

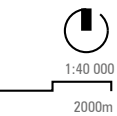
## LANDSCAPE VALUE AREAS

**LEGEND**

- Study Area
- Municipal Boundary
- Property
- Contour
- Roads
- Railway Line
- Rail Trail
- Waterbody / Course

**LANDSCAPE VALUE AREA**

- Low relative landscape value



## LANDSCAPE VALUES MAPPING

Mapping demonstrating assigned relative landscape value levels for the North Western GIA is demonstrated on the adjoining page.

Proceeding this is the analysis of each landscape character area in relation to the previously outlined landscape values assessment criteria. A summary of the results of this assessment is presented spatially on the mapping, and in the following table.

### SUMMARY TABLE

| LANDSCAPE VALUES |                          |                    |                          |
|------------------|--------------------------|--------------------|--------------------------|
|                  | LANDSCAPE CHARACTER AREA | LANDSCAPE TYPOLOGY | ASSIGNED LANDSCAPE VALUE |
| 1                | Plains                   | Rural              | Low                      |

## 1 PLAINS

### LANDSCAPE TYPOLOGY

- Rural

### PREFERRED LANDSCAPE FEATURES

- (1) There is seasonal diversity in colours of fields through crop rotation, and management regimes.
- (7) Rural structures and settlement patterns are prevalent and strengthen the local rural character.
- (9) There are some instances of existing established native vegetation, either scattered throughout the plains areas or on property boundaries. The Ballarat Avenue of Honour with mature canopy trees runs through the center of the study area.
- (6) There are a number of established exotic and native windbreaks in good condition.
- (4) Small scale drainage lines, wetlands and dams are present in the character area, one of which is covered by a Significant Landscape Overlay (SLO)
- (15) Views are typically open but relatively localised due to gently rising landform. There are some longer distance views to landscape features such as the Learmonth volcanic cones.
- (16) A shared trail runs along Remembrance Drive alongside the Avenue of Honor and the Skipton - Ballarat Rail Trail skirts the east edge of the study area.



*Open fields with localised farm dams and canopy vegetation along the rail line.*



*Mature canopy trees along the Ballarat Avenue of Honour with the rural setting of adjacent fields.*

### LEAST PREFERRED LANDSCAPE FEATURES

- (2) Areas of weedy species, particularly at field boundaries, including gorse.
- (5) Field areas which have been burnt off as part of management regimes.
- (7, 9) Some presence of run-down / degraded buildings, farm structures, fencing and naturestrips.
- (2, 12) Waterways are somewhat degraded in some instances and can be accompanied by exotic / weed species.
- (13) Utilities are present, although not overly dominant.

### OVERALL RELATIVE LANDSCAPE VALUE

The study area acts a rural, green edge to residential properties on the north of Remembrance Drive and new residential and commercial development to the east of the rail trail. This is considered important in the context of a green edge to Ballarat. The study area also provides a rural character setting for the Ballarat Avenue of Honour.

Due to the presence of least preferred landscape features, and the relative values determined in the assessment undertaken on the Northern, Eastern and Western GIA's (2015), the overall relative landscape value of the Plains character area is considered to be low. It should however be recognised that the rural setting afforded to the Ballarat Avenue of Honour, and the rural context to the edge of Ballarat is of importance.

- Low



*Rubbish tipping around field boundaries.*



*Weedy species at field boundaries.*



# ASSESSMENT OF

## 6. VISUAL SENSITIVITY

By reviewing areas of landscape value and visual exposure cumulatively we are able to explore the parts of the study area that overlap, revealing their potential for visual sensitivity.

Visual sensitivity could equally be described as an areas 'ability to accommodate change'. Landscapes with a higher visual sensitivity generally have a lower threshold beyond which changes in the landscape start to detrimentally impact on the value/significance of that landscape.

It is pivotal to establish these overlapping areas as the landscape characterisation process and the landscape values assessment were conducted in a manner that broadly classified areas based on their on-ground characteristics, and not so much on the visual exposure of specific areas.

These overlapping areas of visual sensitivity will consist of:

- Areas of no to very high visual exposure.
- Areas of low to high landscape value.

Outcomes of the Visual Sensitivity mapping and any subsequent recommendations are demonstrated in the following sections and the 'Conclusion'

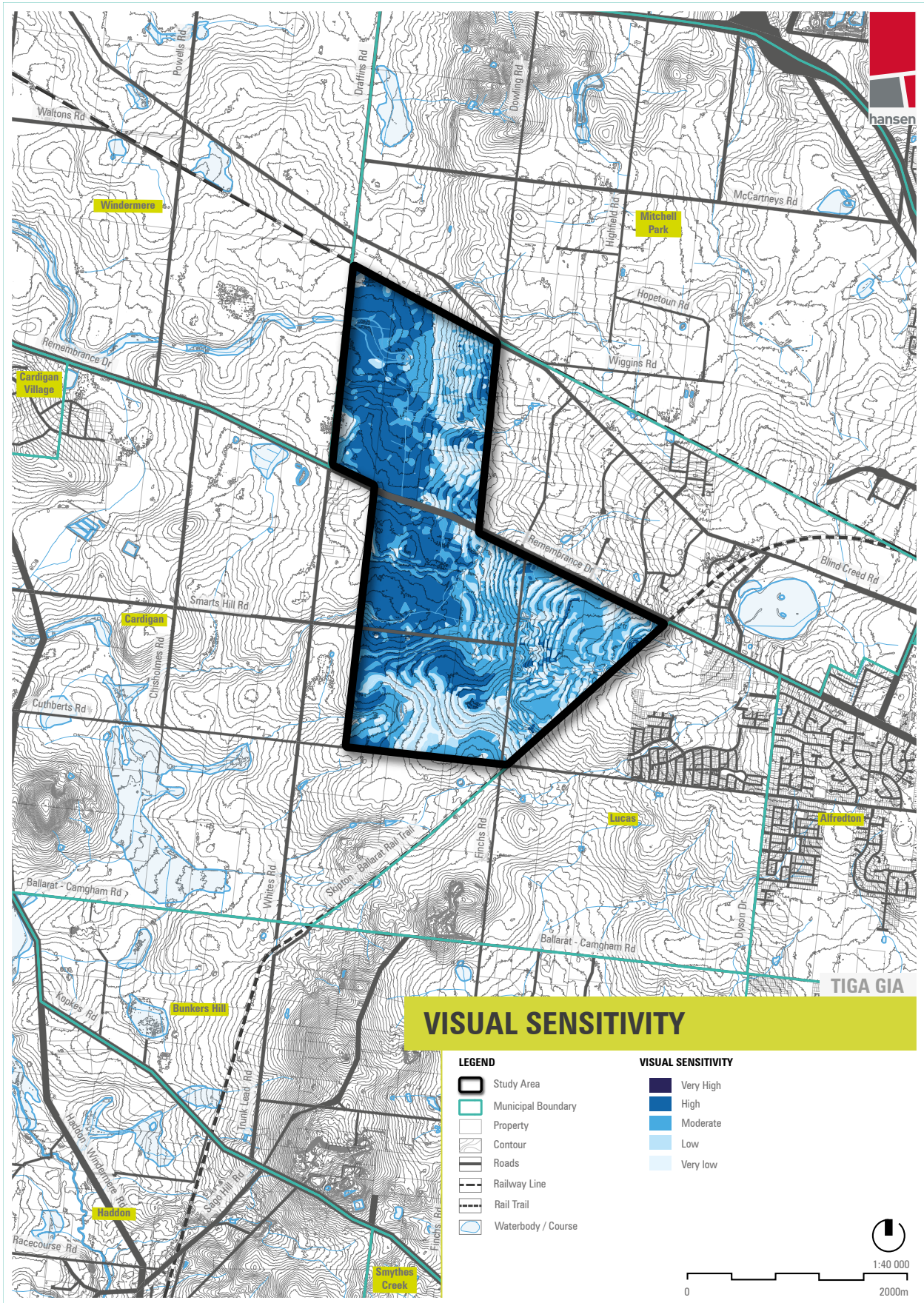
### VISUAL SENSITIVITY MAPPING

Proceeding from the overlaying of areas of landscape value and areas with of visual exposure, levels of visual sensitivity have been mapped accordingly on the following page.

Regarding views and visual sensitivity, it should be noted that this mapping is based on visual exposure, which maps areas of visible terrain from a point regardless of the nearby on-ground obstacles such as vegetation and buildings. Fieldwork identified that these obstacles sometimes obscured views to terrain in the study area identified by the viewshed mapping. As a result of the ever changing nature of these on-ground obstacles, for example removal of trees and houses, it was deemed suitable to base the visual exposure mapping which informs the visual sensitivity mapping on the results of the viewshed mapping. This ensures that assigned visual sensitivity ratings will continue to be if land cover or built form changes area.

Levels of visual sensitivity have been assigned as either very high, high, moderate, low or very low based which levels of landscape value or visual exposure overlap. This process is further described in the matrix below, where visual sensitivity is shown in the columns shaded in several tones of blue:

|                 | LANDSCAPE VALUE  |                  |                 |
|-----------------|------------------|------------------|-----------------|
| VISUAL EXPOSURE | High             | Moderate         | Low             |
| Very High       | <i>Very High</i> | <i>Very High</i> | <i>High</i>     |
| High            | <i>Very High</i> | <i>High</i>      | <i>Moderate</i> |
| Moderate        | <i>High</i>      | <i>Moderate</i>  | <i>Moderate</i> |
| Low             | <i>Moderate</i>  | <i>Moderate</i>  | <i>Low</i>      |
| Limited         | <i>Moderate</i>  | <i>Low</i>       | <i>Low</i>      |
| None            | <i>Low</i>       | <i>Low</i>       | <i>Very Low</i> |



## **NORTH WESTERN GIA – VISUAL SENSITIVITY**

- Visual sensitivity across the study area ranges from very low to high.
- Visual sensitivity is consistent with the pattern of visual exposure, as the whole study area is the Plains landscape character which has been classed as having low landscape value.
- High visual sensitivity is present across the western portion of the study area, due to gently sloping terrain.
- Patchy limited to high visual sensitivity is present across the eastern portion of the study area, determined by more elevated terrain relative to levels within the study area.
- The majority of the study area has at least some visual sensitivity, which is in line with the open character and topography of the landscape.
- It should also be noted that there were no areas of very high visual sensitivity identified in the study area, due to the low landscape value, with an overall predominance of high and moderate visual sensitivity.





# 7. CONCLUSION

The landscape assessment presented in the previous sections demonstrates a process through which the following visual and landscape facets of the North Western GIA were identified and assessed:

- **LANDSCAPE CHARACTER**
- **VIEWS AND VIEWSHEDS**
- **VISUAL EXPOSURE**
- **LANDSCAPE VALUES**
- **VISUAL SENSITIVITY**

The following presents a summary of this process and resultant findings. Following from this, broad recommendations have been developed as a conclusion to the landscape assessment.

## **LANDSCAPE CHARACTER**

From a combination of fieldwork and desktop assessment, the following landscape character area was identified within the North Western GIA:

### **NORTH WESTERN GIA**

- Plains – Gently sloping terrain with expansive grassed grazing lands, typical of the wider Burrumbeet Plains, and limited vegetation.

## **LANDSCAPE VALUES**

The landscape character area was subsequently assigned with a landscape value, the designation of which was formulated through an assessment based on established approaches as outlined in benchmarking documents and Hansen Partnership's professional experience with similar projects. The rationale for the value designation is described in detail in the body of the landscape assessment report.

### **NORTH WESTERN GIA**

- Low Landscape Value: Plains

## **VISUAL EXPOSURE**

Through an analysis of views within and near to the North Western GIA demonstrated in the viewshed and views assessment, a picture of visual exposure, or which areas of the study area are more visible than others, was created. General trends of visual exposure included the following:

### **NORTH WESTERN GIA**

- The western portion of the study area displays a very high to moderate visual exposure, afforded by gently sloping terrain. The eastern portion of the study area displays moderate to limited visual exposure determined by more elevated terrain relative to levels within the study area.

## **VISUAL SENSITIVITY**

Areas of landscape value and visual exposure have been overlaid to explore their visual sensitivity, or the ability of a specific area to accommodate change. Landscapes with a higher visual sensitivity generally have a lower threshold beyond which changes in the landscape start to detrimentally impact on the value/significance of that landscape. Visually sensitive landscape areas for the North Western GIA are as follows:

### **NORTH WESTERN GIA**

- High visual sensitivity is present across the western portion of the study area, due to gently sloping terrain.
- Patchy limited to high visual sensitivity is present across the eastern portion of the study area, determined by more elevated terrain relative to levels within the study area.

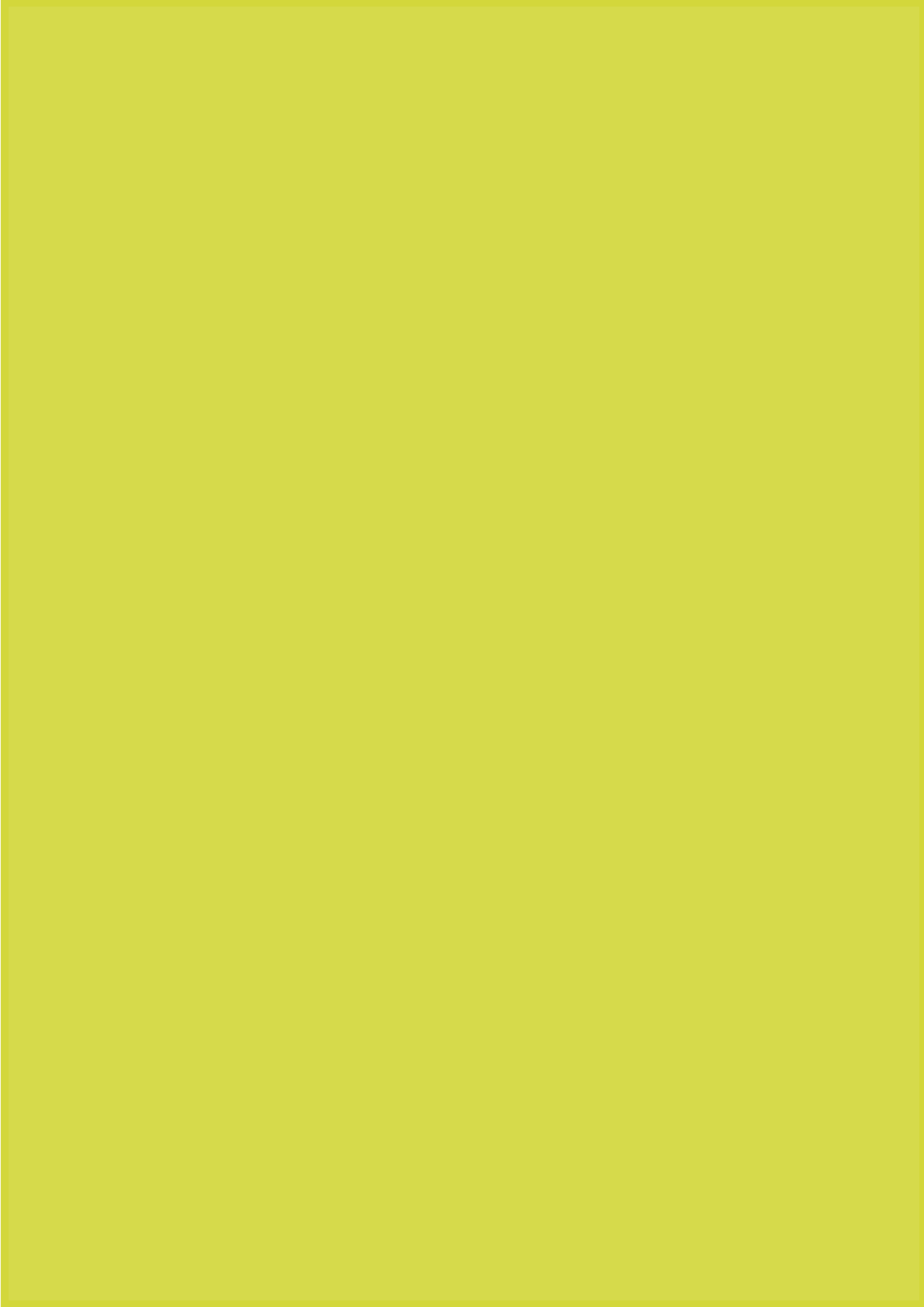
## **RECOMMENDATIONS**

Recommendations for the North Western are based on assigned visual sensitivity areas, which are the outcome and synthesis of the landscape assessment. It is acknowledged that this is part of a wider assessment of the suitability of the land within the GIA for development and this landscape assessment report has been prepared to influence higher order considerations relating to whether the North Western GIA is a potentially suitable location for a new urban growth front. There is also a potential role for the general findings of this report to be used to influence considerations relating to type, form and density of development if development is to occur, and potentially assist in the preparation of associated development controls on the basis of visual landscape principles.

It is important to note that while the Plains landscape character identified in the North Western GIA has been designated with a low value, the area has other constraints in consideration to potential development. In particular the current function as a rural setting for the Ballarat Avenue of Honour.

Recommendations based on the landscape assessment with the aim to preserve and enhance the existing landscape character or visually sensitive landscape areas include the following:

- Recognition of the rural setting that the study area provides for the Ballarat Avenue of Honour running through the center of the study area, and preservation of this setting as a key valued element of the study area.
- Recognition of the green edge that the study area currently provides for the edge of Ballarat, and the setting afforded to the recreational route of the Skipton - Ballarat Rail Trail. However, noting that to the east of the Skipton - Ballarat Rail Trail, this land is zoned Urban Growth Zone and will be developed in the future.
- No development in the land covered by the Significant Landscape Overlay.
- Little to no development (where possible) in areas assigned with a high visual sensitivity rating. This is primarily applies to land in the western portion of the study area and adjacent to Remembrance Drive.
- If development is to occur then specification of a height and density limit for development in or adjacent to high areas of visual sensitivity, plus specification of a setback from Remembrance Drive to protect the setting of the Ballarat Avenue of Honour.
- If development is to occur then implement a range of built form guidelines that tailor controls suitable to the level of visual sensitivity in a particular area (i.e controls for high visual sensitivity areas), which focus on reducing the visual impact of development, these could include but not be limited to:
  - o Locating of structures / dwellings away from significant view lines.
  - o Development that is designed and sited to reflect the natural topography and complement the landscape character of the area.
  - o Development that is of a low to medium scale while maintaining a moderate building footprint within the landscape setting.
- If development is to occur then consideration of designating areas with a high visual sensitivity rating as public open space or for non-visually obtrusive public facilities as a means of limiting development and hence any associated visual impact in these sensitive areas.
- If development is to occur then consideration of the existing landscape character of the area as a guide to the selection of vegetation and the layout of private gardens and public spaces.
- If development is to occur then encourage the maintenance and protection of vegetation cover in the wider study area so it may be strengthened over time. This is to be achieved with the establishment of additional landscaping where applicable of locally appropriate native (ideally) and non-invasive exotic species.
- If development is to occur then development of overtly visible, large-scale utility installations should be avoided. Utilities should ideally be located underground so as to not interfere with existing and proposed landscape features, in particular established vegetation.
- If development is to occur then car parking, formed driveways, access tracks and roads should be visually recessive within the landscape.



**10.6. REVIEW OF PLACE NAMING POLICY**

**Division:** Community Development  
**Director:** Neville Ivey  
**Author/Position:** Justine Linley – Chief Executive Officer

**OFFICER RECOMMENDATION****Council resolves to:**

**Formally review the City of Ballarat Place Names Policy including consultation with community and authorise the CEO to bring back a revised policy to Council for consideration.**

**EXECUTIVE SUMMARY**

The Place Name Strategy was adopted by Council in 2013 and requires review. It is recommended that community and stakeholder consultation be undertaken with particular reference to protocols for the dual naming and use of Indigenous names in place naming.

It is recommended that following the consultation a further report to Council be required.

**RATIONALE**

The Council adopted a Place Names Policy in 2013 which provides direction in relation to the practice and protocols to be followed in undertaking the task of naming or changing the name of a suburb/place, reserve or feature.

Given the length of time that this policy has been in place, together with the recent adoption of the third City of Ballarat Reconciliation Action Plan, it is considered appropriate that the policy be reviewed.

Since its adoption in 2013 there has been significant change in relation to community expectations, standards and wishes with regard to the naming of places. The option for preferential naming and/or dual naming of places needs to be explored and discussed with community.

There are other minor administrative changes also required within the policy which are recommended to modernise the document and address potential adverse implications of the originally adopted policy.

A full copy of the revised policy is attached for Councillor's information which will be subject to the consultation process.

**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? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | Yes                      |
| <b>Social/Cultural</b>              | Yes                   | Yes                      |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | Yes                   | Yes                      |
| <b>Financial/Resources</b>          | Yes                   | Yes                      |
| <b>Risk Management</b>              | Yes                   | Yes                      |
| <b>Implementation and Marketing</b> | Yes                   | Yes                      |
| <b>Evaluation and Review</b>        | 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** – The review of the naming policy which would incorporate Indigenous naming protocols is considered appropriate for the purpose of consultation.

**Environmental/Sustainability** – Nil

**Economic** – The opportunity to explore naming protocols across the City may present some economic benefits in respect to tourism and the like.

**Financial/Resources** – There will be minimal cost in implementing the revised policy and the operational efforts in respect to place naming will continue to be managed within existing budgets.

**Risk Management** – There are no major risks identified in the recommended approach of consultation in relation to this policy.

**Implementation and Marketing** – The initial effort in this regard will be in consultation.

**Evaluation and Review** – This policy requires review in accordance with Council's practice of modernising and particularising our policy suite.

**CONSULTATION**

As recommended there will be a full consultation undertaken as part of the review of this policy.

**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****ATTACHMENTS**

1. Place Names Policy with suggested changes re dual naming [10.6.1 - 15 pages]



# Place Names Policy

**CI – PN – 01**  
**City Infrastructure – Place Naming**

**BALLARAT CITY COUNCIL**  
**25 Armstrong Street South**  
**Ballarat Central VIC 3350**  
**Tel. 5320 5500**



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## 1 DOCUMENT CONTROL INFORMATION

### DOCUMENT CONTROL

|                         |                     |
|-------------------------|---------------------|
| <b>Policy Name</b>      | Place Names Policy  |
| <b>Business Unit</b>    | City Infrastructure |
| <b>File Location</b>    | DocHub              |
| <b>Document Status</b>  | Final               |
| <b>Version</b>          | 1.5                 |
| <b>Version Date</b>     | 28 August 2013      |
| <b>Next Review Date</b> | See below           |
|                         |                     |
|                         |                     |

**Next Review Date:** This policy should be reviewed:

- Upon publication of revised or updated Guidelines (which occurs at approximately five-year intervals); and
- Following changes to the Act or other relevant legislation; and
- When requested by Council or considered necessary by relevant staff.

### DOCUMENT HISTORY

|                      | Version | Date           | Author                     |
|----------------------|---------|----------------|----------------------------|
| <b>Initial Draft</b> |         | February 2009  | Ron Woods                  |
| <b>Amended Draft</b> | 1.5     | 15 June 2011   | Ron Woods                  |
| <b>Amended Draft</b> | 1.5     | 22 May 2013    | Lani Smith                 |
| <b>Final</b>         | 1.5     | 28 August 2013 | Lani Smith                 |
| <b>Approved</b>      | 1.5     | 9 October 2013 | Council Resolution R382/13 |
|                      |         |                |                            |
|                      |         |                |                            |

## 2 POLICY STATEMENT

### Intent:

This policy is intended to provide consistent guidance for staff and Councillors when considering requests for and submissions to proposals to name places within the municipality.

It does not cover signage of such places, which is mostly covered adequately by other acts, regulations, Australian Standards and policies. Note, however, that the Guidelines include specific requirements regarding the timing of signage installation in connection with naming.

### Objectives:

The purpose of this policy is to set out the criteria to be applied and procedures to be followed by staff and Councillors for the naming of places, to ensure compliance with the Act and Guidelines. It does not detail all of the criteria, principles and procedures in the Guidelines, and must be read in conjunction with them.

The policy will also provide a framework for the naming of Ballarat's local natural features and places with Aboriginal names. The City of Ballarat understands the important role that the Aboriginal naming or co naming of significant places such as parks, unnamed streets, roads or facilities can play towards preserving and promoting Aboriginal culture and heritage in the Ballarat local government area (LGA).

### Statement:

When proposing to name places, or considering requests for places to be named, the City will:

1. Follow procedures that comply with the Act, Guidelines and this policy; and
2. Ensure proposed names comply with the principles and criteria in the current Guidelines and this policy; and
3. Fairly consider all requests and valid submissions, taking into account all relevant information.

As far as possible, this policy shall also apply to naming proposals undertaken by other naming authorities, including adjoining municipalities and government departments. In particular, the Place Names Officer shall make an appropriate submission to any such proposal that may result in duplication of or confusion with an existing name within the City.

## 3 OWNER

This policy is owned by the Chief Executive Officer.

All enquiries regarding this policy should initially be directed to the Place Names Officer, who administers the policy.

## 4 APPLICABILITY

This policy applies to all staff and Councillors who deal with requests and proposals to name places.

## 5 DEFINITIONS

Unless the context requires otherwise, the following terms shall have the meanings shown:

**Act:** means the *Geographic Place Names Act 1998*;

*Note: The Local Government Act 1989 and the Road Management Act 2004 also include provisions for the naming of roads, but both require those provisions to be exercised in accordance with the Geographic Place Names Act 1998.*

**Directly Affected Property:** means a property that will or may undergo a change of address or come under the operation of Section 23 of the *Aboriginal Heritage Regulations 2007* (which affects land within 200 metres of a named watercourse) if a naming proposal is implemented;

**Essential Service:** means Ambulance Victoria, Australia Post, Country Fire Authority, Emergency Services Telecommunications Authority, State Emergency Service, Victoria Police and all similar organizations operating within the municipality;

**Guidelines:** means the current edition of the *Guidelines for Geographic Names Victoria*, issued by the Registrar under Section 5 of the Act;

**Name:**

- (*noun*) means the name of a place, which may be official, unofficial, alternative, existing, proposed or historical, as the context requires (see also Section 1.7 of the Guidelines, which lists the status of names in VICNAMES);
- (*verb*) means to assign a new name to or change the existing name or boundary of a place, and named, renamed, naming and renaming have corresponding meanings;

**Naming Rights:** means use of a sponsor's name as (or as part of) the name of a public facility;

**Place:** has the meaning given in Section 3 of the Act, which reads:

*place* means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to—

- (a) township, area, park, garden, reserve of land, suburb and locality;
- (b) topographical feature, including undersea feature;
- (c) street, road, transport station, government school, government hospital and government nursing home.

It also includes significant private facilities such as shopping centres, schools, universities, hospitals, nursing homes, retirement homes and villages, industrial and residential unit developments, and roadways and common-property driveways within such facilities;

**Place Names Officer:** means the officer appointed by Council to carry out naming processes in accordance with the Act;

**Registrar:** means the Registrar of Geographic Names (Surveyor General of Victoria) appointed under Section 7 of the Act;

**Sponsor:** means a business or other organization that contributes (in cash or kind) to a facility such as a sports ground or pavilion, or a sporting, hobby or similar club or group (whether amateur or professional, incorporated or unincorporated), and sponsorship has a corresponding meaning; and

**VICNAMES:** means the Register of Geographic Names established under Section 9 of the Act, which is the official record of place names within Victoria.

## 6 PROCEDURE AND GUIDANCE NOTES

The City's naming processes shall comply with the procedures, practices, principles and criteria in the Act, Guidelines and this policy. Note that, among other things, the Guidelines include very specific requirements relating to the use of Indigenous and commemorative names.

**6.01. Requests for Naming:** Any person or organization (including Council staff, a Councillor or Council) may request that a place be named or renamed. **Prior** to beginning any naming process all requests shall be referred to the Place Names Officer, who shall consider the

circumstances surrounding each request and determine whether it has merit. Council Officers intending to carry out any naming project must liaise with the Place Names Officer before initiating a naming project, this is to ensure legislation is adhered to.

In determining the merits of a request, the Place Names Officer shall have regard to:

- Any issues given as the reasons for the request; and
- Whether it is the most practical way of resolving those issues; and
- Whether it complies with the Act, Guidelines and this policy; and
- Whether it will improve public safety; and
- The number of Directly Affected Properties and likely inconvenience it may cause to owners and occupiers of those properties; and
- The suitability or otherwise of any suggested name; and
- The relative urgency of the request; and
- Any other matter that the Place Names Officer considers relevant.

**The Guidelines include specific timeframes within which the City must respond to and act on naming requests that are made in the interests of public safety.** Accordingly, particular attention must be given to situations where an emergency vehicle has been delayed, or where an essential service or the occupier of a Directly Affected Property has asked for a road to be named or renamed because of a reasonable belief that there is a risk of such a delay occurring.

If a request is deemed to have merit, the Place Names Officer shall initiate a naming proposal in accordance with the Act, Guidelines and this policy. The requester shall be provided with a copy of the proposal when it is advertised for public comment.

If the request is believed to be frivolous or to have no merit, the Place Names Officer shall advise the requester accordingly, stating the reasons for such belief.

**6.02. Selection of Names:** When considering proposed names, including the names of roads in new subdivisions, the criteria below shall apply in addition to the principles listed in the Guidelines, however these criteria shall not preclude appropriate use of **Aboriginal** names.

- a) Except as provided in paragraphs (b), (c) and (d), preference shall be given to names **that are Aboriginal in origin**, have a historical or other relevant connection to the immediate area.
- b) **In several areas of the municipality, existing road names have a theme, which shall be applied to the names of new roads in those areas whenever possible. Areas with existing themes include (but are not limited to):**
  - the north-western part of Wendouree – flora names;
  - part of Invermay – native flora names; and
  - parts of Invermay and Nerrina – watercourse names.
  - The Lucas locality - ANZAC Commemorative Names. (This theme may also be used throughout the Municipality of Ballarat).
- c) Subject to paragraph (d), the developers of new estates may submit proposed names based on themes that will apply to all road names within that estate.
- d) As far as possible, the names of new roads in the suburb of Lucas shall be drawn from the names of those for whom a tree was planted in the Ballarat Avenue of Honour, with preference given to those who died in the service of the nation.

- e) Irrespective of any existing or proposed theme, names beginning with *St* (Saint) shall not be approved unless there is an identifiable local connection, such as a nearby church or mine (whether operational, abandoned, demolished or closed).
- f) To avoid creating two or more separate intersections where the intersecting roads at each intersection have the same names, new roads that loop around and rejoin an existing road at two or more different points shall have different names at each such point. In addition to signage, a distinctive feature (eg: a bend, intersection or landscaping) shall be created where the names change, to ensure that the point of change is clearly identifiable.

Proposed road names must be checked for duplication and potential confusion with existing road names within a specified radius of the location of the road to be named. Unless the Act or Guidelines specify a larger radius, **a minimum radius of 15 kilometres shall apply to all proposed roads.**

Duplication occurs if the proposed name has the same or similar spelling or sound to an existing road name, irrespective of the road type (eg: Wytes Lane would duplicate White Avenue). Although common in Ballarat, words like *little*, *old*, *north* or *south* must not now be used with a new road name to distinguish it from a similar name.

### 6.03. Aboriginal Names

The following process and approach will be used in consideration of Aboriginal names for previously unnamed places within the municipality:

- a) Identify a feature or locality to be named or renamed.
- b) In conjunction with KEAG – Council's Koorie Engagement Action Group and the Wadawurrung and Dja Dja Wurrung Corporations which people will be nominated to participate in the consultation process
- c) Consultative group builds awareness of proposal within the Aboriginal community.
- d) Feedback to the consultative group from the wider Aboriginal community.
- e) Consultative group endorses name(s) and reports back to Council through KEAG

### 6.04. Dual Names

The City of Ballarat will use dual names as a way of recognising the names given to places by the traditional custodians of the land the Wadawurrung and the Dja Dja Wurrung Peoples. The City of Ballarat will follow the guidelines outlined in the Naming rules for places in Victoria, 2016:

Dual naming proposals in the City of Ballarat need to ensure that the following issues have been considered:

Dual Names will be considered for:

- Natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves.

Dual Names will not be considered for:

- localities, towns or rural districts
- constructed features such as roads, highways, bridges or communication towers.

Note: roads and localities should only be assigned a name that is either an Aboriginal name or non-Aboriginal name.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.
- If a dual name is proposed, the non-Aboriginal name would appear first in the combined name, as long as it best reflects local community usage.
- If a non-Aboriginal name has weak support in the general community and the origin and application of an Aboriginal name is well supported, a dual name may be formed with the Aboriginal name part appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the weakly supported non-Aboriginal name, instead of adopting a dual name.

Dual names will be formally registered without any distinction between non-Aboriginal and Aboriginal name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. a /) preceded and followed by a space. The feature type should only be included with the non-Aboriginal name. The following examples would be acceptable:

- Gariwerd / Grampians National Park
- Grampians National Park / Gariwerd
- Nambruc / Aberfeldy State Forest
- Colquhoun State Forest / Boyanga Gidi.

Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used. (Department of Environment, Land, Water and Planning, 2016)

**6.05. Renaming of Roads:** The City will support the renaming of roads where the present name:

- Causes confusion, and there is a risk of delay to an emergency vehicle.

Where it is necessary to decide which of two similarly named roads should be renamed, the primary consideration shall be to minimise the number of properties affected by the change, but this shall not prevent other relevant factors from being taken into account.

**6.06. Advertising for Public Comment:** The Guidelines require naming proposals to be advertised in all local (but not metropolitan) newspapers circulating in the district. If a naming proposal applies to a road or other feature on the boundary of the City, it must also be advertised in newspapers circulating in the adjoining municipality.

The City shall allow not less than 30 days for the public to make submissions. Proposals will be advertised on commencement of the submission period and approximately two weeks before the end of the period but should not be advertised over the Christmas-New Year period or on Easter Saturday.

Provided they can be identified and contact details are available, naming proposal information will be sent to:

- The person or organization who requested the naming; and



- Owners and occupiers of Directly Affected Properties and properties immediately adjoining the proposal, and
- Historical, residents' action and similar groups in the vicinity of the proposal, and
- Any other organizations that may have a particular interest in the proposal.

Specific comment will also be sought from local essential services.

Councillors will be advised by way of a Councillor Briefing Paper when naming proposals are advertised, so they can be prepared should members of the public contact them regarding a proposal. Public comment shall be sought before Council considers a proposal, to enable Council to take any submissions into account and thus make an informed decision.

**6.07. Validity of Submissions:** All submissions will be checked for validity against all of the following criteria:

- Submissions must be in writing (which includes fax and email) – **the Act does not allow verbal submissions to be considered;**
- Submissions must be addressed to the Place Names Officer and be received by the closing time – a late submission can only be accepted if there is just cause for late lodgement and it is not too late to be properly considered with other submissions;
- Submissions cannot be considered before the public comment period closes;
- Submissions must show the name and postal address of the person or organization making the submission, although this information will remain confidential and be de-identified before being considered by Council;
- While submissions may include other relevant information, they must specifically address:
  - Whether the naming or boundary change is required, and
  - Whether the proposed name or boundary is appropriate and;
  - If not, how the proposed boundary does not conform to the principles as outlined in the current Guidelines.
- To prevent “vote-stacking” by an individual or small group with a personal agenda:
  - Two or more submissions received from the same organization, person or property will be treated as one submission unless they contain conflicting viewpoints, and
  - As far as is possible, submissions bearing multiple signatures will be checked to ensure that signatures are not duplicated and appear to be legitimate;
- Anonymous, defamatory, offensive or invalid submissions will not be accepted.

**6.08. Consideration of Submissions:** If valid submissions are received, the Place Names Officer will summarise the relevant\* points raised in them. The summary (with explanatory comments where necessary) will be included in an attachment to the report to Council or, if there is no attachment, in the body of the report.

*\* in this context, “relevant” means having specific relevance to the naming itself. Issues such as traffic management, maintenance or signage (which are often mentioned in submissions) will not be included in the summary unless they are directly relevant to the naming.*

When preparing the summary and comments, all relevant points raised in valid submissions will be given fair and equal consideration, however the following should be noted:

- The reason/s for the proposed naming will be taken into account;
- If conflicting viewpoints must be resolved, submissions from essential services and owners and occupiers of directly affected properties will be given greater weight than those from other sources;
- Unless exceptional circumstances apply, submissions based only on the inconvenience or cost of notifying change of address will be discounted, as these points are always taken into account if proposals affect existing addresses.

**Consideration of all Aboriginal naming submissions:**

- KEAG – Council’s Koorie Engagement Action Group and the Wadawurrung and Dja Dja Wurrung Corporations should be consulted on all Aboriginal naming proposals, and may also put forward their own recommendations;
- KEAG – Council’s Koorie Engagement Action Group and the Wadawurrung and Dja Dja Wurrung Corporations will be given sufficient time to make comment, investigate and discuss all proposals.
- All applications for dual naming must be formally endorsed by the KEAG and recorded in the Committee’s minutes;
- All applications must meet the requirements of the associated overarching government Acts
- The Council Officer responsible for naming will seek further support or advice on Aboriginal naming matters from KEAG
- Names considered must be culturally appropriate and be of Wadawurrung or Dja Dja Wurrung origin and be located on the respective Aboriginal land.

While all valid submissions will be considered, only objections relating to concerns about the proposal not conforming to the principles in the Guidelines must be specifically addressed.

**If no submissions are received in respect of any naming proposal, it will be assumed that there are no objections to that proposal.**

**6.09. Council Resolutions:** When making a decision on any naming proposal, the Guidelines effectively limit Council to only three options – it can resolve to:

- Adopt the recommendation in the report;
- Defer a decision on the proposal; or
- Abandon the proposal.

Council cannot resolve to adopt a different name to that advertised for public comment. If this is desired, Council must resolve to have a new proposal prepared and advertised in accordance with the Act, Guidelines and this policy.

However, this does not prevent a resolution imposing an additional requirement (eg: that further consultation occurs, or that a proposal to name a related feature be prepared).

**The passing of a resolution by Council does not make a name or boundary change official.** The City must not publicise a new name or boundary unless and until the Registrar advises that it has been approved and added to VICNAMES.

**6.10. Naming Rights:** While the Act and Guidelines generally prohibit place names from including names of commercial enterprises or community service organizations, they make specific provision for sponsorship naming of major “drawcard” facilities. Such facilities must have a “base name”, which remains in VICNAMES for the life of the facility. A facility can also be given a sponsorship name, which is recorded in VICNAMES for the term of the sponsorship, following which its status will be changed to “historical”. This ensures that both names are available for emergency management purposes.

The City may also allow a sponsor’s name to be used in conjunction with an official name for promotional purposes, provided that the official name is clearly identified (eg: *City Oval* may be promoted as *Mars City Oval*, provided it is clear that *City Oval* is the official name). The use of a sponsor’s name in this way must be approved by Council and will be subject to specific conditions regarding the nature, size and placement of signage.

**6.11. Unofficial Names:** The City will actively discourage the display, promotion and use of unofficial names, particularly where they could be mistaken for an official name. Such names are not included on maps and databases used by essential services and 000 operators and pose a very great risk of confusion and life-threatening delays to emergency vehicles.

**6.10. Naming Competitions:** Subject to prior consultation with the Office of Geographic Names, a name may be chosen by holding a naming competition. As a general guide, the competition must:

- Be widely publicised and open to anyone to enter, and
- Make specific reference to the Guidelines, and
- Allow a reasonable time for submission of entries.
- **Not be considered if there is a clear Aboriginal name available.**

The entry form and/or publicity relating to the competition should include some guidance as to suitable and unsuitable names. In some cases, it may be necessary to undertake a normal naming proposal process in addition to and following the naming competition – if so, both the entry form and publicity should include this information.

Before the winning entry is chosen, a shortlist of preferred names must be submitted to the Place Names Officer, who will check that each one complies with the principles and criteria in the Guidelines and this policy. **Names that do not comply must be excluded from further consideration.**

Note that the winning name cannot become an official name unless and until it is formally approved by both Council and the Registrar and added to VICNAMES. Accordingly, the timing and wording of any public announcement of the winning name must take this into account.

**6.11. Change of Address:** Where adoption of a new name changes the address of a Directly Affected Property, the City will notify the owners and occupiers (if any) of that property of the new address. This is in addition to any other notification required by the Act and Guidelines but may be done in conjunction with or separately to such notification.

Unless exceptional circumstances apply, **Council will not reimburse residents or businesses for any costs of notifying change of address** (including printing new stationery) or buying or affixing new house/property numbers or for any other costs arising from adoption of a naming proposal or renumbering of properties.

**6.12. Naming of Roads in New Estates:** The developer (or his/her representative) of a new estate that creates a new road **and/or common property driveway** shall submit proposed road names to the Place Names Officer for approval. The Place Names Officer shall not approve a proposed name that conflicts with the principles and criteria in the Guidelines and this policy. Approved names should then be shown on the plan of subdivision lodged with the City, following which the normal subdivision approval process will ensure that the names are added to VICNAMES.

**6.13. Street Signage:** Signage for road names must comply with current AS/NZS Standards. In new subdivisions it is the responsibility of the developer to supply and install street signage that is compliant with the standards and adheres to the current Guidelines for Geographic Names. Signage is a mandatory requirement for all roads and must be installed in a timely manner. This is particularly important in new estates where signage must be installed before any infrastructure work takes place. This is to ensure ease of location should emergency services be required and is applicable to **private and public roads alike**.

## 7 COMPLIANCE RESPONSIBILITIES

Managers/Supervisors shall be responsible for ensuring compliance with this policy.

The Place Names Officer shall be responsible for:

- Ensuring that all naming proposals undertaken by the City comply with the policy; and
- Explaining the policy to other staff (including senior officers) and Councillors; and
- Monitoring and reviewing the policy:
  - Upon publication of revised or updated Guidelines (which occurs at approximately five-year intervals); and
  - Following changes to the Act or other relevant legislation; and
  - When requested by Council or considered necessary by relevant staff.

**Other staff shall ensure that any individuals or organizations asking about or contemplating the naming of a place are referred to the Place Names Officer to ensure that they are given correct advice regarding this policy. Non-adherence to this policy may result in a breach of the Geographic Place Names Act 1998.**

## 8 CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights Act 2007*.

## 9 REFERENCES AND RELATED POLICIES

|                        |  |
|------------------------|--|
| Acts                   | GEOGRAPHIC PLACE NAMES ACT 1998 *  |
| Regulations            | N/A  |
| Statutory Requirements | NAMING RULES FOR PLACES: STATUTORY REQUIREMENTS FOR NAMING ROADS, FEATURES AND LOCALITIES 2016 |
| Codes of Practice      | GUIDELINES FOR GEOGRAPHIC NAMES VICTORIA *   |
| Guidance notes         | N/A  |
| Australian Standards   | AS/NZS 4819:2011 RURAL AND URBAN ADDRESSING  |
| Related Policies       | N/A  |

\* The Act and current Guidelines can be accessed at <http://services.land.vic.gov.au/vicnames/>

### References

Department of Environment, Land, Water and Planning. (2016). *Naming rules for places in Victoria: Statutory requirements for naming roads, features and localities*. Melbourne: The State of Victoria Department of Environment, Land, Water and Planning.

**10.7. INTERNATIONAL TRAVEL - CHINA**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Susan Fayad - Coordinator Heritage and Cultural Landscapes

**OFFICER RECOMMENDATION****Council resolves to:**

**Approve International Travel for a Council Officer to attend a symposium from 14-16 November 2019 in Beijing, China.**

**EXECUTIVE SUMMARY**

In accordance with Council resolution R366/18 all international travel by Council Officers is to be approved by Council.

Following the receipt of an invitation it is proposed that an Officer travel to Beijing, China to participate in proceedings and deliver a keynote presentation at the International Council on Monuments and Sites (ICOMOS) Symposium 'Conservation and Renewal of Historic Urban Areas – Approaches to Sustainable Management for Historic Urban Landscape', from 14-16 November 2019.

ICOMOS is the appointed advisory body to the UNESCO World Heritage Convention 1972 and World Heritage Committee. International ICOMOS experts play the key role in assessing and recommending World Heritage nominations.

This conference provides the City of Ballarat a unique opportunity to continue to lobby international stakeholders and advance the bid for World Heritage Listing of the Central Victorian Goldfields.

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

**RATIONALE**

As part of their duties Officers will be required to undertake interstate and international travel on behalf of Council. Representation of Council at national and international levels is an important part of developing, communicating and implementing Council policy including the Council Plan 2017-2021.

This will be critical for progressing the Central Victorian Goldfields World Heritage Bid, which is a partnership between 13 local governments and being led by the cities of Ballarat and Greater Bendigo. As the biggest cultural tourism brand in the world, UNESCO listing would lead to the attraction of tourists and new businesses to Ballarat and our region.

ICOMOS is the appointed advisory body to the UNESCO World Heritage Convention 1972 and World Heritage Committee, international ICOMOS experts play the key role in assessing and recommending World Heritage nominations.

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Following the receipt of an invitation it is proposed that an Officer travel to Beijing, China to participate in proceedings and deliver a keynote presentation at the ICOMOS Symposium 'Conservation and Renewal of Historic Urban Areas – Approaches to Sustainable Management for Historic Urban Landscape', 14-16 November 2019. The goldfields bid will form part of the Officers presentation to advisory body members during proceedings.

This conference provides the City of Ballarat a unique opportunity to continue to lobby international stakeholders and advance the Central Victorian Goldfields listing.

There are no costs to Council for the Officer's participation in this event.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- *Charter of Human Rights and Responsibilities Act 2006*
- City of Ballarat Council Plan 2017-2021
- Our People, Culture and Place: A plan to sustain Ballarat's heritage 2017-2030
- Travel and Related Expenses Policy.

## REPORTING AND COMPLIANCE STATEMENTS

| Implications                        | Considered in Report? | Implications Identified? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | No                    | No                       |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | No                    | No                       |
| <b>Financial/Resources</b>          | Yes                   | No                       |
| <b>Risk Management</b>              | Yes                   | No                       |
| <b>Implementation and Marketing</b> | Yes                   | No                       |
| <b>Evaluation and Review</b>        | 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 symposium in Beijing, China is at no cost to Council. The hosts will provide round-trip flight tickets, accommodation, meals and local transportation. Any unforeseen costs outside of the above will be in accordance with the *Travel and Related Expenses Policy* and covered in the Development and Planning budget.

**Risk Management** – Travel insurance will cover the Officer whilst overseas.

**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.



## **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**

- Travel and Related Expenses Policy.

## **ATTACHMENTS**

Nil

**10.8. CAROLS BY CANDLELIGHT STRATEGIC PARTNERSHIPS**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Heidi Zukauskas – Events Manager

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Approve a Strategic Partnership Grant to the Ballarat Carols by Candlelight Inc. for a three (3) year period for the delivery of a Carols by Candlelight event in December 2019, 2020, and 2021, for a total value of 45,000 (excl GST), with the tiered payment structure of;**
  - a. \$20,000 (excl GST) in 2019**
  - b. \$15,000 (excl GST) in 2020**
  - c. \$10,000 (excl GST) in 2021.**
  
- 2. Note that this funding will be provided with the conditions relevant to the Strategic Partnership Grant Program.**

**EXECUTIVE SUMMARY**

In July 2019, it was announced that the popular annual Ballarat Carol's event would not be held. In response to feedback from the community expressing a clear desire for the continuance of this well-established community tradition, Ballarat Carols by Candlelight Incorporated Association was formed. This group has decided to fill this gap by delivering a city-wide carols event to be held annually on the last Sunday before Christmas.

Carols by Candlelight Inc is seeking a Strategic Partnership with the City of Ballarat for a total value of \$60,000 for the three (3) year period from December 2019 to January 2022. Officers have reviewed the Strategic Partnership funding request against the program guidelines and recommend providing a total value of \$45,000 (excl GST) for the three-year term.

Up to 90% of the Council funding will be expended on technical and operational requirements of event management, with the remaining 10% expended on administration and consultancy costs to evaluate and review each year's event.

**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.

Following the announcement that the popular Ballarat Carol's event will not proceed, a new Carols by Candlelight event has been proposed to fill this gap. This was largely prompted by the significant community response for the continuance of this well-established Ballarat

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community tradition. Ballarat Carols by Candlelight Incorporated Association was formed in July 2019 with the aim to deliver a city-wide carols event annually on the last Sunday before Christmas.

Carols by Candlelight organisers are seeking funding from Council through a Strategic Partnership to assist with the establishment and initial growth of the event. The expected outcomes of this three-year partnership with Council are to:

- Evolve the sophistication in the governance and operations of (the recently established) Ballarat Carols by Candlelight Inc.;
- Cultivate financial security by leveraging other corporate partnerships to establish a sound financial base less reliant on Council funding;
- Deliver an event that evolves in scope year-on-year, with the intent to grow the event into a daylong festival which culminates in the evening concert as the main event; and
- An expedited expansion of the target market to grow the event wider in Western Victoria as a tourism event for Ballarat, positioning itself as an affordable and convenient alternative to the Melbourne Carols event, in order to generate economic benefit from visitor nights.

Success of these outcomes will be measured by; growth in attendance, visitor based economic impact, increase in corporate support, and improved social outcomes.

This grant allocation aligns with the purpose of the Strategic Partnership Program, the 2018 – 2028 (City of Ballarat) Events Strategy, and the Live Music Strategy. Furthermore, the seed funding nature of this partnership provides an opportunity to build capacity of the local events industry, and development of a 'new' home-grown event that aspires to deliver strong social return and (future) destination appeal.

The Community Impact Grants Program (CIGP) Committee initially reviewed this application and recommended it be considered by Council as a Strategic Partnership Grant application. The City of Ballarat Executive Leadership team subsequently reviewed the application and endorse the officer's funding recommendation.

Funding options include;

1. Approve a three-year (3) Strategic Partnership for \$45,000 (excl. GST), with the following tiered payment structure;
  - \$20,000 (excl. GST) in 2019
  - \$15,000 (excl. GST) in 2020
  - \$10,000 (excl. GST) in 2021.**(Recommended)**
2. Approve a three-year (3) Strategic Partnership for \$60,000 (excl. GST) in accordance with the Strategic Partnership application.
3. Approve of a one-year Strategic Partnership agreement for \$20,000 (excl. GST).
4. Do not approve a Strategic Partnership.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- *Charter of Human Rights and Responsibilities Act 2006*
- City of Ballarat Council Plan 2017-2021
- City of Ballarat live Music Strategy
- City of Ballarat 2018 – 2028 Events Strategy

## REPORTING AND COMPLIANCE STATEMENTS

| Implications                        | Considered in Report? | Implications Identified? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | Yes                   | Yes                      |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | Yes                   | Yes                      |
| <b>Financial/Resources</b>          | Yes                   | Yes                      |
| <b>Risk Management</b>              | Yes                   | Yes                      |
| <b>Implementation and Marketing</b> | Yes                   | Yes                      |
| <b>Evaluation and Review</b>        | 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** – This event aims to deliver strong city-wide social return through community connectivity and participation. Ballarat’s youth will be engaged along with community groups to partner in the delivery of the event.

The purpose of Ballarat Carols by Candlelight Inc. is to bring the wider Ballarat community together in community celebration of Christmas. The core aims of the event are to;

- strengthen community inclusion and participation;
- improve emotional and social well-being within the community;
- lessen social isolation by connecting and bringing people together;
- encourage, support and provide opportunity for the creative sector e.g. local performers, musicians and businesses;
- promote a strong sense of community belonging and connectedness; and
- celebrate the rich and diverse cultural community of Ballarat.

**Economic** – The event will predominantly utilise local contractors, suppliers and entertainers to deliver the event. This will support job creation and create opportunity for local businesses. The event will also contract community groups to assist, delivering economic benefits back into local community groups.

**Financial/Resources** – Funding for Ballarat Carols by Candlelight will require an allocation from the Strategic Partnerships Grant program. Currently there is sufficient budget available for this project.

The intent of the recommended tiered payment structure over the three (3) year period is to reinforce the seed funding nature of City of Ballarat funding, and to incentivise the event organisers to reduce the reliance on ongoing Council funding.

**Risk Management** – There is no identified risk to Council by the provision of this partnership or the conduct of the event.

There is a risk that Ballarat Carols by Candlelight event may not proceed as planned or be significantly reduced in scale without some degree of Council funding.

**Implementation and Marketing** – The event marketing plan confirms the support from media partners in television (Western Victoria), radio, print and cinema advertising. Other marketing channels also include social media, real estate advertising, and pop-up performances to cross promote at other local events in the lead up to Carols by Candlelight.

To date, the launch of the new event has received a good level of local media (PR) and social media attention.

**Evaluation and Review** – If Council provides funding, Officers will require Ballarat Carols by Candlelight Inc. to conduct a post event evaluation to measure the outcomes from the funding.

Measurement of success will include:

- Growth of Ballarat Carols by Candlelight event
  - Overall attendance
- Increase in corporate support
  - Value of financial and in-kind contribution
- Improved social welfare
  - Number and diversity of local performers and volunteers engaged
  - Number of community focused activities included in the program
  - Number of partnerships with local community groups and organisations

## **CONSULTATION**

Following the announcement of Ballarat Carols not continuing for 2019, Officers have facilitated several meetings with the new Ballarat Carol's by Candlelight event organisers to mentor, support and develop this new home-grown community event.

## **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**

This grant allocation aligns with the purpose of the Strategic Partnership Program and the following Council strategies: -

- Ballarat Health and Wellbeing Strategy 2017-2021
- Ballarat Event's Strategy 2018-2028
- Ballarat's Creative City Strategy
- Live Music Strategic Plan 2016-2021

## **ATTACHMENTS**

Nil

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**10.9. PLATE UP BALLARAT STRATEGIC PARTNERSHIP APPLICATION**

**Division:** Development and Planning  
**Director:** Angelique Lush, Director Development and Planning  
**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 \$31,176 (ex GST) per year for three (3) years, representing a total commitment of \$93,528 (excl. GST) over the life of this agreement.**
- 2. Acknowledge the event is in a growth phase from a home-grown event to a potential flagship culinary event for Ballarat.**
- 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 month-long festival celebrating Ballarat's diverse food offerings, craft beers, boutique regional wines and culinary experiences. Plate Up aims to showcase the regions culinary wealth and to promote and support the local hospitality industry, boosting revenue, creating jobs, and attracting increased visitation. Plate Up is a commercially based event registered to Plate & Glass Pty Ltd, which was established in 2015.

Plate & Glass Pty Ltd is seeking a Strategic Partnership with the City of Ballarat for \$58,000 (excl. of GST) per year for three (3) years plus an additional \$40,000 of In-Kind marketing support for 2020. This support is for the delivery of its annual Plate Up Ballarat event in May 2020, 2021 and 2022, which represents total provision of \$214,000. Council funding will be used to augment the Plate & Glass P/L event marketing program, venue hire and styling, and for relationship development.

Officers have reviewed the Strategic Partnership funding request against the program guidelines and recommend providing cash funding of \$31,176 (excl. GST) per year for three years, which represents total provision of \$93,528.

Marketing support toward promoting Plate Up Ballarat may also be included within the City of Ballarat Autumn (destination marketing) campaign and not specifically provided to or focused on Plate Up.

This grant allocation aligns with the purpose of the Strategic Partnership Program and the Ballarat Events Strategy 2018 – 2028.

**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

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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 showcases quality local producers and demonstrates a unique culture of collaboration between suppliers, restaurateurs, industry, educators and local government.

Plate Up Ballarat is a program of activities that contributes to a number of the economic and social objectives of Council. The underlying premise of Plate Up is that a vibrant food scene in Ballarat is essential for delivering a livable city that attracts and retains knowledge economy workers and high spending visitors. The event presents as a food festival but is strategically aimed at creating an industry development platform showcasing Ballarat culinary assets to regional and metropolitan Victoria. It is for this reason that officers have recommended a Strategic Partnership Grant.

### **Plate Up Ballarat 2018 and 2019**

The first Plate Up Ballarat event in 2018 was awarded a \$25,000 funding from the City of Ballarat Tourism Event grant program. The event attracted 17,100 and produced an estimated economic impact of \$539,760 with a ROI of 21:1.

In 2018, Plate up Ballarat applied for a Strategic Partnership across multiple years and was awarded \$25,000 in funding for one year (the 2019 event). The Council resolution also included an additional \$10,000 for a pie competition at that time. The 2019 event exceeded its target for events held, with 50 events held by over 100 local producers and venues. There was also a slight increase in attendance with 17,292 participants producing an economic impact to the visitor economy of \$617,345 and an ROI of 24:1. The 2020 event expects a similar economic impact of \$623,530.

In addition to Council event funding, the event organiser was also the recipient of a support package from Visit Ballarat for marketing activities to the value of \$40,000. This agreement was in place for 2018, 2019 and 2020 event.

### **Plate Up Ballarat 2020**

The 2020 Plate Up Ballarat seeks to increase the number of events held, increase attendance and satisfaction and improve financial sustainability.

Officers have reviewed the application and considered all relevant activities that fulfil the objectives of the Strategic Partnership Grants Program. Whilst the event delivers limited overnight tourism visitation in a traditionally quiet period, there are broader benefits to the Ballarat community and business sector (as highlighted above under Rationale). Plate Up Ballarat's broad marketing appeal support the hospitality, tourism, agriculture and food manufacturing sectors of Ballarat, and continues to build local pride of our thriving food scene.

Three funding options were identified by Officers:

1. Agree to fund Plate & Glass P/L the requested total of \$58,000 (excl. GST) per year for three years plus an additional one-year in-kind value of \$40,000 (2020 only) towards marketing to support the growth of Plate Up Ballarat within the Autumn campaign, representing a total value of \$214,000

2. Agree to fund Plate & Glass P/L a total of \$31,176 (excl. GST) per year for three years plus an additional one-year in-kind value of \$40,000 (2020 only) towards marketing to support the growth of Plate Up Ballarat within the Autumn campaign, representing a total value of \$133,528
3. Agree to fund Plate & Glass P/L a total of \$10,000 cash (excl. GST) per year for three years plus \$30,000 per year for three years towards in kind marketing, representing a total value of \$120,000
4. Agree to fund Plate & Glass P/L a partial funding amount of \$31,176 (excl. GST) per year for three years representing a total value of \$93,528 **(Recommended)**
5. Do not provide funding to Plate & Glass P/L.

## 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? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | Yes                   | Yes                      |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | Yes                   | Yes                      |
| <b>Financial/Resources</b>          | Yes                   | Yes                      |
| <b>Risk Management</b>              | Yes                   | Yes                      |
| <b>Implementation and Marketing</b> | Yes                   | Yes                      |
| <b>Evaluation and Review</b>        | 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** – When assessing the level of funding to provide officers consider the return on investment (ROI) as well as non-tangible benefits to community.

Assuming the projected economic impact of \$623,530, officers recommend cash support of \$31,176 per annum providing an ROI of 1:20.

There are positive social and cultural benefits being produced by the event beyond economics, these factors have all been considered in support of the recommendation for funding. The event presents as a food festival but is strategically aimed at creating an industry development platform showcasing Ballarat culinary assets to regional and metropolitan Victoria.



**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.

**Risk Management** – There is no identified risk to Council by the provision of this Partnership. Plate & Glass P/L indicate sound financial management with diverse income streams and limited single large expenditure items. Furthermore, Plate Up Ballarat 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 Plate Up Ballarat may not proceed as planned without Council funding.

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

**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 and satisfaction of participating local businesses and attendees
- Achieve a 90% sell-out rate at all events
- Increased number of local food and beverage producers partnered with local business (every event using a minimum of 3 local ingredients), both during the event and partnerships formed post event as a legacy of the event
- Increased overnight visitation and yield
- Demonstrated innovation in event offering and in event marketing
- Increased quantity of media exposure for Ballarat and the hospitality sector as a direct result of the event
- Significantly improved gross revenue and cost revenue ratio to support financial sustainability, reducing reliance on 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**

- Ballarat Event Strategy 2018-2028

## **ATTACHMENTS**

1. 2020 Plate up Ballarat REMPLA N- Economy- Report [**10.9.1** - 3 pages]
2. 2020 Plate up Ballarat Strategic Partnership Assessment [**10.9.2** - 2 pages]

Data obtained from the 2020 Plate up Ballarat Strategic Grant Application form.  
 Assumption used on overnight stay average – data obtained from the 2019 Post Event Acquittal Remplan report done by Council officers which indicated 1 average night stay.

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

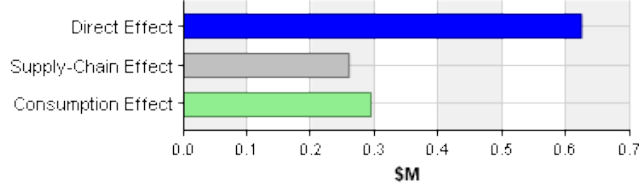
### Tourism Impact Scenario

|          |                        |
|----------|------------------------|
| Name     | 2020 Plate up Ballarat |
| Duration | 31 days                |

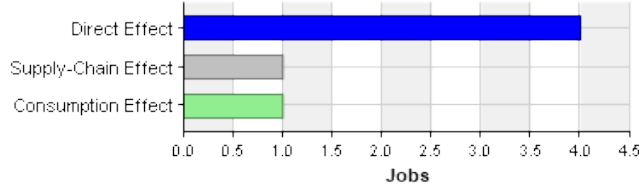
| Direct Impact                          | Domestic Day | Domestic Overnight | International | Total     |
|--|--------------|--------------------|---------------|-----------|
| Number of Visitors                     | 2,500        | 2,490              | 0             | 4,990     |
| Number of Nights                       | n/a          | 1.00               | 0.00          |           |
| Estimated Expenditure per Visitor (\$) | \$103        | \$147              | \$0           |           |
| Total Estimated Expenditure (\$)       | \$257,500    | \$366,030          | \$0           | \$623,530 |

### Tourism Impacts

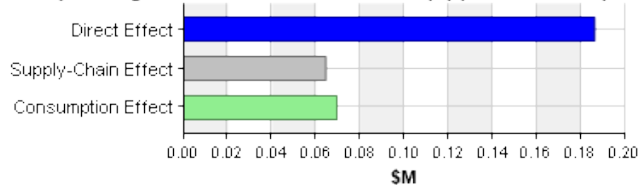
Impact Output - Ballarat (C) (2018 Release 1)



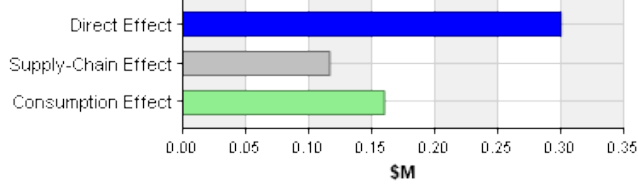
Impact Employment Total - Ballarat (C) (2018 Release 1)



Impact Wages and Salaries Total - Ballarat (C) (2018 Release 1)



**Impact Value-Added Total - Ballarat (C) (2018 Release 1)**



Under this scenario Gross Regional Product is estimated to increase by \$0.577 million (0.01%) to \$6,823.317 million. Contributing to this is a direct increase in output of \$0.624 million, 4 additional jobs, \$0.186 million more in wages and salaries and a boost in value-added of \$0.300 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 \$0.259 million, 1 more job, \$0.064 million more paid in wages and salaries, and a gain of \$0.117 million in terms of value-added.

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

| Impact             | Type 1 Multipliers |
|--------------------|--------------------|
| Output             | 1.416              |
| Employment         | 1.250              |
| Wages and Salaries | 1.346              |
| Value-added        | 1.389              |

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 \$0.294 million, employment by 1 job, wages and salaries by \$0.069 million, and value-added by \$0.160 million.

Under this scenario, total output is expected to rise by \$1.177 million. Corresponding to this are anticipated increases in employment of 6 jobs, \$0.320 million wages and salaries, and \$0.577 million in terms of value-added.

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

| Impact             | Type 2 Multipliers |
|--------------------|--------------------|
| Output             | 1.887              |
| Employment         | 1.500              |
| Wages and Salaries | 1.719              |
| Value-added        | 1.922              |

**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)                | \$0.624       | \$0.259             | \$0.294            | \$1.177      | 1.416             | 1.887             |
| Long Term Employment (Jobs) | 4             | 1                   | 1                  | 6            | 1.250             | 1.500             |
| Wages and Salaries (\$M)    | \$0.186       | \$0.064             | \$0.069            | \$0.320      | 1.346             | 1.719             |
| Value-added (\$M)           | \$0.300       | \$0.117             | \$0.160            | \$0.577      | 1.389             | 1.922             |

## 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.

## STRATEGIC PARTNERSHIP PROGRAM ASSESSMENT

Application: Plate Up Ballarat 2020, 2021, 2022

| Strategic Partnership Grant Assessment Criteria                                 | Yes/No | NOTES   |
|---|--------|---|
| Does the proposal meet two Council Plan Objectives?                             | Yes    | Increase domestic (and international) investment and visitation<br>Advances our economic position as the capital of Western Victoria  |
| Does the proposal enhance the City's Brand Strategy and attract target markets? | Yes    | Plate Up promotes Ballarat as an appealing destination for food and drink and is aligned with the objectives of recent marketing campaigns run by Visit Ballarat.   |
| Does the proposal have a significant level of total investment?                 | No     | Total event cost is estimated at \$130,000. The requested CoB funding and support currently represents 43% of total income (cash) and 56% of total income with cash and in-kind included.   |
| Does the proposal have a significant level of new employment?                   | No     | According to REMPLAN up to 4 jobs created.  |
| What is the economic impact of the proposal as modelled using REMPLAN?          | Yes    | 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.<br><br><i>Remplan report shows the value of the 2020 event could be approximately \$623,530.</i> |
| What is the grant cost per visitor/participant?                                 |        | <i>17,730 / \$58,000 = \$3.27 (requested cash funding amount)</i><br><i>17,730 / \$30,000 = \$1.69 (optional funding amount)</i><br><i>17,730 / \$25,000 = \$1.41 (optional funding amount)</i>   |

|  |            |  |
|--|------------|--|
| <b>Does the proposal have an appropriate Business Plan including a Marketing and Financial Plan?</b> | <b>Yes</b> | Planning docs have been submitted with Partnership application.  |
| <b>Does the proposal have positive social impact and community benefit?</b>                          | <b>Yes</b> | Plate Up Ballarat have indicated through their past two years results there is a movement within the hospitality industry towards 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 toastie competition was about engaging both the business and wider communities. Similarly, the event ties with Federation University, Loreto College and St Patrick's College are evidence of their intention to have a legacy impact on students, their careers and eating habits. The Plate and Glass Little Sprouts program, through Food is Free, is about planting, growing, the value of organics and the real provenance of food. |
| <b>Does the proposal have positive environmental impacts?</b>  | <b>NA</b>  |  |

**10.10. PIONEER PARK PLAQUES**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Kerrie Gunsser - Business Support Officer - Projects

**OFFICER RECOMMENDATION****Council resolves to:**

**Rescind the resolution of Council from 24 August 2000 (C303/00) regarding Pioneer Park and proceed to extend the recognition plaques for City of Ballarat Mayors elected since 1996 following amalgamation in 1994.**

**EXECUTIVE SUMMARY**

At the Ordinary Council meeting held on 2 October 2019, officers were requested to investigate and report on the status of the President's Walk in Pioneer Park with a view to continuing the walk with new plaques. A review indicates there are currently 141 plaques for the Shire of Ballarat Presidents dating back to 1856 through to 1994.

As noted at the Council meeting, there was a Council resolution dated 24 August 2000 that limited the expansion of the walk to Shire of Ballarat Presidents up to the year of amalgamation. For the walk to be expanded, a rescission motion is required.

**RATIONALE**

At the Ordinary Council meeting held on 2 October 2019, officers were requested to investigate and report on the status of the President's Walk in Pioneer Park. A review indicates there are currently 141 plaques for the Shire of Ballarat Presidents dating back to 1856. The plaques are mounted on stone bases and there are 37 existing stone foundations without plaques. The existing plaques indicate the year of the term of office and the Councillors name. A rescission motion is required to extend the Presidents Walk with new plaques for City of Ballarat Mayors since amalgamation (1994) and following the Commissioner terms which were Government appointed between 1994-1995. It is proposed that past Mayors of Councils and Shires other than the Shire of Ballarat prior to 1994 will not be recognised at this location.

It is recommended that an information board be installed to explain that plaques dated before 1994 recognise Shire of Ballarat Presidents prior to the formation of the City of Ballarat. It is further proposed that the new plaques from 1996 will name the Councillor that held the Mayoral position for the year/s listed and utilise existing stone foundations. As is standard, plaques should not be added until after the Mayoral term has ceased.

**OPTIONS**

1. Rescind the motion of Council Minutes from 24 August, 2000 (C303/00) regarding Pioneer Park and further extend the President's Walk to include elected Mayors of the City of Ballarat.

2. Not Rescind the motion of Council Minutes from 24 August, 2000 (C303/00) regarding Pioneer Park and not extend the President's Walk to include elected Mayors of the City of Ballarat.

## 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? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | Yes                   | Yes                      |
| <b>Environmental/Sustainability</b> | Yes                   | No                       |
| <b>Economic</b>                     | Yes                   | No                       |
| <b>Financial/Resources</b>          | Yes                   | Yes                      |
| <b>Risk Management</b>              | Yes                   | No                       |
| <b>Implementation and Marketing</b> | Yes                   | Yes                      |
| <b>Evaluation and Review</b>        | 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** – Implementation of the recommendation will provide appropriate recognition of elected community leaders from 1996 for the City of Ballarat. It should be acknowledged that past Mayors of Councils and Shires other than the Shire of Ballarat prior to 1994 are not recognised at this location.

**Financial/Resources** – The cost of producing and installing 11 new plaques and one replacement plaque is \$4,156.00. The cost to install an information board is approximately \$1500.00.

**Risk Management** – Engage with relevant community groups and Community Development following the recent Community Engagement activity at Pioneer Park.

**Implementation and Marketing** – implementation in accordance with the resolution.

## CONSULTATION

Cr Grant Tillet raised the matter at the Council meeting of 2 October, 2019 and letters will be sent to all past City of Ballarat Mayors to advise plaque recognition of Mayoral terms since 1996.

## 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

- Ballarat Shire Presidents  
[https://bih.federation.edu.au/index.php/Ballarat\\_Shire\\_Council](https://bih.federation.edu.au/index.php/Ballarat_Shire_Council)
- City of Ballarat Mayors  
[https://en.wikipedia.org/wiki/List\\_of\\_mayors\\_of\\_Ballarat](https://en.wikipedia.org/wiki/List_of_mayors_of_Ballarat)

## ATTACHMENTS

Nil

**10.11. QUARTERLY FINANCIAL REPORT - 1ST QUARTER ENDING 30 SEPTEMBER 2019**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Glenn Kallio - Director Business Services

**OFFICER RECOMMENDATION****Council resolves to:**

- 1. Receive the 1<sup>st</sup> Quarter Financial Report for the 2019/20 financial year and note the financial issues contained within the report.**

**EXECUTIVE SUMMARY**

This report sets out the 1<sup>st</sup> Quarter financial results for the 2019/20 financial year of the Ballarat City Council. The report highlights the major financial issues for the quarter.

**RATIONALE**

Pursuant to Section 138(1) of the *Local Government Act 1989*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public.

The quarterly financial report provides the financial statements as prescribed by the appropriate accounting standards and regulations. Accompanying explanation for the significant issues contained within the financial statements is provided. This report also provides a listing of the major financial issues currently being dealt with by management.

**1. Overview**

The tables below provide a summary of financial results for the period ending 30 September 2019. The first table provides details of the year to date actual results for the period and the second table sets out the predicted results as at year end.

Detail notes on variations in the financial statements can be found in the attached finance report for the quarter.

Financial issues for the period are:

1. Council completed the 2018/19 financial year with cash reserves of \$88.173 million. Considering approved carryovers and Balance Sheet adjustments, the final cash result for the 2018/19 year recorded a surplus of \$1.275 million.
2. It is expected that Council will receive additional funding for projects that were mentioned during the last state election however were not confirmed at the time of Council's budget. It is expected that Council will receive \$2.995 million in additional capital grants. Whilst this will have a no net impact on the financial result, the gross capital expenditure for the year will increase and Councils Capital Grant income will increase by a corresponding amount.

3. Depreciation levels will be in excess of the budget due to the revaluation that occurred at year end for the 2018/19 financials. It is expected that depreciation will record an additional amount of \$6.483 million. As depreciation is calculated prior to the revaluation of assets a fluctuation of this amount can occur. This result will have no impact on the delivery of services or impact on the Council's financial viability.
4. Councils financial system will go live on November 4 2019. This project was originally planned to go live on July 1 2019 however it was delayed to overcome licensing issues and further apps have been written by the team to improve the end user experience.
5. Upon the implementation of the new financial system further training will occur with all users in the areas of profiling their budgets and forecasting their year end result and the importance of this accuracy. There are current concerns of the accuracy of forecasts which will be reviewed by the finance team over the coming months.

**Year to Date:**

|   | Year to Date |           |          |
|---|--------------|-----------|----------|
|   | Budget       | Actual    | Variance |
|   | 2020         | 2020      | 2020     |
|   | \$'000       | \$'000    | \$'000   |
| Comprehensive Income Statement                      | 100,234      | 85,954 ↓  | (14,280) |
| Net Capital Works                                   | 16,860       | 19,439 ↓  | (2,579)  |
| Cash and Investments                                | 93,740       | 91,740 ↓  | (2,000)  |
| Net cash provided by (used in) operating activities | 13,120       | 10,750 ↓  | (2,370)  |
| Net cash provided by (used in) investing activities | (6,144)      | (5,751) ↑ | 393      |
| Net cash provided by (used in) financing activities | (1,409)      | (1,432) ↓ | (23)     |
| Debt Levels   | 38,672       | 38,672 →  | 0        |
| Rate Receivables                                    | 105,075      | 100,849 ↑ | 4,226    |
| Working Capital                                     | 174,263      | 165,203 ↓ | (9,060)  |
| Working Capital %                                   | 600%         | 523% ↓    | -78%     |

**Financial Year (forecast):**

|   | Full Year      |                |                |
|---|----------------|----------------|----------------|
|   | Budget         | Forecast       | Variance       |
|   | 2020<br>\$'000 | 2020<br>\$'000 | 2020<br>\$'000 |
| Comprehensive Income Statement                      | 40,492         | 38,478         | ↓ (2,014)      |
| Net Capital Works                                   | 80,019         | 80,144         | ↓ (125)        |
| Cash and Investments                                | 52,045         | 52,590         | ↑ 545          |
| Net cash provided by (used in) operating activities | 41,790         | 46,259         | ↑ 4,469        |
| Net cash provided by (used in) investing activities | (82,192)       | (86,116)       | ↓ (3,924)      |
| Net cash provided by (used in) financing activities | 4,274          | 4,274          | → 0            |
| Debt Levels   | 45,717         | 45,717         | → 0            |
| Rate Receivables                                    | 4,582          | 4,582          | → 0            |
| Working Capital                                     | 31,367         | 31,912         | ↑ 545          |
| Working Capital %                                   | 188%           | 190%           | ↑ 2%           |

**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? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | No                    | No                       |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | No                    | No                       |
| <b>Financial/Resources</b>          | Yes                   | Yes                      |
| <b>Risk Management</b>              | No                    | No                       |
| <b>Implementation and Marketing</b> | No                    | No                       |
| <b>Evaluation and Review</b>        | 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** – All issues regarding financial resources have been covered in the attached report.

**OFFICERS DECLARATIONS OF INTEREST**

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, 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**

- City of Ballarat Council Budget 2019 - 2020

## **ATTACHMENTS**

1. Financial Report Attachment [**10.11.1** - 22 pages]
2. 2020 FY Q 1 Performance Statement [**10.11.2** - 18 pages]



**Quarterly Financial Report**  
Period Ending 30 September 2019

**Financial Statements & Performance  
Statements**

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**Comprehensive Income Statement**  
**Period Ending 30 September 2019**

|   |       | Full Year            |                        |                   | Year to Date         |                      |                   |
|---|-------|----------------------|------------------------|-------------------|----------------------|----------------------|-------------------|
|   | Notes | (\$'000's)<br>Budget | (\$'000's)<br>Forecast | (\$'000's)<br>Var | (\$'000's)<br>Budget | (\$'000's)<br>Actual | (\$'000's)<br>Var |
| <b>Income</b>                           |       |                      |                        |                   |                      |                      |                   |
| Rates and charges                       | 1     | 122,778              | 122,778                | 0                 | 122,608              | 120,351              | (2,257)           |
| Statutory fees and fines                | 2     | 4,424                | 4,423                  | (1)               | 899                  | 805                  | (94)              |
| User Fees                               | 3     | 24,959               | 24,923                 | (36)              | 5,999                | 5,418                | (581)             |
| Grants Operating                        | 4     | 16,729               | 16,983                 | 254               | 5,174                | 5,613                | 439               |
| Grants Capital                          | 5     | 2,000                | 4,995                  | 2,995             | 500                  | 38                   | (462)             |
| Contributions Monetary                  | 6     | 10,708               | 11,542                 | 834               | 4,904                | 1,616                | (3,288)           |
| Contributions Non Monetary              | 7     | 32,315               | 32,315                 | 0                 | 4,509                | 1,118                | (3,391)           |
| Net Gain/(Loss) on disposal of property | 8     | 0                    | 0                      | 0                 | (750)                | 61                   | 811               |
| Other Income                            | 9     | 3,914                | 4,000                  | 86                | 978                  | 1,321                | 343               |
| <b>Total income</b>                     |       | <b>217,827</b>       | <b>221,959</b>         | <b>4,132</b>      | <b>144,821</b>       | <b>136,341</b>       | <b>(8,480)</b>    |
| <b>Expenses</b>                         |       |                      |                        |                   |                      |                      |                   |
| Employee Costs                          | 10    | 69,184               | 68,931                 | 253               | 17,070               | 16,381               | 689               |
| Materials and services                  | 11    | 70,836               | 70,787                 | 49                | 18,188               | 23,229               | (5,041)           |
| Bad and doubtful debts                  | 12    | 1,051                | 1,010                  | 41                | 263                  | 134                  | 129               |
| Depreciation and amortisation           | 13    | 32,411               | 38,894                 | (6,483)           | 8,103                | 9,724                | (1,621)           |
| Borrowing Costs                         | 14    | 1,816                | 1,816                  | 0                 | 454                  | 477                  | (23)              |
| Other expenses                          | 15    | 2,037                | 2,043                  | (6)               | 509                  | 442                  | 67                |
| <b>Total expenses</b>                   |       | <b>177,335</b>       | <b>183,481</b>         | <b>(6,146)</b>    | <b>44,587</b>        | <b>50,387</b>        | <b>(5,800)</b>    |
| <b>Comprehensive result</b>             |       | <b>40,492</b>        | <b>38,478</b>          | <b>(2,014)</b>    | <b>100,234</b>       | <b>85,954</b>        | <b>(14,280)</b>   |



**Balance Sheet**  
As at 31 May 2019

|   | Full Year        |                  |                | Year to Date     |                  |                 |
|---|------------------|------------------|----------------|------------------|------------------|-----------------|
|   | (\$'000's)       | (\$'000's)       | (\$'000's)     | (\$'000's)       | (\$'000's)       | (\$'000's)      |
|   | Budget           | Forecast         | Var            | Budget           | Actual           | Var             |
| <b>Assets</b>                                 |                  |                  |                |                  |                  |                 |
| <b>Current assets</b>                         |                  |                  |                |                  |                  |                 |
| Cash and cash equivalents                     | 52,045           | 52,590           | 545            | 93,739           | 91,740           | (1,999)         |
| Rates Receivables                             | 4,582            | 4,582            | 0              | 105,075          | 100,849          | (4,226)         |
| Trade and other receivables                   | 8,249            | 8,249            | 0              | 8,249            | 2,247            | (6,002)         |
| Fire Services Levy                            | 367              | 367              | 0              | 367              | 8,773            | 8,406           |
| Inventories                                   | 418              | 418              | 0              | 418              | 359              | (59)            |
| Other assets                                  | 1,235            | 1,235            | 0              | 1,235            | 300              | (935)           |
| <b>Total current assets</b>                   | <b>66,896</b>    | <b>67,441</b>    | <b>545</b>     | <b>209,083</b>   | <b>204,268</b>   | <b>(4,815)</b>  |
| <b>Non-current assets</b>                     |                  |                  |                |                  |                  |                 |
| Trade and other receivables                   | 4                | 4                | 0              | 4                | 3                | (1)             |
| Property, infrastructure, plant and equipment | 1,778,018        | 1,775,460        | (2,558)        | 1,698,473        | 1,693,277        | (5,196)         |
| Intangible Assets                             | 1,340            | 1,340            | 0              | 1,340            | 1,193            | (147)           |
| Investment property                           | 0                | 0                | 0              | 0                | 0                | 0               |
| Works in Progress                             | 0                | 0                | 0              | 0                | 0                | 0               |
| <b>Total non-current assets</b>               | <b>1,779,362</b> | <b>1,776,804</b> | <b>(2,558)</b> | <b>1,699,817</b> | <b>1,694,473</b> | <b>(5,344)</b>  |
| <b>Total assets</b>                           | <b>1,846,258</b> | <b>1,844,245</b> | <b>(2,013)</b> | <b>1,908,901</b> | <b>1,898,741</b> | <b>(10,160)</b> |
| <b>Liabilities</b>                            |                  |                  |                |                  |                  |                 |
| <b>Current liabilities</b>                    |                  |                  |                |                  |                  |                 |
| Trade and other payables                      | 9,416            | 9,416            | 0              | 8,708            | 4,536            | 4,172           |
| Trust funds and deposits                      | 5,178            | 5,178            | 0              | 5,178            | 4,704            | 474             |
| Provisions                                    | 15,499           | 15,499           | 0              | 15,499           | 15,535           | (36)            |
| Interest-bearing loans and borrowings         | 3,910            | 3,910            | 0              | 3,910            | 2,955            | 955             |
| Fire Services Levy                            | 1,526            | 1,526            | 0              | 1,526            | 11,335           | (9,809)         |
| <b>Total current liabilities</b>              | <b>35,529</b>    | <b>35,529</b>    | <b>0</b>       | <b>34,821</b>    | <b>39,065</b>    | <b>(4,244)</b>  |
| <b>Non-current liabilities</b>                |                  |                  |                |                  |                  |                 |
| Provisions                                    | 10,291           | 10,291           | 0              | 10,291           | 10,291           | 0               |
| Interest-bearing loans and borrowings         | 41,807           | 41,807           | 0              | 34,762           | 35,717           | (955)           |
| <b>Total non-current liabilities</b>          | <b>52,098</b>    | <b>52,098</b>    | <b>0</b>       | <b>45,053</b>    | <b>46,008</b>    | <b>(955)</b>    |
| <b>Total liabilities</b>                      | <b>87,627</b>    | <b>87,627</b>    | <b>0</b>       | <b>79,874</b>    | <b>85,073</b>    | <b>(5,199)</b>  |
| <b>Net Assets</b>                             | <b>1,758,631</b> | <b>1,756,618</b> | <b>(2,013)</b> | <b>1,829,027</b> | <b>1,813,668</b> | <b>(15,359)</b> |
| <b>Equity</b>                                 |                  |                  |                |                  |                  |                 |
| Accumulated surplus                           | 1,181,111        | 1,179,098        | (2,013)        | 1,251,507        | 1,236,148        | (15,359)        |
| Reserves                                      | 577,520          | 577,520          | 0              | 577,520          | 577,520          | 0               |
| <b>Total Equity</b>                           | <b>1,758,631</b> | <b>1,756,618</b> | <b>(2,013)</b> | <b>1,829,027</b> | <b>1,813,668</b> | <b>(15,359)</b> |

## Cash Flow Statement

Period Ending 30 September 2019

|   | Full Year            |                        |                   | Year to Date         |                      |                   |
|---|----------------------|------------------------|-------------------|----------------------|----------------------|-------------------|
|   | Inflows/(Outflows)   |                        | (\$'000's)<br>Var | Inflows/(Outflows)   |                      | (\$'000's)<br>Var |
|   | (\$'000's)<br>Budget | (\$'000's)<br>Forecast |                   | (\$'000's)<br>Budget | (\$'000's)<br>Actual |                   |
| <b>Cash flows from operating activities</b>                         |                      |                        |                   |                      |                      |                   |
| Rates and charges   | 122,164              | 122,164                | 0                 | 21,501               | 23,470               | 1,969             |
| Statutory fees and fines  | 4,424                | 4,423                  | (1)               | 899                  | 805                  | (94)              |
| User Fees   | 24,959               | 24,923                 | (36)              | 5,736                | 6,219                | 483               |
| Grants Operating  | 16,729               | 16,983                 | 254               | 5,174                | 5,613                | 439               |
| Grants Capital  | 2,000                | 4,995                  | 2,995             | 500                  | 6,040                | 5,540             |
| Contributions Monetary  | 10,708               | 11,542                 | 834               | 4,904                | 1,616                | (3,288)           |
| Interest received   | 0                    | 0                      | 0                 | 0                    | 2,046                | 2,046             |
| Other receipts  | 3,914                | 4,000                  | 86                | 978                  | (666)                | (1,644)           |
| Trust funds   | 0                    | 0                      | 0                 | 0                    | (474)                | (474)             |
| Fire Services Levy  | 0                    | 0                      | 0                 | 0                    | 1,403                | 1,403             |
| Payments to suppliers   | (70,836)             | (70,787)               | 49                | (8,993)              | (18,535)             | (9,542)           |
| Payments to employees   | (69,184)             | (68,931)               | 253               | (17,070)             | (16,345)             | 725               |
| Other payments  | (3,088)              | (3,053)                | 35                | (509)                | (442)                | 67                |
| <b>Net cash provided by (used in) operating activities</b>          | <b>41,790</b>        | <b>46,259</b>          | <b>4,469</b>      | <b>13,120</b>        | <b>10,750</b>        | <b>(2,370)</b>    |
| <b>Cash flows from investing activities</b>                         |                      |                        |                   |                      |                      |                   |
| Payments for property, infrastructure, plant and equipment          | (85,542)             | (89,466)               | (3,924)           | (6,232)              | (5,813)              | 419               |
| Proceeds from sale of property, infrastructure, plant and equipment | 3,350                | 3,350                  | 0                 | 88                   | 61                   | (27)              |
| Loans and advances to community organisations                       | 0                    | 0                      | 0                 | 0                    | 0                    | 0                 |
| Repayment of loans and advances from community organisations        | 0                    | 0                      | 0                 | 0                    | 1                    | 1                 |
| <b>Net cash provided by (used in) investing activities</b>          | <b>(82,192)</b>      | <b>(86,116)</b>        | <b>(3,924)</b>    | <b>(6,144)</b>       | <b>(5,751)</b>       | <b>393</b>        |

## Cash Flow Statement

Period Ending 30 September 2019

|   | Full Year<br>Inflows/(Outflows) |                        |                   | Year to Date<br>Inflows/(Outflows) |                      |                   |
|---|---------------------------------|------------------------|-------------------|------------------------------------|----------------------|-------------------|
|   | (\$'000's)<br>Budget            | (\$'000's)<br>Forecast | (\$'000's)<br>Var | (\$'000's)<br>Budget               | (\$'000's)<br>Actual | (\$'000's)<br>Var |
| <b>Cash flows from financing activities</b>                       |                                 |                        |                   |                                    |                      |                   |
| Finance costs   | (1,816)                         | (1,816)                | 0                 | (454)                              | (477)                | (23)              |
| Proceeds from interest bearing loans and borrowings               | 10,000                          | 10,000                 | 0                 | 0                                  | 0                    | 0                 |
| Repayment of interest bearing loans and borrowings                | (3,910)                         | (3,910)                | 0                 | (955)                              | (955)                | 0                 |
| <b>Net cash provided by (used in) financing activities</b>        | <b>4,274</b>                    | <b>4,274</b>           | <b>0</b>          | <b>(1,409)</b>                     | <b>(1,432)</b>       | <b>(23)</b>       |
| Net increase/(decrease) in cash and cash equivalents              | (36,128)                        | (35,583)               | 545               | 5,567                              | 3,567                | (2,000)           |
| Cash and cash equivalents at the beginning of the financial year  | 88,173                          | 88,173                 | 0                 | 88,173                             | 88,173               | 0                 |
| <b>Cash and cash equivalents at the end of the financial year</b> | <b>52,045</b>                   | <b>52,590</b>          | <b>545</b>        | <b>93,740</b>                      | <b>91,740</b>        | <b>(2,000)</b>    |

**Net Capital Report**  
**Period Ending 30 September 2019**

| Project                                    | Expense       |               |                   |             |             |            |                     |             |
|--|---------------|---------------|-------------------|-------------|-------------|------------|---------------------|-------------|
|  | Annual Budget | June Forecast | Forecast Variance | YTD Budgets | YTD Actuals | Commitment | YTD Total Committed | Variance    |
| 80154. Library Books                       | 386,316       | 386,316       | 0                 | 72,000      | 54,310      | 10,693     | 65,003              | 6,997       |
| 80294. Furniture                           | 0             | 0             | 0                 | 0           | 3,672       | 0          | 3,672               | (3,672)     |
| 80377. Subdividers Contribution            | 14,280,000    | 14,280,000    | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82004. Parking Meter Replacement Program   | 164,832       | 84,832        | 80,000            | 0           | 0           | 0          | 0                   | 0           |
| 82070. Plant Replacement Program           | 3,504,911     | 3,504,911     | 0                 | 876,228     | 390,195     | 1,745,503  | 2,135,698           | (1,259,470) |
| 82075. BALC Assets & Equipment             | 412,205       | 412,205       | 0                 | 98,125      | 84,851      | 18,331     | 103,183             | (5,058)     |
| 82076. Outdoor Swimming Pool Upgrade       | 274,444       | 274,444       | 0                 | 65,869      | 0           | 27,300     | 27,300              | 38,569      |
| 82197. Parks Development Program           | 298,429       | 298,429       | 0                 | 105,000     | 23,278      | 22,480     | 45,758              | 59,242      |
| 82201. Land Development Council Contribut. | 106,121       | 106,121       | 0                 | 0           | 1,679       | 33,954     | 35,633              | (35,633)    |
| 82243. IT Infrastructure Strategy          | 2,493,498     | 2,493,498     | 0                 | 623,376     | 12,000      | 5,122      | 17,122              | 606,254     |
| 82246. Desktop Replacement Program         | 495,803       | 495,803       | 0                 | 123,951     | 56,581      | 72,508     | 129,090             | (5,139)     |
| 82312. Landfill Upgrade                    | 2,184,840     | 2,184,840     | 0                 | 85,000      | 8,332       | 79,293     | 87,625              | (2,625)     |
| 82333. City Entrances                      | 168,794       | 168,794       | 0                 | 90,794      | 15,270      | 6,000      | 21,270              | 69,524      |
| 83170. Playground Improvement Program      | 62,424        | 62,424        | 0                 | 15,000      | 5,112       | 4,500      | 9,612               | 5,388       |
| 83355. Street and Park Furniture Renewal   | 172,171       | 172,171       | 0                 | 50,000      | 35,932      | 29,520     | 65,452              | (15,452)    |
| 83357. Ballarat Botanical Gardens - Asset  | 0             | 62,424        | (62,424)          | 0           | 18,535      | 48,644     | 67,179              | (67,179)    |
| 83365. Street Irrigation                   | 168,545       | 106,121       | 62,424            | 105,000     | 0           | 14,000     | 14,000              | 91,000      |
| 83366. Public Place Recycling              | 11,478        | 11,478        | 0                 | 11,478      | 0           | 0          | 0                   | 11,478      |
| 83367. Civic Hall Redevelopment Project    | 1,955,493     | 1,955,493     | 0                 | 409,493     | 29,155      | 131,902    | 161,057             | 248,436     |
| 83376. School Crossing Supervisor Shelters | 22,956        | 22,956        | 0                 | 5,000       | 0           | 0          | 0                   | 5,000       |
| 83382. Playspace Upgrades                  | 286,951       | 286,951       | 0                 | 0           | 318         | 14,708     | 15,026              | (15,026)    |
| 83404. Facilities Upgrade                  | 3,288,668     | 3,288,668     | 0                 | 422,168     | 268,789     | 598,496    | 867,284             | (445,116)   |
| 83452. Bicycle Strategy Projects           | 386,407       | 386,407       | 0                 | 0           | 14,011      | 3,637      | 17,647              | (17,647)    |
| 83453. Federal Blackspot Funding           | 1,334,854     | 3,029,854     | (1,695,000)       | 0           | 17,865      | 1,650      | 19,515              | (19,515)    |
| 83454. Major New Capital Road Projects     | 520,200       | 520,200       | 0                 | 200         | 0           | 11,092     | 11,092              | (10,892)    |
| 83455. Major Infrastructure Renewal Projec | 11,370,030    | 11,369,376    | 654               | 4,224,585   | 779,119     | 2,995,238  | 3,774,357           | 450,228     |
| 83457. Federal Roads to Recovery Funding   | 1,000,000     | 1,532,905     | (532,905)         | 0           | 259,487     | 0          | 259,487             | (259,487)   |
| 83461. Public Art Program                  | 257,599       | 257,599       | 0                 | 47,995      | 6,570       | 10,931     | 17,500              | 30,495      |
| 83581. Monument Renewal Program            | 212,076       | 212,076       | 0                 | 28,695      | 0           | 19,217     | 19,217              | 9,478       |
| 83599. Recreation Capital Improvement      | 8,048,931     | 8,048,931     | 0                 | 1,382,890   | 1,005,431   | 3,107,350  | 4,112,780           | (2,729,890) |
| 83600. Replacement Bin Program             | 344,341       | 344,341       | 0                 | 57,390      | 33,185      | 47,043     | 80,229              | (22,839)    |
| 83603. IT System Development               | 3,402,210     | 3,402,210     | 0                 | 850,554     | 82,715      | 118,019    | 200,734             | 649,820     |
| 83604. Median Strip Landscaping            | 108,243       | 108,243       | 0                 | 15,000      | 10,120      | 6,000      | 16,120              | (1,120)     |
| 83605. Major Rural Roads Infrastructure Wo | 2,033,175     | 2,033,175     | 0                 | 0           | 467,115     | 58,313     | 525,428             | (525,428)   |
| 83630. Wendouree Sports & Events Centre    | 0             | 705,000       | (705,000)         | 0           | 486,493     | 218,812    | 705,305             | (705,305)   |
| 83632. DCP Construction WIK                | 14,120,454    | 14,120,454    | 0                 | 3,530,114   | 714,170     | 0          | 714,170             | 2,815,944   |
| 83633. DCP Land WIK                        | 3,914,090     | 3,914,090     | 0                 | 978,523     | 404,058     | 0          | 404,058             | 574,465     |
| 83638. Sebastopol Library                  | 0             | 6,830         | (6,830)           | 0           | 0           | 6,252      | 6,252               | (6,252)     |
| 83673. Fernery                             | 955,586       | 955,586       | 0                 | 150,000     | 73,391      | 39,862     | 113,252             | 36,748      |
| 83698. Bicycle Paths                       | 374,544       | 374,544       | 0                 | 67,200      | 0           | 0          | 0                   | 67,200      |
| 83699. Bridge Rehabilitation               | 300,944       | 500,944       | (200,000)         | 50,000      | 0           | 4,190      | 4,190               | 45,810      |
| 83700. Bus Shelter repair and replacement  | 166,464       | 166,464       | 0                 | 10,000      | 511         | 66,000     | 66,511              | (56,511)    |
| 83701. Drainage Projects                   | 843,764       | 843,764       | 0                 | 258,160     | 164,711     | 438,974    | 603,685             | (345,525)   |
| 83702. Lake Wendouree Infrastructure Works | 215,712       | 215,712       | 0                 | 53,428      | 31,685      | 18,496     | 50,181              | 3,247       |
| 83703. Kerb and channelling                | 457,776       | 457,776       | 0                 | 0           | 82,441      | 57,926     | 140,367             | (140,367)   |
| 83704. Footpath Works                      | 561,816       | 561,816       | 0                 | 175,000     | 66,126      | 58,430     | 124,555             | 50,445      |
| 83705. Minor Road improvements /upgrades   | 1,199,581     | 1,199,581     | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83706. DCP Construction                    | 2,972,693     | 2,972,693     | 0                 | 654,592     | 15,106      | 1,572,268  | 1,587,373           | (932,781)   |
| 83711. DCP Land Purchase                   | 3,914,090     | 3,914,090     | 0                 | 3,914,090   | 0           | 0          | 0                   | 3,914,090   |
| 83713. Girrabanya Upgrade                  | 97,696        | 97,696        | 0                 | 97,696      | 147,310     | 27,732     | 175,042             | (77,346)    |
| 83715. Wendouree West Rec Reserve          | 11,668        | 11,668        | 0                 | 11,668      | 0           | 5,000      | 5,000               | 6,668       |
| 83717. HMT Conservation Works              | 1,719,197     | 1,719,197     | 0                 | 1,719,197   | 428,591     | 916,225    | 1,344,815           | 374,382     |
| 83718. Flood Repairs Sept 16               | 0             | 256,342       | (256,342)         | 0           | 234,619     | 159,076    | 393,695             | (393,695)   |
| 83720. Social Infrastructure Capital Impro | 1,318,234     | 1,328,194     | (9,960)           | 67,000      | 39,003      | 24,637     | 63,640              | 3,360       |
| 83722. Ballarat Animal Shelter Equipment   | 0             | 80,000        | (80,000)          | 0           | 16,364      | 47,400     | 63,764              | (63,764)    |
| 83726. SSRIP Safer Cyclists & Pedestrian F | 95,422        | 95,422        | 1                 | 0           | 6,378       | 97,891     | 104,269             | (104,269)   |
| 83729. Town Hall - Living Heritage         | 173,500       | 173,500       | 0                 | 173,500     | 0           | 0          | 0                   | 173,500     |
| 83735. Waste to Energy Plant               | 4,864,503     | 4,864,503     | 0                 | 1,216,125   | 0           | 9,940      | 9,940               | 1,206,185   |

**Net Capital Report**  
**Period Ending 30 September 2019**

| Project                                    | Expense            |                    |                    |                   |                  |                   |                     |                  |
|--|--------------------|--------------------|--------------------|-------------------|------------------|-------------------|---------------------|------------------|
|  | Annual Budget      | June Forecast      | Forecast Variance  | YTD Budgets       | YTD Actuals      | Commitment        | YTD Total Committed | Variance         |
| 83737. CBD Parking Action Plan             | 681,437            | 681,437            | 0                  | 0                 | 0                | 97,545            | 97,545              | (97,545)         |
| 83738. Art Aquisitions For AGB             | 8,655              | 39,000             | (30,345)           | 0                 | 39,000           | 0                 | 39,000              | (39,000)         |
| 83739. NBN Reinstatement                   | 316,612            | 316,612            | 0                  | 90,000            | 90,227           | 97,192            | 187,419             | (97,419)         |
| 83741. White Flat Public Safety Upgrade    | 123,368            | 179,684            | (56,316)           | 123,368           | 0                | 172,254           | 172,254             | (48,886)         |
| 83742. SMART CITY LoRaWAN Gateway          | 0                  | 0                  | 0                  | 0                 | 0                | 0                 | 0                   | 0                |
| 83744. Wendouree Childcare Centre Extensio | 0                  | 175,000            | (175,000)          | 0                 | 11,820           | 15,023            | 26,843              | (26,843)         |
| 83745. Girrabanya Equipment                | 5,473              | 5,473              | 0                  | 5,473             | 0                | 0                 | 0                   | 5,473            |
| 83747. BWOW Design                         | 0                  | 34,680             | (34,680)           | 0                 | 8,525            | 309,155           | 317,680             | (317,680)        |
| 83749. Electrino Waste Storage Shed        | 0                  | 97,000             | (97,000)           | 0                 | 744              | 0                 | 744                 | (744)            |
| 83750. SMART City & Suburbs Grant          | 139,743            | 238,420            | (98,677)           | 34,935            | 31,381           | 35,507            | 66,887              | (31,952)         |
| 83751. Pavilion                            | 0                  | 0                  | 0                  | 0                 | 0                | 0                 | 0                   | 0                |
| 83753. Phoenix Deck                        | 0                  | 62,000             | (62,000)           | 0                 | 1,400            | 59,991            | 61,391              | (61,391)         |
| 83754. Safer Communities CCTV              | 18,926             | 18,926             | 0                  | 18,926            | 0                | 0                 | 0                   | 18,926           |
| 83755. Charlesworth St Retarding Basin     | 1,500,000          | 1,500,000          | 0                  | 0                 | 0                | 0                 | 0                   | 0                |
| 83757. Lake Lighting & Fitness Equipment   | 200,000            | 200,000            | 0                  | 0                 | 14,222           | 0                 | 14,222              | (14,222)         |
| 83759. Christmas Decorations               | 200,000            | 200,000            | 0                  | 60,000            | 40,565           | 45,553            | 86,118              | (26,118)         |
| 83760. LED Residential Street Lighting     | 500,000            | 500,000            | 0                  | 0                 | 0                | 0                 | 0                   | 0                |
| 83761. Bakery Hill                         | 1,000,000          | 1,000,000          | 0                  | 75,000            | 0                | 0                 | 0                   | 75,000           |
| 83762. Town Hall restoration (Ball room)   | 1,000,000          | 1,000,000          | 0                  | 106,000           | 8,590            | 13,700            | 22,290              | 83,710           |
| 83763. Central Library                     | 950,000            | 950,000            | 0                  | 6,000             | 15,414           | 0                 | 15,414              | (9,414)          |
| 83765. Parking Equipment                   | 1,600,000          | 1,600,000          | 0                  | 1,300,000         | 0                | 0                 | 0                   | 1,300,000        |
| 83766. Street Trees & Planting             | 500,000            | 500,000            | 0                  | 0                 | 0                | 0                 | 0                   | 0                |
| 83767. Recreation Loan Funds               | 10,000,000         | 10,000,000         | 0                  | 245,000           | 0                | 60,411            | 60,411              | 184,590          |
| 83768. Vic Park Soccer & Pravillion        | 0                  | 14,000             | (14,000)           | 0                 | 13,841           | 0                 | 13,841              | (13,841)         |
| 83769. Wendouree West Rec Reserve          | 0                  | 14,000             | (14,000)           | 0                 | 13,841           | 0                 | 13,841              | (13,841)         |
| 83770. Mars Stadium Stage 2                | 0                  | 15,000             | (15,000)           | 0                 | 15,073           | 0                 | 15,073              | (15,073)         |
| 83771. Miners Rest - Land Acquisition      | 1,000,000          | 1,000,000          | 0                  | 0                 | 0                | 0                 | 0                   | 0                |
| <b>Grand Total</b>                         | <b>117,778,893</b> | <b>121,781,294</b> | <b>(4,002,400)</b> | <b>24,956,786</b> | <b>6,899,225</b> | <b>13,916,885</b> | <b>20,816,110</b>   | <b>4,140,676</b> |

**Net Capital Report**  
**Period Ending 30 September 2019**

| Project                                    | Revenue       |               |                   |             |             |            |                     |             |
|--|---------------|---------------|-------------------|-------------|-------------|------------|---------------------|-------------|
|  | Annual Budget | June Forecast | Forecast Variance | YTD Budgets | YTD Actuals | Commitment | YTD Total Committed | Variance    |
| 80154. Library Books                       | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 80294. Furniture                           | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 80377. Subdividers Contribution            | (14,280,000)  | (14,280,000)  | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82004. Parking Meter Replacement Program   | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82070. Plant Replacement Program           | (350,004)     | (350,004)     | 0                 | (87,501)    | (61,065)    | 0          | (61,065)            | (26,436)    |
| 82075. BALC Assets & Equipment             | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82076. Outdoor Swimming Pool Upgrade       | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82197. Parks Development Program           | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82201. Land Development Council Contribut. | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82243. IT Infrastructure Strategy          | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82246. Desktop Replacement Program         | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82312. Landfill Upgrade                    | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 82333. City Entrances                      | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83170. Playground Improvement Program      | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83355. Street and Park Furniture Renewal   | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83357. Ballarat Botanical Gardens - Asset  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83365. Street Irrigation                   | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83366. Public Place Recycling              | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83367. Civic Hall Redevelopment Project    | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83376. School Crossing Supervisor Shelters | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83382. Playspace Upgrades                  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83404. Facilities Upgrade                  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83452. Bicycle Strategy Projects           | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83453. Federal Blackspot Funding           | (999,996)     | (2,695,000)   | 1,695,004         | (249,999)   | 0           | 0          | 0                   | (249,999)   |
| 83454. Major New Capital Road Projects     | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83455. Major Infrastructure Renewal Projec | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83457. Federal Roads to Recovery Funding   | (999,996)     | (1,532,905)   | 532,909           | (249,999)   | 0           | 0          | 0                   | (249,999)   |
| 83461. Public Art Program                  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83581. Monument Renewal Program            | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83599. Recreation Capital Improvement      | 0             | (118,770)     | 118,770           | 0           | (118,770)   | 0          | (118,770)           | 118,770     |
| 83600. Replacement Bin Program             | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83603. IT System Development               | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83604. Median Strip Landscaping            | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83605. Major Rural Roads Infrastructure Wo | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83630. Wendouree Sports & Events Centre    | (2,968,579)   | (3,673,579)   | 705,000           | (2,968,579) | 0           | 0          | 0                   | (2,968,579) |
| 83632. DCP Construction WIK                | (14,120,460)  | (14,120,460)  | 0                 | (3,530,115) | (714,170)   | 0          | (714,170)           | (2,815,945) |
| 83633. DCP Land WIK                        | (3,914,088)   | (3,914,088)   | 0                 | (978,522)   | (404,058)   | 0          | (404,058)           | (574,464)   |
| 83638. Sebastopol Library                  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83673. Fernery                             | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83698. Bicycle Paths                       | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83699. Bridge Rehabilitation               | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83700. Bus Shelter repair and replacement  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83701. Drainage Projects                   | (37,008)      | (37,008)      | 0                 | (9,252)     | 0           | 0          | 0                   | (9,252)     |
| 83702. Lake Wendouree Infrastructure Works | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83703. Kerb and channelling                | (34,428)      | (34,428)      | 0                 | (8,607)     | 0           | 0          | 0                   | (8,607)     |
| 83704. Footpath Works                      | (5,352)       | (5,352)       | 0                 | (1,338)     | (31,599)    | 0          | (31,599)            | 30,261      |
| 83705. Minor Road improvements /upgrades   | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83706. DCP Construction                    | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83711. DCP Land Purchase                   | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83713. Girrabanya Upgrade                  | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83715. Wendouree West Rec Reserve          | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83717. HMT Conservation Works              | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83718. Flood Repairs Sept 16               | 0             | (393,695)     | 393,695           | 0           | (0)         | 0          | (0)                 | 0           |
| 83720. Social Infrastructure Capital Impro | 0             | (10,000)      | 10,000            | 0           | (10,000)    | 0          | (10,000)            | 10,000      |
| 83722. Ballarat Animal Shelter Equipment   | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83726. SSRIP Safer Cyclists & Pedestrian F | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83729. Town Hall - Living Heritage         | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |
| 83735. Waste to Energy Plant               | 0             | 0             | 0                 | 0           | 0           | 0          | 0                   | 0           |

**Net Capital Report**  
**Period Ending 30 September 2019**

| Project                                    | Revenue             |                     |                   |                    |                    |            |                    | YTD Total Committed | Variance |
|--|---------------------|---------------------|-------------------|--------------------|--------------------|------------|--------------------|---------------------|----------|
|  | Annual Budget       | June Forecast       | Forecast Variance | YTD Budgets        | YTD Actuals        | Commitment |                    |                     |          |
| 83737. CBD Parking Action Plan             | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83738. Art Aquisitions For AGB             | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83739. NBN Reinstatement                   | 0                   | 0                   | 0                 | 0                  | (200)              | 0          | (200)              | 200                 |          |
| 83741. White Flat Public Safety Upgrade    | 0                   | (56,316)            | 56,316            | 0                  | (37,544)           | 0          | (37,544)           | 37,544              |          |
| 83742. SMART CITY LoRaWAN Gateway          | (50,004)            | (98,677)            | 48,673            | (12,501)           | 0                  | 0          | 0                  | (12,501)            |          |
| 83744. Wendouree Childcare Centre Extensio | 0                   | (175,000)           | 175,000           | 0                  | 0                  | 0          | 0                  | (0)                 |          |
| 83745. Girrabanya Equipment                | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83747. BWOW Design                         | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83749. Electrino Waste Storage Shed        | 0                   | (97,000)            | 97,000            | 0                  | (0)                | 0          | (0)                | 0                   |          |
| 83750. SMART City & Suburbs Grant          | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83751. Pavilion                            | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83753. Phoenix Deck                        | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83754. Safer Communities CCTV              | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83755. Charlesworth St Retarding Basin     | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83757. Lake Lighting & Fitness Equipment   | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83759. Christmas Decorations               | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83760. LED Residential Street Lighting     | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83761. Bakery Hill                         | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83762. Town Hall restoration (Ball room)   | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83763. Central Library                     | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83765. Parking Equipment                   | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83766. Street Trees & Planting             | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83767. Recreation Loan Funds               | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| 83768. Vic Park Soccer & Pravillion        | 0                   | (15,000)            | 15,000            | 0                  | (0)                | 0          | (0)                | 0                   |          |
| 83769. Wendouree West Rec Reserve          | 0                   | (15,000)            | 15,000            | 0                  | 0                  | 0          | 0                  | (0)                 |          |
| 83770. Mars Stadium Stage 2                | 0                   | (15,000)            | 15,000            | 0                  | (0)                | 0          | (0)                | 0                   |          |
| 83771. Miners Rest - Land Acquisition      | 0                   | 0                   | 0                 | 0                  | 0                  | 0          | 0                  | 0                   |          |
| <b>Grand Total</b>                         | <b>(37,759,915)</b> | <b>(41,637,282)</b> | <b>3,877,367</b>  | <b>(8,096,413)</b> | <b>(1,377,405)</b> | <b>0</b>   | <b>(1,377,405)</b> | <b>(6,719,008)</b>  |          |

**Net Capital Report**  
**Period Ending 30 September 2019**

| Project                                    | Net Position  |               |                   |             |             |             |                     |             |
|--|---------------|---------------|-------------------|-------------|-------------|-------------|---------------------|-------------|
|  | Annual Budget | June Forecast | Forecast Variance | YTD Budgets | YTD Actuals | Commitments | YTD Total Committed | Variance    |
| 80154. Library Books                       | 386,316       | 386,316       | 0                 | 72,000      | 54,310      | 10,693      | 65,003              | 6,997       |
| 80294. Furniture                           | 0             | 0             | 0                 | 0           | 3,672       | 0           | 3,672               | (3,672)     |
| 80377. Subdividers Contribution            | 0             | 0             | 0                 | 0           | 0           | 0           | 0                   | 0           |
| 82004. Parking Meter Replacement Program   | 164,832       | 84,832        | 80,000            | 0           | 0           | 0           | 0                   | 0           |
| 82070. Plant Replacement Program           | 3,154,907     | 3,154,907     | 0                 | 788,727     | 329,130     | 1,745,503   | 2,074,633           | (1,285,906) |
| 82075. BALC Assets & Equipment             | 412,205       | 412,205       | 0                 | 98,125      | 84,851      | 18,331      | 103,183             | (5,058)     |
| 82076. Outdoor Swimming Pool Upgrade       | 274,444       | 274,444       | 0                 | 65,869      | 0           | 27,300      | 27,300              | 38,569      |
| 82197. Parks Development Program           | 298,429       | 298,429       | 0                 | 105,000     | 23,278      | 22,480      | 45,758              | 59,242      |
| 82201. Land Development Council Contribut. | 106,121       | 106,121       | 0                 | 0           | 1,679       | 33,954      | 35,633              | (35,633)    |
| 82243. IT Infrastructure Strategy          | 2,493,498     | 2,493,498     | 0                 | 623,376     | 12,000      | 5,122       | 17,122              | 606,254     |
| 82246. Desktop Replacement Program         | 495,803       | 495,803       | 0                 | 123,951     | 56,581      | 72,508      | 129,090             | (5,139)     |
| 82312. Landfill Upgrade                    | 2,184,840     | 2,184,840     | 0                 | 85,000      | 8,332       | 79,293      | 87,625              | (2,625)     |
| 82333. City Entrances                      | 168,794       | 168,794       | 0                 | 90,794      | 15,270      | 6,000       | 21,270              | 69,524      |
| 83170. Playground Improvement Program      | 62,424        | 62,424        | 0                 | 15,000      | 5,112       | 4,500       | 9,612               | 5,388       |
| 83355. Street and Park Furniture Renewal   | 172,171       | 172,171       | 0                 | 50,000      | 35,932      | 29,520      | 65,452              | (15,452)    |
| 83357. Ballarat Botanical Gardens - Asset  | 0             | 62,424        | (62,424)          | 0           | 18,535      | 48,644      | 67,179              | (67,179)    |
| 83365. Street Irrigation                   | 168,545       | 106,121       | 62,424            | 105,000     | 0           | 14,000      | 14,000              | 91,000      |
| 83366. Public Place Recycling              | 11,478        | 11,478        | 0                 | 11,478      | 0           | 0           | 0                   | 11,478      |
| 83367. Civic Hall Redevelopment Project    | 1,955,493     | 1,955,493     | 0                 | 409,493     | 29,155      | 131,902     | 161,057             | 248,436     |
| 83376. School Crossing Supervisor Shelters | 22,956        | 22,956        | 0                 | 5,000       | 0           | 0           | 0                   | 5,000       |
| 83382. Playspace Upgrades                  | 286,951       | 286,951       | 0                 | 0           | 318         | 14,708      | 15,026              | (15,026)    |
| 83404. Facilities Upgrade                  | 3,288,668     | 3,288,668     | 0                 | 422,168     | 268,789     | 598,496     | 867,284             | (445,116)   |
| 83452. Bicycle Strategy Projects           | 386,407       | 386,407       | 0                 | 0           | 14,011      | 3,637       | 17,647              | (17,647)    |
| 83453. Federal Blackspot Funding           | 334,858       | 334,854       | 4                 | (249,999)   | 17,865      | 1,650       | 19,515              | (269,514)   |
| 83454. Major New Capital Road Projects     | 520,200       | 520,200       | 0                 | 200         | 0           | 11,092      | 11,092              | (10,892)    |
| 83455. Major Infrastructure Renewal Projec | 11,370,030    | 11,369,376    | 654               | 4,224,585   | 779,119     | 2,995,238   | 3,774,357           | 450,228     |
| 83457. Federal Roads to Recovery Funding   | 4             | 0             | 4                 | (249,999)   | 259,487     | 0           | 259,487             | (509,486)   |
| 83461. Public Art Program                  | 257,599       | 257,599       | 0                 | 47,995      | 6,570       | 10,931      | 17,500              | 30,495      |
| 83581. Monument Renewal Program            | 212,076       | 212,076       | 0                 | 28,695      | 0           | 19,217      | 19,217              | 9,478       |
| 83599. Recreation Capital Improvement      | 8,048,931     | 7,930,161     | 118,770           | 1,382,890   | 886,661     | 3,107,350   | 3,994,011           | (2,611,121) |
| 83600. Replacement Bin Program             | 344,341       | 344,341       | 0                 | 57,390      | 33,185      | 47,043      | 80,229              | (22,839)    |
| 83603. IT System Development               | 3,402,210     | 3,402,210     | 0                 | 850,554     | 82,715      | 118,019     | 200,734             | 649,820     |
| 83604. Median Strip Landscaping            | 108,243       | 108,243       | 0                 | 15,000      | 10,120      | 6,000       | 16,120              | (1,120)     |
| 83605. Major Rural Roads Infrastructure Wo | 2,033,175     | 2,033,175     | 0                 | 0           | 467,115     | 58,313      | 525,428             | (525,428)   |
| 83630. Wendouree Sports & Events Centre    | (2,968,579)   | (2,968,579)   | 0                 | (2,968,579) | 486,493     | 218,812     | 705,305             | (3,673,884) |
| 83632. DCP Construction WIK                | (6)           | (6)           | 0                 | (1)         | 0           | 0           | 0                   | (1)         |
| 83633. DCP Land WIK                        | 2             | 2             | 0                 | 1           | 0           | 0           | 0                   | 1           |
| 83638. Sebastopol Library                  | 0             | 6,830         | (6,830)           | 0           | 0           | 6,252       | 6,252               | (6,252)     |
| 83673. Fernery                             | 955,586       | 955,586       | 0                 | 150,000     | 73,391      | 39,862      | 113,252             | 36,748      |
| 83698. Bicycle Paths                       | 374,544       | 374,544       | 0                 | 67,200      | 0           | 0           | 0                   | 67,200      |
| 83699. Bridge Rehabilitation               | 300,944       | 500,944       | (200,000)         | 50,000      | 0           | 4,190       | 4,190               | 45,810      |
| 83700. Bus Shelter repair and replacement  | 166,464       | 166,464       | 0                 | 10,000      | 511         | 66,000      | 66,511              | (56,511)    |
| 83701. Drainage Projects                   | 806,756       | 806,756       | 0                 | 248,908     | 164,711     | 438,974     | 603,685             | (354,777)   |
| 83702. Lake Wendouree Infrastructure Works | 215,712       | 215,712       | 0                 | 53,428      | 31,685      | 18,496      | 50,181              | 3,247       |
| 83703. Kerb and channelling                | 423,348       | 423,348       | 0                 | (8,607)     | 82,441      | 57,926      | 140,367             | (148,974)   |
| 83704. Footpath Works                      | 556,464       | 556,464       | 0                 | 173,662     | 34,527      | 58,430      | 92,956              | 80,706      |
| 83705. Minor Road improvements /upgrades   | 1,199,581     | 1,199,581     | 0                 | 0           | 0           | 0           | 0                   | 0           |
| 83706. DCP Construction                    | 2,972,693     | 2,972,693     | 0                 | 654,592     | 15,106      | 1,572,268   | 1,587,373           | (932,781)   |
| 83711. DCP Land Purchase                   | 3,914,090     | 3,914,090     | 0                 | 3,914,090   | 0           | 0           | 0                   | 3,914,090   |
| 83713. Girrabanya Upgrade                  | 97,696        | 97,696        | 0                 | 97,696      | 147,310     | 27,732      | 175,042             | (77,346)    |
| 83715. Wendouree West Rec Reserve          | 11,668        | 11,668        | 0                 | 11,668      | 0           | 5,000       | 5,000               | 6,668       |
| 83717. HMT Conservation Works              | 1,719,197     | 1,719,197     | 0                 | 1,719,197   | 428,591     | 916,225     | 1,344,815           | 374,382     |
| 83718. Flood Repairs Sept 16               | 0             | (137,353)     | 137,353           | 0           | 234,619     | 159,076     | 393,695             | (393,695)   |
| 83720. Social Infrastructure Capital Impro | 1,318,234     | 1,318,194     | 40                | 67,000      | 29,003      | 24,637      | 53,640              | 13,360      |
| 83722. Ballarat Animal Shelter Equipment   | 0             | 80,000        | (80,000)          | 0           | 16,364      | 47,400      | 63,764              | (63,764)    |
| 83726. SSRIP Safer Cyclists & Pedestrian F | 95,422        | 95,422        | 0                 | 0           | 6,378       | 97,891      | 104,269             | (104,269)   |
| 83729. Town Hall - Living Heritage         | 173,500       | 173,500       | 0                 | 173,500     | 0           | 0           | 0                   | 173,500     |
| 83735. Waste to Energy Plant               | 4,864,503     | 4,864,503     | 0                 | 1,216,125   | 0           | 9,940       | 9,940               | 1,206,185   |



**Net Capital Report**  
**Period Ending 30 September 2019**

| Project                                    | Net Position      |                   |                   |                   |                  |                   |                     |                    |
|--|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------|--------------------|
|  | Annual Budget     | June Forecast     | Forecast Variance | YTD Budgets       | YTD Actuals      | Commitments       | YTD Total Committed | Variance           |
| 83737. CBD Parking Action Plan             | 681,437           | 681,437           | 0                 | 0                 | 0                | 97,545            | 97,545              | (97,545)           |
| 83738. Art Aquisitions For AGB             | 8,655             | 39,000            | (30,345)          | 0                 | 39,000           | 0                 | 39,000              | (39,000)           |
| 83739. NBN Reinstatement                   | 316,612           | 316,612           | 0                 | 90,000            | 90,027           | 97,192            | 187,219             | (97,219)           |
| 83741. White Flat Public Safety Upgrade    | 123,368           | 123,368           | 0                 | 123,368           | (37,544)         | 172,254           | 134,710             | (11,342)           |
| 83742. SMART CITY LoRaWAN Gateway          | (50,004)          | (98,677)          | 48,673            | (12,501)          | 0                | 0                 | 0                   | (12,501)           |
| 83744. Wendouree Childcare Centre Extensio | 0                 | 0                 | 0                 | 0                 | 11,821           | 15,023            | 26,843              | (26,843)           |
| 83745. Girrabanya Equipment                | 5,473             | 5,473             | 0                 | 5,473             | 0                | 0                 | 0                   | 5,473              |
| 83747. BWOW Design                         | 0                 | 34,680            | (34,680)          | 0                 | 8,525            | 309,155           | 317,680             | (317,680)          |
| 83749. Electrino Waste Storage Shed        | 0                 | 0                 | 0                 | 0                 | 744              | 0                 | 744                 | (744)              |
| 83750. SMART City & Suburbs Grant          | 139,743           | 238,420           | (98,677)          | 34,935            | 31,381           | 35,507            | 66,887              | (31,952)           |
| 83751. Pavilion                            | 0                 | 0                 | 0                 | 0                 | 0                | 0                 | 0                   | 0                  |
| 83753. Phoenix Deck                        | 0                 | 62,000            | (62,000)          | 0                 | 1,400            | 59,991            | 61,391              | (61,391)           |
| 83754. Safer Communities CCTV              | 18,926            | 18,926            | 0                 | 18,926            | 0                | 0                 | 0                   | 18,926             |
| 83755. Charlesworth St Retarding Basin     | 1,500,000         | 1,500,000         | 0                 | 0                 | 0                | 0                 | 0                   | 0                  |
| 83757. Lake Lighting & Fitness Equipment   | 200,000           | 200,000           | 0                 | 0                 | 14,222           | 0                 | 14,222              | (14,222)           |
| 83759. Christmas Decorations               | 200,000           | 200,000           | 0                 | 60,000            | 40,565           | 45,553            | 86,118              | (26,118)           |
| 83760. LED Residential Street Lighting     | 500,000           | 500,000           | 0                 | 0                 | 0                | 0                 | 0                   | 0                  |
| 83761. Bakery Hill                         | 1,000,000         | 1,000,000         | 0                 | 75,000            | 0                | 0                 | 0                   | 75,000             |
| 83762. Town Hall restoration (Ball room)   | 1,000,000         | 1,000,000         | 0                 | 106,000           | 8,590            | 13,700            | 22,290              | 83,710             |
| 83763. Central Library                     | 950,000           | 950,000           | 0                 | 6,000             | 15,414           | 0                 | 15,414              | (9,414)            |
| 83765. Parking Equipment                   | 1,600,000         | 1,600,000         | 0                 | 1,300,000         | 0                | 0                 | 0                   | 1,300,000          |
| 83766. Street Trees & Planting             | 500,000           | 500,000           | 0                 | 0                 | 0                | 0                 | 0                   | 0                  |
| 83767. Recreation Loan Funds               | 10,000,000        | 10,000,000        | 0                 | 245,000           | 0                | 60,411            | 60,411              | 184,590            |
| 83768. Vic Park Soccer & Pravillion        | 0                 | (1,000)           | 1,000             | 0                 | 13,841           | 0                 | 13,841              | (13,841)           |
| 83769. Wendouree West Rec Reserve          | 0                 | (1,000)           | 1,000             | 0                 | 13,841           | 0                 | 13,841              | (13,841)           |
| 83770. Mars Stadium Stage 2                | 0                 | 0                 | 0                 | 0                 | 15,073           | 0                 | 15,073              | (15,073)           |
| 83771. Miners Rest - Land Acquisition      | 1,000,000         | 1,000,000         | 0                 | 0                 | 0                | 0                 | 0                   | 0                  |
| <b>Grand Total</b>                         | <b>80,018,978</b> | <b>80,144,012</b> | <b>(125,034)</b>  | <b>16,860,373</b> | <b>5,521,820</b> | <b>13,916,885</b> | <b>19,438,704</b>   | <b>(2,578,331)</b> |

**Statement of Capital Works**  
**Period Ending 30 September 2019**

|  | Full Year     |               |                | Year to Date  |               |                |
|--|---------------|---------------|----------------|---------------|---------------|----------------|
|  | (\$'000's)    | (\$'000's)    | (\$'000's)     | (\$'000's)    | (\$'000's)    | (\$'000's)     |
|  | Budget        | Forecast      | Var            | Budget        | Actual        | Var            |
| <b>Property</b>                                |               |               |                |               |               |                |
| Land   | 3,914         | 3,914         | 0              | 3,914         | 0             | 3,914          |
| Land improvements                              | 0             | 0             | 0              | 0             | 0             | 0              |
| <b>Total land</b>                              | <b>3,914</b>  | <b>3,914</b>  | <b>0</b>       | <b>3,914</b>  | <b>0</b>      | <b>3,914</b>   |
| <b>Buildings</b>                               |               |               |                |               |               |                |
| Heritage buildings                             | 1,955         | 1,955         | 0              | 409           | 161           | 248            |
| Building improvements                          | 7,229         | 8,196         | (967)          | 2,525         | 3,227         | (702)          |
| Leasehold improvements                         | 0             | 0             | 0              | 0             | 0             | 0              |
| <b>Total buildings</b>                         | <b>9,184</b>  | <b>10,151</b> | <b>(967)</b>   | <b>2,934</b>  | <b>3,388</b>  | <b>(454)</b>   |
| <b>Total property</b>                          | <b>13,098</b> | <b>14,065</b> | <b>(967)</b>   | <b>6,848</b>  | <b>3,388</b>  | <b>3,460</b>   |
| <b>Plant and equipment</b>                     |               |               |                |               |               |                |
| Heritage plant and equipment                   | 0             | 0             | 0              | 0             | 0             | 0              |
| Plant, machinery and equipment                 | 5,270         | 5,190         | 80             | 2,176         | 2,136         | 40             |
| Fixtures, fittings and furniture               | 5             | 40            | (35)           | 5             | 321           | (316)          |
| Computers and telecommunications               | 6,876         | 7,036         | (160)          | 1,690         | 555           | 1,135          |
| Library books                                  | 386           | 386           | 0              | 72            | 65            | 7              |
| <b>Total plant and equipment</b>               | <b>12,537</b> | <b>12,652</b> | <b>(115)</b>   | <b>3,943</b>  | <b>3,077</b>  | <b>866</b>     |
| <b>Infrastructure</b>                          |               |               |                |               |               |                |
| Roads  | 17,845        | 20,072        | (2,227)        | 4,224         | 4,608         | (384)          |
| Bridges  | 301           | 501           | (200)          | 50            | 4             | 46             |
| Footpaths and cycleways                        | 1,253         | 1,253         | 0              | 332           | 312           | 20             |
| Drainage                                       | 2,344         | 2,600         | (256)          | 258           | 997           | (739)          |
| Recreational, leisure and community facilities | 21,575        | 21,648        | (73)           | 1,930         | 4,661         | (2,731)        |
| Waste management                               | 7,061         | 7,158         | (97)           | 1,313         | 98            | 1,215          |
| Parks, open space and streetscapes             | 2,174         | 2,174         | 0              | 532           | 319           | 213            |
| Aerodromes                                     | 0             | 0             | 0              | 0             | 0             | 0              |
| Off street car parks                           | 681           | 681           | 0              | 0             | 98            | (98)           |
| Other infrastructure                           | 6,595         | 6,662         | (67)           | 1,017         | 2,135         | (1,118)        |
| <b>Total infrastructure</b>                    | <b>59,829</b> | <b>62,749</b> | <b>(2,920)</b> | <b>9,656</b>  | <b>13,232</b> | <b>(3,576)</b> |
| <b>Total capital works expenditure</b>         | <b>85,464</b> | <b>89,466</b> | <b>(4,002)</b> | <b>20,447</b> | <b>19,697</b> | <b>750</b>     |
| <b>Represented by:</b>                         |               |               |                |               |               |                |
| New asset expenditure                          | 19,039        | 22,357        | (3,318)        | 7,305         | 3,417         | 3,888          |
| Asset renewal expenditure                      | 49,656        | 50,066        | (410)          | 12,491        | 15,849        | (3,358)        |
| Asset expansion expenditure                    | 2,185         | 2,185         | 0              | 85            | 88            | (3)            |
| Asset upgrade expenditure                      | 14,584        | 14,858        | (274)          | 566           | 343           | 223            |
| <b>Total capital works expenditure</b>         | <b>85,464</b> | <b>89,466</b> | <b>(4,002)</b> | <b>20,447</b> | <b>19,697</b> | <b>750</b>     |

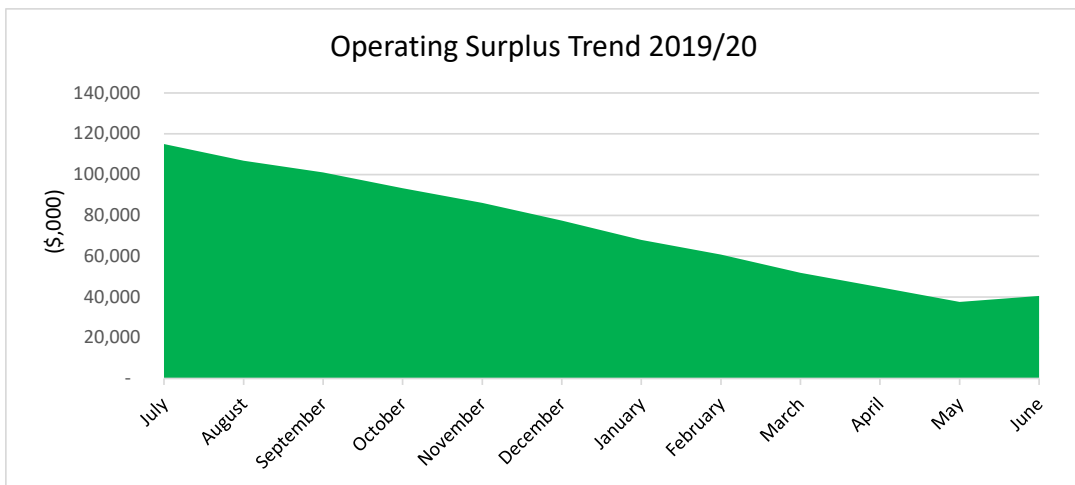
**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| Note                                  | Forecast Var<br>(\$'000's) | Year to Date Var<br>(\$'000's) |
|---------------------------------------|----------------------------|--------------------------------|
| <b>Comprehensive Income Statement</b> |                            |                                |

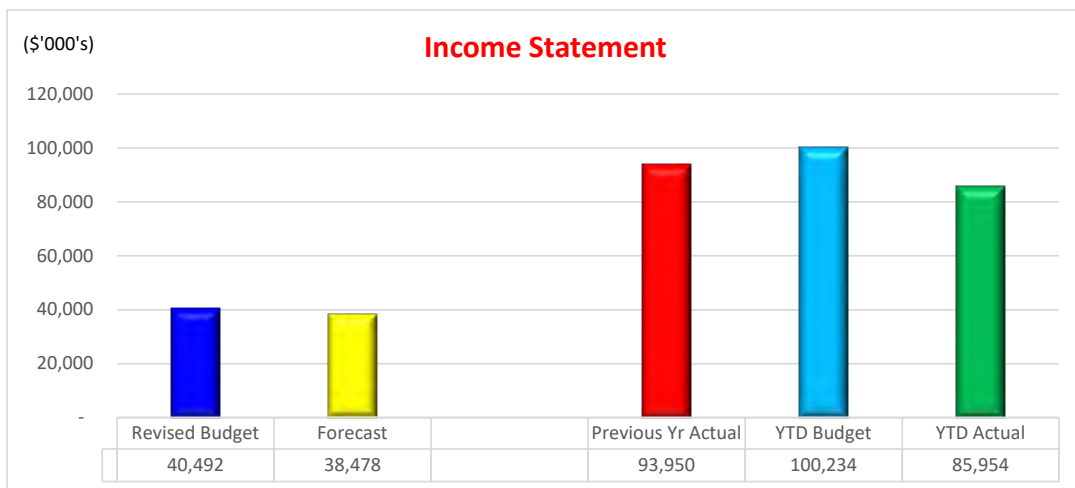
The income statement result provides a summary of the financial impact of providing general services to the community.

**Trend:**

The trend for the operating result of the organisation is to record a significant surplus in the first two months of the financial year, this surplus will then be reduced over the remainder of the financial year. The surplus occurs when general rates are raised. The full amount of the rates is recognised as revenue raised immediately, even though the cash will not be collected immediately. The surplus is then reduced as expenditure is committed during the financial year in the delivery of general services. The following graph illustrates the forecast trend during the financial year.



**Results:**



**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| Note   | Forecast Var<br>(\$'000's) | Year to Date Var<br>(\$'000's) |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
|--|----------------------------|--------------------------------|---------|----|----------------------------------|-----------|--|---------|----------------------|---------|---|--------|---|---------|-------------------------------------|--------|-------------------------------------|--------|-----------------------------------|--------|-----------------------------|--------|
| <b>1 Rates and charges</b>   | <b>0</b>                   | <b>(2,257)</b>                 |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <p><b>Full Year Forecasts:</b><br/>           No issues are predicted at this time.</p> <p><b>Year to Date:</b><br/>           Variation is due to the delay in raising the pension remission claim. Whilst the profile was for the claim to be raised in September this occurred in the first week of October, as such, it is considered there are no issues.</p>   |                            |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <b>2 Statutory fees and fines</b>  | <b>(1)</b>                 | <b>(94)</b>                    |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <p><b>Full Year Forecasts:</b><br/>           No issues are predicted at this time.</p> <p><b>Year to Date:</b><br/>           It is considered there are no issues, the variation can be contributable to timing issues between the expected profile and the actual expenditure</p>   |                            |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <b>3 User Fees</b>   | <b>(36)</b>                | <b>(581)</b>                   |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <p><b>Full Year Forecasts:</b><br/>           No issues are predicted at this time.</p> <p><b>Year to Date:</b><br/>           It is considered there are no issues, the variation can be contributable to timing issues between the expected profile and the actual expenditure</p>   |                            |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <b>4 Grants Operating</b>  | <b>254</b>                 | <b>439</b>                     |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <p><b>Full Year Forecasts:</b><br/>           Forecast has been incorrectly raised against operating where it is to be costed against a contribution to a capital project.</p> <p><b>Year to Date:</b><br/>           The increase in operating grants received to date relates to higher than expected grants commission allocation.</p>  |                            |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <b>5 Grants Capital</b>  | <b>2,995</b>               | <b>(462)</b>                   |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| <p><b>Full Year Forecasts:</b><br/>           Council expects to receive additional funding from the State Government for projects that were indicated during the Election, at budget time these allocations were not confirmed thus were not budgeted for.</p> <p>Listed below are those projects that additional funds are expected to be received:</p> <table border="1"> <thead> <tr> <th style="text-align: left;">Project</th> <th style="text-align: right;">\$</th> </tr> </thead> <tbody> <tr> <td>83453. Federal Blackspot Funding</td> <td style="text-align: right;">1,695,004</td> </tr> <tr> <td>83457. Federal Roads to Recovery Funding</td> <td style="text-align: right;">532,909</td> </tr> <tr> <td>83718. Flood Repairs</td> <td style="text-align: right;">393,695</td> </tr> <tr> <td>83741. White Flat Public Safety Upgrade</td> <td style="text-align: right;">56,316</td> </tr> <tr> <td>83744. Wendouree Childcare Centre Extension</td> <td style="text-align: right;">175,000</td> </tr> <tr> <td>83749. Electrino Waste Storage Shed</td> <td style="text-align: right;">97,000</td> </tr> <tr> <td>83768. Vic Park Soccer &amp; Pravillion</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>83769. Wendouree West Rec Reserve</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>83770. Mars Stadium Stage 2</td> <td style="text-align: right;">15,000</td> </tr> </tbody> </table> |                            |                                | Project | \$ | 83453. Federal Blackspot Funding | 1,695,004 | 83457. Federal Roads to Recovery Funding | 532,909 | 83718. Flood Repairs | 393,695 | 83741. White Flat Public Safety Upgrade | 56,316 | 83744. Wendouree Childcare Centre Extension | 175,000 | 83749. Electrino Waste Storage Shed | 97,000 | 83768. Vic Park Soccer & Pravillion | 15,000 | 83769. Wendouree West Rec Reserve | 15,000 | 83770. Mars Stadium Stage 2 | 15,000 |
| Project  | \$                         |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83453. Federal Blackspot Funding   | 1,695,004                  |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83457. Federal Roads to Recovery Funding   | 532,909                    |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83718. Flood Repairs   | 393,695                    |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83741. White Flat Public Safety Upgrade  | 56,316                     |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83744. Wendouree Childcare Centre Extension  | 175,000                    |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83749. Electrino Waste Storage Shed  | 97,000                     |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83768. Vic Park Soccer & Pravillion  | 15,000                     |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83769. Wendouree West Rec Reserve  | 15,000                     |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |
| 83770. Mars Stadium Stage 2  | 15,000                     |                                |         |    |                                  |           |  |         |                      |         |   |        |   |         |                                     |        |                                     |        |                                   |        |                             |        |

**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| Note   | Forecast Var<br>(\$'000's) | Year to Date Var<br>(\$'000's) |
|--|----------------------------|--------------------------------|
| <p><b>Year to Date:</b><br/> Year to date results are less than budgeted for the period due to Federal Blackspot Funding yet to be received. This is a timing issue and is not expected to have a financial impact by year end.</p>  |                            |                                |
| <b>6 Contributions Monetary</b>  | <b>834</b>                 | <b>(3,288)</b>                 |
| <p><b>Full Year Forecasts:</b><br/> No issues are predicted at this time.</p>  |                            |                                |
| <p><b>Year to Date:</b><br/> The expected reimbursement of funds spent on the Wendouree Sporting Complex have not been received following the</p>  |                            |                                |
| <b>7 Contributions Non Monetary</b>  | <b>0</b>                   | <b>(3,391)</b>                 |
| <p><b>Full Year Forecasts:</b><br/> No issues are predicted at this time.</p>  |                            |                                |
| <p><b>Year to Date:</b><br/> Works in Kind for the Developer Contributions Scheme have not occurred at this point. It is considered a profiling issue as works in kind are taken into account at year end. It is not expected to have a financial impact.</p>                              |                            |                                |
| <b>8 Net Gain/(Loss) on disposal of property</b>   | <b>0</b>                   | <b>811</b>                     |
| <p><b>Full Year Forecasts:</b><br/> No issues are predicted at this time.</p>  |                            |                                |
| <p><b>Year to Date:</b><br/> No issues exist at this time.</p>   |                            |                                |
| <b>9 Other Income</b>  | <b>86</b>                  | <b>343</b>                     |
| <p><b>Full Year Forecasts:</b><br/> No issues are predicted at this time.</p>  |                            |                                |
| <p><b>Year to Date:</b><br/> Variances year to date relate to timing differences between the expected receipt of funds and the actual receipt of those funds.</p>  |                            |                                |
| <b>10 Employee Costs</b>   | <b>253</b>                 | <b>689</b>                     |
| <p><b>Full Year Forecasts:</b><br/> No issues are predicted at this time.</p>  |                            |                                |
| <p><b>Year to Date:</b><br/> The variation year to date is not considered to be material at this point in time.</p>  |                            |                                |
| <b>11 Materials and services</b>   | <b>49</b>                  | <b>(5,041)</b>                 |
| <p><b>Full Year Forecasts:</b><br/> No issues are predicted at this time.</p>  |                            |                                |
| <p><b>Year to Date:</b><br/> The negative variation year to date relates to \$9.5 million in orders written at the end of September. This level of commitment will be reviewed over the coming months however it is not expected that there is a financial risk at this point in time.</p> |                            |                                |

**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| <b>Note</b>  | <b>Forecast Var<br/>(\$'000's)</b> | <b>Year to Date Var<br/>(\$'000's)</b> |
|--|------------------------------------|--|
| <b>12 Bad and doubtful debts</b>   | <b>41</b>                          | <b>129</b>                             |
| <p><b>Full Year Forecasts:</b><br/>           No issues are predicted at this time.</p> <p><b>Year to Date:</b><br/>           No issues exist at this time.</p>   |                                    |  |
| <b>13 Depreciation and amortisation</b>  | <b>(6,483)</b>                     | <b>(1,621)</b>                         |
| <p><b>Full Year Forecasts:</b><br/>           Depreciation amounts will exceed the budget allocations as a direct result of the revaluations of assets that occurred during the year end process for the 2018/19 accounts. Whilst this will deliver a lower than budgeted result, there will no impact on delivery of services.</p> <p><b>Year to Date:</b><br/>           Depreciation amounts have exceeded the budget allocations as a direct result of the revaluations of assets that occurred during the year end process for the 2018/19 accounts. Whilst this will deliver a lower than budgeted result, there will no impact on delivery of services.</p> |                                    |  |
| <b>14 Borrowing Costs</b>  | <b>0</b>                           | <b>(23)</b>                            |
| <p><b>Full Year Forecasts:</b><br/>           No issues are predicted at this time.</p> <p><b>Year to Date:</b><br/>           No issues exist at this time.</p>   |                                    |  |
| <b>15 Other expenses</b>   | <b>(6)</b>                         | <b>67</b>                              |
| <p><b>Full Year Forecasts:</b><br/>           No issues are predicted at this time.</p> <p><b>Year to Date:</b><br/>           No issues exist at this time.</p>   |                                    |  |

**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| Note                        | Forecast Var<br>(\$'000's) | Year to Date Var<br>(\$'000's) |
|-----------------------------|----------------------------|--------------------------------|
| <b>Cash and Investments</b> |                            |                                |

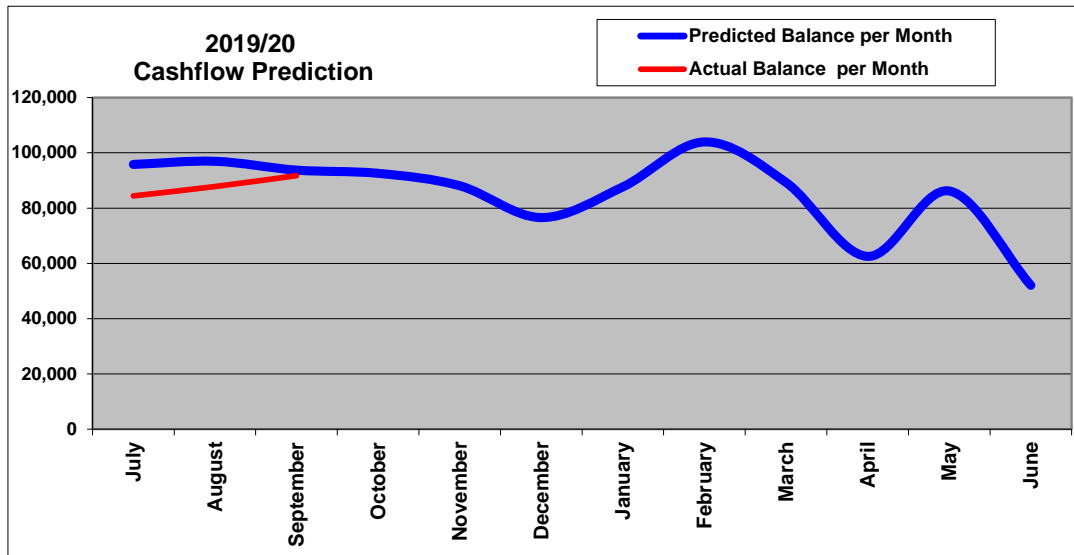
This indicator shows the level of cash held by the organisation at a point in time compared to the budget.

**Trend:**

The trend for cash levels over the first seven (7) months of the financial year is a negative cash flow. This occurs due to the delay in receiving payments of general rates. This is the reason why it is essential to maintain a strong cash balance at the end of June each year which will enable the organisation to deliver projects and services without the need to utilise an overdraft facility.

During the months of January and February there is a positive cashflow due to the payment of the general rates, until the receipt of most of cash from rates, it is expected that there will be a reduction in cash for the period July to January.

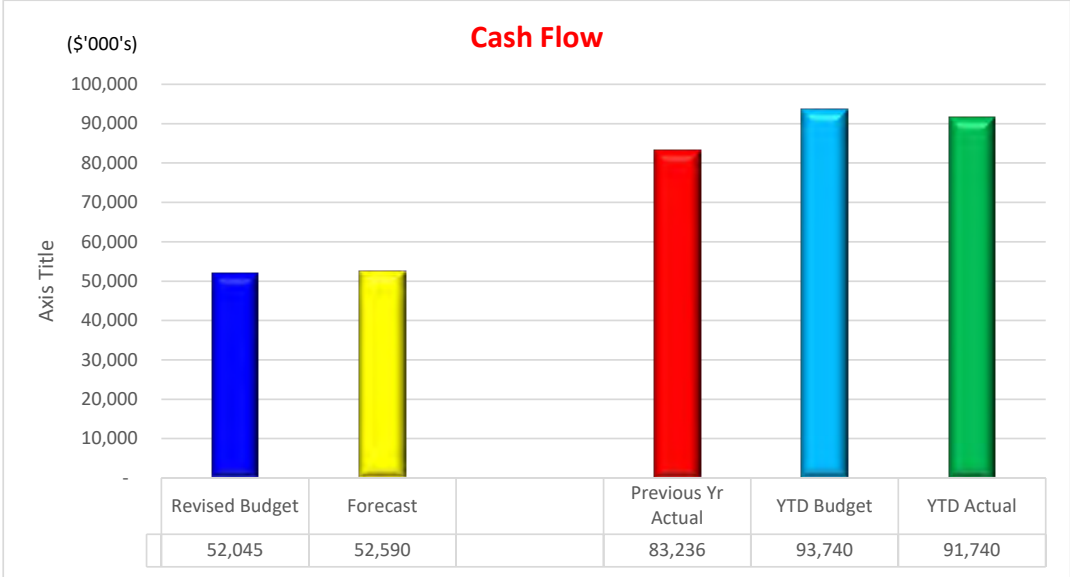
The cashflow trend for the financial year is illustrated below:



**Notes to Financial Statements**  
**Period Ending 30 September 2019**

**Note** **Forecast Var** **Year to Date Var**  
(\$'000's) (\$'000's)

**Results:**



Whilst the result for the 1st quarter is \$2 million less than budget, it is not considered there are any issues at this point in time.



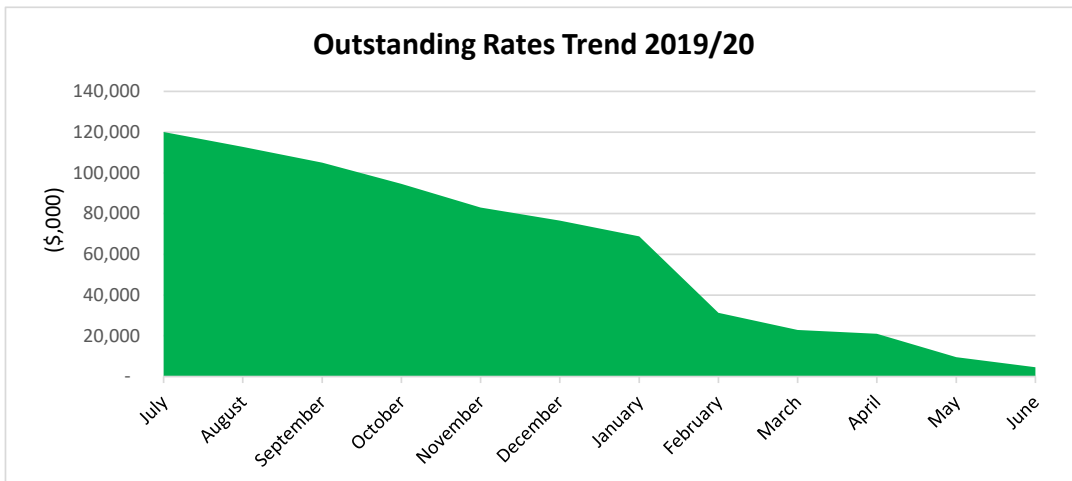
**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| Note                    | Forecast Var<br>(\$'000's) | Year to Date Var<br>(\$'000's) |
|-------------------------|----------------------------|--------------------------------|
| <b>Rate Receivables</b> |                            |                                |

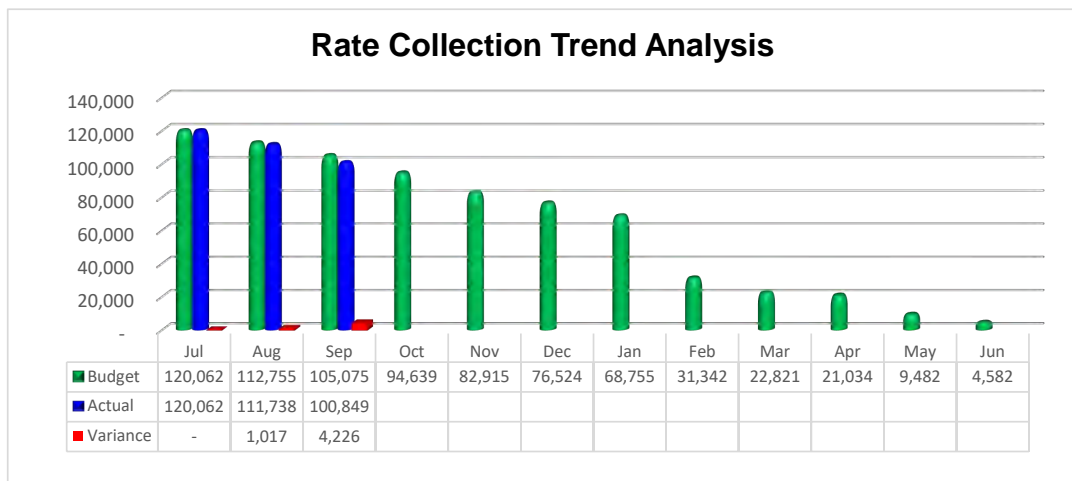
This indicator shows the level of money owed to the organisation from rates.

**Trend:**

The biggest influence on the trend for the collection of outstanding monies owed to the organisation is the payment of general rates. As the main payment date for general rates is not until February, the reduction of the outstanding debt is slow over the first seven (7) months of the financial year. During the month of February there is a dramatic reduction in the outstanding balance as this month is the due date for general rates.



**Result:**



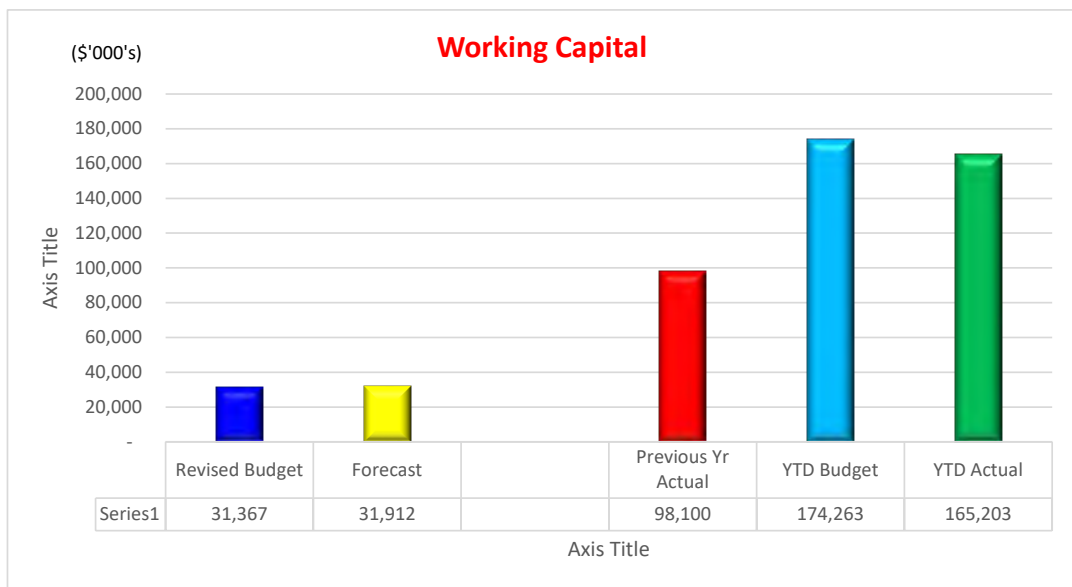
**Notes to Financial Statements**  
**Period Ending 30 September 2019**

**Note**

**Forecast Var (\$'000's)**      **Year to Date Var (\$'000's)**

For the period ending 30 September 2019, an additional \$4.226 has been collected compared to the budget. Rates were issued earlier than previous years which results in a better collection rate in the early months. This trend only indicates that funds have been received in advance but has no bearing on whether the collections rates at year end will differ from that of the budget.

**Working Capital**



Working capital is lower than budget principally due to the lower levels of cash recorded for the period.

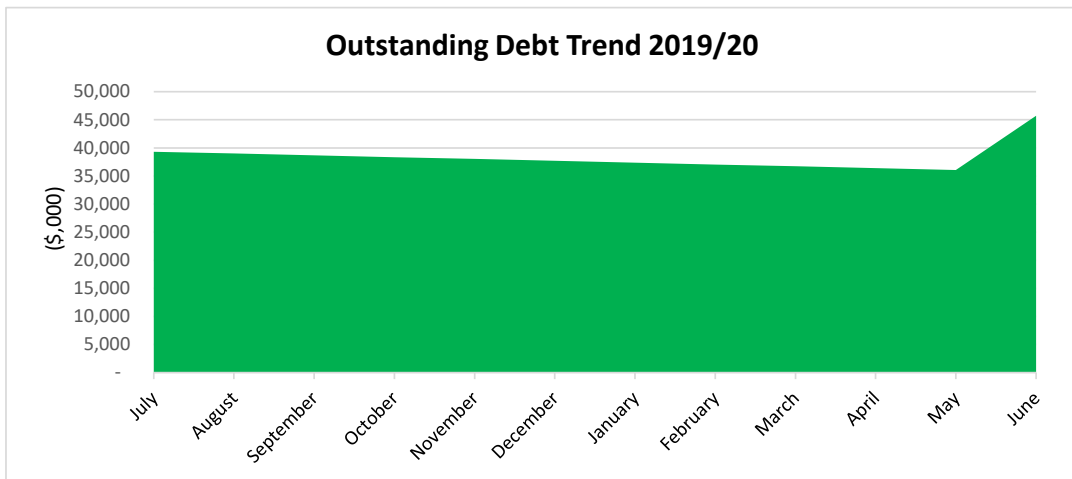
**Notes to Financial Statements**  
**Period Ending 30 September 2019**

| Note               | Forecast Var<br>(\$'000's) | Year to Date Var<br>(\$'000's) |
|--------------------|----------------------------|--------------------------------|
| <b>Debt Levels</b> |                            |                                |

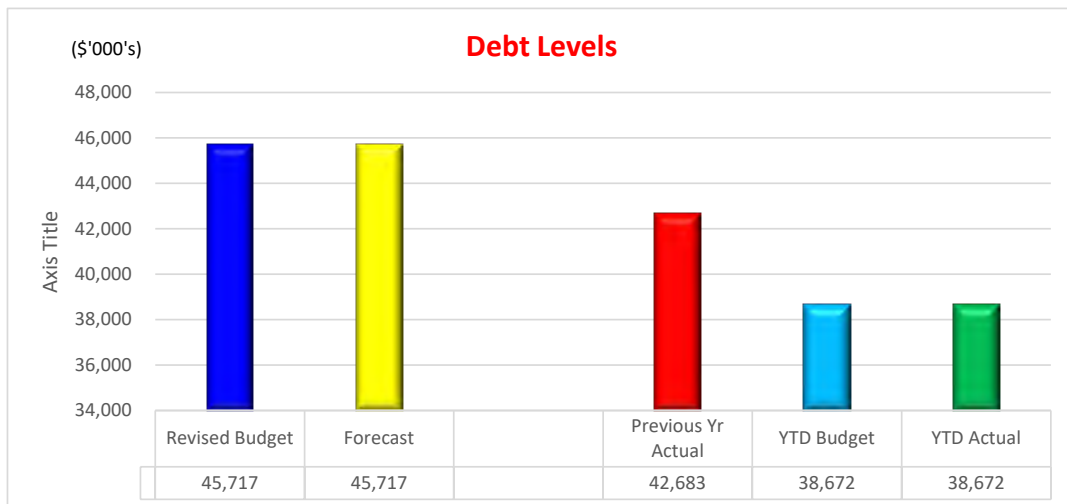
This indicator shows the level of debt owed by the City of Ballarat.

**Trend:**

The trend for the level of debt owed by the City of Ballarat will see a gradual decline in debt, (more than the budget) until May where the refinancing of the debt will occur.



**Result:**

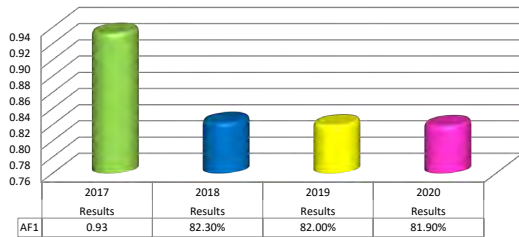


# **City of Ballarat**

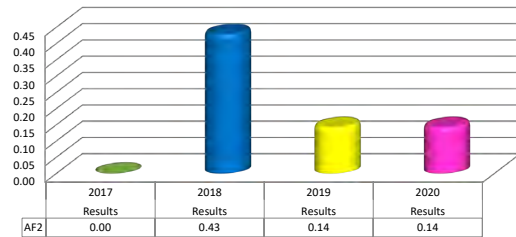
## **Performance Statement Report** For the Period Ended 30 September 2019

## SERVICE PERFORMANCE INDICATORS - AQUATIC FACILITIES

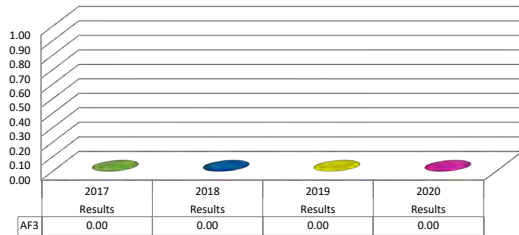
### User Satisfaction with Aquatic Facilities



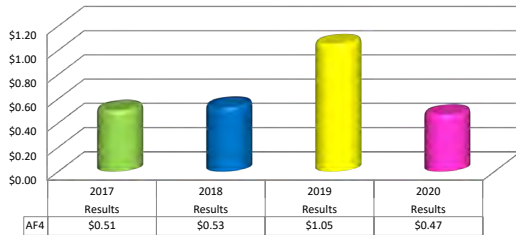
### Health Inspections of Aquatic Facilities



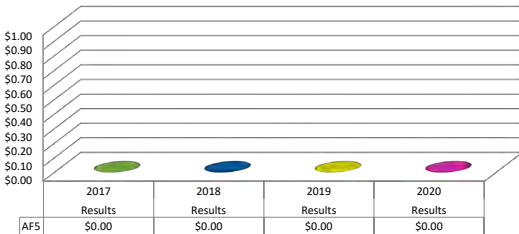
### Reportable Safety Incidents at Aquatic Facilities



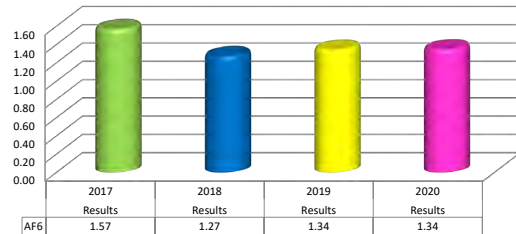
### Cost of Indoor Aquatic Facilities



### Cost of Outdoor Aquatic Facilities



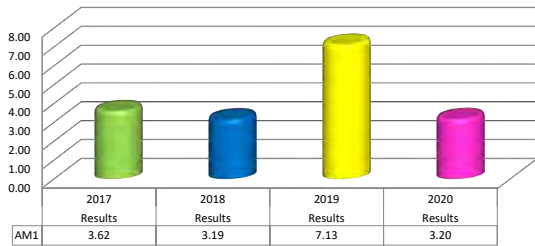
### Utilisation of Aquatic Facilities



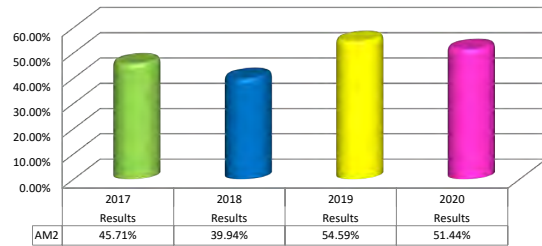
| Service Performance Indicators  | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments   |
|---|--------------|--------------|--------------|--------------|--|
| <b>Satisfaction</b><br>AF1 <i>User satisfaction with aquatic facilities (optional)</i><br>[User satisfaction with how council has performed on provision of aquatic facilities]                   | 0.93         | 82.30%       | 82.00%       | 81.90%       | In the 2018FY, the question was added to our annual satisfaction survey, whereas prior results have come from internal Aquatic Centre membership surveys. Due to this change, this indicator now represents a more accurate cross section of the community, as members are more inclined to be satisfied with the service. |
| <b>Service standard</b><br>AF2 <i>Health inspections of aquatic facilities</i><br>[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities] | 0.00         | 0.43         | 0.14         | 0.14         |  |
| <b>Health and Safety</b><br>AF3 <i>Reportable safety incidents at aquatic facilities</i><br>[Number of WorkSafe reportable aquatic facility safety incidents]                                     | 0.00         | 0.00         | 0.00         | 0.00         |  |
| <b>Service cost</b><br>AF4 <i>Cost of indoor aquatic facilities</i><br>[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]            | \$0.51       | \$0.53       | \$1.05       | \$0.47       |  |
| <b>Service Cost</b><br>AF5 <i>Cost of outdoor aquatic facilities</i><br>[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]         | \$0.00       | \$0.00       | \$0.00       | \$0.00       |  |
| <b>Utilisation</b><br>AF6 <i>Utilisation of aquatic facilities</i><br>[Number of visits to aquatic facilities / Municipal population]   | 1.57         | 1.27         | 1.34         | 1.34         | Despite the many changes that have occurred across our aquatic facilities (such as taking back the management of the Ballarat Aquatic and Lifestyle Centre in September 2015, realigning software to get accurate results and the discontinuation of some services) this indicator has remained very consistent.           |

## SERVICE PERFORMANCE INDICATORS - ANIMAL MANAGEMENT

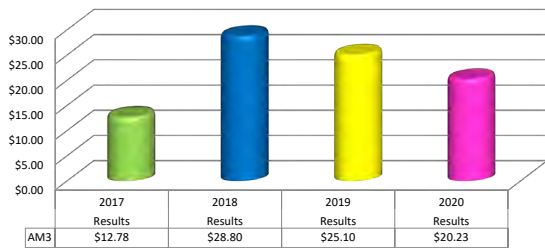
### Time Taken to Action Animal Management Requests



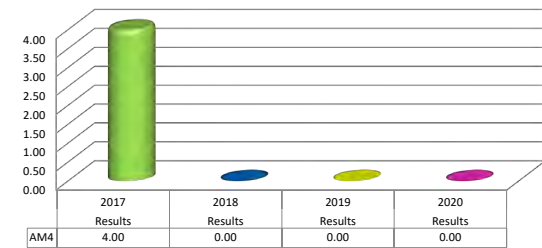
### Animals Reclaimed



### Cost of Animal Management Service

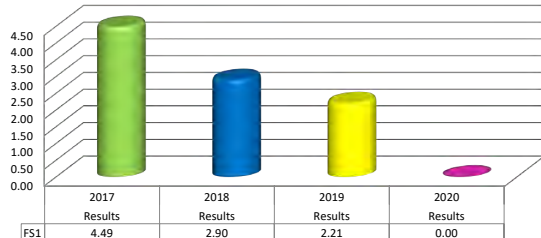
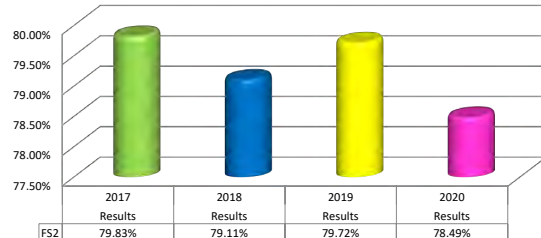
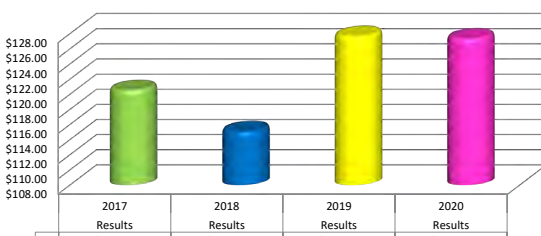
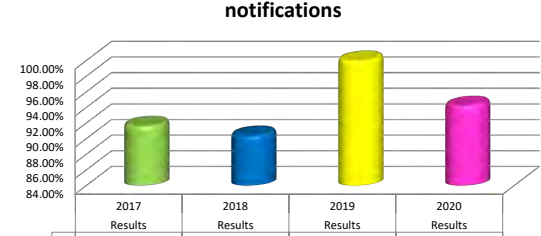


### Animal Management Prosecutions



| Service Performance Indicators   | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments   |
|--|--------------|--------------|--------------|--------------|--|
| <b>Timeliness</b>  |              |              |              |              |  |
| AM1 <i>Time taken to action animal management requests</i><br><br>[Number of days between receipt and first response action for all animal management requests / Number of animal management requests] | 3.62         | 3.19         | 7.13         | 3.20         | The increasing trend for 2019FY is mainly due to operator error and the requests not being actioned in pathway when completed. Council is currently undertaking a review to ensure that this actioned when completed going forward. In addition, City of Ballarat has had to deal with a few complex matters surrounding dog attacks and staff shortages which has delayed response times. |
| <b>Service standard</b>  |              |              |              |              |  |
| AM2 <i>Animals reclaimed</i><br><br>[Number of animals reclaimed / Number of animals collected] x100   | 45.71%       | 39.94%       | 54.59%       | 51.44%       | In September 2017, the City of Ballarat resumed management of the Ballarat Animal Shelter from the RSPCA, which has resulted in more accurate recording of animals going in and out of the shelter. In addition, our opening hours are longer which has also seen an increase in reclaimed animals. This trend has continued in the 2019FY.  |
| <b>Service cost</b>  |              |              |              |              |  |
| AM3 <i>Cost of animal management service</i><br><br>[Direct cost of the animal management service / Number of registered animals]  | \$12.78      | \$28.80      | \$25.10      | \$20.23      | In September 2017, the City of Ballarat resumed management of the Ballarat Animal Shelter from the RSPCA, which have resulted in higher costs. However, we are receiving increased income (which this indicator doesn't take into account) to cover some of these costs. The cost of operation has dropped in the 2019FY due to settling down processes at the Animal Shelter.             |
| <b>Health and safety</b>   |              |              |              |              |  |
| AM4 <i>Animal management prosecutions</i><br>[Number of successful animal management prosecutions]   | 4.00         | 0.00         | 0.00         | 0.00         |  |

## SERVICE PERFORMANCE INDICATORS - FOOD SAFETY

| Time taken to action food complaints   |  | Food safety assessments |              |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
|--|--|-------------------------|--------------|--------------|--------------|--|---------|---------|----------|----------|----------|----------|--|------|------|------|------|---------|---------|---------|---------|--------|--------|---------|--------|
|  <table border="1" style="margin-top: 5px; width: 100%; text-align: center;"> <tr> <td>2017</td> <td>2018</td> <td>2019</td> <td>2020</td> </tr> <tr> <td>Results</td> <td>Results</td> <td>Results</td> <td>Results</td> </tr> <tr> <td>4.49</td> <td>2.90</td> <td>2.21</td> <td>0.00</td> </tr> </table>                 | 2017   | 2018                    | 2019         | 2020         | Results      | Results  | Results | Results | 4.49     | 2.90     | 2.21     | 0.00     |  <table border="1" style="margin-top: 5px; width: 100%; text-align: center;"> <tr> <td>2017</td> <td>2018</td> <td>2019</td> <td>2020</td> </tr> <tr> <td>Results</td> <td>Results</td> <td>Results</td> <td>Results</td> </tr> <tr> <td>79.83%</td> <td>79.11%</td> <td>79.72%</td> <td>78.49%</td> </tr> </table>  | 2017 | 2018 | 2019 | 2020 | Results | Results | Results | Results | 79.83% | 79.11% | 79.72%  | 78.49% |
| 2017   | 2018   | 2019                    | 2020         |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| Results  | Results  | Results                 | Results      |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| 4.49   | 2.90   | 2.21                    | 0.00         |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| 2017   | 2018   | 2019                    | 2020         |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| Results  | Results  | Results                 | Results      |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| 79.83%   | 79.11%   | 79.72%                  | 78.49%       |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
|  <table border="1" style="margin-top: 5px; width: 100%; text-align: center;"> <tr> <td>2017</td> <td>2018</td> <td>2019</td> <td>2020</td> </tr> <tr> <td>Results</td> <td>Results</td> <td>Results</td> <td>Results</td> </tr> <tr> <td>\$120.53</td> <td>\$115.13</td> <td>\$127.68</td> <td>\$127.36</td> </tr> </table> | 2017   | 2018                    | 2019         | 2020         | Results      | Results  | Results | Results | \$120.53 | \$115.13 | \$127.68 | \$127.36 |  <table border="1" style="margin-top: 5px; width: 100%; text-align: center;"> <tr> <td>2017</td> <td>2018</td> <td>2019</td> <td>2020</td> </tr> <tr> <td>Results</td> <td>Results</td> <td>Results</td> <td>Results</td> </tr> <tr> <td>91.67%</td> <td>90.40%</td> <td>100.00%</td> <td>94.20%</td> </tr> </table> | 2017 | 2018 | 2019 | 2020 | Results | Results | Results | Results | 91.67% | 90.40% | 100.00% | 94.20% |
| 2017   | 2018   | 2019                    | 2020         |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| Results  | Results  | Results                 | Results      |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| \$120.53   | \$115.13   | \$127.68                | \$127.36     |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| 2017   | 2018   | 2019                    | 2020         |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| Results  | Results  | Results                 | Results      |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| 91.67%   | 90.40%   | 100.00%                 | 94.20%       |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| Service Performance Indicators   |  | Results 2017            | Results 2018 | Results 2019 | Results 2020 | Comments   |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| <i>Timeliness</i>  |  |                         |              |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| FS1  | <i>Time taken to action food complaints</i><br><br>[Number of days between receipt and first response action for all food complaints / Number of food complaints]  | 4.49                    | 2.90         | 2.21         | 0.00         | Due to an error in the data file we were not able to produce the results for this quarter. |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| <i>Service standard</i>  |  |                         |              |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| FS2  | <i>Food safety assessments</i><br><br>[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100 | 79.83%                  | 79.11%       | 79.72%       | 78.49%       |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| <i>Service cost</i>  |  |                         |              |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| FS3  | <i>Cost of food safety service</i><br><br>[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]   | \$120.53                | \$115.13     | \$127.68     | \$127.36     |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| <i>Health and safety</i>   |  |                         |              |              |              |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |
| FS4  | <i>Critical and major non-compliance outcome notifications</i><br><br>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100                           | 91.67%                  | 90.40%       | 100.00%      | 94.20%       |  |         |         |          |          |          |          |  |      |      |      |      |         |         |         |         |        |        |         |        |

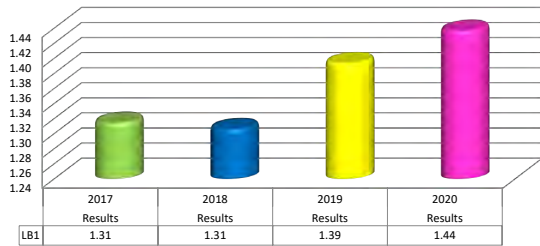
## SERVICE PERFORMANCE INDICATORS - GOVERNANCE

| Service Performance Indicators  | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments  |
|---|--------------|--------------|--------------|--------------|---|
| <p><b>Transparency</b></p> <p>G1 <i>Council decisions made at meetings closed to the public</i></p> <p>[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100</p> | 14.95%       | 12.40%       | 24.79%       | 19.32%       | Since mid 2016FY, the increase in resolutions made at meetings closed to the public is due to more contracts requiring approval by Council. As of the 01/01/2019 a contracts committee has been put in place therefore requiring less contracts needing to go to council. In November 2018, the meeting procedures changed to allow Councillors to pass multiple reports in one "block" therefore only using one resolution. We have utilised this since November 2018 for public related resolutions, therefore leading to an increase in this indicator. The City of Ballarat has actually had less resolutions made in camera in the 2019FY (68) compared to the 2018FY (76) which highlights the effect the new "block" resolutions is having on the figures. |
| <p><b>Consultation and engagement</b></p> <p>G2 <i>Satisfaction with community consultation and engagement</i></p> <p>Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement</p>  | 53.80        | 58.00        | 58.90        | 59.40        |   |
| <p><b>Attendance</b></p> <p>G3 <i>Councillor attendance at council meetings</i></p> <p>[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100</p>  | 90.74%       | 90.74%       | 91.11%       | 97.22%       |   |
| <p><b>Service cost</b></p> <p>G4 <i>Cost of governance</i></p> <p>[Direct cost of the governance service / Number of Councillors elected at the last Council general election]</p>  | \$10,322.54  | \$11,792.75  | \$11,052.28  | \$11,535.70  |   |
| <p><b>Satisfaction</b></p> <p>G5 <i>Satisfaction with council decisions</i></p> <p>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>   | 51.00        | 56.50        | 55.00        | 55.70        |   |



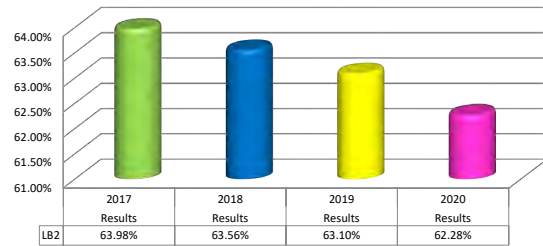
## SERVICE PERFORMANCE INDICATORS - LIBRARIES

### Library collection usage



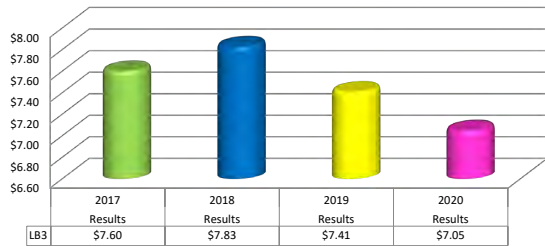
LB1

### Standard of library collection



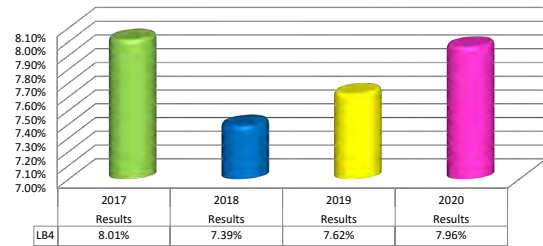
LB2

### Cost of library service



LB3

### Active library members



LB4

| Service Performance Indicators  | Results<br>2017 | Results<br>2018 | Results<br>2019 | Results<br>2020 | Comments |
|---|-----------------|-----------------|-----------------|-----------------|----------|
| <b>Utilisation</b><br>LB1 <i>Library collection usage</i><br>[Number of library collection item loans / Number of library collection items]   | 1.31            | 1.31            | 1.39            | 1.44            |          |
| <b>Resource standard</b><br>LB2 <i>Standard of library collection</i><br>[Number of library collection items purchased in the last 5 years / Number of library collection items] x100 | 63.98%          | 63.56%          | 63.10%          | 62.28%          |          |
| <b>Service cost</b><br>LB3 <i>Cost of library service</i><br>[Direct cost of the library service / Number of visits]  | \$7.60          | \$7.83          | \$7.41          | \$7.05          |          |
| <b>Participation</b><br>LB4 <i>Active library members</i><br><br>[Number of active library members / Municipal population] x100   | 8.01%           | 7.39%           | 7.62%           | 7.96%           |          |

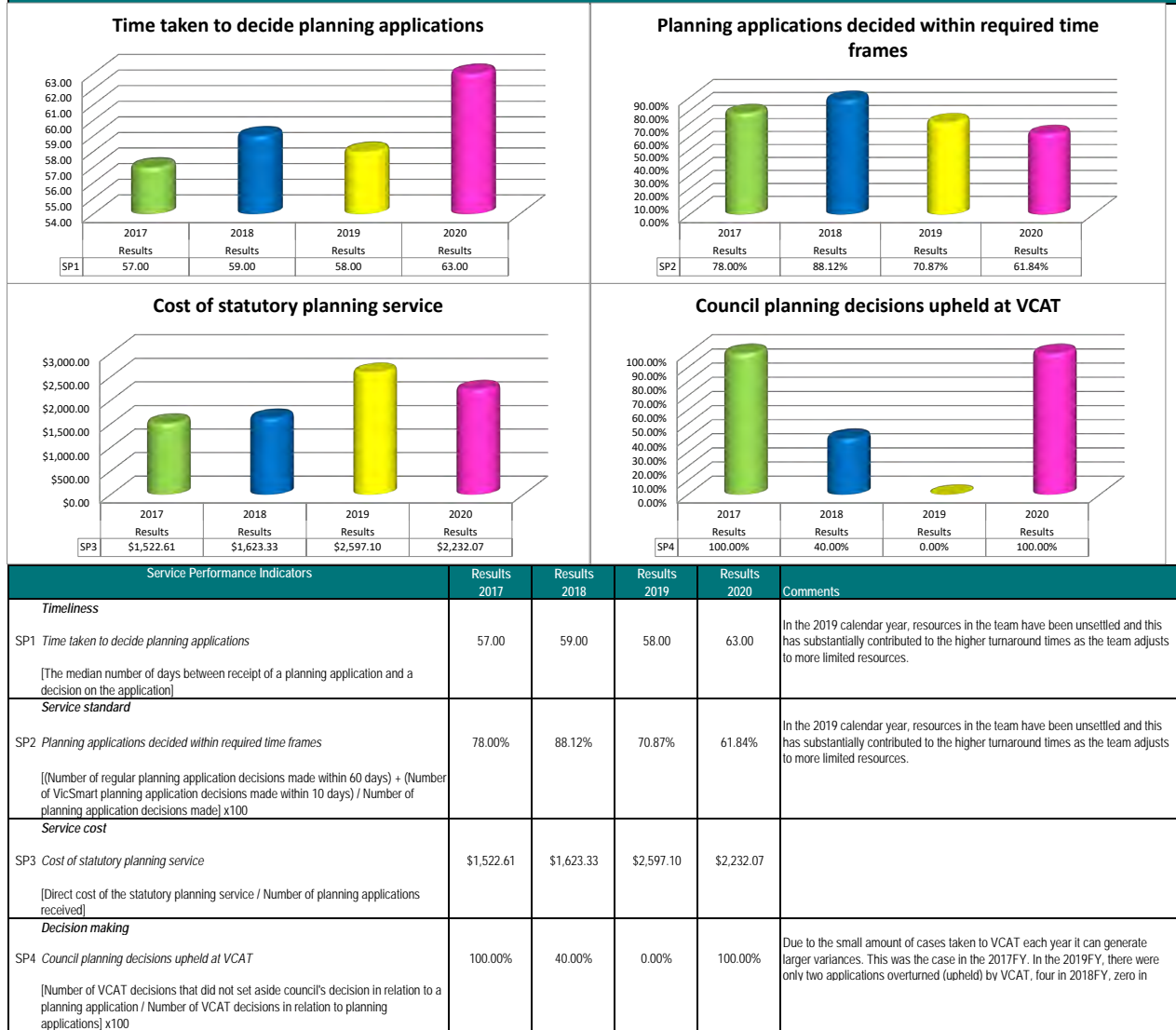
## SERVICE PERFORMANCE INDICATORS - MATERNAL & CHILD HEALTH (MCH)

| Service Performance Indicators  |  | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments  |
|---|--|--------------|--------------|--------------|--------------|---|
| <b>Satisfaction</b><br>MC1 <i>Participation in first MCH home visit</i><br>[(Number of first MCH home visits / Number of birth notifications received) x100]  |  | 111.91%      | 97.05%       | 95.90%       | 97.03%       |   |
| <b>Service standard</b><br>MC2 <i>Infant enrolments in the MCH service</i><br>[(Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received) x100]                                       |  | 99.64%       | 102.06%      | 102.52%      | 101.19%      |   |
| <b>Service cost</b><br>MC3 <i>Cost of the MCH service</i><br>[(Cost of the MCH service / Hours worked by MCH nurses)]   |  | \$70.48      | \$83.82      | \$82.14      | \$84.91      |   |
| <b>Participation</b><br>MC4 <i>Participation in the MCH service</i><br>[(Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service) x100]  |  | 47.35%       | 44.53%       | 43.33%       | 44.95%       |   |
| <b>Participation</b><br>MC5 <i>Participation in the MCH service by Aboriginal children</i><br>[(Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service) x100] |  | 24.82%       | 23.19%       | 34.29%       | 41.88%       | The lower percentages in the participation of Aboriginal children in the MCH service, is due to the fact that the local Aboriginal co-operative runs a similar MCH service. They can access both services or choose either one of these services. Ballarat City Council still by law receive every birth notification however, we have a lower intake of the MCH program due to some people choosing the local Aboriginal co-operative MCH program only. However, the Ballarat City Council have seen a significant increase in participation in the last financial year. |

## SERVICE PERFORMANCE INDICATORS - ROADS

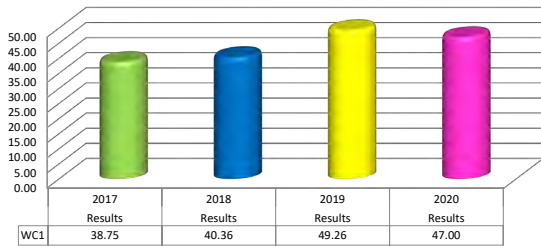
| Sealed local road requests     |  | Sealed local roads maintained to condition standards |  |              |              |              |              |   |
|--------------------------------|--|--|--|--------------|--------------|--------------|--------------|---|
|                                |  |  |  |              |              |              |              |   |
| R1                             | R2   |  |  |              |              |              |              |   |
|                                |  |  |  |              |              |              |              |   |
| R3                             | R4   |  |  |              |              |              |              |   |
|                                |  |  |  |              |              |              |              |   |
| R5                             |  |  |  |              |              |              |              |   |
| Service Performance Indicators |  |  |  | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments  |
| <i>Satisfaction of use</i>     |  |  |  |              |              |              |              |   |
| R1                             | Sealed local road requests   |  |  | 24.17        | 18.46        | 16.92        | 24.00        | In the 2017FY, the City of Ballarat experienced a wetter than normal start to the financial year, which led to more road deterioration (e.g. potholes) and in turn led to more requests. The variances across the years are based on the weather conditions that have taken place during the years. |
|                                | [Number of sealed local road requests / Kilometres of sealed local roads ] x100  |  |  |              |              |              |              |   |
| <i>Condition</i>               |  |  |  |              |              |              |              |   |
| R2                             | Sealed local roads maintained to condition standards   |  |  | 99.67%       | 99.77%       | 99.77%       | 99.78%       |   |
|                                | [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100 |  |  |              |              |              |              |   |
| <i>Service cost</i>            |  |  |  |              |              |              |              |   |
| R3                             | Cost of sealed local road reconstruction   |  |  | \$0.00       | \$0.00       | \$127.02     | \$2,728.53   | The significant increase is due to the extreme complexity of works being undertaken. This figure will reduce over the coming year.  |
|                                | [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]                                    |  |  |              |              |              |              |   |
| R4                             | Cost of sealed local road resealing  |  |  | \$0.00       | \$0.00       | \$0.00       | \$0.00       | No resealing jobs had been completed by the end of September  |
|                                | [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]  |  |  |              |              |              |              |   |
| <i>Satisfaction</i>            |  |  |  |              |              |              |              |   |
| R5                             | Satisfaction with sealed local roads   |  |  | 58.90        | 57.10        | 58.60        | 58.70        |   |
|                                | [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]                         |  |  |              |              |              |              |   |

## SERVICE PERFORMANCE INDICATORS - STATUTORY PLANNING



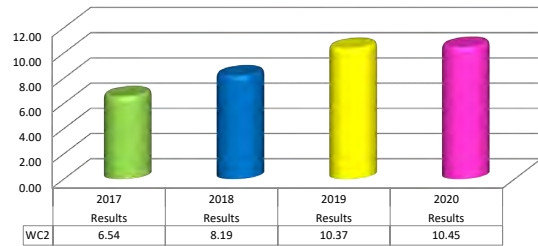
## SERVICE PERFORMANCE INDICATORS - WASTE COLLECTION

**Kerbside bin collection requests**



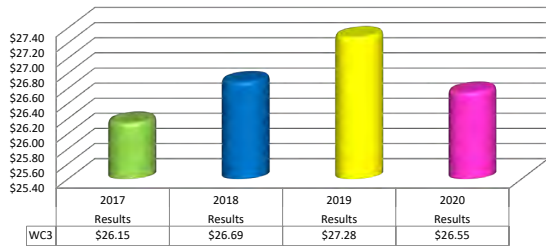
WC1

**Kerbside collection bins missed**



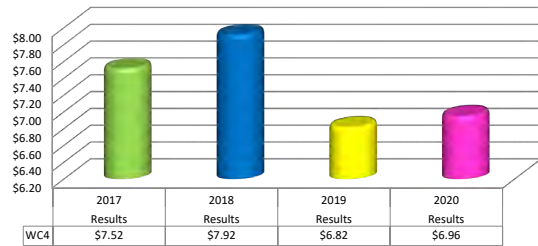
WC2

**Cost of kerbside garbage bin collection service**



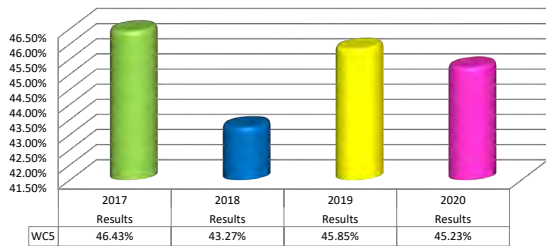
WC3

**Cost of kerbside recyclables collection service**



WC4

**Kerbside collection waste diverted from landfill**



WC5

| Service Performance Indicators  | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments |
|---|--------------|--------------|--------------|--------------|----------|
| <i>Satisfaction</i>   |              |              |              |              |          |
| WC1 Kerbside bin collection requests<br><br>[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000   | 38.75        | 40.36        | 49.26        | 47.00        |          |
| <i>Service standard</i>   |              |              |              |              |          |
| WC2 Kerbside collection bins missed<br><br>[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000                            | 6.54         | 8.19         | 10.37        | 10.45        |          |
| <i>Service cost</i>   |              |              |              |              |          |
| WC3 Cost of kerbside garbage bin collection service<br>[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]  | \$26.15      | \$26.69      | \$27.28      | \$26.55      |          |
| <i>Service cost</i>   |              |              |              |              |          |
| WC4 Cost of kerbside recyclables collection service<br>[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]  | \$7.52       | \$7.92       | \$6.82       | \$6.96       |          |
| <i>Waste diversion</i>  |              |              |              |              |          |
| WC5 Kerbside collection waste diverted from landfill<br><br>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100 | 46.43%       | 43.27%       | 45.85%       | 45.23%       |          |

## SERVICE PERFORMANCE INDICATORS - IMMUNISATIONS

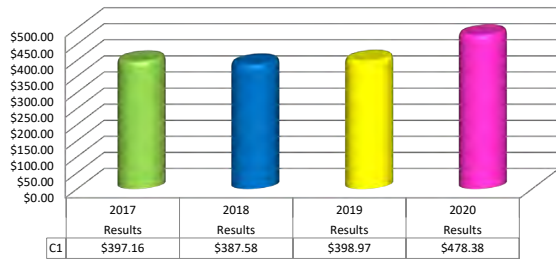
| Service Performance Indicators |   | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments |
|--------------------------------|---|--------------|--------------|--------------|--------------|----------|
| 11                             | <b>Satisfaction</b><br>User satisfaction with immunisation service<br>[User satisfaction with how council has performed on provision of children immunisation service]                  | 0.00         | 0.00         | 0.00         | 0.00         |          |
| 12                             | <b>Service standard</b><br>Vaccination of children by council<br>[Percentage of children fully vaccinated by council]   | 49.89%       | 0.00%        | 0.00%        | 0.00%        |          |
| 13                             | <b>Service standard</b><br>Return of consent cards by secondary school children<br>[Number of secondary school consent cards returned / Total number of secondary school children] x100 | 0.00%        | 0.00%        | 0.00%        | 0.00%        |          |
| 14                             | <b>Service cost</b><br>Cost of immunisation service<br>[Direct cost of immunisation service / Total number of vaccinations]   | \$17.66      | \$17.06      | \$42.56      | \$0.00       |          |
| 15                             | <b>Participation</b><br>Vaccination of children<br>[Percentage of children who are fully vaccinated in each age group]  | 94.47%       | 95.91%       | 95.70%       | 0.00%        |          |
| 16                             | <b>Participation</b><br>Vaccination of secondary school children<br>[Number of secondary school children fully vaccinated by council / Total number of secondary school children] x100  | 0.00%        | 0.00%        | 0.00%        | 0.00%        |          |

## SERVICE PERFORMANCE INDICATORS - SPORTS GROUNDS

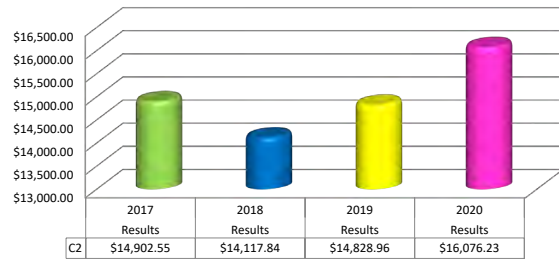


## SUSTAINABLE CAPACITY INDICATORS

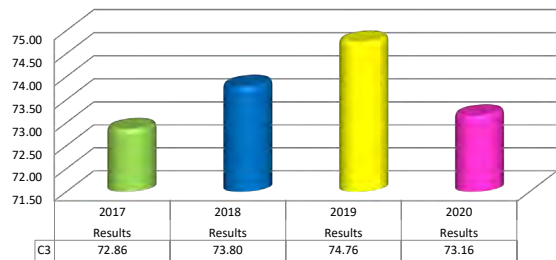
**Expenses per head of municipal population**



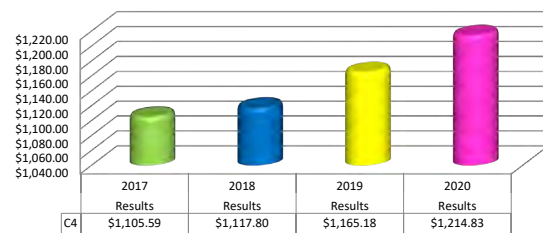
**Infrastructure per head of municipal population**



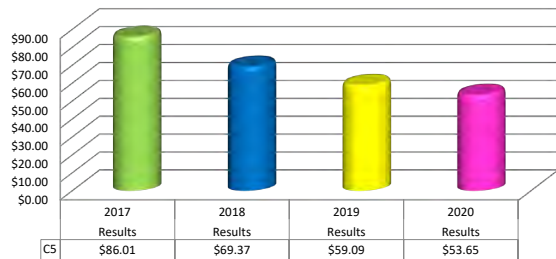
**Population density per length of road**



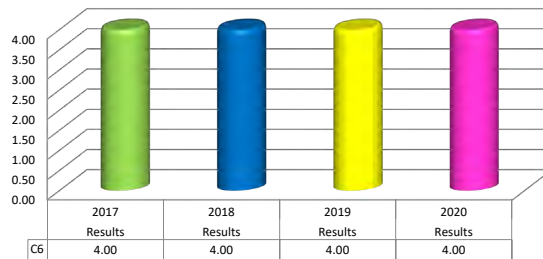
**Own-source revenue per head of municipal population**



**Recurrent grants per head of municipal population**



**Relative Socio-Economic Disadvantage**

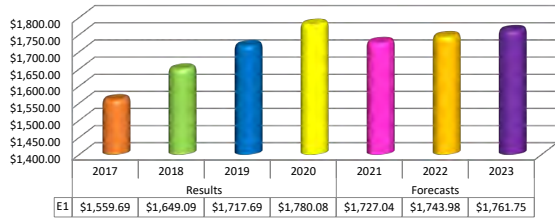


| Sustainable Capacity Indicators   | Results 2017 | Results 2018 | Results 2019 | Results 2020 | Comments |
|---|--------------|--------------|--------------|--------------|----------|
| <b>Population</b>   |              |              |              |              |          |
| C1 Expenses per head of municipal population<br><i>[Total expenses / Municipal population]</i>                | \$397.16     | \$387.58     | \$398.97     | \$478.38     |          |
| <b>Population</b>   |              |              |              |              |          |
| C2 Infrastructure per head of municipal population<br><i>[Value of infrastructure / Municipal population]</i> | \$14,902.55  | \$14,117.84  | \$14,828.96  | \$16,076.23  |          |
| <b>Population</b>   |              |              |              |              |          |
| C3 Population density per length of road<br><i>[Municipal population / Kilometres of local roads]</i>         | 72.86        | 73.80        | 74.76        | 73.16        |          |
| <b>Own-source revenue</b>   |              |              |              |              |          |
| C4 Own-source revenue per head of municipal population<br><i>[Own-source revenue / Municipal population]</i>  | \$1,105.59   | \$1,117.80   | \$1,165.18   | \$1,214.83   |          |
| <b>Recurrent grants</b>   |              |              |              |              |          |
| C5 Recurrent grants per head of municipal population<br><i>[Recurrent grants / Municipal population]</i>      | \$86.01      | \$69.37      | \$59.09      | \$53.65      |          |
| <b>Disadvantage</b>   |              |              |              |              |          |
| C6 Relative Socio-Economic Disadvantage<br><i>[Index of Relative Socio-Economic Disadvantage by decile]</i>   | 4.00         | 4.00         | 4.00         | 4.00         |          |

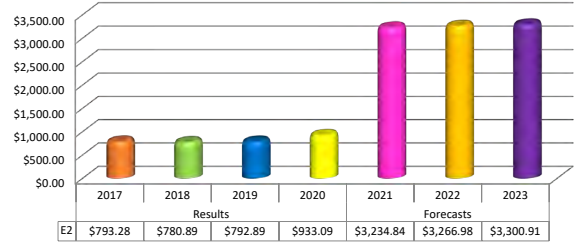


## FINANCIAL PERFORMANCE INDICATORS - EFFICIENCY

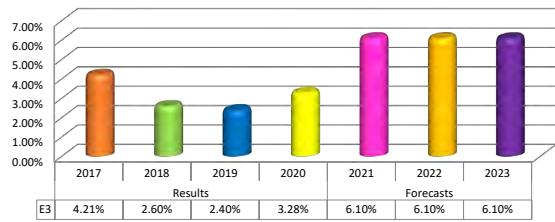
**Average residential rate per residential property assessment**



**Expenses per property assessment**



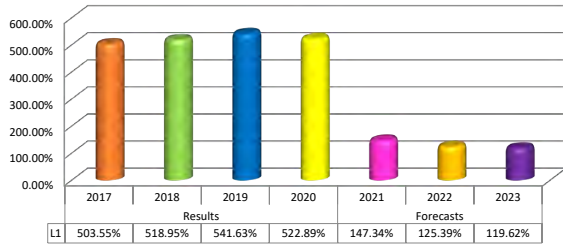
**Resignations and terminations compared to average staff**



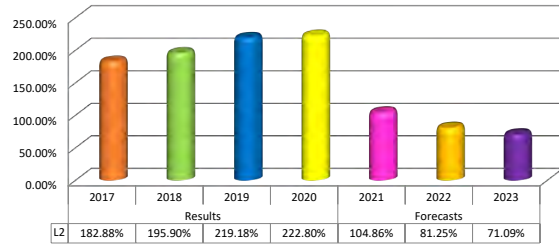
| Financial Performance Indicators   | Results    |            |            |            | Forecasts  |            |            | Comments |
|--|------------|------------|------------|------------|------------|------------|------------|----------|
|  | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       | 2023       |          |
| <b>Revenue level</b>   |            |            |            |            |            |            |            |          |
| E1 Average residential rate per residential property assessment<br><i>[Residential rate revenue / Number of residential property assessments]</i>  | \$1,559.69 | \$1,649.09 | \$1,717.69 | \$1,780.08 | \$1,727.04 | \$1,743.98 | \$1,761.75 |          |
| <b>Expenditure level</b>   |            |            |            |            |            |            |            |          |
| E2 Expenses per property assessment<br><i>[Total expenses / Number of property assessments]</i>  | \$793.28   | \$780.89   | \$792.89   | \$933.09   | \$3,234.84 | \$3,266.98 | \$3,300.91 |          |
| <b>Workforce turnover</b>  |            |            |            |            |            |            |            |          |
| E3 Resignations and terminations compared to average staff<br><i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100</i> | 4.21%      | 2.60%      | 2.40%      | 3.28%      | 6.10%      | 6.10%      | 6.10%      |          |

## FINANCIAL PERFORMANCE INDICATORS - LIQUIDITY

### Current assets compared to current liabilities



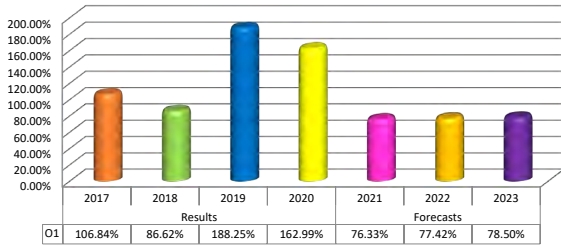
### Unrestricted cash compared to current liabilities



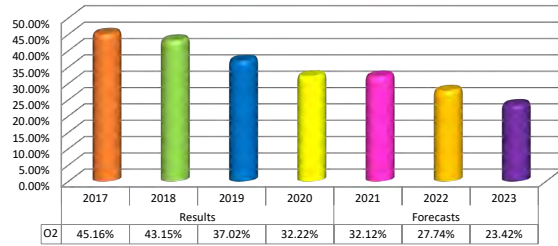
| Financial Performance Indicators  | Results |         |         |         | Forecasts |         |         | Comments |
|---|---------|---------|---------|---------|-----------|---------|---------|----------|
|   | 2017    | 2018    | 2019    | 2020    | 2021      | 2022    | 2023    |          |
| <b>Working capital</b>  |         |         |         |         |           |         |         |          |
| L1 Current assets compared to current liabilities<br><i>(Current assets / Current liabilities) x100</i>       | 503.55% | 518.95% | 541.63% | 522.89% | 147.34%   | 125.39% | 119.62% |          |
| <b>Unrestricted cash</b>  |         |         |         |         |           |         |         |          |
| L2 Unrestricted cash compared to current liabilities<br><i>(Unrestricted cash / Current liabilities) x100</i> | 182.88% | 195.90% | 219.18% | 222.80% | 104.86%   | 81.25%  | 71.09%  |          |

## FINANCIAL PERFORMANCE INDICATORS - OBLIGATIONS

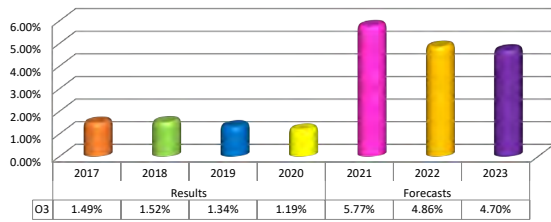
**Asset renewal compared to depreciation**



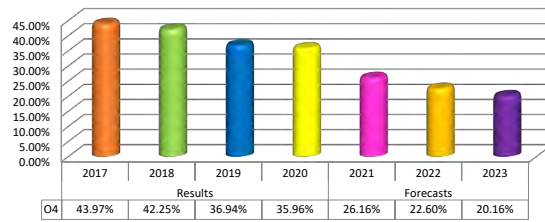
**Loans and borrowings compared to rates**



**Loans and borrowings repayments compared to rates**



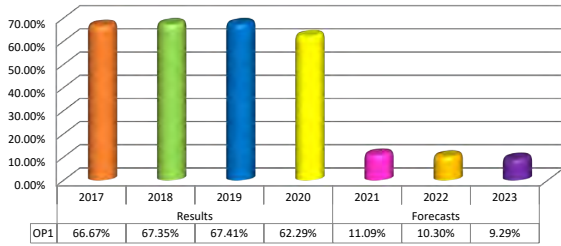
**Non-current liabilities compared to own source revenue**



| Financial Performance Indicators   | Results |        |         |         | Forecasts |        |        | Comments |
|--|---------|--------|---------|---------|-----------|--------|--------|----------|
|  | 2017    | 2018   | 2019    | 2020    | 2021      | 2022   | 2023   |          |
| <b>Asset renewal</b><br>O1 Asset renewal compared to depreciation<br><i>[Asset renewal expense / Asset depreciation] x100</i>  | 106.84% | 86.62% | 188.25% | 162.99% | 76.33%    | 77.42% | 78.50% |          |
| <b>Loans and borrowings</b><br>O2 Loans and borrowings compared to rates<br><i>[Interest bearing loans and borrowings / Rate revenue] x100</i>   | 45.16%  | 43.15% | 37.02%  | 32.22%  | 32.12%    | 27.74% | 23.42% |          |
| <b>Loans and borrowings</b><br>O3 Loans and borrowings repayments compared to rates<br><i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i> | 1.49%   | 1.52%  | 1.34%   | 1.19%   | 5.77%     | 4.86%  | 4.70%  |          |
| <b>Indebtedness</b><br>O4 Non-current liabilities compared to own source revenue<br><i>[Non-current liabilities / Own source revenue] x100</i>   | 43.97%  | 42.25% | 36.94%  | 35.96%  | 26.16%    | 22.60% | 20.16% |          |

## FINANCIAL PERFORMANCE INDICATORS - OPERATING POSITION

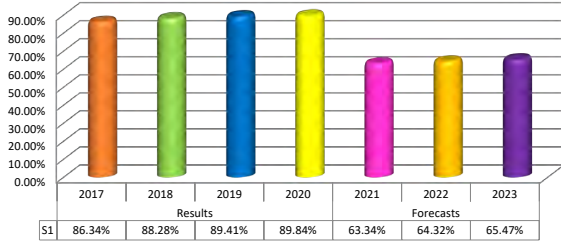
**Adjusted underlying surplus (or deficit)**



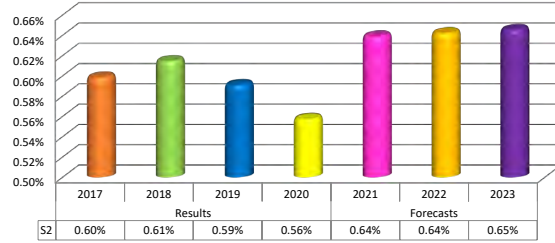
| Financial Performance Indicators  | Results |        |        |        | Forecasts |        |       | Comments |
|---|---------|--------|--------|--------|-----------|--------|-------|----------|
|   | 2017    | 2018   | 2019   | 2020   | 2021      | 2022   | 2023  |          |
| <b>Adjusted underlying result</b><br>OP1 <i>Adjusted underlying surplus (or deficit)</i><br>[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100 | 66.67%  | 67.35% | 67.41% | 62.29% | 11.09%    | 10.30% | 9.29% |          |

## FINANCIAL PERFORMANCE INDICATORS - STABILITY

### Rates compared to adjusted underlying revenue



### Rates compared to property values



| Financial Performance Indicators   | Results |        |        |        | Forecasts |        |        | Comments |
|--|---------|--------|--------|--------|-----------|--------|--------|----------|
|  | 2017    | 2018   | 2019   | 2020   | 2021      | 2022   | 2023   |          |
| <b>S1</b><br><i>Rates concentration</i><br>Rates compared to adjusted underlying revenue<br>[Rate revenue / Adjusted underlying revenue] x100                    | 86.34%  | 88.28% | 89.41% | 89.84% | 63.34%    | 64.32% | 65.47% |          |
| <b>S2</b><br><i>Rates effort</i><br>Rates compared to property values<br>[Rate revenue / Capital improved value of rateable properties in the municipality] x100 | 0.60%   | 0.61%  | 0.59%  | 0.56%  | 0.64%     | 0.64%  | 0.65%  |          |

**10.12. GOVERNANCE REVIEW OF POLICIES**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. To rescind the following policies:**
  - **Councillor and Staff Interactions Policy**
  - **Common Seal Policy**
  - **Right to Make a Submission Policy**
  - **Civic Recognition Policy**
  - **Civic Function Policy**
  
- 2. Adopt the following revised policies:**
  - **Election Period Policy**
  - **Committees Policy**

**EXECUTIVE SUMMARY**

As part of a broader review agenda to improve compliance, several key governance instruments and protocols have been assessed, including:

- Special and Advisory Committees;
- Local Laws; and
- Instruments of Delegations.

The next phase of the strategic review is focusing on policies and procedures with an emphasis on identification and removal of redundant material that is out of date, not in keeping with modern governance practices, or places increased administrative burden on Council.

**RATIONALE**

The City of Ballarat Council Plan 2017 – 2021, outlines four main goals for the Council: Liveability, Prosperity, Sustainability and Accountability. Whereby, the aim of accountability goal is 'to provide strong and decisive leadership, and transparent governance'. Over the years, the City of Ballarat have created a large and diverse number of documents in the form of policies, procedures and guidance material that help assist Council to meet their statutory obligations, but also drive delivery against Council's strategic goals.

There are several instances of policies that are direct replications of existing policies or legislation, or are purely procedural in nature and therefore, unnecessary 'red tape'. This creates confusion for Councillors, Officers and the public on what Council policy positions are versus procedural or administrative guidelines.

A summary of a review of current policies that highlight the concerns and opportunities to improve compliance have been detailed below:

### 1. Councillor and Staff interactions Policy

This policy stipulates the rules governing Councillor and Council Staff interactions. The policy is an amalgam of the Councillor Code of Conduct Policy and the Staff Code of Conduct Policy. It is therefore a duplicate policy and not required.

### 2. Common Seal Policy

Section 5(3)(c) of the Local Government Act 1989 stipulates that the Council Seal must be used in accordance with Local Laws. The Local Laws Meeting Procedure governs the use of the Council Common Seal, the use of which is strictly monitored by Executive Leadership Team and Statutory Compliance staff; and as such the policy is not required. There is no statutory requirement to have the policy.

### 3. Right to Make a Submission Policy

The right to make a submission processes and requirements are detailed in the Local Government Act 1989. There is no requirement for Council to have a policy in this regard. It is recommended that a guidance document for Council staff is produced in place of the policy.

### 4. Civic Recognition Policy

“The intent of this policy is to set clear guidelines for determining and recognising community people and/or community organisations who undertake voluntary work or who dedicate time and effort to achieve benefits for the City of Ballarat community.”

Any submissions in this regard are required to go through Council and the policy details strict processes. There is no statutory requirement for the policy and it is not required.

### 5. Civic Function Policy

The intent of this policy is to specify when Council will hold civic functions and how they should be conducted. There is no statutory requirement for the policy and it is not required. It is recommended that a guidance document for Council staff is produced in place of the policy.

### 6. Election Period Policy

The *Local Government Act 1989* (the Act) requires Council to maintain and review an Election Period Policy in relation to procedures to be applied by Council during the election period for a general election. The policy is to explain to the community on how Council will conduct their business immediately prior to an election. The policy has been reviewed in preparation for the next local government elections to be held on Saturday 24 October 2020.

During the ‘election period’, the policy outlines the procedures Council will follow to prevent inappropriate decisions as defined under section 93B of the Act. Inappropriate decisions are those that would affect voting at an election or decisions that may unreasonably bind an incoming Council that could reasonably be deferred until after the election.

The policy provides guidance at an operational level to ensure compliance with legislative requirements; demonstrates Council’s commitment to probity in its elections; and ensures transparency and accountability of Councillors and Council officers during the election period.

The policy has been reviewed with minor changes relating to: signage use during the election period to be in accordance with City of Ballarat Community Local Law; the application to social

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media; minor grammatical changes to increase readability; and updated into new policy template.

## 7. Committees Policy

Section 86 of the *Local Government Act 1989* (the Act) outlines that Council may establish committees to provide forums for the community to engage with Council, present views and support Ballarat City Council on issues relevant to Council activities. The committees support Council to meet their statutory obligations and support delivery against Council's strategic goals. The policy has been reviewed with minor administrative changes to increase readability and updated into new policy template.

## 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 Meeting Procedure Local Law 2018

## REPORTING AND COMPLIANCE STATEMENTS

| Implications                        | Considered in Report? | Implications Identified? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | Yes                   | Yes                      |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | No                    | No                       |
| <b>Financial/Resources</b>          | Yes                   | Yes                      |
| <b>Risk Management</b>              | Yes                   | Yes                      |
| <b>Implementation and Marketing</b> | Yes                   | Yes                      |
| <b>Evaluation and Review</b>        | 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** – By providing accurate, clear and accountable policies enables Council 'to provide strong and decisive leadership, and transparent governance' to the community.

**Financial/Resources** – There are no budget implications associated with the review of governance policies, outside of normal operating expenditure.

**Risk Management** – Regularly reviewing and ensuring accurate and up to date policies is a risk mitigation approach that assists Council to meet statutory requirements imposed by the *Local Government Act 1989* and the *Local Government (General) Regulation 2015*.

**Implementation and Marketing** – A copy of the revised policies will be available on Council's website and Intranet site.

**Evaluation and Review** – The revised policies will be reviewed within 4 years.



**CONSULTATION**

There has been consultation with relevant staff to ensure the correct responsibilities under the Act have been appointed. The revision and adoption of revised policies does not require any public consultation.

**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**

- Election Period Policy adopted by Council Resolution (R045/16)
- Gifts and Hospitality Policy adopted by Council Resolution (R462/11)
- Committee Policy adopted by Council Resolution (R366/17)
- Common seal Policy adopted by Council Resolution (R128/13)
- Councillor and Staff Interactions Policy adopted by Council Resolution (R285/2013)
- Right to make a submission Policy adopted by Council Resolution (R470/13)
- Civic Recognition Policy adopted by Council Resolution (R330/2011)
- Civic Function Policy adopted by Council Resolution (R329/2011)

**ATTACHMENTS**

1. Election Period Policy [**10.12.1** - 6 pages]
2. Committees Policy [**10.12.2** - 12 pages]

# ELECTION PERIOD POLICY

## 1.0 Purpose

The purpose of this Election Period Policy is to ensure that the ordinary business of local government in the City of Ballarat continues throughout the Election Period in a responsible and transparent manner and in accordance with statutory requirements and established 'caretaker' practices. This policy complements the commitments contained in the City of Ballarat Councillor Code of Conduct.

This policy assists Council to:

- Establish guidelines, protocols, procedures and practices that ensure that general elections for the Ballarat City Council to be held on the last Saturday in October every 4 years are conducted in a manner that is ethical, fair and equitable, and is publicly perceived as such.
- Prevent Council and Special Committees from making inappropriate decisions during the Election Period before a general election.
- Ensure that no actions or decisions could be perceived as intended to affect the results of an election are made.
- Ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.
- Limit public consultation and the scheduling of Council events.
- Ensure that information held by City of Ballarat is made equally available and accessible to candidates during the election.

## 2.0 Scope

In the lead up to a general election, the Local Government sector adopts a caretaker period to avoid actions and decisions that may be interpreted as inappropriate nor will it make inappropriate use of resources during the election period that appear to influence voters or bind an incoming Council.

The Election Period (or caretaker period) commences from the last day that nominations to be a candidate for that election can be received and ends at 6pm on Election day (32 days). During the Election Period, Council will be deemed to be in 'election caretaker mode'.

There are specific caretaker provisions in the *Local Government Act 1989* (the Act) that Councils must implement during the Election Period. These include limits on Council publications, public consultation, the scheduling of Council events, and prohibitions on certain types of decisions. (Refer sections 55D, 93A and 93B of the Act.)

The provisions in this policy apply throughout the election Period unless otherwise stated.

This policy has been written to provide a guide only for Councillors, candidates, Special Committee members and Council officers and is not a substitute for legal advice. Individuals should seek their own independent advice if they are unsure about any aspect of the *Local Government Act 1989* in relation to the Election Period.

This policy has been written to provide a guide only for Councillors, candidates, Special Committee members and Council officers and is not a substitute for legal advice. Individuals should seek their own independent advice if they are unsure about any aspect of the *Local Government Act 1989* in relation to the Election Period.

## 3.0 Policy Statement

### 3.1 Council Business

The Chief Executive Officer must ensure as far as possible that:

- No later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:
  - all Councillors, Managers and Council officers are informed of the requirements and application of this policy; and
  - a copy of this policy is given to all Councillors.
- Matters of Council business requiring significant decisions are scheduled for Council to consider prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council.
- All Candidates are familiar with the policy.

### 3.2 Major Policy Decisions

During the election period, section 93A of the Act prohibits Council and Special Committees from making a major policy decision.

If Council considers that there are extraordinary circumstances where the Ballarat and wider community would be significantly disadvantaged by Council not making a particular major policy decision, Council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 93A (2) of the Act. The request for exemption is not automatically granted.

#### 3.2.1 Inappropriate Decisions

During the Election Period, Council will follow procedures to prevent inappropriate decisions as defined under section 93B of the Act. Inappropriate decisions are those that would affect voting at an election or decisions that may unreasonably bind an incoming Council and could reasonably be deferred until after the election.

All documentation prepared for Council or Special Committee meetings will be carefully vetted by the Chief Executive Officer to ensure that no agenda item is included that could potentially influence voters' intentions at the general election or could encourage Councillor candidates to use the item as part of their electioneering.

#### 3.2.2 Significant Decisions

In addition to the decisions specified in sections 93A and 93B of the Act, the Council and Special Committees will avoid making other decisions during the Election Period that are of a significant nature.

Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Where a delay in making a "significant decision" would result in significant detriment to the local community, or the broader community, Council may make an exception to this procedure where the issue:

- a) Is urgent; and
- b) Cannot be reasonably deferred without major negative repercussions; and where
- c) The decision is significant; and
- d) The decision relates to the completion of an activity already undertaken and endorsed by Council eg. via the Budget, Council Plan or long-term strategies or policies but does not meet the definition of 'major policy' in the Act.

It is the responsibility of the Chief Executive Officer to determine if a matter is significant and if it is urgent.

### 3.2.3 Business at Council and Special Committee meetings

Council and Special Committee meeting papers will be reviewed to ensure that no agenda item is included that could potentially influence voters' decision at the election or give rise to a prohibited major decision or inappropriate decision.

### 3.3 Public consultation

Public consultation is an integral part of Council's policy development process and operations. During the Election Period, however, Council will undertake procedures to limit this consultation to reduce the perception that this may influence voting. Councillors acknowledge that issues raised through the consultation, and decisions that follow, may also unreasonably bind the incoming Council.

No public consultation will be undertaken during the Election Period unless authorised by a Council decision that acknowledges the application of this policy and justifies to the Ballarat community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

There will be no Public Question and Submission Time during the Election Period.

### 3.4 Council Resources

Public resources must not be used in a manner that would influence the way people vote in elections. Council will ensure that Council resources are not used inappropriately during a Council election and to comply with the requirements of section 55D of the Act.

Council resources, including offices, Council officers, hospitality services, equipment, electronic equipment and stationery will be **used exclusively for normal Council business** during the Election Period, and will not be used in connection with any electioneering activity.

Equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.

### 3.5 Council Information

Information and briefing material prepared by Council officers for Councillors during the Election Period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.

Access to historical briefings and workshop papers will be suspended for the duration of the Election Period.

An **Information Request Register** will be established by the Executive Manager, Safety, Risk and Compliance and maintained by the Statutory Compliance unit, commencing on the 1st day of the Election Period. This register will be a public document (available for inspection) that records all requests for information **by all candidates**, and the responses given to those requests.

Responses to candidates' requests will only be provided by Managers, Executive Managers, Directors or the Chief Executive Officer.

Section 76D of the Act prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in the role of Councillor, to gain an advantage.

### 3.6 Council Communication

Council communication **will not be used in any way** that might influence the outcome of a Council election.

Publicity of Council events will be restricted to the communication of normal Council activities.

Media inquiries regarding the election or possible election outcomes will only be responded to by the Chief Executive Officer or the Manager, Communications and Marketing.

In the Election Period no media releases will be issued quoting or featuring the Councillor(s). When issued, these will be concern themselves with facts only.

Councillor correspondence will be managed in the usual process. Correspondence addressed to councillors will not be responded to regarding any election matter during Election Period. All correspondence responded to by councillors will not reference any election matter and will be restricted to normal council business.

### 3.7 Council Publications

Section 55D of the Act places limitations on Council from printing, publishing or distributing publications during the Election Period. This is to ensure that Council does not utilise public funds that may influence, or be seen to influence, people's voting intentions.

Council must not print, publish or distribute a publication during the Election Period **unless** it has been certified in writing by the Chief Executive Officer. The Chief Executive Officer **must not certify** a publication that contains electoral matter – it is an offence, under section 55D of the Act, for the Chief Executive Officer to contravene this requirement.

Section 55D also applies to the publication of material specified in clause 9.6 on Council's website. During the Election Period Council's website will not contain material which is precluded by this Policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process. Profiles of the current Mayor and Councillors will be removed from Council's website during the Election Period but retain their contact details for their day-to-day role as Councillor.

Any new material published on Council's website during the Election Period that **may** be considered to be an advertisement, handbill, pamphlet or notice must also be subject to the certification process. Council agendas, minutes and the annual report are considered exempt from certification.

The Annual Report will be compiled during the Election Period and will not contain any material that could be regarded as electioneering or that inappropriately promotes individual Councillors. Information about Councillors will be restricted to names, contact details, titles, membership of Special Committees and other bodies to which they have been appointed by the Council.

Council's newsletter 'myballarat' will not be produced or distributed during the Election Period.

Any publication of comments or new content on social media sites that are managed by Council must be certified by the Chief Executive Officer during the Election Period. At the commencement of the Election Period, Council will advise social media subscribers that comments containing electoral matter will be deleted.

### 3.8 Council Events

During the Election Period, Council will undertake procedures to limit the scheduling of Council events during this period. Councillors acknowledge that the scheduling of Council events in the lead up to elections may raise concerns over their potential use by sitting Councillors for electioneering purposes.

No Council event will be scheduled during the Election Period unless authorised by a Council decision that acknowledges the application of this Policy and justifies to the Ballarat community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

Councillors should refrain from delivering speeches or keynote addresses at Council-organised or sponsored events and functions during the Election Period other than protocol speeches, such as short welcome and thank you speeches.

Any speech or address should have prior approval of the Chief Executive Officer or Manager Communications and Marketing. Councillors may continue to attend events and functions which are staged by external organisations during the Election Period.

### 3.9 Assistance to Candidates

The Council affirms that all candidates for the Council election will be treated equally, fairly and without discrimination. Any assistance, information and advice to be provided to candidates as part of the conduct of the Council election will be provided and made accessible equally to all candidates.

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or a designated Council Officer.

### 3.10 Electoral Signs

Councillors and prospective candidates must comply with City of Ballarat Community Local Law 2017 for the placement of advertising / electoral signs within the City of Ballarat municipality.

## 4.0 Supporting documents and references

### 4.1 Legislation

- *Local Government Act 1989*
- *Privacy and Data Protection Act 2014*
- *Freedom of Information Act 1982*

### 4.2 Associated Documents

- *Councillor Code of Conduct*
- *Committees Policy*

### 4.3 Definitions

|                       |   |
|-----------------------|---|
| <b>Act</b>            | <i>Local Government Act 1989</i>  |
| <b>Candidate</b>      | A person who has nominated themselves with the Victorian Electoral Commission and is seeking election as a councillor.  |
| <b>CEO</b>            | Chief Executive Officer   |
| <b>Council Events</b> | Gatherings of internal and external stakeholders organised and run by the City to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue, which is of relevance to the Council and its community including those which may take the form of |

conferences, workshops, forums, launches, promotional activities social occasions such as dinners, receptions and balls.

**Election Period**

The election period (or caretaker period) commencing at midnight Tuesday 22 September, 2020 and continuing until 6pm Saturday October 24, 2020, a period of 32 days.

**Major Policy Decisions**

In the context of this policy, a ‘Major Policy’ decision as defined in Section 93A (6) of the Act means any decision:

- (a) Relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
- (b) To terminate the appointment of a Chief Executive Officer under section 94;
- (c) To enter into a contract the total value of which exceeds whichever is the greater of –
  - (i) \$100,000 or such higher amount as may be fixed by Order in Council under section 186(1); or
  - (ii) 1% of the Council’s revenue from rates and charges levied under section 158 in the preceding financial year; and
- (d) To exercise any power under section 193 – if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council’s revenue from rates and charges levied under section 158 in the preceding financial year.

**Public Consultation**

A process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy and includes discussion of that matter with the public.

**Regulations**

*Local Government (General) Regulations 2015*

**Significant Decision**

Other decisions during the Election Period that are of significant nature and which would unnecessarily bind an incoming Council. These include:

- (a) Irrevocable decisions that commit Council to substantial expenditure or significant actions; and

Irrevocable decisions that will have a significant impact on the municipality or the community.

**5.0 Policy owner**

Chief Executive Officer.

**6.0 Authorisation**

Adopted by Ballarat City Council on XX.

# COMMITTEES POLICY

## 1.0 Purpose

This policy is intended to provide a consistent basis for the establishment and application of Council Committees on which there is Councillor representation and provide:

- Support and direction in the formation of committees and distinction between the roles and responsibilities of different committees in which there is Councillor representation; and
- Council with opportunity to monitor the performance and relevance of all committees against the Council Plan, the documented Terms of Reference and objectives of each Committee to ensure that committees do not operate in perpetuity beyond achieving their purpose.

This policy intends to promote a collaborative environment with Council and the community; and it is expected that all members will contribute to the Committee on equal terms, openly, honestly and without fear of discrimination.

## 2.0 Scope

Council may establish committees to provide forums for the community to engage with Council, present views and support Ballarat City Council on issues relevant to Council activities.

Councillors, Special Committee members, Advisory Committee members and Officers are to comply with this policy to meet legislative requirements.

## 3.0 Policy Statement

### 3.1 Special Committees

In accordance with section 86 of the *Local Government Act 1989* (the Act), Council may establish one or more *Special Committees*. Council defines the purpose and membership of a *Special Committee* as a formally appointed committee established under sections 86-88 of the Act. The Council may formally delegate decision-making powers and responsibility to a *Special Committee* through an *Instrument of Delegation*. This *Instrument* spells out the committee's role and enables it to exercise functions and power of Council, within certain constraints.

### 3.2 Advisory Committees

The main function of an *Advisory Committee* is to assist the Council in the engagement and consultative process and provide valuable information to support the decision making of the Council and in turn the objectives of the Council Plan. *Advisory Committees* may be established for a skill-based (eg: Arts), issue-based (eg: Ballarat West), working partnership (eg: Sister City) and/or a community voice (eg: Youth committee). *Advisory Committees* also allow the Council the opportunity to access independent external advice that may be available in the community. An *Advisory Committee* lifespan should be aligned with and be focussed on the Council Plan and Strategy. *Advisory Committees* have no delegated powers and their decision or recommendations do not have standing unless they are adopted in a Council meeting and Council is not bound to take on an *Advisory Committees* recommendation.



### 3.3 Terms of Reference

A standard *Terms of Reference* template creates a common ground for all committees. The *Terms of Reference* will provide a framework within which the committee operates. A template is available from the Risk & Compliance Unit. The *Terms of Reference* for a *Special or Advisory Committee* must:

- Be presented to Council for consideration and adoption at the inception of the committee;
- Include a clear statement of purpose and the Committee's objectives. Objectives should be supported by measurable outcomes that are reported to Council;
- Be reviewed by the Committee every two years and by the Council within 12 months of a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Committee and be presented to the Council for formal approval; and
- Be available on the Council's website and electronic record system.

The *Terms of Reference* are subject to Council resolution and are not effective until that approval through a resolution has been given.

### 3.4 Committee Membership, Period of Membership and Method of Appointment

As per Council's Meeting Procedure Local Law, Councillors are appointed to *Special or Advisory Committees* annually. Council Officers are appointed to committees at the discretion of the Chief Executive Officer.

*Special or Advisory Committees* members are appointed as per the *Terms of Reference*; it is recommended that a review of membership occurs every two years. All appointments to *Special or Advisory Committees* are subject to Council resolution and are not effective until that endorsement is given by a resolution of Council.

#### 3.4.1 Special Committee Composition

A *Special Committee* may comprise solely of Councillors, Officers or other persons or a combination thereof. The most appropriate mix of membership for each *Special Committee* will be determined by the Council at the formation of the *Special Committee*.

#### 3.4.2 Advisory Committee Composition

The most appropriate mix of membership will be determined by the Council. The committee may consist of Councillors, Council Officers and community representatives. The most appropriate mix of membership for each *Advisory Committee* will be determined by the Council at the formation of the *Advisory Committee*.

#### 3.4.3 Advertising positions vacant

Council will assist *Special or Advisory Committee's* in advertising the opportunity for local residents and user groups to become members of the *Special or Advisory Committee* to ensure a representative cross section of people from the municipality is elected to the Committee as appropriate. This is done via:

- Placement of a Public Notice in a widely circulating newspaper;
- Placement on Council's website; or
- Placement of a notice in a publication relevant to the target audience of the purpose of the Special or Advisory Committee.

### 3.4.4 Appointment or Removal of Committee Members

Council may appoint or remove members of the *Special or Advisory Committees* at any time in accordance with the Terms of Reference and or the Act. Membership changes need to be adopted by Council.

Council Officers are there to provide advice and support to the committee where necessary and unless stated in the Terms of Reference or appointed by the Chief Executive Officer, Council officers have no voting rights.

### 3.4.5 Delegated Authority and Decision Making

#### 3.4.5.1 Special Committees

Council must keep a register of delegations to *Special Committees*. Council may, by *Instrument of Delegation*, delegate any of its functions, duties or powers under the Act or any other Act where Council has authority to a *Special Committee*, with the exception of the following powers:

- This power of delegation;
- To declare a rate or charge;
- To borrow money;
- To enter into contracts for an amount exceeding an amount previously determined by the Council;
- To incur any expenditure exceeding an amount previously determined by the Council; 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.*

The formal *Instrument of Delegation* provides a *Special Committee* with the delegated authority to make decisions as if it were Council. The *Instrument of Delegation* will define the *Special Committee's Terms of Reference/purpose*. A decision of a *Special Committee* which does not relate to a matter delegated to that *Special Committee* cannot be given effect to unless formally approved by Council resolution.

The *Instrument* is subject to review within 12 months of a general election. Any proposed changes outside this time will be required to be presented to Council for formal approval or revocation. The *Instrument* is not effective until that approval through a resolution has been given and the document is signed and sealed with Council's Common Seal. The Risk & Compliance Unit will arrange for Signing and Sealing.

Subject to section 93A of the Act, the Council's Caretaker Policy and the Councillor Code of Conduct Policy, a *Special Committee* acting under delegation given by the Council, must not make a major policy decision during the election period for a general election.

#### 3.4.5.2 Advisory Committees

*Advisory Committees* act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. *Advisory Committees* provide advice to the Council to assist them in their decision making.

### **3.5 Meeting Procedures including Chairing**

#### **3.5.1 Special Committee**

In accordance with the Council's Meeting Procedure Local Law, the date, time and place of all *Special Committee* meetings are to be fixed by the Council and reasonable notice (seven days) must be provided to the public.

Meetings are open to the public unless the committee resolves to close the meeting in accordance with section 89(2) of the Act.

#### **3.5.2 Advisory Committee**

Meetings of *Advisory Committees* shall be held at a time and place determined by the Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

A Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson. If the Chairperson is not present at a meeting, any other Councillor representative shall be the appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

#### **3.5.3 Chairing of Committee**

The *Special* or *Advisory* Committee's Councillor Representative will Chair the meeting unless otherwise prescribed in the Terms of Reference. In the absence of the Chair another Councillor Representative, or a nominated member, will Chair the meeting. The appointment of a Chairperson or Acting Chairperson of a *Special* or *Advisory Committee* shall be in accordance with the Council's Meeting Procedure Local Law and the Committee's *Terms of Reference*.

### **3.6 Production of Agendas and Minutes**

An agenda must be prepared and distributed prior to each meeting of a *Special* or *Advisory Committee* at least 72 hours (three business days) before the meeting. The agenda serves to list the matters to be discussed at the meeting in order to keep the discussion focused and to assist with time management of the meeting. The agenda should address meeting formalities such as:

- Time, date, location, meeting name;
- Attendances and apologies;
- Declaration of conflicts of interests;
- Acceptance of minutes from the previous meeting;
- Note of actions from previous meeting;
- Reports (special projects, correspondence, etc.);
- Matters arising not on the agenda;
- Action items from this meeting; and
- Date of next meeting.

The Chairperson must arrange for the preparation and circulation of the minutes of all meetings to the Committee members within 14 days of holding the meeting. Section 93(6) of the Act requires that the minutes of the meetings of the *Special* or *Advisory Committee* must:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self-explanatory;

- In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process; and
- Resolutions made at the meeting must clearly state the intention and effect of the resolution.

The Chairperson must submit the minutes of a Committee meeting to the next meeting of the Committee for confirmation and adoption. On adoption, the Chairperson at the meeting must sign the minutes and certify that they have been confirmed. The Chairperson must arrange for minutes of each meeting to be retained.

### **3.6.1 Advisory Committee Assembly Record**

In addition there is a requirement under section 80A of the Act in regards to requirements to be observed by an assembly of Councillors:

*(1) At an assembly of Councillors, the CEO must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
- (b) the matters considered;*
- (c) any conflict of interest disclosures made by a Councillor attending under subsection (3).*

*Advisory Committees* are required to complete an Assembly of Councillor Record for any meetings that have a Councillor in attendance. The person taking the written record must ensure a copy of the Assembly of Councillors record is sent to the Risk and Compliance Unit.

See Appendix 2 for an example of an Assembly of Councillor Record.

### **3.6.2 Minutes adopted by Council**

The minutes must be provided to the Risk & Compliance Unit by post, email or by hand to:

City of Ballarat – Agenda Preparation  
[agendapreparation@ballarat.vic.gov.au](mailto:agendapreparation@ballarat.vic.gov.au)  
PO Box 655  
Ballarat, Vic 3353

Agendas and Minutes are to be lodged in and made available on Council's electronic document management system and Committees are encouraged to provide this information to the public, unless determined through the Committee's *Terms of Reference* or the exception of reports, attachments and details of decisions that are confidential in nature. Where it is determined that minutes will be made available to the public, a copy may be placed on Council's website.

The minutes, once adopted at the *Special or Advisory Committee* meeting are to be submitted in a report to Council. The Risk & Compliance Unit can provide assistance with writing the report.

### **3.7 Quorum and Voting Rights**

In accordance with Council's Meeting Procedure Local Law:

- A quorum must be at least the majority of Committee members, all of whom shall be members entitled to vote;
- Each member of the Committee present at a meeting, who is entitled to vote is entitled to one vote;
- Voting must be by a show of hands;
- Voting at a meeting that is open to members of the public must not be in secret;

- The question is determined by a majority of votes; and
- In the event of a tied vote, the Chairperson must exercise the casting vote.
- Officers providing advice and support to the Committee have no voting rights.

### 3.7.1 Abstain from voting

The Act has an absence of statutory requirements for Councillors and/or Committee Members to deliberately abstain from voting and accordingly abstain from participating in important decisions.

It must be noted that Councillors, when elected take an oath or affirmation affirming that they will carry out the duties of their position in the best interest of their communities and will faithfully and impartially carry out the powers, functions authorities and discretions vested in them to the best of their skill and judgement.

While no penalties apply where a Councillor chooses to abstain from voting, the decision to do so should not be taken lightly. Not participating in decisions taken by Council can be seen as an abrogation of a Councillor's responsibility to represent the community. Abstentions also serve to undermine the role of Councils in providing governance and leadership through effective decision making.

Although not a requirement of the Act, the meeting minutes should disclose when a Councillor abstains from voting on a matter.

### 3.7.2 Conduct and Interest Provisions

In performing the role of a *Special or Advisory Committee* member, a person must:

- Act honestly;
- Exercise reasonable care and diligence;
- Not make improper use of their position; and
- Not make improper use of information acquired as a result of their position.

Where a member of a *Special or Advisory Committee* has a conflict of interest in a matter that is likely to be discussed, the member must declare that interest immediately prior to the matter being considered by the *Special or Advisory Committee*. Disclosure must include the nature of the relevant interest and the member must remove themselves from the meeting during the discussion. The declaration and absence from the meeting during the discussion on the issue must be recorded in the minutes of the meeting.

#### 3.7.2.1 Special Committee Interest Provisions

Members of a *Special Committee* are required to comply with the interest provisions contained in section 81 of the Act. Unless under section 81(2A) where a Council has exempted a member of a *Special Committee*, all members of a *Special Committee* must complete a primary and ordinary returns of interest.

### 3.8 Confidential and Sensitive Information

Members of Council committees are required to comply with the confidential information provisions contained in sections 77 and 89 of the Act.

It is recognised that members of a *Special or Advisory Committee* may be in receipt of confidential or sensitive information that should not be disclosed without the consent of the Council or the Chief Executive Officer. Such confidential or sensitive matters may relate to:

- Information that would be of direct financial disadvantage to the Council if made public;
- Politically sensitive information that may impact negatively on the Council if made public;

- Information that is still only partly formulated and may, if released, give a misleading view to the community of what the Council is planning; and
- Any other information that would disadvantage the Council if made public.

Members of a *Special* or *Advisory Committee* shall be required to discuss any potential confidential or sensitive issues with the Chief Executive Officer before releasing information to any third parties.

### **3.8.1 Special Committee Confidential Reasons**

Under section 89 of the Act any meeting of Council or a *Special Committee* must be open to members of the public unless subsection (2) applies. There are specific circumstances when a Council or *Special Committee* can resolve that the meeting be closed to members of the public. There are nine circumstances as outlined below:

- Personnel Matters;
- The personal hardship of any resident or ratepayer;
- Industrial matters;
- Contractual matters;
- Proposed developments;
- Legal advice;
- Matters affecting the security of Council property;
- Any other matter which the Council or Special Committee considered would prejudice the Council or any other person; and/or
- A resolution to close the meeting to members of the public.

If the *Special Committee* decides that it needs to “consider” or “discuss” any item that falls within one or more of the above categories it must:

*Formally resolve to close the meeting to members of the public and “move into camera” (section 89) and state the reason. Once discussion/resolution has been resolved a resolution to “move out of camera”. This must be recorded in the minutes of the meeting.*

The determination or outcome of any matters considered or discussed in camera of the *Special Committee* should be resolved in the open session of Council. The Act does not make provisions for resolutions and the purpose of the section 89 session is only to consider or discuss those matters that fall within the nine matters above. If information contained within the confidential section is required for Council to make a decision, this information is to be provided in a “Confidential Attachment Report” to the Council meeting and a resolution in the report must be to accept that item when considering the recommendation.

Council’s Meeting Procedure Local Law provides more details in relation to confidential information and meeting procedures.

### **3.9 Administrative Support**

Administrative support may be provided to *Special* or *Advisory Committees* by the directorate whose functions are most aligned to the Committee.

### **3.10 Dissolution**

*Special* or *Advisory Committees* may at any meeting agree to disband and return its responsibilities to Council. In the case of this event, Council requires immediate notification in writing of the Committee’s intention before dissolution.

Alternatively, if the *Special or Advisory Committee* does not fulfil its obligations, Council may disband the *Special or Advisory Committee* by resolution.

### 3.10.1 Special Committee Dissolution

The Chairperson is obliged to make the following arrangements within one month of disbanding:

- A financial statement must be prepared and presented to Council's Finance Unit;
- The Special Committee bank account must be closed, and the balance immediately forwarded to Council's Finance Unit; and
- All keys to buildings must be returned to Council's Facilities Maintenance Unit.

Dissolution requires a formal resolution of Council. In order for this to occur the Committee must pass a resolution to either disband or change its status from a *Special Committee* to an *Advisory Committee* of Council. The Risk & Compliance Unit will be able to provide assistance and the following is required:

- All minutes not yet adopted, including the minutes of the meeting disbanding or changing its status need to be attached to a Council report;
- Recommendation to endorse that the Special Committee disband or change its status from a Section 86 Committee to an Advisory Committee;
- Recommendation to revoke the Instrument of Delegation; and
- If changing status, recommendation to endorse the Advisory Committee Terms of Reference.

### 3.10.2 Advisory Committee Dissolution

*Advisory Committees* may at any meeting agree to disband. In the case of this event, Council requires immediate notification in writing of the Committee's intention before dissolution. Alternatively, if the *Advisory Committee* does not fulfil its obligations, Council may disband the *Advisory Committee*.

Dissolution requires a formal resolution of Council. In order for this to occur the Committee must pass a resolution to disband. The Risk & Compliance Unit will be able to provide assistance and the following is required:

- All Assembly of Councillor Records not yet adopted, including the Record of the meeting disbanding need to be forward to Governance;
- Council report recommendation to endorse that the Advisory Committee disband; and
- Recommendation to revoke the Terms of Reference.

## 3.11 Reporting

### 3.11.1 Special Committee

Part 12 of the *Local Government (General) Regulations 2015* requires that Council keep the following documentation and for it to be made available to the public to ensure compliance:

*(c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act; and*

*(d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act.*

### **3.1.11.1 Special Committee Financial Reporting**

Special Committees are required to provide a copy of their financial accounts to Council's Finance Unit each year, as soon as practical, after 30 June.

City of Ballarat – Finance  
PO Box 655  
Ballarat, Vic 3353  
Phone: 5320 5625 - Executive Assistant, Director Business Services

### **3.11.2 Advisory Committee**

As a minimum, *Advisory Committees* are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be formally adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the *Terms of Reference*. The report will be presented to the Council for noting under the relevant portfolio. The committee's *Terms of Reference* may stipulate more frequent reporting.

### **3.12 Provision of Meals/Refreshments**

The provision of meals/refreshments (if required) during the course of a *Special* or *Advisory Committee* meeting may be arranged and funded by the directorate whose functions are most aligned to the Committee.

### **3.13 External Committees, Boards and Groups**

These are community and industry-based committees that operate with their own *Terms of Reference* or mandate where the Council has been invited to participate in partnership or as a community advocate.

Council does not have any power to enforce operating expectations on external committees. However, there are still some areas that are important to discuss regarding *External Committees*.

#### **3.13.1 Membership, Period of Membership and Appointment**

Councillors are appointed to *External Committees* in accordance with Council's Meeting Procedure Local Law. Council Officers are appointed to External Committees at the discretion of the Chief Executive Officer.

#### **3.13.2 Delegated Authority and Decision Making Powers**

Councillors appointed as members of *External Committees* have no delegated authority to make decisions on behalf of the Council. The role of a Council representative in this function is to represent and reflect the Council's views on any matters under consideration.

#### **3.13.3 Conflict and Interest Provisions**

In performing the role on an *External Committee*, a Councillor or Officer must:

- Act honestly;
- Exercise reasonable care and diligence;
- Not make improper use of their position; and
- Not make improper use of information acquired as a result of their position.

Where the member of the Committee has an interest or conflict of interest in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.



### 3.13.4 Confidential and Sensitive Information

Councillors or officers as members of *External Committees* are required to comply with the confidential information provisions contained in sections 77 and 89 of the Act.

It is recognised that members of an *External Committee* may be in receipt of confidential or sensitive information that should not be disclosed without the consent of the Council or the Chief Executive Officer. Such confidential or sensitive matters may relate to:

- Information that would be of direct financial disadvantage to the Council if made public;
- Politically sensitive information that may impact negatively on the Council if made public;
- Information that is still only partly formulated and may, if released, give a misleading view to the community of what the Council is planning; and
- Any other information that would disadvantage the Council if made public.

Members of a Committee shall be required to discuss any potential confidential or sensitive issues with the appropriate Director before releasing information to any third parties.

### 3.13.5 Meeting Procedures including Chairing

Councillor representatives on *External Committees* will receive notification of meeting dates and locations together with a meeting agenda. Meetings of *External Committees* will be conducted in accordance with the Terms of Reference, rules and procedures of that Committee.

### 3.13.6 Friends of Groups

Councillors and Council Officers can be invited to attend Friends of Groups but there is no requirement for formal representation. Where possible, Friends of Group representative/s should link with Council's Advisory Committee/s for Council engagement and potential collaboration.

## 4.0 Supporting documents and references

### 7.1 Legislation

- Local Government Act 1989
- Local Government (General) Regulations 2015

### 7.2 Associated Documents

- Meeting Procedure Local Law 2018
- Councillor Code of Conduct
- Employee Code of Conduct
- The Role and Future of Citizen Committees in Australian Local Government 2013

### 7.3 Definitions

|                                   |  |
|-----------------------------------|--|
| <b>Act</b>                        | <i>Local Government Act 1989</i>   |
| <b>Regulations</b>                | <i>Local Government (General) Regulations 2015</i>   |
| <b>Special Purpose Committees</b> | Special Purpose Committees, for the purpose of this policy, are subject to the same provisions of and will have the same responsibilities as if they were an <i>Advisory Committee</i> of Council. |

## 5.0 Policy owner

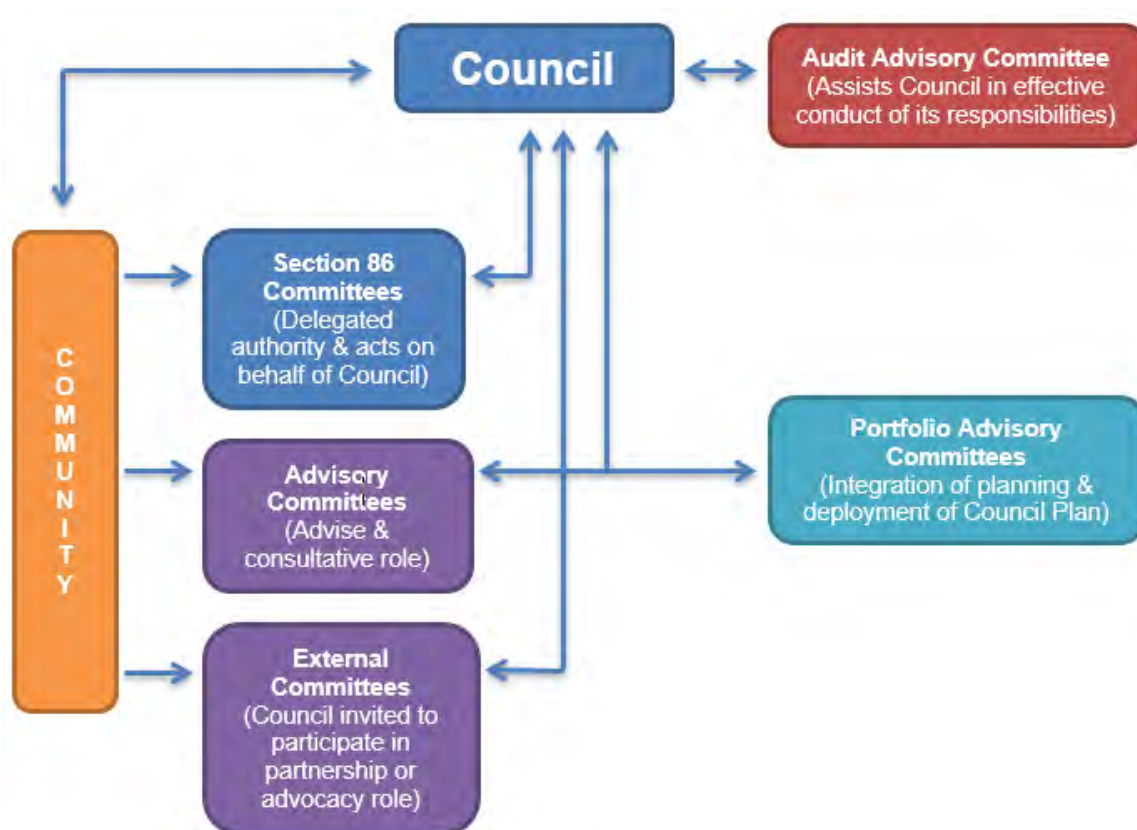
Chief Executive Officer

## 6.0 Authorisation


Adopted by Ballarat City Council on XX.

## 7.0 Appendices

### 7.1 Diagram of committee relationships with Council, Officers and the community



## 7.2 Assembly of Councillors Record



### ASSEMBLY OF COUNCILLORS RECORD

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: |  |
| Date of meeting:        |  |
| Start time:             |  |
| Finish time:            |  |

|                            |  |
|----------------------------|--|
| Councillors present:       |  |
| [Insert Councillor name]   |  |
| Apologies:                 |  |
| [Insert name]              |  |
| Council staff present:     |  |
| [insert name] – [position] |  |
| Other attendees present:   |  |
| [insert name]              |  |

| Conflict of Interests:  |                                  |                     |               |               |
|---|----------------------------------|---------------------|---------------|---------------|
| Pursuant to Sections 77, 78 and 79 of the <i>Local Government Act 1989</i> (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 |
| [Insert name]   | [insert type & details declared] | [Yes/No]            | [Insert Time] | [Insert Time] |

|   |
|---|
| <b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>  |
| <ul style="list-style-type: none"> <li>[list matters considered]</li> <li>[list matters considered]</li> <li>[list matters considered]</li> </ul> |

|                      |           |
|----------------------|-----------|
| Record completed by: |           |
| Signed:              | Position: |
| Name:                | Date:     |

Assembly of Councillors Record
Page 1 of 1

**10.13. CONTRACTS SPECIAL COMMITTEE OF COUNCIL MINUTES - 25 SEPTEMBER 2019**

**Division:** Director Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Lorraine Sendall - Executive Assistant, Director Business Services

**OFFICER RECOMMENDATION****Council resolves to:**

1. Note, as per the *Local Government Act 1989* Section 88(2) that this matter is designated confidential information under section 89(2) as Contractual Matters and has been considered in making this recommendation.
2. Endorse the Special Contracts Committee minutes of the meetings held on 25<sup>th</sup> September, 2019.

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with copies of minutes of Council's section 86 Special Contracts Committee in accordance with the *Local Government Act 1989*. At the meeting of these Committees held on 25<sup>th</sup> September, 2019, two contracts were endorsed by the Committee. This report provides a copy of the minutes of this meeting as well as detailing summary information in relation to this Contract.

**RATIONALE**

Section 92 of the *Local Government Act 1989* (the Act) requires that copies of minutes of meetings of the Special committees of Council are kept. Part 5 of the Act also lists minutes of section 86 Committees as a prescribed matter and therefore should be made available to the public. This report advises that minutes of the Special Contracts Committee (the Committee) are attached to this report for the meeting held on 25<sup>th</sup> September, 2019.

The Committee has been established to more effectively facilitate Council's Capital Works Program. To that end, the Committee has been established and will meet weekly, as required, in order to provide Council Officers with necessary decisions of Council to enable procurement processes to be completed.

**LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS**

- *Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 1989*
- City of Ballarat Council Plan 2017-21
- City of Ballarat Industry Participation Program
- City of Ballarat Purchasing/Procurement Policies and Procedures

**LOCAL CONTENT**

| <b>Contract</b> | <b>Endorsed with recommendation to Council</b> | <b>Value</b>                    | <b>Outcomes</b>                                    | <b>Local Content Outcome</b> |
|-----------------|--|---------------------------------|--|------------------------------|
| 2019/20-7       | DeAraugo and Lea Electrical Contractors        | \$365,200.00<br>(excluding GST) | Ballarat Hockey LED Sports Lighting Upgrade        | No                           |
| 2019/20-10      | DeAraugo and Lea Electrical Contractors        | \$432,600.00<br>(excluding GST) | Russell Square North – LED Sports Lighting Upgrade | No                           |

**REPORTING AND COMPLIANCE STATEMENTS**

| <b>Implications</b>                 | <b>Considered in Report?</b> | <b>Implications Identified?</b> |
|-------------------------------------|------------------------------|---------------------------------|
| <b>Human Rights</b>                 | Yes                          | No                              |
| <b>Social/cultural</b>              | Yes                          | Yes                             |
| <b>Environmental/Sustainability</b> | No                           | No                              |
| <b>Economic</b>                     | No                           | No                              |
| <b>Financial/Resources</b>          | Yes                          | Yes                             |
| <b>Risk Management</b>              | Yes                          | Yes                             |
| <b>Implementation and Marketing</b> | No                           | No                              |
| <b>Evaluation and Review</b>        | 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 minutes in the Council agenda and their availability to the public will increase awareness of the activities of the Special Contracts Committee and could increase community involvement in decision making at Council.

**Risk Management** – The Act requires that minutes of Committees established under Section 86 are kept and are made available to the public. There are implications if minutes of Special Committees are not presented to Council.

**Financial** – As contained within the report.

**OFFICER' 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**

- City of Ballarat Purchasing/Procurement Policy
- Contracts Approval Special Committee Terms of Reference

**ATTACHMENTS**

1. Contracts Minutes Wednesday 25 September 2019 [**10.13.1** - 5 pages]



***CONTRACTS SPECIAL COMMITTEE***

***MINUTES***

***25 September 2019***

MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS COMMITTEE  
OF THE BALLARAT CITY COUNCIL, HELD IN COMMITTEE ROOM 1,  
TOWN HALL, STURT STREET, BALLARAT  
ON WEDNESDAY 25 SEPTEMBER 2019 AT 4:30PM

Justine Linley  
(Chief Executive Officer)

## **MINUTES**

### **ORDER OF BUSINESS:**

#### PRESENT

Cr Mark Harris (Chair)  
Cr Grant Tillett  
Cr Ben Taylor

#### IN ATTENDANCE

Mr Pete Appleton (Acting Director Community Development)  
Mr Mark Powell (Manager Capital Planning and Project Delivery)  
Ms Lorraine Sendall (Minutes)

### **DECLARATIONS OF INTEREST**

No declarations of interest were received.

### **CONFIRMATION OF MINUTES**

#### **RESOLUTION:**

**That the minutes of the Contracts meeting held on 28 August, 2019 as circulated, be confirmed.**

Moved Cr Grant Tillett  
Seconded Cr Mark Harris

**CARRIED**

### **SECTION 89 MATTERS**

#### **RESOLUTION:**

**That the Committee resolves, pursuant to Section 89(2) of the Local Government Act 1989, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -**

Moved Cr Grant Tillett  
Seconded Cr Mark Harris

**CARRIED**



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|  | <b>PAGE(S)</b> |
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| <b>5.1 CONTRACT 2019/20-7 BALLARAT HOCKEY – LED SPORTS LIGHTING UPGRADE</b><br>(RO NEVILLE IVEY / TRENT BURSILL)     | <b>4</b>       |
| <b>5.2 CONTRACT 2019/20-10 LED SPORTS FIELD LIGHTING – RUSSELL SQUARE NORTH</b><br>(RO NEVILLE IVEY / ROBERT POWELL) | <b>4</b>       |

**5.1 CONTRACT 2019/20-7 BALLARAT HOCKEY CLUB  
- LED SPORTS LIGHTING UPGRADE  
(RO – Neville Ivey / Trent Bursill)**

**SUMMARY**

This report recommends that the Contracts Special Committee award a Contract for the supply, installation, commissioning and testing of the LED Sports Lighting system being Ballarat Hockey LED Sports Lighting Upgrade.

**RESOLUTION**

**That the Contracts Approval Special Committee resolves to:**

- 1. Award Tender Number 2019/20-07 for the provision of Ballarat Hockey – LED Sports Lighting Upgrade to DeAraugo and Lea Electrical Contractors (VIC) Pty Ltd for the total tendered price of \$365,200.00 (excluding GST).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Ben Taylor  
Seconded Cr Mark Harris

**CARRIED**

Cr Grant Tillett abstained from voting

**5.2 CONTRACT 2019/20-10 LED SPORTS FIELD LIGHTING – RUSSELL SQUARE  
(RO – Neville Ivey / Robert Powell)**

**SUMMARY**

This report recommends that the Contracts Special Committee award a Contract for the supply, installation, commissioning and testing of the LED Sports Lighting system being Russell Square LED Sports Lighting Upgrade.

**RESOLUTION**

**That the Contracts Approval Special Committee resolves that it:**

- 1. Award Tender 2019/20-10 for the provision of Russell Square North – LED Sports Lighting Upgrade to DeAraugo and Lea Electrical Contractors (VIC) Pty Ltd for the total tendered price of \$432,600.00 (excluding GST).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Ben Taylor  
Seconded Cr Mark Harris

**CARRIED**

Cr Grant Tillett abstained from voting

There being no further business, the Chairperson declared the meeting closed at 4.37pm

**Confirmed this                      day of                      , 2019**

.....

**Chairperson**

**10.14. 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 Andrea Nino (R18/19) effective as at 30 October 2019.**
2. **Revoke the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Donna Kienbaum (R193/17) effective as at 30 October 2019.**
3. **Revoke the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for John Dyke (R193/17) effective as at 30 October 2019.**
4. **Revoke the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Wendy Mackley (R270/16) effective as at 30 October 2019.**
5. **Endorse the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Heath Steward, effective as at 30 October 2019.**
6. **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*) for Andrea Nino, Donna Kienbaum, John Dyke and Wendy Mackley.

This report is also to endorse the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Heath Steward.

**RATIONALE**

At the Council Meeting held on 30 January 2019 Council resolved R18/19 to endorse the authorisation of Andrea Nino under the *Planning and Environment Act 1987*. Andrea Nino is no longer in the role of Statutory Planner and the authorisation requires revocation by Council resolution, to be effective as at 30 October 2019.

At the Council Meeting held on 14 June 2017 Council resolved R193/17 to endorse the authorisation of Donna Kienbaum under the *Planning and Environment Act 1987*. Donna Kienbaum remains in the role of Strategic Planning Administration Officer but the authorisation is no longer required and requires revocation by Council resolution, to be effective as at 30 October 2019.

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At the Council Meeting held on 14 June 2017 Council resolved R193/17 to endorse the authorisation of John Dyke under the *Planning and Environment Act 1987*. John Dyke is no longer in the role of Senior Strategic Planner and the authorisation requires revocation by Council resolution, to be effective as at 30 October 2019.

At the Council Meeting held on 14 September 2016 Council resolved R270/16 to endorse the authorisation of Wendy Mackley under the *Planning and Environment Act 1987*. Wendy Mackley remains in the role of Strategic Planning Administration Officer but the authorisation is no longer required and requires revocation by Council resolution, to be effective as at 30 October 2019.

Heath Steward holds the position of Senior 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 October 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? |
|-------------------------------------|-----------------------|--------------------------|
| <b>Human Rights</b>                 | Yes                   | No                       |
| <b>Social/Cultural</b>              | No                    | No                       |
| <b>Environmental/Sustainability</b> | No                    | No                       |
| <b>Economic</b>                     | No                    | No                       |
| <b>Financial/Resources</b>          | No                    | No                       |
| <b>Risk Management</b>              | Yes                   | Yes                      |
| <b>Implementation and Marketing</b> | No                    | No                       |
| <b>Evaluation and Review</b>        | 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 meetings, through 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 legislation has been adhered to.

## **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**

- 14 September 2016 Council report and resolution.
- 14 June 2017 Council report and resolution.
- 30 January 2019 Council report and resolution.

## **ATTACHMENTS**

1. S11A - Heath Steward [**10.14.1** - 2 pages]



*S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)*

**Ballarat City Council**

**Instrument of Appointment and Authorisation  
for Heath Steward**

***(Planning and Environment Act 1987 only)***



**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Heath Steward**

**By this instrument of appointment and authorisation Ballarat City/Shire Council -**

1. under s 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 s 232 of the *Local Government Act 1989* authorises the officer##s 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 [insert date and resolution]

Date:

**The Common Seal of Ballarat City Council** )  
was affixed by authority of the Council in the )  
presence of: )

..... Mayor/Councillor

..... Councillor

..... Chief Executive Officer



## **10.15. 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.

As of 2 October 2019 Council Meeting, there are no outstanding questions.

### **RATIONALE**

The City of Ballarat Meeting Procedure Local Law 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**

- Meeting Procedure Local Law

### **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**

Nil

**11. NOTICE OF MOTION**

Nil

**12. URGENT BUSINESS**

**13. SECTION 89 (IN CAMERA)**

**10.3. MODEL A FORD CLUB TOURISM EVENT GRANT BUDGET**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Jeff Johnson - Executive Manager Events and the Arts

(Contractual matters)

**10.4. OCEANIA BADMINTON CHAMPIONSHIPS TOURISM GRANT BUDGET**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Jeff Johnson - Executive Manager Events and the Arts

(Contractual matters)

**10.8. CAROLS BY CANDLELIGHT STRATEGIC PARTNERSHIP CONFIDENTIAL BUDGET**

**Division:** Development and Planning  
**Director:** Angelique Lush, Director Development and Planning  
**Author/Position:** Heidi Zukauskas - Events Manager

(Contractual matters)

**10.9. 2020 PLATE UP BALLARAT STRATEGIC PARTNERSHIP - CONFIDENTIAL ATTACHMENTS**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Kate Joss - Community Events Officer

(Contractual matters)

**10.13. CONTRACTS SPECIAL COMMITTEE OF COUNCIL - 25 SEPTEMBER 2019**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Lorraine Sendall - Executive Assistant, Director Business Services

(Confidential report designated under the Local Government Act 1989 section 77(2)(b))

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**13.1. AUDIT ADVISORY COMMITTEE - 26 JUNE 2019**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Lorraine Sendall - Executive Assistant, Director Business Services

(Any other matter which the Council or Special Committee considers would prejudice the Council)

**13.2. TENDER 2019/20-45 CUTHBERTS ROAD RECONSTRUCTION**

**Division:** Infrastructure and Environment  
**Director:** Terry Demeo  
**Author/Position:** Robin Hand – Contracts Administration Officer

(Contractual matters)

**14. CLOSE**