399	-
Equity for the year	1,581,126	1,623,294	1,658,497	1,691,208	1,726,489	+
Unrestricted Cash	82,700	30,873	30,763	29,914	27,423	-
Underlying Result	6.0%	-1.6%	1.6%	0.5%	0.7%	+
Working Capital Ratio	275.6%	144.2%	145.0%	146.1%	137.9%	-
Unrestricted Cash Ratio	226.7%	91.7%	91.0%	89.5%	80.6%	-
Loan and Borrowings % (Debt to rate revenue)	39.6%	45.5%	39.6%	36.7%	34.7%	-
Indebtedness (%)	26.4%	32.6%	27.3%	26.3%	24.6%	-

Financial Sustainability

Cash and investments are forecast to remain relatively constant over the next four years, the revised level of cash for 2018/19 is higher than the original budget due to better than expected results for the 2017/18 financial year.

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2018/19 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

Four year forecast for cash and investments is set out below:



The analysis is based on three main categories of cash flows:

- Operating activities Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt
- Investing activities Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment
- Financing activities Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

	Forecast		
	Actual	Budget	Variance
	2017/18	2018/19	
	\$'000	\$'000	\$'000
Cash flows from operating activities			
Rates and charges	110,429	115,083	4,654
Statutory fees and fines	3,764	3,969	205
User fees	27,434	24,206	(3,228)
Grants - operating	26,024	15,274	(10,750)
Grants - capital	34,774	13,561	(21,213)
Contributions - monetary	3,197	8,859	5,662
Interest received	2,028	1,500	(528)
Trust funds and deposits taken	2,642	0	(2,642)
Other receipts	3,732	2,254	(1,478)
Net GST refund / payment	9,812	0	(9,812)
Employee costs	(60,266)	(65,872)	(5,606)
Materials and services	(78,818)	(66,496)	12,322
Trust funds and deposits repaid	Ó	Ó	0
Other payments	(2,632)	(2,492)	140
Net cash provided by/(used in) operating	82,120	49,846	(32,274)
activities	52,126	,	(0=,=: :)
Cash flows from investing activities			
Payments for property, infrastructure, plant and			
equipment	(64,790)	(110,185)	(45,395)
Proceeds from sale of property, infrastructure,	1,132	300	(832)
plant and equipment	1,132	300	(032)
Payments for investments	0	0	0
Proceeds from sale of investments	0	0	O
Loan and advances made	8	0	(8)
Payments of loans and advances	0	0	C
Net cash provided by/ (used in) investing activities	(63,650)	(109,885)	(46,235)
Cash flows from financing activities			
Finance costs	(2,211)	(2,000)	211
Proceeds from borrowings	0	13,073	13,073
Repayment of borrowings	(4,394)	(4,073)	321
Net cash provided by/(used in) financing	•		
activities	(6,605)	7,000	13,605
Net increase/(decrease) in cash & cash	11,865	(53,039)	(64,904)
equivalents Cash and each equivalents at the beginning of		• •	
Cash and cash equivalents at thebeginning of the financial year	77,030	88,895	11,865
Cash and cash equivalents at the end of the financial year	88,895	35,856	(53,039)

Operating activities

Cash inflows from operating activities will increase by \$6.939 million compared to the 2017/18 forecasts.

The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast		
	Actual	Budget	Variance
	2017/18	2018/19	
	\$'000	\$'000	\$'000
Surplus (deficit) for the year	66,143	42,168	(23,975)
Depreciation	31,807	32,649	842
Contributions - non-monetary	(31,271)	(22,402)	8,869
Loss/(Net gain) on disposal or property,infrastructure,plant and equipment	(886)	0	886
Borrowing costs	2,211	2,000	(211)
Net Movement in current assets and liabilities	14,116	(4,569)	(18,685)
Cash flows available from operating activities	82,120	49,846	(32,274)

Investing activities

The large increase in investing activities of \$46.235 million relate to the finalisation of several significant capital works programs. The revised budget for 2018/19 financial year includes carryover funds which will complete significant projects that have been underway.

Financing activities

The forecast expenditure for loan repayments for the revised budget represents the borrowing of \$10 million for the bringing forward of significant capital works within the recreation area. This is further explained in the Revised Budget explanation document.

Cash and cash equivalents at end of year

Cash is projected to reduce during the 2018/19 financial year by \$53.039 million due to the carry forward of funds to complete those projects which remained outstanding as at 30 June 2018.

Restricted and unrestricted cash and investments

	Forecast		
	Actual	Budget	Variance
	2017/18	2018/19	
	\$'000	\$'000	\$'000
Total cash and Investments	88,895	35,856	(53,039)
Restricted cash and Investments			
Statutory reserves	(3,362)	(3,362)	0
Trust funds and deposits	(6,195)	(4,983)	1,212
Unrestricted cash and investments	79,338	27,511	(54,251)
Discretionary reserves	(6,350)	(6,350)	(1,212)
Unrestricted cash adjusted for discretionary reserves	72,988	21,161	(55,463)

Statutory reserves

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes.

Unrestricted cash and investments

The amount shown is in accordance with the definition of unrestricted cash included in the Regulations. These funds are free of statutory reserve funds and cash to be used to fund capital works expenditure from the previous financial year.

Discretionary reserves

These funds are shown as discretionary reserves as, although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes. The decisions about future use of these funds has been reflected in Council's Strategic Resource Plan and any changes in future use of the funds will be made in the context of the future funding requirements set out in the plan.

Unrestricted cash adjusted for discretionary reserves

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.

Borrowing Strategy

In developing the Strategic Resource Plan (SRP), borrowings were identified as an important funding source for capital works programs. In the past, Council has borrowed strongly to finance large infrastructure projects and plans to borrow significant sums of money to finance Council's Developer Contribution Scheme over the next twenty (20) years.

Councils borrowing strategy has been formulated to cater for known funding requirements however, leaving sufficient capacity into the future to allow for the delivery of major projects.

The following graph sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2018.



Rating levels

Rating context

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue, accounting for 58% of the total revenue (excluding non monetary income), received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The level of required rates and charges has been considered in this context, regarding Council's other sources of income and the planned expenditure on services and works to be undertaken for the Ballarat City Council.

Future rate and charges

The Minister for Local Government issued a letter to all Mayors and Chief Executive Officers on 14 January 2015 in which she confirmed the Government's intention to cap rates from 2016/17. The government commissioned the Essential Services Commission (ESC) to conduct an inquiry and make recommendations on how best to design the Fair Go Rates System (FGRS) framework. The ESC's final report was tabled in Parliament on 30 September 2015 and can be viewed on the ESC website (www.esc.vic.gov.au). The final report was tabled together with the government's response which can be viewed on the DELWP website (www.delwp.vic.gov.au/fairgorates).

Following this response and to establish the legislative framework for the FGRS the Local Government Amendment (Fair Go Rates) Bill 2015 was adopted by the Victorian Parliament on 26 November 2015. The Bill amends the Local Government Act 1989 and the Essential Services Commission Act 2001 to provide a mechanism to set a cap on the increases in rate revenue that can be levied by a Council in a financial year.

In December 2015, the ESC released a guide titled The Fair Go Rates System – Guidance for Councils (2016-17) intended to assist Victorian local councils in meeting their obligations under the FGRS. The document can be viewed on the ESC website (www.esc.vic.gov.au) and covers relevant timelines, reporting requirements and the process for applying for a higher cap.

The Minister for Local Government announced that Victorian council rate rises would be capped to 2.25% for 2018/19.

The Ballarat City Council has decided to prepare the 2018/19 budget on the basis that an application for a higher rate would not be submitted to the ESC. Council has also assumed that future rate rises would mirror future rate caps, to date, there is no forecast for future rate caps therefore, the Ballarat City Council has decided to use the current rate cap as the basis for future increases.

Rating structure

Council has established a rating structure which is comprised of two key elements. These are:

- Property values, which form the central basis of rating under the Local Government Act 1989
- A 'user pays' component to reflect usage of certain services provided by Council

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for:

- · Commercial,
- Industrial,
- Residential,
- Rural Residential,
- Farm,
- Recreational purposes.

This distinction is based on the concept that business should pay a fair and equitable contribution to rates, taking into account the benefits those commercial properties derive from the local community.

Having reviewed the various valuation bases for determining the property value component of rates, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis, but Council does review its rating structure every year.

The following table summarises the rates to be determined for the 2018/19 year.

2	017/18	2018/19		Change	
	\$	\$		\$	
	0.004365	0.004	4159	-4.7%	
	0.011166	0.010	0764	-3.6%	
	0.011723	0.01	1432	-2.5%	
	0.002949	0.002	2858	-3.1%	
	0.003967	0.00	3630	-8.5%	
	0.003223	0.00	3248	0.8%	
	0.011689	0.01	1432	-2.2%	
	0.004811		-	-100.0%	
\$	308.00	\$ 339	9.51	10.2%	
\$	63.00	\$ 68	8.23	8.3%	
	\$	0.004365 0.011166 0.011723 0.002949 0.003967 0.003223 0.011689 0.004811	\$ 0.004365 0.000 0.011166 0.010 0.011723 0.01 0.002949 0.000 0.003967 0.000 0.003223 0.000 0.011689 0.01 0.004811	\$ 0.004365 0.004159 0.011166 0.010764 0.011723 0.011432 0.002949 0.002858 0.003967 0.003630 0.003223 0.003248 0.011689 0.011432 0.004811 \$ 308.00 \$ 339.51	

158,657 737,840 624,348 678,556 114,552 200,589	19,857,156 8,999,373 1,674,542	6.0% 4.3% -0.2%
737,840 624,348 678,556 114,552	19,857,156 8,999,373 1,674,542	6.0% 4.3% -0.2%
737,840 624,348 678,556 114,552	19,857,156 8,999,373 1,674,542	6.0% 4.3% -0.2%
624,348 678,556 114,552	8,999,373 1,674,542	4.3% -0.2%
678,556	1,674,542	-0.2%
114,552	· · · · ·	
	1,157,460	3.8%
200,589		
	209,604	4.5%
210,620	207,531	-1.5%
390,877	1,457,547	4.8%
116,040	98,603,367	4.8%
•	, ,	
320,000	-	-100.0%
579,720	15,286,286	12.6%
117,304	2,352,933	11.1%
		5.5%
	579,720	579,720 15,286,286

Type of Property	2017/18 2018/19		Change %
Assessments:			
Residential	46,042	47,012	2.1%
Commercial	2,227	2,295	3.1%
Industrial	1,518	1,566	3.2%
Farm	787	779	-1.0%
Rural residential	616	621	0.8%
Recreational 1	63	63	0.0%
Recreational 2	6	6	0.0%
Special Charges:			
Bridge Mall Special Rate	103	-	-100.0%
Service Charge:			
Waste Management Charge	44,090	45,025	2.1%
Green Waste Charge	33,608	34,487	2.6%

Type of Property	2017/18	2018/19	Change
	\$	\$	%
Valuations:			
Residential	14,240,242,085	15,639,711,430	9.8%
Commercial	1,678,115,682	1,844,854,066	9.9%
Industrial	735,677,580	787,209,000	7.0%
Farm	569,195,000	585,963,000	2.9%
Rural residential	280,955,875	318,896,750	13.5%
Recreational 1	62,236,830	64,531,353	3.7%
Recreational 2	18,018,670	18,153,521	0.7%
	17,584,441,722	19,259,319,120	9.5%
Special Charges:			
Bridge Mall Special Rate	66,516,000	-	-100.0%

Rates and Charges

This section presents information about rates and charges which the Act and the Regulations require to be disclosed in the Council's annual budget.

Differential rates

Rates to be levied

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages (refer to the strategic resource plan for the percentages).

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

The existing rating structure comprises 5 differential rates (residential, commercial, industrial, rural residential, and farm) and a rate concession for recreational land 1.

RESIDENTIAL

Classification

Rateable property which is used for private residential purposes, including but not limited to houses, dwellings, flats, units and private boatsheds, together with vacant unoccupied land, not covered by another differential, BUT excluding motels, caravan parks, supported accommodation, accommodation houses, boarding houses and the like.

Reasons for the Use and Level of Rate

The rate reflects the level of service provided and ensures that reasonable rate relativity is maintained between residential property and other classes of property.

COMMERCIAL

Classification

- Rateable property used or adapted to be used for business and/or administrative purposes, including but not limited to properties used for:
 - (a) the sale or hire of goods by retail or trade sales, eg shops, auction rooms, hardware stores;
 - (b) the manufacture of goods where the goods are sold on the property;
 - (c) the provision of entertainment, eg theatres, cinemas, amusement parlours, nightclubs;
 - (d) media/broadcasting/communication establishments, eg television stations, newspaper offices, radio stations, telecommunication towers and associated facilities;
 - (e) the provision of accommodation other than private residential, eg motels, caravan parks, camping grounds, camps, supported accommodation, accommodation houses, hostels, boarding houses;
 - (f) short term tourist accommodation specifically identified and coded with an Australian Valuation Property Classification Code (AVPCC) or 232 (Serviced Apartments/Holiday Units) orr 233 (Bed and Breakfast);
 - (g) the provision of hospitality, eg hotels, bottle shops, restaurants, cafes, takeaway food establishments, tearooms;
 - ((h) tourist and leisure industry, eg flora and fauna parks, gymnasiums, indoor sports stadiums, gaming establishments (other than those classified under Recreational 2);
 - (i) art galleries, museums;
 - (j) showrooms, eg display of goods;
 - (k) brothels;
 - (I) Commercial storage (mini storage units, wholesale distributors).
 - (m) religious purposes;
 - (n) public offices;
 - (o) halls for commercial hire;
 - (p) Mixed businesses/milkbars (those operating in residential type zones under the Ballarat Planning Scheme and non conforming residential/milkbar properties within industrial zones under the Ballarat Planning Scheme, with attached residences, occupied as the principal place of residence of the person(s) operating the mixed business/milkbar component of the rateable property, will have the residential portion rated as Residential).
 - 2. Properties used for the provision of health services, including but not limited to properties used for hospitals, nursing homes, rehabilitation, medical practices and dental practices.
 - 3. Properties used as offices, including but not limited to properties used for legal practices, real estate agents, veterinary surgeons, accounting firms and insurance agencies.
 - 4. Rateable properties which are vacant unoccupied land and zoned or intended to be used for commercial purposes.

Reasons for the Use and Level of Rate

The rate reflects the level of service provided and ensures that reasonable rate relativity is maintained between commercial and other classes of land. The differential is higher than for other classes of land for a number of reasons, including:

- Business rates are tax deductible;
- Rates tend to be a lower order factor in business investment decisions.

INDUSTRIAL

Classification

- 1. Rateable properties which are used primarily for manufacturing processes, including, but not limited to the following:
- (a) the manufacture of goods, equipment, plant, machinery, food or beverage which are generally not sold or consumed on site;
- (b) warehouse/bulk storage of goods;
- (c) the storage of plant and machinery;
- (d) the production of raw materials in the extractive and timber industries;
- (e) the treatment and storage of industrial waste materials.
- 2. Rateable properties which are vacant unoccupied land and zoned or intended to be used for industrial purposes.

Reasons for the Use and Level of Rate

The rate reflects the level of service provided and ensures that reasonable rate relativity is maintained between industrial and other classes of land. The differential is higher than for other classes of land for a number of reasons, including:

- Business rates are tax deductible
- Rates tend to be a lower order factor in business investment decisions:

FARM

Classification

Farm Land means any rateable land -

- (a) that is not less than 2 hectares in area; and
- (b) is used for carrying on a business of primary production as determined by the Australian Taxation Office; and
- (c) that is used primarily for grazing (including agistment), dairying, pig farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- (d) that is used by a business -
- (i) that has a significant and substantial commercial purpose or character; and
- (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- (iii) that is making profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

In consideration the Council will take into account:

• Whatever activity is being conducted on a property, it must be a business of primary production as opposed to a hobby or recreational activity.

Reasons for the Use and Level of Rate

The farm rate is lower than for other classes of land because farming operations involve large properties which have significant value and which are often operated as family concerns. Agricultural producers are unable to pass on increases in costs like other businesses. Farm profitability is affected by the vagaries of weather and international markets. In this sense farms are seen to be more susceptible or fragile than other commercial and industrial operations.

RECREATIONAL

Classification

Rateable property which is used primarily for cultural, recreational or club purposes.

Recreation 1

Recreational land is defined as follows:

- (a) lands which are -
 - vested in or occupied by any body corporate or unincorporated which exists for the purpose
 of providing or promoting cultural or sporting recreational or similar facilities or objectives and
 which applies its profits in promoting its objects and prohibits the payment of any dividend or
 amount to its members; and
 - (ii) used for sporting recreational or cultural purposes or similar activities; or
- (b) lands which are used primarily as agricultural show grounds; or
- (c) lands, not otherwise classified by another differential, used primarily by a not-for-profit club* and:-
 - (i) is not used for the purpose of running a business on a full time commercial basis; and/or,
 - (ii) the club does not pay any employees, contractors or members to perform duties associated with the operations of the club; and/or
 - (iii) is not a licensed premises.

*For the purposes of this rating classification the following applies:-

- -"Club" includes an association, society, fraternity, guild, lodge or circle; and,
- -A club is "Not-for-Profit" if:
 - (i) It does not, either while it is operating or upon winding up, carry on its activities for the purposes of profit or gain to particular persons, including its owners or members; and
 - (ii) It does not distribute its profits or assets to particular persons, including its owners or members, either while it is operating or upon winding up.

Recreation 2

Recreational land as defined in Recreation 1 where the recreational land or part thereof is used for gaming.

RURAL RESIDENTIAL

Classification

Rural residential Land means any rateable land -

- (a) that is not less than 2 hectares in area; and
- (b) the land is resided on; and
- (c) is located within the Farm or Rural Conservation planning zone that does not satisfy the criteria for farmland.

Excludes:

(d) Vacant land greater than 2 HA.

Reasons for the Use and Level of Rate

The rural residential rate is lower than for other classes of land because the land is prima-facie farm land; however, with the inclusion of a residence primary purpose of the property is shifted towards residential use.

The Rural Residential Rate is lower than the Residential Rate in order to recognise location issues and other restrictions applicable to such properties in either a Farm Zone or a Rural Conservation Zone

Statutory Disclosures

Loans	2017/18 \$'000	2018/19 \$'000	Change %
New borrowings (other than refinancing)	5,000	10,000	100.0%
Amount to be redeemed	3,816	4,073	6.7%
Amount borrowed as at 30 June	53,148	52,700	-0.8%

Grants	2017/18	2018/19	Change
	\$	\$'000	\$'000
Operating Grants:			
- Recurrent			
Fire Services Levy Grant	66	65	(1)
Victorian Grants Commission	12,297	6,006	(6,291)
Local Laws	240	367	127
Tourism, Arts & Culture	280	255	(25)
Active Ageing	5,056	3,301	(1,755)
Positive Ageing	0	5	5
Family & Children Services	4,611	4,388	(223)
Emergency Management	76	60	(16)
Learning & Diversity	806	819	13
	23,432	15,266	(8,166)
- Non-Recurrent			
Parks & Reserves	0	8	8
	0	8	8
	23,432	15,274	-8,158
Capital Grants			
- Recurrent			
Federal Roads to Recovery	1,000	1,000	0
Federal Blackspot	1,000	600	(400)
	2,000	1,600	-400
- Non-Recurrent			
Sports & Recreation Projects	0	211	211
SSRIP Safer Cyclists & Pedestrian	0	6,000	6,000
Bridge Rehabilitation	0	750	750
Waste to Energy	0	5,000	5,000
<u></u>	0	11,961	11,961
	2,000	13,561	11,561
		·	

Summary of planned human resource e	expenditure			
<u> </u>				
	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000
Staff expenditure				
Employee costs - operating	64,786	68,407	68,264	69,997
Employee costs - capital	2,443	2,493	2,543	2,593
Total staff expenditure	67,229	70,900	70,807	72,590
	FTE	FTE	FTE	FTE
Staff numbers				
- Full Time	515.00	520.00	525.00	530.00
- Part Time	157.47	159.04	160.63	162.24
- Casual	24.70	24.70	24.70	24.70
Total staff numbers	697.17	703.74	710.33	716.94

	2018/19	2019/20	2020/21	2021/22
	FTE	FTE	FTE	FTE
CEO				
- Full Time	1.00	1.00	1.00	1.00
- Part Time	0.00	0.00	0.00	0.00
- Casual	0.00	0.00	0.00	0.00
	1.00	1.00	1.00	1.00
Innovation & Organisation Improvement				
- Full Time	25.00	25.00	25.00	25.00
- Part Time	2.72	2.75	2.78	2.81
- Casual	0.50	0.51	0.52	0.53
	28.22	28.26	28.30	28.34
Business Services				
- Full Time	58.00	59.00	60.00	61.00
- Part Time	3.88	3.92	3.96	4.00
- Casual	0.00	0.00	0.00	0.00
	61.88	62.92	63.96	65.00
Infrastructure and Environment				
- Full Time	283.00	286.00	289.00	292.00
- Part Time	24.33	24.57	24.82	25.07
- Casual	0.00	0.00	0.00	0.00
	307.33	310.57	313.82	317.07
Development and Planning				
- Full Time	51.00	52.00	53.00	54.00
- Part Time	8.97	9.06	9.15	9.24
- Casual	3.00	3.03	3.06	3.09
	62.97	64.09	65.21	66.33
Community and Development				
- Full Time	97.00	97.00	97.00	97.00
- Part Time	117.57	118.74	119.92	121.12
- Casual	21.20	21.16	21.12	21.08
	235.77	236.90	238.04	239.20
	697.17	703.74	710.33	716.94

Comprehensive Income Statement					
For the four years ending 30 June					
2022					
	_	_			
	Forecast	Budget		ic Resource Pla	n
	Actual			Projections	
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue:					
Rates and charges	110,387	115,761	119,813	124,006	128,346
Statutory fees and fines	3,805	3,969	3,816	3,855	3,894
User fees	23,503	24,206	25,132	25,140	25,609
Grants - operating	25,921	15,274	22,206	18,643	18,898
Grants - capital	21,488	13,561	1,847	1,884	1,922
Contributions - monetary	3,164	8,859	12,179	13,133	13,479
Contributions - non-monetary	31,271	22,402	18,458	16,794	18,586
Net gain/(loss) on disposal or	886	0	0	0	0
property,infrastructure,plant and equipment	000	U	U	U	U
Other Income	5,526	3,754	3,845	3,922	4,000
Total income	225,951	207,786	207,295	207,376	214,734
Expense:					
Employee costs	59,627	64,786	68,407	68,264	69,997
Materials and services	61,483	63,691	65,637	67,880	70,200
Bad and doubtful debts	1,303	460	469	478	488
Depreciation and amortisation	31,807		33,302	33,968	34,647
		32,649		1,954	1,958
Borrowing costs	2,211	2,000	2,198		
Other Expense	3,377	2,032	2,079	2,121	2,163
Total expenses	159,808	165,618	172,092	174,665	179,453
Surplus/(deficit) for the year	66,143	42,168	35,203	32,711	35,281
Other comprehensive income					
Items that will not be reclassified to surplus or deficit in future periods					
Net asset revaluation increment/(decrement)	0	0	0	0	0
Share of other comprehensive income of associates and joint ventures	0	0	0	0	0
Items that may be reclassified to surplus or deficit in future periods	0	0	0	0	0
Total comprehensive result	66,143	42,168	35,203	32,711	35,281

Balance Sheet					
For the four years ending 30 June					
2022					
	Forecast	Budget	Strate	gic Resource Pla	an
	Actual	g		Projections	
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
	Ψοσο	V 000	Ψ 0 0 0	Ψοσο	Ψοσο
Assets					
Current assets					
Cash and cash equivalents	88,895	35,856	35,746	34,897	32,406
Trade and other receivables	9,837	10,845	11,444	12,064	12,706
Other financial assets	0	0	0	0	(
Inventories	0	0	0	0	Č
Non-current assets classified as held for sale	0	0	0	0	C
Other assets	1,836	1,836	1,836	1,836	1,836
Total current assets	100,568	48,537	49,026	48,797	46,948
	.00,000	10,001	.0,020	10,101	. 0,0 . 0
Non-current assets					
Trade and other receivables	4	13	13	13	13
Investments in associates and joint ventures	0	0	0	0	C
Property, infrastructure, plant & equipment	1,561,894	1,661,532	1,691,037	1,721,976	1,758,106
Investment property	83	83	83	83	83
Intangible assets	0	0	0	0	C
Total non-current assets	1,561,981	1,661,628	1,691,133	1,722,072	1,758,202
Total assets	1,662,549	1,710,165	1,740,159	1,770,869	1,805,150
Liabilities					
Current liabilities				0.0=1	
Trade and other payables	11,714	9,374	9,374	9,374	9,374
Trust funds and deposits	6,195	4,983	4,983	4,983	4,983
Provisions	14,504	14,104	14,104	14,104	14,104
Interest-bearing loans and borrowings	4,073	5,210	5,348	4,950	5,572
Total current liabilities	36,486	33,671	33,809	33,411	34,033
Non-current liabilities					
Provisions	5,310	5,710	5,710	5,710	5,710
Interest-bearing loans and borrowings	39,627	47,490	42,142	40,540	38,918
Total non-current liabilities	44,937	53,200	47.852	46,250	44,628
Total liabilities	81,423	86,871	81,661	79,661	78,661
Net assets	1,581,126	1,623,294	1,658,497	1,691,208	1,726,489
	1,501,120	.,020,204	1,000,401	1,001,200	1,120,700
Equity					
Accumulated surplus	932,484	974,652	1,009,855	1,042,566	1,077,847
Reserves	591,874	591,874	591,874	591,874	591,874
Total equity	1,524,358	1,566,526	1,601,729	1,634,440	1,669,721

Statement of Changes in Equity				
For the four years ending 30 June				
2022				
		Accumulated	Revaluation	Othe
	Total	Surplus	Reserve	Reserves
	\$'000	\$'000	\$'000	\$'000
2019				
Balance at beginning of the financial year	1,524,358	932,484	586,578	5,296
Surplus/(deficit) for the year	42,168	42,168	0	(
Net asset revaluation increment/(decrement)	0	0	0	(
Transfer to other reserves	0	0	0	(
Transfer from other reserves	0	0	0	(
Balance at end of the financial year	1,566,526	974,652	586,578	5,296
2020				
Balance at beginning of the financial year	1,566,526	974,652	586,578	5,296
Surplus/(deficit) for the year	35,203	35,203	0	(
Net asset revaluation increment/(decrement)	0	0	0	(
Transfer to other reserves	0	0	0	(
Transfer from other reserves	0	0	0	(
Balance at end of the financial year	1,601,729	1,009,855	586,578	5,296
•				•
2021				
Balance at beginning of the financial year	1,601,729	1,009,855	586,578	5,296
Surplus/(deficit) for the year	32,711	32,711	0	(
Net asset revaluation increment/(decrement)	0	0	0	(
Transfer to other reserves	0	0	0	(
Transfer from other reserves	0	0	0	(
Balance at end of the financial year	1,634,440	1,042,566	586,578	5,296
2022				
Balance at beginning of the financial year	1,634,440	1,042,566	586,578	5,296
Surplus/(deficit) for the year	35,281	35,281	0	(
Net asset revaluation increment/(decrement)	0	0	0	(
Transfer to other reserves	0	0	0	(
Transfer from other reserves	0	0	0	(
Balance at end of the financial year	1,669,721	1,077,847	586,578	5,296
•				,
Reserve Funds				
- Balance Bought Forward	1,985	4,489	1,103	1,103
- Correction b/w forecast & actual	0	0	0	(
- Developers Contributions	2,504	(3,386)	0	(
- Transfers to/from operations	0	0	0	(

Statement of Capital Works					
For the four years ending 30 June					
2022					
	Forecast	Budget	Ctratagie	Descurse Plan	
		Budget		Resource Plar	l
	Actual	0040440		rojections	0004/00
	2017/18	2018/19	2019/20	2020/21	2021/22
Duomonte	\$'000	\$'000	\$'000	\$'000	\$'000
Property	050	0.007	0	0	47.504
Land	250	3,367	0	0	17,501
Land improvements	0	0	0	0	47504
Total land	250	3,367	0	0	17501
Buildings	0	4,776	9,890	10,479	0
Heritage buildings	6,783	0	0	0	0
Building improvements	18,120	13,842	3,207	3,271	3,337
Leasehold improvements	0	0	0	0	0
Total buildings	24,903	18,618	13,097	13,750	3,337
Total property	25,153	21,985	13,097	13,750	20,838
Plant and equipment					
Heritage plant and equipment	0	0	0	0	0
Plant, machinery and equipment	3,285	3,490	3,378	3,445	3,514
Fixtures, fittings and furniture	54	0	0	0	0
Computers and telecommunications	3,705	6,291	1,885	1,923	1,962
Library books	337	379	386	394	402
Total plant and equipment	7,381	10,160	5,649	5,762	5,878
Infrastructure					
Roads	24,148	13,473	13,014	13,274	13,540
Bridges	300	964	218	223	227
Footpaths and cycleways	646	1,183	1,207	1,231	1,256
Drainage	1,361	1,276	1,302	1,328	1,354
Recreational, leisure and community facilities	30,045	15,749	3,622	3,735	3,849
Waste management	2,325	1,028	2,529	2,580	2,631
Parks, open space and streetscapes	2,634	5,325	1,105	1,127	1,039
Aerodromes	0	0	0	0	. 0
Off street car parks	270	0	0	0	0
Other infrastructure	11,103	30,271	1,717	1,752	1,787
Total infrastructure	72,832	69,269	24,714	25,250	25,683
Total capital works expenditure	105,366	101,414	43,460	44,762	52,399
Represented by:					
New asset expenditure	30,236	25,254	10,912	11,521	18,564
Asset renewal expenditure	44,255	51,827	23,506	24,018	24,428
Asset expansion expenditure	2,306	0 1,027	0	0	21,120
Asset upgrade expenditure	28,569	24,333	9,042	9,223	9,407
Total capital works expenditure	105,366	101,414	43,460	44,762	52,399

Statement of Cash Flows					
For the four years ending 30 June					
2022					
	Forecast	Budget	Strate	gic Resource Pla	an
	Actual			Projections	
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflow
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows
Cash flows from operating activities					
Rates and charges	110,429	115,083	119,214	123,386	127,704
Statutory fees and fines	3,764	3,969	3,816	3,855	3,894
User fees	27,434	24,206	25,132	25,140	25,609
Grants - operating	26,024	15,274	22,206	18,643	18,898
Grants - capital	34,774	13,561	1,847	1,884	1,922
Contributions - monetary	3,197	8,859	10,634	11,542	11,840
Interest received	2,028	1,500	1,545	1,591	1,639
Trust funds and deposits taken	2,642	0	0	0	(
Other receipts	3,732	2,254	3,845	3,922	4,000
Net GST refund / payment	9,812	0	0	0	(
Employee costs	(60,266)	(65,872)	(70,900)	(70,807)	(72,590
Materials and services	(78,818)	(66,496)	(63,144)	(65,337)	(67,607
Trust funds and deposits repaid	0	0	0	0	(
Other payments	(2,632)	(2,492)	(2,548)	(2,599)	(2,651
Net cash provided by/(used in) operating activities	82,120	49,846	51,647	51,220	52,658
Cash flows from investing activities					
Payments for property, infrastructure, plant and					
equipment	(64,790)	(110,185)	(44,655)	(48,426)	(52,509
Proceeds from sale of property, infrastructure, plant and equipment	1,132	300	306	312	318
Payments for investments	0	0	0	0	(
Proceeds from sale of investments	0	0	0	0	(
Loan and advances made	8	0	0	0	(
Payments of loans and advances	0	0	0	0	(
Net cash provided by/ (used in) investing					
activities	(63,650)	(109,885)	(44,349)	(48,114)	(52,191
Cash flows from financing activities					
Finance costs	(2,211)	(2,000)	(2,198)	(1,954)	(1,958
Proceeds from borrowings	Ó	13,073	0	3,348	3,950
Repayment of borrowings	(4,394)	(4,073)	(5,210)	(5,348)	(4,950
Net cash provided by/(used in) financing	` '	` ' '	` '		, ,
activities	(6,605)	7,000	(7,408)	(3,955)	(2,958
Net increase/(decrease) in cash & cash	` '		, ,		•
equivalents	11,865	(53,039)	(110)	(849)	(2,491
Cash and cash equivalents at thebeginning of the financial year	77,030	88,895	35,856	35,746	34,897
Cash and cash equivalents at the end of the financial year	88,895	35,856	35,746	34,897	32,406

Summary of planned capital works exp	Denditure	_		_				_	
			sset Expendit			_	Funding		
	Total	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council Cash	
2018/19	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Land	3,367	3,367	0	0	0	0	0	3,367	(
Land improvements	0	0	0	0	0	0	0	0	(
Total land	3,367	3,367	0	0	0	0	0	3,367	(
Buildings	4,776	4,378	300	98	0	0	0	4,776	(
Heritage buildings	0	0	0	0	0	0	0	0	(
Building improvements	13,842	21	9,218	4,603	0	0	0	13,842	(
Leasehold improvements	0	0	0	0	0	0	0	0	(
Total buildings	18,618	4,399	9,518	4,701	0	0	0	18,618	(
Total property	21,985	7,766	9,518	4,701	0	0	0	21,985	
Plant and equipment									
Heritage plant and equipment	0	0	0	0	0	0	0	0	(
Plant, machinery and equipment	3,490	15	445	3,030	0	0	0	3,490	(
Fixtures, fittings and furniture	0	0	0	0	0	0	0	0	(
Computers and telecommunications	6,291	0	3,347	2,944	0	0	0	6,291	(
Library books	379	379	0	0	0	0	0	379	(
Total plant and equipment	10,160	394	3,792	5,974	0	0	0	10,160	(
Infrastructure									
Roads	13,473	510	10,787	2,176	0	1,600	0	11,873	(
Bridges	964	0	964	0	0	750	0	214	(
Footpaths and cycleways	1,183	0	918	265	0	0	0	1,183	(
Drainage	1,276	0	1,276	0	0	0	0	1,276	(
Recreational, leisure and community facilities	15,749	0	15,749	0	0	211	0	5,538	10,000
Waste management	1,028	0	338	690	0	0	0	1,028	. (
Parks, open space and streetscapes	5,326	0	5,033	293	0	0	635	4,691	(
Aerodromes	0	0	0	0	0	0	0	0	(
Off street car parks	0	0	0	0	0	0	0	0	(
Other infrastructure	30,270	16,585	3,451	10,234	0	11,000	0	19,270	(
Total infrastructure	69,269	17,095	38,516	13,658	0	13,561	635	45,073	10,000
Total capital works expenditure	101,414	25,255	51,826	24,333	0	13,561	635	77,218	10,000

Summary of planned capital works exp	enditure								
		Α	sset Expendi	ture Types			Funding \$	Sources	
	Total	New	Renewal	Upgrade	Expansion	Grants Contributions Council Cash I			Borrowings
2019/20	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Land	0	0	0	0	0	0	0	0	C
Land improvements	0	0	0	0	0	0	0	0	C
Total land	0	0	0	0	0	0	0	0	C
Buildings	9,890	9,890	0	0	0	0	0	9,890	C
Heritage buildings	0	0	0	0	0	0	0	0	C
Building improvements	3,207	0	3,207	0	0	0	0	3,207	C
Leasehold improvements	0	0	0	0	0	0	0	0	C
Total buildings	13,097	9,890	3,207	0	0	0	0	13,097	C
Total property	13,097	9,890	3,207	0	0	0	0	13,097	0
Plant and equipment									
Heritage plant and equipment	0	0	0	0	0	0	0	0	C
Plant, machinery and equipment	3,378	0	287	3,091	0	0	0	3,378	C
Fixtures, fittings and furniture	0	0	0	0	0	0	0	0	C
Computers and telecommunications	1,885	0	1,036	849	0	0	0	1,885	C
Library books	386	386	0	0	0	0	0	386	C
Total plant and equipment	5,649	386	1,323	3,940	0	0	0	5,649	0
Infrastructure									
Roads	13,015	521	10,275	2,219	0	1,632	1,632	9,751	C
Bridges	218	0	218	0	0	0	0	218	C
Footpaths and cycleways	1,207	0	936	271	0	0	0	1,207	C
Drainage	1,302	0	1,302	0	0	0	0	1,302	C
Recreational, leisure and community facilities	3,622	0	3,622	0	0	215	215	3,192	C
Waste management	2,529	0	344	2,185	0	0	0	2,529	C
Parks, open space and streetscapes	1,104	0	806	298	0	0	0	1,104	C
Aerodromes	0	0	0	0	0	0	0	0	C
Off street car parks	0	0	0	0	0	0	0	0	C
Other infrastructure	1,717	115	1,473	129	0	0	0	1,717	C
Total infrastructure	24,714	636	18,976	5,102	0	1,847	1,847	21,020	0
Total capital works expenditure	43,460	10,912	23,506	9,042	0	1,847	1,847	39,766	0

Summary of planned capital works exp	enditure								
		Asset Expenditure Types				Funding Sources			
	Total	New	Renewal	Upgrade	Expansion	Grants Contributions Council Cash B			Borrowings
2020/21	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Land	0	0	0	0	0	0	0	0	C
Land improvements	0	0	0	0	0	0	0	0	C
Total land	0	0	0	0	0	0	0	0	C
Buildings	10,479	10,479	0	0	0	0	0	10,479	C
Heritage buildings	0	0	0	0	0	0	0	0	C
Building improvements	3,271	0	3,271	0	0	0	0	3,271	C
Leasehold improvements	0	0	0	0	0	0	0	0	C
Total buildings	13,750	10,479	3,271	0	0	0	0	13,750	C
Total property	13,750	10,479	3,271	0	0	0	0	13,750	0
Plant and equipment									
Heritage plant and equipment	0	0	0	0	0	0	0	0	C
Plant, machinery and equipment	3,445	0	293	3,152	0	0	0	3,445	C
Fixtures, fittings and furniture	0	0	0	0	0	0	0	0	C
Computers and telecommunications	1,923	0	1,057	866	0	0	0	1,923	C
Library books	394	394	0	0	0	0	0	394	C
Total plant and equipment	5,762	394	1,350	4,018	0	0	0	5,762	0
Infrastructure									
Roads	13,274	531	10,479	2,264	0	1,665	1,665	9,944	C
Bridges	223	0	223	0	0	0	0	223	C
Footpaths and cycleways	1,231	0	955	276	0	0	0	1,231	C
Drainage	1,328	0	1,328	0	0	0	0	1,328	C
Recreational, leisure and community facilities	3,735	0	3,735	0	0	220	220	3,295	C
Waste management	2,580	0	351	2,229	0	0	0	2,580	C
Parks, open space and streetscapes	1,127	0	823	304	0	0	0	1,127	C
Aerodromes	0	0	0	0	0	0	0	0	C
Off street car parks	0	0	0	0	0	0	0	0	C
Other infrastructure	1,752	117	1,503	132	0	0	0	1,752	C
Total infrastructure	25,250	648	19,397	5,205	0	1,885	1,885	21,480	0
Total capital works expenditure	44,762	11,521	24,018	9,223	0	1,885	1,885	40,992	0

Summary of planned capital works exp	enditure								
		Δ	sset Expendi	ture Types			Funding	Sources	
	Total	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council Cash	Borrowings
2021/22	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Land	17,501	17,501	0	0	0	0	0	17,501	0
Land improvements	0	0	0	0	0	0	0	0	0
Total land	17501	17501	0	0	0	0	0	17501	0
Buildings	0	0	0	0	0	0	0	0	0
Heritage buildings	0	0	0	0	0	0	0	0	0
Building improvements	3,337	0	3,337	0	0	0	0	3,337	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
Total buildings	3,337	0	3,337	0	0	0	0	3,337	0
Total property	20,838	17,501	3,337	0	0	0	0	20,838	0
Plant and equipment									
Heritage plant and equipment	0	0	0	0	0	0	0	0	0
Plant, machinery and equipment	3,515	0	299	3,216	0	0	0	3,515	0
Fixtures, fittings and furniture	0	0	0	0	0	0	0	0	0
Computers and telecommunications	1,961	0	1,078	883	0	0	0	1,961	0
Library books	402	402	0	0	0	0	0	402	0
Total plant and equipment	5,878	402	1,377	4,099	0	0	0	5,878	0
Infrastructure									
Roads	13,542	542	10,690	2,310	0	1,698	1,698	10,146	0
Bridges	227	0	227	0	0	0	0	227	0
Footpaths and cycleways	1,255	0	974	281	0	0	0	1,255	0
Drainage	1,354	0	1,354	0	0	0	0	1,354	0
Recreational, leisure and community facilities	3,849	0	3,849	0	0	224	224	3,401	0
Waste management	2,631	0	358	2,273	0	0	0	2,631	0
Parks, open space and streetscapes	1,039	0	729	310	0	0	0	1,039	0
Aerodromes	0	0	0	0	0	0	0	0	0
Off street car parks	0	0	0	0	0	0	0	0	0
Other infrastructure	1,786	119	1,533	134	0	0	0	1,786	0
Total infrastructure	25,683	661	19,714	5,308	0	1,922	1,922	21,839	0
Total capital works expenditure	52,399	18,564	24,428	9,407	0	1,922	1,922	48,555	0

Capital Works Program									
For the Year Ended 30 June 2019									
		As	sset Expendit	ure Types			Funding 9		
	Total	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council Cash	Borrowings
2018/19	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
DCP-Land - Council	3,367	3,367	0	0	0	0	0	3,367	0
Total land	3,367	3,367	0	0	0	0	0	3,367	0
Buildings									
Building improvements									
Facility Renewal Program	2.734	0	2,734	0	0	0	0	2,734	0
Girrabanya Upgrade	369	0	0	369	0			369	
Lucas Community Hub	21	21	0	0	0	_	_	21	
Civic Hall	4,234	0	0	4,234	0	0	0	4,234	0
Her Majesty Theatre - Major Works	6,484	0	6,484	0	0	0	0	6,484	0
Buildings		_		_	_	_	_		
Gate Keepers Cottage	300	0	300	0	0	0	0	300	0
Town Hall - Living Heritage	98	0	0	98	0	0	0	98	
DCP-Construction-Council	4,378	4,378	0	0	0	0	0	4,378	0
Total buildings	18,618	4,399	9,518	4,701	0	0	0	18,618	0
Total property	21,985	7,766	9,518	4,701	0	0	0	21,985	0
Plant and equipment									
BAC Programmable Assets & Equipment	364	0	364	0	0	0	0	364	0
Parking Meter Replacement Program	82	0	82	0	0	0	0	82	0
Plant, machinery and equipment	3,030	0	0	3,030	0	0	0	3,030	
Eureka Centre Equipment	15	15	0	0	0	0	0	15	0
Computers and telecommunications									
Desktop Replacement Program	1,331	0	1,331	0	0	0	0	1,331	0
Home carers - Hand Held PDA	0	0	0	0	0	0	0	0	0
IT Infrastructure	2,016	0	2,016	0	0	0	0	2,016	0
IT System Development	2,944	0	0	2,944	0	0	0	2,944	0
Library books	,							, -	
Library books	379	379	0	0	0	0	0	379	0
Total plant and equipment	10.161	394	3,793	5,974	0	0	0	10,161	0

Capital Works Program									
For the Year Ended 30 June 2019									
		Asset Expenditure Types		Funding Sources					
	Total	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council Cash	
2018/19	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Infrastructure									
Roads									
Federal Blackspot Funding	1,000	0	0	1,000	0	1,000	0	0	0
Federal Roads to Recovery Funding	1,030	0	1,030	0	0	1,030	0	0	0
Major New Capital Road Projects	510	510	0	0	0	0	0	510	0
Major Insfrastructure Renewal Project	8,498	0	8,498	0	0	0	0	8,498	0
Major Rural Roads Infrastructure Works	1,260	0	1,260	0	0	0	0	1,260	0
Minor Road improvements /upgrades	1,177	0	0	1,177	0	0	0	1,177	0
Bridges									
Bridge Rehabilitation	214	0	214	0	0	0	0	214	0
Bridges	750	0	750	0	0	750	0	0	0
Footpaths and cycleways						0	0	0	0
Bicycle Paths	367	0	367	0	0	0	0	367	0
Bicycle Strategy Projects	265	0	0	265	0	0	0	265	0
Footpath Works	551	0	551	0	0	0	0	551	0
Drainage									
Drainage Projects	827	0	827	0	0	0	0	827	0
Kerb and channelling	449	0	449	0	0	0	0	449	0
Recreational, leisure and community facilities									
Lake Wendouree Infrastructure Works	223	0	223	0	0	0	0	223	0
Outdoor Pools	141	0	141	0	0	0	0	141	0
Recreation Capital Improvement Program	15,385	0	15,385	0	0	211	0	5,174	10.000
Parks, open space and streetscapes	,,,,,,,		-,	_			-	-,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Ballarat Botanical Gardens Program	61	0	61	0	0	0	0	61	0
Ballarat West Employment Zone	4,240	0	4,240	0	0	0	0	4,240	0
City Entrances	165	0	165	0	0	0	0	165	0
Median Strip Landscaping Project	106	0	106	0	0	0	0	106	0
Parks Development Program	293	0	293	0	0	0	293	0	0
Playground Improvement Program	61	0	61	0	0	0	61	0	0
Playspace Planning Framework	281	0	0	281	0	0	281	0	0
Public Place Recycling	11	0	0	11	0	0	0	11	0
Street Irrigation Project	104	0	104	0	0	0	0	104	0

Capital Works Program									
2018/19									
			sset Expendit				Funding S		
	Total	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council Cash	Borrowings
2018/19	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Other infrastructure									
Social Infrastructure Capital Improvement Program	1,798	0	1,798	0	0	0	0	1,798	(
Bus Shelter repair and replacement	163	0	163	0	0	0	0	163	(
Fernery	1,209	0	1,209	0	0	0	0	1,209	(
Land Development Council Contribution	104	0	0	104	0	0	0	104	(
Monument Renewal Program	113	0	113	0	0	0	0	113	(
Public Art Program	216	216	0	0	0	0	0	216	(
School Crossing Supervisor Shelters	23	0	0	23	0	0	0	23	(
Sebastopol Library	2,056	0	0	2,056	0	0	0	2,056	(
Street Furniture Renewal Program	169	0	169	0	0	0	0	169	(
Waste to Energy	10,000	10,000	0	0	0	5,000	0	5,000	(
SSRIP Safer Cyclists & Pedestrian	6,325	6,325	0	0	0	6,325	0	0	(
Wendouree Sports & Events Centre	6,551	0	0	6,551	0	0	0	6,551	(
Marveloo	44	44	0	0	0	0	0	44	(
CBD Parking Action Plan	1,500	0	0	1,500	0	0	0	1,500	(
Waste Management						0	0	0	(
Landfill Upgrade	690	0	0	690	0	0	0	690	(
Replacement Bins Program	338	0	338	0	0	0	0	338	(
Total infrastructure	69,268	17,095	38,515	13,658	0	14,316	635	44,317	10,000
Total capital works expenditure	101,414	25,255	51,826	24,333	0	14,316	635	76,463	10,000

2018/19 Capital Project Budget

Project Description	Gross \$
BAC Programmable Assets & Equipment	363,755
Social Infrastructure Capital Improvement Program	1,797,683
Ballarat Botanical Gardens Program	61,200
Ballarat West Employment Zone	4,241,996
Bicycle Paths	367,200
Bicycle Strategy Projects	265,200
Bridge Rehabilitation	214,200
Bus Shelter repair and replacement	163,200
City Entrances	165,485
Desktop Replacement Program	1,331,217
Drainage Projects	827,220
Facility Renewal Program	2,733,988
Federal Blackspot Funding	1,000,000
Federal Roads to Recovery Funding	1,029,840
Fernery	1,209,282
Footpath Works	550,800
Girrabanya Upgrade	368,850
Home carers - Hand Held PDA	0
IT Infrastructure	2,015,796
IT System Development	2,943,872
Kerb and channelling	448,800
Lake Wendouree Infrastructure Works	223,348
Land Development Council Contribution	104,040
Landfill Upgrade	690,325
Library Books	378,741
Lucas Community Hub	20,753
Major New Capital Road Projects	510,000
Major Insfrastructure Renewal Project	8,497,564
Major Rural Roads Infrastructure Works	1,259,891
Median Strip Landscaping Project	106,121
Minor Road improvements /upgrades	1,176,060
Monument Renewal Program	112,529
Outdoor Pools	140,662
Parking Meter Replacement Program	81,600
Parks Development Program	292,577
Plant, machinery and equipment	3,030,081

Playground Improvement Program	61,200
Playspace Planning Framework	281,324
Public Art Program	215,587
Public Place Recycling	11,253
Recreation Capital Improvement Program	15,385,148
Replacement Bins Program	337,589
School Crossing Supervisor Shelters	22,506
Sebastopol Library	2,056,382
Street Furniture Renewal Program	168,795
Street Irrigation Project	104,040
Waste to Energy	10,000,000
Civic Hall	4,234,029
Her Majesty Theatre - Major Works	6,484,028
SSRIP Safer Cyclists & Pedestrian	6,325,017
Gate Keepers Cottage	300,000
Bridges	750,000
Wendouree Sports & Events Centre	6,551,269
Town Hall - Living Heritage	97,500
Marveloo	44,296
Eureka Centre Equipment	14,629
CBD Parking Action Plan	1,500,000
DCP-Construction-Council	4,378,405
DCP-Land - Council	3,366,950
	101,413,823

Performance Indicators	3					
		Forecast		Strate	Strategic Resource Plan	
		Actual Budget		Projections		
Indicator	Measure	2017/18	2018/19	2019/20	2020/21	2021/22
Operating position						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	6.01%	-1.63%	1.56%	0.51%	0.72%
Liquidity						
Working capital	Current assets / Current liabilities	276%	144%	145%	146%	138%
Unrestricted cash	Unrestricted cash / Current liabilities	227%	92%	91%	90%	81%
Obligations						
Loans and borrowings	Interest bearing loans and borrowings / Rate revenue	40%	46%	40%	37%	35%
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue	6%	5%	6%	6%	5%
Indebtedness	Non-current liabilities / Own source revenue	26%	33%	27%	26%	25%
Asset Renewal	Asset renewal expenses / Depreciation	139%	159%	71%	71%	71%
Stability						
Rates concentration	Rate revenue / Adjusted underlying revenue	65%	71%	69%	71%	71%
Rates effort	Rate revenue / CIV of rateable properites in the municipality	0.61%	0.60%	0.60%	0.60%	0.60%
Efficiency						
Expenditure level	Total expenditure / no. property assessments	307%	323%	330%	330%	334%
Revenue level	Residential rate revenue / No. of residential property assessments	1,384	1,411	1,439	1,467	1,496
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year	6.10%	6.10%	6.10%	6.10%	6.10%

10.7. RATE CAP AND VARIATION

Division: Business Services

Director: Glenn Kallio

Author/Position: Glenn Kallio - Director Business Services

OFFICER RECOMMENDATION

Council resolves to:

1. Advise the Essential Services Commission that it does not intend to seek a variation to the rate cap of 2.5 percent for the 2019-2020 Financial Year.

EXECUTIVE SUMMARY

In 2015 the Victoria Government introduced the Fair Go Rates system which commenced in the 2016-2017 financial year. Legislation required to give effect to the system was passed by the Victorian Parliament in November 2015 and come into operation on 2 December 2015.

Before 31 December each year, the Minister for Local Government decides upon and announces the Average Rate Cap to apply in the forthcoming year. The Minister has set the Average Rate Cap for the Financial Year 2019–2020 at 2.5 percent.

The Fair Go Rates system provides for the ability for Councils to apply for a higher cap. Any Council intending to seek a variation or a higher cap for the forthcoming financial year is required to indicate that intention by 31 January 2019.

It is proposed that the Council advises the Essential Services Commission that it does not intend to seek a variation to the rate cap for the 2019–2020 Financial Year.

RATIONALE

Each year the Minister for Local Government sets the rate cap that will specify the maximum increase in a Council's rates and charges for the forthcoming financial year. The Minister has the capacity to set a cap that applies to all Councils or a single Council. In circumstances where the rate cap is insufficient for a specific Councils needs, a Council can apply to the Essential Services Commission for a higher cap.

In considering a higher cap, the Commission is required to have regard to:

- The proposed higher cap and the specified year(s) that it will apply;
- The reasons for which the Council seeks the higher cap;
- How the views of ratepayers and the community have been considered in proposing the higher cap;
- How the higher cap is an efficient use of Council resources and represents value for money;
- Whether consideration has been given to reprioritising proposed expenditure and alternative funding options and why the Council does not consider those options to be adequate; and
- That the assumptions and proposals in the application are consistent with the Council's long term strategy and financial management policies set out in the Council's planning documents and annual budget.

The Minister for Local Government has set the Average Rate Cap under section 185D(1) of the *Local Government Act 1989* (the act) and the General Order establishing the rate cap for 2018-2019 was published in the Government Gazette in December 2017.

As required by section 185D(3) of the Act the Minister's decision was informed by advice from the Essential Services Commission (ESC). The ESC has released guidance information materials for the 2018-2019 higher application process on its website at www.esc.vic.gov.au

In 2018-2019 the rate cap will apply only to general rates and municipal charges, not to other revenue such as service rates and service charges (eg. Garbage collection), special rates and charges, and revenue in lieu of rates. Under legislation, the Minister has power to extend the application of the rate cap to other rates or charges in the future.

Options

Option A

That Council notify the ESC that it does not intend to seek a higher rate cap for the 2019–2020 financial year (recommended).

Option B

That Council notify the ESC that it does intend to seek a higher rate cap for the 2019–2020 financial year and direct the CEO to commence the preparation of the required documentation and application.

If Council were to seek a rate increase higher than the cap, it must first advise the ESC of its intention to do so by 31 January 2019. It then has until 31 May 2019 to make the application. The ESC makes the assessment and within two months of the receipt of any application, the ESC notifies the Council of the decision. Council would then adopt the Annual budget by August 2019, as opposed to June 2019. This would result in significant cash-flow risks for Council.

Any limits placed on Council by other tiers of government that restrict Council's ability to raise revenue, are of concern. This doesn't mean that Council wishes to raise rates, in fact to the contrary, Council would prefer a far more equitable distribution of taxpayer funds direct to local government.

There is an argument to be put that any rate cap is unfair when there is no alternative provided. Continuing to put a prohibitive cap on rates in an environment where Federal Assistance Grants were frozen for a number of years, where Councils are mandated to perform additional responsibilities outside of core activities (eg., fire service levy collection and administration) makes for an almost impossible task for Local Government to make financial ends meet.

One option is to reduce services or hand them back to either State or Federal governments. This will inevitably result in reduction of services for our residents and ratepayers and further deterioration of community infrastructure if nothing is done to redress the imbalance.

There appears to be an underlying assumption that Council is not already involved with a thorough review of expenditure and is not continually seeking efficiencies. Council already seeks the community's feedback on issues as they arise on a continual basis and not simply once every four years when the Council Plan is prepared, or even once a year at budget preparation.

Local Government is the most community-accessible level of all tiers of government. Councils are led by Councillors who are locals, the administration buildings accessible and the staff inside or on the roads and parks and gardens crews known personally to the community, particularly so in regional areas.

Council has very few options available to it to raise revenue other than from rates. The levers are essentially borrow more, however this needs to be repaid at some stage and cannot be for operational requirements; raise user fees and charges, however many of these have statutory and regulatory limits and/or the community does not have the capacity to pay; decrease service levels and standards or cut services altogether, however this has significant impacts on the wellbeing of the community; secure more tied government grants, however these often come with co-contribution requirements; or finally seek a variation to increase the rate cap which must be approved by the ESC.

Following the Victorian Government's decision to introduce a rates cap on the local government sector commencing 1 July 2016, the MAV undertook a review of the Victorian Government's budgetary position over the following 12 months [2016/17]. There are a number of interesting observations that can be made:

- In comparison from budget 2015-16, land transfer duty and land tax is budgeted to increase from \$6.97 billion to \$7.99 billion, or by 14.7 per cent
- Taxation revenue is estimated to increase by \$2.5 billion or 13.5 per cent between budget 2015-16 and budget 2016-17
- Estimated employee expenses are forecast to increase seven per cent between budget 2015-16 and budget 2016-17 to \$21.3 billion. Ours increased by 4.1%
- The Auditor General has issued the estimated financial statements a qualified audit due to the inability of the Auditor General to confirm that the assets of the Department of Education and Training were prepared in accordance with accounting standards.
- VAGO is also going to investigate how the LG Waste Levy is being spent because of concerns "there have been ongoing issues with the landfill levy system namely, its transparency and management and whether the funds' expenditure is meeting the system's intended legislative purposes."
- Victorian Government's defined benefit liability is \$47 billion, of which \$27 billion is unfunded. In contrast again local government is required to fully fund its liability

State Government increases were over \$21.6 billion in 2016-17, with an average growth of 3.9% for the year; and similar again expected in 2017/18.

In 2015, the Commonwealth Government released its taxation white paper. Contained within this paper was a breakdown of the allocation of every tax dollar. There is a clear disparity in funding when the levels of government are compared. From each tax dollar, just 3 cents goes towards funding local government, 16 cents goes to the state government and 81 to the federal government. What is at issue is not whether or not there is a rate cap, but instead the inadequacy of the current funding models for the core, community-focused, essential work of Local Government.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- City of Ballarat Council Plan 2017-2021

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?		
Human Rights	Yes	Yes		
Social/Cultural	No	No		
Environmental/Sustainability	No	No		
Economic	No	No		
Financial/Resources	Yes	Yes		
Risk Management	No	No		
Implementation and Marketing	No	No		
Evaluation and Review	No	No		

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

Financial/Resources - As outlined in the report.

CONSULTATION

The preparation of the Council Plan and the annual budget are both subject to community consultation processes required by the *Local Government Act 1989*.

OFFICERS DECLARATIONS OF INTEREST

Under section 80C of the *Local Government Act 1989* Officers providing advice to Council must disclose any interest, including the type of interest.

Director Business Services – Glenn Kallio

In providing this advice as the Director of Business Services and Author, I have no disclosable interests in this report.

REFERENCE DOCUMENTS

 Essential Services Commission – Fair Go Rates System Guidance for Councils 2019–2020

ATTACHMENTS

Nil

10.8. BALLARAT FRIENDS OF AINARO SPECIAL COMMITTEE MINUTES

Division: Community Development

Director: Neville Ivey

Author/Position: Elizabeth Hardiman – Cultural Partnerships Officer

OFFICER RECOMMENDATION

Council resolves to:

1. Receive the minutes of the Ballarat Friends of Ainaro Community Special Committee (Section 86); and

2. Endorse the resignation of Mr Anthony Haintz and thank Mr Haintz for his service to the Ballarat Friends of Ainaro Community Committee.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on the Ballarat Friends of Ainaro Community Special Committee (Committee) by supplying the minutes of meetings.

The minutes of the Committee meetings held on the following dates are an attachment to this report:

- October 2017
- November 2017
- February 2018
- March 2018
- April 2018
- May 2018
- June 2018
- July 2018
- August 2018
- October 2018
- November 2018

RATIONALE

As per Council's Committee Policy the minutes of Committee Meetings, once adopted by the Special Committee are to be submitted in a report to Council.

Anthony Haintz put forward his resignation from Ballarat Friends of Ainaro Community Special Committee at the June 2018 meeting. Anthony has been a member of the committee since 2010 and during this period made a significant contribution to the Ainaro community both through his work with the committee and via Damascus College.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006
- City of Ballarat Council Plan 2017 2021
- Local Government Act 1989
- Local Government (General) Regulations 2015
- City of Ballarat Committee Policy

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?	
Human Rights	Yes	No	
Social/Cultural	Yes	Yes	
Environmental/Sustainability	No	No	
Economic	No	No	
Financial/Resources	No	No	
Risk Management	No	No	
Implementation and Marketing	No	No	
Evaluation and Review	No	No	

Human Rights – It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Social/Cultural – The inclusion of the meeting minutes for the Ballarat Friends of Ainaro Community Committee in the Council agenda and the availability to the public will increase awareness of the activities of the Committee and could increase community involvement in decision making at Council.

CONSULTATION

No consultation has been required.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

Council report and resolution 25 October 2010 (R391/17)

ATTACHMENTS

- 1. BFACC Meeting Minutes 20 November 2017 [10.8.1]
- 2. BFACC Meeting Minutes 19 February 2018 [10.8.2]
- 3. BFACC Meeting Minutes 19 March 2018 [10.8.3]
- 4. BFACC Meeting Minutes 16 April 2018 [10.8.4]
- 5. BFACC Meeting Minutes 21 May 2018 [10.8.5]

- BFACC Meeting Minutes 18 June 2018 [10.8.6] BFACC Meeting Minutes 30 July 2018 [10.8.7] 6.
- 7.
- BFACC Meeting Minutes 20 August 2018 [10.8.8] 8.
- BFACC Meeting Minutes 15 October 2018 [10.8.9] 9.
- BFACC Meeting Minutes 19 November 2018 [10.8.10] 10.

BALLARAT FRIENDS OF AINARO COMMUNITY COMMITTEE

Date: Monday 20 November, 2017

Time: **5.30pm**

Venue: Trench Room, Ballarat Town Hall

Attendees: Cr Belinda Coates; Dianne McGrath, Barry Flynn, Rob Gray, Tony Haintz, Andrew

Miller; Desley Beechey

Chair: Cr Belinda Coates

MINUTES

1. Apologies: Chris Bluett

2. Motion: Apologies be accepted.

3. Moved: Barry Flynn **Seconded:** Desley Beechey

Carried

4. Minutes of Previous Meeting – Monday 21 August (*note, no Quorum for November meeting*)

Motion: The Minutes of BFACC Meeting held on 21 August 2017 are a true and correct record of the

meeting.

Moved: Barry Flynn Seconded: Andrew Miller Carried

5. Matters Arising from Minutes:

BFACC Invoicing (Scholarship Invoice) & Financial Delegation is Paid

Moved: Rob Gray

Seconded: Barry Flynn

Carried

6. Correspondence:

In:

Minutes from Bendigo Maubisse Friendship Committee were circulated prior to meeting

Out:

Final Correspondence by Cr Mark Harris to MA in Ainaro yet to be tabled and followed up.

Motion: Correspondence be accepted.

Moved: Desley Beechey Seconded: Barry Flynn Carried

7. Pecuniary Interest: Chair called for Pecuniary interest: Nil

8. Finance Report: as at 31 July 2017 from the Finance Officer

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03 = Total \$10,484.72

Moved: Barry Flynn Seconded: Andrew Miller Carried

9 General Business:

9.1 <u>Launch for Strategic Plan 2017-2022</u>

- 9.1.1 The celebration committee was established at the abandoned October Meeting: Chris Bluett; Andrew Miller; Rob Gray; Tony Haintz
- 9.1.2 Tuesday 28th November (Independence Declaration 1975) 5:00pm @ Humffray Room at Ballarat Mechanics Institute
- 9.1.3 Special Guest: Rae Kinsbury, Honorary Consul for Timor-Leste

- 9.1.4 Invitations have been sent with assistance of the Ballarat City Cultural Office. Final invitations to be submitted immediately.
- 9.1.5 Further discussion of the catering arrangements (Portuguese Tarts; Timorese Coffee)
- 9.1.6 Media release and photography were discussed

9.1.7 Images for an electronic photo-display

9.2 Meeting(s) with Friends of Maubisse

Difficult during the day

9.3 Monthly meeting attendance

(TORs state requirement of minimum of 9 per year. This is not happening). Serious consideration of the number of meetings required or seek new membership.

9.4 Updates

9.4.1 BACDO Inc. BACDO to get back to work after the Launch of the strategic directions. BACDO intention is to support BFACC SP and delivery of SP Action Plan

9.4.2 Teachers for Timor (T4T)

Continuing in a positive vein. Brian Harrison is chairing
Team for 2018 are booked for first six months of 2018. Accommodation now at Ramelau Lodge.

9.4.3 School groups visiting Ainaro

Damascus College and Ballarat Grammar involved in mid-year visits to Ainaro Mid-year 2018 Damascus 15 and 5 staff; Grammar 14 and 4 staff. A new Grammar group muted for Year 8 in September 2018. Lucy to work with Grammar in 2018 as a lab assistant.

9.4.4 Health group

Barry Flynn reported on the Health Group projects. Hoping to accept invitation to be a part of Harmony Week. A third health scholarship is in the process of development. Initial two scholarship have finished their first year.

9.4.5 Ryder-Cheshire

AGM is same night as the Launch at 6:00 pm—Red Feather was circulated

9.4.6 Arts

Andrew Miller will send a link the University of Melbourne initiative. Artist is now being employed. Andrew plans to return Arte Ramelau in 2018

- 10. Feb 2017 shipment has landed in Dili.
- 11. Next Meeting 19 February 2018, Ballarat Town Hall at 5.30pm

APPENDIX

ARTE RAMELAU YOUTH ARTS SPACE Ainaro, Timor-Leste Report on 2017 visit to Arte Ramelau

ARTE RAMELAU BACKGROUND

Some key events:

- 2012 Four Ainaro artists trained with Afalyca (Baucau).
 - -'Send Me More Lino' exhibition, Ballarat for Arte Ramelau and Afalyca
- 2014 Arte Ramelau established in Ainaro
 - Arte Ramelau representatives attend Dili Public Art event (Arte Publiku)
 - '9x5 More or Less' (Arte Ramelau, Arte Moris, Gembel exhibn, Ballarat)
- 2015 Further development of Arte Ramelau by Australian and Timorese artists
 - 'Portrait Sideshow' (during Archibald with portraits from TL and other artists)
- 2016 Further development of Arte Ramelau by Australian and Timorese artists
 - 'Portrait Sideshow' (during Archibald with portraits from TL and other artists)
- 2017 Further development of Arte Ramelau by Australian and Timorese artists Art exhibition at RADMAC Office Supplies, Ballarat, May/June 2017

2. ARTE RAMELAU PARTICIPANTS 2017

No	Skill Area	Name		Comments
1	Artists (Aust)	Trish Bourke	Box Hill	2014/2015/2016/2017 team
		Michael Nichols	Ballarat	2014 team
2	Artists (Timorese)	Marqy	Baucau	Afalyca
		Gil	Dili	Arte Moris
		Evan	Dili	Arte Moris
3	Admin/Organisation	Andrew Miller	Ballarat	BFACC/ BACDO
		Karin Miller	Ballarat	BACDO
4	Arte Ramelau Leaders	Paulo	Ainaro	
		Isau/Leo	0	
		Aguida	0	
		Fernao	"	

BACDO = Ballarat Ainaro Community Development Organisation

BFACC = Ballarat Friends of Ainaro Community Committee

3. ACHIEVEMENTS 2017				
Item	Category	Achievements		
1	Meeting with Municipal Administrator	 (a) Introduction to 2017 art team (b) Overview of art program (c) Discussion re concept of a 'community centre' incorporating Arte Ramelau/T4T/Nafo Fila/Ballarat-Ainaro Friendship Room 		
2	Studio Improvements	(a) Repair of termite damage to front door (b) Electricity restored		
2	Studio presentation	(a) Curatorial skills by Michael Nichols (b) Tools / Library / Storeroom / etc (c) Methods for displaying		
3	Youth art group categories	(a) Junior (b) Intermediate (c) Senior		
4	External Presentation	 (a) Repainting external signage (b) Cleaning mould from external paintwork (c) Repainting pencil sculpture (d) Installation of hanging garden 		
5	Art Practice	(a) Reinforcing good art practice in art space		
6	Sales	(a) Upgrading sales desk (b) Procedures for income for sales		
7	Art Exhibition	 (a) Exhibition of Arte Ramelau artwork from 2017 classes (b) Invitees: MA/Directors/Administrators/local leaders (c) Numerous visitors to Ainaro attended: USA/Portugal/Euro Election Observers (d) Good sales at exhibition 		
8	Arte Ramelau Strategic Plan	Draft Strategic Plan in first draft		
9	Artwork for City of Ballarat	Commencement of artwork for presentation to City of Ballarat to be collected by Cr Mark Harris in Sept/Oct 2017.		
10	Arte Ramelau Facebook	(a) Paulo da Cunha now an 'administrator'		
11	Promotional and Growth	 (a) Distribution of Arte Ramelau Tee Shirts to leaders (b) Lonely Planet (c) Refer to Strategic Plan Goals (d) Arte Ramelau in Dili art competition in June (e) Growing awareness of Arte Ramelau 		
12	Other	Phone for Marqy (2 nd hand) Monthly retainer payment for Paulo Opening hours a problem Termites / borers / vermin Art sales cash to Aguida Lonely Planet Travel risks		
·.	The Arte Ramelau (a) Relationship de	RATEGIC PLAN & OTHER DEVELOPMENTS a Strategic Plan is in its first draft and the Goals are listed below: evelopment between Ainaro arts, Ballarat arts, Ballarat Courier etc evelopment between youth arts spaces in Timor-Leste nunications plan 186		

- (d) Art projects plan
- (e) Financial planning especially financial sustainability of Arte Ramelau
- (f) Arte Ramelau development at local level
- (g) 2018 Professional photographer participation
- (h) Website development
- (i) Ainaro Cultural Centre (Arte Ramelau, English Teaching Program, Nafo Fila, Ballarat-Ainaro Friendship Info Space

5. OTHER ITEMS

Sui airport in 2018 (Dili Airport to be closed for re-development Safety Plan development

Secretariat: Quorum = 6 Cultural Partnerships Officer

Ph: 5320-5831

E: <u>fionamachin@ballarat.vic.gov.au</u> or <u>lizhardiman@ballarat.vic.gov.au</u>



Section 86 Sub Committee

MINUTES

DATE:	[19/02/2018] TIME :	5:30pm
LOCATION:		
CHAIR:	Cr Belinda Coates	
MINUTE TAKER:	Rob Gray	
PRESENT:	Dianne McGrath, Desley Beechey, Tony Haintz, Barry Flynn, Andrew Miller. Special Guest: Lucy Xavier from Ainaro	

APOLOGIES:		
	Nil	

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept Nov 2017 minutes.

Moved: Barry Flynn Seconded: Andrew Miller

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

Item 9.3 To resolve number of monthly meetings to be held.

Action:

To request a meeting of a small sub-committee with a Council Officer with Sec 86 experience. The purpose being to clarify TOR in relation to membership and frequency of meetings. To check on EoI procedures for new membership of BFACC.

BFACC resolves to accept matters/actions arising from the minutes.

Moved: Tony Haintz

Seconded: Desley Beechey

CARRIED

CORRESPONDENCE IN:

From Ballarat Ainaro Health Group – electronic communications regarding up-coming Bush Dance fundraiser

[Committee] resolves to accept Correspondence In.

Moved: Barry Flynn

Seconded: Dianne McGrath

CARRIED

CORRESPONDENCE OUT:



Nil	

REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03 = Total \$10,484.72

2. BACDO Inc.

Executive Meeting Jan 2018

- Schedule of years meetings set
- Status of sub groups in BACDO Inc to be investigated
- Support for BFACC Strategic Plan given
- BETA projects follow-up with Kate O, to ensure continuity.
- **3.** Teachers for Timor (T4T). First meeting for 2018 to be held Sat 24 Feb.

Teaching teams covering mid June to October in place.

4. School groups visiting Ainaro

Ballarat Grammar: Two trips planned June/July 15 Year 11 students with 4 staff. Followed in Sept by 10 Year 8/9 students with 3 staff. Damascus: June/July 15 students and 5 staff.

5. Health group

A successful year with our current Scholarship Students. Both going well.

New student scholarship shared between T4T and

BFAHG Commencing

this month.

Health Scholarship Fundraising Bush Dance 24/3/18 at Midlands Golf Club – Fairway Room. Thank you to BFACC members for supporting sale of tickets. Tickets to be purchased before dance. See Barry Flynn or Desley Beechey for enquiries.

6. Ryder-Cheshire

Report and Invitation for 19th Biennial Conference 14-15 April at Ivanhoe.

- **7.** Arts
- 2018 is Arte Ramelau's sixth year of operation.
- Australian artists have joined Timorese artists at Arte Ramelau for each of these 6 years.
- We are seeking more Australian artists to join the visit to arte Ramelau in June 2018
- Information sessions are to be held at Ballarat Arts Alive meeting at Lost Ones Gallery (downstairs, Camp St) on 28 February and in the Annex of the Art Gallery of Ballarat on 4 March.
- The 2018 visit to Arte Ramelau leaves on 29 June and returns on varying dates after mid July.

BFACC resolves to accept the reports.



Moved: Barry Flynn

Seconded: Desly Beechey CARRIED

1. BFACC Strategic Plan: Where to from here?	 2017 saw completion of Strategic Plan 2017-2022. Launch in Nov 2017 aborted due to lack of numbers. A launch of the plan is a key part of the SP and needs to be achieved. An Action Plan (road map) needs to be developed by the working group with the voluntary assistance of Mark Schultz. This will ensure tracking of the actions is visible to the all concerned. First steps in re-launching SP Cr Coates to check with Cultural Diversity Office re launching at a Closed Council Meeting on a suitable date to ensure all Councillors are on board and understanding the SP and to ensure that the relationship with Ainaro continues to be a high priority. Possible involvement of School Principals/Mercy Sisters/Health Services in this meeting. Check with Cameron Gray CoB to confirm possibility and likely date (after Easter)
2. Message of Thanks	 Lucy Xavier, presently working as a GAP assistant at Ballarat Grammar expressed her thanks on behalf of the people of Ainaro for the continuing support of Ballarat for programs operating in the Ainaro District
	General Business items.

DATE OF NEXT MEETING:	19 March 2018

CLOSE OF	6:40pm
MEETING:	



Section 86 Sub Committee

AGENDA

DATE:	19/03/2018	TIME:	5:30 pm
LOCATION:	Trench Room Ballarat Town Hall		

APOLOGIES:

DISCLOSURE OF CONFLICTS OF INTEREST:

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended), if a Councillor or member of a special committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the special committee, the Councillor or member must, if he or she is attending the meeting, disclose the conflict of interest.

Indirect Interest is interest by close association, indirect financial interests, conflicting duties, receipt of an applicable gift, consequence of becoming an interested party or impact on residential amenities.

Direct Interest is when a person has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.

A Councillor or Special Committee Member who has declares a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

CONFIRMATION OF MEETING MINUTES: Monday 19 Feb, 2018 See below.

MATTERS/ACTIONS ARISING FROM THE MINUTES:

1. Item 9.3 from Nov Meeting: To resolve number of monthly meetings to be held . Action:

To request a meeting of a small sub-committee with a Council Officer with Sec 86 experience. The purpose being to clarify TOR in relation to membership and frequency of meetings. To check on Eol procedures for new membership of BFACC.

Follow-up report Rob Gray: Met with Liz Hardiman and Hemraz Bhoolah. Hemraz will do a follow-up on ToR re total number of meetings required and whether there is room for variance.

Liz reported that we are out of the formal CoB advertising for EoI timeline at present. However casual EoI can be filed with CoB out of this cycle should fitting members be identified.

2. a) **An Action Plan** (road map) needs to be developed by the working group with the voluntary assistance of Mark Schultz. This will ensure tracking of the actions is visible to the all concerned.



Follow-up from Andrew Miller: Unfortunately, since the February BFACC meeting, we have been unable to find a mutually agreeable time to meet with Mark Schultz (Governance Today). It was Mark that led the BFACC Strategic Planning process and he has volunteered his services to assist in the development of the implementation plan for the Strategic Plan. The initial meeting with Mark has now been set for 20 March. The work group for the Strategic plan will continue reporting to BFACC on progress.

b) First steps in re-launching SP..... Cr Coates to check with Cultural Diversity Office re launching at a Council Meeting on a suitable date to ensure all Councillors are on board and understanding the SP and to ensure that the relationship with Ainaro continues to be a high priority.

Follow-up by Cr Coates: We're able to lock in this May 23 date. It's prior to a Council meeting so we have a high chance of getting most Councillors there.

CORRESPONDENCE IN: Report from Bendigo Friends of Maubisse on recent Team 52 visit to Maubisse. (Attached)

CORRESPONDENCE OUT:

REPORTS:

- 1. Financial Report:
 - Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03 = Total \$10,484.72
- 2. BACDO Inc.
- **3.** Teachers for Timor (T4T). First meeting for 2018 was held Sat 24 Feb. / next meeting 25 March.

Teaching teams covering mid June to October in place. Discussions relating to scholarships criteria took place.

4. School groups visiting Ainaro

Ballarat Grammar: Two trips planned June/July 15 Year 11 students with 4 staff. Followed in Sept by 10 Year 8/9 students with 3 staff.

- 5. Health group
- **6.** Ryder-Cheshire
- 7. Arts Planning for the July 2018 visit to Arte Ramelau is continuing, however we are still short of Australian artists to participate in the visit. For the previous 5 years participant levels has been good however at this stage we do not have any artists committed. The main problem appears to be the 'self-funded' aspect of the visit. We are continuing to promote the visit to art groups and individuals both locally and further afield.



GENERAL BUSINESS:

- **1.** BFACC Strategic Plan Where to from here? Planning for May 23 presentation to Council.
 - 2. Storage of BFACC copies (12 boxes) of Strategic Plans.
 - 3. Meeting with Bendigo Friends of Maubisse.

This has been on the simmer for many months. Steven Abbott Manager Community Partnerships, City of Greater Bendigo has been in communication that their committee is ready and willing to meet on a weekend. At this stage April 7 and April 14 have been nominated as possibilities.

DATE OF NEXT	Monday 16 April 2018
MEETING:	

CLOSE OF MEETING:

Ballarat Friends of Ainaro Community Committee Section 86 Sub Committee

MINUTES

DATE:	19/02/2018	TIME:	5:30pm
LOCATION:			
CHAIR:	Cr Belinda Coates		
MINUTE TAKER:	Rob Gray		
PRESENT:	Dianne McGrath, Desley Beechey, Tony Haintz, Barry Flynn, Andrew Miller. Special Guest: Lucy Xavier from Ainaro		

APOLOGIES:		
	Nil	

DISCLOSURE OF CONFLICTS OF INTEREST: Nil

CONFIRMATION OF MEETING MINUTES: BFACC resolves to accept Nov 2017 minutes. Moved: Barry Flynn Secondod: Andrew Miller

Seconded: Andrew Miller

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

Item 9.3 To resolve number of monthly meetings to be held .

Action:



To request a meeting of a small sub-committee with a Council Officer with Sec 86 experience. The purpose being to clarify TOR in relation to membership and frequency of meetings. To check on EoI procedures for new membership of BFACC.

BFACC resolves to accept matters/actions arising from the minutes.

Moved: Tony Haintz

Seconded: Desley Beechey

CARRIED

CORRESPONDENCE IN:

From Ballarat Ainaro Health Group – electronic communications regarding up-coming Bush Dance fundraiser

[Committee] resolves to accept Correspondence In.

Moved: Barry Flynn

Seconded: Dianne McGrath

CARRIED

CORRESPONDENCE OUT:		
Nil		

REPORTS:

8. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03 = Total \$10,484.72

9. BACDO Inc.

Executive Meeting Jan 2018

- Schedule of years meetings set
- Status of sub groups in BACDO Inc to be investigated
- Support for BFACC Strategic Plan given
- BETA projects follow-up with Kate O, to ensure continuity.
- **10.** Teachers for Timor (T4T). First meeting for 2018 to be held Sat 24 Feb.

Teaching teams covering mid June to October in place.

11. School groups visiting Ainaro

Ballarat Grammar: Two trips planned June/July 15 Year 11 students with 4 staff. Followed in Sept by 10 Year 8/9 students with 3 staff. Damascus: June/July 15 students and 5 staff.

12. Health group

A successful year with our current Scholarship Students. Both going

New student scholarship shared between T4T and

BFAHG Commencing

this month.

Health Scholarship Fundraising Bush Dance 24/3/18 at Midlands Golf Club – Fairway Room. Thank you to BFACC members for supporting sale of tickets. Tickets to be purchased before dance. See Barry

Flynn or Desley Beechey for enquiries.



13. Ryder-Cheshire

Report and Invitation for 19th Biennial Conference 14-15 April at Ivanhoe.

14. Arts

- 2018 is Arte Ramelau's sixth year of operation.
- Australian artists have joined Timorese artists at Arte Ramelau for each of these 6 years.
- We are seeking more Australian artists to join the visit to arte Ramelau in June 2018
- Information sessions are to be held at Ballarat Arts Alive meeting at Lost Ones Gallery (downstairs, Camp St) on 28 February and in the Annex of the Art Gallery of Ballarat on 4 March.
- The 2018 visit to Arte Ramelau leaves on 29 June and returns on varying dates after mid July.

BFACC resolves to accept the reports.

Moved: Barry Flynn

Seconded: Desly Beechey

CARRIED

OFNEDAL BUOINEGO	
GENERAL BUSINESS:	
1. BFACC Strategic Plan: Where to from here?	 2017 saw completion of Strategic Plan 2017-2022. Launch in Nov 2017 aborted due to lack of numbers. A launch of the plan is a key part of the SP and needs to be achieved. An Action Plan (road map) needs to be developed by the working group with the voluntary assistance of Mark Schultz. This will ensure tracking of the actions is visible to the all concerned. First steps in re-launching SP Cr Coates to check with Cultural Diversity Office re launching at a Closed Council Meeting on a suitable date to ensure all Councillors are on board and understanding the SP and to ensure that the relationship with Ainaro continues to be a high priority. Possible involvement of School Principals/Mercy Sisters/Health Services in this meeting. Check with Cameron Gray CoB to confirm possibility and likely date (after Easter)
2. Message of Thanks	Lucy Xavier, presently working as a GAP assistant at Ballarat Grammar expressed her thanks on behalf of the people of Ainaro for the continuing support of Ballarat for programs operating in the Ainaro District

BFACC resolves to accept the General Business items.

Moved: Barry Flynn

Seconded: Desly Beechey



DATE OF NEXT MEETING:	19 March 2018
CLOSE OF MEETING:	6:40pm



Section 86 Sub Committee

MINUTES

DATE:	16/04/2018	TIME:	5:30) pm
LOCATION:	Trench Room			
CHAIR:	Cr Belinda Coates			
MINUTE TAKER:	Rob Gray			
PRESENT:	Barry Flynn, Chris Blu Haintz	ett, Andrew Miller,	Tony	
GUESTS:	Lucy Xavier from Aina	aro,		

APOLOGIES:

Dianne McGrath, Hemraz Bhoolah, Desley Beechey

BFACC resolves to accept these apologies.

Moved: Tony H Seconded: Barry F

CARRIED

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 19/02/2018 minutes.

Moved: Andrew M. Seconded: Barry F

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

Noted the need to endorse the ToR of the joint BFACC and BFoM interest group.

BFACC resolves to accept matters/actions arising from the minutes.

Moved: Andrew M. Seconded: Barry F

CARRIED

CORRESPONDENCE IN:

Minutes of the Joint Meeting of BFACC and BFoM at Castlemaine 7 April, 2018

BFACCresolves to accept Correspondence In.

Moved: Barry F

Seconded: Andrew M.



CORRESPONDENCE OUT:

Nil

BFACC resolves to accept Correspondence Out.

REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03

Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: Tony H Seconded: Barry F

CARRIED

Noted that monitoring of CoB budgetting cycle needs to be kept in mind to seek support for possible future activities. For discussion at May meeting.

2. BACDO Inc. - No Report

3. Teachers for Timor (T4T). Scholarship procedures discussed and confirmed.

4. School groups visiting Ainaro

Opportunities here to help build a Low Risk Safety Plan for all groups visiting Ainaro. Risk assesments from Schools can be used as a starting point.

Possibly this can be immersed into the action planning associated with the Strategic Plan.

- 5. Health group Movie Night (Tully at Regent Cinema) to support the purchase of 4 foetal heart monitors for Ainaro. Date Thursday 10th May at 7:05. Cost \$15 per ticket. Contact Barry Flynn for tickets
- **6.** Ryder-Cheshire Visit from Joaquim and Fabiola from Klibur Domin to Ballarat Schools on 16th April. Ballarat Specialist School, Damascus and Loreto. Lucy Xavier to be involved where practical.
- **7.** Arts No further progress with Australian artists. 3 Timorese artists have been engaged and Paul da Cuhna alerted re needs for Arte Ramelau in July.

BFACC resolves to accept the reports.

Moved: Barry F Seconded: Tony H.



GENERAL BUSINESS:

- 1. BFACC Strategic Plan Launch May 23rd Trench Room
 - a. MC for the launch.

Preference was for a Councillor with previous T-L involvement.

- b. Invitations (BFACC to supply list to Civic Support, will this be much the same as the one that was used in November?) **Yes, continue with this list.**
- c. Running order for the presentation between 5pm and 6pm (1 hour max) to include:
 - i. Brief background/overview of our Friendship relationship (speaker?) and purpose of the Strategic Plan (Suggested Rob G, Chris Bluett, Mark Schultz, Lucy Xavier may all contribute small parts to a tightly scripted back-ground)
 - ii. Official launch of strategic plan (Mayor)
 - iii. Guest speaker (Rae Kingsbury if available)
 - iv. Presentation of art work by Arte Ramelau from Cr Mark Harris to the Mayor
 - v. Entertainment. Perhaps some music of Ros Dunlop's via CD playing in the background.
- d. Catering Nibbles, drinks and Portuguese tarts.
- e. Prepare an invitation/document for individual councillors and others present to become donors to a Scholarships program for students in Ainaro.

Liz has the invite list used last November, and a copy of the invitation. We can recycle these Yes.

Meeting with Bendigo Friends of Maubisse. Minutes, ToR and presentations were attached to the agenda.

Two subcommittees to arrange next quarterly meeting soon and discuss outcomes from this workshop and next steps.

Next subcommittee will occur over coming months, then on a quarterly basis.

All of full committee meetings will occur annually as per terms of reference. The joint committee meeting is largely a Networking and Sharing body, but is looking for opportunities for joint action.

MOTION: That the ToR of the Joint Committee of BFACC and BFoM be endorsed. And that the ToR be reviewed by the joint sub-committee before the annual joint meeting of the two bodies.

Moved: Barry F Seconded: Rob G

CARRIED

3. Opportunities for contact with Municipal Management in Ainaro in June /July and September.

Once the Implementation Plan is developed from the Strategic Plan hopefully at the next BFACC meeting opportunities will arise for <u>Relationship</u> <u>Development in Ainaro</u>. Andrew Miller and Rob Gray will both be travelling to Ainaro this year.

To be an agenda item at the next meeting.



BFACC resolves to accept the General Business items.

Moved: Barry F Seconded: Tony H CARRIED

DATE OF NEXT	Monday 21 May 2018
MEETING:	

CLOSE OF	6:41 pm
MEETING:	



Section 86 Sub Committee

MINUTES of MAY 21 Meeting

DATE:	21/05/2018	TIME:	5:30 pm
LOCATION:	Trench Room		
CHAIR:	Cr Belinda Coates		
MINUTE TAKER:	Rob Gray		
PRESENT:	Barry Flynn, Chris Blu Haintz, Dianne McGra	ett, Andrew Miller, Tony th, Desley Beechey	/
GUESTS:	Lucy Xavier from Aina	ro,	

APOLOGIES:

Hemraz Bhoolah

BFACC resolves to accept these apologies.

Moved: Chris Bluett Seconded: Tony Haintz

CARRIED

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 16/04/2018 minutes.

Moved: Chris Bluett Seconded: Tony Haintz

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

1. Under Financial Report:

Noted that monitoring of CoB budgeting cycle needs to be kept in mind to seek support for possible future activities. For discussion at May meeting. Latest date would be to submit preferably in March; but submissions of projects over the next couple of months needs to be in by June.

Proper scoping of possible future plans for projects and possible use of consultants/facilitators will require some development. eg Forum, Community Hub, Launching of the plan in Ainaro. Some of these items may be met through Cultural Partnerships in-kind budgeting. Priorities need to be sorted, development of the Action Plan is the place where this needs to be stimulated and next steps forward planned.

2. Build a Low Risk Safety Plan for all groups visiting Ainaro. Risk assessments from Schools can be used as a starting point.

Possibly this can be immersed into the action planning associated with the Strategic Plan.

This to be incorporated as part of Action Planning into the near future.

3. Strategic Plan Launch (See General Business Item 1.)



BFACC resolves to accept matters/actions arising from the minutes.

Moved: Barry Flynn

Seconded: Desley Beechey

CARRIED

CORRESPONDENCE IN:

Nii

BFACCresolves to accept Correspondence In.

CORRESPONDENCE OUT:

Nii

BFACC resolves to accept Correspondence Out.

REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03

Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: No Change to previous report.

Seconded: CARRIED

- **2.** BACDO Inc. No report.
- **3.** Teachers for Timor (T4T). Teaching teams covering mid June to October in place.
- 4. School groups visiting Ainaro

Ballarat Grammar: Two trips planned June/July 15 Year 11 students with 4 staff. Followed in Sept by 10 Year 8/9 students with 3 staff. Loreto looking at a late November for their first foray into TL

 Health group A big thank you for the wonderful support from all the Ainaro support groups for getting behind our recent Movie Fundraiser. A very successful night.

Also, we will be running another fundraiser in July.

'Frock up for a cause'! Supper dance fundraiser to support rural Timorese student scholarships for study in Dili, and also to support health clinics in the Ainaro district, Timor Leste. Saturday 14th July 7.30 pm – 11.30 pm

- 6. Ryder-Cheshire No Report
- **7.** Arts Proceeding with planning for Arte Ramelau art school event. Late June/July.

BFACC resolves to accept the reports.

Moved: Dianne McGrath Seconded: Tony Haintz

CARRIED

GENERAL BUSINESS:

1. **BFACC Strategic Plan Launch** May 23rd Trench Room-



Running order for the presentation between 5pm and 6pm (1 hour max) to include:

- a. MC for the presentation?
- b. Brief background/overview of our Friendship relationship and purpose of the Strategic Plan (Rob Gray, Mark Schultz, Lucy Xavier may all contribute small parts to a tightly scripted back-ground) PowerPoint running in background to provide visuals to support the overview.
- c. Official launch of strategic plan Mayor.
- d. Guest speaker Adrian Newman (Adrian has been involved with the Timor-Leste Immersion program at Damascus for a number of years, travelling with students to Timor-Leste is 2014 and 2015. Adrian has a strong family connection with Timor-Leste through his maternal Grandfather, Harry Phillips, who during World War 2, was a member of the 2/4th Australia Independent Company "Sparrow Force", seeing service in Timor-Leste in 1943)
- e. Presentation of art work by Arte Ramelau to CoB delivered by Cr Mark Harris to the Mayor
- f. Entertainment. Some music of Ros Dunlop's via CD playing in the background. Provided by AM.
- g. Catering: fruit juice, tea and coffee and some nibbles as light refreshments on the day.
- h. Invitation/document for individual councillors and others present to become donors to further the Scholarships program for students in Ainaro.

2. Opportunities for contact with Municipal Management in Ainaro in June /July and September.

Once the Implementation Plan is developed from the Strategic Plan hopefully at the next BFACC meeting opportunities will arise for Relationship Development in Ainaro. Andrew Miller and Rob Gray will both be travelling to Ainaro this year.

- Should there be a follow-up with appropriate contacts in Ainaro to start up discussions about developing a possible Ainaro Community Hub?
 What input should be taken with members of BFACC travelling over to Ainaro in the coming months?
- Possibility of bringing ideas from each of our support groups back to our Action Planning group.
- Members of BFACC should gather ideas from other friendship groups about their facilities in TL in terms of friendship hubs and/or cultural spaces.

ACTION: a. Develop thoughts via a briefing with the Action Planning Group to bring to the next BFACC meeting.

- b. Rob and Andrew to follow-up suggested Planning options with District Administration re Community Hub from an Ainaro perspective.
- c. Check for date of next meeting of the ATLFN. It would be good to share development issues other friendship groups have had working in this area over the years.



3. Recognition of Restoration of Independence yesterday May 20th. This needs to be properly acknowledged at our Strategic Plan Launch on Wednesday.

BFACC resolves to accept the General Business items.

Moved: Barry Flynn

Seconded: Desley Beechey

DATE OF NEXT	Monday 18 June 2018
MEETING:	

CLOSE OF	6:50 pm
MEETING:	



Section 86 Sub Committee

MINUTES

DATE:	18/06/2018	TIME:	5:30 pm
LOCATION:	Trench Room		
CHAIR:	Cr Belinda Coates		
MINUTE TAKER:	Rob Gray		
PRESENT:	'	Miller, Dianne McGrath,	
	Desley Beechey		
GUESTS:	Lucy Xavier from Aina	iro	

APOLOGIES:

Barry Flynn,

BFACC resolves to accept these apologies.

Moved: Desley Beechey Seconded: Chris Bluett

CARRIED

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 21/05/2018 minutes.

Moved: Chris Bluett

Seconded: Desley Beechey

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

1. Proposed a formal thank-you letter be sent to Tony Haintz from Cultural Partnerships.

BFACC resolves to accept matters/actions arising from the minutes.

Moved: Dianne McGrath Seconded: Chris Bluett

CARRIED

CORRESPONDENCE IN:

Bendigo Maubisse Friendship Committee newsletter 3/5/2018

BFACC resolves to accept Correspondence In.

Moved: Chris Bluett

Seconded: Dianne McGrath

CARRIED

CORRESPONDENCE OUT:

Nil



REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03 Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: No Change to previous report.

Seconded: CARRIED

2. BACDO Inc. Meeting possibly this coming Saturday or earlier.

3. Teachers for Timor (T4T). Teaching teams covering mid June to October in place. First team to be in place by 29th June.

4. School groups visiting Ainaro

Ballarat Grammar: Two trips planned June/July 15 Year 11 students with 4 staff . Followed in Sept by 10 Year 8/9 students with 3 staff.

Loreto going ahead at this stage for late November for their first foray into TL.

- 5. Health group we have been informed by the organisers that our July fundraiser 'Frock up for a cause' on Saturday 14th July, has to be postponed until later in the year. This was beyond our control. Please accept our apology. From our last Movie fundraiser, BFAHG has purchased 9 Doppler ultrasound machines and they will be delivered to Timor Leste later this year. A great effort by our community of support.
- **6.** Ryder-Cheshire 11 members at Strategic Plan Launch in May. RC report that Trivia evenings at Freight Bar as fundraiser for the month of June have been a great success. Extremely supportive atmosphere for running fundraisers, spots in the "queue" to be part of this fundraising need to be booked in.
- **7.** Arts One Australian artist and three Timorese artists to act as leaders of the Arte Ramelau project in July of this year.

BFACC resolves to accept the reports.

Moved: Desley Beechey Seconded: Dianne McGrath

CARRIED

GENERAL BUSINESS:

1. Resignation of Tony Haintz.

It is time that I retired from a permanent seat in BFACC. It has been a great ride since 2010. While in my present role at Damascus College my links to Ainaro and certain organisations in Timor Leste will remain important and strong but for personal reasons it is time to take regular BFACC gatherings from my agenda. I hope to continue to watch the doings of BFACC from a distance and even contribute where it is considered wise by the committee. The Damascus College Immersion owes an enormous debt to this group. It may be that others from the College can see themselves at BFACC in the future.

See Business above re thank-you letter.



- 2. **Evaluation** of the launch of the Strategic Plan function on 23 May 2018.
 - Ran really well. Good numbers, appreciated by most who were there.
 - Lack of seating was an issue for some people.
 - Good publicity received from the Courier reps who were present.

3. BFACC STRATEGIC PLAN - IMPLEMENTATION PLAN

There has been very good progress on the development of the Implementation Plan for the BFACC Strategic Plan. The development of the IP is ongoing and the Work Group will aim to bring a draft of the IP to the BFACC July meeting.

At the May BFACC meeting there was a decision to clarify and endorse the topics for discussion when Ballarat representatives (Rob and Andrew) will be in Ainaro in July. The IP Work Group recommends to BFACC that discussion be initiated, in Ainaro, in the two following areas:

(a) <u>AINARO-BALLARAT COMMISSION</u> - this Ainaro reference group was established a few years ago, however this has gone into recess. Re-establishment of this reference group is an essential ingredient for future Ballarat/Ainaro discussions and dialogue.

RECOMMENDATION 1: BFACC endorse Ballarat representatives leading discussion on the re-establishment of the Ainaro-Ballarat Commission for the purposes of future dialogue and communications in the Ainaro community.

(Furthermore that the ABC be given the underlying principle of aligning project/capacity building requests with Ballarat's capabilities to deliver, as it goes about the business of reestablishment of the ABC. Establishing protocols of local government to local government communication will be an important early step.)

(b) <u>AINARO CULTURAL CENTRE</u> - cultural centres have been established in a number of the Districts across Timor-Leste, in the past five years, primarily led by the Timor-Leste government. The Ainaro community may be interested in learning more about how these centres are developing and contributing to communities such as Lospalos.

RECOMMENDATION 2: BFACC endorse Ballarat representatives initiating and leading discussion on how Ainaro community can learn more about the concept of cultural centres such as the one in Lospalos.

RECOMMENDATION 3: The BFACC Work Group develop discussions with other Friendship Groups in Victoria on their involvement with cultural centres in their Friendship Districts. Information gathered from these discussions will lead to a report to BFACC in the future.

RECOMMENDATION 4: The BFACC Work Group led by BFACC members Rob Gray and Andrew Miller with other BFACC supporters (members of Arte Ramelau, T4T who are present in Ainaro at the time of the initial meeting in early July.)

RECOMMENDATIONS 1,2,3 and 4:

Moved: Chris Bluett Seconded: Andrew Miller

CARRIED

Committee members are asked to cast an eye over the developing Implementation Plan supplied with follow-up and circulation of the ideas to Cultural Partnerships team and CoB Director of Community Development.



- 4. A thank you was moved to Lucy Xavier for attending our BFACC meetings over the past 6 months and sharing her knowledge and experiences of Ainaro that have added very much to our conversations and deliberations.
- 5. New membership of committee was discussed and a couple of suitably qualified people will be sounded-out.

BFACC resolves to accept the General Business items.

Moved: Desley Beechey Seconded: Chris Bluett

DATE OF NEXT	Monday 30 July 2018 (No quorum on 15 th July so suggested two
MEETING:	weeks later. Chris.B. will be an apology.)

CLOSE OF	7:00 pm
MEETING:	



Section 86 Sub Committee

JULY MINUTES

DATE:	30/07/2018	TIME:	5:30	0 pm
LOCATION:	Trench Room			
CHAIR:	Cr Belinda Coates			
MINUTE TAKER:	Rob Gray			
PRESENT:	Andrew Miller, Desley Beechey , Barry Flynn,			
GUESTS:				

APOLOGIES: Dianne	McGrath, Chris Bluett,	
BFACC resolves to ac	ccept these apologies.	
Moved:		
Seconded:		
CARRIED		

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 18/06/2018 minutes.

Moved: Seconded: CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

REPORT on BFACC Business in Ainaro coming out of the June meeting recommendations relating to the Strategic Plan.

- (a) MEETING WITH AJUNTA Aguida Mendonca, also present Fernao Gomes, Sr Eduardo, Sr Manuel Ramos-Pinto and Sr Celestino district Dir of Education.

 Key points arising from the discussion included:
 - (i) **Re**—**establishing the Ainaro-Ballarat Commission** strong support was given for this notion, with a look to replacing members who have moved on.
 - (ii) **Protocols for Contact between Ainaro and Ballarat** this needs to be set up officially through the Office of the Ajunta with the Cultural Partnerships Officers of the CoB.
 - (iii) **Emphasis placed on requests** being aligned with Ballarat's capabilities to deliver. This was acknowledged as a sensible approach.
 - (iv) Issues with Central Government structures and the disconnect that causes, particularly with peoples knowledge of the Ainaro Ballarat relationship.
 - (v) Acknowledgement of the role that Lucy Xavier may be able to play given her experiences with BFACC.



(b) MEETING WITH AINARO MUNICIPAL ADMINISTRATOR

Municipal Administrator (Sr Albertino) warmly welcomed a request for a meeting with us.

Key points arising from the discussion included:

- (i) **Army Departure** Army departing the Ainaro Central Communidade shortly (this is the building currently occupied by Arte Ramelau and English Teaching Program).
- (ii) **Youth Centre** Central Communidade proposed to become a Youth Centre (no details provided)
- (iii) **New 'House' for Arte Ramelau** MA suggested Arte Ramelau will be relocated to a 'new' space/'house'
- (iv) **Municipal Administrator visit to Ballarat** MA expressed interest in visiting Ballarat but visit depends on Timor-Leste Government approving budget. BFACC should consider how this expression of interest can be facilitated

BFACC resolves to accept matters/actions arising from the minu	arising from the minutes	ot matters/actions a	to acce	resolves t	BFACC
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Moved: Seconded: CARRIED

CORRESPONDENCE IN: Andrew Miller Report on Activities of Arte Ramelau July 2018

BFACC resolves to accept Correspondence In.

Moved: Seconded: CARRIED

CORRESPON	IDEN(CE OI	UT:
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Nil

REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03

Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: No Change to previous financial report.

Seconded: CARRIED

- 1. BACDO Inc. No report.
- 2. Teachers for Timor (T4T). Program has been running since 30 June. Good advertising campaign has seen high numbers attending up to three classes per day. Three teachers in Ainaro are extremely pleased with outcomes so far. Learners are coming to morning classes from Administration.



Lots of other enquiries for extension of our services.

Notification from Victorian School of Languages regarding successful fund-raiser for 2018. This will enable our program to recruit more teachers for next year and it will provide support for our Scholarship Program which has had reduced support this year.

3. School groups visiting Ainaro: Successful visits of Damascus College to St Maria in Ainaro and Ballarat Grammar to Fernando La Sama Sen High School. Relationships are continuing to bear fruit for all involved.

Up-coming visits from Ballarat Grammar Yr 8/9 to Pre-Secondary School in Ainaro in September and Loreto College in late November.

- **4.** AB Health Support
- 5. Ryder-Cheshire
- **6.** Arts Comprehensive report attached relating to recent visit to Arte Ramelau Youth Arts Space.

BFACC resolves to accept the reports. Moved:

Seconded: CARRIED

GENERAL BUSINESS:

- 1. **ToR.** BFACC needs to endorse the Terms of Reference as they need to be submitted to a Council report asap. (Most recent copy attached to the Agenda.)
- 2. **Next steps** for BFACC Strategic Planning Business in Ainaro coming out of the Jun/July meetings recommendations.

BFACC resolves to accept the General Business items.

Moved: Seconded: CARRIED

DATE OF NEXT	Monday August 20 2018
MEETING:	

CLOSE OF	7:00 pm
MEETING:	



Section 86 Sub Committee

MINUTES

DATE:	20/08/2018	TIME:	5:30 pm
LOCATION:	Trench Room		
CHAIR:	Cr Belinda Coates		
MINUTE TAKER:	Rob Gray		
PRESENT:	Chris Bluett, Andrew Miller, Dianne McGrath, Desley Beechey, Barry Flynn,		
	, ,	• • ·	

APOLOGIES:

Hemraz Boohlah

BFACC resolves to accept these apologies.

Moved: Desley Beechey Seconded: Dianne McGrath

CARRIED

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 18/06/2018 minutes.

Moved: Andrew Miller Seconded: Desley Beechey

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

REPORT on BFACC Business in Ainaro coming out of the June meeting recommendations relating to the Strategic Plan.

- (a) MEETING WITH AJUNTA Aguida Mendonca, also present Fernao Gomes, Sr Eduardo, Sr Manuel Ramos-Pinto and Sr Celestino district Dir of Education.

 Key points arising from the discussion included:
 - (i) **Re**—**establishing the Ainaro-Ballarat Commission** strong support was given for this notion, with a look to replacing members who have moved on.
 - (ii) **Protocols for Contact between Ainaro and Ballarat** this needs to be set up officially through the Office of the Ajunta with the Cultural Partnerships Officers of the CoB.
 - (iii) **Emphasis placed on requests** being aligned with Ballarat's capabilities to deliver. This was acknowledged as a sensible approach.
 - (iv) Issues with Central Government structures and the disconnect that causes, particularly with peoples knowledge of the Ainaro Ballarat relationship.
 - (v) Acknowledgement of the role that Lucy Xavier may be able to play given her experiences with BFACC.



(b) MEETING WITH AINARO MUNICIPAL ADMINISTRATOR

Municipal Administrator (Sr Albertino) warmly welcomed a request for a meeting with us.

Key points arising from the discussion included:

- (i) **Army Departure** Army departing the Ainaro Sentru Communidade shortly (this is the building currently occupied by Arte Ramelau and English Teaching Program).
- (ii) **Youth Centre** Sentru Communidade proposed to become a Youth Centre (no details provided)
- (iii) **New 'House' for Arte Ramelau** MA suggested Arte Ramelau will be relocated to a 'new' space/'house'
- (iv) Municipal Administrator visit to Ballarat MA expressed interest in visiting Ballarat but visit depends on Timor-Leste Government approving budget. BFACC should consider how this expression of interest can be facilitated.

Discussions held around:

- Enabling a visual connection of the links between the two municipalities. Where is an appropriate place in Ainaro to tell this story?
- There is potential for BFACC suggesting a "set of understandings" for the Ainaro Ballarat Commission to use in their deliberations and in their dealings with BFACC and Cultural Partnerships officers. An area for BFACC to work on.
- Thoughts needed from Cultural Partnerships office to see whether there is potential to "host" a visit from the MA, Sr Albertino. Our position on this needs to be thought through thoroughly along with the CPO. Would be very much be dependent on Ainaro having having funding from T-L Central Govt.
 - BFACC needs to develop a document to show where the concept of a visit by the MA would marry up with the jointly signed Local Government Agreement as well as our own Strat Planning document in terms of achieving the goals of all parties.

ACTION: A small group is needed to prepare a planning brief to go to CPO. (AM, DB volunteered) Enquiries to be made to CPO regarding any details that may need follow-up from their end.

their end.
BFACC resolves to accept matters/actions arising from the minutes.
Moved: Andrew Miller

CARRIED

CORRESPONDENCE IN:

BFACC resolves to accept Correspondence In. Moved:

Seconded: CARRIED

CORRESP	ONDEN	ICE C)UT:

Seconded: Chris Bluett

Nil



REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03

Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: No Change to previous report.

Seconded: CARRIED

1. BACDO Inc. Next meeting to occur on Sept 8th

2. Teachers for Timor (T4T). Program has been running since 30 June. Good advertising campaign has seen high numbers attending up to three classes per day.

Three teachers in Ainaro are extremely pleased with outcomes so far. Learners are coming to morning classes from Administration.

Lots of other enquiries for extension of our services.

Notification from Victorian School of Languages regarding successful fund-raiser for 2018. This will enable our program to recruit more teachers for next year and it will provide support for our Scholarship Program which has had reduced support this year.

3. School groups visiting Ainaro: Successful visits of Damascus College to St Maria in Ainaro and Ballarat Grammar to Fernando La Sama Sen High School. Relationships are continuing to bear fruit for all involved.

Up-coming visits from Ballarat Grammar Yr 8/9 to Pre-Secondary School in Ainaro in September and Loreto College in late November.

ACTION: Possible Student Report to BFACC in October.

- **4.** AB Health Support: Movie fundraiser on the horizon. Yet to be decided. Doppler apparatus will be taken over by Rosey King.
- 5. Ryder-Cheshire: Klibur Domin has an excellent TB program and out-reach happening. Mental Health program being developed is a possibility of covering issues around Domestic Violence in the Community. Ladies in Black. fund-raiser in October. 60th Birthday for RC coming up. Watch for possible celebrations.
- **6.** Arts Comprehensive report attached relating to recent visit to Arte Ramelau Youth Arts Space. Dianne mentioned fund-raiser of Trivia night at Freight Bar for anyone who is interested.
 - Samples of I LOVE AINARO Calico bags and Tee-shirt projects exhibited... increasing the awareness of environmental issues being a great shared issue between Arte Ramelau and T4T classrooms.
- **7.** Supplying brochures to advertise works of Arte Ramelau and T4T Inc via The Ballarat Foundation/ United Way- Volunteers Coordinators Network Springfest Exposure.... Via this network.

BFACC resolves to accept the reports.

Moved: Dianne McGrath Seconded: Desley Beechey

CARRIED

GENERAL BUSINESS:



1. **ToR.** BFACC needs to endorse the Terms of Reference as they need to be submitted to a Council report asap. (Most recent copy attached.)

Amendments suggested:

- 4.2 This has not happened in some years.... Should this stay in the ToR? It is covered in the BFACC Strategic Plan. Perhaps remove the wording MAJOR from item 4.2 would solve this.
- 5.3 Opportunities exist to put a clear proposal through Cultural Partnerships office for budget bids for operational items relevant to BFACC. These can be ideas that come out of the Strategic Plan and do not include major fund raising items.
- 6.6 Request that this item of EoI needs to be followed up by CPO to help improve the numbers on the committee.
- 6.7 No mention of Overseas Aid/Experience in Timor Leste / International Development/ ... These are skill/interest areas of importance for members of BFACC. Could these be added-
- 7.1.2 Discussion around the contributions that can come from the CPO...
- 7.1.1 Alter to minimum of seven (7) meetings. (June and September are when members are traveling overseas and a quorum is difficult to obtain. Members often in TL carrying out "Ballarat" business)

MOTION: That BFACC endorse the ToR with the above amendments:

ACTION: These the endorsement of the ToR be taken to CPO to forward to

Governance of CoB along with amendments listed above.

Moved: Chris Bluett Seconded: Barry Flynn

CARRIED

2. **Next steps** for BFACC Strategic Planning Business in Ainaro coming out of the Jun/July meetings recommendations.

ACTIONS:

Andrew Miller distributed hard copy of the Implementation Plan, asking for assistance from members with population of the grid.

One are noted in relation to Discussions from previous minutes (see above)

At Section 3 of Implementation Plan Development of "set of understandings" about how the ABC could operate (similar to a ToR) be taken to ABC for discussions. Needs to be put into Imp Plan for action

3. Cr Coates has mooted exploration of a salary giving fund with the CoB through discussions with the CEO possibly using BACDO Inc as a NotForProfit organisation linked to operations in Ainaro.

BFACC resolves to accept the General Business items.

Moved: Barry Flynn Seconded: Chris Bluett



DATE OF NEXT	Monday 17th September Lack of Quorum with most members
MEETING:	away.
	Check availability of quorum for October (Date to be inserted)

CLOSE OF	7:35 nm
CLUSE OF	7:35 pm
	·
MEETING:	
WILL IIIIO.	



Ballarat Friends of Ainaro Community Committee

Section 86 Sub Committee

MINUTES

DATE:	15/10/2018	TIME:	5:30) pm
LOCATION:	Trench Room			
CHAIR:	Cr Belinda Coates			
MINUTE TAKER:	Rob Gray			
PRESENT:	Chris Bluett, Dianne I	McGrath, Des	ley Beechey,	
	Hemraz Bhoolah			

APOLOGIES:

Barry Flynn,

BFACC resolves to accept these apologies.

Moved: Dianne McGrath Seconded: Desley Beechey

CARRIED

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 20/08/2018 minutes.

Moved: Desley Beechey Seconded: Chris Bluett

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

ACTION 1: A small group is needed to prepare a planning brief with regard to work related capacity building exchanges to go to Cultural Partnerships Officers. (AM, DB volunteered) Enquiries to be made to CPO regarding any details that may need follow-up from their end. Still to be actioned.

ACTION 2: Possible Student Report to BFACC in October. Not available for BFACC meeting this month.

Possibility of a short report to a public council meeting from a Grammar and Damascus student. Take up with Hemraz to see if this can be put on Council Meeting (occur every 3 weeks). RGG/Cr BC/HB to follow up with Civic Support.

ACTION 3: The endorsement of the ToR be taken to CPO to forward to Governance of CoB along with amendments listed above.

Done ...

ACTION 4:

Andrew Miller distributed hard copy of the Implementation Plan, asking for assistance from members with population of the grid.

See General Business for tonight.



BFACC resolves to accept matters/actions arising from the minutes.

Moved: Chris Bluett

Seconded: Desley Beechey

CARRIED

CORRESPONDENCE IN: NII

BFACC resolves to accept Correspondence In.

Moved: Seconded: CARRIED

CORRESPONDENCE OUT: NII

Nil

REPORTS:

1. Financial Report:

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03

Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: No Change to previous report.

Seconded: CARRIED

- **1.** BACDO Inc. AGM held September 8th 2018 New Exec: Chair Rosey King, Deputy Ch Karin Miller, Treas: Andrew Miller, Sec: Rob Gray. Support for 20 young people to be provided to attend the PermaYouth Camp at Maubisse, late November 2018. Costs covered at \$35 US per head.
- 2. Teachers for Timor (T4T). Program has been running since 30 June. Finishing up on October 12th.
 - Notification from Victorian School of Languages regarding successful fund-raiser for 2018. This will enable our program to recruit more teachers for next year and it will provide support for our Scholarship Program which has had reduced support this year.
- **3.** School groups visiting Ainaro: Successful visits from Ballarat Grammar Yr 8/9 to Venazzio Fraz Pre-Secondary School in Ainaro in September and up-coming visit by Loreto College in late November.
- **4.** A-B Health Support. On-going support for scholarships. Have been having Trivia nights at The Freight Bar to increase their funds. Very successful. Worth going to... an enjoyable evening.
- **5.** Ryder-Cheshire. Nothing to report on Mental Health New home being opened in Mt Gambier for people with disabilities.
- **6.** Arts . No report.
- **7.** Days for Girls: Programs continuing in Ainaro district. Recent event at Mau Lau, Maubisse. Kits provided by Ballarat Grammar Community Service.



8. Volunteer Co-ords Network: Very useful networking for anyone involved in volunteer work here or overseas.

BFACC resolves to accept the reports.

Moved: Chris Bluett Seconded: Desley Beechey

CARRIED

GENERAL BUSINESS:

- 1. Discussion of Implementation Plan (See 4 below as well)
 - Awareness raising throughout CoB, opportunities to foster interest.
 - Mapping of services and needs available that could notionally translate to the Ainaro scenario.
 - 3.3 Community Hub.. get ideas from City of Port Phillip. Dianne McGrath has made contact.... Finding ideas that have low dollar input is difficult. Challenge to integrate those ideas that will work into our scenario.
 - Use November meeting to further this implementation plan. Timed to start at 5:00pm Hemraz to book, facility and refreshments.
 - o Check Mark Schultz's availability.
 - o Develop priorities for 2019
- 2. Student Feedback to BFACC delayed for this month. See actions from previous meeting above.
- 3. Meeting dates, membership, ToR clarification of details for 2019. Still to be finalised.
- 4. Hemraz B Verbal report on meeting with LGV Principles of good aid discussed.
 - Send experts in targetted areas to assist with capacity building in Ainaro Dist. (What financial arrangements would be involved?)
 - Valuable discussions...report will be available soon.
- 5. Meeting with Bendigo Friends of M. small group. This was discussed with an aim to continuing the relationship with BFoM. Hopefully a meeting can be a reality prior to Christmas.

BFACC resolves to accept the General Business items.

Moved: Desley Beechey Seconded: Chris Bluett

CARRIED

DATE OF NEXT	5:00pm Monday 20 Nov 2018
MEETING:	

CLOSE OF	6:45 pm
MEETING:	



Ballarat Friends of Ainaro Community Committee

Section 86 Sub Committee

MINUTES

DATE:	19/11/2018	TIME:	5:00 pm	
LOCATION:	Trench Room			
CHAIR:	Cr Belinda Coates			
MINUTE TAKER:	Rob Gray			
PRESENT:	Chris Bluett, Dianne McGrath, Desley Beechey,			
	Andrew Miller, Hemra	z Bhoolah		

APOLOGIES:

Barry Flynn,

BFACC resolves to accept these apologies.

Moved: Dianne McGrath Seconded: Desley Beechey

CARRIED

DISCLOSURE OF CONFLICTS OF INTEREST:

Nil

CONFIRMATION OF MEETING MINUTES:

BFACC resolves to accept 15/10/2018 minutes.

Moved: Chris Bluett

Seconded: Desley Beechey

CARRIED

MATTERS/ACTIONS ARISING FROM THE MINUTES:

No matters discussed.

CORRESPONDENCE IN:

- **1.** Invitation to BFACC members to attend the Ballarat Ryder-Cheshire Dinner and AGM where there will be a guest speaker. Details are on the attached invitation.
- **2.** Letter from Ainaro Deputy District Administrator Aguida Mendonca. Attached to Agenda
- 3. Letter from BACDO Inc regarding delegation from Ainaro in 2019. Attached to Agenda

BFACC resolves to accept Correspondence In.

Moved: Dianne McGrath Seconded: Chris Bluett

CARRIED

CORRESPONDENCE OUT: NII

Nil



REPORTS:

1. Financial Report: No Change.

Trust: \$708.39 / Scholarships: \$3,210.30 / BETA funds: \$6,566.03

Total Funds \$10,484.72

BFACC resolves to accept the Financial Report.

Moved: Dianne McGrath Seconded: Desley Beechey

CARRIED

- 2. BACDO Inc. Meeting held Sat 17th Nov. Business discussed surrounding potential visit by a delegation from Ainaro to investigate LG development in specific areas.
- 3. Teachers for Timor (T4T). AGM held 17th Nov . New Exec: Chair Brian Harrison, Deputy Ch Kim Patterson, Treas/Sec: Rob Gray.

Program planning for 2019 under way. Two groups engaged.

- 4. School groups visiting Ainaro. Damascus and Grammar well advanced with planning at present for June/July visits of schools groups.

 Possibility of a GAP English assistant deployment at Fernando LaSama High School as a tr
 - Possibility of a GAP English assistant deployment at Fernando LaSama High School as a trial in 2019.
- 5. Ainaro Ballarat Health Support.... Trivia nights completedgood fundraiser.
- 6. Ryder-Cheshire . Invitation to BFACC members to attend the Ballarat Ryder-Cheshire Dinner and AGM where there will be a guest speaker. Details are on the attached invitation.
- 7. Arts Starting plans for program into TL 2019. Possible change of venue for 2019 being investigated.
- 8. Volunteer Co-ordinators Network- Springfest Opportunities for Advertising this coming weekend.

BFACC resolves to accept the reports.

Moved: Desley Beechey Seconded: Chris Bluett

CARRIED

GENERAL BUSINESS:

- Follow-up on Letters from Deputy Municipal Administrator Aguida Mendonca and letter from BACDO INC. ACTION:
 - Cr Coates to follow-up with Cultural Diversity Office to see how a response for furthering this proposed visit may land.
 - Further work on this as a positive Action to be added to the discussion of the Action Plan as it is developed.
 - Good support for "In-kind" assistance from BFACC and BACDO Inc.
- 2. Discussion of Implementation (Action) Plan

Notes taken during discussion by Andrew Miller to be added here.....

ACTION:

To Include Action Plan and Reporting Framework outlines, from the SP, into each of the future minutes/agenda.....to more readily keep the Strategic Plan at a high level of operation by BFACC.



3. Student Feedback to BFACC/Council delayed for this month.

Possibility of a short report to a public council meeting from a Grammar and Damascus student.

ACTION: Take up with Hemraz to see if this can be put on Council Meeting (occur every 3 weeks). RGG/Cr BC/HB to follow up with Civic Support. Waiting on an arrangements to be made from CD Office.... 12 Dec is last possible opportunity. This date would be useful for students who will mostly be finished with school.

4. Meeting dates, membership, ToR clarification of details for 2019.

CoB will publicly advertise for committee membership before the end of the year, but worth discussing other ways to attract new members.

Hemraz distributed membership application forms for renewal of interest and also for passing on to likely new members. Discussions of individual approaches to interested members of the public took place. Hopefully some follow-up will take place.

Title:	Ballarat Friends of Ainaro Community Committee
Date:	3 rd Monday of the month. Feb – Nov 2019
	18 February
	18 March
	15 April
	20 May
	17 June
	15 July
	19 August
	16 September
	21 October
	19 November

- 5. **Bush Walking Club trip** Chris Bluett mentioned the possibility of another visit to the Ainaro district could take place next year around June /July... he asked for items of volunteer jobs that can be taken up by this group whilst in Ainaro.
- 6. A proposal for establishing an English and Computing program at a property in Hatu Udo has been received. Discussion of its set-up costs, viability, overheads and potential for conflict of interest for potential proprietor was had. It was asking for more capital investment than we can locate and was felt to be too risky in terms of "ownership". Offers to seek financial assistance in other quarters was suggested.

BFACC resolves to accept the General Business items.

Moved: Dianne McGrath Seconded: Andrew Miller

CARRIED

DATE OF NEXT MEETING:	5:30pm Monday 18 Feb 2019	
CLOSE OF MEETING:	7:05 pm	

10.9. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987)

Division: Business Services

Director: Glenn Kallio

Author/Position: Sarah Anstis - Administration Officer Statutory Compliance

OFFICER RECOMMENDATION

Council resolves to:

- 1. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Crystal Conte (R413/17), effective as at 30 January 2019.
- 2. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Naomi Glavin (R413/17), effective as at 30 January 2019.
- 3. Endorse the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Andrea Nino, effective as at 30 January 2019.
- 4. Endorse the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Peri Bowman, effective as at 30 January 2019.
- 5. Sign and affix Council's Common Seal to the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*).

EXECUTIVE SUMMARY

The purpose of this report is to enable Council to revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) to the following:

Name of Employee	Date of Authorisation	
Crystal Conte	8 November 2017	
Naomi Galvin	8 November 2017	

The report is to also endorse the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) to:

Name of Employee	Date of Authorisation
Andrea Nino	30 January 2019
Peri Bowman	20 January 2019

RATIONALE

At the Council Meeting held on 8 November 2017 Council resolved R413/17 to endorse the authorisation of Crystal Conte under the *Planning and Environment Act 1987*. Crystal Conte is no longer in the role of Administration Officer Local Laws and Traffic and the authorisation requires revocation by Council resolution, to be effective as at 30 January 2019.

At the Council Meeting held on 8 November 2017 Council resolved R413/17 to endorse the authorisation of Naomi Galvin under the *Planning and Environment Act 1987*. Naomi Galvin is no longer in the role of Administration Officer Local Laws and Traffic and the authorisation requires revocation by Council resolution, to be effective as at 30 January 2019.

Andrea Nino holds the position of Statutory Planner and the *Planning and Environment Act* 1987 requires Council to endorse the authorisation for the Officer to undertake duties authorised by Council, to be effective as at 30 January 2019.

Peri Bowman holds the position of Statutory Planner and the *Planning and Environment Act* 1987 requires Council to endorse the authorisation for the Officer to undertake duties authorised by Council, to be effective as at 30 January 2019.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006;
- Local Government Act 1989;
- Planning and Environment Act 1987; and
- City of Ballarat Council Plan 2017-2021.

REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
Human Rights	Yes	No
Social/Cultural	No	No
Environmental/Sustainability	No	No
Economic	No	No
Financial/Resources	No	No
Risk Management	Yes	Yes
Implementation and Marketing	No	No
Evaluation and Review	Yes	Yes

Human Rights - It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Risk Management - It is essential that Council's authorisations are constantly maintained and periodically monitored so that appropriate Officers have the power to carry out their duties lawfully. This is a key component in Council meeting its legislative compliance obligations.

Evaluation and Review - Council's authorisations are reviewed and updated upon changes to the role of a Council Officer, legislative changes and at cessation of employment.

CONSULTATION

There has been consultation with relevant Council Officers to ensure the correct delegations have been appointed.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this report.

ATTACHMENTS

- 1. S11A Instrument of Appointment and Authorisation Andrea Nino [10.9.1]
- 2. S11A Instrument of Appointment and Authorisation Peri Bowman [10.9.2]



S11A. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

Instrument of Appointment and Authorisation for Andrea Nino

(Planning and Environment Act 1987 only)



Instrument of Appointment and Authorisation (*Planning and Environment Act* 1987)

ln	this	instrument	"officer"	means.

Andrea Nino

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under section 147(4) of the *Planning and Environment Act* 1987 appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act* 1987 and the regulations made under that Act; and
- 2. under section 232 of the *Local Government Act* 1989 authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council On

Dated:

The Common Seal of Ballarat City Council was affixed by authority of the Council in the presence of:)))
	Mayor/Councillor
	Councillor
	Chief Executive Officer



S11A. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

Instrument of Appointment and Authorisation for Peri Bowman

(Planning and Environment Act 1987 only)



Instrument of Appointment and Authorisation (*Planning and Environment Act* 1987)

In th	nis	instru	ıment	"officer"	means -
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Peri Bowman

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under section 147(4) of the *Planning and Environment Act* 1987 appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act* 1987 and the regulations made under that Act; and
- 2. under section 232 of the *Local Government Act* 1989 authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council On

Dated:

The Common Seal of Ballarat City Council was affixed by authority of the Council in the presence of:)))
	Mayor/Councillor
	Councillor
	Chief Executive Officer

10.10. S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Division: Business Services

Director: Glenn Kallio

Author/Position: Sarah Anstis - Administration Officer Statutory Compliance

OFFICER RECOMMENDATION

Council resolves to:

- 1. Revoke the S6. Instrument of Delegation Members of Staff endorsed on 21 November 2018 (R343/18).
- 2. Exercise Council's power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached S6. Instrument of Delegation Members of Staff.
- 3. Delegate each duty and/or function and/or power described in column 1 of the Schedule and summarised in column 2 of the Schedule, to the member of Council Staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule.
- 4. Authorise the S6. Instrument of Delegation Members of Staff (Attachment 1) to:
 - 1. Come into force immediately once the Common Seal of Council is affixed
 - 2. Remains in force until varied or revoked:
 - 3. Be subject to any conditions and limitations set out in sub-paragraph 3.3 of the delegation and the Schedule; and
 - 4. Be exercised in accordance with any guidelines or policies which Council, from time to time, adopts.
- 5. Sign and affix Council's Common Seal to the S6. Instrument of Delegation Members of Staff.

EXECUTIVE SUMMARY

The purpose of this report is to present the revised changes to the S6 Instrument of Delegation – Members of Staff for Council's consideration. Changes to the Instrument of Delegation since the last approved iteration include:

- Change of position title, Manager Environmental Health (MEH) to Coordinator Environmental Health (CEH)
- Legislative changes to the Food Act 1984, Residential Tenancies Act 1997, Cemeteries and Crematoria Act 2003, Planning and Environment Act 1987, Rail Safety (Local Operations Act 2006) and Road Management Act 2004

The revised delegation has been reviewed at officer level and is considered appropriate for the ongoing administrative efficiency of Council. The revised Instrument is presented in attachment one. Attachment two represents the legislative changes within the *Food Act 1984, Residential Tenancies Act 1997, Cemeteries and Crematoria Act 2003, Planning and Environment Act 1987, Rail Safety (Local Operations Act 2006)* and *Road Management Act 2004*

To adopt the amended Instrument Council must revoke the Instrument that was endorsed at the Council Meeting held on 21 November 2018 (R343/18) and endorse the revised Instrument (Attachment 1) reflecting changes to conditions and limitations within the *Food Act 1984, Residential Tenancies Act 1997, Cemeteries and Crematoria Act 2003, Planning and Environment Act 1987, Rail Safety (Local Operations Act 2006)* and *Road Management Act 2004*

RATIONALE

Section 98 of the *Local Government Act 1989* (the Act) enables Councils, by an Instrument of Delegation, to delegate to a member of staff, any *duty and/or function and/or power* under the Act or any other Act other than:

- The power of delegation;
- The power to declare a rate or charge;
- The power to borrow money;
- The power to approve any expenditure not contained in a budget approved by the Council;
- Any power, duty or function of the Council under section 223; and
- Any prescribed power*.
 - * A prescribed power is the ability to establish rules, laws, guides or directions or to assert a title or right to something on the grounds of prescription.

Council is a legal entity composed of its Councillors, which acts in one of two ways – by resolution or through another acting on Council's behalf. Where Council choses to act through others, this must be formalised through a written means known as an *Instrument of Delegation* wherever practical, which articulates the nature of the delegation, and any condition or limitation under which the delegation is to be exercised.

LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- Charter of Human Rights and Responsibilities Act 2006;
- Planning and Environment Act 1987;
- Food Act 1984;
- Residential Tenancies Act 1997;
- Cemeteries and Crematoria Act 2003;
- Rail Safety (Local Operations Act 2006);
- Road Management Act 2004;
- Local Government Act 1989;
- Local Government (General) Regulations 2015; and
- City of Ballarat Council Plan 2017-2021.

REPORTING AND COMPLIANCE STATEMENT

Implications	Considered in report	Implications Identified
Human Rights	Yes	No
Social/Cultural	No	No
Environmental/Sustainability	No	No
Economic	No	No
Financial Resources	No	No
Risk Management	Yes	Yes
Implementation and Marketing	Yes	Yes
Evaluation and Review	Yes	Yes

Human Rights - It is considered that this Report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Risk Management - Council delegations and authorisations need to be constantly maintained and periodically monitored to ensure that appropriate Officers have the power to carry out their duties lawfully. This is a key component in Council meeting its essential legislative compliance obligations.

Implementation/Marketing - As per Section 12(d) of the *Local Government (General) Regulation 2015* Council will make public the details of current delegations under section 87 and 98 of the Act.

Evaluation and Review - Council reviews Instruments within 12 months of Local Government Elections and completes a review every six months thereafter.

CONSULTATION

There has been consultation with relevant Officers to ensure the correct delegations have been appointed.

The revocation and conferring of delegations does not require any public consultation, however, Council is required to keep registers of all delegations and authorisations made and revoked.

OFFICERS DECLARATIONS OF INTEREST

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this Report.

REFERENCE DOCUMENTS

Council Report and Resolution 21 November 2018 (R343/18).

ATTACHMENTS

- 1. S6 Instrument of Delegation Members of Staff [10.10.1]
- 2. Leglisative Updates [10.10.2]



S6. Instrument of Delegation - Members of Staff

Ballarat City Council

Instrument of Delegation

to

Members of Council Staff



S6 Instrument of Delegation - Members of Staff

Preamble

Instrument of Delegation

In exercise of the power conferred by s 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

Titles

- AOBS: Administration Officer Building Services
- AOEH: Administration Officer Environmental Health
- AOGAF: Administration Officer Growth Areas Facilitation
- AOLLT: Administration Officer Local Laws and Traffic
- AOSC: Administration Officer Statutory Compliance
- CAM: Coordinator Asset Management
- · CBS: Coordinator Building Services
- CEH: Coordinator Environmental Health
- CGAF: Coordinator Growth Areas Facilitation
- CID: Coordinator Infrastructure Delivery
- CO: Compliance Officer
- CPG: Coordinator Parks and Gardens
- CRC: Coordinator Risk and Compliance
- CRM: Coordinator Road Maintenance
- CSS: Construction Site Supervisor
- CSTP: Coordinator Statutory Planning
- CTT: Coordinator Traffic and Transport
- DBS: Director Business Services
- DDP: Director Development and Planning
- DFAO: Development Facilitation Administration Officer
- DIE: Director Infrastructure and Environment
- DWWMPO: Domestic Waste Water Management Project Officer
- EHO: Environmental Health Officer
- EMDF: Executive Manager Development Facilitation
- EMEP: Executive Manager Economic Partnerships
- EMI: Executive Manager Infrastructure
- EMMP: Executive Manager Major Projects
- EMOE: Executive Manager Operations and Environment
- EMPSFM: Executive Manager Property Services and Facilities Management
- EMRS: Executive Manager Regulatory Services
- EMSRCS: Executive Manager Safety, Risk and Compliance Services
- HSO: Health Services Officer
- MED: Manager Economic Development
- MSP: Manager Strategic Planning
- MSTP: Manager Statutory Planning
- Not Applicable: Not Applicable
- Not Delegated: Not Delegated
- PMUR: Project Manager Urban Renewal
- POC: Project Officer Compliance
- PSTP: Principal Statutory Planner



- RMCS: Road Maintenance Contract Supervisor
- RMS: Road Maintenance Scheduler
- SAO: Subdivision Administration Officer
- SCO: Statutory Compliance Officer
- SP: Strategic Planner
- SPAO: Strategic Planning Administration Officer
- SSP: Senior Strategic Planner
- SSTP: Senior Statutory Planner
- STP: Statutory Planner
- TLEH: Team Leader Environmental Health
- TLPD: Team Leader Pathways and Drainage
- TLPSE: Team Leader Parking Services
- TLRS: Team Leader Road Safety
- TLRSATS: Team Leader Regulatory Services Administration/Technical Support
- TLSR: Team Leader Sealed Roads
- TLUR: Team Leader Unsealed Roads
- TOEH: Technical Officer Environmental Health

3. declares that:

- 3.1 this Instrument of Delegation is authorised by [#insert "a resolution" or "resolutions"#] of Council passed on [#date#] [#add "and [date]", if appropriate#]; and
- 3.2 the delegation:
- 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



The Common Seal of Ballarat City Council was affixed by authority of the Council in the presence of:)))
	Mayor/Councillor
	Councillor
	Chief Executive Officer



Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards)
 Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015



S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003

Provision	Item Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CPG, DIE, EMOE, EMPSFM	Where Council is a Class B cemetery trust
	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act		Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	CPG, DIE, EMOE, EMPSFM	Where Council is a Class B cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CPG, DIE, EMOE, EMPSFM	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	CPG, DIE, EMOE, EMPSFM	
s 15(1) and (2)	Power to delegate powers or functions other than those listed	CPG, DIE, EMOE, EMPSFM	
s 15(4)	Duty to keep records of delegations	CRC, DBS, EMSRCS	
s 17(1)	Power to employ any persons necessary	DIE, EMPSFM	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CPG, DIE, EMOE, EMPSFM	
s 17(3)	Power to determine the terms and conditions of employment or engagement	DIE, EMPSFM	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	CPG, DIE, EMOE, EMPSFM	



s 19	Power to carry out or permit the carrying out of works	CPG, DIE, EMOE, EMPSFM	
s 20(1)	Duty to set aside areas for the interment of human remains	CPG, DIE, EMOE, EMPSFM	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CPG, DDP, DIE, EMOE, EMPSFM	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CPG, DDP, DIE, EMOE, EMPSFM	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CPG, DIE, EMOE, EMPSFM	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CPG, DIE, EMOE, EMPSFM	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CPG, DIE, EMOE, EMPSFM	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CPG, DIE, EMOE, EMPSFM	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	DBS	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CPG, DIE, EMOE, EMPSFM	Report must contain the particulars listed in s 57(2)



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s 59	Duty to keep records for each public cemetery	CPG, DIE, EMOE, EMPSFM	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	CRC, EMSRCS	
s 60(2)	Power to charge fees for providing information	DBS	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CPG, DIE, EMOE, EMPSFM	
s 64B(d)	Power to permit interments at a reopened cemetery	CPG, DIE, EMOE, EMPSFM	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CPG, DIE, EMOE, EMPSFM	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	DIE, EMPSFM	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CPG, DIE, EMOE, EMPSFM	
s 70(2)	Duty to make plans of existing place of interment available to the public	CPG, DIE, EMOE, EMPSFM	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CPG, DIE, EMOE, EMPSFM	
s 71(2)	Power to dispose of any memorial or other structure removed	CPG, DIE, EMOE, EMPSFM	
s 72(2)	Duty to comply with request received under s 72	CPG, DIE, EMOE, EMPSFM	
s 73(1)	Power to grant a right of interment	CPG, DIE, EMOE, EMPSFM	
s 73(2)	Power to impose conditions on the right of interment	CPG, DIE, EMOE, EMPSFM	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CPG, DIE, EMOE, EMPSFM	



under sec	tion of 1)(a)(ii) as thought it were a cernetery trust (see section 55)		
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CPG, DIE, EMOE, EMPSFM	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	DIE, EMPSFM	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CPG, DIE, EMOE, EMPSFM	
s 80(2)	Function of recording transfer of right of interment	CPG, DIE, EMOE, EMPSFM	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DBS	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DBS	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CPG, DIE, EMOE, EMPSFM	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CPG, DIE, EMOE, EMPSFM	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CPG, DIE, EMOE, EMPSFM	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CPG, DIE, EMOE, EMPSFM	Does not apply where right of internment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or;	DIE, EMPSFM	May only be exercised where right of interment
	remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.		relates to cremated humar



	and a confidence and a confidence of the confide		
			remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	DIE, EMPSFM	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of internment to a perpetual right of interment	DIE, EMPSFM	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	DIE, EMPSFM	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	DIE, EMPSFM	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	DIE, EMPSFM	
s.86(5)	duty to provide notification before taking action under s.86(4)	DIE, EMPSFM	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	DIE, EMPSFM	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	DIE, EMPSFM	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	DIE, EMPSFM	
s 91(1)	Power to cancel a right of interment in accordance with s 91	DIE, EMPSFM	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CPG, DIE, EMOE, EMPSFM	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CPG, DBS, DIE, EMOE, EMPSFM	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CPG, DIE, EMOE, EMPSFM	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CPG, DIE, EMOE, EMPSFM	



s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CPG, DIE, EMOE, EMPSFM	
s 100(1)	Power to require a person to remove memorials or places of interment	DIE, EMPSFM	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	DIE, EMPSFM	
s 100(3)	Power to recover costs of taking action under s 100(2)	CPG, DIE, EMOE, EMPSFM	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CPG, DIE, EMOE, EMPSFM	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	CPG, DIE, EMOE, EMPSFM	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CPG, DIE, EMOE, EMPSFM	
s 103(1)	Power to require a person to remove a building for ceremonies	CPG, DIE, EMOE, EMPSFM	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CPG, DIE, EMOE, EMPSFM	
s 103(3)	Power to recover costs of taking action under s 103(2)	CPG, DIE, EMOE, EMPSFM	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CPG, DIE, EMOE, EMPSFM	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CPG, DIE, EMOE, EMPSFM	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	DIE, EMPSFM	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	DIE, EMPSFM	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CPG, DIE, EMOE, EMPSFM	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	DIE, EMPSFM	



s 108	Power to recover costs and expenses	CPG, DIE, EMOE, EMPSFM	
s 109(1)(a)	Power to open, examine and repair a place of interment	DIE, EMPSFM	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	DIE, EMPSFM	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CPG, DIE, EMOE, EMPSFM	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CPG, DIE, EMOE, EMPSFM	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CPG, DIE, EMOE, EMPSFM	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DBS	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CPG, DIE, EMOE, EMPSFM	
s 112	Power to sell and supply memorials	CPG, DIE, EMOE, EMPSFM	



s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CPG, DIE, EMOE, EMPSFM	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CPG, DIE, EMOE, EMPSFM	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CPG, DIE, EMOE, EMPSFM	
s 119	Power to set terms and conditions for interment authorisations	DIE, EMPSFM	
s 131	Function of receiving an application for cremation authorisation	DIE, EMPSFM	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CPG, DIE, EMOE, EMPSFM	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CPG, DIE, EMOE, EMPSFM	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	DIE, EMPSFM	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	DIE, EMPSFM	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	DIE, EMPSFM	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	DIE, EMPSFM	
s 151	Function of receiving applications to inter or cremate body parts	DIE, EMPSFM	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CPG, DIE, EMOE, EMPSFM	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CPG, DIE, EMOE, EMPSFM	
sch 1 cl 8(8)	Power to regulate own proceedings	CPG, CSS, DIE, EMOE, EMPSFM	Subject to cl 8



Domestic	Domestic Animals Act 1994		
Provision	Item Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog		Council may delegate this power to a Council authorised officer
Environm	ent Protection Act 1970		
Provision	Item Delegated		Conditions and Limitations
s 53M(3)	Power to require further information	CEH, CSTP, DDP, DIE, DWWMPO, EHO, EMOE, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP, TLEH, TOEH	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	CEH, CSTP, DDP, DIE, DWWMPO, EHO, EMOE, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP, TLEH, TOEH	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	EHO, TLEH, TOEH	Refusal must be ratified by Council or it is o'no effect



Environment Protection Act 1970 s 53M(6) Power to refuse to issue septic tank permit	CEH, DWWMPO, EHO, TLEH, TOEH	Refusal must be
s 53M(6) Power to refuse to issue septic tank permit	EHO, TLEH,	
	TOETT	ratified by Council or it is of no effect
s 53M(7) Duty to refuse to issue a permit in circumstances in (a)-(c)	CEH, DWWMPO, EHO, TLEH, TOEH	Refusal must be ratified by Council or it is of no effect
Food Act 1984		
Provision Item Delegated	Delegate	Conditions and Limitations
s 19(2)(a) Power to direct by written order that the food premises be put into a clean and sanitary condition	CEH, EHO, TLEH	If s 19(1) applies
s 19(2)(b) Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	le CEH, EHO, TLEH	If s 19(1) applies
Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process.		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a) Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DIE	If s 19(1) applies
s 19(6)(a) Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEH, EHO, TLEH	If s 19(1) applies
s 19(6)(b) Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEH, EHO, TLEH	If s 19(1) applies
s 19AA(2) Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEH, EHO, TLEH	Where Council is the registration authority
Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEH, EHO, TLEH	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of



so such directions must be made by a Council resolution with supervisor					
s 19AA(7) Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with with Power to request copy of records S Power to request copy of records S 19E(1)(d) Power to request a copy of the food safety program CEH, EHO, TLEH Where Counce the registration authority of the registration authority of the registration authority supervisor S 19GB Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor CEH, EHO, TLEH Where Counce the registration authority supervisor S 19GB Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor S 19GB Power to conduct a food safety audit and take actions where deficiencies are identified Not Delegated Where Counce the registration authority S 19NA(1) Power to request food safety audit reports AOBS, AOEH, AOLLT, CEH, EHO, HSO, TLEH, TLRSATS S 19U(3) Power to waive and vary the costs of a food safety audit if there are special circumstances Not Delegated S 19UA Power to charge fees for conducting a food safety assessment or inspection S 19UA Power to charge fees for conducting a food safety assessment or inspection S 19UA Power to charge fees for conducting a food safety assessment or inspection S 19UA Power to charge fees for conducting a food safety assessment or inspection uses assessment	Food Act 1984				
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s 19UA Power to charge fees for conducting a food safety assessment or inspection CEH Except for an assessment required by a declaration units significant inspection units significant inspe	s 19NA(1)	Power to request food safety audit reports	AOLLT, CEH, EHO, HSO,	Where Council is the registration authority	
assessment required by a declaration ur s 19C or an inspection und ss 38B(1)(c) or ss 38B(1)(c) or setting to the control of t	s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not Delegated		
2/8	s 19UA		CEH	assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or	



Food Act	Food Act 1984			
s 19W		CEH, DIE, EHO, TLEH	Where Council is the registration authority	
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEH, TLEH	Where Council is the registration authority	
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEH, TLEH	Where Council is the registration authority	
		CEH, DIE, EHO, TLEH	Where Council is the registration authority refusal to grant/renew/trans fer registration must be ratified by Council or the CEO (see s 58A(2))	
` ,		AOBS, AOEH, AOLLT, CEH, EHO, HSO, TLEH, TLRSATS	Where Council is the registration authority	
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEH, EHO	Where Council is the registration authority	
s 38A(4)		AOBS, AOEH, AOLLT, CEH, EHO, HSO, TLEH, TLRSATS	Where Council is the registration authority	
s 38B(1)(a)		CEH, DIE, EHO, TLEH	Where Council is the registration authority	



Food Act 19	984		
s 38B(1)(b)		TLEH	Where Council is the registration authority
s 38B(2)		TLEH	Where Council is the registration authority
s 38D(1)		TLEH	Where Council is the registration authority
s 38D(2)		TLEH	Where Council is the registration authority
s 38D(3) F		AOLLŤ, CEH,	Where Council is the registration authority
s 38E(2) F		TLEĤ	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)		TLEH	Where Council is the registration authority
s 38F(3)(b) F		TLEH	Where Council is the registration authority
s 39A F		TLEH	Where Council is the registration authority



Food Act	Food Act 1984				
			Only if satisfied of matters in s 39A(2)(a)-(c)		
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEH, DIE, EHO, TLEH			
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEH, TLEH	Where Council is the registration authority		
s 40D(1)	Power to suspend or revoke the registration of food premises	CEH, TLEH	Where Council is the registration authority		
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CEH, EHO, TLEH	Where Council is the registration authority		
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEH, EHO, TLEH	Where Council is the registration authority		
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEH, DIE, EHO, TLEH	Where Council is the registration authority		
Heritage A	Act 2017				
Provision	Item Delegated	Delegate	Conditions and Limitations		
s 116	Power to sub-delegate Executive Director's functions, duties or powers	DDP, DIE	Must first obtain Executive Director's written consent Council can only		
			sub-delegate if the Instrument of Delegation from		



Heritage A	Heritage Act 2017				
			the Executive Director authorises sub- delegation		
Local Gov	vernment Act 1989				
Provision	Item Delegated	Delegate	Conditions and Limitations		
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	DDP, DIE, EMDF			
Planning	and Environment Act 1987				
Provision	Item Delegated	Delegate	Conditions and Limitations		
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	If authorised by the Minister		
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP			
s 4H	Duty to make amendment to Victoria Planning Provisions available	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP			
s 4I	Duty to keep Victorian Planning Provisions and other documents available	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR,			



Planning	Planning and Environment Act 1987		
		PSTP, SP, SPAO, SSP, SSTP, STP	
s 8A(2)		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 8A(3)		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 8A(5)		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 8A(7)	10 business days	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 8B(2)	district	CSTP, DDP, DIE, EMDF, MSP, MSTP, PSTP	
s 12(3)	planning scheme with these persons	CSTP, DDP, DIE, EMDF, MSP, MSTP, PSTP	
s 12A(1)	Planning and Environment (Planning Schemes) Act 1996)	CSTP, DDP, DIE, EMDF, MSP, MSTP, PSTP	
s 12B(1)		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 12B(2)		CSTP, DDP, DIE, EMDF, EMEP,	



Planning	and Environment Act 1987	
		MSP, MSTP, PSTP
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP
s 17(1)	Duty of giving copy amendment to the planning scheme	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 17(2)	Duty of giving copy s 173 agreement	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 18	Duty to make amendment etc. available	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP,



Planning	and Environment Act 1987	
		PMUR, PSTP, SP, SPAO, SSP
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP authority and the planning within Council's municipal district; or Where the amendment with amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP
s 21(2)	Duty to make submissions available	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 21A(4)	Duty to publish notice	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP,



Planning	and Environment Act 1987		
		PMUR, PSTP, SP, SPAO, SSP	,
s 22	Duty to consider all submissions	CSTP, DDP, DFAO, DIE, EMDF, EMEP, EMOE, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP	
s 26(1)	Power to make report available for inspection	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	
s 26(2)	Duty to keep report of panel available for inspection	CSTP, DDP, DFAO, DIE,	



Planning	and Environment Act 1987		
		EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 27(2)	Power to apply for exemption if panel's report not received	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 28	Duty to notify the Minister if abandoning an amendment	MSP, MSTP, PSTP	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SP, SPAO, SSTP, STP	
s 30(4)(b)	Duty to provide information in writing upon request	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SP, SPAO, SSTP, STP	
s 32(2)	Duty to give more notice if required	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP	



Planning	g and Environment Act 1987	
s 33(1)	Duty to give more notice of changes to an amendment	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP
s 36(2)	Duty to give notice of approval of amendment	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 38(5)	Duty to give notice of revocation of an amendment	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP
s 40(1)	Function of lodging copy of approved amendment	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 41	Duty to make approved amendment available	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
s 42	Duty to make copy of planning scheme available	CSTP, DDP, DFAO, DIE,



Planning a	nd Environment Act 1987		
		EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not Applicable	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW		DDP, DIE, EMDF, EMEP	Where Council is a responsible public entity
s 46AX		DDP, DIE, EMDF, EMEP	Where Council is a responsible public entity
s 46AZC(2)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP,	Where Council is a responsible public entity



Planning a	nd Environment Act 1987		
		PMUR, PSTP, SP, SPAO, SSP	
s 46AZK	public entity when performing a function or duty or exercising a power in relation to the declared area	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	Where Council is a responsible public entity
	a Minister's direction	CSTP, DBS, DDP, DIE, EMDF, EMEP, MSTP, PSTP	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
, ,	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DIE, EMDF	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DIE, EMDF	
s 46GN(1)		AOGAF, CGAF, DIE, EMDF	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DIE, EMDF	
s 46GP	Function of receiving a notice under s 46GO	DIE, EMDF	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	AOGAF, CGAF, DIE, EMDF	
s 46GR(1)		AOGAF, CGAF, DIE, EMDF	



Planning a	and Environment Act 1987		
s 46GR(2)	Power to consider a late submission	DIE, EMDF	
	Duty to consider a late submission if directed to do so by the Minister		
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DIE, EMDF	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DIE, EMDF	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DIE, EMDF	
s 46GT(4)		AOGAF, CGAF, DIE, EMDF	
s 46GT(6)		AOGAF, CGAF, DIE	
s 46GU		AOGAF, CGAF, DIE	
s 46GV(3)		DBS, DIE, EMDF	Where Council is the collecting
	Power to specify the manner in which the payment is to be made		agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DIE, EMDF	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DIE, EMDF	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DIE, EMDF	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DIE, EMDF	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DIE, EMDF	Where Council is the collecting agency



Planning a	nd Environment Act 1987		
s 46GX(1)	contribution payable	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DIE, EMDF	Where Council is the collecting agency
s 46GY(1)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency
s 46GY(2)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency
s 46GZ(2)(a)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
			This duty does not apply where Council is that planning authority
s 46GZ(2)(a)		AOGAF, CGAF, DBS, DIE, EMDF	Where the Council is the planning authority
			This duty does not apply where



Planning a	Planning and Environment Act 1987			
			Council is also the collecting agency	
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP	contributions plan This provision does not apply where Council is also the relevant development	
s	Function of receiving the monetary component	AOGAF, CGAF,	agency Where Council	
46GZ(2)(b)		DBS, DIE, EMDF	is the development agency under an approved infrastructure contributions plan	
			This provision does not apply where Council is also the collecting agency	
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting	



Planning a	nd Environment Act 1987		
			agency under an approved infrastructure contributions plan
s 46GZ(5)	development agency specified in the approved infrastructure contributions plan to that development agency	AOGAF, CGAF, CSTP, DBS, DDP, DFAO, DIE, EMDF, MSTP, PSTP	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency



Planning a	and Environment Act 1987		
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)		AOGAF, CGAF, CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the



Planning a	Planning and Environment Act 1987			
			development agency under an approved infrastructure contributions plan This duty does	
			not apply where Council is also the collecting agency	
s 46GZA(1)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the development agency under an approved infrastructure contributions plan	
s 46GZA(2)		AOGAF, CGAF, CSTP, DBS, DDP, DIE, EMDF, MSTP, PSTP	Where Council is a development agency under an approved infrastructure contributions plan	
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	AOGAF, CGAF, DBS, DIE, EMDF	Where Council is a development agency under an approved infrastructure	



Planning a	nd Environment Act 1987		
			contributions plan
		AOGAF, CGAF, CSTP, DBS, DDP, DIE, EMDF, MSTP, PSTP	If the VPA is the collecting agency under an approved infrastructure contributions plan
			Where Council is a development agency under an approved infrastructure contributions plan
		AOGAF, CGAF, DIE, EMDF	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	AOGAF, CGAF, CSTP, DDP, DIE,	Where Council is the collecting



Planning a	nd Environment Act 1987		
		EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP	agency under an approved infrastructure contributions plan
. ,	land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan	AOGAF, CGAF, CSTP, DBS, DDP, DIE, EMDF, MSTP, PSTP	Where Council is the development agency under an approved infrastructure contributions plan
			This duty does not apply where Council is also the collecting agency
s 46GZE(2)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
			This duty does not apply where Council is also the development agency
	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an



Planning a	Planning and Environment Act 1987		
			approved infrastructure contributions plan
		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collection agency under an approved infrastructure contributions plan
			This provision does not apply where Council is also the development agency



Planning a	nd Environment Act 1987		
		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	AOGAF, CGAF, DBS, DIE, EMDF	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	Where Council is a collecting agency or development agency
s 46GZK		AOGAF, CGAF, DBS, DIE, EMDF	Where Council is a collecting agency or development agency
		AOGAF, CGAF, DBS, DIE, EMDF	



Planning a	nd Environment Act 1987	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	AOGAF, CGAF, CSTP, DDP, DFAO, DIE, EMDF, MSTP, PSTP, SSTP, STP
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 46Q(1)	Duty to keep proper accounts of levies paid	AOGAF, CGAF, CSTP, DBS, DDP, DFAO, DIE, EMDF, MSTP, PSTP



Planning a	nd Environment Act 1987		
	development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	AOGAF, CGAF, CSTP, DBS, DDP, DFAO, DIE, EMDF, MSTP, PSTP	
s 46Q(2)	respect of which the levy was paid etc	AOGAF, CGAF, CSTP, DDP, DFAO, DIE, EMDF, MSTP, PSTP	
s 46Q(3)		AOGAF, CGAF, CSTP, DBS, DDP, DIE, EMDF, MSTP, PSTP	Only applies when levy is paid to Council as a 'development agency'
, ,, ,	development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	AOGAF, CGAF, CSTP, DBS, DDP, DFAO, DIE, EMDF, MSTP, PSTP	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)		CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	Must be done in accordance with Part 3
s46Q(4)(e)		AOGAF, CGAF, CSTP, DDP, DIE,	With the consent of, and in the



Planning	Planning and Environment Act 1987		
		EMDF, MSTP, PSTP	manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	AOGAF, CGAF, CSTP, DBS, DDP, DIE, EMDF, MSTP, PSTP	
s 46QD	Duty to prepare report and give a report to the Minister	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CO, CSTP, DDP, DIE, EMDF, EMEP, MSTP, POC, PSTP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSTP, STP	
s 49(2)	Duty to make register available for inspection	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSTP, STP	
s 50(4)	Duty to amend application	CSTP, DDP, DFAO, DIE, EMDF, EMEP,	



Planning	and Environment Act 1987	
		MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 50(45)	Power to refuse to amend application	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP
s 50(6)	Duty to make note of amendment to application in register	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSP, STP
s 50A(1)	Power to make amendment to application	CSTP, DDP, DFAO, DIE, EMDF, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 50A(4)	Duty to note amendment to application in register	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SAO, SSTP, STP
s 51	Duty to make copy of application available for inspection	CSTP, DDP, DFAO, DIE, EMDF, EMEP,



Planning a	and Environment Act 1987		
		MSTP, PSTP, SAO, SSTP, STP	
s 52(1)(a)	not cause material detriment to any person	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 52(1)(b)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 52(1)(c)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 52(1)(ca)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 52(1)(cb)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	



Planning	Planning and Environment Act 1987		
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 52(3)	Power to give any further notice of an application where appropriate	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 54(1)	Power to require the applicant to provide more information	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR,	



Planning	and Environment Act 1987	
		PSTP, SP, SPAO, SSP, SSTP, STP
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SSP, SSTP, STP
s 54(1B)	Duty to specify the lapse date for an application	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP



Planning	Planning and Environment Act 1987		
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	
s 57(5)	Duty to make available for inspection copy of all objections	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	
s 57A(5)	Power to refuse to amend application	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 57A(6)	Duty to note amendments to application in register	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSTP, STP	
s 57B(1)	Duty to determine whether and to whom notice should be given	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR,	



Planning	Planning and Environment Act 1987		
		PSTP, SP, SSP, SSTP, STP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 57C(1)	Duty to give copy of amended application to referral authority	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	
s 58	Duty to consider every application for a permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSTP, STP	
s 58A	Power to request advice from the Planning Application Committee	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 60	Duty to consider certain matters	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 60(1A)	Duty to consider certain matters	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	



Planning a	and Environment Act 1987		
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SSTP, STP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Not Delegated	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SSTP, STP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 62(2)	Power to include other conditions	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR,	



Planning	and Environment Act 1987		
		PSTP, SP, SSP, SSTP, STP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SSP	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CSTP, DDP, DFAO, DIE, EMDF, EMEP,	This provision applies also to a decision to grant



Planning	and Environment Act 1987		
		MSTP, PMUR, PSTP, SPAO, SSP, SSTP, STP	an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SPAO, SSP, SSTP, STP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	



Planning	and Environment Act 1987		
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit		permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(46)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	If the recommending referral authority did not object to the grant of the permit or the recommending



Planning	and Environment Act 1987	
		referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP
s 69(1A)	Function of receiving application for extension of time to complete development	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 69(2)	Power to extend time	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 70	Duty to make copy permit available for inspection	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP
s 71(1)	Power to correct certain mistakes	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR,



Planning	and Environment Act 1987	
		PSTP, SP, SPAO, SSP, SSTP, STP
s 71(2)	Duty to note corrections in register	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSTP, STP
s 73	Power to decide to grant amendment subject to conditions	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 74	Duty to issue amended permit to applicant if no objectors	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CSTP, DDP, If the DFAO, DIE, recommending



Planning a	and Environment Act 1987		
		EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(46)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SAO, SP, SPAO, SSP, SSTP, STP	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority



Planning	g and Environment Act 1987		
			did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 83	Function of being respondent to an appeal	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 83B	Duty to give or publish notice of application for review	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	



Planning	Planning and Environment Act 1987		
s 84AB	Power to agree to confining a review by the Tribunal	AOGAF, CGAF, DBS, DIE, EMDF	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 91(2)	Duty to comply with the directions of VCAT	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 93(2)	Duty to give notice of VCAT order to stop development	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 95(3)	Function of referring certain applications to the Minister	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	



Planning	Planning and Environment Act 1987		
s 95(4)	Duty to comply with an order or direction	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 96F	Duty to consider the panel's report under s 96E	Not Delegated	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	CSTP, DDP, DIE, EMDF, EMEP, EMMP, MSP, MSTP, PSTP	
s 96H(3)	Power to give notice in compliance with Minister's direction	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 96J	Power to issue permit as directed by the Minister	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CSTP, DDP, DIE, EMDF, EMEP,	



Planning	Planning and Environment Act 1987		
		MSP, MSTP, PSTP	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CO, CSTP, DDP, DIE, EMDF, EMEP, MSTP, POC, PSTP	
s 97C	Power to request Minister to decide the application	DDP	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP, SSTP, STP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CSTP, DDP, DIE, EMDF, EMEP,	



Planning a	Planning and Environment Act 1987		
		MSP, MSTP, PSTP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SSTP, STP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SSTP, STP	
s 97Q(4)	Duty to comply with directions of VCAT	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SSTP, STP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SAO, SSTP, STP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 101	Function of receiving claim for expenses in conjunction with claim	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 103	Power to reject a claim for compensation in certain circumstances	CSTP, DDP, DIE, EMDF, EMEP,	



Planning a	Planning and Environment Act 1987		
		MSP, MSTP, PSTP	
s.107(1)	function of receiving claim for compensation	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 107(3)	Power to agree to extend time for making claim	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 114(1)	Power to apply to the VCAT for an enforcement order	CSTP, DDP, DIE, EMDF, EMEP, EMRS, MSTP, PSTP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CSTP, DDP, DIE, EMDF, EMEP, EMRS, MSTP, PSTP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CSTP, DDP, DIE, EMDF, EMEP, EMRS, MSTP, PSTP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CSTP, DBS, DDP, Except Crown DIE, EMDF, Land MSTP, PSTP	
s 129	Function of recovering penalties	CSTP, DBS, DDP, DIE, EMDF, MSTP, PSTP	
s 130(5)	Power to allow person served with an infringement notice further time	CSTP, DBS, DDP, DIE, EMDF,	



Planning a	Planning and Environment Act 1987		
		EMEP, EMRS, MSTP, PSTP	
s 149A(1)	Power to refer a matter to the VCAT for determination	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CSTP, DDP, DIE, EMDF, EMEP, EMRS, MSP, MSTP, PSTP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 171(2)(g)	Power to grant and reserve easements	CSTP, MSTP, PSTP, SP, SSP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DBS, DIE, EMDF	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	DBS, DIE, EMDF	Where Council is a collecting agency specified in an approved infrastructure



Planning	Planning and Environment Act 1987			
			contributions plan	
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DBS, DIE, EMDF	Where Council is the development agency specified in an approved infrastructure contributions plan	
s 173(1)	Power to enter into agreement covering matters set out in s 174	CSTP, DBS, DDP, DIE, EMDF, MSP, MSTP, PSTP		
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DBS, DDP, DIE, MED	Where Council is the relevant responsible authority	
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CSTP, DBS, DDP, DIE, EMDF, MSP, MSTP, PSTP		
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CSTP, DBS, DDP, DIE, EMDF, MSP, MSTP, PSTP		
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSTP, DDP, DIE, EMDF, MSP, MSTP, PSTP		
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSTP, DBS, DDP, DIE, EMDF, MSP, MSTP, PSTP		
s 178A(1)	Function of receiving application to amend or end an agreement	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR,		



Planning	Planning and Environment Act 1987		
		PSTP, SP, SPAO, SSP, SSTP, STP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178A(5)	Power to propose to amend or end an agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR,	



Planning a	nd Environment Act 1987		
		PSTP, SP, SPAO, SSP, SSTP, STP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CSTP, DDP, DIE, EMDF, MSP,	After considering



Planning a	Planning and Environment Act 1987		
		· · · · · · · · · · · · · · · · · · ·	objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	EMDF, MSP, MSTP, PMUR,	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	EMDF, MSP, MSTP, PMUR,	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	



Planning a	nd Environment Act 1987	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PSTP
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CSTP, DDP, DFAO, DIE, EMDF, EMPSFM, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 179(2)	Duty to make available for inspection copy agreement	CSTP, DDP, DFAO, DIE, EMDF, MSTP, PSTP
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CSTP, DDP, DIE, EMDF, MSTP, PSTP



Planning a	and Environment Act 1987	
s 182	Power to enforce an agreement	CSTP, DDP, DIE, EMDF, EMRS, MSTP, PSTP
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CSTP, DDP, DIE, EMDF, MSTP, PSTP
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP
s 184G(2)	Duty to comply with a direction of the Tribunal	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP
s 184G(3)	Duty to give notice as directed by the Tribunal	CSTP, DDP, DFAO, DIE,



Planning	Planning and Environment Act 1987		
		EMDF, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP, SSTP, STP	
s 198(1)	Function to receive application for planning certificate	CSTP, DDP, DFAO, DIE, EMDF, MSTP, PSTP, SAO, SSTP, STP	
s 199(1)	Duty to give planning certificate to applicant	CSTP, DDP, DFAO, DIE, EMDF, MSTP, PSTP, SPAO, SSTP, STP	
s 201(1)	Function of receiving application for declaration of underlying zoning	CSTP, DDP, DIE, EMDF, MSTP, PSTP, SSTP, STP	
s 201(3)	Duty to make declaration	CSTP, DDP, DIE, EMDF, MSTP, PSTP	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CSTP, DDP, DIE, EMDF, MSP, MSTP, PMUR, PSTP, SP, SSP, SSTP, STP	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CSTP, DDP, DIE, EMDF, MSTP, PSTP	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP	
	Power to give written authorisation in accordance with a provision of a planning scheme	CSTP, DDP, EMEP, MSTP, PSTP	



Planning a	nd Environment Act 1987		
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Not Delegated	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Not Delegated	
Rail Safety	(Local Operations) Act 2006		
Provision	Item Delegated	Delegate	Conditions and Limitations
s 33	Duty to comply with a direction of the Safety Director under s 33	DDP, DIE, EMI, EMOE	Where Council is a utility under s 3
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	DDP, DIE, EMI, EMOE	Duty of Council as a road authority under the Road Management Act 2004
s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	DDP, DIE, EMI, EMOE	Where Council is a utility under s 3
s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	DDP, DIE, EMI, EMOE	Where Council is the relevant road authority
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority
s 34D(2)	Function of receiving written notice of opinion	DDP, DIE, EMOE	Where Council is the relevant road authority
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	DDP, DIE, EMOE	Where Council is the relevant road authority
s 34E(1)(a)	Duty to identify and assess risks to safety	CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority
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Rail Safety	Rail Safety (Local Operations) Act 2006			
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34E(3)		DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34F(1)(a)		CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34F(2)		CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34H		CRM, DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34I		DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34J(2)		DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34J(7)		DDP, DIE, EMI, EMOE	Where Council is the relevant road authority	
s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	DIE, EMI	Where Council is the relevant road authority	



Residentia	Residential Tenancies Act 1997			
Provision	Item Delegated	Delegate	Conditions and Limitations	
s 142D	Function of receiving notice regarding an unregistered rooming house	AOBS, AOEH, AOLLT, CEH, EHO, HSO, TLEH, TLRSATS, TOEH		
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	CEH, EMRS		
s 142G(2)	Power to enter certain information in the Rooming House Register	AOBS, AOEH, AOLLT, CEH, EHO, HSO, TLEH, TLRSATS, TOEH		
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	AOBS, AOEH, AOLLT, CEH, EHO, HSO, TLEH, TLRSATS, TOEH		
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	DIE, EMPSFM	Where Council is the landlord	
s 262(1)	Power to give tenant a notice to vacate rented premises	DIE, EMPSFM	Where Council is the landlord	
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	DDP, DIE, EMOE, EMPSFM		
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CBS, CEH, EHO, EMRS, TLEH, TOEH		



Residentia	Il Tenancies Act 1997		
s 522(1)	Power to give a compliance notice to a person	CBS, CEH, EHO, EMRS, TLEH, TOEH	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DIE	
s 525(4)	Duty to issue identity card to authorised officers	AOSC	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CBS, CEH, EHO, EMRS, TLEH, TOEH	
s 526A(3)	Function of receiving report of inspection	AOEH, CEH, EHO, HSO, TLEH, TLRSATS, TOEH	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CBS, CEH, EHO, EMRS, TLEH, TOEH	
Road Man	agement Act 2004	·	
Provision	Item Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DDP, DIE, EMDF, EMI, EMOE	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	DDP, DIE, EMDF, EMI, EMOE	
s 11(9)(b)	Duty to advise Registrar	DDP, DIE, EMDF, EMI, EMOE	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DDP, DIE, EMDF, EMI, EMOE	Subject to s 11(10A)



Road Man	Road Management Act 2004		
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DDP, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	DDP, DIE, EMDF, EMI, EMOE, MSP	Where Council is the coordinating road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	DDP, DIE, EMDF, EMI, EMOE	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	DDP, DIE, EMDF, EMI, EMOE	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	DDP, DIE, EMDF, EMI, EMOE	Function of coordinating road authority where it is the discontinuing body
			Unless s 12(11) applies



Road Mar	nagement Act 2004	
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	DDP, DIE, EMDF, EMI, EMOE Coordinating road authority where it is the discontinuing body Unless s 12(11)
		applies
s 12(10)	Duty to notify of decision made	DDP, DFAO, DIE, EMDF, EMI, Coordinating road authority where it is the discontinuing body
		Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	DDP, DIE, EMDF, EMI, EMOE road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from VicRoads	CTT, DDP, DIE, EMDF, EMI, EMOE



Road Ma	nagement Act 2004		
s 14(7)	Power to appeal against decision of VicRoads	CAM, CTT, DDP, DIE, EMDF, EMI, EMOE	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CAM, DDP, DIE, EMDF, EMI, EMOE	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CAM, DIE, EMDF, EMI	
s 15(2)	Duty to include details of arrangement in public roads register	CAM, DFAO, DIE, EMDF, EMI	
s 16(7)	Power to enter into an arrangement under s 15	CAM, DIE, EMDF, EMI	
s 16(8)	Duty to enter details of determination in public roads register	CAM, DFAO, DIE, EMDF, EMI	
s 17(2)	Duty to register public road in public roads register	CAM, DFAO, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CAM, DFAO, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CAM, DFAO, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority, and obtain



Road Ma	Road Management Act 2004			
			consent in circumstances specified in s 18(2)	
s 18(3)	Duty to record designation in public roads register	CAM, DFAO, DIE, EMDF, EMI	Where Council is the coordinating road authority	
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CAM, DFAO, DIE, EMDF, EMI		
s 19(4)	Duty to specify details of discontinuance in public roads register	CAM, DFAO, DIE, EMDF, EMI		
s 19(5)	Duty to ensure public roads register is available for public inspection	CAM, DFAO, DIE, EMDF, EMI		
s 21	Function of replying to request for information or advice	CAM, DIE, EMDF, EMI	Obtain consent in circumstances specified in s 11(2)	
s 22(2)	Function of commenting on proposed direction	CAM, DIE, EMDF, EMI		
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DDP, DIE, EMOE		
s 22(5)	Duty to give effect to a direction under s 22	DDP, DIE, EMOE		
s 40(1)	Duty to inspect, maintain and repair a public road.	CRM, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR		
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CRM, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD,		



Road Mai	Road Management Act 2004		
		TLRS, TLSR, TLUR	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CAM, CRM, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR	
s 42(1)	Power to declare a public road as a controlled access road	CAM, DIE, EMDF, EMI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette		Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with VicRoads before road is specified		Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road		Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road



Road Mar	Road Management Act 2004			
s 48EA		DDP, DIE, EMDF, EMI, EMOE	Where Council is the responsible road authority, infrastructure manager or works manager	
s 48M(3)		DDP, DIE, EMDF, EMI, EMOE		
s 49		CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS		
s 51		CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS		
s 53(2)		CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS		
s 54(2)		CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS		
s 54(5)		CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS		
s 54(6)		CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS		



Road Man	agement Act 2004		
s 54(7)	Duty to incorporate the amendments into the road management plan	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS	
s 63(1)	Power to consent to conduct of works on road	CAM, CRM, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CAM, CEH, CRM, EMI, RMCS, RMS, TLPD, TLRS, TLSR, TLUR	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	CAM, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 67(3)	Power to request information	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 68(2)	Power to request information	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority



Road Ma	Road Management Act 2004		
s 71(3)	Power to appoint an authorised officer	CAM, CID, CRM, CTT, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLPSE, TLRS, TLSR, TLUR	
s 72	Duty to issue an identity card to each authorised officer	AOSC, CRC, DBS, EMSRCS, SCO	
s 85	Function of receiving report from authorised officer	DIE, EMDF, EMI	
s 86	Duty to keep register re s 85 matters	DIE, EMDF, EMI	
s 87(1)	Function of receiving complaints	CRM, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR	
s 87(2)	Duty to investigate complaint and provide report	CRM, DBS, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR	
s 112(2)	Power to recover damages in court	CRC, CRM, DIE, EMDF, EMI, EMOE, EMSRCS, RMCS, TLPD, TLRS, TLSR, TLUR	
s 116	Power to cause or carry out inspection	CRM, DIE, EMDF, EMI, EMOE, RMCS,	



Road Mana	gement Act 2004	
		RMS, TLPD, TLRS, TLSR, TLUR
s 119(2)	Function of consulting with VicRoads	DDP, DIE, EMDF, EMI, EMOE
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)	DDP, DIE, EMDF, EMI, EMOE
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)	CRM, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR
s 121(1)	Power to enter into an agreement in respect of works	CAM, DDP, DIE, EMDF, EMI, EMOE
s 122(1)	Power to charge and recover fees	CAM, DDP, DIE, EMDF, EMI, EMOE
s 123(1)	Power to charge for any service	CRM, DBS, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CAM, DIE, EMDF, EMI
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not Delegated
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not Delegated
sch 2 cl 4	Function of receiving details of proposal from VicRoads	CAM, DIE, EMDF, EMI



Road Mana	gement Act 2004		
sch 2 cl 5		CAM, DIE, EMDF, EMI	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CAM, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CAM, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	or assistance in conduct of works	CAM, CRM, DIE, EMDF, EMI, EMOE, RMCS, RMS, TLPD, TLRS, TLSR, TLUR	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CAM, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)		CAM, DIE, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)		CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 12(3)		CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 12(4)		CAM, CRM, DIE, EMDF, EMI, EMOE, RMCS,	Where Council is the coordinating road authority



Road Mana	Road Management Act 2004			
		RMS, TLPD, TLRS, TLSR, TLUR		
sch 7 cl 12(5)	Power to recover costs	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority	
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CAM, DIE, EMDF, EMI	Where Council is the works manager	
sch 7 cl 13(2)	Power to vary notice period	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority	
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CAM, DIE, EMDF, EMI	Where Council is the infrastructure manager	
sch 7 cl 16(1)	Power to consent to proposed works	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority	
sch 7 cl 16(4)	Duty to consult	CAM, DDP, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority, responsible authority or infrastructure manager	
sch 7 cl 16(5)	Power to consent to proposed works	CAM, DDP, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority	
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CAM, DDP, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority	



Road Manag	gement Act 2004		
sch 7 cl 16(8)	Power to include consents and conditions	CAM, DDP, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CAM, DIE, EMDF, EMI	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DIE, EMDF, EMI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DIE, EMDF, EMI	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DIE, EMDF, EMI	Where Council is the responsible road authority



Road Management Act 2004			
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4		Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Provision	Item Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	DIE, EMPSFM	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DIE, EMPSFM	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	DIE, EMPSFM	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	DIE, EMPSFM	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	DIE, EMPSFM	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	DIE, EMPSFM	
r 30(2)	Power to release cremated human remains to certain persons	DIE, EMPSFM	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	DIE, EMPSFM	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	DIE, EMPSFM	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	DIE, EMPSFM	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	DIE, EMPSFM	



Cemeteries and Crematoria Regulations 2015

[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CPG, EMOE, EMPSFM	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CPG, EMOE, EMPSFM	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CPG, EMOE, EMPSFM	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	CPG, EMOE, EMPSFM	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	CPG, EMOE, EMPSFM	
r 40	Power to approve a person to play sport within a public cemetery	DIE, EMPSFM	
r 41(1)	Power to approve fishing and bathing within a public cemetery	DIE, EMPSFM	
r 42(1)	Power to approve hunting within a public cemetery	DIE, EMPSFM	
r 43	Power to approve camping within a public cemetery	DIE, EMPSFM	
r 45(1)	Power to approve the removal of plants within a public cemetery	CPG, EMPSFM	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CPG, EMOE, EMPSFM	
r 47(3)	Power to approve the use of fire in a public cemetery	DIE, EMPSFM	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CPG, EMOE, EMPSFM	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CPG, EMOE, EMPSFM	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CPG, EMOE, EMPSFM	See note above regarding model rules



Cemeteries and Crematoria Regulations 2015

[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

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sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	CPG, EMOE, EMPSFM	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CPG, EMOE, EMPSFM	See note above regarding model rules



Cemeteries and Crematoria Regulations 2015

[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

sch 2 cl 18(1) Power to approve digging or planting within a cemetery	CPG, EMOE,	See note above
	EMPSFM	regarding model
		rules

Planning and Environment Regulations 2015

Provision	Item Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DDP, DIE, EMDF, EMEP, MSP, MSTP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CSTP, DDP, DIE, EMDF, MSP, MSTP, PSTP, SAO, SP, SSTP, STP	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CSTP, DDP, DFAO, DIE, EMDF, MSP, MSTP, PSTP,	where Council is the responsible authority



Planning a	Planning and Environment Regulations 2015			
		SAO, SP, SSTP, STP		
r.25(b)		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PSTP, SAO, SP, SSTP, STP	where Council is not the responsible authority but the relevant land is within Council's municipal district	
r.42	application for an amendment to a planning scheme and notice of a permit application	DDP, DIE, EMDF, EMEP, MSP, MSTP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	
Planning a	nd Environment (Fees) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations	
r 19		DDP, DIE, EMDF, EMEP, MSP, MSTP		



Planning a	nd Environment (Fees) Regulations 2016		
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DDP, DIE, EMDF, EMEP, MSP, MSTP	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	DDP, DIE, EMDF, EMEP, MSP, MSTP	
Residentia	Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010		
Provision	Item Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	CEH, EHO, TLEH, TOEH	
r 11	Function of receiving application for registration	AOBS, AOEH, AOLLT, CEH, EHO, EMRS, HSO, TLEH, TLRSATS, TOEH	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEH, EHO, TLEH, TOEH	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEH, EHO, TLEH, TOEH	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH, EHO, TLEH	
r 13(4) & (5)	Duty to issue certificate of registration	CEH, EHO, TLEH, TOEH	
r 15(1)	Function of receiving notice of transfer of ownership	AOBS, AOEH, AOLLT, CEH, EHO, EMRS, HSO, TLEH, TLRSATS, TOEH	



Residenti	al Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	
r 15(3)	Power to determine where notice of transfer is displayed	CEH, EHO, TLEH, TOEH
r 16(1)	Duty to transfer registration to new caravan park owner	CEH, EHO, TLEH, TOEH
r 16(2)	Duty to issue a certificate of transfer of registration	CEH, EHO, TLEH, TOEH
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH, EHO, EMPSFM, TLEH
r 18	Duty to keep register of caravan parks	CEH, TLEH
r 19(4)	Power to determine where the emergency contact person's details are displayed	CEH, EHO, TLEH, TOEH
r 19(6)	Power to determine where certain information is displayed	CEH, EHO, TLEH, TOEH
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEH, EHO, TLEH, TOEH
r 22A(2)	Duty to consult with relevant emergency services agencies	CEH, EHO, TLEH, TOEH
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEH, EHO, TLEH, TOEH
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEH, EHO, TLEH, TOEH
r 25(3)	Duty to consult with relevant floodplain management authority	CEH, EHO, TLEH, TOEH
r 26	Duty to have regard to any report of the relevant fire authority	CEH, EHO, TLEH, TOEH
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEH, EHO, TLEH, TOEH
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	AOBS, AOEH, AOLLT, CEH, EHO, EMRS, HSO, TLEH,



Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010					
		TLRSATS, TOEH			
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DIE, EMRS			
r 40(4)	Function of receiving installation certificate	DIE, EMRS			
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DIE, EMRS			
sch 3 cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DIE, EMRS			
Road Mana	gement (General) Regulations 2016				
Provision	Item Delegated	Delegate	Conditions and Limitations		
r 8(1)	Duty to conduct reviews of road management plan	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS			
r 9(2)	Duty to produce written report of review of road management plan and make report available	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS			
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS	Where Council is the coordinating road authority		
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS			
r 13(1)	Duty to publish notice of amendments to road management plan	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS	where Council is the coordinating road authority		
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CAM, CRC, DIE, EMDF, EMI,			



Road Ma	nagement (General) Regulations 2016		
		EMOE, EMSRCS	
r 16(3)	Power to issue permit	CAM, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CAM, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CAM, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CAM, DIE, EMDF, EMI, EMOE	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CAM, DIE, EMDF, EMI, EMOE	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CAM, CRC, DIE, EMDF, EMI, EMOE, EMSRCS	

Road Management (Works and Infrastructure) Regulations 2015

Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.

Provision	Item Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	, ,	Where Council is the coordinating road authority



Road Management (Works and Infrastructure) Regulations 2015 Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.						
		EMOE, EMSRCS	and where consent given under s 63(1) of the Act			
r 22(2)	Power to waive whole or part of fee in certain circumstances	CRC, DIE, EMDF, EMI, EMOE, EMSRCS	Where Council is the coordinating road authority			

S6 Instrument of Delegation - Members of Staff

CHANGED Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
31460	Cemeteries and Crematoria Act 2003	s 8(1)(a)(ii)	powerPower to manage one or more public cemeteries	Where Council is a Class B cemetery trust	CPG, DIE, EMOE, EMPSFM
31461	Cemeteries and Crematoria Act 2003	s 12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Where Council is a Class B cemetery trust	CPG, DIE, EMOE, EMPSFM
31462	Cemeteries and Crematoria Act 2003	s 12(2)	s.12(2) dutyDuty to have regard to the matters set out in paragraphs (a_)(c) in exercising its functions	Where Council is a Class B cemetery trust	CPG, DIE, EMOE, EMPSFM
31465	Cemeteries and Crematoria Act 2003	s 13	dutyDuty to do anything necessary or convenient to enable it to carry out its functions		CPG, DIE, EMOE, EMPSFM
31466	Cemeteries and Crematoria Act 2003	s 14	power Power to manage multiple public cemeteries as if they are one cemetery		CPG, DIE, EMOE, EMPSFM

31467	Cemeteries and Crematoria Act 2003	s 15(1) and (2)	powerPower to delegate powers or functions other than those listed		CPG, DIE, EMOE, EMPSFM
31468	Cemeteries and Crematoria Act 2003	s 15(4)	dutyDuty to keep records of delegations		CRC, DBS, EMSRCS
31469	Cemeteries and Crematoria Act 2003	s 17(1)	powerPower to employ any persons necessary		DIE, EMPSFM
31470	Cemeteries and Crematoria Act 2003	s 17(2)	powerPower to engage any professional, technical or other assistance considered necessary		CPG, DIE, EMOE, EMPSFM
31471	Cemeteries and Crematoria Act 2003	s 17(3)	powerPower to determine the terms and conditions of employment or engagement	Subject to any guidelines or directions of the Secretary	DIE, EMPSFM
31472	Cemeteries and Crematoria Act 2003	s 18(3)	dutyDuty to comply with a direction from the Secretary		CPG, DIE, EMOE, EMPSFM
31501	Cemeteries and Crematoria Act 2003	s 36	power Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section 36	Subject to the approval of the Minister	CPG, DIE, EMOE, EMPSFM

31502	Cemeteries and Crematoria Act 2003	s 37	powerPower to grant leases over land in a public cemetery in accordance with thissection37	Subject to the Ministe approving the purpose	
31505	Cemeteries and Crematoria Act 2003	s 40	dutyDuty to notify Secretary of fees and charges fixed under sections 39		CPG, DIE, EMOE, EMPSFM
31513	Cemeteries and Crematoria Act 2003	s 64(4)	dutyDuty to comply with a direction from the Secretary under sections 64(3)		CPG, DIE, EMOE, EMPSFM
31515	Cemeteries and Crematoria Act 2003	s 66(1)	powerPower to apply to the Minister for approval to convert the cemetery, or part it, to a historic cemetery park	of The application must include the requirements listed in s 66(2)(a)-(d)	CPG, DIE, EMOE, EMPSFM
31521	Cemeteries and Crematoria Act 2003	s 72(2)	dutyDuty to comply with request received under sections 72		CPG, DIE, EMOE, EMPSFM
31524	Cemeteries and Crematoria Act 2003	s 75	powerPower to grant the rights of interment set out in subsections s75(a) and (b)		CPG, DIE, EMOE, EMPSFM
31539	Cemeteries and Crematoria Act 2003	s 91(1)	powerPower to cancel a right of interment in accordance with thissection 91		DIE, EMPSFM

31543	Cemeteries and Crematoria Act 2003	s 99	powerPower to approve or refuse an application made under sections 98, or to cancel an approval	CPG, DIE, EMOE, EMPSFM
31544	Cemeteries and Crematoria Act 2003	s 99(4)	dutyDuty to make a decision on an application under sections 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CPG, DIE, EMOE, EMPSFM
31546	Cemeteries and Crematoria Act 2003	s 100(2)	powerPower to remove and dispose a memorial or place of interment or remedy a person's failure to comply with sections 100(1)	DIE, EMPSFM
31547	Cemeteries and Crematoria Act 2003	s 100(3)	powerPower to recover costs of taking action under sections 100(2)	CPG, DIE, EMOE, EMPSFM
31550	Cemeteries and Crematoria Act 2003	s 102(2) & (3)	powerPower to set terms and conditions in respect of, or to cancel, an approval granted under sections 102(1)	CPG, DIE, EMOE, EMPSFM
31552	Cemeteries and Crematoria Act 2003	s 103(2)	powerPower to remove and dispose of a building for ceremonies or remedy the failure to comply with sections 103(1)	CPG, DIE, EMOE, EMPSFM
31553	Cemeteries and Crematoria Act 2003	s 103(3)	powerPower to recover costs of taking action under sections 103(2)	CPG, DIE, EMOE, EMPSFM

31556	Cemeteries and Crematoria Act 2003	s 106(3)	powerPower to open and examine the place of interment if sections 106(2) not complied with		DIE, EMPSFM
31557	Cemeteries and Crematoria Act 2003	s 106(4)	powerPower to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under sections 106(1) is not complied with		DIE, EMPSFM
31559	Cemeteries and Crematoria Act 2003	s 107(2)	powerPower to repair or take down, remove and dispose any building for ceremonies if notice under sections 107(1) is not complied with		DIE, EMPSFM
31573	Cemeteries and Crematoria Act 2003	s 133(1)	dutyDuty not to grant a cremation authorisation unless satisfied that requirements of sections 133 have been complied with	Subject to s 133(2)	CPG, DIE, EMOE, EMPSFM
31580	Cemeteries and Crematoria Act 2003	s 152(2)	powerPower to impose terms and conditions on authorisation granted under sections 150-		CPG, DIE, EMOE, EMPSFM
31582	Cemeteries and Crematoria Act 2003	sch 1 cl 8(8)	powerPower to regulate own proceedings	Subject to cl 8	CPG, CSS, DIE, EMOE, EMPSFM
31593	Food Act 1984	s 19(4)(a)	powerPower to direct that an order made under sections 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	If s 19(1) applies	DIE

31606	Food Act 1984	s 19UA	power Power to charge fees for conducting a food safety assessment or inspection	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.	
31610	Food Act 1984		powerPower to register, renew or transfer registration	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))	CEH, DIE, EHO, TLEH
31612	Food Act 1984	s 38AB(4)	powerPower to fix a fee for the receipt of a notification under sections 38AA in accordance with a declaration under subsections38AB(1)	Where Council is the registration authority	CEH, EHO
31614	Food Act 1984	s 38B(1)(a)	dutyDuty to assess the application and determine which class of food premises under sections 19C the food premises belongs	Where Council is the registration authority	CEH, DIE, EHO, TLEH
31620	Food Act 1984	s 38E(2)	powerPower to register the food premises on a conditional basis	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)	CEH, DIE, EHO, TLEH

31623	Food Act s 39A 1984	power Power to register, renew or transfer food premises despite minor defects	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)	CEH, DIE, EHO, TLEH
31645	Planning and s 14 Environment Act 1987	duties of a Responsible Authority as set out in subsectionss14(a) to (d)		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PSTP
31654	Planning and s 21A(4) Environment Act 1987	duty Duty to publish notice in accordance with section		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SPAO, SSP
31729	Planning and s 60(1A) Environment Act 1987	power <u>Duty</u> to consider certain matters before deciding on application		CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR,

					PSTP, SP, SSP, SSTP, STP
31819	Planning and Environment Act 1987	s 156	dutyDuty to pay fees and allowances (including a payment to the Crown under subsections156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsections156(2B)power to ask for contribution under subsections156(3) and power to abandon amendment or part of it under subsections156(4)	Where Council is the relevant planning authority	CSTP, DDP, DIE, EMDF, EMEP, MSTP, PSTP
31870	Planning and Environment Act 1987	s 201UAB(2)	dutyDuty to provide the GrowthVictoriaAreasPlanning Authority with information requested under subsections201UAB(1) as soon as possible		Not Delegated
31872	Rail Safety (Local Operations) Act 2006	s 33A	dutyDuty to comply with a direction of the Safety Director to give effect to arrangements under thissection33A	Duty of Council as a road authority under the Road Management Act 2004	DDP, DIE, EMI, EMOE
31884	Rail Safety (Local Operations) Act 2006	s 34H	powerPower to identify and assess risks to safety as required under sectionss 34B, 34C, 34D, 34E or 34F in accordance with subsections 34H(a)-(c)	Where Council is the relevant road authority	CRM, DDP, DIE, EMI, EMOE
31893	Residential Tenancies Act 1997	s 252	powerPower to give tenant a notice to vacate rented premises if subsections252(1) applies	Where Council is the landlord	DIE, EMPSFM
31906	Road Management Act 2004	s 11(10)	dutyDuty to inform Secretary to Department of of Environment Environment,SustainabilityLand, Water and EnvironmentPlanning of declaration	Subject to s 11(10A)	DDP, DIE, EMDF, EMI, EMOE

			etc.		
31909	Road Management Act 2004	s 12(4)	powerPower to publish, and provide copy, notice of proposed discontinuance	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	
31910	Road Management Act 2004	s 12(5)	dutyDuty to consider written submissions received within 28 days of notice	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	DDP, DIE, EMDF, EMI, EMOE
31911	Road Management Act 2004	s 12(6)	function Function of hearing a person in support of their written submission	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	DDP, DIE, EMDF, EMI, EMOE
31912	Road Management Act 2004	s 12(7)	dutyDuty to fix day, time and place of meeting under subsections12(6) and to give notice	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	DDP, DIE, EMDF, EMI, EMOE

31935	Road Management Act 2004	s 22(5)	dutyDuty to give effect to a direction under thissection.22		DDP, DIE, EMOE
72390	Planning and Environment Act 1987	s 46GZD(5)	dutyDuty to takemake actionpaymentsdescribedunder s.46GZD 46GZD(3) in s.46GI(5)(c)accordance-with(e)sswhere s.46GIss.46GZD46GZD(5)(a) and 46GZD(5)((b)applies.	Where Council is the collecting agency under an approved infrastructure contributions plan	AOGAF, CGAF, CSTP, DDP, DIE, EMDF, EMEP, MSP, MSTP, PMUR, PSTP, SP, SSP
180514	Planning and Environment Act 1987	s 173(1A)	powerPower to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Where Council is the relevant responsible authority	DBS, DDP, DIE, MED
201011	Planning and Environment Act 1987	s 46GV(4)(a)	function Function of receiving the inner public purpose land in accordance with s.46GV 46GV(5) and (6)	Where Council is the development agency	DIE, EMDF
201012	Planning and Environment Act 1987	s 46GV(4)(b)	functionFunction of receiving the inner public purpose land in accordance with s.46GV_46GV(5) and (6)	Where Council is the collecting agency	DIE, EMDF
201025	Planning and Environment Act 1987	s 46GZA(1)	dutyDuty to keep proper and separate accounts and records	Where Council is the development agency under an approved infrastructure contributions plan	AOGAF, CGAF, DBS, DIE, EMDF

NEW Provisions

#	Delegation Sec Source	ction	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
236480	Planning s 50 and Environment Act 1987	0(6)	Duty to make note of amendment to application in register		CSTP, DDP, DFAO, DIE, EMDF, EMEP, MSTP, PSTP, SPAO, SSP, STP
236481	Planning s 17 and Environment Act 1987	71(2)(g)	Power to grant and reserve easements		CSTP, MSTP, PSTP, SP, SSP

10.11. OUTSTANDING QUESTION TIME ITEMS

Division: Business Services

Director: Glenn Kallio

Author/Position: Sarah Anstis -Administration Officer Statutory Compliance

OFFICER RECOMMENDATION

That Council endorses the Outstanding Question Time report.

EXECUTIVE SUMMARY

This report provides Council with an update of responses to questions taken on notice and outstanding unanswered questions from Council Question Time.

RATIONALE

The City of Ballarat Meeting Procedure Local Law 2018 calls for a standard agenda item at each Council Meeting that reflects unanswered questions from Public Question Time.

LEGISLATION, COUNCIL PLAN, STRATEGY AND POLICY IMPLICATIONS

City of Ballarat Meeting Procedure Local Law 2018.

OFFICERS DECLARATION OF INTERESTS

Council Officers affirm that no direct or indirect interests need to be declared in relation to the matter of this report.

ATTACHMENTS

- 1. Outstanding Question Time Items [10.11.1]
- 2. Mr Frank Williams QT76-18 [10.11.2]

Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
12/12/18 QT76/18	Closed	Mr Frank Williams Invermay Park	Mr Williams asked who gave permission to clean 33.9 hectares of native forest off Vincent Drive in Mount Helen?		Mr Terry Demeo provided a written response to Mr Williams (see attached)



City of Ballarat

PO Box 655 Ballarat Vic 3353 AUSTRALIA Telephone: Facsimile:

03 5320 5500 03 5333 4061

Mr Frank Williams

Date

8 January 2019

Our Ref:

TD:jc:bk

Your Ref:

QT76/18

Enquiries:

03 5320 5500

Email:

info@ballarat.vic.gov.au

Dear Mr Williams

RE: OUTSTANDING QUESTION AT COUNCIL MEETING

I write in response to your question raised at the Council meeting held 12 December 2018, "Who gave permission to clean such 30 hectares of native forest off Vincent Drive in Mount Helen?"

A search of Council records does not reveal any vegetation removal activity in or near the vicinity of Vincent Drive in Mount Helen. I personally drove the street last night and saw nothing to indicate recent clearing.

We are happy to continue assisting with your concerns if you have further details to assist with this investigation.

Please feel free to contact Council's Executive Manager Development Facilitation, Natalie Robertson, on if you wish to discuss this matter further.

Yours sincerely

Terry Demeo

Director Infrastructure and Environment

Cc:

Mayor & Councillors CEO, Agenda Review & Civic Support

11. NOTICE OF MOTION

Nil

12. URGENT BUSINESS

13. SECTION 89 (IN CAMERA)

10.2 PLATE UP BALLARAT STRATEGIC PARTNERSHIP FUNDING BUDGET

Division: Development and Planning

Director: Angelique Lush

Author/Position: Jeff Johnson - Executive Manager Events and the Arts

(Contractual matters)

10.3 BUSINESS EVENTS AND FESTIVALS GRANT APPLICATION - AUSTRALIAN CONTROLLED TRAFFIC FARMING ASSOCIATION INC

Division: Development and Planning

Director: Angelique Lush

Author/Position: Helen Arnts – Business Engagement Officer

(Contractual matters)

13.1 TENDER NO. 2018/19-87 DESIGN & CONSTRUCTION (D&C) OF TWO (2) SOCCER PITCHES - ST GEORGES RESERVE

Division: Development and Planning

Director: Angelique Lush

Author/Position: Trent Bursill – Project Manager

(Contractual matters)

14. CLOSE