



**Ordinary Council Meeting**

**27 May 2020**

Council Chambers, Town Hall, Sturt Street, Ballarat

**AGENDA**

**Public Copy**

**NOTICE IS HEREBY GIVEN THAT A MEETING OF BALLARAT CITY COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, TOWN HALL, STURT STREET, BALLARAT ON WEDNESDAY 27 MAY 2020 AT 7:00PM.**

This meeting is being broadcast live on the internet and the recording of this meeting will be published on council's website [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au) after the meeting.

Information about the broadcasting and publishing recordings of council meetings is available in council's broadcasting and publishing recordings of council meetings procedure available on the council's website.

## AGENDA

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**The next Ordinary Meeting of the Ballarat City Council will be held on Wednesday 24 June 2020.**

**1. OPENING DECLARATION**

**Councillors:** *"We, the Councillors of the City of Ballarat, declare that we will carry out our duties in the best interests of the community, and through collective leadership will maintain the highest standards of good governance."*

**Mayor:** *"I respectfully acknowledge the Wadawurrung and Dja Dja Wurrung People, the traditional custodians of the land, and I would like to welcome members of the public in the gallery."*

**2. APOLOGIES FOR ABSENCE**

**3. DISCLOSURE OF INTEREST**

**4. CONFIRMATION OF MINUTES**

**5. MATTERS ARISING FROM THE MINUTES**



## 6. PUBLIC QUESTION TIME

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

### QUESTION TIME

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

### PUBLIC SUBMISSIONS

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

## 7. REPORTS FROM COMMITTEES/COUNCILLORS

### 8. CHIEF EXECUTIVE OFFICER REPORT

#### 8.1. CHIEF EXECUTIVE OFFICER REPORT

**Division:** Executive Unit  
**Director:** Neville Ivey  
**Author/Position:** Neville Ivey – Acting Chief Executive Officer

#### OFFICER RECOMMENDATION

**Council resolves to:**

**Receive and note the CEO's Operational Report.**

#### EXECUTIVE SUMMARY

The CEO's Operational Report highlights issues and outcomes affecting the organisation's performance as it delivers services and implements the Council's strategies and policy decisions.

#### RATIONALE

The Council of the City of Ballarat is responsible for setting the municipality's strategic direction. The CEO of the City of Ballarat is the sole employee of the Council and is responsible for establishing the organisational structure and resource implementation to achieve the objectives set by the Council. This operational report provides a greater level of access to not only the organisation's achievements, but also the challenges and issues confronting staff and officers in the delivery of services.

#### **Key achievements, projects and events delivered:**

The reporting period covers the City of Ballarat's response to the COVID-19 crisis which emerged in early 2020 and began to impact our community during March. The City of Ballarat took steps early to ensure the continuation of essential Council services to the community, as well as re-shaping the way we worked to deliver those services. A program to support businesses affected by COVID – 19 was developed. We created a proactive campaign to encourage our community to support each other while abiding by necessary social distancing measures. We coordinated those efforts with key Ballarat organisations to ensure messaging and actions were consistent. Some of the key initiatives from this period are listed in this summary of key achievements, projects and events delivered.

#### Be Kind Ballarat

The campaign was rapidly developed and launched to encourage Ballarat residents to be kind to themselves, to each other and to local business during the COVID- 19 crisis.

Built around simple messages of kindness, the campaign aligns with the ethos and goals of the Compassionate Cities Charter.

The City of Ballarat made available the campaign design assets to other councils and organisations across Australia, with many taking up the opportunity to use a version of the campaign in their own communities and businesses.

#### Be Bold and Stay Home

Prior to strict social distancing measures in Victoria in late March, the City of Ballarat joined with business and community leaders to call on Ballarat residents to Be Bold and Stay Home, to do their bit to flatten the curve of virus numbers in Ballarat and in Victoria.

#### Be Kind Be Creative

As part of the Be Kind initiative, a joint project across Arts & Culture, Events, and Marketing resulted in the development of the Be Kind Be Creative program. The project provided creative ways for people to continue to engage with each other during the period of social distancing and to economically support creative micro-businesses and sole traders.

#### Business response

In March the City of Ballarat announced measures to support city businesses affected by COVID-19. Supports developed included: an automatic extension of some permits, registrations and licences for a six-month period; streamlining planning permit assessment processes including an accelerated process for dealing with further information requests and further support for the online submissions system; additional information for businesses around what they can do to modify their usual practices in these changed circumstances, and; a dedicated economic response contact centre to provide advice and support to business owners.

#### Help for Businesses webpage

A new page on the City of Ballarat website has been created to provide a central point of information for businesses in Ballarat. The page contains links to the most up to date stimulus and support measures from all levels of government, and content specific to Ballarat including resources being provided by Commerce Ballarat.

#### Ballarat Library Online Story Times

Julie Bull, Children's & Youth Librarian, has been presenting recorded online story times for kids and families. They have been well received with over 20,000 views and shares.

#### Early Years Partnership Team

The team have worked hard over recent weeks to continue to support vulnerable and isolated families. Activity and resource packs have been distributed to approximately 85 families currently engaged in the Smalltalk Supported Playgroup program and the facilitators are continuing to deliver this program via weekly telephone calls.

#### Celebrating Vic Youth Week 2020 with Online Shout Outs

Every day of Youth week our Youth Services team posted shout outs of young people from across our community. Young people told us about themselves, what they love doing, what they care about, how they look after themselves and what their Call to Action is right now and into the future, with the shout outs posted to youth services' Instagram team.

#### Ballarat Aquatic and Lifestyle Centre Health Hub

With the closure of BALC during the COVID-19 pandemic, the BALC worked in partnership with other City of Ballarat departments to create a central online resource which inspires and motivates people to get active at home using free online resources that people can access from home. The BALC Online Health Hub includes resources such as pre-recorded workout videos featuring Centre staff covering popular class types like Pilates, barre and HIIT style workouts which caters for all fitness levels.

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### Ballarat Begonia Festival

The 2020 Ballarat Begonia Festival was another huge success for our city, delivering key actions of the Ballarat Events Strategy 2018-2028, Creative Cities Strategy, and the Live Music Strategy. The event attracted 60,884 people over the three days, delivering a \$3,445,321 economic impact to the local economy.

### Clean Up Australia Day

The annual Clean up Australia Day was held on Sunday 1 March. Council provided the community with 4 skips, 1 each in the following locations – Leith Street, Merz Street Lucas, Victoria Park & Holy Grove Reserve Wendouree. The volunteers did a fantastic job & filled all 4 skips with rubbish. There were also 12 registered clean-up sites where rubbish bags were collected by the City of Ballarat's Street Cleaning team the following day.

### Replanting Ballarat Botanical Gardens and Entrances

In April, the City of Ballarat's Parks and Gardens team started the task of replanting more than 30 garden beds in the Ballarat Botanical Gardens, as well as the Victoria and Sturt Street boulevard entrances. The gardens installed a chrysanthemum display ahead of Mother's Day in the north and south windows of the Conservatory. While the conservatory remained closed to the public due to COVID-19 restrictions, passers-by were able to see the display through the windows while observing social distancing.

### Brown Hill Hall upgrades completed

The latest stage of a \$650,000 project to upgrade the Brown Hill Hall has been completed with the construction of a new community kitchen, the transformation of two large meeting rooms and additional storage space. The hall is one of the most used community facilities in Ballarat, housing a range of regular community programs and home to the Brown Hill Senior Citizens. Identified as a priority by local residents involved with City of Ballarat's Engaging Communities Program, the project has been funded through the City of Ballarat's Social Infrastructure Program.

### Anzac Day

With on site Anzac Day services unable to be held this year, the City of Ballarat worked with local RSL clubs and residents to support private observance of the day. An Anzac Day information hub was added to the City of Ballarat website with links to services broadcast through local media outlets, ways to download the 'Aussies and Kiwis for Anzac Day' app created by Ballarat resident and instigator of the Driveway at Dawn initiative, Justin Wilbur, and other Anzac Day resources.

### Statutory Planning applications and decisions continue

Planning applications continued to be received and processed in strong numbers during March, despite social restrictions. The City of Ballarat received 73 new planning applications during March with a total development value of more than \$12 million. The number received is in line with pre-COVID –19 averages of between 65 and 85 applications per month. A total of 72 application decisions were made during March.

### Temporary Depot set up in response to COVID-19

The City of Ballarat has radically changed its work practices at its Ring Road depot site due to the COVID-19 pandemic. Depot-based teams, including roads, footpath and drainage maintenance crews, waste collection staff, and parks and gardens staff, began operating on modified duties. Temporary satellite depot sites have been set up to ensure social distancing measures can be achieved. A comprehensive COVID-19 workplace and hygiene induction for all teams was carried out, which involved more than 200 staff.

### Meals on Wheels changes

The City of Ballarat made some proactive changes to its essential Meals on Wheels service due to the COVID-19 crisis. Two Meals on Wheels locations were set up, including the current Mair Street site and the Eureka Centre's commercial kitchen facilities. The service was split evenly across the two sites to ensure if one venue was compromised by COVID-19, the other site could continue to operate.

### Lucas Community Hub Testing Site

Lucas Community Hub was re-purposed as a temporary COVID-19 testing facility to take pressure off the region's existing health services. The Australian Government funded the facility as part of efforts to address the community spread of COVID-19. The temporary facility, run by UFS Dispensaries, has operated from 8.30am- 5pm Monday to Friday.

### Art Gallery of Ballarat upgrades

The Art Gallery of Ballarat has switched focus to online engagement, developing education resources such as video content, exhibition insight pages and ramping up social media engagement. The Gallery has also used the opportunity to review and overhaul a range of internal gallery processes and building improvements.

## **Ongoing community consultation**

### Living Corridors Action Plan

The Living Corridors Action Plan will include actions that can be delivered by the City of Ballarat, State Agencies, landowners, developers and the community. The plan will include recommendations to improve planning controls for vegetation and to protect biodiversity across eastern Ballarat. Community consultation on the draft Action Plan is anticipated to take place in mid-2020.

### Bakery Hill Precinct Urban Renewal Plan Implementation

Implementation of the Bakery Hill Plan is progressing with a program of early works planned to be delivered over the next few months. The design competition for the Bridge Mall has just been completed and a contract to progress with the design concepts has been awarded to Hassel Studio and local landscape architecture firm Plot. Community engagement on the early concept designs will occur once it is appropriate, having consideration to future advice around COVID-19.

## **Ongoing projects, initiatives and works**

### Sonika Fully Sick Fest

Ballarat Youth Services launched Fully Sick Fest in April, an initiative to give young local musicians the opportunity to perform to an online audience.

### Progress on sports and recreation facilities

The upgrade of Ballarat's sporting facilities is progressing strongly with the near completion of new change rooms at the Western Oval. The \$730,000 upgrade of the Pleasant Street South facility, funded by the City of Ballarat and the Victorian Government, will create female-friendly changerooms and amenities, umpire changerooms, public toilets for the reserve and extra storage. Work also commenced on a new all ages and abilities play space at Sebastopol's M.R. Power Park.

Lighting upgrades for key sports facilities

Six sporting facilities are receiving state-of-the-art LED lighting technology as part of the upgrades. Lighting improvements have been completed or a scheduled to be completed before the end of the financial year at Russell Square, Princes of Wales Hockey Park, Trekardo Park, Pleasant Street Reserve, Marty Busch Reserve BMX track, and St Georges Reserve. Upgrades have been jointly funded by the Victorian Government and the City of Ballarat's Capital Works program.

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

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

**REPORTING AND COMPLIANCE STATEMENTS**

Implications	Considered in Report?	Implications Identified?
<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>	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** – No additional financial implications have arisen from the preparation of a CEO Operational 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.

**ATTACHMENTS**

Nil

## 9. ASSEMBLIES OF COUNCILLORS

### 9.1. ASSEMBLIES OF COUNCILLORS

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Sarah Anstis - Administration Officer Statutory Compliance

#### OFFICER RECOMMENDATION

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

- 2 December 2019 Ballarat Heritage Advisory Committee
- 3 February 2020 Ballarat Heritage Advisory Committee
- 12 February 2020 Community Safety Advisory Committee
- 24 February 2020 Ballarat Regional Soccer Facility Advisory Committee
- 26 February 2020 Councillor Briefing
- 3 March 2020 Councillor Briefing
- 11 March 2020 Infrastructure and Environment Portfolio Meeting
- 11 March 2020 Councillor Briefing
- 23 March 2020 Councillor Briefing
- 3 April 2020 Prosperity Portfolio Meeting
- 8 April 2020 Infrastructure and Environment Portfolio Meeting
- 8 April 2020 Council Agenda Review Briefing
- 8 April 2020 Finance Committee
- 15 April 2020 Strategic Briefing
- 15 April 2020 Finance Committee
- 22 April 2020 Infrastructure and Environment Portfolio Meeting
- 22 April 2020 Finance Committee
- 6 May 2020 Special Briefing

#### EXECUTIVE SUMMARY

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

#### RATIONALE

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

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

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

**REPORTING AND COMPLIANCE STATEMENTS**

<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>	No	No
<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 attached Assembly of Councillor Records in the Council Agenda and the availability to the community increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

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

**OFFICERS DECLARATIONS OF INTEREST**

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

**REFERENCE DOCUMENTS**

- Nil



**ATTACHMENTS**

1. 2 December 2019 Ballarat Heritage Advisory Committee [9.1.1 - 2 pages]
2. 3 February 2020 Ballarat Heritage Advisory Committee [9.1.2 - 2 pages]
3. 12 February 2020 Community Safety Advisory Committee [9.1.3 - 1 page]
4. 24 February 2020 Ballarat Regional Soccer Facility Advisory Committee [9.1.4 - 1 page]
5. 26 February 2020 Councillor Briefing [9.1.5 - 1 page]
6. 3 March 2020 Councillor Briefing [9.1.6 - 1 page]
7. 11 March 2020 Infrastructure and Environment Portfolio Meeting [9.1.7 - 1 page]
8. 11 March 2020 Councillor Briefing [9.1.8 - 1 page]
9. 23 March 2020 Councillor Briefing [9.1.9 - 1 page]
10. 3 April 2020 Prosperity Portfolio Meeting [9.1.10 - 2 pages]
11. 8 April 2020 Infrastructure and Environment Portfolio Meeting [9.1.11 - 1 page]
12. 8 April 2020 Council Agenda Review Briefing [9.1.12 - 2 pages]
13. 8 April 2020 Finance Committee [9.1.13 - 1 page]
14. 15 April 2020 Strategic Briefing [9.1.14 - 2 pages]
15. 15 April 2020 Finance Committee [9.1.15 - 1 page]
16. 22 April 2020 Infrastructure and Environment Portfolio Meeting [9.1.16 - 1 page]
17. 22 April 2020 Finance Committee [9.1.17 - 1 page]
18. 6 May 2020 Special Briefing [9.1.18 - 2 pages]

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## APPENDIX 1



### Assembly of Councillors Record

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

Purpose of meeting:	Ballarat Heritage Advisory Committee
Date of meeting:	02/12/2019
Start time:	12:00pm-
Finish time:	2:00pm
Councillors present:	Cr Samantha McIntosh (Chair)
Apologies:	Catherine McLay (City of Ballarat) Colin Jackson, Executive Manager (Ballarat Mechanics Institute) David Taylor (Public Record Office Victoria) Katrina Nitschke (Sovereign Hill Museums Association) Marie Kau (Central Highlands Historical Association) Michelle Mortlock (Commerce Ballarat) Noel Dempsey (Visit Ballarat) Phil Roberts, Board Member (Ballarat Mechanics Institute) Prof. Keir Reeves (Federation University Australia)
Council Staff present:	Susan Fayad Annabel Neylon John Dyke Elizabeth Mangnall (minutes)
Other people present:	Ailsa Brackley du Bois – Community representative Anne Beggs-Sunter – Heritage Watch Dianne Gow – National Trust

	Sam McColl - BMI Travis Hurst – Real Estate Victoria
Any conflict of interest disclosed?	Nil
Matters considered:  <i>*Provide dots points of matters discussed.</i>	<ol style="list-style-type: none"> <li>1. Attendees and apologies – no quorum</li> <li>2. Disclosure of conflicts of interest</li> <li>3. Confirmation of previous minutes</li> <li>4. Matters arising from the minutes- Latrobe Street Saleyard Heritage Overlay</li> <li>5. Correspondence in and out-PROV local history grants</li> <li>6. Reports: Heritage plan delivery. UNESCO Creative City designation; Ballarat Heritage Restoration Grants; Goldfields World Heritage Bid</li> <li>7. General Business - Nil</li> <li>8. Members roundtable</li> <li>9. Community representative position</li> <li>10. 2020 proposed meeting dates</li> <li>11. Gallery visit</li> </ol>
Signed: 	Position: Coordinator Heritage and Cultural Landscapes
Name: Susan Fayad	Date: 06/04/2020

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## APPENDIX 1



### Assembly of Councillors Record

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

Purpose of meeting:	Ballarat Heritage Advisory Committee
Date of meeting:	03/02/2020
Start time:	12:00pm-
Finish time:	2:00pm
Councillors present:	Cr Samantha McIntosh (Chair)
Apologies:	<ul style="list-style-type: none"><li>• Catherine McLay (City of Ballarat)</li><li>• Susan Fayad (City of Ballarat)</li><li>• Colin Jackson, Executive Manager (Ballarat Mechanics Institute)</li><li>• Prof. Keir Reeves (Federation University Australia)</li><li>• Ailsa Brackley du Bois – Community representative</li></ul>
Council Staff present:	<ul style="list-style-type: none"><li>• James Guy</li><li>• John Dyke</li><li>• Kate Joss</li><li>• Mark Cartledge (Emergency Mgt)</li></ul>
Other people present:	<ul style="list-style-type: none"><li>• Anne Beggs-Sunter – Heritage Watch</li><li>• Di Gow – National Trust</li><li>• Terry Lloyd - BMI</li><li>• Travis Hurst – Real Estate Victoria</li><li>• Michelle Mortlock (Commerce Ballarat)</li><li>• Marie Kau (Central Highlands Historical Association)</li><li>• David Taylor – (Public Record Office Victoria)</li><li>• Grace Baliviera – (PROV) (observer)</li><li>• Katrina Nitschke (Sovereign Hill Museums Association)</li></ul>
Any conflict of interest	Nil

disclosed?	
Matters considered:  <i>*Provide dots points of matters discussed.</i>	<ul style="list-style-type: none"> <li>• <b>Emergency and Disaster readiness (workshop)</b></li> <li>• <b>Strategic Planning update</b>  Latrobe Street Saleyards  Bakery Hill Urban renewal  Heritage Control Reviews</li> <li>• <b>Ballarat Heritage Weekend</b></li> <li>• <b>General Business</b></li> </ul>
Signed: 	Position: Coordinator Heritage and Cultural Landscapes
Name: Susan Fayad	Date: 06/04/2020

## 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.

<b>Description of meeting:</b>	Community Safety Advisory Committee
<b>Date of meeting:</b>	Wednesday 12 <sup>th</sup> February 2020
<b>Start time:</b>	9.00am
<b>Finish time:</b>	10.15am

<b>Councillors present:</b>
Cr Des Hudson
<b>Apologies:</b>
Vicki Coltman, Philippa Cane, Pete Appleton,
<b>Council staff present:</b>
Amanda Collins, Belinda Hynes
<b>Other attendees present:</b>
Lucie Bilney, Federation University, Mark Sultana, Department of Justice and Community Safety,

<b>Conflict of Interests:</b>
<p>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.</p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Cr Hudson called for any conflicts of interest in relation to items on the Agenda. None were disclosed.</p> </div>

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<ul style="list-style-type: none"> <li>• Confirmation of Minutes December 2019</li> <li>• Correspondence In</li> <li>• Correspondence Out</li> <li>• Update provided by Amanda Collins on the Right to the night Health and Medical Precinct Project, Café Conversation Project for Neighbour Day, Municipal Crime Prevention Network participation</li> <li>• Update provided by Mark Sultana on the MAST project, Belinda Hynes advised of Delacombe Revitalisation Project, that DHHS are leading.</li> <li>• Lucie Bilney, Federation University provided an overview of her role and the University's response to the Corona virus and international students returning for study</li> <li>• Cr Hudson showed a video on the Blue Edge Program which he had been involved in</li> </ul>

<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position: Community Safety and Wellbeing Officer</b>
<b>Name: Amanda Collins</b>	<b>Date: 15/04/2020</b>

## ASSEMBLY OF COUNCILLORS RECORD

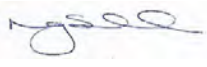
This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

<b>Description of meeting:</b>	Ballarat Regional Soccer Facility Advisory Committee
<b>Date of meeting:</b>	24 February 2020
<b>Start time:</b>	5:00pm
<b>Finish time:</b>	5:45pm

<b>Councillors present:</b>	None
<b>Apologies:</b>	Cr. Des Hudson
<b>Council staff present:</b>	Mark Patterson – Executive Manager Sport & Active Living Marg Richards – Venue Manager BRSF & Mars Stadium
<b>(Optional) Other attendees present:</b>	Herman Bogers, Peter Cowley, David Sproules, James Robinson

<b>Conflict of Interests:</b>				
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
None				

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<ul style="list-style-type: none"> <li>• Advertising for two (2) independent Committee Members</li> <li>• Monthly Operational Report</li> <li>• Strategic Facility Development Plan</li> <li>• Event attraction</li> </ul>

<b>Record completed by:</b> Marg Richards	
<b>Signed:</b> 	<b>Position:</b> Venue Manager BRSF & Mars Stadium
<b>Name:</b> Marg Richards	<b>Date:</b> 7/04/2020

## 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.

<b>Description of meeting:</b>	Councillor Briefing
<b>Date of meeting:</b>	26 February 2020
<b>Start time:</b>	5.45pm
<b>Finish time:</b>	6.15pm

<b>Councillors present:</b>
Deputy Mayor Cr Belinda Coates, Cr Jim Rinaldi, Cr Samantha McIntosh, Cr Des Hudson, Cr Grant Tillett, Cr Daniel Moloney
<b>Apologies:</b>
Cr Amy Johnson, Mayor Cr Ben Taylor
<b>Council staff present:</b>
Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services
<b>(Optional) Other attendees present:</b>
Nil

<b>Conflict of Interests:</b>				
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>• Legal advice</li> </ul>

<b>Record completed by:</b>	
Signed: 	Position: Executive Manager Safety, Risk and Compliance Services
Name: Cameron Montgomery	Date: 28 February 2020



## 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.

<b>Description of meeting:</b>	Councillor Briefing
<b>Date of meeting:</b>	3 March 2020
<b>Start time:</b>	6.05pm
<b>Finish time:</b>	7.50pm

<b>Councillors present:</b> Mayor Cr Ben Taylor, Deputy Mayor Cr Belinda Coates, Cr Samantha McIntosh, Cr Des Hudson, Cr Grant Tillett, Cr Daniel Moloney (left at 7.15pm), Cr Amy Johnson (left at 7.30pm)
<b>Apologies:</b> Cr Jim Rinaldi
<b>Council staff present:</b> Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services
<b>(Optional) Other attendees present:</b> Kate Oliver – Maddocks

<b>Conflict of Interests:</b>				
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>• Legal advice</li> </ul>

<b>Record completed by:</b>	
Signed: 	Position: Executive Manager Safety, Risk and Compliance Services
Name: Cameron Montgomery	Date: 4 March 2020

### 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.

<b>Description of meeting:</b>	Infrastructure and Environment Portfolio Meeting No 212
<b>Date of meeting:</b>	Wednesday 11 March 2020
<b>Start time:</b>	7.30am
<b>Finish time</b>	9.07am

<b>Councillors present:</b>	Cr Ben Taylor, Cr Grant Tillett, Cr Mark Harris
<b>Apologies:</b>	
<b>Council staff present:</b>	Terry Demeo – Director Infrastructure and Environment, Louise Turner – Coordinator Environmental Services, Quenton Gay – Waster, Water & Energy Officer, Belinda Kent – Executive Assistant to Director Infrastructure and Environment (Minute Taker)
<b>Other attendees present:</b>	Nil

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

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• Smarter Parking Update</li> <li>• Circular Economy Response</li> <li>• All Waste Interchange</li> <li>• Landfill Operations</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Discuss Reports for Next Agenda Review in Business Calendar</li> </ul> <p><b>Upcoming Tenders</b></p> <ul style="list-style-type: none"> <li>• Circulated to Councillors prior to meeting</li> </ul> <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Liberator Drive</li> </ul>

<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position:</b> Director Infrastructure and Environment
<b>Name:</b> Terry Demeo	<b>Date:</b> 19 March 2020

## ASSEMBLY OF COUNCILLORS RECORD

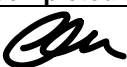
This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

<b>Description of meeting:</b>	Councillor Briefing
<b>Date of meeting:</b>	11 March 2020
<b>Start time:</b>	5.35pm
<b>Finish time:</b>	5.50pm

<b>Councillors present:</b>
Mayor Cr Ben Taylor, Deputy Mayor Cr Belinda Coates, Cr Des Hudson, Cr Grant Tillett, Cr Jim Rinaldi
<b>Apologies:</b>
Cr Daniel Moloney, Cr Amy Johnson, Cr Samantha McIntosh
<b>Council staff present:</b>
Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services
<b>(Optional) Other attendees present:</b>

<b>Conflict of Interests:</b>				
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>• Legal advice</li> </ul>

<b>Record completed by:</b>	
Signed: 	Position: Executive Manager Safety, Risk and Compliance Services
Name: Cameron Montgomery	Date: 11 March 2020

## 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.

<b>Description of meeting:</b>	Councillor Briefing
<b>Date of meeting:</b>	23 March 2020
<b>Start time:</b>	2.05pm
<b>Finish time:</b>	3.10pm

<b>Councillors present:</b>
Mayor Cr Ben Taylor, Deputy Mayor Cr Belinda Coates, Cr Jim Rinaldi, Cr Samantha McIntosh, Cr Des Hudson, Cr Grant Tillett, Cr Daniel Moloney, Cr Amy Johnson
<b>Apologies:</b>
Nil
<b>Council staff present:</b>
Justine Linley - Chief Executive Officer Neville Ivey - Director Community Development Terry Demeo - Director Infrastructure and Environment Glenn Kallio - Director Business Services Angelique Lush - Director Development and Planning Cameron Cahill - Director Innovation and Organisational Improvement Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services
<b>(Optional) Other attendees present:</b>
Nil

<b>Conflict of Interests:</b>				
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>Pandemic Briefing</li> </ul>

<b>Record completed by:</b>	
Signed: 	<b>Position: Executive Manager Safety, Risk and Compliance Services</b>
<b>Name: Cameron Montgomery</b>	<b>Date: 23 March 2020</b>

## 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.

<b>Description of meeting:</b>	Prosperity Portfolio Meeting – Events and the Arts & Economic Partnerships
<b>Date of meeting:</b>	3 April 2020
<b>Start time:</b>	9.05am
<b>Finish time:</b>	11.34am

<b>Councillors present:</b>	Cr McIntosh, Cr Moloney, Cr Rinaldi, Cr Taylor
<b>Apologies:</b>	Justine Linley – CEO
<b>Council staff present:</b>	Angelique Lush – Director Development and Planning, Jeff Johnson – Executive Manager, Events and the Arts, James Guy – Executive Manager Economic Partnership
<b>Other attendees present:</b>	

<b>Conflict of Interests:</b>				
<p>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.</p> <p>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.</p>				
Nil	[Type & details declared]	Left Meeting [Yes/No]	[Time left]	[Time returned]

<p><b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i></p> <ul style="list-style-type: none"> <li>• Discussion about future meetings</li> </ul> <p><b>Events and the Arts</b></p> <ul style="list-style-type: none"> <li>• Overview of modified/postponed/cancelled events, HMT performances</li> <li>• Forward Planning for Events and Theatre</li> <li>• ANZAC Day</li> <li>• Be Kind Be Creative</li> </ul> <p><b>Economic Partnerships</b></p> <ul style="list-style-type: none"> <li>• Update on Public Transport</li> <li>• Parking at the Visitor Information Centre</li> <li>• Covid19 Response and Recovery Planning</li> <li>• Strategic Planning project workshops with Councillors – CBD/Bridge Mall Planning Controls, Neighbourhood Character, Latrobe St Saleyards</li> </ul>
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<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position:</b> Director Development and Planning
<b>Name:</b> Angelique Lush	<b>Date:</b> 29/4/2020

## 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.


<b>Description of meeting:</b>	Infrastructure and Environment Portfolio Meeting No 213
<b>Date of meeting:</b>	Wednesday 8 April 2020
<b>Start time:</b>	7.30am
<b>Finish time</b>	9.07am

<b>Councillors present:</b>	Cr Ben Taylor, Cr Grant Tillett, Cr Mark Harris
<b>Apologies:</b>	Nil
<b>Council staff present:</b>	Terry Demeo – Director Infrastructure and Environment, Darren Sadler – Executive Manager Property Services and Facilities Management, Natalie Robertson – Executive Manager Development Facilitation, Belinda Kent – Executive Assistant to Director Infrastructure and Environment (Minute Taker)
<b>Other attendees present:</b>	Nil

<b>Conflict of Interests:</b>	<p>Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest.</p> <p>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.</p>
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Nil			
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<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• Statutory Planning Update</li> <li>• Statutory Planning Transformation Project Brief</li> <li>• Property Sales Update</li> <li>• Capital / Infrastructure Projects Immediate &amp; Program for 2020-2021</li> <li>• Infrastructure and Environment – Sustainability Specific COVID-19 Response and Business Continuity Plan</li> <li>• Western Victoria New High Voltage Transmission Line Project Update</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Discuss Reports for Next Agenda Review in Business Calendar</li> </ul> <p><b>Upcoming Tenders</b></p> <ul style="list-style-type: none"> <li>• Circulated to Councillors prior to meeting</li> </ul> <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>

<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position:</b> Director Infrastructure and Environment
<b>Name:</b> Terry Demeo	<b>Date:</b> 21 April 2020

## 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.

<b>Description of meeting:</b>	Council Agenda Review Briefing
<b>Date of meeting:</b>	8 April 2020
<b>Start time:</b>	6:30pm
<b>Finish time:</b>	10.38pm

<b>Councillors present:</b> Cr Jim Rinaldi (remotely) Cr Grant Tillett (remotely) Cr Des Hudson (remotely) Cr Mark Harris (remotely) Cr Samantha McIntosh (remotely) Cr Belinda Coates (remotely) Cr Amy Johnson (remotely) Cr Daniel Moloney (remotely) Cr Ben Taylor (remotely)
<b>Apologies:</b>
<b>Council staff present:</b> Justine Linley – Chief Executive Officer Glenn Kallio – Director Business Services Terry Demeo – Director Infrastructure and Environment Neville Ivey – Director Community Development Cameron Cahill – Director Innovation and Organisational Improvement Angelique Lush – Director Development and Planning Lisa Kendal – Manager Strategic Planning
<b>Other attendees present:</b>

<b>Conflict of Interests:</b>				
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

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<b>Updates from Portfolios</b>
<b>Updates from Councillors</b>
<ul style="list-style-type: none"> <li>• Response and Recovery Pandemic 2020 update</li> <li>• Business as Unusual Report and Plan</li> <li>• Western Victorian Transmission Line</li> <li>• Miners Rest Saleyards</li> </ul>




**Review of Draft Council Agenda 22 April 2020**

- Smarter Parking Plan Implementation Progress Report
- Short Term Lease of Lucas Hub for Testing Clinic
- Planning Scheme Amendment - C216ball (Part 2)
- Sturt Street - Grenville Street to Dawson Street
- Carbon Neutrality Update
- Ballarat Botanical Gardens Foundation MoU
- Outstanding Question time Items

**Items in Camera**

- Tender 2019/20-199 Gillies Road Reconstruction
- Landfill - Future Options

**Record completed by:**

<b>Signed:</b> 	<b>Position:</b> Director Business Services
<b>Name:</b> Glenn Kallio	<b>Date:</b> 9 April 2020

## ASSEMBLY OF COUNCILLORS RECORD

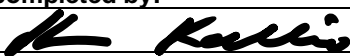
This record must be completed by the attending Council Officer and returned to the Statutory Compliance Unit within 48 hours after the meeting for recording in the register.

<b>Description of meeting:</b>	Finance Committee
<b>Date of meeting:</b>	8 April 2020
<b>Start time:</b>	3.30pm
<b>Finish time:</b>	4.25pm

<b>Councillors present:</b> Cr Grant Tillett (remotely) Cr Mark Harris (remotely) Cr Belinda Coates (remotely) Cr Ben Taylor (remotely) Cr Daniel Moloney (remotely)
<b>Apologies:</b> Cr Jim Rinaldi (remotely)
<b>Council staff present:</b> Justine Linley – Chief Executive Officer Glenn Kallio – Director Business Services
<b>Other attendees present:</b>

<b>Conflict of Interests:</b>				
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

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
1. Impact of COVID-19 on Council's financial position 2. Consideration of financial relief for ratepayers 3. Consideration of 2020/21 Budget Parameters

<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position:</b> Director Business Services
<b>Name:</b> Glenn Kallio	<b>Date:</b> 16 April 2020

## 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.

<b>Description of meeting:</b>	Strategic Briefing
<b>Date of meeting:</b>	15 April 2020
<b>Start time:</b>	6:47pm
<b>Finish time:</b>	9.41pm

<b>Councillors present:</b> Cr Grant Tillett (remotely) Cr Des Hudson (remotely) Cr Mark Harris (remotely) Cr Belinda Coates (remotely) Cr Ben Taylor (remotely) Cr Jim Rinaldi (remotely) Cr Samantha McIntosh (remotely) Cr Amy Johnson (remotely) Cr Daniel Moloney (remotely)
<b>Apologies:</b>
<b>Council staff present:</b> Justine Linley – Chief Executive Officer Glenn Kallio – Director Business Services Terry Demeo – Director Infrastructure and Environment Neville Ivey – Director Pandemic Response and Recovery Jenny Fink – Acting Director Community Development Cameron Cahill – Director Innovation and Organisational Improvement Angelique Lush – Director Development and Planning James Guy - Executive Manager Economic Partnerships Lisa Kendal – Manager Strategic Planning
<b>Other attendees present:</b> Lindsay Ward - Chief Executive Officer of the Parent Company

<b>Conflict of Interests:</b>				
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

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<b>Section A – External Presentations</b>
• Miners Rest Saleyards
<b>Strategic Matters Raised by Councillors</b>
<b>Portfolio Updates</b>
<b>Planning Committee – Agenda Review</b>

**Section B – Strategic Briefing Reports**

- Bakery Hill / CBD Planning Controls (Norwich Plaza)
- Smarter Parking Plan Implementation Update
- Be Kind Campaign Update 1
- State Government Advocacy - Planning Constraints during COVID-19
- 3<sup>rd</sup> Quarter Financial Report
- Audit Committee Terms of Reference Changes

**Record completed by:**

<b>Signed:</b>	<b>Position:</b> Director Business Services
<b>Name:</b> Glenn Kallio	<b>Date:</b> 16 April 2020

## 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.

<b>Description of meeting:</b>	Finance Committee
<b>Date of meeting:</b>	15 April 2020
<b>Start time:</b>	3.30pm
<b>Finish time:</b>	4.05pm

<b>Councillors present:</b> Cr Grant Tillett (remotely) Cr Mark Harris (remotely) Cr Belinda Coates (remotely) Cr Ben Taylor (remotely) Cr Daniel Moloney (remotely) Cr Jim Rinaldi (remotely) Cr Amy Jonhson (remotely)
<b>Apologies:</b>
<b>Council staff present:</b> Justine Linley – Chief Executive Officer Glenn Kallio – Director Business Services
<b>Other attendees present:</b>

<b>Conflict of Interests:</b>				
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

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<ol style="list-style-type: none"> <li>1. Consideration of 2020/21 Budget Parameters</li> <li>2. Review of 19/20 Forecast results and issues</li> <li>3. Review of draft 2020/21 budget</li> </ol>

<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position:</b> Director Business Services
<b>Name:</b> Glenn Kallio	<b>Date:</b> 16 April 2020

## 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.

<b>Description of meeting:</b>	Infrastructure and Environment Portfolio Meeting No 214
<b>Date of meeting:</b>	Wednesday 22 April 2020
<b>Start time:</b>	8:00am
<b>Finish time</b>	10.07am

<b>Councillors present:</b>
Cr Ben Taylor, Cr Grant Tillett, Cr Mark Harris
<b>Apologies:</b>
Nil
<b>Council staff present:</b>
Terry Demeo – Director Infrastructure and Environment, Darren Sadler – Executive Manager Property Services and Facilities Management, Natalie Robertson – Executive Manager Development Facilitation, Louise Turner – Coordinator Environmental Waste, Quenton Gay – Waste, Water & Energy Officer, Belinda Kent – Executive Assistant to Director Infrastructure and Environment (Minute Taker)
<b>Other attendees present:</b>
Nil

<b>Conflict of Interests:</b>
Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended), if a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest. A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.
Nil

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• Saleyards Demolition Update</li> <li>• 110 Lot Development Lucas Application</li> <li>• Ballarat West Update including Ballymanus Park, Cherry Flat Road and Growth across the Corridor</li> <li>• Civil Capital Program</li> <li>• Recycling Grant Opportunities</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Discuss Future Council Reports</li> </ul> <p><b>Upcoming Tenders</b></p> <ul style="list-style-type: none"> <li>• Circulated to Councillors prior to meeting</li> </ul> <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>

<b>Record completed by:</b>	
<b>Signed:</b> 	<b>Position:</b> Director Infrastructure and Environment
<b>Name:</b> Terry Demeo	<b>Date:</b> 23 April 2020

## 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.

<b>Description of meeting:</b>	Finance Committee
<b>Date of meeting:</b>	22 April 2020
<b>Start time:</b>	3.30pm
<b>Finish time:</b>	4.30pm

<b>Councillors present:</b> Cr Grant Tillett (remotely) Cr Belinda Coates (remotely) Cr Ben Taylor (remotely) Cr Daniel Moloney (remotely) Cr Jim Rinaldi (remotely) Cr Amy Jonhson (remotely)
<b>Apologies:</b>
<b>Council staff present:</b> Justine Linley – Chief Executive Officer Glenn Kallio – Director Business Services
<b>Other attendees present:</b>

<b>Conflict of Interests:</b>				
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

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
1. Consideration of 2020/21 Budget Parameters
2. Review of 2020/21 Budget reporting module

<b>Record completed by:</b>	
<b>igned:</b> 	<b>Position:</b> Director Business Services
<b>Name:</b> Glenn Kallio	<b>Date:</b> 23 April 2020

## 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.

<b>Description of meeting:</b>	Special Briefing
<b>Date of meeting:</b>	6 May 2020
<b>Start time:</b>	6.38 pm (break at 7.00pm resumed at 7.46pm)
<b>Finish time:</b>	9.39 pm

<b>Councillors present:</b> Cr Grant Tillett (remotely) Cr Des Hudson (remotely) Cr Mark Harris (remotely) Cr Belinda Coates (remotely) Cr Ben Taylor (remotely) Cr Jim Rinaldi (remotely) Cr Samantha McIntosh (remotely) Cr Amy Johnson (remotely) Cr Daniel Moloney (remotely)
<b>Apologies:</b>
<b>Council staff present:</b> Justine Linley – Chief Executive Officer Glenn Kallio – Director Business Services Terry Demeo – Director Infrastructure and Environment Neville Ivey – Director Pandemic Response and Recovery Jenny Fink – Acting Director Community Development Cameron Cahill – Director Innovation and Organisational Improvement Angelique Lush – Director Development and Planning Amy Boyd - Program Director Strategy and Implementation
<b>Other attendees present:</b>

<b>Conflict of Interests:</b>				
<p>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.</p> <p>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.</p>				
Name of person(s) declaring the conflict	Type & details declared	Left Meeting Yes/No	Time left	Time returned

<b>Matters Considered:</b> <i>*Provide dots points of matters discussed.</i>
<b>Advocacy Request</b>
<b>Officer Reports</b>
<ul style="list-style-type: none"> <li>• Recovery Planning and Implementation</li> <li>• Miners Rest Township Plan</li> <li>• Advocacy Requests</li> </ul>



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<b>Record completed by:</b>	
<b>Signed:</b>	<b>Position:</b> Director Business Services
<b>Name:</b> Glenn Kallio	<b>Date:</b> 7 May 2020

## 10. OFFICER REPORTS

### 10.1. RESPONSE AND RECOVERY PANDEMIC 2020 PROGRAM

**Division:** Executive Unit  
**Director:** Neville Ivey  
**Author/Position:** Neville Ivey – Acting Chief Executive Officer

#### OFFICER RECOMMENDATION

##### Council resolves to:

- 1. Note the establishment of the Response and Recovery Pandemic 2020 Taskforce and its work following the key principles of containing the impact of COVID 19, to maintain a healthy workforce, to provide strong leadership across Ballarat and to keep residents and businesses informed of what we are doing and why.**
- 2. Acknowledge that the Taskforce activities have been based on both a response to community need during this Pandemic event, but to also plan for the Health and Economic recovery of our community.**
- 3. Acknowledge the collaborative partnerships whom of all responded during the Pandemic event, including (but not limited to) Ballarat Health Services, UFS, Ballarat Community Health, Federation University, Victorian Police, Ambulance Victoria and Foodbank**

#### EXECUTIVE SUMMARY

The novel Coronavirus (COVID 19) outbreak is an unprecedented event in recent history. To protect the health of residents and staff, the City of Ballarat instigated its Response and Recovery Pandemic 2020 Plan for its staff, ratepayers, residents and the broader community.

This report details the principles by which decisions were made and an overview of activities undertaken.

#### RATIONALE

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS-CoV and Severe Acute Respiratory Syndrome (SARS-CoV). The 2019 novel Coronavirus (also known as COVID-19) is a new strain that has not been previously identified in humans.

On 12 January, the World Health Organisation (WHO) confirmed that COVID-19 was the cause of a respiratory illness in a cluster of people in Wuhan City, Hubei Province, China, which was reported to the WHO on 31 December 2019.

The level of impact from the COVID-19 outbreak remains dependent on several factors, including the clinical severity of the disease, the transmissibility of the virus between humans, the capacity of the health system, the effectiveness of interventions and the vulnerability of the population.

It will only be possible to quantify the overall impact of the pandemic from a health perspective once it has run its course.

It is important that community support and relief builds on existing social and health networks and the self-reliance capabilities within communities. Relief planning also needs to account for emerging groups of people experiencing vulnerability due to the virus and the strategies put in place by government to prevent its spread.

A State of Emergency was declared in Victoria effective from 12:00pm 16 March 2020 in response to the coronavirus pandemic, this was subsequently extended until midnight 11 May 2020. At the time of writing this report, those restrictions remain in place.

Pursuant to Section 20(1) of the *Emergency Management Act 1986* the City of Ballarat must produce and maintain a Municipal Emergency Management Plan (MEMPlan). This Plan addresses the prevention of, response to and recovery from, emergencies within the City of Ballarat. It is the result of the cooperative efforts of the Municipal Emergency Management Planning Committee (MEMPC).

The aim of the Municipal Emergency Management Plan (MEMPlan) is to establish and maintain a community with a high degree of resilience and the ability to cope with emergencies that are likely to impact on the City of Ballarat. This is achieved by risk minimisation, by creating an informed and pro-active community, and the establishment of processes and arrangements to ensure the appropriate and efficient response to, and recovery from, emergencies.

In response to the declared State of Emergency in Victoria, the City of Ballarat established a Pandemic Taskforce and immediately reviewed and amended as necessary its Pandemic Plan (which is a subplan of the Municipal Emergency Management Plan) detailing specific actions necessary during a Pandemic.

Members of the Task Force were and continue to be responsible for the following key activity groups:

- Public Health
- Finance and Risk
- Communications
- Staffing
- Economy
- Community
  - Food Security
  - Meals on Wheels
  - Accommodation
  - Food Bank
- Events and Venues
- Infrastructure and Facilities
- Mayoral and Councillor Liaison
- Regulatory Services

Actions and activities undertaken immediately post the State of Emergency being declared:

A review of all Council facilities using the principles as set out in the Pandemic Plan and assessed against Councils enterprise risk framework. The rigor of the assessment methodology provided the required evidence and confidence for the Executive Leadership

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Team to act quickly. The City of Ballarat executed these deliberations effective March 17, 2020, being one of the first Councils to do so across regional Australia.

These actions included the temporary closure of:

- Ballarat Aquatic and Lifestyle Centre
- Art Gallery of Ballarat
- Her Majesty's Theatre
- Civic Hall
- Ballarat Mining Exchange
- Ballarat Libraries
- Eureka Centre - Home of the Eureka Flag (102 Stawell St South, Ballarat)
- Parent Place
- Eureka Aquatic Facility
- City of Ballarat playgrounds: Adventure Playground at Wendouree Parade (Lake Wendouree), Inclusive Play Space at Victoria Park (Newington) and Eureka Playground at Eureka Stockade (Ballarat Central)
- City of Ballarat skatepark facilities
- Off-leash dog parks
- Robert Clark Horticultural Centre and Conservatory
- Lucas Community Hub

Modification of services:

- City of Ballarat Customer Service Centre - Phoenix Building closed however, staff taking calls seven days a week between 8.15am-5pm
- Ballarat Information Centre and Town Hall – phone enquiries only
- Ballarat Animal Shelter (phone in advance)
- Gillies Street Transfer Station (remained open but with some modifications to payment options)

The Pandemic Plan stipulates the requirement to maintain the Meals on Wheels program and Waste collection (including street cleaning). These operations remained unchanged however, safe working principles including social distancing measures were implemented to protect staff and the spread of the disease. The Meals on Wheels program which is normally heavily reliant on its volunteer workforce (many of whom are aged 65 plus) transitioned to utilize staff who had been impacted by facility closures. A second distribution site was established to ensure business continuity in the case of one site being required to be temporarily closed due to any reported case of infection.

The Health and Wellbeing of the community as a result of self-isolation measures triggered the City of Ballarat's Marketing & Communications team to create a campaign seeking a greater sense of unity and to assist in building community resilience. The "Be Kind" campaign was launched within 24 hours of the State of Victorian being declared a State of Emergency.

This campaign and the community's response to it has been heralded as a stand-out success as evidenced by a reach of 2.08 million people in the month of April. It has also been adopted by 14 other Councils across Victoria and interstate. An extension to this campaign resulted in targeted messaging to the business community, the creative sector and "self and others".

The City of Ballarat continues to act in the response phase through its Taskforce as issues arise during this significant event. Working with all levels of government, not for profit agencies and local businesses in the provision of support as required and to aid the community with its immediate needs.

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Collaborative efforts in partnership with organizations such as Ballarat Health Services, Federation University, Ballarat Community Health, UFS and Foodbank enabled further activities including:

- Establishment of COVID 19 testing sites
- Collaboration to implement mass Vaccination Centres'
- Coordination of Emergency Food Relief
- Establishment of a Community Food Pantry

The Recovery phase, which typically begins immediately post an emergency event, has already commenced as we strive to return the Ballarat community to what very well may be a "new normal".

Using the 5 horizons model, as shown below, Recovery efforts will be split into 4 key categories; the Economy, Community/Society, Environment and the Organisation (City of Ballarat).



Planning for the Economic Recovery of the community is already well underway with a long-term 10 year Economic Plan currently under development by the City of Ballarat. To be developed over the coming 6 months and guide Ballarat to even greater prosperity than was previously foreseen. COVID-19 is a reset, and if Ballarat responds in the right way, it can be a long-term opportunity to further strengthen the economy, drive an agenda of digital transformation and innovation, and encourage an entrepreneurial spirit that will benefit all.

## 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>	Yes	Yes
<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 activities as engaged as a result of this Pandemic have considered and responded to the social and cultural needs of the community.

**Environmental/Sustainability** – Every effort has been made and continues to reduce waste material in the activities undertake in responding to the Pandemic.

**Economic** – The Economic impact as a result of COVID 19 is significant. Activities undertaken to date in responding to community need has been extensive however, will need to continue as the economic impacts are revealed in the coming weeks and months.

**Financial/Resources** – A detailed account of all cost associated with the COVID 19 Pandemic has been recorded with some elements being claimable through the State Emergency Fund.

**Risk Management** – The progress of all actions undertaken have been assessed through the enterprise risk matrix

**Implementation and Marketing** – Implementation of actions have been underpinned by the Pandemic Plan and cognizant of State and Federal Government advice. As part of the response and communications plan was established to ensure effective communication to the community.

**Evaluation and Review** – Post the Pandemic, a review will be undertaken to evaluate actions taken and to note any potential learning outcomes.

**CONSULTATION**

Consultation has been and continues to be undertaken through various means including the Municipal Emergency Management Planning Committee, Dept. Of Health and Human Services and the many agencies as defined in the Plan.

**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**

- Municipal Emergency Management Plan
- Victorian State Recovery Plan

**ATTACHMENTS**

Nil

**10.2. JANUARY 26**

**Division:** Community Development  
**Director:** Jenny Fink  
**Author/Position:** Jenny Fink – Acting Director Community Development

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Note the officers report on a review of 2020 Australia Day weekend.**
- 2. Acknowledge the City of Ballarat’s implementation of Reconciliation Victoria’s January 26 protocols recognising the honoured place Aboriginal and Torres Strait Islanders have in our Nation’s history.**
- 3. Acknowledge that Aboriginal and Torres Strait Islander People may see the day as one of mourning, which is therefore an opportunity to promote understanding, respect and reconciliation.**
- 4. Work in collaboration with both the Koorie Engagement Action Group – KEAG and the wider Aboriginal and Torres Strait Islander Community to plan for future January 26 activities.**
- 5. Commence planning for a free intercultural outdoor music based event associated with the Summer Sundays program that both acknowledges January 26 and celebrates our way of life.**
- 6. Explore how to transition the fireworks event to include other options such as a sound and light show, an element of the show to pay respect to the Aboriginal and Torres Strait Islander Community.**

**EXECUTIVE SUMMARY**

At the Council Meeting held on 29 January 2020, Councillor Ben Taylor, Mayor of the City of Ballarat requested a report be brought to the Chamber within the next two months to reflect on the 2020 Australia Day weekend, options and activities held while working with the Koorie Engagement Action Group Advisory Committee and other Aboriginal and Torres Strait Islander organisations and community members in Ballarat.

This report provides an overview of the 2020 Australia Day weekend and how future planning and programming around January 26 can be progressed.



**RATIONALE****2020 City of Ballarat Australia Day Activities**

The City of Ballarat was involved in and supported several activities across the January 26, 2020 weekend as outlined in the following table.

<b>Date</b>	<b>Activity</b>	<b>Purpose</b>	<b>Attendance</b>	<b>Government Requirement?</b>
24/01/2020	City of Ballarat Australia Day Awards	The awards celebrate people who have made a positive contribution to the Ballarat community and are held on an annual basis.	130	No
26/01/2020	Survival Day Dawn Service	The ceremony was held to commemorate the Sovereign First People who fought and died in the frontier wars. These wars began from the date of European colonisation of Australia on January 26, 1788.	1,044	No
26/01/2020	Citizenship ceremony	Citizenship ceremonies are the final step in the process of a person becoming an Australian citizen. At the ceremony people make an Australian citizenship pledge and receive their official citizenship certificate.	100	Yes
26/01/2020	Fireworks	The Australia Day Fireworks are held at Lake Wendouree every January 26 since 1990 as a family event. The City of Ballarat has been holding this event since 2018 after local radio station 3BA ended their involvement.	10,000-15,000	No

**Further Information**

- **Citizenship Ceremonies** - It should be noted that the only event the City of Ballarat is required to hold on Australia Day/January 26 is the Citizenship Ceremony which comes under a Federal Government mandate. A copy of the Australian Citizenship Ceremonies Code is an attachment to this report.

- **Survival Day Dawn Ceremony** - The survival day dawn ceremony was the first of its kind to be held in regional Victoria. The event was organised by the Koorie Engagement Action Group - KEAG and supported by the City of Ballarat, Wadawurrung Aboriginal Corporation and the Ballarat and District Aboriginal Cooperative - BADAC. The event was attended by over 1,000 people.
- **Fireworks** – Throughout Australia, New Year’s Eve and Australia Day fireworks events caused some controversy in the community in relation to the recent bushfires that occurred over the December to February period of 2019/2020. This resulted in both Melbourne and Geelong Councils cancelling their Australia Day fireworks activities.
  - In Ballarat members of KEAG organised a public petition to stop the fireworks which was signed by approximately 8,000 people. A demonstration to stop the fireworks was also held at the Ballarat Australia Day awards ceremony.
  - The Ballarat fireworks have also attracted criticism from members of the community in relation to noise levels and the effect on domestic animals and wildlife.

### **January 26 and the Aboriginal and Torres Strait Islander Community**

The Australia Day holiday was established in 1994 by the Federal Government to mark the occasion of European settlement of Australia, 231 years ago. The ideology of Australia Day celebrates the freedom and rights of Australian Citizens, however, is largely silent on the ongoing impact of colonisation and the human rights that were forcibly removed from the Aboriginal and Torres Strait Islander population at the time.

January 26 is seen by many Aboriginal people as a day of mourning and one where many feel increasingly marginalised by the Australia Day celebrations that take place. Public debate about the history and significance of January 26 to the Aboriginal and Torres Strait Islander population dates back to 1938 when the Aborigines Progressive Association staged a civil rights protest at the Australian Hall in Sydney and declared the date as one of mourning. (Reconciliation Australia, 2017)

### **January 26 Working Group**

In 2019 a January 26 working group was established with members of Ballarat’s Aboriginal and Torres Strait Islander Community. The role of the group was to inform Council regarding the ongoing national conversation about how January 26 is celebrated and commemorated and the strong call to show respect and recognition to the Aboriginal and Torres Strait Islander Community. The group made several recommendations to the City of Ballarat Chief Executive Officer and as a result the following changes have occurred:

- January 26 was formally recognised as a day of mourning and acknowledgement of past wrongs was made at all City of Ballarat January 26 events in 2020.
- The City of Ballarat followed recommendations made by Reconciliation Victoria at all events.
- The Aboriginal Flag was flown at half-mast in Sturt Street.
- Tri flags displaying the Australian, Aboriginal and Torres Strait Islander flags have been placed in Council meeting rooms.
- Council staff have been requested to carry out an acknowledgement of Country at the beginning of all internal meetings.
- More Aboriginal and Torres Strait Islander performers have been included in Summer Sunday events at Lake Wendouree.

- Two more flagpoles for the Aboriginal and the Torres Strait Islander flags will be placed next to the flagpole at Viewpoint, Lake Wendouree. This work is in process.
- The first Ballarat Survival Day Dawn Ceremony was held at Viewpoint, Lake Wendouree on January 26, 2020.

These changes foster respect, knowledge and better understanding with staff at the City of Ballarat. They have also had a positive impact on the organisation by raising awareness and promoting greater understanding of the ongoing impact of colonisation on the Aboriginal and Torres Strait Islander peoples.

### **Future Options for January 26 in Ballarat**

The City of Ballarat has a number of avenues from which to discuss future options for January 26 in Ballarat. Council has already made a stated commitment to work with the local Aboriginal and Torres Strait Islander Community through the Reconciliation Action Plan 2019-2021 (RAP 2019-2021) A copy of this plan is an attachment to this report.

The plan states:

“We recognise and value the work and teachings of Aboriginal and Torres Strait Islander Peoples and their communities across this region. We need to develop an understanding of and reflect on the injustices that continue to impact our Aboriginal and Torres Strait Islander Peoples.” (City of Ballarat Reconciliation Action Plan 2019-2021, page 3)

Future planning for the types of events and activities to be held on January 26 in Ballarat can use the Reconciliation Action Plan as a guiding document to ensure that the City of Ballarat recognises this date in a culturally appropriate way.

Options that could be considered include a free community music event that is associated with the Summer Sunday’s program that celebrates Ballarat as an intercultural city featuring Aboriginal and Torres Strait Islander as well as Intercultural performers.

The fireworks event date will continue to cause concerns in relation to the fire season and the environmental impact from noise. Council could investigate transitioning the event to include other alternatives such as a sound and light show; an element of the show to pay respect to the Aboriginal and Torres Strait Islander Community. This show could be held in conjunction with the music event.

### **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 Reconciliation Plan 2019-2021

**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>	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>	Yes	Yes

**Human Rights** – The Australian Human Rights Commission identifies the following Human Rights in relation to Indigenous People that are relevant to this report:

- self-determination (which can include a guarantee of full, free and effective participation in all aspects of public life, particularly government decision-making)
- recognition and protection of traditional lands, territories and resources

**Social/Cultural** – This report discusses both the social and cultural impact of Australia Day celebrations and commemorations on the Aboriginal and Torres Strait Islander Community in Ballarat and the City of Ballarat's own journey to reconciliation through the RAP 2019-2021. The City of Ballarat acknowledges Aboriginal and Torres Strait Islander Peoples as First Nations People and recognises their culture, history and deep connection to the land.

The implementation of the RAP will provide Council, the local Aboriginal community and the broader community with a clear understanding of the City of Ballarat's commitment to reconciliation and the local Aboriginal community through the following:

**Relationships** – The City of Ballarat works in close partnership with the local community to ensure that our services and systems more closely align with the needs of Aboriginal and Torres Strait Islander people. The KEAG provides a strong governance structure that ensures Councillors and Senior Managers are able to hear directly from community, whilst fostering engagement and partnerships that deliver better outcomes across all of Council, from arts and events that celebrate the history of our traditional owners, to joint projects in health and wellbeing that help strengthen future generations.

**Respect** – The City of Ballarat is well known for its heritage and history and central to this is the story of traditional custodians who continue to practice their culture on this land and other Aboriginal and Torres Strait Islander People with a connection to Ballarat. We recognise that there is strength in diversity and that the perspectives of Aboriginal and Torres Strait Islander People are crucial to the success of our organisation and the broader community. Built on respect, the RAP 2019-2021 sets out our commitment to further raising cultural awareness and sensitivity in our own workforce and across the breadth of our areas of service delivery.

**Financial/Resources** – Costs incurred to implement Council's Australia Day/January 26 activities fall within the allocated annual budget parameters.

**Risk Management** – There are implications in relation to Council's requirement to hold Citizenship ceremonies on January 26 in accordance with Federal Government requirements.

**Evaluation and Review** – The KEAG will act in an advisory role on the issues that concern them and in accordance with Aboriginal and Torres Strait Islander People’s wishes.

## **CONSULTATION**

In 2019 a January 26 working group was established with key members of Ballarat’s Aboriginal and Torres Strait Islander Community. The group’s first meeting was held in March 2019. The role of the group was to inform Council regarding the ongoing national conversation about how January 26 is celebrated and the strong call to show respect and recognition to the Aboriginal and Torres Strait Islander Community who see the day as one of mourning. The group made several recommendations that were actioned in 2019. Further consultation is recommended with the wider Aboriginal and Torres Strait Islander Community.

## **OFFICERS DECLARATIONS OF INTEREST**

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

## **ATTACHMENTS**

1. Reconciliation Action Plan 2019-2021 [10.2.1 - 40 pages]
2. Australian Citizenship Ceremonies Code [10.2.2 - 48 pages]



Innovate Reconciliation Action Plan  
May 2019–May 2021







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### STATEMENT OF RESPECT

As an organisation we are committed to raising awareness about reconciliation, demonstrating this commitment and raising the profile of reconciliation in our community. We recognise and value the work and teachings of Aboriginal and Torres Strait Islander peoples and their communities across this region. We need to develop an understanding of, and reflect on the injustices that continue to impact our Aboriginal and Torres Strait Islander peoples. The City of Ballarat believes in raising awareness and knowledge of Aboriginal and Torres Strait Islander history and culture, and that through ongoing learning and education we will deepen our connections with Aboriginal and Torres Strait Islander peoples. Through working together, we can collectively build our understanding for a better future, based on stronger relationships between all Australians.



*Cover image: Painting by Darmon Holloway, a Yorta Yorta/Barkinja man from Victoria.*

*"The circles in the painting represent the different organisations working with the City of Ballarat.*

*The smaller lines inside the circles symbolise the different departments within the organisations coming together. The lines radiating out from the circles represent the journeys of various organisations and people as they work together towards reconciliation, supporting positive change in the community. The figures represent the First Peoples of Australia and non-Aboriginal or Torres Strait Islander peoples on this journey together."*

*Photographs on opposite page and rear cover from the Ballarat photographic portrait exhibition celebrating NAIDOC Week 2018 "Because of Her, We Can!"*

*Image (above): 'Murrup Laarr' Ancestral Stones – Indigenous sculpture park created by Wadawarrung woman and artist, Deanne Gilson. Officially launched at the Ballarat Botanical Gardens March 2019*



## INTRODUCTION

The City of Ballarat stands on the Traditional Lands of the Wadawurrung and Dja Dja Wurrung Peoples.

In Wadawurrung language, ‘Ballarat’ derives from words used to describe ‘a resting place’. Ballarat has been a resting place for tens of thousands of years.

While Ballarat is renowned for its colonial history, European Settlement had devastating impacts on Aboriginal and Torres Strait Islander peoples.

We acknowledge that the trauma of genocide still has an impact and resonates with people today.

Ballarat has become the home to many Aboriginal and Torres Strait Islander peoples from right across Australia, sometimes under difficult circumstances; such as being survivors of the Stolen Generations.

Through continued strength and resilience, Aboriginal and Torres Strait Islander peoples strive to sustain their languages, lore, cultural practices and care for Country.

As part of Reconciliation, we look forward to working together with all Aboriginal and Torres Strait Islander peoples to enhance the acknowledgement, recognition and respect for the area’s extremely rich cultural heritage and for the many places of cultural significance.

The City of Ballarat acknowledges the varied history and cultural stories.

We work towards Reconciliation to make the City of Ballarat a place for all First Nations People to be proud of and to live together in harmony in our intercultural city.



## A MESSAGE FROM THE MAYOR

It is my great pleasure to present the City of Ballarat's Reconciliation Action Plan (RAP) 2019–2021.

The Reconciliation Action Plan is the City of Ballarat's commitment to supporting the reconciliation process and articulates how the organisation, Council and stakeholders will engage in reconciliation and contribute to greater unity within the Ballarat community.

As our third RAP, this plan further cements the achievements of our first two plans and outlines our innovative and aspirational strategies to further advance reconciliation while empowering Aboriginal and Torres Strait Islander peoples.

This RAP outlines a raft of achievable actions that work towards realising the City of Ballarat's unique vision for reconciliation. It aims to increase inclusiveness, equity, representation and quality of life for Aboriginal and Torres Strait Islander communities in Ballarat. While we strive to close the life expectancy gap, it is also about opening doors.

As you read through this document, you will discover the breadth of community members, initiatives and celebrations all working to progress reconciliation in our city.

As a city, we know we have much more to accomplish together. We are committed to doing all we can to make the path towards reconciliation a more achievable one.

Thank you to those who have worked to deliver this plan – City of Ballarat staff, the Reconciliation Action Plan Working Group, the Koorie Engagement Action Group, Reconciliation Australia - as well as members of the Aboriginal and Torres Strait Islander and wider community.

The City of Ballarat is committed to developing and elevating positive relationships with Aboriginal and Torres Strait Islander peoples in our community.

At the City of Ballarat, we encourage the entire community to ensure that their events, programs and processes celebrate diversity and showcase a culture of inclusiveness.



**City of Ballarat Mayor  
Cr Samantha McIntosh**

## OUR VISION FOR RECONCILIATION

The City of Ballarat's vision is to acknowledge through actions, as well as words, the histories and continuing contributions made by Aboriginal and Torres Strait Islander peoples – in particular the Wadawurrung and Dja Dja Wurrung people.

The City of Ballarat will support, foster and encourage the sharing of walking together with Aboriginal and Torres Strait Islander peoples as well as non-Indigenous community members. Our vision for reconciliation is also built on a strong relationship with Aboriginal and Torres Strait Islander peoples within our municipality and demonstrates our commitment to further listen to the diverse voices of our community, including young people and children.

At the City of Ballarat, we are committed to reconciliation and believe that it is everyone's business. We value, understand and promote the full landscape of our community, including Aboriginal and Torres Strait Islander people's cultural heritage and knowledge.

Building on the success of our previous Reconciliation Action Plans, the City of Ballarat commits to challenging and questioning the status quo and encourages

strong and courageous leadership in pursuing reconciliation activities across the organisation and within the community it serves.

We aspire to become an employer of choice for Aboriginal and Torres Strait Islander peoples, strengthening our service offering to the community.

**Together we celebrate our strong and vibrant Traditional Custodians, the Wadawurrung and Dja Dja Wurrung peoples, and all Aboriginal and Torres Strait Islander peoples who call this municipality their home.**



## OUR VISION FOR RECONCILIATION



\*We acknowledge the contributions of Tony Lovett, Peter-Shane Rotumah Jnr. and Matthew Graham towards our 20 year 'Vision' outlined in the graphic above.



Lal Lal Falls and Mt Buninyong, Ballarat region

## OUR BUSINESS AND COMMUNITY

Ballarat is the regional capital of Western Victoria and one of Australia’s fastest growing inland cities. It is the third largest city in Victoria and has a residential population of 104,355 people. The municipal district encompasses the City of Ballarat and the townships of Learmonth, Buninyong, Miners Rest and Cardigan Village. The local government area currently covers 740 square kilometres.

**The city has a strong Aboriginal and Torres Strait Islander history and, today, has a very strong and active community. The City of Ballarat falls within the traditional boundaries of the Kulin Nation, of the Wadawurrung and Dja Dja Wurrung people are the Traditional Custodians.**

The City of Ballarat is the local government authority responsible for the municipality of Ballarat. Under the Victorian Local Government Act 1989, the elected Council through its administration plan, manage and deliver a range of services to residents, businesses and visitors.

The City of Ballarat Council is the elected decision-making body that sets the strategic direction and policy of the municipality. In response to community needs,

the City of Ballarat delivers more than 100 services to the residential population.

The City of Ballarat is the representative body that strives to engage with all segments of the community to understand the diverse needs and aspirations of the local community. The City of Ballarat collaborates with members of our Aboriginal and Torres Strait Islander community in the development of our various plans, strategies and programs.



### **Aunty Marjorie Pickford – “Knowing our History”**

Wotjobaluk woman Aunty Marjorie is a Koori Education Support Officer and has worked in the education sector for 20 years. A Ballarat resident for many years and respected Elder, Aunty Marjorie is a member of KEAG, WRISC Family Violence and the Chairperson of the Ballarat and District Aboriginal Cooperative. She is a proud mother of three and a grandmother of four, a teacher and an artist who makes bush toys, textiles and weaving.

Aunty Marjorie reflects on how much the community has changed. Her mother recognised the need to set up a community hub for Aboriginal people and was one of the first to be involved in setting up the Ballarat and District Aboriginal Cooperative. As a child, she remembers that their house was full of visitors and there were lots of community meetings.

These early memories speak to the way Aunty Marjorie has strong connections into community life and is also something that she has passed onto her own children and family.

As part of the last City of Ballarat's RAP, Ballarat Library Staff have worked with Aunty Marjorie, and the KEAG to develop activities for the school holiday programs. This began with small art workshops and grew into other activities like storytelling, and the ongoing 'Koorie Corner', where there are woven mats and colourful bush toys for all library users. Such activities have helped to build awareness of Aboriginal and Torres Strait Islander people's cultures for both library staff and the wider Ballarat community.

In turn, this has delivered a great result in engaging children, building cultural interest and general attendance at the library. From these activities, an amazing buzz developed during National Reconciliation Week at the library. With the help of Aunty Marjorie, people of all ages and nationalities were engaged in diverse activities. This has resulted in parents, teachers and children now looking to learn more about Aboriginal and Torres Strait Islander cultures.

**“Parents, teachers and children are now looking to know more about Aboriginal and Torres Strait Islander culture, with members of the public thanking us for sharing culture and providing the opportunities to attend the workshops and events.”**

Aunty Marjorie is proud of the fact that her collaborations with the Ballarat Library were recognised with a prestigious Victorian Reconciliation Week 'Community HART' Award in 2017. The award acknowledged a significant and positive increase in Aboriginal and Torres Strait Islander programs being developed and introduced throughout Ballarat Libraries. Aunty Marjorie hopes that people from all across the city will continue to engage through the Library and through other parts of the community.



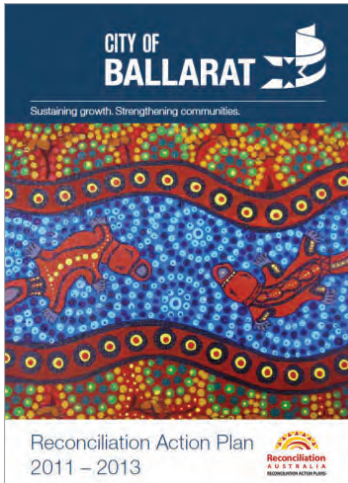
*Tony Lovett and Marjorie Pickford present storytime at the Ballarat Library*



## OUR BUSINESS AND COMMUNITY

### Our Reconciliation Action Plan Journey

The City of Ballarat has successfully developed and delivered two previous RAPs: 2011–2013 and 2014–2017.



**The City of Ballarat is one of the largest employers for the city and employs approximately 1100 staff, along with 400 volunteers who are engaged across a range of programs.**

Currently, our Human Resources processes are such that we do not collect data identifying Aboriginal or Torres Strait Islander peoples during the recruitment process. This will be addressed and rectified during the lifetime of this RAP.

See 'Opportunities' Action 18.

Anecdotally, there are seven City of Ballarat staff members who identify as Aboriginal or Torres Strait Islander.

## OUR BUSINESS AND COMMUNITY

**Since 2003, the City of Ballarat, in partnership with our Aboriginal and Torres Strait Islander Community, has made significant achievements which include:**

- greater awareness across the City of Ballarat of Aboriginal and Torres Strait Islander needs
- increased opportunities and access to our programs and services by Aboriginal and Torres Strait Islander community
- improved relationships of trust
- inclusive whole of City of Ballarat approach to address the needs of these communities
- increased recognition and frequency of cultural celebrations involving Aboriginal and Torres Strait Islander communities
- improved engagement with these communities with more culturally appropriate, targeted initiatives by the City of Ballarat
- enhanced financial support for Aboriginal and Torres Strait Islander initiatives in Ballarat.



*Torres Strait Islander mother and daughter, Deborah and Mercy*



## OUR BUSINESS AND COMMUNITY

### **Some of the learnings and challenges identified through previous RAPS are:**

- increasing and sustaining financial support of Aboriginal and Torres Strait Islander initiatives in Ballarat, into the future
- promotion of grant submissions from Aboriginal and Torres Strait Islander applicants
- promotion and awareness of City of Ballarat's programs within the community
- engagement and attendance throughout all City of Ballarat initiatives
- ensuring Aboriginal and Torres Strait Islander symbols, flags and artwork are more visible at cultural events, sporting venues and community spaces
- support towards engaging Aboriginal and Torres Strait Islander candidates for trainee positions.



## The Reconciliation Action Plan links to other City of Ballarat Strategies/Plans.



## OUR BUSINESS AND COMMUNITY

### Our Reconciliation Action Plan Journey

The City of Ballarat is committed to reconciliation with Aboriginal and Torres Strait Islander peoples and acknowledges the Traditional Owners, the Wadawurrung and Dja Dja Wurrung people, and all Aboriginal and Torres Strait Islander peoples as custodians. We will meet this commitment through work with our Reconciliation Action Planning Working Group to implement this action plan with further awareness and recognition across all levels of the City of Ballarat.

The City of Ballarat has a long history of engaging with our local community to improve access to City of Ballarat services and to share and celebrate the history and future of our Traditional Owners.

The City of Ballarat has a dedicated group of staff who participate in the Koorie Engagement Action Group (KEAG). This group, with KEAG representatives, have contributed to the creation of this plan.

#### Our RAP working group to develop this RAP included:

- Aboriginal community members, KEAG Co-Chairs past and present Sarah Jane Hall and Rachel Muir
- **Jenny Fink**, Executive Manager, Learning and Community Hubs
- **Sharelle Knight**, Executive Manager, Family and Children's Services
- **Liz Hardiman**, Intercultural Partnerships Officer
- **Fiona Machin**, Cultural Partnerships Officer
- **Frances Salenga**, Coordinator Intercultural Services
- **Hemraz Bhoolah**, Intercultural Partnerships Officer

A number of workshops convened by the working group have involved community members and members of the KEAG. This consultation process will be ongoing across the life of this plan and into the future.



*Ballarat Elders, Aunty Marlene and Aunty Violet with 'Bunjills Nest'*



**We are also committed to working with existing Aboriginal and Torres Strait Islander committees, networks and organisations including:**

- Wathaurung Aboriginal Corporation trading as Wadawurrung
- Dja Dja Wurrung Aboriginal Corporation
- Ballarat and District Aboriginal Cooperative
- Department of Health and Human Services
- Grampians Region Koolin Balit Governance Committee focusing on health outcomes and health services
- Grampians Regional Aboriginal Justice Advisory Committee
- Better Outcomes for our Koorie Childrens Network
- Central Highlands Local Aboriginal Network
- Local Aboriginal Education Consultative Group
- Koorie Youth Council
- Koorie Hub – and KAOS

## OUR BUSINESS AND COMMUNITY

### Our Reconciliation Action Plan Journey

**This year the City has committed to five RAP champions, from each City of Ballarat area of focus.**

**Our champions are:**

1. **Kate Gerritsen** (Public Art Coordinator, Art Gallery of Ballarat)
2. **Kim Williams** (Information Services Librarian)
3. **Hemraz Bhoolah and Elizabeth Hardiman** (Intercultural Partnerships Officers)
4. **Susan Fayad** (Coordinator Heritage and Cultural Landscapes)

These RAP champions will enable the City of Ballarat to realise the many benefits of these reconciliation activities, broadening our organisation’s understanding of Aboriginal and Torres Strait Islander cultures and histories, and increasing engagement in all reconciliation activities.

In December 2011, Council adopted its first Reconciliation Action Plan (RAP). This document is Council’s third RAP, which further articulates our commitment to Ballarat’s Aboriginal and Torres Strait Islander communities and builds on our previous actions as we look towards adopting a Stretch RAP.

The City of Ballarat is proud of our achievements in our previous RAPs and is pleased to share our stories of reconciliation and action throughout this plan.









### **Sarah Jane Hall – “Developing the RAP: a Conversation”**

As KEAG Co-Chair, it was an honour and a privilege to serve our community alongside representatives from the Ballarat and District Aboriginal Co-operative (BADAC), Wadawurrung, and the local community. KEAG's role is to gain the community's views on culture, issues, and heritage related to the Koorie community to feedback into KEAG discussions as a key consultation mechanism of the Council.

**“It’s about working together to deliver better outcomes and committing to ongoing conversations about what matters to community.”**

Sarah Jane has spoken to people of all ages, from Elders to primary aged children and is passionate about advocating for our Koorie Community. Recent conversations have focused on how the KEAG works and what people know about City of Ballarat activities, including the outcomes of the Reconciliation Action Plan.

**“People are interested in the Reconciliation Action Plan, what we’re doing as a Committee and as a community. I’ve been able to represent Aboriginal and Torres Strait Islander perspectives in relation to public art and culture activities as well as help facilitate conversations around topics such as January 26th, representation, diversity, and how we can work together.”**



# Action Plan 2019–2021





## RELATIONSHIPS

The City of Ballarat works in close partnership with the local community to ensure that our services and systems more closely align with the needs of Aboriginal and Torres Strait Islander peoples. The KEAG provides a strong governance structure that ensures Councillors and Senior Managers are able to hear directly from community and fostering engagement and partnerships that deliver better outcomes across all of the City of Ballarat. From arts and events that celebrate the history of our Traditional Owners, to joint projects in health and wellbeing that help strengthen future generations.

### Focus Area

This RAP focuses on strengthening informal networks and engagement opportunities with community. It ensures that existing governance structures and formal engagement approaches are strengthened through ongoing relationships that engender trust and sharing of experiences. This enables the City of Ballarat to deliver better outcomes and identify even more opportunities to support local activities.

Action	Deliverable	Timeline	Responsibility
1. RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting.	• RWG oversees the development, endorsement and launch of the RAP.	May 2019	Intercultural Partnerships Officer  Executive Manager, Learning and Community Hubs
	• Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG.	October 2019, October 2020	Intercultural Partnerships Officer
	• Meet at least twice per year to monitor and report on RAP implementation.	May 2019, October 2019, March 2020, October 2020	Intercultural Partnerships Officer
	• Establish Terms of Reference for the RWG.	July 2019	Intercultural Partnerships Officer
2. Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians.	• Organise at least one internal event for NRW each year.	Annually May 2019, May 2020, May 2021	Intercultural Partnerships Officer
	• Register all NRW events via Reconciliation Australia's NRW website.	Annually May 2019, May 2020, May 2021	Coordinator, Community Engagement and Partnerships



## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Support an external NRW event.</li> </ul>	Annually May 2019, May 2020, May 2021	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.</li> </ul>	Annually June 2019, June 2020, June 2021	Coordinator, Community Engagement and Partnerships
	<ul style="list-style-type: none"> <li>The City of Ballarat will explore funding opportunities and facilitate community projects to celebrate and recognise NRW.</li> </ul>	May 2019, January 2020 – May 2020, May 2021	Coordinator, Community Engagement and Partnerships
3. Encourage closer engagement between Council's Koorie Engagement Action Group (KEAG) and other City of Ballarat networks and committees (e.g. Advisory Committee, Better Outcomes for our Koorie Childrens Network and Youth Council) via collaborative planning and work.	<ul style="list-style-type: none"> <li>Organise and facilitate 4 yearly planning meetings.</li> </ul>	November 2019, November 2020, March 2021	Coordinator, Community Engagement and Partnerships
	<ul style="list-style-type: none"> <li>Facilitate 2 joint cultural celebrations.</li> </ul>	September 2019, September 2020, May 2021	Coordinator, Intercultural Services
4. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes.	<ul style="list-style-type: none"> <li>Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders by 2019.</li> </ul>	September 2019	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.</li> </ul>	October 2019	Executive Manager, Family and Children's Services
	<ul style="list-style-type: none"> <li>Invite Aboriginal and Torres Strait Islander Elders to special Koorie Engagement and Action Group (KEAG) meetings to ensure that actions and initiatives are undertaken in a respectful and culturally appropriate way.</li> </ul>	July 2019, March 2020, February 2021	Intercultural Partnerships Officer



## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
5. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector.	<ul style="list-style-type: none"> <li>Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.</li> </ul>	July 2019	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Promote reconciliation through ongoing active engagement with all stakeholders.</li> </ul>	May 2019, May 2020	Manager, Communications and Marketing
	<ul style="list-style-type: none"> <li>Explore opportunities for Aboriginal and Torres Strait Islander leaders to shadow the Mayor and/or the Councillors for a day or week to promote mutual learning, sharing and understanding.</li> </ul>	May 2019, May 2020	Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>Showcase RAP achievements and promote reconciliation across the region and beyond in partnership with KEAG by:               <ul style="list-style-type: none"> <li>using the City of Ballarat's social media and communication outlets to engage communities, promote key initiatives and highlight achievements</li> <li>leveraging the City of Ballarat's networks i.e. key community leaders, government as well as non-governmental organisations and combining resources for successful implementation of the RAP deliverables</li> <li>presenting in national, state and local conferences about the RAP's strategies, objectives and achievements</li> <li>participating in local stakeholder meetings, City of Ballarat and community information sessions to promote the RAP</li> </ul> </li> </ul>	May 2019, September 2019, May 2020, December 2020, May 2021	Coordinator, Intercultural Services



## RESPECT

*The City of Ballarat is well known for its heritage and history and central to this is the story of our Traditional Owners, who continue to practise their culture on this land and other Aboriginal and Torres Strait Islander peoples with a connection to Ballarat. We recognise that there is strength in diversity and that the perspectives of Aboriginal and Torres Strait Islander peoples are crucial to the success of our organisation. Built on respect, this RAP sets out our commitment to further raising cultural awareness and sensitivity in our own workforce and across the breadth of our service delivery.*

### Focus Area

*The City of Ballarat recognises the need to embed cultural safety and respect in all of its workplaces, specifically focused on the following areas of service delivery:*

- City of Ballarat Customer Service
- Learning and Community Hubs
- Family and Children's Services
- Sports and Recreation
- Parking and Infringements
- Environmental Control
- Parks and Gardens
- Heritage and Cultural Landscapes
- Place Naming
- Infrastructure and Environment

Action	Deliverable	Timeline	Responsibility
6. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.	• Engage our senior leaders in the delivery of RAP outcomes by actively involving them in receiving appropriate cultural awareness training.	June 2019, June 2020	Manager, People and Performance  Coordinator, Intercultural Services
	• Involving the key leaders in four KEAG meetings.	November 2019, November 2020	Intercultural Partnerships Officer
	• Explore opportunities for the Aboriginal and Torres Strait Islander leaders to shadow the Mayor and/or the Councillors for a day or a week to increase cultural learning and sharing.	July 2019, November 2020	Intercultural Partnerships Officer  Coordinator, Civic Support
	• In partnership with the Aboriginal and Torres Strait Islander community, develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for City of Ballarat staff, which defines cultural learning needs of employees in all areas of our business and considers various ways of cultural learning which can be provided (online, face to face workshops or cultural immersion).	October 2019	Intercultural Partnerships Officer



## RESPECT

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Deliver opportunities to work with local Traditional Custodians and Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.</li> </ul>	June 2019	Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>Provide opportunities for RWG members, RAP champions, People and Performance manager and other key leadership staff to participate in cultural training developed and delivered by appropriate Aboriginal and Torres Strait Islander People and organisations.</li> </ul>	October 2019, May 2020, April 2021	Coordinator, Intercultural Services Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Councillors to undertake cultural awareness training and cultural immersion activities as part of Councillor induction at the beginning of the four-year term.</li> </ul>	October 2019	Executive Manager, Learning and Community Hubs
	<ul style="list-style-type: none"> <li>Ensure that all staff undertake online cultural awareness training as a component of the City of Ballarat staff training program.</li> </ul>	October 2019, May 2020, May 2021	Executive Manager, Learning and Community Hubs Manager, People and Performance
	<ul style="list-style-type: none"> <li>Continue to deliver compulsory cultural awareness training to all new Home and Community Care, and Commonwealth Home Support Program staff.</li> </ul>	October 2019, May 2020, May 2021	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Deliver cultural awareness training to Youth Councillors as part of their volunteer training.</li> </ul>	October 2019, May 2020, May 2021	Coordinator, Youth and Diversity
	<ul style="list-style-type: none"> <li>Encourage staff to undertake cultural workshop learning and/or cultural immersion learning activities.</li> </ul>	October 2019, May 2020, May 2021	Executive Manager, Learning and Community Hubs Manager, People and Performance



## RESPECT

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Engage our senior Aboriginal and Torres Strait Islander leaders in the delivery of cultural awareness training as part of RAP outcomes.</li> </ul>	July 2019, July 2020, May 2021	Coordinator, Intercultural Services  Intercultural Partnerships Officer
7. Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning.	<ul style="list-style-type: none"> <li>Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country.</li> </ul>	July 2019	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Develop a list of key contacts to deliver a Welcome to Country and support maintaining respectful partnerships.</li> </ul>	July 2019, July 2020	Community Events Officer  Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Invite a Traditional Custodian to provide a Welcome to Country at significant events. ie. Harmony Fest, Cultural Diversity Week, Civic event for NAIDOC Week and Refugee Week, and at the commencement of the Ballarat Begonia Parade.</li> </ul>	May 2019, July 2019, March 2020, May 2020, July 2020, March 2021, May 2021	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Include an Acknowledgement of Country at the commencement of all important internal and external meetings, including Citizenship Ceremonies.</li> </ul>	May 2019, May 2020, May 2021	Executive Manager, Communication and Marketing
	<ul style="list-style-type: none"> <li>Encourage staff to include and understand Acknowledgement of Country at the commencement of all meetings.</li> </ul>	May 2019, May 2020, May 2021	Executive Manager, Learning and Community Hubs  Manager, People and Performance
	<ul style="list-style-type: none"> <li>Encourage an Acknowledgement of Country to be included at the commencement of key sporting events and announcements.</li> </ul>	May 2019, May 2020, May 2021	Executive Manager, Sports and Active Living
	<ul style="list-style-type: none"> <li>Install a further 5 Acknowledgement of Country plaques in the City of Ballarat offices and/or buildings.</li> </ul>	May 2019, May 2020, May 2021	Executive Manager, Learning and Community Hubs



## RESPECT

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Purchase and install Aboriginal and Torres Strait Islander flags for all customer service sites.</li> </ul>	July 2019	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Include a written Statement of Acknowledgement to Traditional Custodians in City of Ballarat's Strategies, Plans and other public documents.</li> </ul>	June 2019, June 2020, May 2021	Manager, Communications and Marketing
8. Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>Review People and Performance policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week.</li> </ul>	July 2019, July 2020, May 2021	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.</li> </ul>	July 2019, July 2020	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Support an external NAIDOC Week community event.</li> </ul>	July 2019, July 2020	Intercultural Partnerships Officer and KEAG
9. Celebrate/recognise Aboriginal and Torres Strait Islander dates of significance.	<ul style="list-style-type: none"> <li>Take a lead role in organising one external and culturally appropriate event during:               <ul style="list-style-type: none"> <li>National Sorry Day</li> <li>Anniversary of the Federal Apology to the Stolen Generations</li> <li>National Aboriginal and Torres Strait Islander Children's Day</li> <li>Other significant dates as identified by the community</li> </ul> </li> </ul>	May 2019 – July 2019, May 2020 – July 2020	Intercultural Partnerships Officer and KEAG
	<ul style="list-style-type: none"> <li>Promote awareness of dates of significance in City of Ballarat media and publications.</li> </ul>	May 2019, January 2020	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Create a calendar of dates of significance.</li> </ul>	May 2019, January 2020	Intercultural Partnerships Officer





## RESPECT

Action	Deliverable	Timeline	Responsibility
10. Provide opportunities to promote and raise awareness of local and regional Aboriginal and Torres Strait Islander artists to the wider community.	<ul style="list-style-type: none"> <li>Actively stage Aboriginal and Torres Strait Islander-themed programs or performances at Her Majesty's Theatre for each year of the RAP.</li> </ul>	October 2019, September 2020	Manager, Her Majesty's Theatre
	<ul style="list-style-type: none"> <li>Provide opportunities to foster stronger awareness of the theatre-based products within Aboriginal and Torres Strait Islander theatre.</li> </ul>	October 2019, October 2020	Manager, Her Majesty's Theatre
	<ul style="list-style-type: none"> <li>Promote and raise awareness of local and regional Aboriginal and Torres Strait Islander art through exhibitions and programs at the Art Gallery of Ballarat.</li> </ul>	September 2019, October 2020	Director, Art Gallery of Ballarat
	<ul style="list-style-type: none"> <li>Acquire and display local Aboriginal and Torres Strait Islander peoples' artwork in the permanent collection.</li> </ul>	October 2019, May 2020, May 2021	Director, Art Gallery of Ballarat
	<ul style="list-style-type: none"> <li>Work with City of Ballarat's Art and Cultural Unit and First Nations' artists to seek further opportunities to interpret Aboriginal and Torres Strait Islander art through exhibitions of the permanent collection.</li> </ul>	May 2019, May 2020, May 2021	Intercultural Partnerships Officer  Coordinator, Creative City
	<ul style="list-style-type: none"> <li>Identify and address barriers for Aboriginal and Torres Strait Islander artists to participate in local and state-wide art exhibitions</li> </ul>	August 2019, October 2020, May 2021	Intercultural Partnerships Officer  Coordinator, Creative City
	<ul style="list-style-type: none"> <li>Invite Traditional Custodians and other local Aboriginal leaders to Gallery events.</li> </ul>	September 2019, October 2020, May 2021	Intercultural Partnerships Officer  Coordinator, Creative City
	<ul style="list-style-type: none"> <li>Integrate work of Aboriginal and Torres Strait artists into mainstream gallery programming.</li> </ul>	June 2019, October 2020, May 2021	Intercultural Partnerships Officer  Coordinator, Creative City  Coordinator, Art Gallery of Ballarat



## RESPECT

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Assist in sourcing appropriate venues for artwork presentations.</li> </ul>	July 2019, October 2020, May 2021	Intercultural Partnerships Officer, KEAG  Coordinator, Creative City
	<ul style="list-style-type: none"> <li>Link the artists to the City of Ballarat's Arts and Cultural team.</li> </ul>	June 2019, October 2020, May 2021	Intercultural Partnerships Officer and KEAG
	<ul style="list-style-type: none"> <li>Assist to identify relevant funding sources to progress individual artistic careers.</li> </ul>	December 2019, October 2020	Intercultural Partnerships Officer  Coordinator, Community Development
11. Increase the performances, participation and presence of Aboriginal and Torres Strait Islander artists and musicians into the City of Ballarat's Arts and Culture activities.	<ul style="list-style-type: none"> <li>Commission the installation of significant and public Aboriginal and Torres Strait Islander artworks.</li> </ul>	September 2019, September 2020, May 2021	Coordinator, Public Arts  Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>Incorporate Aboriginal and Torres Strait Islander artists and events into the City of Ballarat Cultural Plan, Creative Arts and Community Events implementation plans.</li> </ul>	June 2019, January 2020, January 2021	Coordinator, Creative City  Manager, Events
	<ul style="list-style-type: none"> <li>Nominate a representative from the Aboriginal and Torres Strait Islander community to the Public Art Advisory Committee.</li> </ul>	July 2019, July 2020	Coordinator, Public Arts
	<ul style="list-style-type: none"> <li>Assist in developing Aboriginal and Torres Strait Islander-themed live music events, and the integration of Aboriginal and Torres Strait Islander musicians into City of Ballarat's overall live music programming.</li> </ul>	December 2019, December 2020	Manager, Events  Manager, Her Majesty's Theatre



## RESPECT

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Support the integrated engagement of Aboriginal and Torres Strait Islander artists across all of City of Ballarat's Creative Arts and Community Events public programs and activities through membership on relevant City of Ballarat committees.</li> </ul>	October 2019, October 2020	Coordinator, Creative City  Coordinator, Public Arts
	<ul style="list-style-type: none"> <li>Explore opportunities to encourage development of contemporary art practices, including media, sculpture, sound installations, virtual reality and literature.</li> </ul>	October 2019, October 2020	Coordinator, Creative City
12. Continue to inform and educate the wider community about Aboriginal and Torres Strait Islander cultures, histories and achievements.	<ul style="list-style-type: none"> <li>Consult with Traditional Owners on the naming of streets, localities, and landscapes features including waterways.</li> </ul>	July 2019, December 2020	Director, Infrastructure and Environment Heritage and Cultural Landscapes
	<ul style="list-style-type: none"> <li>Promote and provide information to the public regarding native plant species in local parks and gardens and to raise awareness of their traditional uses and applications.</li> </ul>	May 2019, December 2020, May 2021	Director, Infrastructure and Environment Heritage and Cultural Landscapes
13. Promote involvement and inclusion of Aboriginal and Torres Strait Islander communities into City of Ballarat's cultural activities and in the involvement of its strategies.	<ul style="list-style-type: none"> <li>Identify opportunities in consultation with Aboriginal and Torres Strait Islander peoples to include cultural information in City of Ballarat-owned public spaces to raise public awareness of Aboriginal heritage (e.g. Victoria Park).</li> </ul>	October 2019, October 2020	Executive Manager, Events and Arts  Manager, Economic Development
	<ul style="list-style-type: none"> <li>Explore opportunities to develop and update the Koorie Heritage Art Trail, working in partnership with Traditional Custodians and local Aboriginal organisations and continue to commit development of Heritage North Garden and Sculpture Park.</li> </ul>	November 2019, November 2020	Community Events Officer



## RESPECT

Action	Deliverable	Timeline	Responsibility
14. Promote involvement and inclusion of Aboriginal and Torres Strait Islander communities into the City of Ballarat's cultural activities and in the involvement of its strategies.	<ul style="list-style-type: none"> <li>Support and develop local Aboriginal and Torres Strait Islander creative industries through inclusion and involvement in the City of Ballarat's Creative City Strategy – across visual and performing arts, films, landscape design, education, business, entrepreneurship and other creative forms.</li> </ul>	May 2019, May 2020, May 2021	Coordinator, Creative City
15. Provide opportunities for local Aboriginal and Torres Strait Islander peoples to tell their own story and highlight their connection to Ballarat and its cultural heritage	<ul style="list-style-type: none"> <li>Develop an Interpretation Framework and Toolkit to empower Aboriginal and Torres Strait Islander communities to tell their stories and link into cultural tourism and creative and cultural industry opportunities within the municipality.</li> </ul>	December 2019	Manager, Economic Development  Community Events Officer
16. Advocate for emerging cultural activities being proposed by the local Aboriginal and Torres Strait Islander communities.	<ul style="list-style-type: none"> <li>Provide opportunities for Aboriginal storytelling initiatives and activities through delivery of the City of Ballarat's Heritage Plan 2017–2030.</li> </ul>	December 2019, December 2020	Coordinator, Heritage and Cultural Landscapes
17. Promote the research and documentation of Aboriginal Heritage and management of Cultural Heritage Assets through delivery of the City of Ballarat's Heritage Plan 2017–2030.	<ul style="list-style-type: none"> <li>Discuss opportunities for voluntary Aboriginal Cultural Heritage Land Management Plans with the City of Ballarat's Registered Aboriginal Parties, the Wadawurrung and Dja Dja Wurrung; Incorporate Aboriginal cultural heritage values into the City of Ballarat's land management protocols.</li> <li>Include access and training on Aboriginal cultural heritage inventory and GIS (Geographic Information System) data in the Digital and Business Transformation Strategy for key City of Ballarat staff to enable and support the identification and management of Aboriginal cultural heritage issues.</li> </ul>	November 2019  October 2019	Director, Infrastructure and Environment  Heritage and Cultural Landscapes



## OPPORTUNITIES

*The City of Ballarat is seeking to strengthen the workforce participation of Aboriginal and Torres Strait Islander peoples across all facets of its business. Activities are underway to recruit and retain more Aboriginal and Torres Strait Islander peoples and to ensure that we provide opportunities for work experience and professional development for our local community.*

### Focus Area

*The City of Ballarat oversees a wide range of environmental and park maintenance activities and there is an opportunity to formalise land management practices and processes to ensure Aboriginal people are able to conduct cultural burning and traditional management practices. Increase in Aboriginal and Torres Strait Islander employment in all areas of City of Ballarat departments will be sought.*

Action	Deliverable	Timeline	Responsibility
18. Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace.	<ul style="list-style-type: none"> <li>Complete an Inclusion and Diversity staff census to collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities.</li> </ul>	June 2019	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Develop and implement an Aboriginal and Torres Strait Islander Employment and Retention strategy, and complete a mapping exercise aiming at improving and increasing Aboriginal and Torres Strait Islander employment across the City of Ballarat, including exploring options to create targeted positions.</li> </ul>	December 2019, December 2020	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.</li> </ul>	August 2019	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Advertise all vacancies in Aboriginal and Torres Strait Islander media, including via the Ballarat and District Aboriginal Cooperative, City of Ballarat's KEAG Facebook page, and the Koori Mail.</li> </ul>	May 2019, December 2020, May 2021	Manager, People and Performance
	<ul style="list-style-type: none"> <li>Review People and Performance and recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander staff and future applicants participating within the City of Ballarat.</li> </ul>	August 2019, August 2020	Manager, People and Performance



## OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Develop a business case and explore opportunities for the creation of an Aboriginal Cultural Liaison Officer position within the City of Ballarat.</li> </ul>	September 2019	Executive Manager, Learning and Community Hubs  Manager, People and Performance
	<ul style="list-style-type: none"> <li>Develop and implement Aboriginal and Torres Strait Islander peoples' employment pathways in collaboration with the Koorie Youth City of Ballarat, (e.g. traineeships or internships).</li> </ul>	July 2019, November 2020	Coordinator, Intercultural Services  Coordinator, Youth and Diversity
	<ul style="list-style-type: none"> <li>Engage and facilitate work experience opportunities for Aboriginal and Torres Strait Islander school students.</li> </ul>	November 2019, November 2020	Manager, People and Performance  Executive Manager, Learning and Community Hubs
	<ul style="list-style-type: none"> <li>Support Aboriginal and Torres Strait Islander leadership development through training and mentoring pathways across City of Ballarat and the KEAG.</li> </ul>	December 2019, December 2020	Coordinator, Heritage and Cultural Landscapes
	<ul style="list-style-type: none"> <li>Facilitate secondment opportunities and programs with other LGAs or government departments to support career progression.</li> </ul>	December 2019, December 2020	Executive Manager, Learning and Community Hubs  Manager, People and Performance
19. Scholarship to support studies/ research on Aboriginal Cultural Heritage and/ or Aboriginal Interpretation information.	<ul style="list-style-type: none"> <li>Explore and facilitate application for at least one undergraduate/postgraduate scholarship in the identified area in consultation with KEAG.</li> </ul>	October 2019, October 2020, May 2021	Coordinator, Heritage and Cultural Landscapes



## OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
20. Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation.	<ul style="list-style-type: none"> <li>Review and update procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal and Torres Strait Islander businesses.</li> </ul>	September 2019, September 2020	Manager, Economic Development
	<ul style="list-style-type: none"> <li>Develop a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services.</li> </ul>	July 2019, July 2020	Coordinator, Procurement
	<ul style="list-style-type: none"> <li>Develop at least one commercial relationship with an Aboriginal and/or Torres Strait Islander owned business.</li> </ul>	October 2019	Coordinator, Procurement
	<ul style="list-style-type: none"> <li>Provide opportunities to support and assist local Aboriginal and Torres Strait Islander businesses to engage with City of Ballarat's procurement processes.</li> </ul>	December 2019, December 2020	Coordinator, Procurement Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>Investigate Supply Nation membership.</li> </ul>	June 2019	Coordinator Procurement
21. Provide opportunities to increase participation of Aboriginal and Torres Strait Islander young people in City of Ballarat initiatives, networks and events.	<ul style="list-style-type: none"> <li>Connect Aboriginal and Torres Strait Islander youth with Council committees and networks.</li> </ul>	August 2019	Coordinator, Youth and Diversity
	<ul style="list-style-type: none"> <li>Continue to promote opportunities for Aboriginal and Torres Strait Islander young people to participate in training, community events and other leadership programs, such as the Koorie Youth Summit, street art projects, and the Ballarat Young Global Ambassadors Forum.</li> </ul>	December 2019, December 2020	Coordinator, Youth and Diversity Coordinator, Intercultural Services Coordinator, Public Arts
	<ul style="list-style-type: none"> <li>Explore partnership opportunities to increase engagement of Aboriginal and Torres Strait Islander youth with City of Ballarat services, events and programs.</li> </ul>	August 2019, December 2020	Coordinator, Youth and Diversity Coordinator, Intercultural Services



## OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
22. Explore opportunities to promote and strengthen traditional land practices on City of Ballarat owned land.	<ul style="list-style-type: none"> <li>Work with Aboriginal and Torres Strait Islander peoples to identify and explore opportunities for inclusion of traditional land management practices on City of Ballarat-owned land, including supporting Aboriginal people to conduct burning activities on traditional lands.</li> </ul>	August 2019, August 2020	Emergency Management  Coordinator, Parks and Garden
23. Support Aboriginal and Torres Strait Islander sporting events.	<ul style="list-style-type: none"> <li>Provide support for Aboriginal and Torres Strait Islander residents to participate in mainstream sports like soccer, athletics as well as AFL and unstructured physical activities by addressing barriers to engagement and participation.</li> </ul>	November 2019, November 2020	Executive Manager, Sport and Active Living
	<ul style="list-style-type: none"> <li>Explore funding opportunities to facilitate payment of sports gear, uniforms and other relevant equipment through funding bodies like Vic Health, Victoria Responsible Gambling Foundation (VRGF) and others.</li> </ul>	August 2019, August 2020, May 2021	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Provide appropriate sports facilities for Aboriginal and Torres Strait Islander specific events.</li> </ul>	December 2019, December 2020	Executive Manager, Sport and Active Living  Intercultural Partnerships Officer
24. Continue to support positive outcomes for Aboriginal and Torres Strait Islander families and children.	<ul style="list-style-type: none"> <li>Coordinating and implementing the Reflections Action Plan 2016–2019 so that the City of Ballarat's service delivery is continuous, relevant and culturally appropriate.</li> </ul>	July 2019, July 2020	Executive Manager, Learning and Community Hubs
	<ul style="list-style-type: none"> <li>Work in partnership with the Better Outcomes for our Koorie Children's Network in order to support children and their families in the early years of children's development.</li> </ul>	May 2019, May 2020, May 2021	Executive Manager, Learning and Community Hubs  Coordinator, Intercultural Services





## OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Work in partnership with the Department of Education and Training to ensure alignment with Marrung Action Plan so that Koorie families and Aboriginal and Torres Strait Islander peoples from other parts of Australia, who come to live in Victoria, can easily access all learning and development services from early childhood onwards and that the services of the City of Ballarat are inclusive.</li> </ul>	<b>September 2019, January 2020, January 2021</b>	Executive Manager, Learning and Community Hubs  Coordinator, Intercultural Services
25. Continue to engage with Aboriginal and Torres Strait Islander residents in community services.	<ul style="list-style-type: none"> <li>Continue to promote awareness of City of Ballarat Home and Community Care service, Family and Children's Services, Ballarat Libraries and Child Friendly Cities and Communities by imparting information and collaborating with Ballarat and District Aboriginal Co-operative and other relevant organisations.</li> </ul>	June 2019, June 2020, May 2021	Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>Two information sessions organised yearly with local Aboriginal and Torres Strait Islander organisations and networks to strengthen existing City of Ballarat programs and services, including Parent Place, pre-school initiatives, Homework Clubs, and literacy programs.</li> </ul>	July 2019, December 2019, July 2020, December 2020, May 2021	Coordinator, Intercultural Services  Coordinator, Youth and Diversity
	<ul style="list-style-type: none"> <li>Monthly meeting organised with local Aboriginal and Torres Strait Islander organisations and networks, especially via KEAG and other Council Meetings to strengthen access to programs, including Home and Community Care and Commonwealth Home Support services by collaboration and sharing of resources.</li> </ul>	June 2019, December 2020, May 2021	Intercultural Partnerships Officer



## OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
26. Increased collaboration with the Ballarat and District Aboriginal Cooperative, and work with the Ballarat and District Aboriginal Cooperative in the development of recreational, health and well-being programs and planning strategies, both locally and regionally.	<ul style="list-style-type: none"> <li>Collaborate in the development of three culturally appropriate recreation, health and well-being programs and planning strategies, both locally and regionally for the duration of this RAP.</li> </ul>	October 2019, October 2020, March 2021	Executive Manager, Sport and Active Living Executive Manager, Learning and Community Hubs



## GOVERNANCE, TRACKING PROGRESS AND REPORTING

Action	Deliverable	Timeline	Responsibility
27. Report RAP achievements, challenges and learnings to Reconciliation Australia.	<ul style="list-style-type: none"> <li>Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.</li> </ul>	September, 2019, September 2020	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Investigate participating in the RAP Barometer.</li> </ul>	May 2020	Coordinator, Intercultural Services Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>RWG to collect data for the RAP Impact Measurement Questionnaire.</li> </ul>	July 2019, July 2020	Intercultural Partnerships Officer and RWG
	<ul style="list-style-type: none"> <li>RWG to seek internal approval to submit the RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	August 2019, August 2020	Intercultural Partnerships Officer and RWG



## GOVERNANCE, TRACKING PROGRESS AND REPORTING

Action	Deliverable	Timeline	Responsibility
28. Report RAP achievements, challenges and learnings internally and externally.	<ul style="list-style-type: none"> <li>Publicly report our RAP achievements, challenges and learnings.</li> </ul>	December 2019, December 2020	Intercultural Partnerships Officer  Executive Manager, Learning and Community Hubs  Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>Develop a mechanism to report and review the RAP internally with different relevant City of Ballarat departments.</li> </ul>	December 2019, December 2020	Intercultural Partnerships Officer  Coordinator, Intercultural Services
29. Review, refresh and update RAP.	<ul style="list-style-type: none"> <li>Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.</li> </ul>	January 2020	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Send draft RAP to Reconciliation Australia for review and feedback.</li> </ul>	June 2020	Intercultural Partnerships Officer
	<ul style="list-style-type: none"> <li>Submit draft RAP to Reconciliation Australia for formal endorsement.</li> </ul>	November 2020	Intercultural Partnerships Officer
30. Measure the success and failure of the RAP and document the lessons learnt.	<ul style="list-style-type: none"> <li>Set metrics to measure RAP success and impact.</li> </ul>	August 2019, August 2020	Intercultural Partnerships Officer  Coordinator, Intercultural Services
	<ul style="list-style-type: none"> <li>RAP Working Group to develop key metrics to report what has changed; key outcomes delivered as part of annual reporting.</li> </ul>	August 2019, August 2020	Intercultural Partnerships Officer



*Kurnia / Wotjobaluk man Norm Stanley Acknowledges Country and culture at the 2017 NAIDOC State Football / Netball Carnival*



*"Ballarat family portraits "Because of Her, We Can" Ballarat NAIDOC Week 2018*

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Australian Government

# Australian Citizenship Ceremonies Code



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# PART 1

# Australian Citizenship Ceremonies Code

The Australian Citizenship Ceremonies Code (the Code) follows the *Australian Citizenship Act 2007* (the Citizenship Act) and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.

The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.

The Code is structured in four parts, providing relevant responsibilities and advice for before, during and after the ceremony. This is prefaced with a quick guide, outlining the key ceremony information and background.

The resources in the Code are reviewed regularly to ensure that information is up to date. This version of the Code was published in August 2019.

## Legal requirements

There are three legal requirements under the Citizenship Act that must be strictly adhered to when conducting citizenship ceremonies:

1. an authorised presiding officer
2. reading the preamble
3. the pledge of commitment

### Authorised presiding officer


**It is a legal requirement** that the presiding officer is authorised by the Australian Government minister responsible for citizenship matters. Authorisation is given to Australian citizens only and is specific to a position or person. Further information on the role of the presiding officer is at page 12.

### Reading the preamble

**It is a legal requirement** that the presiding officer must read aloud to the conferees the preamble for citizenship ceremonies (found at Schedule 1 of the *Australian Citizenship Regulation 2016*).

### The pledge of commitment

**It is a legal requirement** that most conferees 16 years of age and over (at the time of application) make the pledge aloud before an authorised presiding officer.



The presiding officer generally reads the pledge aloud line by line for the conferees to repeat. This is referred to as 'administering' the pledge.

Further information on the pledge of commitment is at page 10.

## The importance of Australian citizenship

Australian citizenship is an important common bond for all Australians, whether Australians by birth or by choice, and lies at the heart of a unified, cohesive and inclusive Australia.

It is a unique symbol of formally identifying with Australia, acknowledging responsibilities and conferring significant privileges that allow people to participate fully in the community.

### Responsibilities

As an Australian citizen you must:

- obey the laws and fulfil your duties as an Australian citizen
- vote in federal and state or territory government elections, and in a referendum
- serve on a jury if called to do so
- defend Australia should the need arise.

### Privileges

As an Australian citizen you have the right to:

- vote in federal, state or territory, and local government elections, and in a referendum
- apply for work in the Australian Public Service or in the Australian Defence Force
- seek election to parliament
- apply for an Australian passport
- receive help from Australian officials while overseas
- register children born to you overseas, after you become an Australian citizen, as Australian citizens by descent.



## What is a citizenship ceremony?

The final legal step in the acquisition of Australian citizenship, for most people, is to make the pledge of commitment at an Australian citizenship ceremony.

At the citizenship ceremony, conferees pledge that they share Australia's democratic beliefs and respect the rights and liberties of the people of Australia.

### **Our democratic beliefs:**

- parliamentary democracy
- the rule of law
- living peacefully
- respect for all individuals regardless of background
- compassion for those in need.

### **Our freedoms:**

- freedom of thought, speech and expression
- freedom of association
- freedom of religion and secular government.

### **Our equality standing:**

- equality before the law
- equality of genders
- equality of opportunity.

Citizenship ceremonies are public, ceremonial occasions, which fulfil legal requirements prescribed by the Citizenship Act and the *Australian Citizenship Regulation 2016*.

Citizenship ceremonies also provide an important opportunity to formally welcome new citizens as full members of the Australian community. Since the early 1950s, local government councils have conducted the majority of citizenship ceremonies on behalf of the Department responsible for citizenship. Local government councils are well placed for this welcoming role as the arm of government closest to new citizens and the communities to which they belong.

Representatives of all three levels of government (federal, state or territory and local), community leaders, Aboriginal and Torres Strait Islander leaders, and guests of the conferees are invited to attend.

After the conferral, citizenship ceremonies often include the Australian Citizenship Affirmation, giving everyone present an opportunity to publicly affirm their loyalty to Australia in a similar way to the new citizens.



## The nature of the ceremony

To reflect the significance of the occasion, citizenship ceremonies should be formal and meaningful occasions conducted with dignity, respect and ceremony. They should be designed to impress upon conferees the responsibilities and privileges of Australian citizenship.

They should warmly welcome new citizens as full members of the community. Conferees are the most important people at the ceremony and the focus of attention should be on them.

**Citizenship ceremonies must be non-commercial, apolitical, bipartisan and secular. They must not be used as forums for political, partisan or religious expression, for the distribution of political material or the sale of souvenirs.**

As conferees come from diverse cultures, it is important to be aware and respectful of cultural differences.





## What is the pledge of commitment?

The pledge of commitment made by conferees under Section 32AB of the Citizenship Act is the last step in becoming Australian citizens. It is a legal requirement for most conferees to make the pledge.

The pledge allows conferees to publicly state their loyalty to Australia and its values.

Conferees can choose between two versions of the pledge; one that refers to God and one that does not.

### Pledge 1

From this time forward, under God,  
I pledge my loyalty to Australia and its people,  
whose democratic beliefs I share,  
whose rights and liberties I respect, and  
whose laws I will uphold and obey.

### Pledge 2

From this time forward,  
I pledge my loyalty to Australia and its people,  
whose democratic beliefs I share,  
whose rights and liberties I respect, and  
whose laws I will uphold and obey.

## Roles and responsibilities

This section outlines the roles and responsibilities for those involved in Australian citizenship ceremonies.

### Minister

The Australian Government Minister(s) responsible for citizenship matters has precedence to preside at any ceremony they choose to attend. The Minister is provided a report on ceremonies occurring nationally and does not require individual event invitations from organisers.

When attending a ceremony, the Minister should be invited to speak immediately after the opening address and Welcome to Country/Acknowledgement of Country, before any other official speeches.

Where the Minister is not attending, the local Federal Member of Parliament (MP) or Senator should read the Minister's message (regardless of political party). Where both the MP and Senator are in attendance, precedence goes to the MP. When no Federal representative is present, the presiding officer should read the Minister's message.

A copy of the Minister's message is available on the Department of Home Affairs website.



## The Department of Home Affairs

The Department of Home Affairs manages the citizenship program including the policy around Australian citizenship ceremonies, and the list of conferees who have been approved for citizenship and are ready to attend a ceremony.

Generally, officers of the Department of Home Affairs will:

- liaise with local government councils or other community organisations undertaking ceremonies to ensure organisers are aware of, and abide by, the requirements set out in the Australian Citizenship Ceremonies Code
- provide advice on the authorised officer
- provide regular reports to councils on the number of people waiting for a ceremony in their local government area
- work with organisers to ensure that ceremonies are held regularly to facilitate timely conferral of prospective citizens
- ensure that pledge verification lists (PVL) are provided to ceremony organisers in a timely manner
- distribute citizenship certificates to the councils prior to the ceremony and ensure any unused certificates are returned to the Department of Home Affairs
- ensure citizenship certificates are treated as accountable documents and stored correctly
- provide advice and assistance on ceremonies for council staff.

Attendance by departmental staff to assist with the conduct of ceremonies may occur at the discretion of the Department of Home Affairs.

Where arrangements have been made for departmental officers to assist at a ceremony, this may include:

- assisting with registration and verification of the identity of candidates on arrival
- ensuring the legal and other requirements of the Code are adhered to, and/or
- assisting with enquiries and other issues as they arise.

The Department of Home Affairs may also provide assistance such as sending invitation letters to conferees and, if required, providing a presiding officer for ceremonies.





## Presiding officer

The presiding officer has the lead role in a citizenship ceremony. Their legal responsibilities involve:

- reading out the *Preamble for citizenship ceremonies* (Schedule 1 of the *Australian Citizenship Regulation 2016*)
- administering the pledge.

Additionally, the presiding officer:

- reads the Minister's message in the Minister's absence where no Federal parliamentary representative is present
- signs the pledge verification list immediately at the completion of the citizenship ceremony after ensuring that it is accurate and any conferees who have attempted to present fraudulent identification documents or no identification have been immediately referred to the Department of Home Affairs.

It is a legal requirement that the presiding officer is authorised by the Australian Government Minister responsible for citizenship matters. Authorisation is given to Australian citizens only and is specific to a position or person. These are outlined in the Instrument of Authorisation.

It is possible to apply for one-off authorisation to preside at a citizenship ceremony by writing to the Minister.

Presiding officers have no power to appoint a proxy. However, a person may perform the duties of the presiding officer when they are acting in place of an authorised person for a period of time.

To avoid the appearance of conflict of interest, presiding officers must not confer Australian citizenship on family members or close friends. Contact the Department of Home Affairs to manage potential conflict of interest matters in public ceremonies.

## Official guests

The presence of official guests serves to introduce new citizens to Australia's three-tiered, democratic system of government, as well as to formally welcome them into the local community.

As well as the Minister, organisers should also invite all elected officials of the locality, at all levels of government, including:

- Local Federal MP and a Senator (of a different political party)
- Local state or territory MP
- A local government representative.

Invitations are to be extended to elected representatives. Invited elected representatives cannot send a delegate to act in an official capacity on their behalf. Delegates may attend in a private capacity. There will not be an opportunity for delegates to speak, nor will VIP seating be provided.

While an MP or Senator cannot be prevented from asking an individual to attend on their behalf, the nominated person should not be included in the official guest party and under no circumstances should that person be invited to speak.

Candidates for election, who currently do not hold elected office, may attend the ceremony in a private capacity, however they should not receive an official invitation and should not be included as an official guest.

It is particularly important that the above guidelines are adhered to in the period leading up to an election. The emphasis remains on elected representatives welcoming new citizens to the local community.



Official guests can also include:

- community leaders
- representatives of community organisations
- Aboriginal and Torres Strait Islander elders or leaders.

## Federal Members of Parliament

Ceremony hosts are required to invite all elected officials of the locality, at all levels of government. This is to allow local representatives to introduce themselves and welcome new citizens as full members of the community. Where there are multiple MPs across local government boundaries, organisers should work with the MPs to arrange a rotation of responsibility.

Where a Federal MP or Senator attends a ceremony, they should read the Minister's message. MPs and Senators are reminded that, if invited to speak by the ceremony hosts, it must be in accordance with the nature of citizenship ceremonies which are apolitical, bipartisan and secular. For this reason, material which could be perceived to be political, commercial or religious must not be distributed.

All Federal MPs and Senators have standing authorisation to preside at Australian citizenship ceremonies. This allows ceremony hosts to approach their local MP or Senator if they wish to hold a ceremony and require a presiding officer. This usually happens on nationally significant days such as Australia Day and Australian Citizenship Day. MPs and Senators should not assume that an invitation to attend a ceremony is an invitation to preside. This will be specified in the invitation.

MPs and Senators make occasional requests to conduct citizenship ceremonies that may be accommodated on an exceptional basis. The Department of Home Affairs can provide advice regarding all aspects and requirements of a ceremony.

It is important that MPs and Senators do not seek to fulfil ceremony requests from constituents as the Department of Home Affairs manages ceremony attendance to ensure fair and equal treatment for all conferees. Additionally, to avoid the appearance of conflict of interest, citizenship should not be conferred on family members, close friends or members of staff at private ceremonies.

## State and Territory Members of Parliament

If invited to a ceremony as an official guest, the same guidelines apply to State and Territory MPs as for Federal representatives. However, state and territory parliamentarians do not have standing authorisation to preside at citizenship ceremonies.

If invited to preside at a ceremony, requests may be made in writing to the Minister for one-off authorisation on each occasion they wish to preside. State and territory parliamentarians should include a signed letter of agreement with their request, indicating they will abide by the requirements for the conduct of citizenship ceremonies set out in the Code. A copy of this letter can be provided by the Department of Home Affairs.



## Mayors

Mayors play an important role in formally welcoming our nation's newest citizens into the Australian community by hosting the majority of Australian citizenship ceremonies. It is usual for them to fulfil the role of presiding officer. Unless specifically excluded, mayors have standing authorisation to preside.

Other positions authorised to preside over citizenship ceremonies are detailed in the [Instrument of Authorisation](#).

## Organisers

Organisers are usually staff from local government councils or other approved organisations whose role it is to organise the ceremony. An organiser is responsible for ensuring a citizenship ceremony is conducted in accordance with the Code.

Most citizenship ceremonies are conducted by local government councils. Community organisations may also conduct citizenship ceremonies, particularly on significant national days such as Australia Day or Australian Citizenship Day.

Community organisations that wish to conduct a citizenship ceremony should approach their local office of the Department of Home Affairs to discuss the possibility of hosting such a ceremony and securing a presiding officer. Community organisations may be asked to sign an agreement with the Department of Home Affairs on how ceremonies are to be conducted.

Responsibilities for organisers are to:

- ensure that ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code
- provide advice to those who have a role in the ceremony
- ensure that the ceremony is conducted in a meaningful, dignified, orderly and memorable way with proceedings designed to impress upon candidates the significance of the occasion
- ensure all candidates are informed about appropriate protocols for the citizenship ceremony
- include a Welcome to Country/Acknowledgement of Country in the proceedings
- conduct identity verification of conferees.

Generally an officer of the Department of Home Affairs will attend ceremonies conducted by community organisations to assist with the ceremony.

Checklists are available for organisers for [Before the ceremony](#), [At the ceremony](#) and [After the ceremony](#).

## Conferees

A conferee is a person who has made an application for Australian citizenship which has been approved and whose details have been provided by the Department of Home Affairs to an organiser for attendance at a ceremony. The final legal step for the applicant to acquire citizenship is to make the Australian citizenship pledge of commitment before the presiding officer at the citizenship ceremony.



## Australian Electoral Commission

All organisations conducting citizenship ceremonies should notify the Australian Electoral Commission (the AEC) of forthcoming citizenship ceremonies to facilitate electoral enrolment of new citizens. Wherever possible, staff from AEC will attend ceremonies to assist the electoral enrolment process and to collect completed enrolment forms. See page 42 for further information about electoral enrolments.

If AEC representatives are not in attendance, conferees should be reminded to complete the AEC form and return it to the AEC according to information on the form, at their earliest convenience.

Organisers may choose to collect the forms at the ceremony and send to the AEC as a group.

[Contact the AEC.](#)

## Guests of conferees

Guests may include invited friends and relatives of the conferee. The number of guests may be limited according to the practicalities of organising a ceremony, for example, size of the venue, and should be outlined in the invitation to the ceremony.



## Citizenship ceremonies during election periods

At the Federal level, the caretaker period begins at the time the House of Representatives is dissolved and continues until the election result is clear or, if there is a change of government, until the new government is appointed.

Ceremonies can continue as usual during the caretaker period. Election periods should not cause unnecessary delays in conferees attending their ceremonies.

Citizenship ceremonies are apolitical and must not be used for political or partisan expression or for the distribution of political or election material.

### Local council elections

Citizenship ceremonies should not be held by local government councils after the election date until the results of the election become known.

### State and Federal elections

MPs should not be invited to ceremonies held after the election date until the results of the election are known.

An MP's status does not depend on the meeting of the parliament, nor on the MP taking their seat or making the oath or affirmation of allegiance before the Governor-General. An MP is technically regarded as an MP from the day of election—that is, when they are, in the words of the Constitution, 'chosen by the people'. A new MP is entitled to use the title MP once this status is officially confirmed by the declaration of the poll.

Candidates for election should not be included as part of the official party. The emphasis remains on elected representatives welcoming new citizens to the local community.

### Federal elections

The Minister's message can be read at ceremonies after the election date until it has been announced that there is a new minister. If there is a new minister, the new Minister's message will be provided.

Citizenship certificates with the incumbent Minister's signature can be issued up until a new minister is sworn in.

In the event there is a change of minister, there will be a period of time where certificates are not available. Once printing of certificates resumes, the Department of Home Affairs will commence distribution. Conferees who attended their ceremonies during this period will receive their certificate by registered mail.

In the event that official citizenship certificates cannot be provided on the day of ceremony, councils have the option of giving the client a commemorative citizenship certificate at the ceremony. The commemorative certificate has no legal standing but is purely for marking the occasion. This should be made clear at the ceremony.

Commemorative citizenship certificates can be ordered through the Department of Home Affairs website by using the order form.





## Overseas Australian citizenship ceremonies

All applicants are expected, as far as possible, to attend a citizenship ceremony in Australia. In limited circumstances, however, it may be possible to attend a ceremony at an agreed departmental post overseas. An application must be made to the Department of Home Affairs for consideration.

Organisers must ensure that the person who is to preside at the ceremony is listed in the Instrument of Authorisation, or request a one-off authorisation for the ceremony. Written requests for authorisation should be sent to the Minister.

## Contact the Department of Home Affairs

For all enquiries relating to Australian citizenship ceremonies, your first point of contact should be to email the departmental team for the relevant state or territory.

Enquiries from applicants relating to their citizenship application, including their ceremony, should be referred to the Department of Home Affairs website.

## Glossary

- **The Citizenship Act:** *The Australian Citizenship Act 2007* is the legal basis for all citizenship provisions.
- **Administrative officer:** A local government official or other person who assists the presiding officer in arranging and conducting citizenship ceremonies.
- **Australian Citizenship Affirmation:** The Australian Citizenship Affirmation offers an opportunity to those who wish to express their pride in being an Australian citizen and affirm their loyalty and commitment to Australia and its people.
- **Australian citizenship ceremony:** Fulfils the legal requirements prescribed by the *Australian Citizenship Act 2007* and the *Australian Citizenship Regulation 2016* that a person must make a pledge of commitment to become an Australian citizen.
- **Australian citizenship certificate:** Evidentiary notice given to a person stating that the person is an Australian citizen at a particular time.
- **Commemorative certificate:** A memento given to conferees when the official citizenship certificate is not available for the ceremony. The commemorative certificate has no legal status and cannot be used as evidence of Australian citizenship. Commemorative certificates can be ordered free of charge from the Department of Home Affairs.
- **Community organisation:** An organisation that is not-for-profit, whose activities are intended to benefit its members and the wider Australian community. Examples include Lions and Rotary Clubs, Scouts and Guides Associations and Surf Life Saving Associations.
- **Conferee:** A person who has applied for Australian citizenship by conferral whose final step to becoming a citizen is to attend a ceremony.
- **The Department of Home Affairs:** Australian Government department responsible for citizenship matters.
- **Minister:** Australian Government minister responsible for citizenship matters.
- **Non-attendee:** A conferee who has been invited to a particular ceremony but did not attend the ceremony to make the pledge of commitment.
- **Presiding officer:** A person who has been approved in writing by the Australian Government minister responsible for citizenship matters to confer Australian citizenship.
- **Pledge:** Most people are required to make the pledge of commitment at a citizenship ceremony. In doing so they are making a public commitment to Australia and accepting the responsibilities and privileges of citizenship.
- **PVL – Pledge verification list:** This is provided by the Department of Home Affairs to ceremony hosts and lists the details of people who are to attend a particular ceremony, their Australian citizenship certificate numbers, whether they are part of a family group and their pledge preference.
- **The Regulation:** The *Australian Citizenship Regulation 2016* is the subordinate legislation that sets out detailed requirements for some matters as provided for by the Citizenship Act.

## PART 2

# Before the ceremony

## Scheduling ceremonies

In keeping with government policy that ceremonies be held at regular intervals, most local government councils should arrange for ceremonies to be held at least every two to three months, regardless of the number of conferees available to attend, and more frequently if necessary. There is no maximum or minimum number of conferees prescribed for citizenship ceremonies.

Local government councils must provide their local office of the Department of Home Affairs with a schedule of their planned ceremony dates. This allows for the Department of Home Affairs to allocate conferees to particular ceremonies. In localities which confer more than 100 conferees per year the council should provide the ceremony schedule for the calendar year. Any changes to the schedule should be advised to the Department of Home Affairs as soon as possible.

Councils may schedule extra ceremonies throughout the year, in liaison with the Department of Home Affairs, if the numbers of people waiting to attend a ceremony have increased.

Community organisations holding approved/special ceremonies must give their local office of the Department of Home Affairs at least three months' notice before the proposed date of the ceremony. Community organisations should also work in partnership with local government councils to ensure a coordinated approach.

Community organisations should consider the availability of authorised presiding officers such as the local Federal MP or mayor when scheduling citizenship ceremonies.





## Events

The Government expects ceremony organisers to schedule citizenship ceremonies on days of significance, for example in the context of annual celebrations to mark Australia Day (26 January) and Australian Citizenship Day (17 September).

Organisations may also wish to hold citizenship ceremonies in conjunction with other community events or activities, such as Harmony Day or Refugee Week. Citizenship ceremonies may, for example, be incorporated into annual festivals or activities of community service organisations however these ceremonies must remain non-commercial, apolitical, bipartisan and secular.

It is important that ceremonies remain apolitical and that special event ceremonies not be used to promote a political or ideological agenda.

### Australia Day—26 January

Australia Day provides an opportunity for all Australians to celebrate our national day. Australia Day is marked by events across Australia, including special citizenship ceremonies.

Local government councils must hold a citizenship ceremony on 26 January as part of their Australia Day celebrations. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.

More information about Australia Day celebrations can be found at [australiaday.org.au](http://australiaday.org.au).

### Australian Citizenship Day—17 September

Introduced in 2001, Australian Citizenship Day is a day for everyone in the community to reflect on and celebrate the meaning and importance of Australian citizenship and the role Australian citizens have played in shaping our nation.

It is an opportunity for all Australians, by birth or by pledge, to reflect on the common bond of citizenship in our diverse society. It is an opportunity to celebrate our democratic values, equality and respect for each other, and think about what unites us as Australians.

Local government councils should hold a citizenship ceremony on or around 17 September. Australian Citizenship Day is celebrated with special citizenship ceremonies, affirmations and other events around Australia. Local government councils, community organisations, schools and others in the community are encouraged to participate in Australian Citizenship Day.

For ideas on events and activities for celebrating Australian Citizenship Day visit the [Department of Home Affairs website](#).

**Note:** Australian Citizenship Day is an exception to the expectation that citizenship ceremonies be held outside of parliamentary sitting days, as 17 September generally falls on a federal sitting day.



## Parliamentary sitting days

It is important and appropriate that elected representatives have the opportunity to welcome new citizens as formal members of the Australian community.

When scheduling citizenship ceremonies organisers should:

- not schedule ceremonies on federal, or the relevant state or territory sitting days, unless impracticable
- engage with relevant federal and state or territory elected members to ascertain availability
- provide the schedule of ceremony dates to the offices of elected representatives along with the Department of Home Affairs.

Where a citizenship ceremony is scheduled on the same day as a local government council meeting, the citizenship ceremony may proceed but must be conducted with due ceremony and importance.

A sitting calendar for Federal parliamentary sittings can be obtained from the [Australian Parliament House website](#). The next parliamentary sitting calendar is generally released in the late months of the year.



## Planning report

The Department of Home Affairs will provide local government councils with a list of approved conferees, referred to as the planning report, who are waiting to attend a citizenship ceremony in their local area approximately four weeks before the scheduled date. Councils must use this list as the basis for planning the ceremony.

This list should not be provided to any official guests before the ceremony.

If a person approaches the council or other authorised presiding officer for a private ceremony, or inclusion in a planned public ceremony, refer the person to the Department of Home Affairs. Do not include additional people in the ceremony unless advised to do so by the Department of Home Affairs. Until a person has attended a ceremony, the Department of Home Affairs may still be assessing the person's application.

If the council sends an invitation to conferees, they should advise conferees of the date of the ceremony for which they are scheduled as soon as possible when they receive the planning report. The Department of Home Affairs will assist community organisations in inviting conferees.

## Rescheduling ceremonies

### Conferee request

A conferee who wishes to change the date of their allocated ceremony must contact the Department of Home Affairs. If a conferee approaches the council, organisers may refer the person to the Department of Home Affairs.

### Council request

The council must contact the Department of Home Affairs at the earliest possible opportunity if a ceremony is to be rescheduled. Rescheduling a ceremony may affect Australian citizenship certificates, the pledge verification list and invited conferees.

## Special purpose ceremonies

The majority of citizenship ceremonies are public occasions and conferees are encouraged to participate in a public citizenship ceremony wherever possible.

Special purpose ceremonies, or private ceremonies, may only be arranged in exceptional circumstances, for example, where a conferee has a significant disability preventing them from attending a public ceremony, or where the Department of Home Affairs has asked the organiser to provide urgent conferral for an applicant.

All special purpose ceremony requests are to be referred to the Department of Home Affairs for assessment.



## Organising the ceremony

### Venue

Citizenship ceremonies are significant occasions and care should be taken to ensure that the venue reflects the importance of the occasion.

In choosing a location for the ceremony, the council or organisation conducting the citizenship ceremony should ensure they undertake the necessary event planning and/or a risk assessment in line with their policies and procedures. Consideration should be given to accessibility such as ramps or elevators.

It is important to select a venue that is appropriate to the size of the ceremony. In the case of local government councils, the most suitable venue may be the town hall or council chambers. Many community organisations also have appropriate sized function rooms on their premises. If this is not the case, an appropriate venue could be hired for the occasion.

Citizenship ceremonies may be held outdoors, for example, in a park or in the same locality as a relevant community event (should there be no security concerns). An alternative venue in case of inclement weather should be considered. Organisers should also ensure an outdoor venue is conducive to conferees being present throughout the ceremony to make the pledge and receive their Australian citizenship certificate.

As citizenship ceremonies are apolitical and secular, they should not be held in a place of worship or in a venue which has political affiliation. A community hall adjacent to a place of worship is acceptable where there are no religious symbols in view.

It is not appropriate for a citizenship ceremony to be held at a venue for the purpose of promoting a commercial enterprise. Consideration should be given to avoid exposing conferees and guests to potentially inappropriate areas such as drinking and gaming areas. Conferees should not have to pay entry in order to attend the ceremony.

### Products

Free products and pledge cards which can be used at the ceremony may be ordered from the Department of Home Affairs website using the order form.



## Symbols

Citizenship ceremonies are conducted under the authority of the Australian Government Minister responsible for citizenship matters. In keeping with other Commonwealth official occasions, the following national symbols should be present in a citizenship ceremony:

- the Australian national flag
- the Aboriginal and Torres Strait Islander flags
- the Commonwealth Coat of Arms
- an official portrait or photograph of The Queen of Australia, Her Majesty Queen Elizabeth II
- the Australian national anthem (*Advance Australia Fair*) should be played.

These national symbols and the Australian national anthem are available free of charge through the local Federal MP under the Constituents Request Program.

Further guidance on displaying national symbols and [flag protocols](#) is available on the Department of Prime Minister and Cabinet website at [Information on Australian Flags and Symbols](#).

### Portrait of the Queen

The portrait should be placed behind the presiding officer or in another prominent position at the same level and to the left (when facing) of the Commonwealth Coat of Arms.



## Commonwealth Coat of Arms

The Commonwealth Coat of Arms is to be displayed. The Commonwealth Coat of Arms is the formal symbol of the Commonwealth of Australia that signifies Commonwealth authority and ownership.

## The Australian national flag

The Australian national flag is to be displayed in one of the following ways:

- Flat against a surface, whether horizontally or vertically, with the top left (first) quarter placed uppermost on the observers' left as viewed from the front
- On a staff, with the top left quarter placed in the position nearest the top of the staff. When carried, the flag should be aloft and free
- On a flag rope (halyard) with the top left quarter placed uppermost, raised as close as possible to the top and the flag rope tight.

## Other Australian flags

Aboriginal and Torres Strait Islander flags should also be displayed at citizenship ceremonies. State flags or local government flags may also be displayed.

The Australian national flag should always have precedence over all flags.

## Australian national anthem

The Australian national anthem (*Advance Australia Fair*) should be played at the ceremony. This may be played as a live performance or a recording, and it is at the discretion of organisers whether only the first verse or both verses are played though verse two is appropriate to new citizens. All attendees at the ceremony should be invited to join in singing the Australian national anthem. The words of the Australian national anthem should be provided to all attendees.

## Dress Code

The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

A Dress Code is to be set by individual councils.

Councils must provide a current copy of their Dress Code to the Department of Home Affairs.

## Seating plan

Prior to the ceremony, the Department of Home Affairs will provide a Ceremony Planning Report which lists the people waiting to attend a ceremony. This report has a Linking Group section which can be used to identify groups or families who are having Australian citizenship conferred upon them and who wish to attend the same ceremony. This can be used to arrange seating so that the conferees remain with their group/family.

The PVL also provides the group detail to aid seating arrangements.



## Gifts and entertainment

In addition to observing the legal requirements and important elements of the ceremony, those conducting citizenship ceremonies may wish to consider incorporating other features which would significantly enhance the occasion.

The provision of gifts, entertainment and refreshments is entirely voluntary and at the discretion of organisations conducting ceremonies.

### Gifts

Local government councils and community organisations conducting citizenship ceremonies may choose to present gifts to new citizens to mark the acquisition of Australian citizenship.

Any gifts are to be appropriate to the occasion and cannot be of a political, commercial or religious nature.

Examples of appropriate gifts include:

- a native plant that could grow well in the local area (consider size)
- a genuine item reflecting Aboriginal and Torres Strait Islander cultures
- a book about the local region
- a commemorative coin or pin
- a free copy of a professional photograph of the occasion.

Additionally, information could be provided to conferees on local community services including volunteering opportunities and multicultural services.

### Entertainment

Entertainment befitting the occasion may be incorporated into a ceremony.

If music is being played organisers should ensure that the appropriate music licence is obtained by contacting [APRA AMCOS](#) (Australasian Performing Right Association Limited Australasian and Mechanical Copyright Owners Society Limited).

### Catering

Citizenship ceremonies may be followed by a social gathering that includes refreshments. The gathering provides an opportunity for officials and new citizens to become acquainted and enhances the welcoming atmosphere of the occasion.

The form of the gathering and the choice of refreshments are matters for local government councils and community organisations conducting citizenship ceremonies.

In making these arrangements, it is important to take into account any special dietary or religious requirements which people may have.





## Incorporating Aboriginal and Torres Strait Islander elements

There is great value in incorporating appropriate Aboriginal and Torres Strait Islander elements into citizenship ceremonies and the Department of Home Affairs encourages all organisations conducting citizenship ceremonies to do so.

Incorporating Aboriginal and Torres Strait Islander elements into citizenship ceremonies enhances awareness and understanding by new citizens, as well as the wider community, of their histories and cultures and their status as the First Australians and traditional custodians of the land.

The presiding officer or other appropriate person should publicly acknowledge the Traditional Owners of the land where the citizenship ceremony is taking place. An example of an acknowledgment could be as follows:

### General

I'd like to begin by acknowledging the traditional owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging.

### Specific

I'd like to begin by acknowledging the traditional owners of the land on which we meet today, the [people] of the [nation] and pay my respects to Elders past, present and emerging.

The following are a range of ideas for incorporating Aboriginal and Torres Strait Islander elements into or within citizenship ceremonies:

- Invite a local Aboriginal or Torres Strait Islander leader or leaders to Acknowledge Country and/or perform a Welcome to Country ceremony
- Invite members of local Aboriginal and Torres Strait Islander communities to perform other traditional ceremonies, for example a smoking ceremony
- Invite Aboriginal and Torres Strait Islander artists to perform or a local leader or personality to address the citizenship ceremony.

Incorporating Aboriginal or Torres Strait Islander cultural considerations into a citizenship ceremony should be done in consultation with representatives of the local traditional peoples.

Further information is available at the [Reconciliation Australia website](#).





## Invitations

Only approved conferees as advised by the Department of Home Affairs may be invited to take the pledge at a ceremony. Conferees are invited to attend their ceremony by letter. Depending on local arrangements, invitation letters are sent to conferees either by the local government council or by an office of the Department of Home Affairs. For ceremonies conducted by community organisations, the Department of Home Affairs will generally send out invitations.

Invitation letters to conferees from the Department of Home Affairs include the following advice:

- Date, time and venue for the ceremony and expected arrival time
- Conferees 16 years of age and over should bring photographic identification to the ceremony such as driver license or passport, and letter of invitation
- Children under 16 years are not required to make a pledge of commitment or attend a ceremony although they are welcome and encouraged to do so if they wish
- Conferees who wish to make the pledge of commitment on a holy book or scripture of their choice should bring it to the ceremony.

Organisers may wish to add the following information as appropriate:

- Process for RSVPs (if relevant)
- Dress Code (attendee attire should reflect the significance of the occasion and venue, including national or cultural dress)
- A voluntary Australian Citizenship Affirmation (if included in the program) will take place after the citizenship ceremony
- Any special arrangements concerning seating and the taking of photographs or video during the ceremony
- The number of relatives and friends each conferee may invite to attend the ceremony and subsequent social gathering
- Conferees may be asked to sign a form giving their consent for photographs, video or film taken during the ceremony to be used for future citizenship promotional purposes
- Advice on venue accessibility or parking.

Additionally, information for conferees about attending ceremonies is available on the [Department of Home Affairs website](#).



## Children

### Children under 16 years of age

Children under the age of 16 years are not required to make the pledge of commitment or attend a citizenship ceremony although they are welcome and encouraged to do so with their parent(s) if they wish. Children who were under 16 on application, but have since turned 16 are not required to make the pledge. Children do not have to present identification at citizenship ceremonies.

Australia has a welcoming and inclusive citizenship policy. Encouraging dependents to attend the citizenship ceremony is in keeping with this policy. It is also important for children, particularly older children, to witness the occasion as part of their introduction to, and understanding of, civic life in Australia.

### Children aged 16 years or over

Most children aged 16 years or over must make the pledge of commitment and provide identity documents at the ceremony.



## Pledge verification list

The PVL is provided by the Department of Home Affairs to ceremony hosts and lists the people who are to attend a particular ceremony, their pledge preferences, Australian citizenship certificate numbers and groups who wish to sit together (e.g. families).

The signed PVL must be returned to the Department of Home Affairs immediately after the ceremony so the conferee's record can be updated to reflect their Australian citizenship. The PVL may be scanned and sent digitally, but any hard copies may be returned along with unused certificates.

## Media, photos and consent forms

### Media

Every effort should be made by organisers to publicise forthcoming ceremonies and to encourage local and even national media to attend and report on the event. Publicising citizenship ceremonies promotes to the wider community the contribution of new citizens to Australia.

Media coverage can be enhanced by providing local media, for example, newspapers, newsletters and magazines, with details of the ceremony as far in advance as possible. Details provided should include a list of speakers and important guests. Local community organisations could similarly be informed. Details of conferees should not be provided to media without their consent.

Where a ceremony could be of interest beyond the local district, consideration could be given to alerting the national media. Examples of such situations include:

- an unusually large ceremony
- where the ceremony is planned to coincide with a local or national event such as Australia Day or Australian Citizenship Day
- where conferees include prominent figures in local affairs, the arts, sport or other fields
- where there are particularly interesting features planned for the ceremony.

Conferees should be informed in advance that ceremonies may attract media attention and that departmental officers or representatives of the media may attend ceremonies to film, photograph or interview conferees for promotional purposes or for social media. While some new citizens may welcome publicity, others may not. Local government councils and community organisations should be aware of privacy obligations. For more information, refer to the *Privacy Act 1988*.

When the Minister responsible for citizenship matters is in attendance, liaison with their media adviser is required for any press releases or media coverage. Public affairs officers of the Department of Home Affairs will liaise with the Minister's media adviser and can also assist with publicity arrangements.



## Photographs

There is no requirement to hire a professional photographer to take photos of the citizenship ceremony but having photographs is a great way of recording the occasion. The photos can also be used to present as a gift to the conferees as a memento of the ceremony.

It is important to be aware that images of individuals or Australian citizenship certificates in photographs or video (images) are treated as personal information under the *Privacy Act 1988* where the person's identity is clear or can reasonably be worked out from that image.

## Consent forms

If the picture is to be used for something that the conferee is unaware of, the conferee will likely be required to give consent, unless they would reasonably expect their image to be used for this other purpose.

If images are to be used in a publication, website or social media platform that your organisation puts out, consent forms must be signed and collected from the subjects. Personal details in these images (such as names on certificates) must not be visible.

It may be applicable to include information on media and promotional image use in the invitation.





## Suggested program for ceremony

The names of the presiding officer, administrative officer and official guests should be inserted.

- 1:30 pm** Conferees arrive, are registered and identity verified then are seated
- 1:55 pm** Official party enters (List names and titles of official guests)
- 2:00 pm** (*Administrative officer*) Welcomes all present
- 2:02 pm** Welcome to Country or Acknowledgment of Country
- 2:05 pm** (*Presiding officer*) welcomes all present, introduces official guests, delivers the opening address, and foreshadows the Australian Citizenship Affirmation
- 2:15 pm** (*Presiding or administrative officer*) introduces each speaker in the following order:
- Minister or Minister's representative
  - If the Minister/Minister's representative is not in attendance, the presiding officer reads the Minister's message
  - Other speakers
- 2:30 pm** (*Presiding officer*) reads the preamble for a citizenship ceremony to the conferees
- 2:32 pm** (*Presiding officer*) administers the pledge to conferees
- 2:35 pm** (*Presiding Officer, administrative officer or official guest*) presents Australian citizenship certificates to new citizens and congratulates them. Each conferee who has made the pledge is called forward to receive their Australian citizenship certificate
- A gift may also be presented at this time
- 2:50 pm** (*Presiding officer or administrative officer*) advises that new citizens may enrol to vote by completing the electoral enrolment form given to them. If staff from the AEC are present, advise that those officers are available to assist
- 2:52 pm** (*Presiding officer*) introduces dignitary to conduct affirmation ceremony
- 2:54 pm** (*Presiding officer or other appropriate Australian citizen*) conducts affirmation ceremony
- 2:57 pm** (*Presiding officer*) asks all present to stand for the Australian national anthem
- 3:00 pm** (*Presiding officer*) concludes the ceremony; invites new citizens, official guests and all present to join him/her for light refreshments.

## Before the Ceremony Checklist

These checklists can be used to assist your organisation of the ceremony.

Before the ceremony	
<b>Annually (for councils with &gt;100 conferees per annum)</b>	
	Provide the Department of Home Affairs with an annual schedule of planned ceremonies
<b>3 6 months before</b>	
	Check Federal and State/Territory parliamentary sitting days
	Ensure scheduled ceremonies avoid parliamentary sitting days
	Advise Department of Home Affairs of date of ceremony to allow provision of certificates and pledge verification list
<b>1 2 months before</b>	
	Check venues for suitability (access, size, power, secular, wet weather contingencies)
	Prepare invitations for conferees with relevant ceremony details
<b>4 weeks before</b>	
	Invite conferees from list of approved applicants provided by the Department of Home Affairs (if applicable)
	Invite the Minister, elected government members and other official representatives. Include which officials are to present a speech.
	Advise the AEC of the time, date and venue of the ceremony
	Prepare a ceremony program
	Order products such as pledge cards and affirmation cards
<b>1 week before</b>	
	Confirm the Master of Ceremonies, and arrange lectern and sound system
	Ensure receipt of Australian citizenship certificates, PVL and Australian electoral enrolment forms
	Ensure portrait of The Queen, Commonwealth Coat of Arms and Australian flag are available for display
	Arrange for the Australian national anthem to be played/performed
	Arrange for Welcome to Country and/or Acknowledgement of Country
	Arrange who will deliver the Australian Citizenship Affirmation
	Arrange seating plan for VIPs, conferee guests, AEC staff, departmental staff
	Arrange seating plan for conferees with families/groups together
	Ensure certificate of currency for insurance purposes (if applicable)
<b>Additional considerations</b>	
	Arrange gifts and entertainment
	Arrange catering
	Arrange photography
	Notify media of ceremony
	Print media consent forms if images to be used on social media or publications
	Arrange speaking notes for the presiding officer

## PART 3

# At the ceremony

## Registration

The Department of Home Affairs provides a copy of the Australian citizenship PVL for each citizenship ceremony. The PVL lists invited conferees and includes personal details to assist ceremony organisers to verify their identities.

It is a requirement that each conferee making the pledge be formally registered at the ceremony. Use the PVL to mark non-attendance or failure to make the Pledge by marking a single line through the person's name.

Registration areas should be well lit to allow proper verification of conferee identity.

## Identity verification

The Minister cannot approve a person becoming an Australian citizen unless satisfied of a person's identity. All conferees aged 16 and over at the time of application must have their identity verified prior to making the pledge of commitment and receiving their Australian citizenship certificate.

Identity documents and verification are not required for children under the age of 16. The identity of the responsible parent on their application will need to be verified.

A form of photographic identification is preferred for each person aged 16 and over, which will allow facial comparison between the person and their identification. A driver's licence, passport or other official document with a photograph is acceptable. For candidates who cannot produce any form of photographic identification, at least three documents bearing their name, address and signature, for example, bank statements, credit cards or bills are required. ID documents should be current and original documents (not photographs or photocopies). Unofficial documents with a photo such as student cards are not acceptable. Conferees may bring their invitation letter to the ceremony to assist with registration but the letter is not an identity document.

If the conferee has attended without any identity documents they cannot proceed to the ceremony. Refer the person to the Department of Home Affairs.



Guidance on face-to-photo identification is available from the Department of Home Affairs.

If there are doubts about the identity of the person, or the person does not have sufficient identity documentation, they cannot proceed with the ceremony. Refer the person to the Department of Home Affairs.

Officers of the Department of Home Affairs will usually attend to assist in identifying the conferees for citizenship ceremonies arranged by community organisations.

## Welcome to Country/ Acknowledgement of Country

A Welcome to Country is a ceremony performed by Aboriginal or Torres Strait Islander people to welcome visitors to their traditional land. It can take many forms, depending on the particular culture of the traditional owners. It can include singing, dancing, smoking ceremonies or a speech in traditional language or English.

An Acknowledgement of Country is a way of showing awareness of and respect for the traditional Aboriginal or Torres Strait Islander owners of the land on which a meeting or event is being held, and of recognising the continuing connection of Aboriginal and Torres Strait Islander peoples to their Country.

An Acknowledgment of Country can be informal or formal and involves visitors acknowledging the Aboriginal or Torres Strait Islander owners of the land as well as the long and continuing relationship between First Nations and their Country.

Further information is available on Welcome to and Acknowledgement of Country at the [Reconciliation Australia website](#).

Organisers should consult with their local Aboriginal or Torres Strait Islander elders or leaders about the most appropriate way to recognise their communities.





## If the Minister attends

If in attendance, the Minister will have precedence to assume the role of presiding officer, conduct the citizenship ceremony and confer Australian citizenship on conferees.

The Department of Home Affairs will advise organisers if the Minister is interested in attending a citizenship ceremony.

## Speeches

### The Minister/Minister's Representative

The Minister will be given the opportunity to speak at the citizenship ceremony. The Minister is not required to read their own message verbatim, as they may wish to deliver a speech specific to the event.

If the Minister does not attend, the local Federal MP or Senator (if present) should read the Minister's message. This must be read in its entirety and without amendment.

When neither the Minister nor a federal representative attends, the Minister's message must be read by the presiding officer in its entirety and without amendment.

### Inviting official guests to speak

Speeches by other official guests must immediately follow the Minister's speech/message.

All elected local representatives, at the federal, state/territory and local government level, should over time have an opportunity to provide a welcoming speech to citizenship conferees. It is preferable, however, that not all elected representatives speak at every ceremony. This will ensure that the number of speeches remains manageable, particularly where local areas cross a number of electorates.

Appropriate arrangements should be reached at the local level to meet the requirements of all concerned. For example, ceremony organisers may wish to reach early agreement with elected representatives on appropriate dates in the year for each representative to speak, for example in the context of setting up or reviewing the annual ceremony schedule.

The emphasis remains on elected representatives welcoming new citizens to the local community. Candidates for election must not be invited to speak. The apolitical nature of the ceremony must be maintained. People attending on behalf of elected representatives must not be included in the official party.

Other official guests do not have to be invited to speak, however, subject to the number of speeches by elected representatives, a few brief messages of welcome from any local community leaders and/or local clubs and associations may contribute to a feeling of welcome.



## Suggested length and content of speeches

Local government councils and community organisations conducting citizenship ceremonies should give speakers an idea of how long they are expected to speak. To manage the length of the ceremony, each speech would ideally be less than five minutes long.

Speeches must be relevant and appropriate to the occasion and must avoid issues that may be contentious from a political, racial or sectarian point of view. Speeches that have particular political or denominational overtones, for example, would not be appropriate. It is essential that the dignity and significance of citizenship ceremonies be maintained at all times.

Citizenship ceremonies must not be used as forums for political or partisan expression or for the distribution of political material.

Organisers should draw these matters to the attention of all speakers in their invitations.

Speakers may welcome conferees as new citizens and refer to the economic, social and cultural contribution that new citizens make to Australia. Speakers could refer, for example, to the development of their local district, emphasising the role of new citizens in industry, civic or cultural affairs, or sport. Speakers could also refer to the many benefits, such as the democratic way of life and economic opportunities, which Australia has to offer its new citizens.

Conferees come from a variety of circumstances and backgrounds. It is advisable to avoid assumptions and generalisations about their background and their reasons for coming to Australia.



## Preamble

It is a legal requirement under section 10 of the *Australian Citizenship Regulation 2016* that the presiding officer read aloud to the conferees the preamble for citizenship ceremonies. The words of the Preamble are found in Schedule 1 of the Regulation.

## The Pledge of Commitment

It is a legal requirement that most conferees 16 years of age and over make the pledge of commitment before the presiding officer.

The pledge must be made in English. It comes in two versions:

### Pledge 1

From this time forward, under God,  
I pledge my loyalty to Australia and its people,  
whose democratic beliefs I share,  
whose rights and liberties I respect, and  
whose laws I will uphold and obey.

### Pledge 2


From this time forward  
I pledge my loyalty to Australia and its people,  
whose democratic beliefs I share,  
whose rights and liberties I respect, and  
whose laws I will uphold and obey.

The version of the pledge which each conferee has indicated they wish to make is specified on the Australian citizenship pledge verification list forwarded to local government councils by the Department of Home Affairs. Pledge cards may be placed on the conferees' seats or handed to conferees on arrival.

A person may elect to switch pledge group on the day or make one pledge with the other pledge group in order to stand with their family group. As long as one form of the pledge is made, their citizenship is conferred.

Only conferees on the PVL can take the pledge. A person who attends a ceremony but was not invited and is not on the PVL cannot be allowed to make the pledge before the presiding officer as their application may still be under review.

As a matter of practice, and to facilitate the making of the pledge, the presiding officer 'administers' (i.e. reads out and the conferees repeat) the pledge. The presiding officer, with the support of organising staff, should observe that each conferee makes the pledge.



If it is observed that a conferee has not said the pledge, they are considered not to have acquired citizenship and must not be presented with their citizenship certificate. The conferee should be taken aside respectfully at the end of the ceremony and given another opportunity to say the pledge before the presiding officer. Should they refuse, they should not be presented with their citizenship certificate and the Department of Home Affairs should be contacted immediately.

Generally conferees who have a permanent or enduring physical or mental incapacity will not be allocated to attend a ceremony. Councils will be made aware of conferees with other needs (e.g. an Auslan interpreter) to allow enough time to prepare the necessary support.

## Children

Children under 16 years of age are welcome to make the pledge if they wish. The conferral of their citizenship is dependent on the responsible parent making the pledge before the presiding officer.

If the responsible parent does not attend the ceremony or fails to make the pledge then the child does not receive their Australian citizenship, even if they are present at the ceremony. Contact the Department of Home Affairs if this occurs.

## Holy books and scriptures

It is not a requirement for conferees to use a holy book or scripture or hold up their hand/s when making the pledge however, conferees are permitted to do so if they wish.

Conferees who wish to use a holy book or scripture when making the pledge, should be invited to bring the holy book or scripture of their choice to the citizenship ceremony in the invitation to ceremony letter.

Organisations who wish to provide holy books are not permitted to place the books on the conferees' chairs. They should be placed in an area where conferees may choose to use one during the ceremony, but it must not be made to look like a requirement. For example, a small table at the back of the room may be appropriate.

Holy books must not be provided as gifts to conferees.


## Australian citizenship certificates

### Presenting Australian citizenship certificates to conferees

It is not a legal requirement that:

- Australian citizenship certificates be presented to conferees attending a ceremony
- Australian citizenship certificates be presented by the presiding officer or other authorised person.

However, both of these are common practices.



Usually, the Department of Home Affairs will provide Australian citizenship certificates to organisations in advance of citizenship ceremonies for distribution to conferees at the ceremony. On the rare occasion that certificates are not available, the ceremony should continue as scheduled. The certificates will be sent to the new citizens at a later date by the Department of Home Affairs.

It is recommended that ceremony organisers hold a quantity of commemorative certificates to present to conferees in this situation. Commemorative certificates are of no legal standing and are not official evidence of Australian citizenship.

It is the making of the pledge of commitment before an authorised person that is the final legal requirement for acquiring Australian citizenship by conferral. The citizenship certificate does not make a person an Australian citizen however it is legal evidence of Australian citizenship and should be treated as an accountable document. Citizenship certificates should be stored in a safe when not being used for the purpose of arranging the ceremony.

When family members are conferred Australian citizenship at the same ceremony, each family member should be presented with their own certificate. If children are not part of the ceremony, children's certificates may be handed to the parent.

## Altering citizenship certificates

The presiding officer may, if they wish, sign each certificate at the dotted line on the bottom right corner of the certificate. However, this is not compulsory. An ink stamp bearing the presiding officer's title is also appropriate for this purpose. No other amendments, additions, deletions or marks may be made to the certificate. Altering Australian citizenship certificates is an offence under the Citizenship Act and carries serious penalties.

The person who signs the certificates prior to the ceremony must then be the presiding officer on the day of the ceremony for those certificates to be valid.

Australian citizenship certificates are only valid if the conferee makes the pledge before the presiding officer on the date printed on them.

Where conferees fail to attend a scheduled ceremony or do not make the pledge, their certificates must be returned by registered mail immediately following the ceremony to the office of the Department of Home Affairs that provided the certificates. The dates on the certificate must not be amended if the conferee attends a ceremony at another date. A new certificate will be provided by the Department of Home Affairs.

## If details are incorrect on Australian citizenship certificates

If a conferee claims that information on their Australian citizenship certificate is incorrect, they should still be allowed to make the pledge and be presented with the certificate. They should be advised to contact an office of the Department of Home Affairs as soon as possible. This should also be indicated by the presiding officer on the PVL returned to the Department of Home Affairs.



## The Australian Citizenship Affirmation

To further enhance the meaning and symbolism of citizenship ceremonies, local government councils and organisations are encouraged to conduct the Australian Citizenship Affirmation at the conclusion of the citizenship ceremony.

The Australian Citizenship Affirmation (the Affirmation) is a statement affirming loyalty and commitment to Australia and its people. It is based on the pledge made by conferees at citizenship ceremonies in order to become Australian citizens.

The Affirmation increases awareness of the responsibilities and privileges of Australian citizenship, promotes community involvement and participation, and helps people feel that they belong. It also helps to build pride in Australians about their citizenship.

Unlike the pledge, the Affirmation is entirely voluntary, has no status in law and has no legal effect.

The Affirmation may be incorporated at the end of the Australian citizenship ceremony and allows all present to join with the new citizens to publicly affirm their loyalty and commitment to Australia and its people. Non-citizens are able to participate by joining in at the second line.

The Affirmation reads:

As an Australian citizen  
I affirm my loyalty to Australia and its people,  
whose democratic beliefs I share,  
whose rights and liberties I respect,  
and whose laws I uphold and obey.

If the Affirmation is to be included, affirmation cards may either be placed on all seats at the venue, or handed to all members of the audience as they arrive. Affirmation cards are available from the Department of Home Affairs.

The Affirmation must be led by an Australian citizen.

They may be a person of some standing in the community, such as an official guest, a leader within the community, a federal or state/territory parliamentarian or other appropriate person.





## Australian electoral enrolment

Local government councils and community organisations conducting citizenship ceremonies are asked to facilitate electoral enrolment of new citizens, including through access to the citizenship ceremony for staff of the [Australian Electoral Commission](#).

The Department of Home Affairs provides pre-printed, personalised electoral enrolment forms containing the personal details of each conferee over the age of 16 to those conducting citizenship ceremonies.

As enrolment and voting is compulsory for Australian citizens, new citizens should be encouraged to complete their enrolment forms once they have made the pledge and been presented with their Australian citizenship certificate.

Conferees should:

- check that their pre-printed details on the electoral enrolment form are correct and, if needed, correct any errors
- complete the evidence of identity section of the form
- sign the form (in some states this must be witnessed)
- hand the completed forms to staff from the AEC if present, or post to the AEC as soon as possible.



## At the Ceremony Checklist

On the day	
	Arrange table for registration and identity verification
	Verify identity of conferees against photographic identity document provided.
	Mark attendance or non-attendance on the PVL
	Collect written consent of conferees to use images if they are to be used for promotional purposes
	Arrange flags, Commonwealth Coat of Arms and official portrait/photo of Her Majesty Queen Elizabeth II, according to protocols
	Issue pledge cards, program, electoral enrolment forms and affirmation cards to the conferees
	Ensure no political, commercial or religious material is available for distribution
	Assist with electoral roll form completion
During the ceremony	
	Welcome to Country and/or Acknowledgement of Country
	Reading the Minister's message
	Reading the Preamble
	Observe conferees making the pledge of commitment (Pledge 1 or Pledge 2)
	Present Australian citizenship certificates to conferees who have made the pledge
	Play the Australian National Anthem
	Conduct the Australian Citizenship Affirmation

## PART 4

# After the ceremony

## Returning the pledge verification list

The PVL is considered official evidence that an applicant has fulfilled the final legal obligation of making the pledge of commitment before a person authorised to receive the pledge (the presiding officer).

The Department of Home Affairs is required to retain completed PVLs as a record documenting acquisition of Australian citizenship on behalf of the National Archives of Australia. It is therefore important to return the signed PVL to the Department of Home Affairs as soon as possible after the ceremony.

The presiding officer must sign the PVL immediately after the conclusion of a ceremony, certifying that each person on the list has attended and been observed making the pledge.

The names of people who did not attend the ceremony, whose identity has not been verified or who have not made the pledge of commitment, must have a line ruled through them on the PVL. The PVL should not be altered in any other way.

A copy of the completed and signed PVL must immediately be forwarded to the Department of Home Affairs, typically by electronic means. Hard copies can be returned with any unused citizenship certificates.

**PVLs should be returned to the Department of Home Affairs within two working days following a ceremony.**

The Department of Home Affairs relies on ceremony organisers returning signed PVLs promptly. Delays can result in significant problems being encountered by new citizens, for example, when applying for an Australian passport.

A copy of the PVL should be given to staff of the AEC (if attending the ceremony) or forwarded to them by mail or email.

Ensure that any non-attendee names have been similarly marked.

## Privacy

The names and addresses of conferees on the PVL must be used by organisations only for the purpose of conducting citizenship ceremonies, for example, to identify the conferees, manage invitations and RSVPs.

Improper use or disclosure of personal information provided for the purpose of citizenship ceremonies may be in breach of the *Privacy Act 1988*. Inappropriate use of personal information could lead to revocation of authorisation to conduct citizenship ceremonies.

Authorised secondary use of conferees' personal details includes providing a PVL to the AEC and providing names and addresses to elected representatives for the purpose of a welcome.

### Disclosing names and addresses of new citizens

Whether local federal, state and territory MPs attend the ceremony or not, it is important and appropriate that they have the opportunity to welcome new citizens as formal members of the Australian community.

Where requested, local government councils should forward the names and addresses of new citizens to local federal, state and territory MPs and local government councillors.

New citizens are informed through the application form for conferral of Australian citizenship that their information may be disclosed to MPs and local government councillors for the purpose of welcoming new citizens as constituents.

Only names and addresses are forwarded to MPs, unless a justifiable reason for other information is provided. Copies of pledge verification lists containing other identity and personal information must not be sent to MPs.

Conferee details must not be provided before the ceremony. They will be provided only after the ceremony is completed and only upon request. This is to ensure that only conferees who attend the ceremony and become citizens receive a welcoming letter.

The information must be sent with advice that clearly states the names and addresses of new citizens are disclosed to local MPs solely for the purpose of welcoming new citizens into the community. This advice must be provided to be consistent with privacy legislation.

Advice to MPs should also clearly state that the names and addresses of new citizens should not be forwarded to other persons or organisations, or used by local MPs for any other purpose.

The PVL must not be used by local government councils for any purpose other than administering a ceremony. The list must not be shared with candidates for election.

**Ensure that any conferee who did not attend the ceremony, whose identity was not verified, or who did not make the pledge is removed from the list provided to MPs.**

## Returning Australian citizenship certificates

Australian citizenship certificates are only valid for the date printed on them and under the condition that the conferee makes the pledge on that same date.

Where conferees fail to attend a scheduled ceremony, their identity was not verified or they did not make the pledge, their certificates must be returned by hand or by registered mail immediately following the ceremony to the office of the Department of Home Affairs that provided the certificates.

## After the Ceremony Checklist

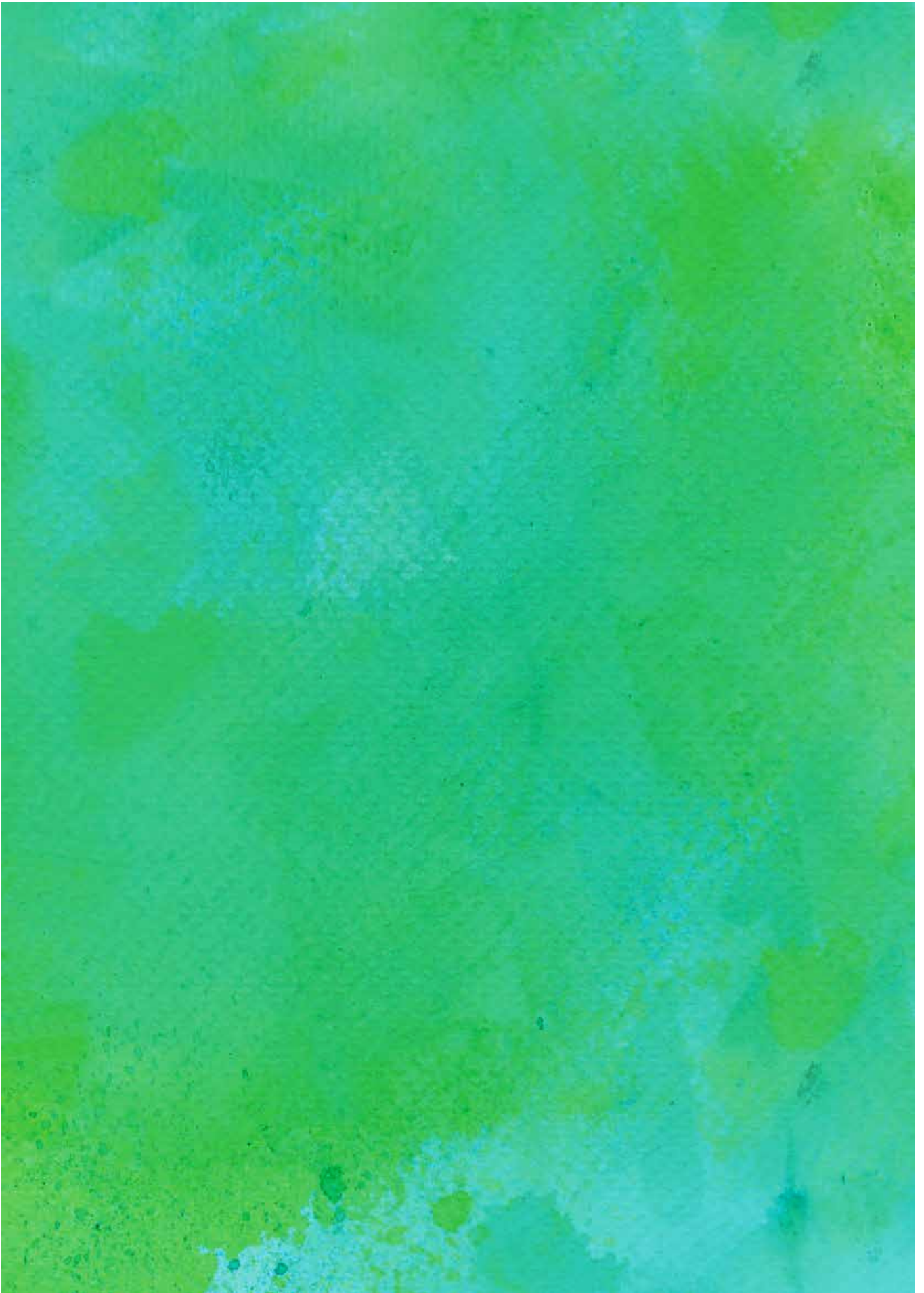
After the ceremony	
	Non-attendees have been ruled out on the PVL
	Any issues regarding identity or the pledge have been referred to the Department of Home Affairs
	The presiding officer has signed the PVL
	Completed PVL has been returned to the Department of Home Affairs (within two working days)
	All unused or void citizenship certificates have been returned to the Department of Home Affairs
	PVL given or forwarded to AEC
	Names and addresses forwarded to MPs (on request)

## Exemptions to the Code

In exceptional circumstances councils may apply for an exemption to the requirements of the Australian Citizenship Ceremonies Code by writing to the Department of Home Affairs.







**10.3. FERNERY STAGE 2**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Darren Sadler – Acting Director Infrastructure and Environment

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

- 1. Support a design process for Stage 2 of the Ballarat Botanical Gardens Fernery following the Gothic replica approach which was adopted for Stage 1 with a practical approach to deliver the best environment for the establishment and longevity of a fern collection.**
- 2. Support an application to the Growing Victoria's Botanic Gardens grants program for Stage 2 of the Ballarat Botanical Gardens Fernery project with this application to be lodged in partnership with the Friends of the Ballarat Botanical Gardens and the Ballarat Botanical Gardens Foundation Ltd.**
- 3. Support an application to the Growing Victoria's Botanic Gardens grants program for the botanical naming of the collection across the Buninyong Botanical Gardens with this application to be lodged in partnership with the Friends of the Buninyong Botanical Gardens.**

**EXECUTIVE SUMMARY**

With the commencement of Stage 1 construction for the Ballarat Botanical Gardens Fernery following an exhaustive design process, specific direction from Council is sought in relation to progressing Stage 2 of the Fernery project. It is recommended that the theme of Stage 1 be followed with a practical approach adopted to deliver the best environment for the establishment and longevity of a fern collection. With clear direction from Council in this respect, it is further recommended that Council partner with the Friends of the Ballarat Botanical Gardens and the Ballarat Botanical Gardens Foundation Ltd to pursue State Government funding for the completion of the Fernery project. Council's financial commitment in this regard would be limited to available funding from the original \$1.4 million project budget allocation.

Further it is recommended that Council also support an application from the Friends of the Buninyong Botanical Gardens to complete the botanical naming of the collection across the Gardens. The commitment from Council would be limited to available funds within recurrent budgets.



## RATIONALE

The Fernery Stage 1 is a Gothic replica of the turn of the century Fernery entrance which has now received final approvals from Heritage Victoria (HV) and a contract variation for the engaged builder. The contract variation recognises the substantive changes to that which was initially quoted to meet the Heritage Victoria requirements to deliver the replica in the most authentic manner possible.

Having reached this point, the works will commence in the very near future.

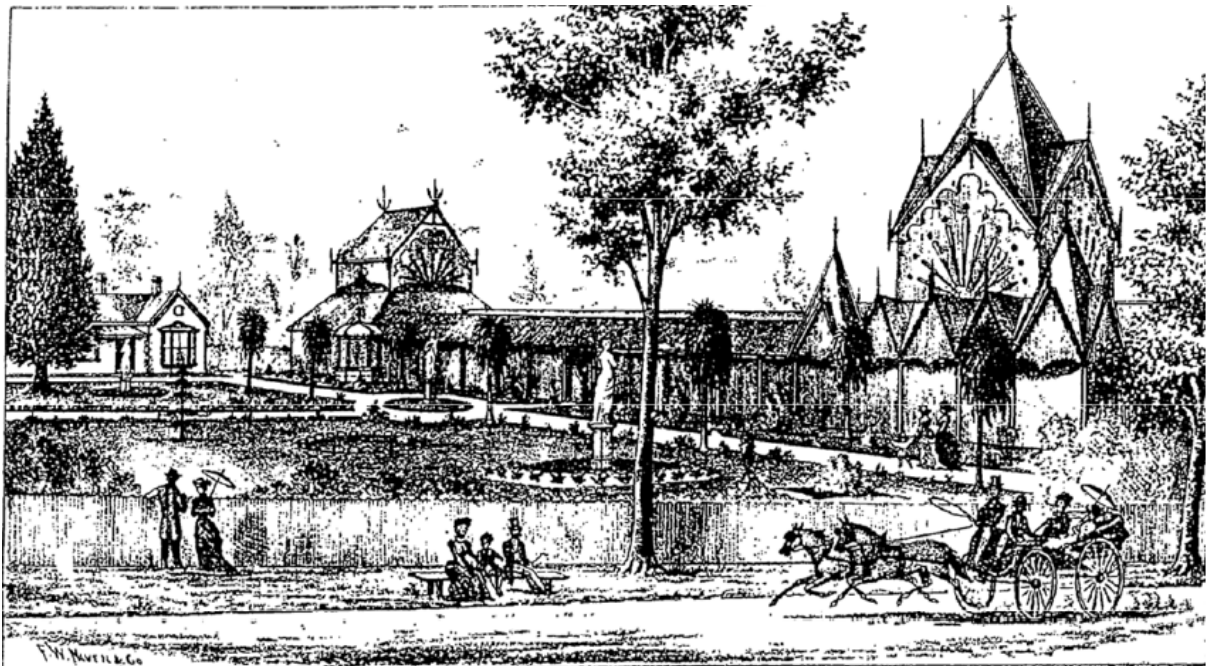
Council originally committed \$1.4 million to the fernery project and given the contract price for Stage 1 there is budget available to consider a second stage construction and for the establishment of a fern collection which is the principal purpose of the structure.

In undertaking the very detailed analysis associated with Stage 1 of the project the heritage consultants and architects engaged by Council have reviewed a number of options as to how Stage 2 of the fernery might be delivered.

The original turn of the century Fernery had the Gothic structure which is now being replicated on the Wendouree Parade frontage with a very rudimentary barnlike structure running back to almost Gillies Street in its original form. This was book-ended with a less ornate Gothic portico at the end of the building. In its original form, the building (barn-like structure) was less than successful as a Fernery given the nature of the timber slats which did not support fern growth and therefore its lifespan was limited. As such it is considered that a replica of this element of the original would not be appropriate to provide for the re-establishment of the Fernery.







"THE FERNERY," BOTANIC GARDENS, BALLARAT.

The preferred option for the second stage is in fact to deliver effectively an open-air fernery utilising natural shade and some minimal built form to support the fern collection, with a portico in a Gothic form effectively where the existing retained rock / timber pergola structure is currently located immediately east of the Robert Clark Centre. This is considered to be the best form to complement the overall Gardens and have a minimalist impact.

Initial Council support for this approach is sought to advance further design work, engage other stakeholders and seek further funding to facilitate the completion of the overall project.

It is therefore recommended that Council resolve to support a second stage of the Fernery that is in line with the Gothic replica of Stage 1 with practical built form to support a modern-day fernery between the two Gothic bookends of this structure.

### **Potential Funding Opportunity**

Subject to Council support for the design direction, there is a funding opportunity through the Victorian State Government specifically for botanical gardens which is considered appropriate to explore with community partners; the Friends of the Ballarat Botanical Gardens and the Ballarat Botanical Gardens Foundation Ltd.

### **Explanation of the Funding and Funding Criteria**

The Growing Victoria's Botanic Gardens grants program is an initiative of the Victorian Government to enhance the botanic gardens across Victoria with grants to eligible gardens and projects.

The program is targeted at the following:

- Rejuvenate Victoria's botanic gardens by upgrading and enhancing the physical assets and amenities of the gardens and by growing the gardens' important role in research, conservation and education.
- Address the risks posed by climate related rainfall and temperature changes.
- Support practical community action for Victoria's botanic gardens.
- Improve public amenity and create lasting and visible improvement.
- Foster greater enjoyment of the environment.
- Assist botanic gardens to be innovative in meeting increased visitation and changing community needs.

Round two 2020 Applications anticipated to open in mid-2020.

### **What funding is available?**

In total, the available funding for the Growing Victoria's Botanic Gardens grants program is approximately \$4 million over two years.

- Grants between \$20,000 to \$300,000 will be awarded.
- Projects must be completed no later than end of March in the second year following grant award.
- Complex or multi-phased projects may be eligible to apply to more than one grant round.
- Applications must demonstrate some contribution; either financial or in-kind, not necessarily equivalent to the amount of grant funding sought.

**Who can apply?**

The program will be open to botanic garden managers with not-for-profit objectives such as local councils, committees of management and trusts. Other groups eligible for funding include community and not-for-profit organisations associated with botanic gardens. Because the focus of the program is on assisting smaller regional and metropolitan botanic gardens, the Royal Botanic Gardens (Melbourne and Cranbourne) is not participating in the Growing Victoria's Botanic Gardens Grants program.

**What type of projects might be funded?**

The following types of activities and projects are eligible for funding:

- Upgrades that respond to risks to tree collections and plantings posed by climate change.
- Activities that develop, guide and promote the scientific and horticultural functions of botanic gardens.
- Initiatives that foster the enhancement of botanic gardens with indigenous or culturally and linguistically diverse collections and connections.
- Initiatives that foster the development or enhancement of records and collections management, including training and capacity building opportunities.
- Activities that support future-proofing initiatives that address botanical, conservation and heritage needs, including required conservation, irrigation or structural works.
- Initiatives that promote sustainable use of resources such as reduced energy or water use, and adaptive water management practices.
- Activities that support enhancements and accessibility to community assets such as plantings, gardens, picnic facilities, trails and nature play areas, catering to visitors including local, indigenous and culturally diverse communities.
- Initiatives that deliver increased community understanding and appreciation of botanic garden values including therapeutic and well-being benefits, heritage conservation, biodiversity, 'garden to table' opportunities and connections to indigenous or culturally and linguistically diverse communities.
- Collaborations and partnerships between stakeholders such as friends and community groups and including indigenous and culturally and linguistically diverse communities.

The Ballarat Botanical Gardens are a significant feature of Ballarat as well as the broader Victorian and national scene. Given this, it is deemed that the addition of the fernery in a completed form would be a project that would potentially be favourably considered under these criteria. It is on this basis that it is recommended that Council pursues an application with the support of both the Friends of the Ballarat Botanical Gardens and the Ballarat Botanical Gardens Foundation Ltd who have indicated preparedness to provide practical and financial support behind this project.

It is therefore recommended that Council resolves to support an application to this fund for the completion of the Fernery project in partnership with both the Friends of the Ballarat Botanical Gardens and the Ballarat Botanical Gardens Foundation Ltd. In respect to the financial obligation from Council, this will be restricted to available funding from the \$1.4 million originally committed to this project, beyond that which has been committed to Stage 1 of the development.

**Buninyong Botanical Gardens**

Further, the Friends of the Buninyong Botanical Gardens have also indicated a desire to pursue limited funding from this State Government source to complete the botanical naming project across the Buninyong Botanical Gardens. This is a project which has been managed by the Friends of the Buninyong Botanical Gardens group and has progressed at a pace

governed by available funding and volunteer support. It is considered that the City of Ballarat support for an application for funding from this government source would be appropriate.

Any Council financial commitment in respect to this application would be managed within recurrent budget limits.

## 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>	Yes	Yes
<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 Ballarat Botanical Gardens and Buninyong Botanical Gardens are key to Ballarat’s social and cultural DNA and as such the reinstatement of the Fernery to provide for a further asset within the Gardens aligns strongly with positive social outcomes.

**Environmental/Sustainability** – The Fernery as proposed will be a significant environmental asset to showcase the ferns of South East Australia and provide a major education facility to grow Ballarat and Buninyong’s sustainability credentials.

**Economic** – The Fernery in a completed form will be a significant drawcard to Ballarat and as such would have a very positive economic impact. The same can be said in respect to Buninyong.

**Financial/Resources** – With the likely cost of a second stage development of the Fernery and the sourcing of fern collection along with other services, it will be necessary for Council to work with partners to deliver the complete vision. This funding opportunity in partnership with the Friends of the Ballarat Botanical Gardens and the Ballarat Botanical Gardens Foundation Ltd is one which is considered appropriate for Council to pursue. The support for the Buninyong project will be managed within recurrent budget limitations.

**Risk Management** – There is no identified risk of significance with Council pursuing expression of interests for funding for this State Government initiative in partnership with the Friends of the Ballarat Botanical Gardens, the Ballarat Botanical Gardens Foundation Ltd and the Friends of the Buninyong Botanical Gardens.

**Implementation and Marketing** – The development of an application for funding in this instance will require significant marketing / communications expertise to ensure that Ballarat is best placed.

**Evaluation and Review** – As is the case with all funding applications whether they are successful or otherwise, a review of the process and outcomes is undertaken to inform future applications.

## **CONSULTATION**

As part of the development of the application, there will be detailed consultation with all stakeholders as detailed within the body of the report along with the broader Ballarat community.

## **OFFICERS DECLARATIONS OF INTEREST**

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

## **REFERENCE DOCUMENTS**

- Nil

## **ATTACHMENTS**

1. Fernery Project Charter 2020 [**10.3.1** - 6 pages]

# Ballarat Botanic Gardens Fernery (Stage 1)

## Project Charter

Project Sponsor	Terry Demeo
Project Owner	Terry Demeo
Project Manager	Steve Van Orsouw
Project Associate (if applicable)	Name & Title
Author	Steve Van Orsouw
Version	V1
Published	
Status	Draft

Authorisation:

Name: Justine Linley

Position: Chief Executive Officer

Signature:

Date:

Version history

Version number	author	Reason for change	Authorization date
0.1	SVO	Draft 1	

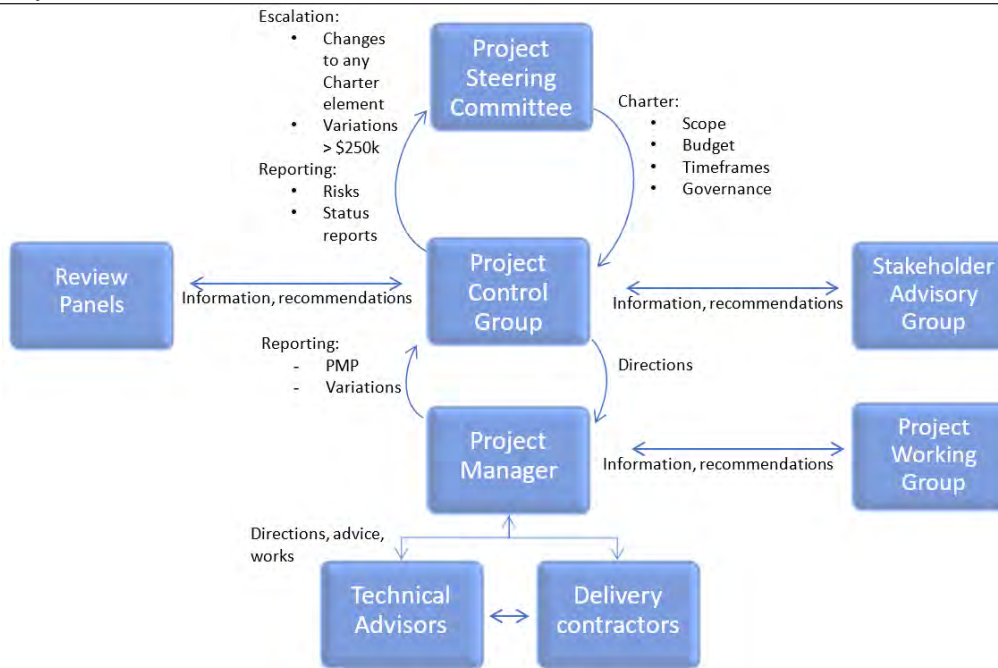


Project Classification	Tier 1A
Problem Statement	<p>For 131 years, a fernery featuring a uniquely Ballarat structure and an outstanding botanic collection has stood proudly on this site at the Ballarat Botanical Gardens. With continual exposure to all weather, the current structure deteriorated and was closed in 2013</p> <p>The old fernery at the botanic gardens was beyond repair, has been demolished due to safety concerns and a replacement fernery and suitable landscaping planting is required.</p>
Benefit Statement	<p>A new fernery and associated landscaping will provide patrons at the Ballarat Botanic Gardens with a structure that will house, promote significant plants and further promote Ballarat Botanic Gardens as an iconic place to visit.</p> <p>Tourism is a strong economic driver for the City of Ballarat, with Ballarat Botanic Gardens nationally renowned, a new fernery will provide an additional driver for visitation and continue to provide additional economic drivers for the City of Ballarat.</p>
Strategic alignment	<p><b>Council Plan: Sustainability:</b> Protect, maintain and enhance our built and natural assets and <b>Liveability:</b> Improve the quality of life for our community</p> <p>Visionary Plan for the Ballarat Botanical Gardens 2014 Memorandum of Understanding 2014 Ballarat Botanic Gardens Master plan 1995</p>
Vision Statement	<ul style="list-style-type: none"> <li>• To position itself as one of Australia's top regional botanic gardens</li> <li>• To meet its role as a botanic garden in the 21st century (taken from the 2014 Visionary Plan)</li> </ul> <p>Derived from Masterplan if applicable</p>
Design principles	<p>The original fernery is considered one the gothic highlights of Victorian and Edwardian Ballarat, with the current design a planned replica of the ornate 1887 fernery.</p> <p>Design was developed with the assistance of Council Officers with expert opinion and public consultation specifically with the Friends of the Botanical Gardens. The building is being designed by Balance Architects and is a copy of the original Gothic entrance, which was completed in 1898. The firm has referred to original photographs and plans of the filigreed 'batten fernery' to show what the original wooden structure looked like. The current design is being considered by Heritage Victoria Guidelines with the assistance of John Briggs Architects Pty Ltd</p>
Project purpose	<p>To rebuild the fernery to house a fernery collection to further enhance the Ballarat Botanic Gardens rare plant collection, complimenting the current Ballarat Botanical Gardens, and further act as an economic driver by way of increased tourism.</p>

Project Objectives	<ul style="list-style-type: none"> <li>• Finalise design within Heritage Victoria’s design principles</li> <li>• Obtain Heritage Victoria approvals for design and construction</li> <li>• Build the structure</li> <li>• Landscape with rare plant collection</li> <li>• Open to the public</li> <li>• Meet the requirements of the Visionary Plan</li> </ul>
<p>Project scope</p> <p>Core deliverables are required to be delivered and comprise the key indicators of project success. In order of priority or key funding deliverables.</p> <p>Desirable deliverables are acknowledged by the PSC as not being included in the project scope, but are able to be added to the project at the discretion of the PCG should budget be available once sufficient certainty of core scope costing is attained.</p>	<p>Core scope:</p> <ul style="list-style-type: none"> <li>• All applicable permits in place (heritage, building, planning)</li> <li>• Fernery structure</li> <li>• Fernery services (power &amp; water)</li> <li>• Landscaping</li> <li>• Pathway reinstatement</li> <li>• Tree protection of current plantings</li> <li>• Close off permit conditions</li> <li>• Interpretive signage</li> </ul> <p>Desirable scope:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Project exclusions	Additional landscaping outside of the boundary of the defined project
Project Timeline	Further details will follow once receipt of construction management plan
Key Milestones	N/A. Council funding available to \$1.2M
Resource requirement	<p>Project Owner</p> <p>Project Manager/Site Supervisor</p> <p>Parks &amp; Gardens Coordinator (Subject expert)</p> <p>Facilities Manager (Subject Expert)</p>
Funding sources	Internally funded
Project Budget	\$1.2M council capital budget, awaiting revised build costs

Project constraints	Heritage Victoria Approval Planning approvals Delay in construction due to weather or site issues Pedestrian movements Friends Group politics
Activity links and Dependencies	Identified predecessor works: Demolition Identified dependent works: Nil Council projects which are known to be occurring concurrently or imminently in the affected areas: Events such as Begonia festival As well as any business as usual activities which should be coordinated with the project: Parks maintenance activities.
Procurement consideration	Procurement of building services have been completed via a publicly advertised tender
Known key risks	<p>The following risks are identified as significant and the PSC requires oversight on matters affecting these risks:</p> <ul style="list-style-type: none"> <li>• Covid19 – Reduced workforce</li> <li>• Material supply maybe reduced</li> <li>• Insufficient funds</li> <li>• Delays in approvals from external agencies</li> <li>• Political risk if project further delayed</li> </ul> <p>The following risks are identified and required to be considered in the risk management plan:</p> <ul style="list-style-type: none"> <li>• Media attention</li> <li>• Financial</li> <li>• Procurement compliance</li> <li>• Audit of project processes and hold points</li> </ul>

**Project Governance Structure**



Terms of Reference for each group and individual are included in the Background Documents.

Membership of each group comprises:

- Project Sponsor: Terry Demeo
- Project Owner: Terry Demeo
- Project Manager: Steve Van Orsouw

PSC:

All members of City of Ballarat Executive Leadership Team (Major Projects Project Steering Committee)

PCG:

- Sponsor: Terry Demeo (Chair)
- Owner: Steve Van Orsouw (Secretariat)
- Project Manager: Anthony Schreenan (non-voting attendee)
- Steve Van Orsouw (Site Supervisor) – Contract/development
- Daryl Wallis (Expert Advisor)
- Darren Sadler (Expert advisor)

Design Review Panel:

N/A

Stakeholder Advisory Group:

N/A

<p>Project Working Group:</p> <ul style="list-style-type: none"> <li>• Project owner – Steve Van Orsouw</li> <li>• Site Supervisor – Anthony Schreenan</li> <li>• Subject Advisor – Daryl Wallis &amp; Darren Sadler</li> <li>• Finance &amp; Procurement as needed.</li> <li>• Mysafety – Phil Neville</li> </ul>	
Key stakeholders	The following stakeholders have been identified and are to be included in the project specific stakeholder engagement plan by the Project Owner: Steve Van Orsouw, Anthony Schreenan, Daryl Wallis, Darren Sadler
Acceptance criteria	The PSC authorize this Charter, thereby establishing the project scope, budget, timeline and governance of the project. The PSC controls the Project Charter.
PSC reporting and approval requirements	PMO Dashboard Regular status reports to PSC Finance (reporting and milestones)

Concept Canvas	<a href="#">link</a>
Stakeholder register	<a href="#">link</a>
Business case	<a href="#">link</a>
ILM	<a href="#">link</a>
Governance Terms of Reference	<a href="#">link</a>
Masterplan	<a href="#">link</a>
RAID Log	<a href="#">link</a>
Other	<a href="#">link</a>

**10.4. THE GONG - CONSULTATION / MASTERPLAN DEVELOPMENT**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Darren Sadler – Acting Director Infrastructure and Environment

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

- 1. Note the detailed response provided by the mySay engagement process for the Gong Improvement and Rehabilitation Project which provided a very clear viewpoint that additional consultation in respect to a landscape master plan for the entire precinct was desirable.**
- 2. Commit to a detailed engagement process with the key stakeholders across the town and broader Buninyong community to inform a master plan for the entire precinct to be undertaken during 2020 and early 2021.**
- 3. Defer any further consideration in relation to detailed design of the reservoir wall for the Gong until the completion of the further engagement process.**

**EXECUTIVE SUMMARY**

The reservoir wall on the Gong within the Buninyong Botanical Gardens has been identified as a potential risk due to the undermining of the wall. A detailed process to define an engineering solution has been completed and in consulting on this proposed solution the community and key stakeholders have clearly articulated a desire to have the project further examine with an overall landscape master plan for the Gardens. The thrust of the consultation response was a desire to see the solution informed by the existing landscape and heritage setting.

Having completed this consultation and receiving this direct feedback, it is recommended that Council commit to a detailed engagement process with the key stakeholders across the town and broader Buninyong community to inform a master plan for the entire precinct to be undertaken during 2020 and early 2021.

**RATIONALE**

The Gong is in a storage reservoir within the broader precinct of the Buninyong Botanical Gardens and has been in existence for 100+ years as a water supply for an original mill on the banks of the reservoir in Buninyong. The water body has become an integral part of the broader Gardens precinct with the wall of the reservoir over which Cornish Street crosses, having been planted with willows and other vegetation for many years, forming part of the Gardens precinct.

As a result of an investigation into the structural integrity of the wall it has been identified that it is not to a standard to provide for the water storage capacity if the reservoir was full and therefore the level of the reservoir has been lowered to ensure there is no risk to downstream properties as a result of a major storm event where the reservoir would fill. This is an interim arrangement as a risk mitigation measure for downstream properties. The wall has been the

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subject of an external engineering review and also a review undertaken by the Department of Environment, Land, Water and Planning (DELWP) with this review identifying that the wall did not meet Australian National Committee On Large Dams (ANCOLD) guidelines as one of the City Of Ballarat's five highest flood/inundation risks with Council adopting a Flood Mitigation Strategy identifying the necessity for works to rectify this situation.

Detailed engineering investigation and design has been undertaken to identify the options for an engineering solution to the reservoir wall. This has resulted in a design which would see the retention of Cornish Street as the road across the reservoir wall, and replacement of the reservoir wall with compacted engineered fill and rock abutments on the water side of the wall to provide for structural integrity ongoing. Given the issues in relation to the structural integrity have been principally caused by the undermining of the wall by the existing Willow trees it is not recommended from an engineering perspective to allow any significant / deep rooted vegetation within the new reservoir wall.

Having progressed to a preliminary design for the re-establishment of this reservoir wall as part of the overall precinct a consultation process was undertaken in a variety of mediums including: online / mySay survey where 38 responses were provided and face-to-face meetings / drop in sessions with key stakeholders and residents at Buninyong.

A complete copy of the mySay report which has been redacted to remove the identity of respondents is provided for Councillors' information. In summary the report provides the following insights.

#### **Summary of mySay consultation report**

- There was a number of supportive submissions acknowledging the importance of a master plan whilst also recognising the urgency and commenting that the master plan process should not delay the implementation of the works.
- There were a number of submissions emphasising the necessity for long term planning to ensure that the right result was achieved.
- The consultation process was questioned. Submitters welcomed the extension to the engagement in relation to the initial consultation however they felt that further consultation was necessary.
- Foot traffic in Cornish Street was identified as an issue with submitters suggesting that the street be pedestrian only / pedestrian friendly.
- The works on the Gong wall need to be incorporated into Gardens.
- There were requests that the west wall of a future reservoir wall needed greening with the timeframe questioned.
- Retention of vegetation / natural beauty was a key theme of many submissions.
- Master plan for Gardens was again another key theme.
- Some submitters suggested the natural spring needed to be cleared to re-establish water flow.
- Submitters suggested that this occasion presented an opportunity to clean and increase capacity of the reservoir.
- Landscaping of the south shore on Yuille Street was a recommendation.
- A number of submitters raised concerns around unintended consequences of developing a solution without regard to broader impacts.
- The proposal will destroy natural beauty environmental / habitat and heritage values.
- There were questions in relation to alternatives being investigated.
- Opening the reservoir and lowering water levels was a suggestion.
- The historic baths needed to be incorporated into any long-term planning and master plan.
- Local community need to drive the master plan.



- There were questions to whether seepage was a real issue given that it has been occurring since the 1870s.
- Privacy will be violated by the proposal due to the deletion of vegetation.
- A local company should have been engaged to assist with the project.
- An environmental scientist should have been utilised to develop a solution.
- Seepage a good thing as it keeps lower gardens damp.

In addition to the response via the formal consultation process there was a significant level of correspondence received by Councillors and the organisation in relation to this project. Submitters were seeking to ensure that Council had regard to the broader environmental and historic status of the Gong reservoir and were looking to ensure that there was an appropriate environmental / landscape design response as part of the overall solution.

The Mayor, two Councillors and the Chief Executive Officer have met with the Friends of the Buninyong Botanical Gardens and other stakeholders who have expressed strong views similar to those that came through the mySay consultation process. It is on this basis that it is recommended the project be modified to incorporate the development of an overall master plan for the gardens and broader precinct in advance of proceeding with the engineering works associated with this reservoir wall. It is considered that this will deliver a balanced outcome and a more engaged community response in addressing the matter.

On the basis of this approach, a working group led by nominees from the Friends of the Buninyong Botanical Gardens and other community representatives to work with the City’s Engineers and Landscape Architects will be created to develop an appropriate response to the broader environment in advance of the engineering works, rather than the timeline which was originally envisaged.

The following timeline details the anticipated approach to consultation and engagement along with further detailed heritage response and landscape design. This will allow Council to agree a preferred approach by late 2020 early 2021 to further progress a proposal to tender to allow the physical works to be undertaken during the Summer / Autumn period of 2020 / 2021 subject to budget commitments.

### The Buninyong Botanical Garden Master Plan

ID	Task Name	Start	Finish	Duration	Timeline																														
					24/5	31/5	7/6	14/6	21/6	28/6	5/7	12/7	19/7	26/7	2/8	9/8	16/8	23/8	30/8	6/9	13/9	20/9	27/9	4/10	11/10	18/10	25/10	1/11	8/11	15/11	22/11	29/11	6/12	13/12	20/12
1	Define Scope and Terms of Reference	25/05/2020	29/05/2020	5d	[Task 1 bar]																														
2	Define the Key Sites	1/06/2020	26/06/2020	26d	[Task 2 bar]																														
3	Pedestrian Movement, Vehicular Traffic and Cyclists	29/06/2020	24/07/2020	26d	[Task 3 bar]																														
4	Heritage and Conservation	3/08/2020	28/08/2020	26d	[Task 4 bar]																														
5	Flora and Fauna	3/09/2020	30/09/2020	28d	[Task 5 bar]																														
6	Interaction with Primary School	5/10/2020	30/10/2020	26d	[Task 6 bar]																														
7	Draft Master Plan	4/11/2020	17/11/2020	14d	[Task 7 bar]																														
8	Final Master Plan	20/11/2020	3/12/2020	14d	[Task 8 bar]																														
9	Council Resolution	4/12/2020	28/01/2021	40d	[Task 9 bar]																														

### 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>	Yes	Yes
<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 Buninyong Botanical Gardens and the Gong are a key cultural asset of Buninyong and highly regarded by the community. The engagement associated with the proposed reconstruction of the reservoir wall has further reinforced the community interest in the precinct and the recommended approach is that Council undertake further engagement to ensure the ultimate committed works are in keeping with the community expectations.

**Environmental/Sustainability** – Clearly there is a significant environmental context for any works within this broader precinct and the recommended approach to undertake further engagement and develop an overall landscape master plan incorporating the reservoir wall solution is the preferred course of action.

**Economic** – The Buninyong Botanical Gardens and the Gong play a key role as an attractor for visitation to Buninyong and to that end it is very important to ensure that works within the precinct are respectful and add value.

**Financial/Resources** – The consultation phase and development of a landscape master plan can be undertaken within existing resources under recurrent budgets of Council. At this point, the physical works associated with the reservoir wall reconstruction are not funded.

**Risk Management** – There has been a detailed risk assessment associated with the project to date and the management of the reservoir wall will continue to inform the landscape master plan approach to the project.

**Implementation and Marketing** – The project will be the subject of extensive communications as it progresses.

**Evaluation and Review** – As has been the case with this project to date it will be subject to ongoing evaluation and review.

**CONSULTATION**

As recommended there will be detailed consultation to inform this project moving forward.

## **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**

- mySay – The Gong Improvement and Rehabilitation Project feedback form.

## **ATTACHMENTS**

1. Redacted Version 1 The Gong Improvement and Rehabilitation Project Feedback Form of the Gong Improve [10.4.1 - 40 pages]

## Survey Responses

01 December 2019 - 31 January 2020

# The Gong Improvement and Rehabilitation Project feedback form

## mySay - City of Ballarat

Project: The Gong Improvement and Rehabilitation Project



VISITORS					
138					
CONTRIBUTORS			RESPONSES		
38			38		
38	0	0	38	0	0
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous



**Respondent No:** 1

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 02, 2019 20:28:29 pm

**Last Seen:** Dec 02, 2019 09:06:15 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I fully appreciate the gravity of the engineering solution required to addressing the state of The Gong wall and am concerned that community consultation and consideration be given as a priority to the future of the Gardens, i.e. 10/20/50+ years, and the residents of Buninyong and visitors in undertaking this \$1,000,000+ project.

Q3. **Are there any parts of this project are you particularly interested in?**

Safety of The Gong which Council is clearly addressing & the Gardens, being bisected by Cornish St. Project offers a timely opportunity to develop a long term plan for the Gardens and it should not be commissioned til a plan is comprehensively addressed.



**Respondent No:** 2

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 02, 2019 23:43:31 pm

**Last Seen:** Dec 02, 2019 12:35:41 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I think that Cornish Street should be foot traffic only over dam wall. I believe the number of cars that cross it may add to the degradation of the dam wall. A lot of children walk over it also and there is no path. Cornish St cuts the gardens in half, it would be utilised more by people if the paths flowed better.

Q3. **Are there any parts of this project are you particularly interested in?** Connectivity of the gong and Botanical Gardens. Creating a more pedestrian safe cross over.



**Respondent No:** 3

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 03, 2019 11:28:31 am

**Last Seen:** Jan 31, 2020 05:56:25 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

It is great to see action on the Gong. I have some concerns around the process and approach. This a great opportunity to look at the Gong itself more holistically in terms of water treatment and amenity as well as being part of the broader Buninyong ecosystem/landscape (cultural and environmental) with consideration of broader time scales. The consultation process needs more time - the proposed masterplan does not address a range of issues arising from the above. Please extend the 'consultation' time and allow space for a broader conversation with a broader consideration than the masterplan allows.

---

Q3. **Are there any parts of this project are you particularly interested in?** All

---





**Respondent No:** 4

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 04, 2019 10:07:54 am

**Last Seen:** Dec 29, 2019 03:41:04 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Obviously needed for safety reasons. Is a REAL, once in a lifetime opportunity to look at the Gong in the context of the adjoining Gardens. A key area is the road surface on the top of the wall - a great chance to turn this area into a pedestrian crossing incorporating passive seating areas, historical information areas etc.

Q3. **Are there any parts of this project are you particularly interested in?** Yes, the potential for imaginative development of the top of the Gong wall!!!!



**Respondent No:** 5

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 04, 2019 17:45:33 pm

**Last Seen:** Dec 19, 2019 05:20:39 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

As a resident of Inglis St immediately below the Gong wall, I am very pleased that the CoB is moving quickly to resolve the matter. Without being alarmist, I do not want to wake up wet one morning. Further, I am very pleased the CoB team have taken up the suggestion that the redevelopment should include a walkway on the west side of the road that will get the kids to school safely as there is nothing like a footpath at present. I know that the school principal Bernie Conlan strongly supports this notion, along with other traffic calming provisions such as 'pillows' that would also act as pedestrian crossings at either end of the Gong wall. I would also like to forward the notion of planting a pair of trees at either end of the redeveloped section of Cornish St (far enough away from the wall itself to be safe) that would, over time, form gateways.

Q3. **Are there any parts of this project are you particularly interested in?** Provision of walkway on Gong wall, enhanced water flow to existing ponds, the greening of the new west wall.



**Respondent No:** 6

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 14, 2019 09:33:19 am

**Last Seen:** Dec 13, 2019 22:33:03 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

not answered

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

---



**Respondent No:** 7

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 15, 2019 16:39:09 pm

**Last Seen:** Dec 15, 2019 05:30:57 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** No

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

The works look good and are much needed. One thing that would be beneficial, that is not included on the plans, is a pedestrian walk way beside the road. With the vegetation being removed on the western wall as part of this project, now would be the perfect time to extend the footpath that runs beside the school on Cornish st, across the dam wall

---

Q3. **Are there any parts of this project are you particularly interested in?** not answered

---



**Respondent No:** 8

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 17, 2019 11:29:11 am

**Last Seen:** Dec 17, 2019 00:26:10 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Plans look great. I like the inclusion of a new pedestrian entrance on the NE corner of the Botanic Gardens. Opening up a view of the gardens from Cornish street will be great. Keep up the great work!

---

Q3. **Are there any parts of this project are you particularly interested in?** Just the progress.

---



**Respondent No:** 9

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 17, 2019 13:58:36 pm

**Last Seen:** Jan 27, 2020 03:04:40 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

The design details shown on this website are inadequate for any complete analysis. However from what is shown & press comments I fear that much of the current beauty of the Gong and of Cornish St itself will be lost if removal of trees along the bank results in simply a roadway across the top of the dam wall. Currently traffic is almost completely hidden from the views from the Gong and also to a lesser extend from the lower Botanic Gardens. Surely it should be possible to reinforce the dam wall from above Cornish Street with minimal removal of vegetation on either side - even if this required temporary closure of the street and reduction in the level of water in the gong while carrying out the work.

Q3. **Are there any parts of this project are you particularly interested in?** The need to protect retain feeling of enclosure of both the Gong & Gardens by retaining substantial vegetation on Cornish St.



**Respondent No:** 10

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 17, 2019 16:16:36 pm

**Last Seen:** Dec 17, 2019 05:14:56 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I think you need to be extremely careful and prevent the loss of this incredibly beautiful natural feature of Buninyong. Vegetation needs to be retained and the informal feel of the site.

---

Q3. **Are there any parts of this project are you particularly interested in?** not answered

---





**Respondent No:** 11

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Dec 17, 2019 16:28:59 pm

**Last Seen:** Dec 17, 2019 05:28:12 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I think that it will improve the overall useability of the Gong

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Q3. **Are there any parts of this project are you particularly interested in?** The security of the dam and the raising of the wall

---



**Respondent No:** 12

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 18, 2019 09:50:35 am

**Last Seen:** Dec 17, 2019 22:24:30 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I am disappointed that after such a lengthy process in finding an engineering solution to the state of The Gong wall that the community consultation process is so short. The plan will drastically change the vista of the area and I feel that residents should have a greater opportunity for consultation. I would hope that as part of this process consideration be given to the future of the Gardens via a well thought out masterplan and funding allocated to implement the recommendations of such. I am totally opposed to any suggestion of closing the road permanently, or making it one way. Particularly during school times this is a very busy road, and I believe that the safety of children could be impacted due to the bank up of traffic. At this present time in the south east corner of Buninyong, as set out in the original town plan, the only streets that have two way traffic/or continue from Learmonth to Somerville Street are Cornish and Lal Lal Streets. Inglis is in part one way and also blocked off as is Fischen street.

Q3. **Are there any parts of this project are you particularly interested in?** Appropriate selection of plantings on the dam wall, to complement the existing vegetation and not adhoc plantings. This could be an opportunity to invest in a long term plan for the gardens with input from the community.



**Respondent No:** 13

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 19, 2019 21:27:05 pm

**Last Seen:** Dec 19, 2019 10:22:46 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

From what I can see there hasn't been any chance of adding a pedestrian area to walk along the road? I have been caught walking across the current road/bridge at dusk, and had the stand flat against the bollards hoping not to be run over. Could there be an extra 1500cm of width to allow room for pedestrians and a footpath? If not enough room for a wider road/wall, could the road be made one car width as well as pedestrian path maybe?

---

Q3. **Are there any parts of this project are you particularly interested in?** not answered

---



**Respondent No:** 14

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 20, 2019 11:18:05 am

**Last Seen:** Dec 20, 2019 00:17:01 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**  
progress

---

Q3. **Are there any parts of this project are you particularly interested in?** not answered

---



**Respondent No:** 15

**Login:** [REDACTED]

**Email:** [REDACTED]

[REDACTED]

**Responded At:** Dec 22, 2019 11:14:37 am

**Last Seen:** Dec 22, 2019 00:13:06 am

**IP Address:** [REDACTED]

**Q1. Would you like to receive updates from us about this project?&nbsp;** No

**Q2. Tellus what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I agree with the Friends of Buninyong Botanic Gardens is proposing that Council takes more time in order to consider this \$1.1 million+ repair in the broader context of a master plan for the future of the Gardens which are 168 years old and heritage listed. We are most concerned that the next 10/20/50+ years for the Gardens be planned to best address the needs of the Gardens and the Buninyong community.

**Q3. Are there any parts of this project are you particularly interested in?**

Impact and timeframe to the garden - we run many different events in the Buninyong Botanic Gardens and would require a timeframe and how the works will be impacting the gardens for future planning of our events.



**Respondent No:** 16

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 22, 2019 15:12:43 pm

**Last Seen:** Dec 22, 2019 04:04:14 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I am a resident with a house in Yuille St that overlooks the Gong. This is a very important project to me on many levels, in the main because I have seen a significant deterioration in the condition and water level of the Gong over several years. This is due to the extreme overgrowth of the spring that used to actively feed and keep the Gong full - so I hope that in conjunction with plans to reinforce the dam wall, there is also a complimentary plan to clear and ensure that the ground water run throughs into the Gong are maintained and cleared. It makes sense to me to drain the Gong completely and clear out the bottom, increase the depth and then allow to refill. If not done then that would be an opportunity lost to make a significant difference to the on-going viability of the Gong for both maintenance of the gardens over summer but also for recreation and use of this beautiful and historic part of Buninyong.

Q3. **Are there any parts of this project are you particularly interested in?**

I am interested in the additional work that should be done to excavate and clear the Gong as a whole, in particular to clear and ensure the spring that used to feed the Gong is not overgrown and that all other water inflows are maximised.



**Respondent No:** 17

**Login:** [REDACTED]

**Email:** [REDACTED]

[REDACTED]

**Responded At:** Dec 24, 2019 11:38:10 am

**Last Seen:** Dec 24, 2019 00:31:22 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I think it would be a good idea to landscape the south side of the Gong along Yuille street. It is a mess at the moment, with mature trees that block out easy access and look rather dangerous in that they could fall over in heavy winds or drop branches anytime. I would not venture along there with children, as it is dangerous, but easily fixed with new plantings and landscaping, especially if the level of the bank is to be raised.

Q3. **Are there any parts of this project are you particularly interested in?** Landscaping the south foreshore along Yuille street.





**Respondent No:** 18

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Dec 31, 2019 18:41:32 pm

**Last Seen:** Dec 31, 2019 07:41:02 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

---

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Looks good and very necessary

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

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**Respondent No:** 19

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 05, 2020 21:27:47 pm

**Last Seen:** Jan 05, 2020 10:22:30 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Thanks for consulting residents and extending the consultation period. The proposed engineering works are important yet inter-related with other important considerations which would be best addressed in a plan which is inclusive of other features. The project is important but there are concerns that the work as proposed may: • alleviate the flooding problem but cause unintended consequences within the park / gardens environment. • not adequately consider whatever the traffic, both pedestrian and vehicular) flow is appropriate, particularly within Cornish and Inglis Street; • not consider the walls of the baths and their future; • not incorporate the growing use of the gardens area by local and visitor groups, such as the Primary school for education work; Council might consider developing a wider plan for land use, the trees, the amenity, and the environmental considerations rather than just provide for the immediate engineering solution. As the Secretary of the Buninyong Men's Shed I commend to you the harmony in which the many Buninyong Community organisations work productively to enhance the environment of our village. The Friends of the Buninyong Botanic Gardens are active in their maintenance and development of the Gardens (both Upper and Lower Sections) and the group is supported and respected for this work by the wider community. This community recognizes the importance of the engineering works but requests the Council undertake the work within a wider plan for the gardens. Community consultation is important, particularly when it fits into the larger picture jointly developed by the community.

Q3. **Are there any parts of this project are you particularly interested in?** The Plan for the Gong and the Gardens



**Respondent No:** 20

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 08, 2020 12:39:07 pm

**Last Seen:** Jan 08, 2020 01:36:55 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Great, and it needs to be undertaken as soon as possible. The current situation is dangerous, and delaying rectification work is not in anyone's interests. The wider plans for the Botanical Gardens can still be undertaken, but they should not be used as a delaying mechanism to stop this project.

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

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**Respondent No:** 21

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Jan 12, 2020 19:17:42 pm

**Last Seen:** Jan 12, 2020 06:24:40 am

**IP Address:** [REDACTED]

**Q1. Would you like to receive updates from us about this project?&nbsp;** Yes

**Q2. Tellus what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

1. This project will destroy the beauty, heritage & environmental value of our lake. There has been no planning of this entire area. The so-called Master Plan of many years ago, has not been adhered to. Currently the willows provide good shelter & habitat for the many birds that live on the lake. Has an environmental expert been consulted? Does Council employ an Environmental Officer? (It should). A dam wall of stones and gravel will destroy the beauty and heritage value of the lake. There is no way to hide the eyesore that will be created. 2. It is not necessary - there has been a small amount of leakage, at least since the early 1970s, and each year, with climate change, this (very little) problem becomes even less so. 3. There has been little or no 'community consultation' - only a presentation with an outcome already proposed and accepted. No proper notes were taken when feedback was being given. (Only 4 lines on a clipboard after ½ hour of discussion at which most people were not in favour of the loss of trees). 4. Similarly, 'community engagement' is a farce. We were offered the ability to help choose the (maximum knee-high) plants that will replace our developed trees. 5. The signs in the supermarket window are misleading. The small shallow pond on the west side could be thought to be the lake with vegetation behind it. Most residents are quite unaware that all trees on both sides of the wall are to be removed. And that bare rocks will cover the bank on the east side. The text in the signs and website imply that this is a new problem, & therefore dangerous. 6. Unfortunately the original push for 'something to be done' came from a misguided local group that only wanted a bit of drainage work on the east side. There was also a conflict of interest between the consultants and members of this group. 7. Have any other alternatives been considered? Are there other small decorative, heritage lakes also formed by damming a wet area? How do they comply with Australian dam regulations that are probably meant to apply to large water reservoirs? Is it possible to lower the water level, or another solution to lessen the pressure on the wall? If the lake was deepened further away from the wall, would that help? Is it possible to make two or more smaller lakes to lessen the need for this drastic and horrible scheme? 8. What is needed is a proper plan that considers all aspects of this entire area, including the old baths, and the vegetation around the whole lake. This should be done with the local community – individuals as well as relevant groups, and local experts in areas of conservation and the environment, including John Dyke.

**Q3. Are there any parts of this project are you particularly interested in?**

As a long-term resident of Buninyong who enjoys the beauty & amenity of The Gong, I am interested in every part of this ill-named "Improvement and Rehabilitation" project. I want to feel listened to, not have token "engagement".



**Respondent No:** 22

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 12, 2020 21:15:51 pm

**Last Seen:** Jan 12, 2020 10:12:34 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I am not happy that trees are going to be removed as the current trees are homes for many local fauna.

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Q3. **Are there any parts of this project are you particularly interested in?** Want to maintain trees for the local fauna as they are used by many.

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**Respondent No:** 23

**Login:** GNBuninyong

**Email:** hrbuildingblocks@msn.com

**Responded At:** Jan 17, 2020 21:27:34 pm

**Last Seen:** Jan 17, 2020 10:24:59 am

**IP Address:** 61.68.200.221

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

There must be NO removal of trees, OR if a tree is removed, a mature replacement must be planted. Queries over seepage being an issue anyway, it has remained that way for decades and it is not clear why this plan is being expanded in this way.

Q3. **Are there any parts of this project are you particularly interested in?** Must not remove trees. Must plant mature/advanced trees to soak up any water.



**Respondent No:** 24

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 22, 2020 16:15:48 pm

**Last Seen:** Jan 22, 2020 05:06:00 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I think it is a great pity that the trees along the embankment on the Garden side of Cornish Street are to be removed. This will completely destroy the secluded nature of that part of the historic Buninyong Botanical Gardens. At present there is greenery on all sides of this section of the gardens, offering a lovely sheltered space for weddings, performances such as the upcoming February production of A Midsummer's Night Dream, family picnics etc. With the removal of the trees from the embankment, cars and other traffic travelling along Cornish street, will be clearly visible and much more audible to those in the gardens below, and vice versa. The inviting privacy of the space will be violated.

Q3. **Are there any parts of this project are you particularly interested in?**

I am curious as to why the contract for this project was given to a multinational company and not to a local company that might have spent more time exploring alternatives that would have been more acceptable to the local community.



**Respondent No:** 25

**Login:** [REDACTED]

**Email:** [REDACTED]

[REDACTED]

**Responded At:** Jan 23, 2020 16:31:46 pm

**Last Seen:** Jan 23, 2020 05:26:20 am

**IP Address:** [REDACTED]

**Q1. Would you like to receive updates from us about this project?&nbsp;** Yes

**Q2. Tellus what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Given that there have been issues about leakage of the wall since 1878, I don't see the urgency of these works, particularly given impact of climate change and drying up of springs.

**Q3. Are there any parts of this project are you particularly interested in?**

Engineering works MUST take into consideration the Heritage of the Gardens Reserve. Replanting of trees and shrubs to enhance natural setting and as cover for wildlife is imperative. Garden setting must be enhanced.





**Respondent No:** 26

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 26, 2020 11:08:24 am

**Last Seen:** Jan 25, 2020 23:55:16 pm

**IP Address:** [REDACTED]

**Q1. Would you like to receive updates from us about this project?** Yes

**Q2. Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Having attended one of the Council information days open to the public I was made aware how little consultation had occurred with various Buninyong groups prior to plans being developed. The current proposed plan does not take into account the Heritage Requirements of the area concerned. The Gong ( upper Botanic Gardens), the current Botanic Gardens, the old Bowling Club Rooms, old Gold Wardens Office, the Butter Factory and Old Baths need to be considered as a Heritage and Environmental entity. There are queries as to whether we should be spending over 1 million dollars to strengthen the existing road embankment when the runoff and springs feeding the Gong are diminishing with more housing and a drier climate. Once again our Council has not consulted with people who care and have concerns.

**Q3. Are there any parts of this project are you particularly interested in?** Yes, the whole project! Please do not treat the citizens of Buninyong as though we are brainless. We bring many skills, experience and alternative solutions and maybe more affordable.



**Respondent No:** 27

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 27, 2020 08:45:13 am

**Last Seen:** Jan 26, 2020 21:42:40 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I am concerned that this proposed project will take away the charm of this area and impact on green spaces from residents near and far. I have spent quite a bit of time around this area, having picnics, walking the dog and admiring the space. Please leave it as it is.

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

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**Respondent No:** 28

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 29, 2020 07:25:43 am

**Last Seen:** Jan 28, 2020 20:23:27 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

As an environmental scientist I see this development as not a wise decision. It will eliminate the habitat for the current water birds and wild life using the willows in the Hong as shelter. If they must be removed can e replant something else along there? Not just bare gravel. I've lived here over 15 years and seen many nesting birds and wild life use this area around the gong

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Q3. **Are there any parts of this project are you particularly interested in?** Removal of vegetation

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**Respondent No:** 29

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 29, 2020 15:15:23 pm

**Last Seen:** Jan 29, 2020 04:13:45 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I think it is good. The old willows are a weed. If any trees are to be established they should be natives to attract native wildlife.

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

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**Respondent No:** 30

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 29, 2020 21:24:09 pm

**Last Seen:** Jan 29, 2020 10:21:48 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Need to change it to keep the trees

Q3. **Are there any parts of this project are you particularly interested in?**

Removal of the trees needs to be reconsidered. The removal will change the appearance, amenity and beauty of the area not to mention the impact on the gains of the area. There is so much life in those trees if you stop to watch



**Respondent No:** 31

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 29, 2020 22:31:29 pm

**Last Seen:** Jan 29, 2020 11:28:42 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

If trees are to be removed (as I have been told) then I think the plan needs to be reconsidered. i was told that it would be possible to keep the trees and raise the dam bank and put in a tunnel for overflow under the road without having to remove all trees.

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

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**Respondent No:** 32

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 29, 2020 23:29:53 pm

**Last Seen:** Jan 29, 2020 12:28:29 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** No

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Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I would like more consideration of the natural wildlife in the area. The plan needs to take into account the animals that shelter under the willows.

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Q3. **Are there any parts of this project are you particularly interested in?** not answered

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**Respondent No:** 33

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 30, 2020 08:38:09 am

**Last Seen:** Jan 29, 2020 21:34:53 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Removal of trees will alter the whole area, especially for wildlife. There are other ways to solve the problem. City of Ballarat has no regard for Heritage! We have suffered huge losses with vegetation and wildlife this summer. Please consider alternatives that have been suggested.

Q3. **Are there any parts of this project are you particularly interested in?** Tree removal.





**Respondent No:** 34

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 30, 2020 09:06:19 am

**Last Seen:** Jan 29, 2020 21:58:06 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

Terrible. Trees should not be removed. More needs to be done to guarantee the environmental impact to the flora and fauna in and around the gong. How can you make such outrageous vandalism that will impact the heritage, environment and look of the gong /gardens area? I can't remove one tree on my property!

Q3. **Are there any parts of this project are you particularly interested in?** Future impact of this outrageous plan.



**Respondent No:** 35

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 30, 2020 10:14:10 am

**Last Seen:** Jan 29, 2020 22:48:12 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

The shallow gong is not a dam but belongs to the gardens and was designed to leak/recharge ground water. Comprehensive water retention measures are NECESSARY! Engineers know this so this is deliberate C of B gross environmental rape! BUNINYONG GARDENS belong to us, not you, so piss off.

Q3. **Are there any parts of this project are you particularly interested in?** not answered



**Respondent No:** 36

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 30, 2020 11:39:04 am

**Last Seen:** Jan 30, 2020 00:34:06 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

A reasonable plan to bring The Gong wall up to the required engineering standard.

Q3. **Are there any parts of this project are you particularly interested in?** Efforts should be made to increase biodiversity along the wallaby track. Manage vegetation using indigenous species.



**Respondent No:** 37

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 30, 2020 11:54:05 am

**Last Seen:** Jan 30, 2020 00:16:40 am

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I am strongly opposed to the planned project. The Buninyong Gong is a shallow wetland area which is being treated as if it were the Thompson Dam. The overhanging willows along Cornish Street should be preserved as, apart from their visual beauty, they provide essential habitat for the Gong's birds, fish and amphibious life. The existing slow seepage from the Buninyong Gong's retaining wall is valuable as it keeps the lower gardens damp and has helped them survive through many summers. How valid are the concerns about the wall's possible collapse? What testing was done? What alternative solutions were considered which would not ruin this central and much-loved feature of the gardens? The Gong is an important part of the historic Buninyong Botanic Gardens and any changes to it must be planned in the context of the Gardens' long-standing cultural and recreational value to the people of Buninyong. The project has not been widely enough publicised. Many people in Buninyong are still unaware of the Council's plans for the area and are horrified when they hear about the removal of the trees from the Gong wall. It looks like an expensive and unnecessarily destructive project which needs to be more closely evaluated before any works are started.

Q3. **Are there any parts of this project are you particularly interested in?** Effects on the landscape of the Buninyong Botanic Gardens.  
Effects on the natural water flow in the gardens. More attractive and environmentally-friendly alternative remedies for strengthening the Gong wall (if needed).



**Respondent No:** 38

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Jan 31, 2020 23:13:53 pm

**Last Seen:** Jan 31, 2020 12:10:14 pm

**IP Address:** [REDACTED]

Q1. **Would you like to receive updates from us about this project?** Yes

Q2. **Tell us what you think of the proposed Gong Dam Improvement and Rehabilitation Project**

I grew up in Buninyong and now live here with my husband and three children. I strongly urge you to reconsider the removal of trees either side of Cornish Street between the gong and gardens. The effects on local wildlife and environment would be damaging, and one of the most beautiful parts of our lovely town would be ruined. Please reconsider.

Q3. **Are there any parts of this project are you particularly interested in?** Environmental impact and wildlife



**10.5. BALLARAT INTERNATIONAL FOTO BIENNALE**

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

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Acknowledge the success of the 2019 Ballarat International Foto Biennale.**
- 2. Approve a Strategic Partnership Grant to the Ballarat International Foto Biennale (BIFB) for a four-year period from 1 July 2020 to 30 June 2024, comprising option 1, 2, 3 or 4.**
  - a. Provision of in-kind support in the form of the occupancy of the Mining Exchange office for the duration of the partnership agreement;**
  - b. Provision of “no-fee” usage of the following City of Ballarat venues for an eight-week period (pending venue availability) for the two Biennale events covered during the partnership agreement, including the identified costs of staffing and cleaning;**
    - i. Ballarat Town Hall, A Hall,**
    - ii. Art Gallery of Ballarat temporary exhibition space,**
    - iii. Art Gallery of Ballarat Annexe,**
    - iv. Art Gallery of Ballarat Annexe wall (exterior),**
    - v. Art Gallery of Ballarat, Police Lane wall (exterior),**
    - vi. Ballarat Mining Exchange exhibition space,**
    - vii. Ballarat Mining Exchange two front shop spaces,**
    - viii. Alfred Deakin Place,**
    - ix. Sturt Street Gardens (CBD).**
- 3. Note that this funding will be provided with the conditions relevant to the Strategic Partnership Grant Program and will include a Covid19 provision to protect Council’s contribution and the appointment of a senior City of Ballarat Officer to the Ballarat International Foto Biennale Board.**

**EXECUTIVE SUMMARY**

The Ballarat International Foto Biennale (BIFB) is seeking a Strategic Partnership with the City of Ballarat for a four-year period from 1 July 2020 to 30 June 2024, which would encompass two Biennale events scheduled for 2021 and 2023. The BIFB is a highly regarded photographic exhibition that has been held every second year in venues throughout Ballarat. Since coming to Ballarat in 2009 the BIFB has received continuous Council funding. Council further agreed to continue this support in 2019 for another two events giving surety until 2024 although this agreement was not enacted in order to accommodate this current request.

The new Strategic Partnership requested by BIFB includes both cash and in-kind support for the four-year term. The cash funding requested is \$200,000 (Excl. GST) per year, the ongoing free usage of the Mining Exchange office space, and the free usage of a range of Council

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owned/managed venues and spaces for a period of two months valued at \$44,750 per event. The total value of Council support requested by BIFB for the four-year (two event) term is \$889,500.

Council officers have assessed the Strategic Partnership application and have determined that the funding application aligns with the purpose of the Strategic Partnership Program, the City of Ballarat Events Strategy 2018 – 2028, and the Creative City Strategy. The event produces a significant economic impact with the 2019 event attracting 37,844 participants and injecting \$4.6 million into the local economy.

For these reasons, officers recommend Council approve the provision of funding for the four-years, the ongoing free usage of the Mining Exchange office per year, and the free usage of the requested Council owned/managed venues and spaces, with the exception of the AGB Backspace Gallery, for a period of two months valued at \$44,750 per 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.

The BIFB Board have submitted a request for a Strategic Partnership which includes both cash and in-kind support for the four-year term. The cash funding requested is \$200,000 (Excl. GST) per year, the ongoing free usage of the Mining Exchange office space valued at \$24,500 per year, and the free usage of a range of Council owned/managed venues and spaces for a period of two months valued at \$44,750 per event. The total value of Council support requested by BIFB for the four-year (two event) term is \$987,500.

The BIFB aims to deliver the following benefits to the Ballarat community;

- Support the creation of jobs, investment, civic pride and community confidence;
- Reduce inequality, improve community wellbeing and enriched cultural life through access to and participation in the arts;
- Support sustainable creative endeavors; and
- Help to differentiate Ballarat as a leading creative hub.

### Background

The Ballarat International Foto Biennale (BIFB) came to Ballarat in 2009 following its inception in Daylesford four years earlier. A funding agreement was developed to assist the transition and growth of the event, which committed Council support from 2009 to 2013. Following completion of this first agreement a second 2015 – 2019 Funding Agreement was signed for the events held in 2015, 2017 and 2019. Council support provided under this agreement was as follows:

- \$25,000 cash per annum (five years, total value \$125,000);
- Free office space in the Mining Exchange per annum; and
- Free 30 day hire of the;
  - Mining Exchange exhibition space,
  - Ballarat Town Hall A-Hall,



- o Art Gallery of Ballarat.

Between 2009 and 2015 the event achieved moderate success, however the 2017 BIFB was an extremely successful event attracting 26,800 attendees producing an economic impact of \$3.89 million. The event also generated extensive state and national media exposure for Ballarat. The event was extremely well run, and the 2017 success was again repeated by the 2019 event with 37,844 people attending (76% visitors to Ballarat) producing an injection of \$4.6 million into the local economy. Importantly the BIFB has moved beyond an event, it now provides an important touchstone for the creative sector in Ballarat and for building community capacity year-round.

The BIFB has proven it can deliver social and economic outcomes that relate to a range of City of Ballarat strategic plans including the Council Plan, the Creative City Strategy and the City of Ballarat Events Strategy 2018 – 2028. At its core the BIFB generates a sense of community pride, strong visitation and positive promotion of the city as demonstrated in their Strategic Partnership Application attached. The BIFB has a solid partnership program in place that demonstrates a strong capacity for future development and growth.

While the specific event content will change over the proposed four-year period, there is a high degree of confidence that each Biennale will be of a suitably high quality and will continue at its current level of success given the management skills and governance arrangements currently in place.

#### Funding Request

While the Strategic Partnership request is for \$200,000 in cash per year over four years, there is a significant component of in-kind support which should also be noted. The composition of the in-kind support requested includes the following items valued for the full duration of the partnership agreement. Out of pocket expenses incurred by Council for event specific staffing and additional venue cleaning are also listed, which will also be drawn from the Strategic Partnership budget;

<b>Venue</b>	<b>Cost over the 4-year term (2 events)</b>
Mining Exchange Exhibition hire	\$15,840
Mining Exchange Exhibition cleaning	\$11,200
Mining Exchange two front shop spaces	No fee
Ballarat Town Hall staff (Hall Keepers)	\$24,000
Art Gallery of Ballarat staff (Art Handlers)	\$34,100
Art Gallery of Ballarat Annexe hire	\$4,360
Art Gallery of Ballarat Annexe wall (exterior)	No fee
Art Gallery of Ballarat Police Lane wall (exterior)	No fee
Alfred Deakin Place	No fee
Sturt Street Gardens (CBD)	No fee
<b>TOTAL</b>	<b>\$89,500</b>

It is also worth noting that the value of the venue usage for the following Council assets has not been included in the above in-kind costs. These venues are not normally available for hire however, there is a cost associated with these facilities being booked for BIFB in lost programmable space.

- 
- |  |           |
|--|-----------|
| • AGB Exhibition space                         | \$336,000 |
| • Ballarat Town Hall (A HALL) Exhibition space | \$33,600  |
| • Mining Exchange Office                       | \$98,000  |

The AGB Backspace Gallery is a community gallery space that is provided free to emerging artists as an opportunity to showcase their work in a professional setting. Applicants are selected annually through a competitive process for the following 18 months, with the program curated and programmed to ensure a mix of artistic styles. Backspace Gallery provides one of Ballarat's most important opportunities for emerging and early career artists to hold exhibitions in a professionally supported gallery space. It is recommended that Backspace not be provided to BIFB and is not included in the following options.

Officers are confident that the BIFB Board will be able to deliver improved economic and social outcomes as a result of this event and will seek to ensure continuous improvement in both governance and event delivery. Key to protecting the community's contribution to the event is a requirement to include a City of Ballarat Senior officer on the BIFB Board.

### Options

Four funding options were identified by officers, as listed below.

#### **Option 1- No cost to Council**

Provide no cash funding nor In-Kind support for the BIFB.

#### Rationale

Council has funded the event for the past decade under a Grants Policy that is predicated on the provision of seed funding to allow events to become self-sustaining. Given the strong visitation statistics and fit with Council strategic priorities it is not unreasonable for Council to be asked to continue to support this event ongoing.

#### **Option 2 - \$189,500 total cost to Council over four years**

Continue to provide the current \$25,000 cash funding per year plus the requested \$44,750 of In-Kind support per event, for the requested four-year term (including provision of the AGB and A Hall exhibition space, and the Mining Exchange office space). Over the proposed four-year term this funding represents an ROI of 1:49 in addition to significant community benefits (officers typically seek an ROI of 1:20 for tourism events).

#### Rationale

Whilst the BIFB would be significantly challenged without the free usage of Council venues, the event has survived and grown without an increase in Council cash funding and it is not clear that its success or failure hinges on increased Council funding, although an increase would provide certainty and security to plan for future events. The BIFB aspires to attract 50,000 participants to the 2021 event.

#### **Option 3 - \$489,500 total cost to Council over four years**

Provide \$100,000 cash funding per year plus the requested \$44,750 of In-Kind support per event, for the requested four-year term (including provision of the AGB and A Hall exhibition space, and the Mining Exchange office space). Over the proposed four-year term this funding represents an ROI of 1:19 in addition to significant community benefits (officers typically seek an ROI of 1:20 for tourism events).

**Rationale**

An increase of Council funding could assist the event to continue the growth trajectory from the 2017 and 2019 events and produce a larger economic impact for the local economy. The event provides significant national and international media exposure for Ballarat which may also grow with more financial support. The BIFB aspires to attract 50,000 participants to the 2021 event.

However, whilst event organisers have been successful in attracting corporate sponsorship, the event, other than the main exhibition, offers predominantly free entry exhibitions and does not pursue a potential income stream from ticket sales.

**Option 4 - \$889,500 total cost to Council over four years.**

Provide the full value of support requested of \$200,000 cash funding per year plus the requested \$44,750 of In-Kind support per event, for the requested four-year term (including provision of the AGB and A Hall exhibition space, and the Mining Exchange office space). Over the proposed four-year term this represents an ROI of 1:10 in addition to significant community benefits (officers typically seek an ROI of 1:20 for tourism events).

**Rationale**

Although this option may risk overcapitalization of the event for Council, the BIFB has extended to 60 days in length and continues to grow providing greater economic return and considerable media exposure in the creative space for Ballarat. The Board are committed to growth, have exciting plans for the 2021 event, and are seeking to provide ongoing activity and events year-round. The BIFB aspires to attract 50,000 participants to the 2021 event.

**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 Events Strategy 2018 – 2028
- City of Ballarat Creative City Strategy
- City of Ballarat Grants Policy

**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. There will also be direct social benefits derived from the proposed year-round activities and support for creative sector that would be in addition to the main BIFB event. This has been evidenced by the Investment Logic Mapping developed by the BIFB Board and submitted with the funding application.

**Economic** – The following is the projected return on investment from option 3 for Ballarat. The calculation has combined the projected economic impact from the 2021 and 2023 BIFB (based on results from 2019) and divided it by the total value of Council funding for the four-year funding period.

Total Council funding for the period	\$489,500
Projected combined economic impact from 2021 and 2023	\$9,289,228
Return on Investment (RoI)	
1:19	

Officers typically seek an RoI of 1:20 however whilst the BIFB RoI from the recommended funding amount is marginally lower than this target, the event generates considerable value in media exposure afforded to Ballarat as well as social benefit year-round. The media coverage extends to a national and international scale and runs for many weeks proving an extremely influential platform for promoting Ballarat and its creative sector.

**Financial/Resources** – Funding for BIFB will require an allocation from the Strategic Partnerships Grant program. At this time there is sufficient budget available, given payment is scheduled over a four-year period.

**Risk Management** – BIFB has been in existence for over 10 years and has medium term fiscal planning that indicates sound financial management with diverse income streams. The delivery of each Biennale appears scalable if income targets are not achieved by the event organiser. There is a risk to BIFB that the event may not proceed as planned or be significantly reduced in scale without some degree of Council funding. There is also a risk of the event being impacted by Covid19. To mitigate risks and as per standard City of Ballarat procedure, payment of Strategic Partnership funding will be completed in appropriately staged payments and tracked against payment milestones and if approved a Senior Council Officer will have a seat on the Board to monitor governance.

**Implementation and Marketing** – BIFB has developed and executed an extremely effective marketing plan that achieved significant state and national exposure for Ballarat. It is expected that this successful marketing campaign will continue through the term of the proposed Partnership.

Additionally, Council may commit additional marketing and PR support such as digital and social media into Melbourne encouraging visitation to Ballarat during the event periods.

**Evaluation and Review** – If Council provides funding, Officers will require BIFB to conduct thorough post event evaluations to measure the benefits derived from the funding.

Measurement of success will include:

- Increased number of local audiences;
- Increased number of visitor audience and the subsequent increased economic impact; and
- Increased quantity of state and national media exposure for Ballarat and its creative sector.

## **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**

Nil

**10.6. UNESCO CREATIVE CITY REPORT - MAY 2020**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Tara Poole - Coordinator Creative City

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Note the progress being made to advance Ballarat's designation as a UNESCO Creative City (Craft & Folk Art).**
- 2. Acknowledge the impact of Covid19 on Ballarat's creative community and on the UNESCO network.**

**EXECUTIVE SUMMARY**

Ballarat has been designated a UNESCO Creative City (Craft & Folk Art) since October 2019. In six months the application of the UNESCO status has been comprehensive, both reacting to international as well as State-wide opportunities. Since the designation, Ballarat has proactively helped form the Victorian Creative Cities Network with Bendigo, Geelong and Melbourne.

COVID-19 has comprehensively impacted most of the UNESCO network, with conference and networking opportunities severely contracted. However UNESCO has also strategically pivoted initiatives, providing Council with different connection points into the international network and opening up new ways of working.

**RATIONALE**

A key action of the Creative City Strategy was to apply for membership of the UNESCO Creative Cities Network. The global network of cities seeks to promote local creativity and use it as a platform to leverage economic and social benefits. Other cities have seen major increases in tourism and investment as a result of membership.

In Victoria, Geelong is already designated as a UNESCO Creative City of Design and Bendigo/Loddon Mallee Region is designated as a UNESCO Creative City of Gastronomy. Ballarat was successful being designated UNESCO Creative City of Craft and Folk Art, relating to our expertise in rare arts and forgotten trades and other artisans and makers. The additional benefit of the UNESCO program is to give Ballarat an international promotion opportunity to drive visitation and investment and be another opportunity to reinforce and embed the Creative City Strategy. This report provides an update on Ballarat's progress in meeting its obligations as a UNESCO Creative City (Craft & Folk Art).

Reporting against our UNESCO obligations does not begin formally until 2021, however activities have commenced and include:

- Identifying focus craft sectors (ceramics and textile) where support can directly enhance the sustainability of the practitioners
  - Creation of a new exhibition space to permit makers and others to show their works
  - Direct relationships forged with BADAC and dedicated projects on building skills sets amongst First Nations groups
-

- Maintaining training programs for our creative sectors and industries
- Benchmark research has commenced into the health and wellbeing of our arts sector

Actions completed since designation:

**Formulation of the Victorian Creative Cities Network (VCCN):** Officer have drafted the Terms of Reference and met twice in three months. The aim of the Victorian Creative Cities Network is to work collaboratively to progress local, regional and international opportunities that provide economic, social, environmental and cultural benefit to the cities of Melbourne, Geelong, Ballarat and Bendigo. The work of the VCCN group aspires to the goal of using of creativity in building sustainable, resilient and inclusive cities in line with UNESCO's Sustainable Development goals, specifically goal 11, Sustainable Cities and Communities.

#### **Reporting on City of Ballarat's cultural response to COVID-19**

In mid-April Council was requested to supply evidence of its cultural response to COVID-19 which is to be shared across the wider UNESCO network. This information will eventually be housed on the UNESCO website.

#### **Conference involvement**

The July 2020 Annual General Meeting of the UCCN (UNESCO Creative Cities Network) was planned to take place in Brazil. It is unlikely this conference will proceed in the face of the pandemic and plans are now afoot for the 2021 AGM.

#### **Open Studios**

Creative City designations was the catalyst for the development and implementation of the Open Studio Program. This event has now been modified to cater for Covid19 requirements and excellent feedback is being received by the creative community about the opportunity presented through this program.

#### **Other Activities**

Other activities and interactions currently underway include;

- Lord Mayor of London's office – sharing of skills and knowledge on creative industry resilience
- Melbourne City Council Arts & Culture – collaboration and skill share on creative industry resilience

Council is required to prepare and submit an evaluation report to the UCCN in 2021.

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

- *Charter of Human Rights and Responsibilities Act 2006*
- City of Ballarat Council Plan 2017-2021
- Creative City Strategy and Masterplan 2019
- Charter for Compassion 2019

**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	Yes
<b>Financial/Resources</b>	Yes	No
<b>Risk Management</b>	Yes	No
<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 Creative City designation and the global network of cities seeks to promote local creativity and use it as a platform to leverage social benefits. Already UNESCO Creative City designation is a point of pride and celebration for the local creative community and collaboration between cities has resulted in improved programming and reporting.

**Economic** – The Creative City designation and the global network of cities seeks to promote local creativity and use it as a platform to leverage economic benefits.

**Financial/Resources** – All activities are funded through the existing Arts and Culture budget.

**Implementation and Marketing** – The designation allows for the careful use of the UNESCO Creative City brand. Extensive marketing is taking place not only of the program but of the local creatives that are participating in events like the Ballarat Open Studio.

**Evaluation and Review** – Evaluation and review will take place at key milestones and be reported to Council, the community and the UCCN.

**CONSULTATION**

Designation as a UNESCO Creative City was identified in the Ballarat Creative City Strategy, adopted in 2019, and included extensive community engagement. Ongoing regular community communication has taken place to ensure maximum benefit is derived from the program.

**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**

- Terms of Reference (DRAFT) – Victorian Creative Cities Network



**ATTACHMENTS**

1. Victorian Creative Cities Network - Terms of Reference DRAFT Update April 2020 ( D 20-159092) [**10.6.1** - 2 pages]

## **VICTORIAN CREATIVE CITIES NETWORK – TERMS OF REFERENCE**

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### **Background**

The UNESCO Creative Cities Network (UCCN) was formed in 2004 to create and develop awareness of the power of creativity in building sustainable, resilient and inclusive cities. The 246 cities that make up this network work together towards a common objective: placing creativity and cultural industries at the heart of their development plans at the local level and cooperating actively at the international level.

In late 2019, four cities in Victoria with a UNESCO designation formed the Victorian Creative Cities Network (VCCN). These cities are Melbourne UNESCO City of Literature (2008), Geelong UNESCO City of Design (2017), Ballarat UNESCO City of Craft and Folk Art (2019) and Bendigo UNESCO City of Gastronomy (2019).

The designation field for each city will be a catalyst for fostering and celebrating creative capabilities and providing opportunity for international relationships and activating and sharing projects.

Victoria is the first Australian state to have its capital and three major regional cities recognised as UNESCO Creative Cities. This is an important opportunity as Victoria's next Creative State strategy (2020-2024) will work to strengthen and grow the state's \$31 billion creative industries and shine a spotlight on the contribution this makes to the Victorian economy.

### **Aim**

The aim of the Victorian Creative Cities Network is to work collaboratively to progress local, regional and international opportunities that provide economic, social, environmental and cultural benefit to the cities of Melbourne, Geelong, Ballarat and Bendigo.

The work of the VCCN group aspires to the UCCN goals of using of creativity in building sustainable, resilient and inclusive cities in line with UNESCO's Sustainable Development goals, specifically goal 11, Sustainable Cities and Communities.

### **Objectives**

The objectives of the VCCN are:

- To strengthen each city's creative designation through shared contacts, learnings and knowledge;
- To lift the profile and understanding of the UCCN and of the power of creative industries, amongst key target groups, Victorian and wider Australia;
- To identify and leverage funding opportunities and support that assist in the delivery of VCCN projects and initiatives
- To identify and pursue beneficial collaborations and initiatives that drive positive community and economic outcomes within each city's creative industry;
- To advocate as one voice on agreed issues and platforms;
- To utilise shared knowledge to support future cities making applications to the UCCN as requested

- To raise the profile and activities of each member city with the Australian National Commission for UNESCO.

### **Principles**

The guiding principles of the VCCN are to:

- Strengthen the capacity of each city's creative sector by linking audiences and markets
- Influence Victorian and Australian creative industry policy development
- Effectively communicate member perspectives on advocacy matters and inform discussion in an open and transparent way
- Provide support to a wide range of creative industries and individuals - the makers, artists, creatives, designers and innovators.
- Lead the way in encouraging other Australian cities to use creativity to build sustainable, resilient and inclusive cities

### **Membership of the Victorian Creative Cities Network**

- The expected life of the group will remain ongoing
- The group has agreed to meet on a quarterly basis with additional meetings as required and dependent on activities of its members
- The VCCN will provide an annual report to the Australian National Commission for UNESCO outlining each cities activities undertaken to support the implementation of the UNESCO Creative Cities Network Sustainable Development Goals.

### **Constituency of the Victorian Creative Cities Network**

The VCCN group primarily comprises of organisations that are the lead secretariat of their UNESCO designation. Membership of the group includes (but is not limited to)

- Melbourne City of Literature office
- City of Greater Geelong, Economic Development Unit (City of Design)
- City of Ballarat, Creative City office (City of Craft and folk art)
- City of Bendigo, Creative Cities office (City of Gastronomy)

Creative Victoria (State Government) representatives will be invited to attend all meetings

### **Terms**

The VCCN will demonstrate, through the implementation of these Terms of Reference, a commitment to represent the views of all VCCN members in consensus statements of authenticity and integrity.

**10.7. BALLARAT WEST GROWTH AREA LAND SUPPLY**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Natalie Robertson – Executive Manager Development Facilitation

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

- 1. Note the status report for the Ballarat West growth area for the third quarter of the 2019/2020 financial year.**
- 2. Strongly advocate to Central Highlands Water the necessity to bring forward the investment in a permanent pump station solution in the southern end of the growth corridor currently included in their long-term sewerage strategy. This investment will maintain the level of development in the Ballarat West Growth Area to meet market expectations.**
- 3. Recognise the effective management of the Ballarat West Development Contributions Plan and facilitation of Development Contributions Plan projects by the Growth Areas Facilitation Unit.**

**EXECUTIVE SUMMARY**

The purpose of this report is to provide a status update on the progress of the implementation of the Ballarat West Growth Area, the level of growth currently experienced, the Ballarat West Development Contributions Plan (DCP) financial status, and any impediments to development in order to meet the market expectations.

This report includes the Ballarat West Precinct Structure Plan March 2020 status report illustrating the level of planning permits approved and lodged in the Ballarat West Precinct Structure Plan (PSP) since inception. The summary provides a snapshot of the residential lots' statistics and the financial status of the Ballarat West Development Contributions Plan. It further details specific Capital Projects which have been delivered under the Development Contributions Plan and provides a graphic representation of the residential lots released and take up per sub-precinct to date.

Central Highlands Water's Sewerage Servicing Plan has been incorporated to highlight the long-term sewerage strategy for the southern area of the Ballarat West Growth Area. The plan highlights the necessity for the delivery of a permanent sewer pump solution to address this impediment to the continued development of the Ballarat West Growth Area to meet market expectations.

## **RATIONALE**

The Ballarat West Growth Area comprises of two approved Precinct Structure Plans (PSPs):

- Alfredton West (Lucas) 2011; and
- Ballarat West 2012 (Amended 2016)

The PSPs approved provide direction for the future urban development in the Ballarat West Urban Growth Zone. The Precinct Structure Plan is a high-level master plan of the future communities including the use and development controls which apply in the Urban Growth Zone (UGZ) that is incorporated in the Ballarat Planning Scheme. The Growth Area will provide around 18,000 new houses at full development to accommodate a population of more than 40,000 people.

The Ballarat West Development Contributions Plan approved in 2014 is an accompanying document to the Ballarat West Precinct Structure Plan which supports the provision of infrastructure for the new communities. The Precinct Structure Plan guides the future development in Ballarat West and sets a long-term strategic framework for development in relation to land use, transport, activity centres and open space. The Ballarat West Precinct Structure Plan area covers an area approximately 1,290 ha and is located in the Schedule 2 to the Urban Growth Zone (UGZ2).

The Ballarat West Precinct Structure Plan and the Ballarat West Development Contributions Plan provide the tools to facilitate investment and guide development in this growth corridor.

The Ballarat West Development Contributions Plan is now over five years into implementation and is experiencing significant growth with a large take up of development sites in the Ballarat Carngham Road and Glenelg Highway / Greenhalghs Road Sub-Precincts. The following details provide a picture of the level of planning permits lodged or approved from commencement of the Precinct Structure Plan (PSP) to the third quarter of the 2019/2020 financial year.

## **Summary**

### **Ballarat West PSP Planning Permits**

- 47% of the total Ballarat West PSP residential lots are approved or lodged
- 1721 lots have been released since inception to third quarter 2019/2020
- 431 lots released third quarter 2019/2020 financial year compared to 389 third quarter 2018/2019 financial year - 11% increase.
- Anticipated 900 lots in total to be released by the end of the 2019/2020 financial year which is a 72% increase on the financial year ending 2018/2019

### **Ballarat West DCP Financial Position inception to third quarter 2019/2020**

- \$47M Shortfall
- \$33M DCP Projects Delivered
- \$8M Levies Collected
- \$40M Works in Kind Agreements

### **Impediments to maintain growth levels**

The Ballarat West Precinct Structure Plan planning permits plan clearly identifies that the take up of development sites has occurred in the Ballarat Carngham Road and the Glenelg Highway / Greenhalghs Road sub-precincts. This has been due to early facilitation of major

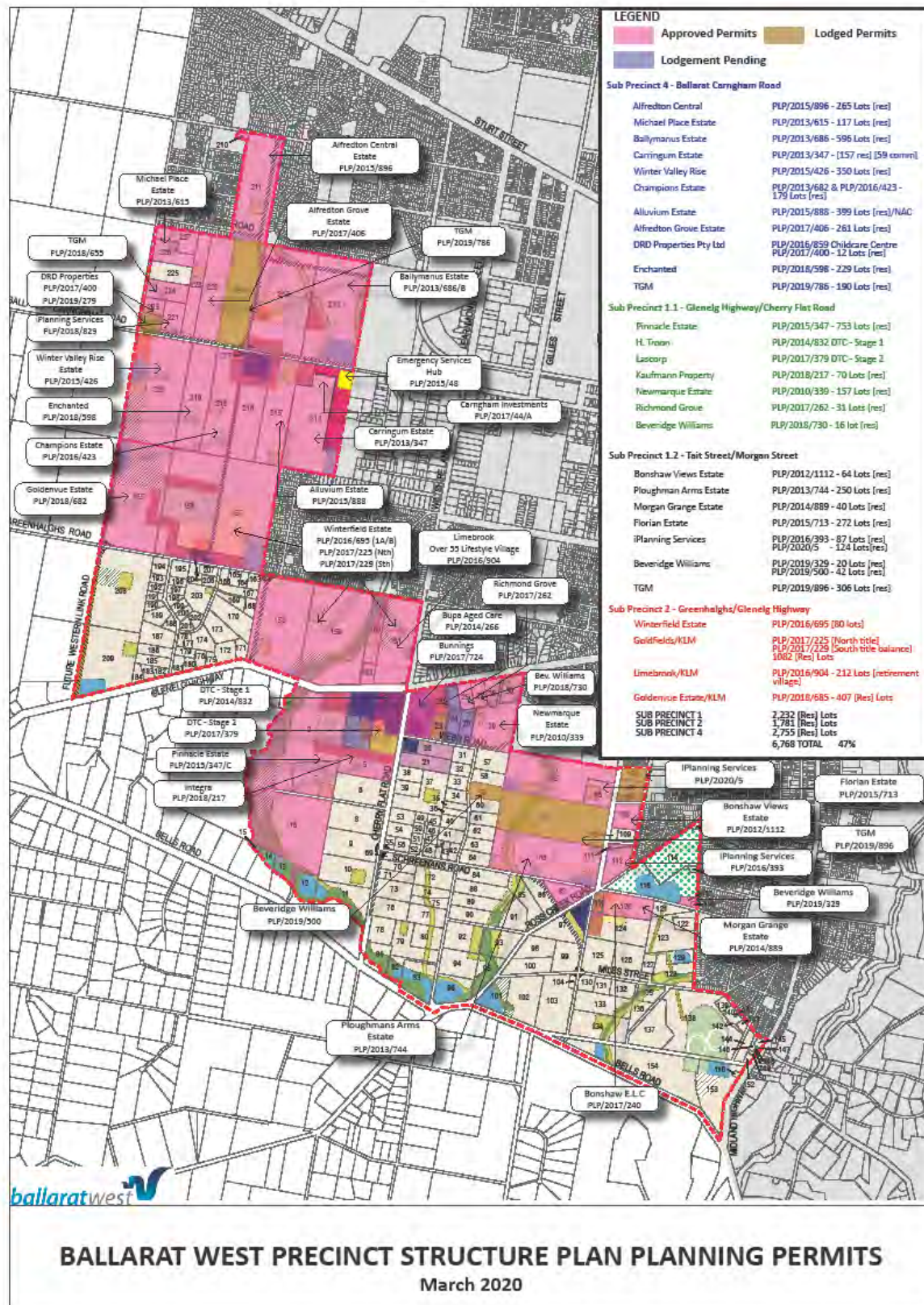
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infrastructure such as drainage and roads, with larger sites in single ownership having the capacity to negotiate works in kind agreements with the level of infrastructure delivered on the sites.

There has been limited progression and interest in development sites in the larger Bonshaw sub-precinct. This limited take up is due in part to the southern area of the growth corridor having limitations given the fragmented nature of the land. Further, there are no major land holdings to deliver temporary sewerage infrastructure (pump stations) in advance of Central Highlands Water delivering permanent major pump stations at the southern extreme of the corridor (Bells Road) which is part of their long term sewerage strategy. It is now a necessity for timely investment from Central Highlands Water to continue the delivery of development to meet market expectations.



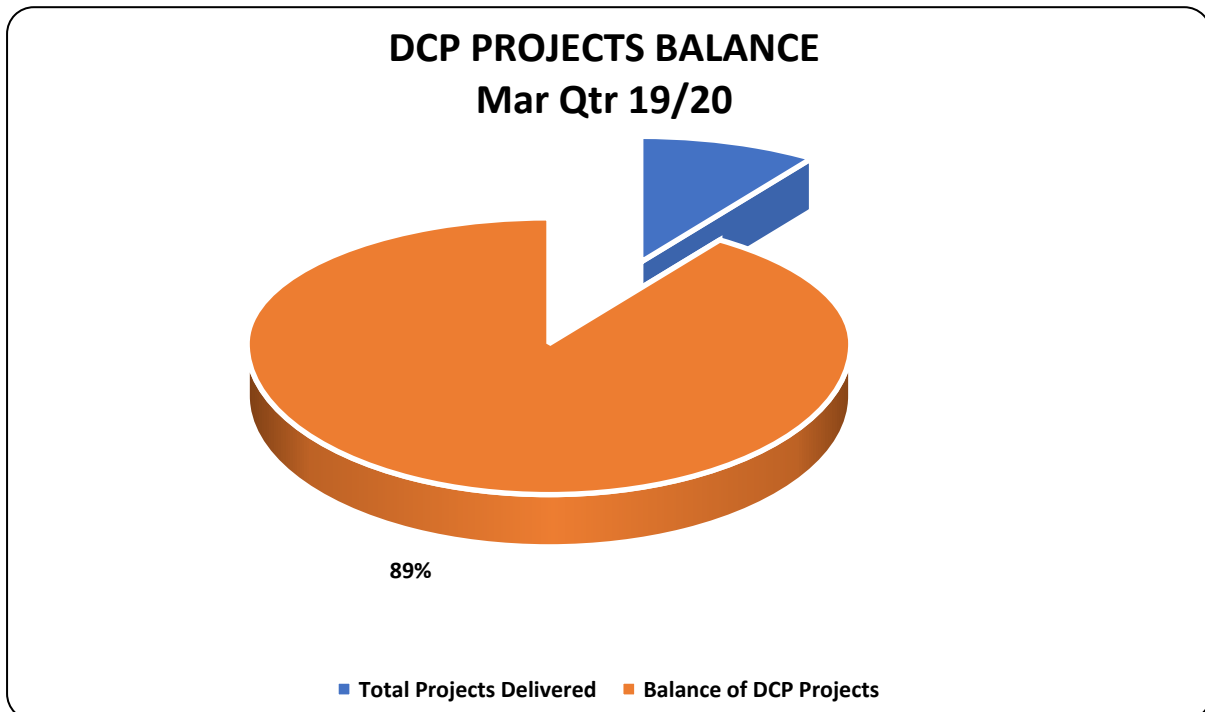
**Ballarat West Precinct Structure Plan Planning Permits March 2020**



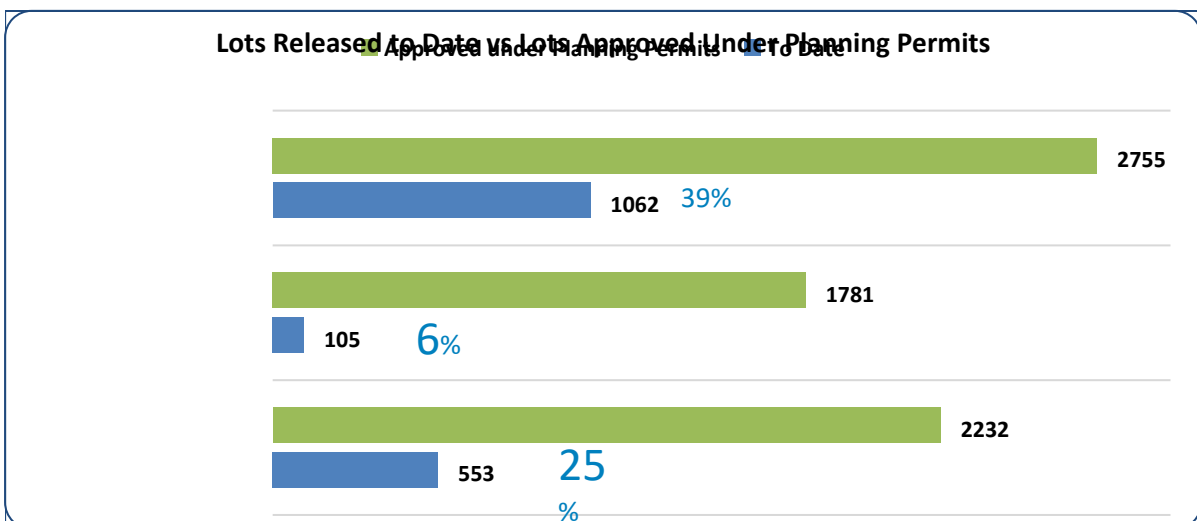
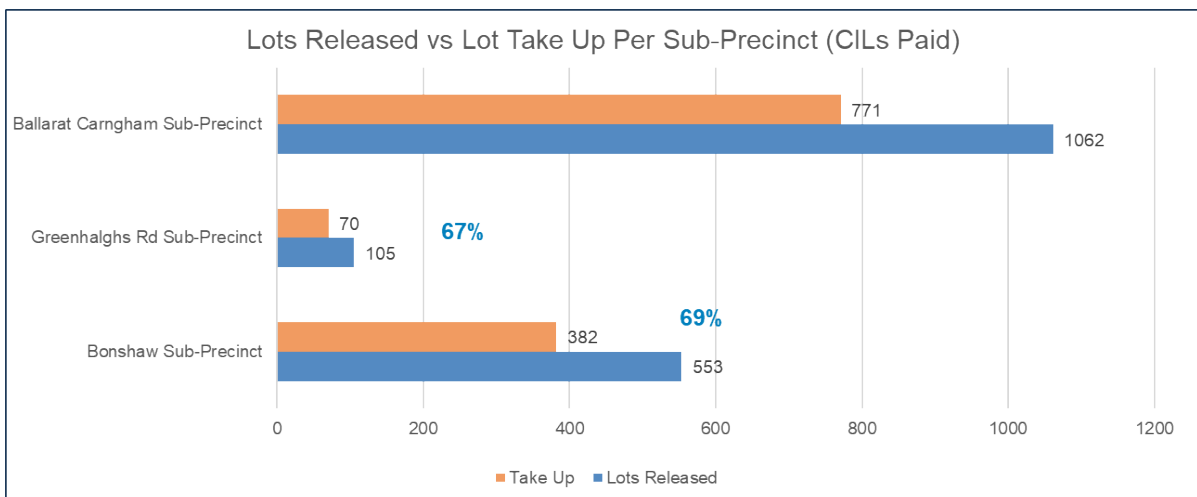
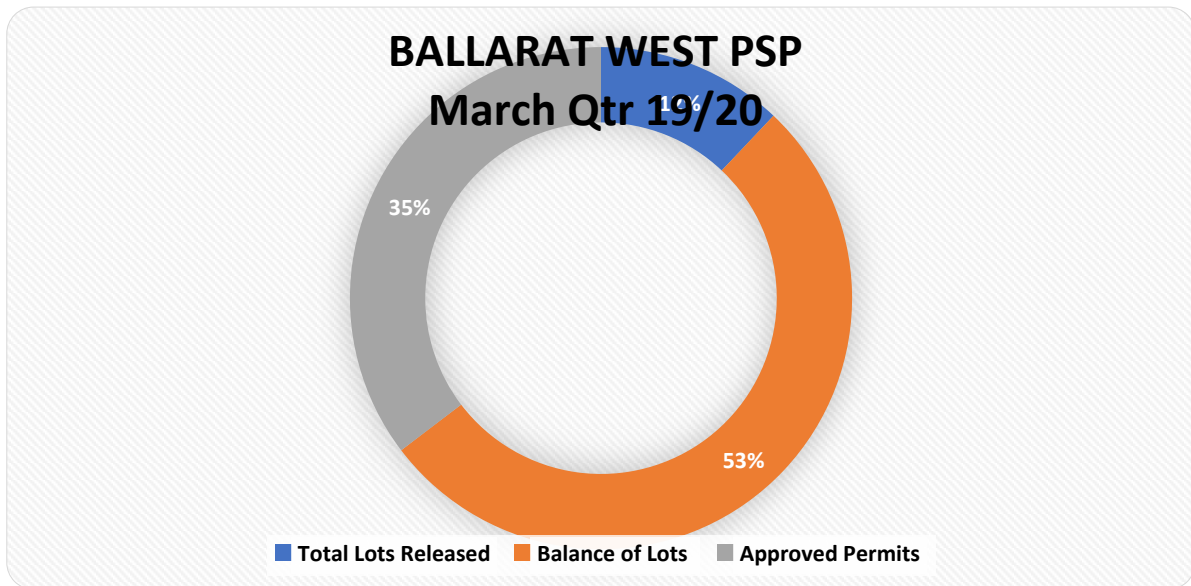
**Ballarat West DCP Financial Report**

<b>DCP Capital Projects</b>	<b>14/15 to 18/19 Total \$M</b>	<b>19/20 Mar Qtr \$M</b>	<b>Total \$M</b>
Works in Kind	16.7	3.0	19.7
Council Delivered Projects	6.8	6.5	13.3
<b>TOTAL</b>	<b>\$23.5</b>	<b>\$9.5</b>	<b>\$33.0</b>

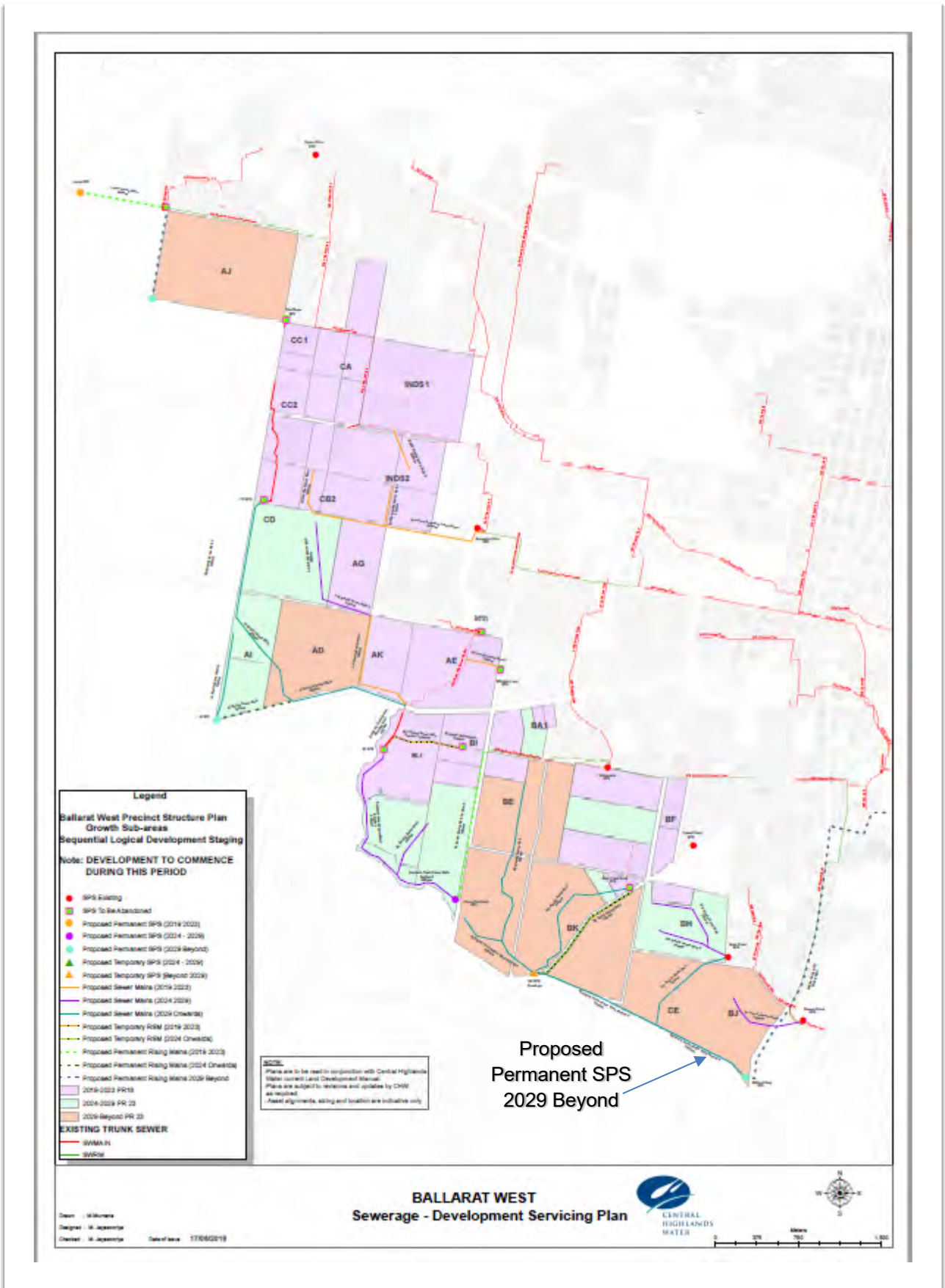
<b>DCP Levies Collected</b>	<b>14/15 to 18/19 Total \$M</b>	<b>19/20 Mar Qtr \$M</b>	<b>Total \$M</b>
Development Infrastructure Levy	-2.7	-4.0	-6.7
Community Infrastructure Levy	-1.1	-0.5	-1.6
<b>TOTAL</b>	<b>-\$3.8</b>	<b>-\$4.5</b>	<b>-\$8.3</b>







**Central Highlands Water – Sewerage Development Servicing Plan (2019)**



## 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>	Yes	Yes
<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 delivery of the Ballarat West Growth Area ensures the provision of many benefits socially and culturally to the community.

**Environmental/Sustainability** – The Ballarat West Precinct Structure Plan integrates environmental and sustainable development as a component of the development of the area as a whole.

**Economic** – The development of the Ballarat West Growth Area is vital to Ballarat's economy.

**Financial/Resources** – The Ballarat West Precinct Structure Plan (PSP) and the Ballarat West Development Contributions Plan (DCP) provide the tools to facilitate investment and guide development in this growth corridor.

**Risk Management** – The recommended approach addresses a key risk identified in Council's growth planning, and the longer term recommended approach of adopting a Planning Scheme Amendment to standardise the development contribution methodology across Ballarat West Growth Corridor will further mitigate Council's risk in this regard.

**Implementation and Marketing** – Council takes a pro-active role in the delivery of Ballarat West Growth Area and is committed to its ongoing promotion.

**Evaluation and Review** – The process for evaluation and review of Council's Development Contribution approach is now embedded into Council's Risk Management methodology.

## CONSULTATION

The Precinct Structure Plan was the subject of major consultation effort and there is ongoing consultation associated with all actions around the development facilitation role which Council plays.

## **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 West Development Contributions Plan
- Ballarat West Precinct Structure Plan
- Ballarat Planning Scheme
- Central Highlands Water – Sewerage Development Servicing Plan (2019)

## **ATTACHMENTS**

1. Alfredton West PSP Plan [10.7.1 - 1 page]

# PLAN 9: LAND USE BUDGET



**10.8. FENCED DOG PARKS STRATEGY**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Clare Douglas - Haynes – Team Leader Animal Management

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

- 1. Commit to detailed consultation in respect to the preferred location for an off-leash dog park in Buninyong at James Reserve with the intent to undertake construction as soon as possible following the consultation process.**
- 2. Commit to further detailed consultation in respect to the preferred location for an off-leash dog park at both Miners Rest and Alfredton with these to be funded by operational / recurrent budgets over the 2021 and 2022 financial years.**

**EXECUTIVE SUMMARY**

Following the adoption of the Domestic Animal Management Plan 2017-2021 which recommended investigation into off-leash dog parks within the municipality, consultation has been undertaken across four locations with the Ballarat East off-leash dog park funded and now constructed with community empowerment funding.

The other three locations where detailed consultation was undertaken were Buninyong, Miners Rest and Alfredton. Two options were explored in each of these townships / suburbs. The Buninyong preferred option was James Reserve and it is recommended that detailed consultation with surrounding residents and investigation in respect to any environmental issues be carried out immediately and available monies from the 2020 / 2021 budget be committed to this project.

In relation to Miners Rest and Alfredton, it is recommended that further investigation / consultation around the preferred sites be undertaken with the funding of these facilities to be provided via savings in recurrent and capital budgets in ensuing financial years.

**RATIONALE**

The City of Ballarat Council adopted the Domestic Animal Management Plan 2017-2021, in accordance with the relevant legislation in the *Domestic Animals Act 1994*. Under this plan it was identified that one of the key actions was to develop a strategy for the development of off leash dog parks to allow expanded exercise areas for people and their pets.

There has been fantastic success with the Wendouree off leash area in Dowling Street. The community has adopted this fenced dog park, with dog lovers from all over Ballarat taking advantage of this fenced off leash location. The area is now mostly self-managed by a local group of community members taking responsibility for governance and cleanliness associated with the site.

With the management plan having been adopted, the next step in the process was to undertake some broad consultation to inform further action in respect to recommendations of the management plan.

A consultation paper named Dog Controls in Public Spaces Strategy was prepared. This document provided background in respect to the specific nature of Council's position in relation to dog management across Ballarat. This was the subject of an online survey with a number of respondents providing positive feedback in relation to additional off-leash parks across the City.

Further, to inform the proposed action plan, the City of Ballarat's Animal Management Team undertook a series of consultations across the broader city area of Ballarat, with individual consultations at four locations.

- Ballarat East – Tuesday 29 October 2019.
- Buninyong – Tuesday 5 November 2019
- Miners rest – Tuesday 12 November 2019
- Alfredton – Tuesday 19 November 2019

**Note**, the Ballarat East facility was the subject of detailed community engagement under the community empowerment project and has been funded from this project with these works now completed.

The community provided overarching feedback in relation to the benefits of off-leash dog parks. It was identified that community members felt a social connection with others at dog parks. It was considered highly important as a social activity which generates exercise and provides an opportunity to maintain relationships outside the home.

Each consultation sought feedback in relation to eight criteria on sites within each location where the community had previously advised of an interest for a fenced off-leash dog park. The criteria that was considered was as follows:

- Location;
- Infrastructure required;
- Planning overlays;
- Accessibility for all community users, walking tracks connected;
- Surrounding local residents;
- Risk i.e. livestock, future high – density development?;
- Current approved off-leash dog area; and
- Preferred option for attending residents.

A full report in relation to the mySay consultation on the dog strategy and the specific consultation in respect the individual townships / suburbs is attached for Councillors' information.

In summary, the response from the community for each of the areas is detailed below.

**Buninyong**

James Reserve or Palmerston Road Reserve. There is large, generated community support for there to be an off leash fenced dog park provided. The broader community is in agreement with an accessible location for the fenced dog park, as well as providing a safe space for pets off leash.

**1. James Reserve**

- Accessible from the town centre
- Accessible for persons with mobility needs
- Some infrastructure already in place – car park
- Infrastructure required – fencing, seating, signage, water fountain
- Possible vegetation removal

**2. Palmerston Road Reserve**

- Accessible from the town centre
- Accessible for persons with mobility needs
- Some infrastructure already in place – car park
- Infrastructure required – fencing, seating, signage, water fountain
- Needs shading or tree planning, no tree removal required

**Miners Rest**

The recreation reserve located on Albert Street provides an easily accessible area for dog walkers to utilise an area already filled with social interaction. There is space now to implement infrastructure without causing too much disturbance to the townships upcoming plan.

**1. 19 Albert Street, recreation Reserve**

- Accessible for persons with mobility needs
- Some infrastructure already in place – car park
- Infrastructure required – fencing, seating, signage, water fountain
- Needs shading or tree planning, no tree removal required

**2. 6 Namron Court, Parks and Garden Reserve**

- Accessible for persons with mobility needs
- Infrastructure required – fencing, seating, signage, water fountain
- Needs shading or tree planning, no tree removal required
- Walking track associated with this area already

**Alfredton**

The sports and recreation reserve again provide an area where multiple social interaction can take place. This proved to be the most popular option as there is already a designated walking track towards the back area of the reserve.

With the benefit of this consultation and exercise across the extensive Ballarat community, a strategy has been developed which provides clear direction in respect to the implementation associated with rolling out additional off leash dog areas across the municipality.

**1. Alfredton Sports and recreation Oval**

- Accessible from the located walking track
- Accessible for persons with mobility needs
- Some infrastructure already in place – car park
- Infrastructure required – fencing, seating, signage, water fountain
- No tree removal required



**2. 164a Cuthberts Road, Alfredton**

- Accessible from the located walking track
- Accessible for persons with mobility needs
- Some infrastructure already in place – car park
- Infrastructure required – fencing, seating, signage, water fountain
- No tree removal required
- Close to main road with some car parking available

**Recommended short term action**

At this stage in the consultation, the preferred option for the next fenced dog park would be Buninyong.

There is a large community-based interest and an agreed location. The location at James Reserve is in a central position, easily accessible and already being used a communal dog area.

There is a car park and seating already available and no near future development which may delay the option. Further detailed consultation would be required with surrounding residents and further investigation to address any further environmental significance.

Actions to be implemented are as follows:

1. Further consultation with residents with connecting properties
2. Environmental implications
3. Location of proposed Infrastructure design

The consultation process will be completed within four weeks from the date of the Council resolution and works committed this financial year.

**Recommended medium term action**

The proposal is to have the Miners Rest and Alfredton off-leash dog parks installed and delivered over the course of a three-year period.

With the limited finances available in this financial year coming, it is recommended that Officers provide savings across the broader Infrastructure and Environment Division in order to fund the second and third, off-leash dog park to be delivered in 2021 and 2022.

**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>	Yes	Yes
<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** – Community consultation shows that being able to get outside and walk a dog creates social inclusion and provides interaction with neighbors. There is also an ability to build relationships and engage with like minded people.

**Environmental/Sustainability** – Further detailed investigation will be carried out in respect to the chosen park location. Some factors to be considered are as follows:

- Tree removal
- Increased domestic animals in the area will reduce native animal activity
- Undergrowth removal

**Economic** – There is significant economic benefit in providing amenities for residents and visitors to our municipality with dog parks recognised as an asset which is highly regarded by the community.

**Financial/Resources** – Costing between \$20-30K per fenced dog park includes preliminary work, design and infrastructure to be installed.

**Risk Management** – Further education is required from Animal Management Officers to ensure that dog owners are aware of what *under effective control* is. There is currently engagement with the animal management team and the community consultation team to promote responsible pet ownership.

**Implementation and Marketing** – There will be a detailed local commitment in respect to implementation and marketing of this project within the immediate community.

**Evaluation and Review** – Like all City of Ballarat projects, the commitment to this investment will be subject to review.

**CONSULTATION**

As detailed within the body of the report, there has been extensive consultation undertaken in relation to the preferred locations for off-leash dog parks across Ballarat and there will be further localised engagement in respect to the preferred locations.

**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**

- CoB Dog Controls in Public Places Strategy
- Fenced dog Report 2019

**ATTACHMENTS**

1. COB Dog Controls in Public Spaces Strategy [**10.8.1** - 6 pages]
2. Fenced Dog Report [**10.8.2** - 12 pages]
3. 1 Fenced Dog Park Survey\_\_ Of Proposed Fenced Dog Park\_\_26 October 19 To 24 November 19 Redacted [**10.8.3** - 20 pages]



# Dog Controls in Public Spaces Strategy (The Dog Strategy)

## Introduction

This brochure provides information about proposed amendments to the City of Ballarat's Dog Controls in Public Places Strategy (The Dog Strategy), and how you can provide feedback on the changes.

## Background

On 27 September 2017 City of Ballarat Council adopted the Domestic Animal Management Plan 2017-2021. A key recommendation of the plan was to review public feedback and comments to current Dog Controls in Public Places and propose amendments to the current order in line with feedback.

The Dog Strategy establishes categories of Dog Control Orders that apply to all public places managed by the City of Ballarat. These orders become legally effective through the Council resolution and publication in the Government Gazette, which enables the City of Ballarat to undertake compliance activities.

The Dog Strategy will guide the planning, design, and delivery of additional fenced dog parks within the municipality.

Fenced dog parks provide a place for dogs to be exercised off-leash; a place for the promotion of responsible dog ownership and etiquette; and a way for dog owners to socialise.

The City of Ballarat currently has two fenced off leash dog parks, at Sebastopol and Wendouree.

Preliminary discussions with community groups and residents identified the need to establish further fenced off-leash dog parks located across our municipality to deliver safe shared spaces, improved enforcement, improved signage and additional accessible dog off leash fenced parks for our community.

## Key Issues

- General feedback suggests the community wants safe and shared public places. Overall the community is satisfied with the existing Dog Control Orders but wants more patrols and enforcement of these orders to manage poorly behaved dogs and irresponsible owners.
- There are likely to be financial implications associated with the community's request for more enforcement, education, patrolling, signage and infrastructure costs for offleash fenced dog parks. An assessment of this will be done in the next 12 months in conjunction with the relevant asset managers.
- The adoption of the Dog Strategy enables the City of Ballarat to do a range of compliance activities including education and awareness campaigns, proactive patrols and enforcement activities.



## Financial Implications

The City of Ballarat needs to assess the level of resources needed for increased educational programs and patrolling and enforcement. In conjunction with the asset managers, we will assess costs for the development of each off leash fenced dog park and ongoing maintenance. The assessment will include all associated infrastructure items, such as fencing, signage, waste bins & litter bags, furniture and water fountains.

## Community Engagement

The City of Ballarat will conduct its community engagement process like the Smart Parking engagement process. This will include “pop up” events at our existing fenced off leash dog parks in Sebastopol and Wendouree. This may also include other areas where the City of Ballarat proposes to develop fenced off leash dog parks located at Alfredton, Ballarat East, Buninyong, Miners Rest and Victoria Park.

This engagement will also involve the use of City of Ballarat social media platforms.

A survey will be conducted online, with hard copies to be made available at our Customer Service Centre at The Phoenix, 25 Armstrong Street South, Ballarat and the City of Ballarat Library's located at Ballarat, Sebastopol and Wendouree.

## Consultation

Survey responses will cover the following key themes :

### 1. Establishing safe shared spaces.

The provision of off leash areas does not mean dogs and their owners are the sole users of that place, nor does it imply the place in question is a ‘dog reserve’. These places are public reserves for all users but also permit dogs to be off leash on the condition they are under effective control. A common grievance from previous feedback is that some dog owners feel the designated off leash place is for dogs only and their view of what is ‘effective control’ differs greatly from a non-dog owner’s view of this.

### 2. Effectiveness of enforcement.

A significant amount of community education and awareness is needed, along with an increase in patrolling and enforcement to reduce any act of aggression. These measures are needed to ensure dogs are under effective control and to promote responsible pet ownership.

A resource assessment will be required to evaluate what may be needed in future to increase our presence and response capacity in such public places.

### 3. Effectiveness of off leash areas/need for more off leash areas.

In off leash areas dog owners take responsibility for cleaning up after their dog/s and that dogs are under effective control.

### 4. Waste bins/dog waste bags.

All bins and waste bags are to be near all off leash fenced dog parks.



**5. Effectiveness and need for more on leash areas.**

Enforcement involves monitoring dogs to be on leash in on leash areas, ensuring that dog owners have effective control of their dog.

**6. Signage.**

A consistent approach is required over the various asset spaces to provide signage to a level which informs the community about the dog rules that apply to a certain area.

**7. Education and environment protection.**

Off leash fenced dog areas will support the protection, conservation and enhancement of our man made built and natural environmental considerations. This has been endorsed by the City of Ballarat Operations and Environment Department.

**8. Impact of aggressive/nuisance dogs.**

There is a consistent theme supporting the implementation of the necessary measures create safe and shared public spaces for all users.

**9. Current fenced off leash dog park areas.**

- Wendouree
- Sebastopol

**10. Current off leash areas.**

On 26 November 2014, the City of Ballarat made an Order under Section 26(2) of the Act, effective from 10 April 2015 to allow the following dog off leash areas;

- Charles Edward Brown Reserve (North West corner opposite Netball Centre) at 238 Dowling Street, Wendouree
- Pioneer Park at 5 McKenzie Drive, Wendouree
- Cuthberts Road Reserve at 164A Cuthberts Road, Alfredton

- Victoria Park at Russell Street, Newington
- Gregory St Reserve at 514 and 520 Gregory Street, Soldiers Hill
- Chisholm Reserve at CA 13A Chisholm Street, Black Hill
- Birdwood Park at CA 72A Midland Highway, Buninyong
- M R Power Reserve at 182-198 Grant Street, Sebastopol and
- Canadian Lakes Reserve at 815 Geelong Road, Canadian (off Canadian Lakes Boulevard)

**11. Social Equity Considerations**

The community engagement process will give the opportunity for all groups and members of our community to have access to information and an avenue for feedback.

By implementing the strategy the City of Ballarat will increase preventative action which aims to promote safety in public places for all users through reduced number of incidents.

**12. Policy/Legal/Statutory Implications**

Under Section 26(2) of the *Domestic Animals Act 1994 (the Act)*, Council may by resolution make an Order which sets out conditions with respect to dogs in public places. This Order must be published in the Government Gazette and in a newspaper circulating in the municipal district of the Council making the Order.





## Alignment to Council Plan

### Liveability

- A welcoming, inclusive, active and socially-connected city for all ages and abilities
- Well-used public spaces for living, learning and social engagement
- Public sports and recreation facilities to increase passive and active community participation
- Safe and accessible community spaces and facilities

### Prosperity

- Planned population growth in line with the Ballarat Strategy
- A vibrant city that engenders community pride

### Sustainability

- Support current and future growth in a structured way
- Improved natural environment, ecosystems and biodiversity

### Accountability

- Transparent governance
- Engaged and informed community and stakeholder groups
- A strong focus on innovation

## Conflict of Interest

There is no conflict of interest with respect to any officer in the preparation of this report.

## Risk Assessment

The City of Ballarat can minimise its risks by applying practical, fair and reasonable dog control orders in public places to ensure the safety of all users. The Orders provide a platform for community education, against which compliance activities can be undertaken.

## Environmental Implications

- Low impact to the visual appearance of park landscape.
- Low impact to the general amenity of existing and new residential areas and interface with open space landscape areas.
- No existing vegetation will be removed for the installation of infrastructure works, including fencing, furniture, water fountains, waste bins & litter bags and signage.
- Waste bins & litter bags will be provided for use and collection of dog waste by the City of Ballarat Waste Management Services and the person in charge of the dog, penalties may apply for noncompliance under the City of Ballarat Community Local Law 2017.



## Creating safe and enjoyable spaces for everyone including those with four legs!

Ballarat has a growing population, and it's important to plan, design and deliver public open spaces for people to exercise including those who are accompanied by their dog.

There are 14,293 registered dogs within the City of Ballarat, with the highest levels of dog registration in Sebastopol and Wendouree.

The City of Ballarat encompasses an urban core, outlying townships and a large agricultural base across approximately 740 square km. The population in 2018 was 107,325 people. It is forecast to grow to more than 144,000 by 2036, making Ballarat one of Australia's fastest growing inland centres.

The City of Ballarat enforces dog control orders to protect people, animals and the natural environment.

As part of the community consultation, people will be able to provide feedback on existing dog control orders as well as the City of Ballarat's proposed new draft dog control orders.

The City of Ballarat wants to hear people's views about fenced dog parks, where dogs can be exercised off-lead, play and socialise with other dogs in a secure environment. With increasing population of people and domestic animals, the City of Ballarat is planning to create more fenced dog parks across the municipality. We will seek community feedback on whether these are effective, whether there are drawbacks or suggestions about where they should be built.

## Terry Demeo – Director Infrastructure and Environment

We will invite everyone to have a say about our open spaces where dogs are exercised. We want to hear from people with dogs and people without, as it is important that these spaces are safe and appealing for everyone to enjoy.

There are about 14 dogs for every 100 people in the City of Ballarat, so we need to talk about how we can provide great spaces for dog lovers to enjoy with their animals without detracting from the rights of other people who wish to exercise and enjoy our beautiful public spaces.

With research showing pets can help to improve people's mental and physical health, reduce the effects of stress, reduce social isolation and build a sense of community and inclusion, four-legged friends are an important part of community life.

## Proposed off leash dog park fenced areas

Proposed off leash dog park fenced locations are still to be determined by the City of Ballarat due to financial implications, internal stakeholder input considerations and the Department of Environment, Land, Water & Planning Crown Land implications.





 [info@ballarat.vic.gov.au](mailto:info@ballarat.vic.gov.au)  03 5320 5500

November 2019

## **BALLARAT COMMUNITY CONSULTATION- FEEDBACK ON FENCED DOG PARKS**

### **INTRODUCTION**

This report is feedback from the November 2019 Community consultation's, held over three weeks, in three suburbs of Ballarat. Buninyong, Miners Rest and Alfredton. These locations are the next proposed sites for a possible fenced dog park, following on from Wendouree, Sebastopol and Ballarat East.

### **BACKGROUND**

In accordance with The Dog Strategy\*, The City of Ballarat's current Domestic Animal Management Plan 2017-2021, discusses the implementation of introducing new fenced dog parks to work in line with Responsible Pet Ownership Programs, off leash exercise incentives and gauging interest of residents and community members.

Engagement with the community has shown that the 2015 Designated Off-Leash Order, needs further education and increased safe areas for residents to take their dogs to exercise and for their owners will also benefit from social connectivity.

### **KEY ISSUES**

Not enough fenced dog parks available at suitable and convenient locations around Ballarat. The current two fenced dog parks are in Dowling Street, Wendouree and Grant Street Sebastopol. A future fenced dog park is to be located at pennyweight Park in Ballarat east. These locations are beneficial for the residents in each specific suburb or to those residents that can drive.

There is a requirement for those who are unable to drive and only walk with their pets. This includes the elderly, disabled, young mums and many other community members.

Having fenced dog parks available at the proposed new suburbs, will ensure that access for these individual needs are being met by council and community expectations.

### **FINANCIAL IMPLICATIONS**

Costs involved with the proposed fenced dog parks will include the following:

- Infrastructure – fencing, water fountains, seating, carparks, waste bins etc
- Increased Council enforcement i.e. increased patrols, nuisance dog complaints
- Increased Council education community engagement regarding responsible pet ownership

**COMMUNITY ENGAGEMENT**

LOCATION	TIME	DATE	HOSTED BY	ATTENDENTS
BUNINYONG	5pm-7pm	Tuesday 5 <sup>th</sup> Nov.2019	Kathryn Doroshenko-Pempel (Animal Management Coordinator) Clare Douglas-Haynes (Team leader Animal management)	26 local members and families
MINERS REST	5pm-7pm	Tuesday 12 <sup>th</sup> Nov. 2019	Kathryn Doroshenko-Pempel (Animal Management Coordinator) Clare Douglas-Haynes (Team leader Animal management)	5 local residents
ALFREDTON	5pm-7pm	Tuesday 19 <sup>th</sup> Nov. 2019	Kathryn Doroshenko-Pempel (Animal Management Coordinator) Clare Douglas-Haynes (Team leader Animal management)	6 residents

**CONSULTATION**

The consultations were informal sessions, and were run mainly to hear from the residents regarding the following topics:

1. Location of potential fenced dog park area
2. Current off leash option suitability
3. Both positive and negative aspects to all proposed locations

LOCATION	INFRASTRUCTURE NEEDED	PLANNING OVERLAYS	ACCESSIBILITY FOR ALL COMMUNITY USERS, WALKING TRACKS CONNECTED?	SURROUNDING LOCAL RESIDENTS	RISK IE LIVESTOCK, FUTURE HIGH-DENSITY DEVELOPMENT?	CURRENT APPROVED OFF LEASH DOG AREA	PREFERRED OPTION FOR ATTENDING RESIDENTS

BUNINYONG							
JAMES RESERVE	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carpark already in place	NRZ, NRZ2, PPRZ, BMO ON EAST HALF	Yes, easy walk from town centre, accessibility for mobility scooter users also available	need to doorknock and check	Livestock probability in area, tree removal necessary, uneven ground, creek running through	NO	YES
INNES PARK/BIRDWOOD PARK	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required 6. Carparking required	PPRZ, VPO, VPO1	yes, steep incline, making it difficult for users with mobility issues	need to doorknock and check	difficult to access without car, close to high traffic road, close to livestock	YES	NO
PALMERSTON ROAD RESERVE	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carpark already in place	NEED PHOTOS AND CLARIFICATION OF EXACT LOCATION	yes, close to town, easy accessibility for mobility scooter users	need to doorknock and check	needs tree planting for shade, high density resident area	NO	NO

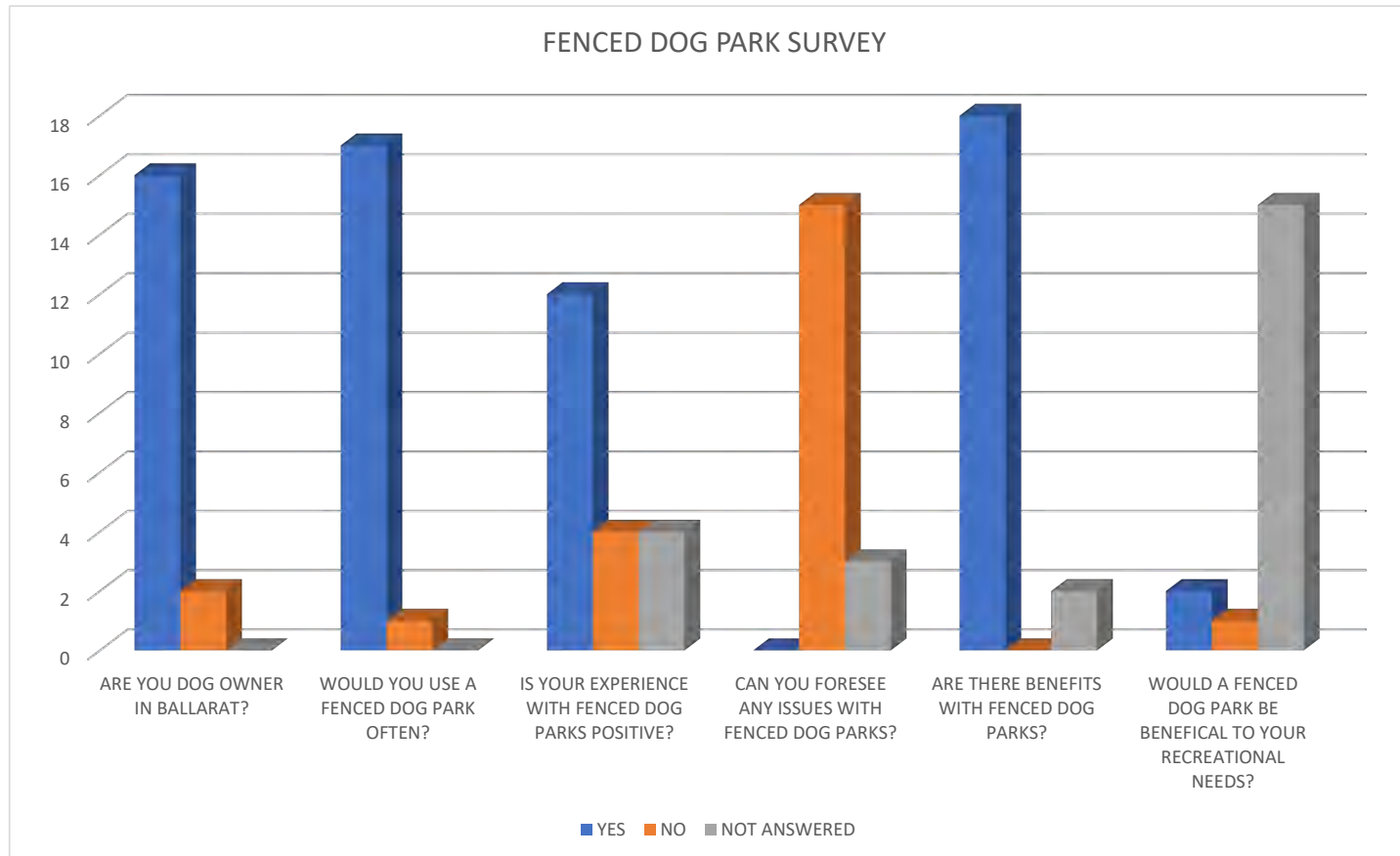
MINERS REST							
Lot Res5 Waterford Drive	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carparking already available but not allocated	GRZ, SMALL % OF AEO, AEO2, DDO, DDO18	yes, good connection and accessibility., located in central area for residents	need to doorknock and check	in the flight path. May not be allowed in accordance with planning scheme. Very close to residents, removes area for family sports, recreation etc	NO	NO
6 Namron Court, Parks and Garden Reserve	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required 6. Carparking required	GRZ, AEO, AEO1, AEO2, DDO, DDO17	bit further out but good walking track, and easy for infrastructure to be installed	need to doorknock and check	very close to highway, not close enough for residents to safely access	NO	NO
19 Albert street, Recreation Reserve	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carparking already established but could use an allocated spot specific to dog park	GRZ, GRZ1, ESO, ESO2, EMO, FO	yes, lots of good areas for infrastructure and accessibility from mobility scooter users	need to doorknock and check	high growth area, lots of new developments going in, current livestock surrounding area	NO	YES

ALFREDTON							
164A CUTHBERTS ROAD	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required 6. Carparking required	GRZ, GRZ1	yes, good accessibility, but close to a main road	need to doorknock and check	next to a main road	YES	NO
ALFREDTON Sports and recreations oval	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carpark already in place	PPRZ	yes, good walking tracks and connectivity. Good location for multipurpose also	need to doorknock and check	in the sporting grounds, could be viewed as a negative during sporting events?	NO	YES

-

## RESULTS OF SURVEY







**ALIGNMENT TO COUNCIL PLAN**

In accordance with the current Council Plan for the 2017-21 period, the following things are closely aligned with the introduction and implementation of fenced dog parks:

- Domestic Animal Management Plan
  1. Nuisance complaint reduction with safe place for dogs to be trained and exercised with owners and caretakers
  2. Education opportunities for residents from council staff and another relevant organisation's
- Community Local Laws
  1. Dogs to be on lead in all areas except designated off leash areas
- New Regional Animal Shelter Pound Facility Project
  1. Increased rehoming due to new facility being able to house more potential adoptees.
  2. Extra training ground options for council staff to liaise with community
  3. Ballarat growth incorporation for new residents/pet owners/professionals

**RISK ASSESSMENT**

This consultation process has shown that many residents do not have effective control of their pets off lead. They are not comfortable with letting their dog of a lead in an area that is not fully fenced due to the following issues:

- Poor recall
- Specific breed i.e. sighthound, terrier etc
- No training
- Adopted and unsure of past triggers

This shows that these dogs would breach the rules attached to a fenced dog park which are as follows:



Council's Animal Management team have noticed an increased reporting of nuisance complaints and dog attacks in fenced dog parks as some owners are unaware that they must still have their pet under effective control. See definition below:

To maintain effective control of your dog you must:

- carry a chain, cord or leash to bring your dog under control
- remain within voice or hand control and in constant sight of your dog at all times
- not allow your dog to worry or threaten any person or animal

More community programs would need to be implemented upon the opening of these parks so that owners are aware of their own responsibility. Council Animal Management officers could attend the parks to chat with dog owners about recall techniques, reading their dogs behaviour and ensuring that all the community can use the parks safely.

#### **ENVIRONMENTAL IMPLICATIONS**

Further studies would have to be completed upon the chosen park location. Some factors to be considered are as follows:

- Tree removal
- Increased domestic animals in the area will reduce native animal activity
- Undergrowth removal

#### **NEIGHBOURING PROPERTIES**

All abutting properties to the proposed locations would need to be consulted and informed on the decision. There may be significant opposition to the dog parks of the following reasons:

- Noise from barking dogs and recall
- An assumed reduction in land value
- Removal of vegetation
- Lack of control over dogs

**OUTCOME OF REPORT****OPTION 1****Buninyong:**

JAMES RESERVE	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carpark already in place	NRZ, NRZ2, PPRZ, BMO ON EAST HALF	Yes, easy walk from town centre, accessibility for mobility scooter users also available	need to doorknock and check	Livestock probability in area, tree removal necessary, uneven ground, creek running through	NO	YES
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**OPTION 2****Miners Rest:**

19 Albert street, Recreation Reserve	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carparking already established but could use an allocated spot specific to dog park	GRZ, GRZ1, ESO, ESO2, EMO, FO	yes, lots of good areas for infrastructure and accessibility from mobility scooter users	need to doorknock and check	high growth area, lots of new developments going in, current livestock surrounding area	NO	YES
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**OPTION 3****Alfredton:**

ALFREDTON Sports and recreations oval	1. Fencing required 2. Seating required 3. Water fountains required 4. Signage required 5. Waste Bins required Carpark already in place	PPRZ	yes, good walking tracks and connectivity. Good location for multipurpose also	need to doorknock and check	in the sporting grounds, could be viewed as a negative during sporting events?	NO	YES
--	--	------	--	-----------------------------------	--	----	-----

**PREFERRED OPTION OR PLAN OF ACTION**

At this stage in the consultation, the preferred option for the next fenced dog park would be option 1.

There is a large community-based interest and an agreed location. The location at James reserve is in a central position, easily accessible and already being used a communal dog area.

There is a car park and seating already available and no near future development which may delay the option.

Further consultation would be required for surrounding residents and strategic planning for the area as well as environmental significance.

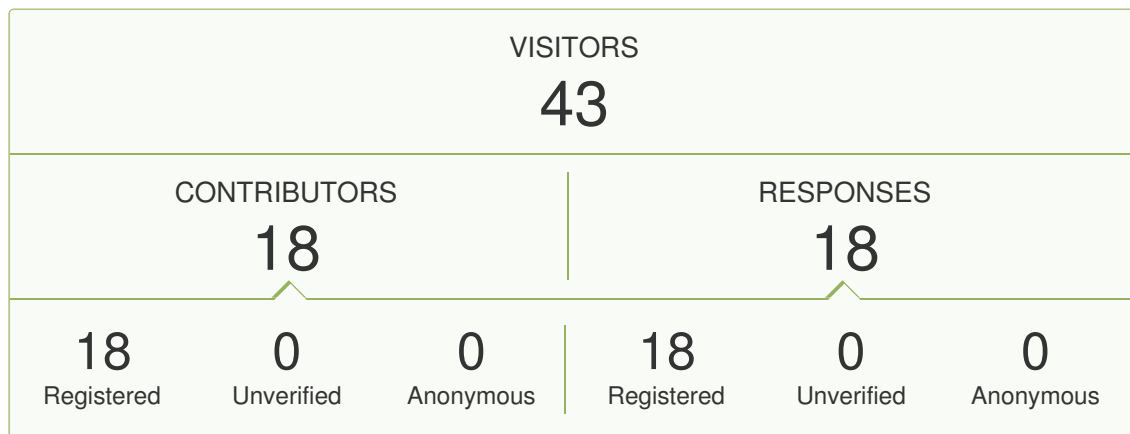
# Survey Responses

26 October 2019 - 24 November 2019

## Fenced dog park survey

# mySay - City of Ballarat

Project: Proposed fenced dog park





**Respondent No:** 1

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 06, 2019 08:25:42 am

**Last Seen:** Nov 05, 2019 21:17:37 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** Daily

---

Q4. **What is your experience with fenced dog parks?**

Great! I've visited a couple in Ballarat and all very positive experience.

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No issues at all.

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Wonderful for dogs to socialise. They can run to achieve a great all round bout of exercise. Like minded owners who are willing to get their dogs out of the back yard to give them some stimulation, relieving their boredom which can lead to problems. Great for dog owners to socialise and make new friends.

---



**Respondent No:** 2

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 06, 2019 09:46:13 am

**Last Seen:** Nov 05, 2019 22:35:04 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

Q3. **How often do you think you would use a fenced dog park?** Daily

Q4. **What is your experience with fenced dog parks?**

None. Unfenced dog parks fill me with terror as the threat of cars hitting a dog is quite horrifying for all concerned

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

I may need to drive my car to an 'out of the way' park - which would negate some of the benefits of a park. Some of the surrounding neighbours may have some perceived issues but I would happily live next door to one. If any of the dog parks were to be situated near a farm/lot the farmers might feel the presence of dogs would impact on their livestock (but in the case of James Reserve the animals run free and do not affect the area).

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

We have so many responsible dog owners and dogs that would benefit from an area that allows freedom to run, play and socialise for their companions. Improves the quality of life in an area experienced by residents. Provides a place for socialisation for the humans and a point of contact lessening isolation. In the case of some of the options offered, it would increase usage of an area that is primarily used for other groups (skate park - youth, sporting fields - those who engage in a sport, community garden - gardeners) Is increasingly needed as the village grows in population and more areas are being infilled by housing and there is a lessening of public space.





**Respondent No:** 3

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 08, 2019 07:16:23 am

**Last Seen:** Nov 07, 2019 20:14:17 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

I love that I don't have to worry about my dog escaping

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

More people would get out with their dogs and socialise

---



**Respondent No:** 4

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Nov 08, 2019 18:51:27 pm

**Last Seen:** Nov 08, 2019 07:41:04 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

They're great - A fantastic way to socialise your dog as well as they get their daily dose of exercise. Great place to meet people in the community also!

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No major issues. If anything it benefits the large community of dog owners in Lucas/Alfredton. As long as a bin is supplied and possible dog waste bags so owners can clean up after their own dog. For weather issues for humans, a small covered seating area would be great.

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

- Great socialisation for dogs - Excellent exercise option - Benefits the growing Lucas/Alfredton community - An area to host ever growing and popular dog events/markets - Lucas has 12 acres of parklands in works, with the growing suburb this only benefits Alfredton as new families move in to newly built houses. - Will entice more people to walk to and from the park and participate in recreational activities.

---



**Respondent No:** 5

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Nov 09, 2019 07:29:06 am

**Last Seen:** Nov 08, 2019 20:25:01 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

Q3. **How often do you think you would use a fenced dog park?** Daily

Q4. **What is your experience with fenced dog parks?**

Fantastic place for dogs to socialise freely in a safe area. There was a master plan done a few years ago for De Soza park with a fenced area dog park proposed at the golf club end, why hasn't this happened?

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No.

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

We have so many dogs in Buninyong and many of us owners see each other often and the dogs who know each other just want to play together, safely.



**Respondent No:** 6

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 09, 2019 10:55:46 am

**Last Seen:** Nov 08, 2019 23:51:54 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** Daily

---

Q4. **What is your experience with fenced dog parks?**

I occasionally go to the one in Wendouree but don't quite feel comfortable there as it is isolated

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Keeps dogs safe, healthy activity for both dog and owner. Good socializing activity also. I would like to see a small dogs fenced area as sometimes smaller dogs are intimidated by big dogs also big dogs can knock over older people walking their dogs. I have spoken to many older people who have been injured

---



**Respondent No:** 7

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 09, 2019 19:56:55 pm

**Last Seen:** Nov 09, 2019 08:49:42 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

Very positive allows interaction with other dogs in a safe & secure area

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No i think the area will be utilised fully by local dog owners wanting socialise their dogs

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Huge benefits socialising dogs more interaction opportunities and building connections between different people bringing like minded people together,

---



**Respondent No:** 8

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 13, 2019 08:53:17 am

**Last Seen:** Nov 12, 2019 21:52:05 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

Q3. **How often do you think you would use a fenced dog park?** More than once a month but less than once a week

Q4. **What is your experience with fenced dog parks?**

I love dog parks, it's a great way for my puppy to socialise with other dogs

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No, it would be great to have one in miners rest and believe it's a great idea

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

It gives the chance for people in the community to meet others and for dogs to socialise with others



**Respondent No:** 9

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 13, 2019 09:33:29 am

**Last Seen:** Nov 12, 2019 22:31:48 pm

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

Great area for dogs to be let off freely with no issue for people around not walking with a dog

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

not answered

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Secure place for people to take their dogs away from the current park area

---



**Respondent No:** 10

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 13, 2019 11:05:28 am

**Last Seen:** Nov 13, 2019 00:04:31 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

Not enough

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Dog would become less on people's properties

---





**Respondent No:** 11

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 13, 2019 15:57:16 pm

**Last Seen:** Nov 13, 2019 04:51:37 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

Good when you can socialise dogs with there own size types for example having big dog section and little dog section, a number of injuries have occurred to small dogs due to bigger over excited dogs trampling the smaller dogs, many people on miners rest public forum have commented the need for designated sections due to the above mentioned issue.

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No much needed

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Great for community bringing together And development of often forgotten township

---



**Respondent No:** 12

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 14, 2019 13:14:55 pm

**Last Seen:** Nov 14, 2019 02:12:25 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

---

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

---

Q3. **How often do you think you would use a fenced dog park?** More than once a week

---

Q4. **What is your experience with fenced dog parks?**

Great.. Except for dowling ST water drainage problems

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

So many people using the miners rest park already to walk their dogs an off leash area would be great for more interaction between owners

---



**Respondent No:** 13

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Nov 17, 2019 16:40:49 pm

**Last Seen:** Nov 17, 2019 05:29:28 am

**IP Address:** [REDACTED]

**Q1. Are you a dog owner who lives in the City of Ballarat?** Yes

**Q2. How would a fenced dog park affect your recreational needs?**

not answered

**Q3. How often do you think you would use a fenced dog park?** Daily

**Q4. What is your experience with fenced dog parks?**

The parks are safe and prevent dogs going across roads and causing accidents or their own death. There are times when an otherwise obedient dog is attracted by something and voice control may not be effective so having a fenced park is best for all. It is great for socialization of animals and especially good for pets kept in the ever decreasing house blocks. The Wendouree park gets too wet in winter due to issues with the landscape and the tanks under the park being over-full. The Sebastapol park is far too open, therefore very windy. Both are too big, they do not need as much space when they play with or 'chat' to each other. In SA we visited parks which were fenced for small or large dogs which worked well and it was up to the owner which they wanted their dog to access. Some little dogs like to run with the bigger dogs but some prefer dogs of the same size. These parks had seating for owners which was good for those who are not able to stand and run with their pets.

**Q5. Can you foresee any issues with a fenced dog park in any of these areas?**

Not at all. Only good can come from them.

**Q6. What benefits could you see with a fenced dog park in any of these areas?**

Good safely fenced parks make for happy dogs. The parks are safer and prevent dogs going across roads and causing accidents or their own death. It is great for socialization of animals and especially good for pets kept in the ever decreasing house blocks. The parks are also great for otherwise house-bound people meeting others. Many friendships can be made as the dogs introduce each other and therefore their owners.



**Respondent No:** 14

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Nov 19, 2019 04:45:41 am

**Last Seen:** Nov 18, 2019 17:42:09 pm

**IP Address:** [REDACTED]

**Q1. Are you a dog owner who lives in the City of Ballarat?** Yes

**Q2. How would a fenced dog park affect your recreational needs?**

not answered

**Q3. How often do you think you would use a fenced dog park?** Daily

**Q4. What is your experience with fenced dog parks?**

I drive 10 minutes to take my dogs to a fenced park. It would be great if I could walk up everyday rather than put them in the car harness then in and get my car firstly everyday especially in winter

**Q5. Can you foresee any issues with a fenced dog park in any of these areas?**

No

**Q6. What benefits could you see with a fenced dog park in any of these areas?**

It encourages you as a dog owner to get regular exercise by walking the dog to a park and it's safe knowing your dog's can't run in a road and get hit



**Respondent No:** 15

**Login:** [REDACTED]

**Email:** [REDACTED]  
[REDACTED]

**Responded At:** Nov 19, 2019 17:04:08 pm

**Last Seen:** Nov 19, 2019 05:59:47 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** No

Q2. **How would a fenced dog park affect your recreational needs?**

My son has a dog which I often take for walks and runs. It would be beneficial to have one on my side of the city. It is a safe place for him to run and socialize with other dogs. It is also a great way to make plans to meet friends who have dogs for a few hours out of the confines of home. Our population is growing and with that more and more people are getting dogs so a fenced area would be great for the dogs to run themselves ragged.

Q3. **How often do you think you would use a fenced dog park?**

Q4. **What is your experience with fenced dog parks?**

not answered

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

not answered

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

not answered



**Respondent No:** 16

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Nov 19, 2019 20:15:08 pm

**Last Seen:** Nov 19, 2019 09:12:43 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

Q2. **How would a fenced dog park affect your recreational needs?**

not answered

Q3. **How often do you think you would use a fenced dog park?** Daily

Q4. **What is your experience with fenced dog parks?**

I used them when living in Melbourne - please provide one as my land size is not really as big as I would like for my dog.

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Ability to exercise my dog adequately Ability to meet local dog owners Ability to meet people of my own age Ability to know the area is safely fenced and dogs cannot run onto a road



**Respondent No:** 17

**Login:** [REDACTED]

**Email:** [REDACTED]



**Responded At:** Nov 20, 2019 14:03:52 pm

**Last Seen:** Nov 20, 2019 03:02:08 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** Yes

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Q2. **How would a fenced dog park affect your recreational needs?**

not answered

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Q3. **How often do you think you would use a fenced dog park?** More than once a month but less than once a week

---

Q4. **What is your experience with fenced dog parks?**

No experience

---

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

No

---

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

Socialisation

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**Respondent No:** 18

**Login:** [REDACTED]

**Email:** [REDACTED]

**Responded At:** Nov 22, 2019 17:00:27 pm

**Last Seen:** Nov 22, 2019 05:58:36 am

**IP Address:** [REDACTED]

Q1. **Are you a dog owner who lives in the City of Ballarat?** No

Q2. **How would a fenced dog park affect your recreational needs?**

As long as it is at least 20km away from me I don't really care

Q3. **How often do you think you would use a fenced dog park?**

Q4. **What is your experience with fenced dog parks?**

not answered

Q5. **Can you foresee any issues with a fenced dog park in any of these areas?**

not answered

Q6. **What benefits could you see with a fenced dog park in any of these areas?**

not answered





**10.9. PLANNING PERMIT PLP /2019 / 791 — ELECTRONIC MAJOR PROMOTION SIGN — 101 -107 STURT STREET, BALLARAT CENTRAL**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Darren Sadler – Acting Director Infrastructure and Environment

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

1. Advise the applicant for the planning permit that the Council will be opposed to the granting of a planning permit for the proposed signage at 101-107 Sturt Street in Ballarat Central through the Victorian Civil and Administrative Tribunal (VCAT) proceedings in relation to the matter and will issue grounds to sustain an argument to refuse to grant a planning permit as follows:
  - a) Approval of the proposed advertising sign would be contrary to the relevant heritage controls which have the stated purpose of:
    - To conserve and enhance heritage places of natural or cultural significance.
    - To conserve and enhance those elements which contribute to the significance of heritage places.
    - To ensure that development does not adversely affect the significance of heritage places.
  - b) Approval of the proposed advertising sign would be contrary to the specific stated purposes of the advertising controls of Clause 52.05 of the Ballarat Planning Scheme.
    - To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
    - To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.
  - c) Approval of the proposed advertising sign would be contrary to the specific Ballarat advertising guidelines which state that specific signs and advertisements not encouraged are:
    - *Internally illuminated* signs except those outside heritage areas and below verandahs.
    - *Illumination of signage:*  
Artificially self-illuminated signs below verandahs are acceptable. Consideration should be given to the impact of glare, light spill and shadow cast. No internally lit signs above the verandah line will be acceptable. It may be acceptable for signs above the verandah line to be lit by flooding or another external source.
2. Advise the Victorian Civil and Administrative Tribunal (VCAT) that Council, as the decision maker, seeks to have the Tribunal invite Council to reconsider this matter pursuant to Section 51A of the *Victorian Civil and Administrative Tribunal Act 1998* and to set aside its previous decision and substitute a decision to refuse the application on the grounds as detailed in Recommendation 1.

## EXECUTIVE SUMMARY

An application was lodged for an internally illuminated (digital) advertising sign on the roof of the building at 101-107 Sturt Street in Ballarat Central. The application was advertised, and a number of objections were received. The application has been considered under delegated authority and a notice of decision to issue a planning permit with a number of conditions was issued.

In review of the proposal, it is considered that the signage proposed would have a significant detrimental impact on the heritage streetscape of Sturt Street and on the amenity and context of the CBD precinct generally. It is on this basis that it is recommended that Council formally advise the applicant that the proposal will be opposed through any Victorian Civil and Administrative Tribunal (VCAT) proceedings in respect to the matter on three grounds. Further, it is recommended that Council formally request that VCAT invite Council to review the previous decision pursuant to the *Victorian Civil and Administrative Tribunal Act 1998 - Sect 51A* and have the decision set aside and replaced with a decision to refuse the application.

## RATIONALE

This report provides an explanation around the current planning permit application process for an internally illuminated (digital) sign above the premises at 101 – 107 Sturt Street in Central Ballarat. In short, the application has been considered under delegated authority and supported with an issue of a notice of decision to grant a planning permit. On review, it is recommended that Council formally advise of its opposition to the granting of a planning permit through the Victorian Civil and Administrative Tribunal (VCAT) appeal process, and initiate action to oppose planning approval being granted for this digital sign in the manner proposed.

## Background

The application sought planning approval for the replacement of an existing major promotion sign with an electronic major promotion sign.

The existing sign proposed to be removed is mounted on an existing support structure, with the sign having a width of 9.2 metres, height of 3.32 metres, and an overall area of 30.54 square metres. The sign is mounted and has an overall height of 14.52 metres above ground level. The sign currently located to slightly overhang the property boundary on the Sturt Street frontage. The sign currently displays advertising for the eyewear business located on the ground floor of the building and is not illuminated (internally or externally). The sign is currently in a dilapidated state.

## The Proposed Sign

The proposed single sided LED sign has a width of 9 metres and height of 3 metres, with an overall area of 27 square metres. The sign will be mounted upon a mesh Colourbond clad podium and will have an overall height of 14 metres above ground level. The sign will be located fully within the subject site boundary and positioned to face north-east (same direction as existing sign).

The proposed sign will electronically display advertising content. The proposal did not provide detail on the type of imagery to be displayed (be it still or moving/proposed dwell times etc.).

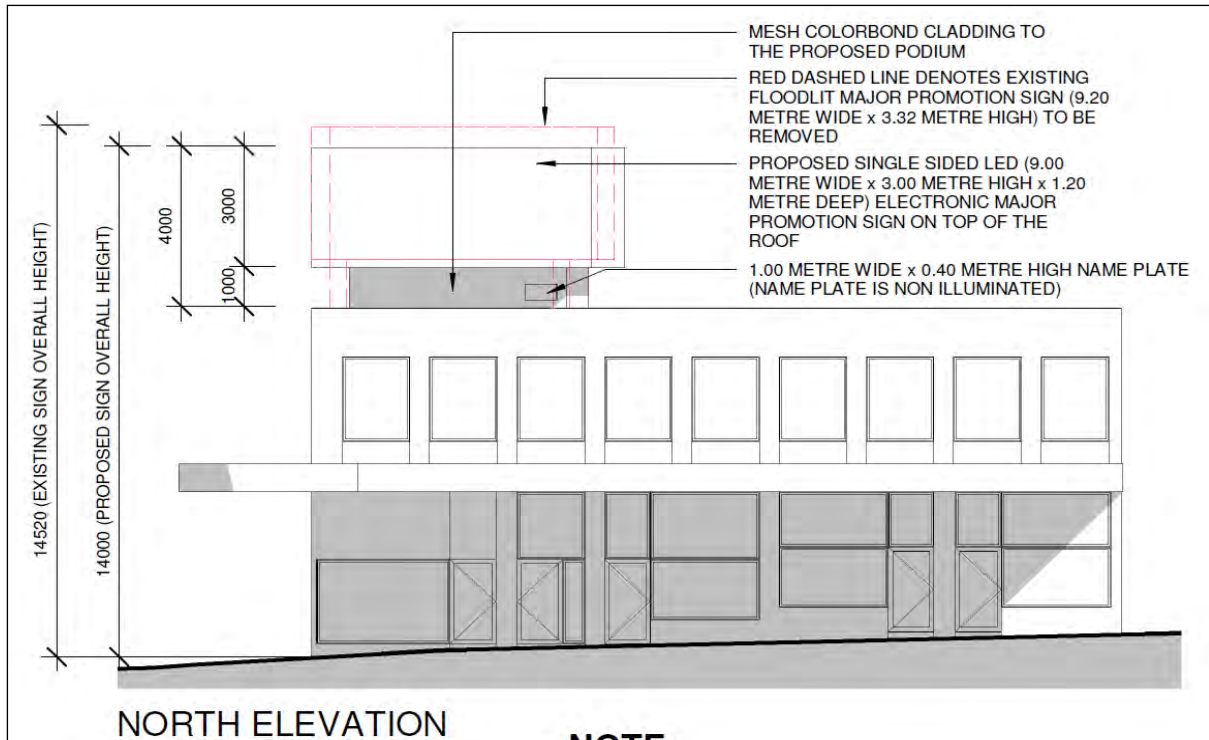


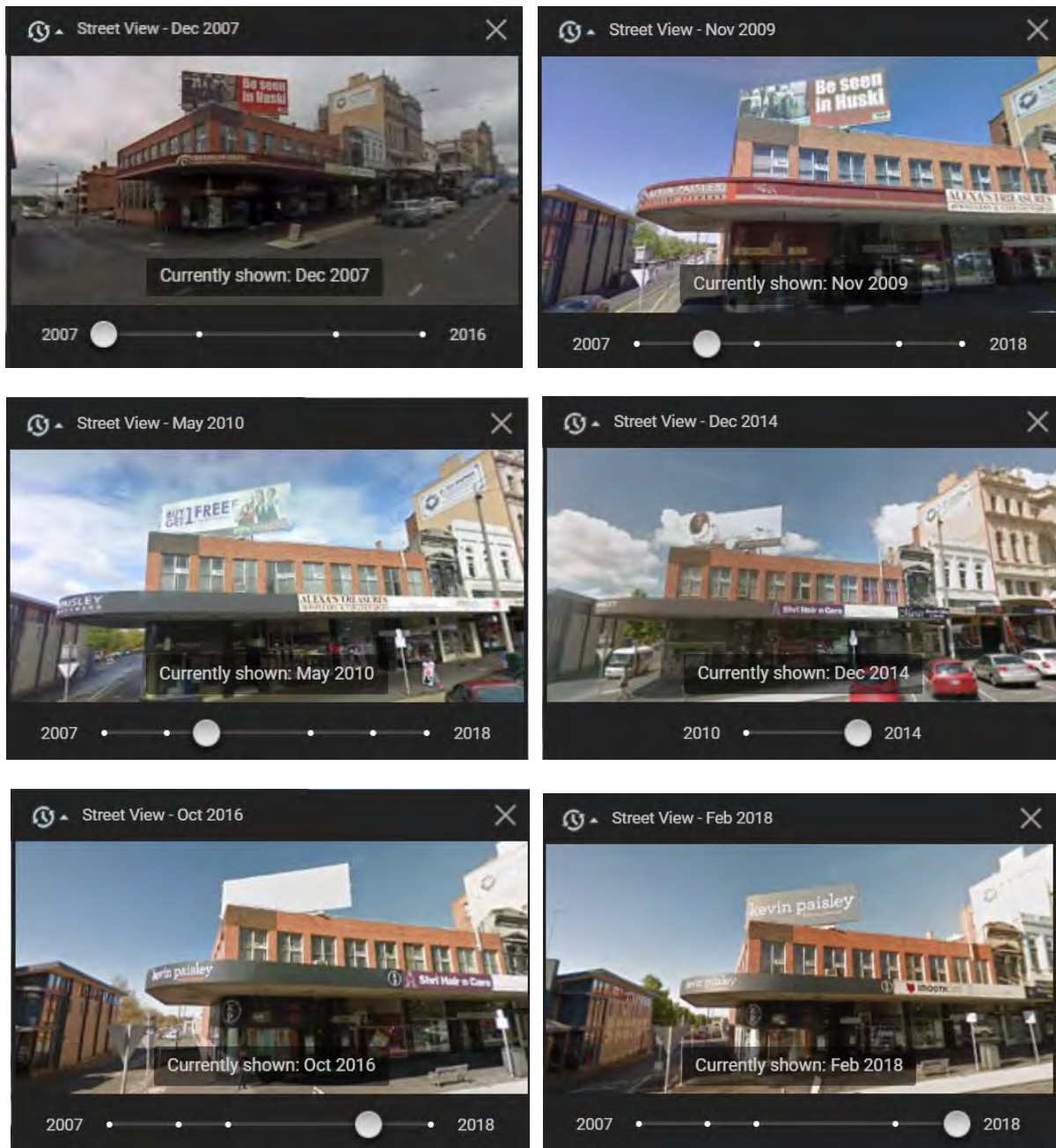
Image 1. Proposed Signage

**Site and Surrounds**

An aerial map is provided below with the subject site outlined in red.



Image 2. Aerial Image of site and surrounds.



Images 3. to 8. Street view timeline on signage changes.

### Planning Permit History

The previous planning permits have been issued as follows:

PLP/2011/905 – Erection and display of a sign on billboard – Permit Issued 3 January 2012.  
 Conditions of relevance to this application:

- *Condition 4. No Sign Illumination* = the sign must not be illuminated by external or internal light except with the written consent of the responsible authority.
- *Condition 6. Expiry Date* = 15 year expiry

PLP/2000/341 - Painting of building and associated business signage – Associated with the ground floor business verandah/below verandah signage.



Council records do not indicate that there are any other permits associated with the sign. With the lack of any existing Planning Permit for the overall structure, and the existence of the sign for what is understood to be in excess of 15 years, there do not appear to be any existing controls which would allow enforced removal of the existing structure.

### Relevant Planning Scheme Controls

The following Planning Scheme provisions provide the guides for the consideration of the merits of this application for planning permit.

Clause	Description
34.04 (C1Z)	A permit is required to construct a building or construct or carry out works.
43.01(HO)	A permit is required to construct or display a sign.
52.05-11 (Signs)	A permit is required for an internally illuminated major promotional sign.

#### Advertising Signage (Clause 52.05 - Signs)

Pursuant to Clause 34.01-6 Commercial 1 Zone, sign requirements are at Clause 52.05 and are to be considered under Category 1. Pursuant to Clause 52.05-11 (Category 1 – Commercial Areas), a permit is required under Section 2 for an electronic sign and a major promotion sign.

The purpose of Clause 52.05 Signs (relevant to this proposal) is to:

- *To regulate the display of signs and associated structures;*
- *To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder;*
- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.*

#### Heritage Significance (Clause 43.01 – Heritage Overlay)

The purpose of the Heritage Overlay (relevant to this proposal) is to:

- *To conserve and enhance heritage places of natural or cultural significance.*
- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place*

### Ballarat Advertising Guidelines

The City of Ballarat Advertising Sign Guidelines (BASG) identifies a range of issues, objectives and guidelines for the development of advertising signs in heritage areas and across the City of Ballarat.

The guidelines (gazetted in July 2013) do not include any commentary with regard to electronic signage. Whilst this is the case, commentary is provided for 'internally illuminated signage' as follows:

#### 8. Specific Signs and advertisements not encouraged

**Internally illuminated signs** except those outside heritage areas and below verandahs.

#### **Illumination of signage:**

*Artificially self-illuminated signs below verandahs are acceptable. Consideration should be given to the impact of glare, light spill and shadow cast. No internally lit signs above the verandah line will be acceptable. It may be acceptable for signs above the verandah line to be lit by flooding or another external source.*

**Major promotion signs** Only temporary major promotion signs are acceptable. A permit for a major promotion sign will include a condition that the permit expires 10 years from the date of issue

### **Recommended Town Planning Decision**

The specific approval which has been granted in this instance after negotiation with delegated Officers is to have an internally illuminated advertising sign, effectively a digital television screen with a different visual display on a 60 second (1 minute) rotation which would be operable during daylight hours only. Further, the conditions of the notice of decision detail a requirement for the sign to be removed after a 10-year period.

On review it is considered that having regard to the context of the area, the specific heritage streetscape and the planning controls which an application of this nature needs to be considered against, the recommended approach is to formally advise the applicant of Council's intention to oppose the grant of a planning permit through VCAT proceedings on three grounds:

- 1) Approval of the proposed advertising sign would be contrary to the relevant heritage controls which have the stated purpose of:
  - To conserve and enhance heritage places of natural or cultural significance.
  - To conserve and enhance those elements which contribute to the significance of heritage places.
  - To ensure that development does not adversely affect the significance of heritage places.
- 2) Approval of the proposed advertising sign would be contrary to the specific stated purposes of the advertising controls of Clause 52.05 of the Ballarat Planning Scheme.
  - To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
  - To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

3) Approval of the proposed advertising sign would be contrary to the specific Ballarat advertising guidelines which state that specific signs and advertisements not encouraged are:

- **Internally illuminated signs** except those outside heritage areas and below verandahs.
- **Illumination of signage:**  
Artificially self-illuminated signs below verandahs are acceptable. Consideration should be given to the impact of glare, light spill and shadow cast. No internally lit signs above the verandah line will be acceptable. It may be acceptable for signs above the verandah line to be lit by flooding or another external source.

Further, it is recommended that Council advises the Victorian Civil and Administrative Tribunal (VCAT) that it seeks an invitation from the Tribunal to review its decision pursuant to Section 51A of the *Victorian Civil and Administrative Tribunal Act 1998* and to set aside its previous decision and substitute a decision to refuse the application on the grounds as detailed above.

For Councillors' information, the provision of the VCAT Act provide for this mechanism as follows:

Tribunal may invite decision-maker to reconsider decision as follows:

- (1) At any time in a proceeding for review of a decision, the Tribunal may invite the decision-maker to reconsider the decision.
- (2) On being invited by the Tribunal to reconsider a decision, the decision-maker may:
  - a) affirm the decision; or
  - b) vary the decision; or
  - c) set aside the decision and substitute a new decision for it.
- (3) If the decision-maker varies the decision or sets it aside and substitutes a new decision and the proceeding continues, it is taken to be a proceeding for review of the decision as varied or the new decision.
- (4) As far as possible the Tribunal must ensure that a proceeding's priority is not affected by the making of an invitation under this section, unless the parties consent.
- (5) The Tribunal cannot make an order for costs under section 74(2)(b) only because an applicant withdraws a proceeding following reconsideration by the decision-maker under this section.

## 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>	Yes	Yes
<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** – Sturt Street is a significant heritage asset within Ballarat and is, in its own right, culturally significant. On this basis, it is considered that large digitally signage is at odds with expectations with not only the Planning Scheme but the broader community.

**Environmental/Sustainability** – The proposed digital signage is not considered to fit with Council's broader program in relation to environmental sustainability.

**Economic** – The economic benefits of digital signage in this location are considered to be outweighed by the disadvantages that are likely to flow from digital signage within this iconic heritage streetscape.

**Financial/Resources** – Council's opposition to this proposed signage and running proceedings through VCAT will be managed within recurrent budget parameters.

**Risk Management** – The risk of pursuing this course of action is limited to the potential to attract a cost order from VCAT however given the significance of the matter it is considered that the appropriate course of action is to pursue a refusal of the planning permit which outweighs any potential financial risk.

**Implementation and Marketing** – Council's decision in relation to this matter will be subject to detailed communications.

**Evaluation and Review** – As is the case with all planning decisions, they are subject to review to ensure that there is continuous improvement within the Planning team's operations.

## CONSULTATION

The application was subject to advertising and six objections were received raising issues in respect to:

- Visual clutter
- Impact on heritage / inappropriate location
- Setting a precedent of other electronic signage within the area
- Impact on traffic / cause of distraction
- Impact of lighting on visual amenity
- Impact on tourist zone

These are considered relevant matters which support the recommended approach in this instance.

### **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 Planning Scheme

### **ATTACHMENTS**

1. PL P 2019791 Officers Report [**10.9.1** - 9 pages]

# Delegated Officers Report

## NOD



<b>Responsible Officer</b>	Tegan Sheffield	
<b>Permit No:</b>	PLP/2019/791	
<b>Applicant:</b>	Citizen Outdoor Pty Ltd	
<b>Address:</b>	101-107 Sturt Street, BALLARAT CENTRAL VIC 3350 Lot 1 TP699257, Lot 1 TP697058	
<b>Proposal:</b>	Erect and display electronic major promotion sign	
<b>Current Use:</b>	Major Promotional Sign.	
<b>Site area:</b>	789.07 square metres	
<b>Number of Lots</b>	2	
<b>Date Received:</b>	21-Feb-2020	
<b>Date of Report:</b>	23 April 2020	
<b>No. of Stat Days:</b>	58	
<b>Permit Trigger:</b>		
<b>Clause</b>	<b>Description</b>	
34.04 (C1Z)	A permit is required to construct a building or construct or carry out works.	
43.01 (HO)	A permit is required to construct or display a sign.	
52.05-11 (Signs)	A permit is required for an internally illuminated major promotional sign.	
<b>Zones and Overlays</b>		
Zone 1	Commercial 1 Zone	
Overlay 1	Heritage Overlay, Schedule 171	
<b>Objectors:</b> 6 objections		
<b>Covenant or S173:</b>		
Any covenants on the title?	None.	
Any S173 agreements on the title?	None.	
<b>CHMP required:</b>		
CHMP required?	Activity is exempt	
What CMA is the property in?	Corangamite CMA	
<b>Flood Prone:</b> No, the property is not flood prone.		
<b>Recommendation</b>	<b>NOD</b>	

## PROPOSAL

The proposal comprises of the replacement of an existing major promotion sign with an electronic major promotion sign.

The existing sign to be removed is mounted on an existing support structure, with the sign having a width of 9.2 metres, height of 3.32 metres, and an overall area of 30.54 square metres. The sign is mounted and has an overall height of 14.52 metres above ground level. The sign currently located to slightly overhang the property boundary on the Sturt Street frontage. The sign currently displays advertising for the eyewear business located on the ground floor of the building and is not illuminated (internally or externally).

The proposed single sided LED sign has a width of 9 metres and height of 3 metres, with an overall area of 27 square metres. The sign will be mounted upon a mesh Colourbond clad podium and will have an overall height of 14 metres above ground level. The sign will be located fully within the subject site boundary and positioned to face north-east (same direction as existing sign).

The proposed sign will electronically display advertising content. The proposal does not provide detail on the type of imagery to be displayed (be it still or moving/proposed dwell times etc.).

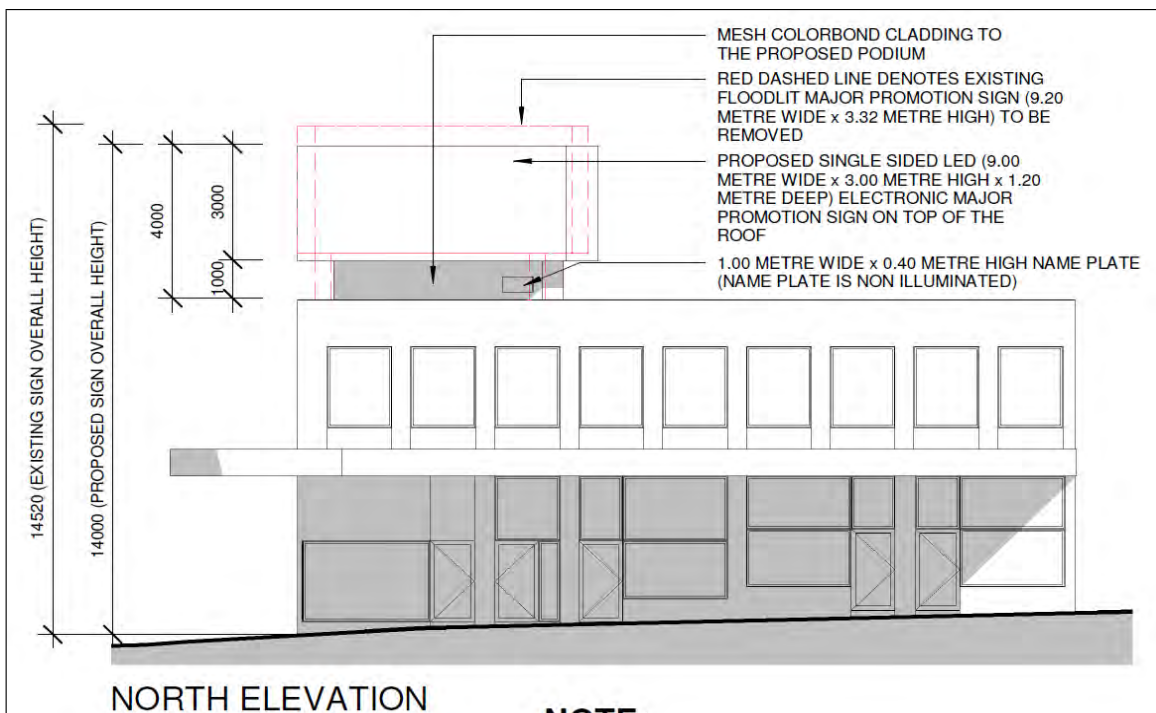


Image 1. Proposed Signage

## SITE AND SURROUNDS

The subject site is located on the on the south west corner of Sturt Street and Albert Street, Ballarat Central. The generally rectangular shaped site measures 788 square metres in area and is currently occupied by a two storey commercial brick building, with a zero setback to both street frontages. The site does not contain any vegetation.

The site is generally rectangular in shape with a frontage to Sturt Street of 19m and a sideage of 40m to Albert Street; the site area is 788m<sup>2</sup>. The site is developed with a post war, two storey building with a zero setback to both streets with a cantilevered verandah. Surrounding buildings are commercial ranging between one and four storeys in height and are comprised of a variety of periods, styles and forms. The streetscape carries a 'busy' style with much differentiation between buildings. Sturt Street is a significant east west route through Ballarat which carries moderate levels of traffic. Mair Street to the north carries a significant amount of east - west 'through' traffic

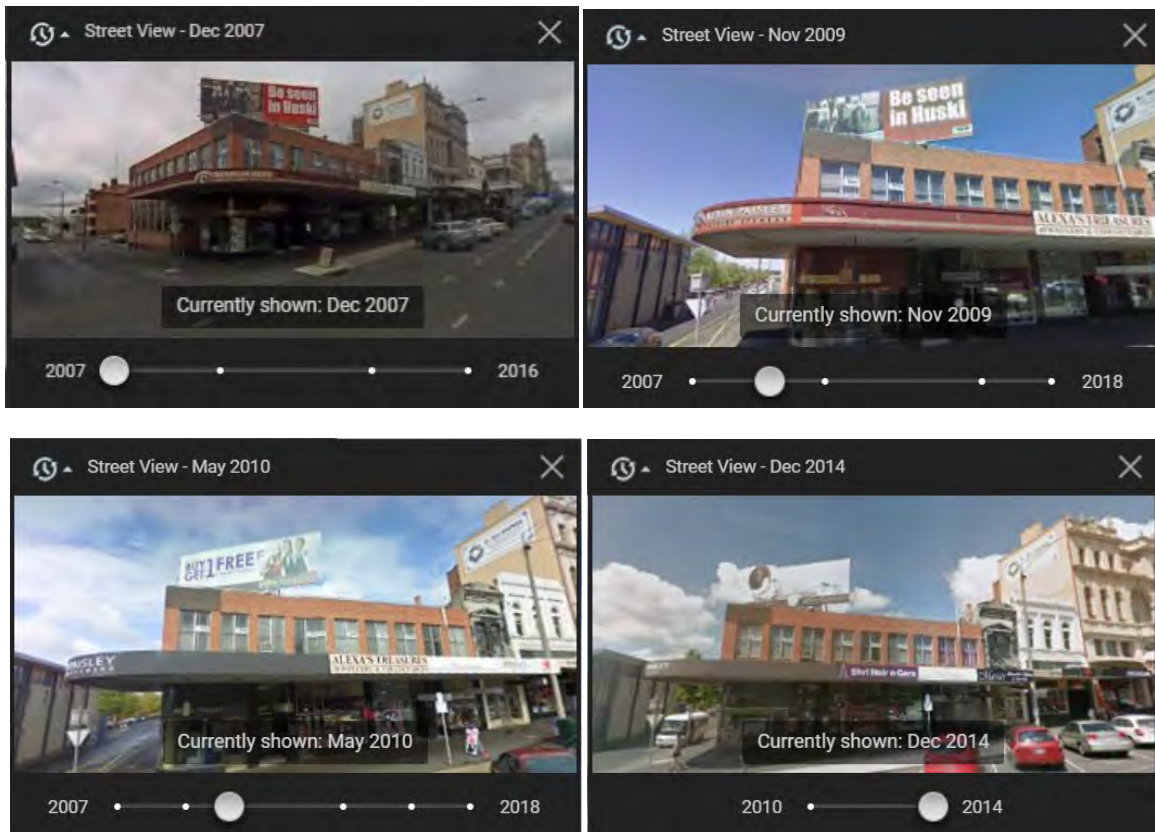
A major promotional sign currently exists atop the building, toward the north east corner of the frontage, facing Sturt Street. The sign is mounted and has an overall height of 14.52 metres above ground level. The sign currently located to slightly overhang the property boundary on the Sturt Street frontage. The

sign is not illuminated (internally or externally). The existing sign is considered to enjoy existing use rights.

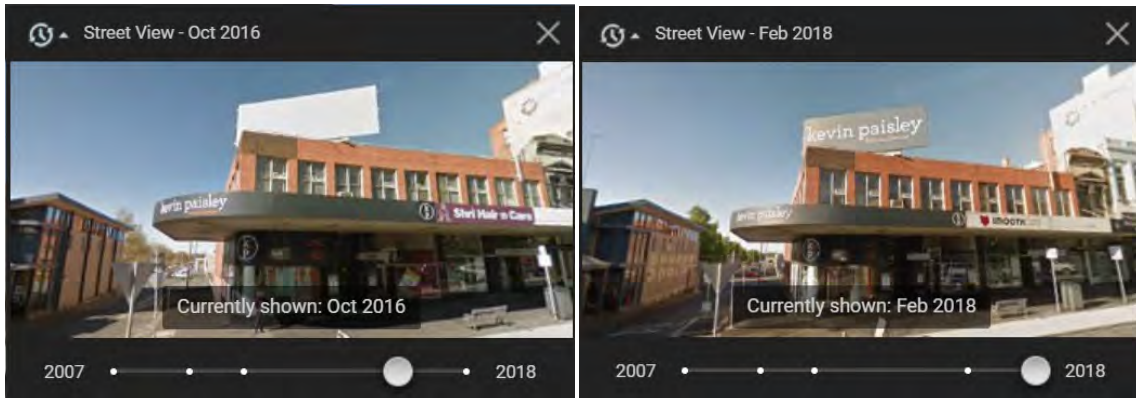
An aerial map is provided below with the subject site outlined in red.



Image 2. Aerial Image of site and surrounds.







Images 3. to 8. Street view timeline on signage changes.

### PERMIT HISTORY

PLP/2011/905 – Erection and display of a sign on billboard – Permit Issued 3 January 2012. Conditions of relevance to this application:

- *Condition 4. No Sign Illumination* = the sign must not be illuminated by external or internal light except with the written consent of the responsible authority.
- *Condition 6. Expiry Date* = 15 year expiry

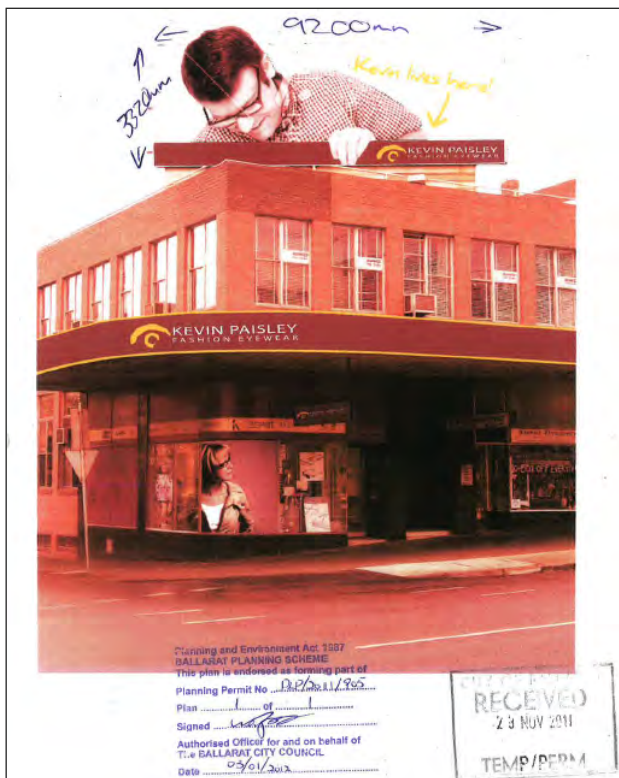


Image 9. Endorsed Plan PLP/2011/905

PLP/2000/341 - Painting of building and associated business signage – Associated with the ground floor business verandah/below verandah signage.

Council records do not indicate that there are any other permits associated with the sign. With the lack of any existing Planning Permit for the overall structure, and the existence of the sign for what is understood to be in excess of 15 years, there do not appear to be any existing controls which would allow enforced removal of the existing structure.

## REFERRALS

The application was not referred externally under Section 55.

The application was referred internally, and comments received as below:

Internal Council Referrals	Advice/ Response/Conditions	Report Response
Heritage	<p>As discussed, my view is that the existing sign is not an appropriate element in the precinct and has an adverse impact on its significance. While large signs have a long history in commercial precincts, they were generally painted onto, or otherwise fixed to the façade or side walls of buildings. They were not freestanding (or illuminated for that matter).</p> <p>Accordingly, I would not support a replacement sign of similar dimensions and/or as a freestanding structure.</p> <p>However, recognising the pre-existing use rights of the existing sign, if there is a mechanism whereby approval of a modified sign will result in the ultimate removal of the sign and structure within a reasonable time-frame, then I would encourage council to explore this course of action. I suggest however, in this course of action is followed, that careful attention be paid to limiting the potential vibrancy of the LED signage, through whatever control can be placed on colours and luminance.</p> <p>Ian Coleman   Heritage Advisor</p>	<p>Noted.</p> <p>Conditions limiting led vibrancy and colours and luminance</p>

## PUBLIC NOTIFICATION

The application was required to be advertised pursuant to Section 52 of the *Planning and Environment Act 1987*.

The following forms of advertising were undertaken:

- Notices sent to owners and occupiers of adjoining land (includes opposite);
- Two (2) A3 signs were placed on the land;

Council has received six (6) objections in response to advertising.

### Objectors Names and Addresses

Objector	Contact/Mail
iPlanning Services Pty Ltd	PO Box 1401, BAKERY HILL VIC 3354
PUBLIC	alex@alexbayley.id.au
A D & H Zehnwirth	'Four Oaks', 8 Gillies Street North, LAKE WENDOUREE VIC 3350
S H Kelly	PO Box 623w, BALLARAT WEST VIC 3350
P F Kervarec	PO Box 2561, BAKERY HILL VIC 3354
D R Drennan	3/20 Pleasant Street South, NEWINGTON VIC 3350

The key issues raised in the objections can be summarised as follows:

- Visual clutter.
- Impact on heritage/inappropriate location.
- Setting a precedent for approval of other electronic signage in the area.
- Impact on traffic/cause of distraction.

- Impact of lighting on visual amenity.
- Impact on tourist zone.

The above issues relevant to the consideration of this application have been addressed in the below Assessment section.

## **MEDIATION MEETING**

A mediation meeting was not held due to the social distancing restrictions of the Covid-19 Pandemic (Coronavirus).

In lieu of this meeting, those objectors were contacted to discuss their concerns and to answer any outstanding questions. Objections remain in place as result of telephone discussions.

The key issues raised in the objections will be addressed in the assessment of the application.

## **ASSESSMENT**

### Ambit of Discretion

<b>Clause</b>	<b>Description</b>
34.04 (C1Z)	A permit is required to construct a building or construct or carry out works.
43.01(HO)	A permit is required to construct or display a sign.
52.05-11 (Signs)	A permit is required for an internally illuminated major promotional sign.

### Issues

The proposal generally accords with the SPPF, MSS and LPPF. The principal issues specific to this application are as follows:

- The proposed sign will replace an existing sign, which is understood to have existing use rights/no expiry in place for the overall signage structure (expiry only for image displayed on structure PLP/2011/905).
- Clause 21.01 (Municipal Overview) looks to *minimise the impact of advertising signage on visual amenity*, and Clause 21.06 (Built Form, Heritage and Design) seeks to *protect and enhance the quality and character of built areas, considering context and local values by ensuring advertising signs avoid visual pollution and intrusive light spill, respecting the architecture of their host buildings, the surrounding streetscape character and skyline*.

The proposed replacement of the existing static major promotion sign with an electronic equivalent is not considered to unreasonably change the existing circumstances. Subject to conditions on a planning permit limiting operation of the sign to operate as close as possible to the existing signage, it is considered that the proposed sign will be capable of operating in a consistent manner to the relevant objectives of Clause 21.01 and 21.06.

### Advertising Signage (Clause 52.05 - Signs)

Pursuant to Clause 34.01-6 Commercial 1 Zone, sign requirements are at Clause 52.05 and are to be considered under Category 1. Pursuant to Clause 52.05-11 (Category 1 – Commercial Areas), a permit is required under Section 2 for an electronic sign and a major promotion sign.

The purpose of Clause 52.05 Signs (relevant to this proposal) is to:

- *To regulate the display of signs and associated structures;*
- *To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder;*



- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.*

The decision guidelines relevant to the Major promotion sign element of the proposal are not considered relevant, given the sign is proposed to replace an existing major promotion sign that it is understood to currently enjoy existing use rights. It is understood that the major promotion element of the sign has formed part of the streetscape for in excess of 15 years and the approval for updated imagery (display of sign on existing billboard) under permit PLP/2011/905, further supports the validity of the existence of the current signage on site.

In light of the above comment, it is the introduction of the electronic element of the sign that will be the only difference/possible cause of impact. The two main elements associated with an electronic sign, which differ from the current static sign, are considered illumination and change of imagery.

**Illumination** It is understood that the existing major promotion sign does not currently have any form of lighting (internal or external). Further to this, Condition 6 of PLP/2011/905 specifies *the sign must not be illuminated by external or internal light except with the written consent of the responsible authority*. To remain consistent with this existing arrangements, illumination of the sign should be restricted to operation during daylight hours only and of brightness levels that limit light spill/regulated by a light monitor (refer to Lighting Impact Assessment below for details on how this will be achieved).

**Change of Imagery** Whilst the ability of the current signage to change image is limited to manual change, it is clear that the imagery displayed on the sign has been changing (refer to Image 3. to 8. above). The proposed electronic sign is designed to provide a platform for the display of changing imagery on a much more regular basis, being proposed at a minimum rate of every 10 seconds. Given there is already precedence set for the change of imagery, it is considered that this component of the proposed electronic sign should also be considered reasonable, be it at a dwell time more suited to less rapid change. To better reflect the existing settings, whilst allowing viability of a sign that will rely on changing imagery, it is recommended for any advertised display to not allow any moving imagery and to have a minimum dwell time of one (1) minute per image.

Based on the above, it is considered that the introduction of an electronic element to the signage arrangement on site is reasonable and will remain generally consistent with the existing sign on site.

Further to the above, the proposed signage will result in a 3.54 square metre area reduction in the overall size of the sign, which will allow it to be located fully within the subject site boundary. The sign will also result in a 0.52 metre reduction in overall height of the signage structure. Both of these outcomes are considered to assist in providing a slightly less dominant structure, that will assist in reducing any potential visual clutter/disorder.

#### Heritage Significance (Clause 43.01 – Heritage Overlay)

The purpose of the Heritage Overlay (relevant to this proposal) is to:

- *To conserve and enhance heritage places of natural or cultural significance.*
- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place*

As noted above, the proposed electronic major promotion sign will replace an existing major promotion sign which is understood to have operated on the site for in excess of 15 years. The existence of a major promotion sign on site is therefore already considered to form part of the streetscape.

The section of Sturt Street in which the subject site is located, forms an important part of the Lydiard Street Heritage Precinct. Whilst visible when standing in front of the subject site, the contribution of the signage associated with the subject site, to the longer range streetscape view of this section of the heritage precinct, is not considered to detract from the overall heritage significance of the area. The proposed upgrade of the sign will result in the signage being fully located within the subject site boundary, being setback from other built from elements within the streetscape (e.g. verandas and other projecting signage).

With conditions in place to limit hours of operation, levels of brightness and non-moving imagery, it is considered that the introduction of an electronic element to the signage will have the same impact on the heritage significance of the site as the existing signage does.

The ability to include an expiry condition on a planning permit, to enforce the complete removal of the signage and supporting structure is considered favourable to the long term planning of Sturt Street. This is an opinion supported by both the Council Heritage Advisor and the independent heritage advice submitted by the applicant.

#### Ballarat Advertising Guidelines

The City of Ballarat Advertising Sign Guidelines (BASG) identifies a range of issues, objectives and guidelines for the development of advertising signs in heritage areas and across the City of Ballarat.

The guidelines (gazetted in July 2013) do not include any commentary with regard to electronic signage. Whilst this is the case, commentary is provided for 'internally illuminated signage' as follows:

##### 8. Specific Signs and advertisements not encouraged

**Internally illuminated signs** except those outside heritage areas and below verandahs.

##### **Illumination of signage:**

*Artificially self-illuminated signs below verandahs are acceptable. Consideration should be given to the impact of glare, light spill and shadow cast. No internally lit signs above the verandah line will be acceptable. It may be acceptable for signs above the verandah line to be lit by flooding or another external source.*

It is considered that the above commentary would only be relevant to electronic signage in the absence of sunlight/at night, at which times the impact of illumination would be evident.

With regard to the impact of illumination during daylight periods, it is considered that electronic signage differs greatly from the internally illuminated signs described above, having the ability regulate lumens according to the level of luminance in the air and have the image appear as close to/being no different to that of a non-illuminated static sign during daylight periods.

In light of the above points, it is considered that a permit to restrict operation of the LED sign to during daylight hours only would allow the sign to continue to operate as the existing sign currently does.

The BASG provides the following standard controls for major promotion signs which will be included as a permit condition to require the removal of the sign and associated structures 10 years from the date of the permit:

**Major promotion signs** Only temporary major promotion signs are acceptable. A permit for a major promotion sign will include a condition that the permit expires 10 years from the date of issue

The ability of a permit to include a 10 year expiry condition that will remove all signage and associated structures from the site is considered consistent with the long term planning of the area, removing an otherwise unacceptable sign that would otherwise be able to continue to exist without disruption/with no means of enforceable removal.

#### Lighting Impact Assessment (LIA)

The following is a summary of the LIA submitted with the application (prepared by Electrolight Australia Pty Ltd - Ref: 2547.3, dated 8<sup>th</sup> November 2019) with regard to proposed illumination of the proposed signage (as per Table 2 and 7 of the LIA):

- 'No Limit' luminance is permissible when there is "Full Sun on face of Signage";
- 6000 cd/m<sup>2</sup> is the Max Permissible for 'Day Time Luminance' (no sun directly on face);
- 700 cd/m<sup>2</sup> is the Max Permissible for 'Morning and Evening Twilight and Overcast Weather';

It is noted that the above levels comply with AS4283 and the Transport Corridor Advertising & Signage Guidelines and that the proposed maximum brightness of the proposed sign is 7000 cd/m<sup>2</sup>.

To ensure the sign is never run at 'No Limit'/appears overly illuminated during daylight hours, the following permit condition will form part of the recommendation, to assist the signage to operate as close as possible to that of the existing sign:

a) Maximum permissible luminance of 560 cd/m<sup>2</sup> during morning and evening twilight and overcast weather; and

*b) Maximum permissible luminance of 5000 cd/m<sup>2</sup> during Full sun on face of signage and daytime luminance.*

It is noted that the above proposed condition provides a twenty (20) percent reduction in luminance compared to what the current guidelines deem permissible.

Confirmation (as follows) has been provided by the applicant, of the ability of the proposed sign to regulate on and off modes dependant on the amount of daylight, including running at a lower luminance during twilight; *the electronic face will be able to be programmed via sensors to switch off when the level of luminance in the air hits a certain point (sunset), and in the hour leading up (during twilight) the sign will only be running at 560 cd/m<sup>2</sup>- a fraction of what it was during the day.* For this reason, a condition regulating the sign to operate similarly to the existing sign (advertising visible only during daylight hours) is considered favourable.

It is noted that providing luminance levels well within those which comply with *AS4283 and the Transport Corridor Advertising & Signage Guidelines*, will also reduce to within the required limits any possible cause to impact on traffic/cause of distraction to drivers. The requirement of non-animated imagery and an extended 1 minute dwell time will also assist with this perceived matter.

It is considered that with permit conditions limiting operation (including limitation of operation during daylight hours only, maximum luminance levels, display of non-movable imagery and minimum 1 minute dwell times) the proposed sign will be able to operate in a manner consistent with the existing major promotional sign on the site.

## **CONCLUSION**

The proposal is considered to accord with the relevant decision guidelines of the Ballarat Planning Scheme. It is recommended that a **Notice of Decision** be issued subject to conditions.

**10.10. POWER PURCHASE AGREEMENT UPDATE**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Darren Sadler – Acting Director Infrastructure and Environment

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

- 1. Acknowledge the decision which has been taken under delegated authority to release the Municipal Association of Victoria (MAV) as the procurement agent for the Power Purchasing Agreement (PPA) to secure an electricity supply from a renewable energy source for the City as part of a broader consortium.**
- 2. Acknowledge the decision which has been taken under delegated authority to support Darebin City Council to act as the lead municipality to initiate a tender process to secure an alternate procurement agent to progress a Power Purchasing Agreement for the Local Government consortium.**
- 3. Formally endorse the decisions of the Chief Executive Officer under delegated authority.**

**EXECUTIVE SUMMARY**

Council has made previous decisions to pursue a Power Purchasing Agreement (PPA) to secure an electricity supply from a renewable energy source for the City as part of a broader consortium resolving to endorse the Municipal Association of Victoria (MAV) as the preferred procurement agent. The City of Ballarat has now been advised of a potential / perceived conflict of interest with the MAV acting in this role given an established relationship with a renewable energy provider.

The Chief Executive Officer has acted under delegated authority formally releasing the MAV as the procurement agent given this potential / perceived conflict of interest. Further, the Chief Executive Officer has also supported the Darebin City Council to initiate a further process to secure an alternate procurement agent in order to progress this key action under the Carbon Neutrality and 100% Renewable Action Plan to translate the power supply of the City to a total renewable source.

It is recommended that Council acknowledge the decisions taken and formally support the actions of the Chief Executive Officer acting under delegated authority.

**RATIONALE**

The City of Ballarat Council resolved to work with the Central Victorian Greenhouse Alliances across Victoria and a consortium of 49 other municipalities to undertake a process to enter into a power purchase agreement for electricity from a renewable source. Having considered options, the Council advised the consortium that the City of Ballarat's preference was to utilise the Municipal Association of Victoria (MAV) as the procurement agent for this project. The formal resolution on 31 July 2019 was as follows:

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**RESOLUTION:****Council resolves to:**

1. Authorise the CEO to appoint the Municipal Association of Victoria (MAV) as Councils procurement agent for Power Purchase Agreement (PPA) of 100% renewable electricity, inclusive of all small market, large market and street lighting accounts.
2. Note that the LG PPA project is a consensus approach driven by the participating Councils. The MAV will not execute agreements without the express written permission of Council.
3. Note that the second process will occur whereby the preferred offer will come back to Council for final approval.

**Moved: Cr Ben Taylor****CARRIED****Seconded: Cr Belinda Coates****(R190/19)**

Further to this original position, Council has resolved on 29 January 2020 to enter into an interim arrangement for the provision of electricity for the City's requirements via the State procurement process.

**RESOLUTION:****Council Resolves to:**

1. Complete registration and authorise the CEO to execute subsequent agreement to enter the State Purchase Contract for
  - a. a period of 12 months for Large Market Electricity and Street Lighting accounts, and
  - b. A period of 18 months for Small Market Electricity accounts, and
2. Note that this is an interim contract, which at time of cessation Council has an intention to roll into the Local Government Power Purchase Agreement for 100% Renewable Energy.

**Moved: Cr Grant Tillett****CARRIED****Seconded: Cr Mark Harris****(R27/20)**

The necessity for this further delay and interim arrangement for power supply was due to the fact that the extent of the consortium required the Australian Competition and Consumer Commission (ACCC) to review the nature of the procurement and provide endorsement before it could be progressed. The ACCC approval has now been provided to allow the process to progress.

The MAV have now confirmed that there is potential (perceived) conflict of interest given the relationship of MAV with a major energy provider. On this basis, probity advice is such that it is recommended not to proceed with MAV acting as the consortium procurement agent.

Darebin City Council (a lead council in the consortium) has nominated itself to proceed with the Local Government Power Purchasing Agreement tender without the MAV as Tender Agent and ongoing Contract Administrator.

The consortium has agreed that Darebin is to act in the interim as the lead organisation to undertake a process to engage alternative agencies to complete the procurement activities for the benefit of establishing a Power Purchasing Agreement for a buyer's group of councils.

The MAV has requested formal release from all councils from the individual Agency Agreements they entered into for the MAV led PPA process. The Chief Executive Officer acting under delegated authority has formalised the release of the MAV as the procurement agent for the consortium and endorsed Darebin City Council to initiate a process to undertake a tender process to secure an alternate procurement agent.

It is recommended that Council support the actions of the Chief Executive Officer acting under delegated authority.

## 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>	Yes	Yes
<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** – Securing a renewable power source for the City of Ballarat is a major objective across a raft of Council policy platforms.

**Environmental/Sustainability** – With an emissions reduction potential of 5,500 tonnes of carbon dioxide equivalent (Co2e) per year, commitment to the LG PPA is the largest initiative toward Council's carbon neutrality plan.

**Economic** – The LG PPA tender will seek responses from Victorian renewable energy facilities only. This can be from existing facilities or underpin economic development of new facilities. The likelihood is a mix of large-scale solar and wind, with the wind power source potentially coming from within western Victoria. The mix of supply source is the best match to the diurnal energy trends by Councils (facilities by day / streetlights by night).

**Financial/Resources** – Commitment to the next stage of the LG PPA requires \$15,000 to partner with other Councils and the MAV to develop tender specifications and complete the tender evaluation with legal and probity advisors and energy market advisor support (note: PA's fee is \$15,000).

**Risk Management** – As mentioned in the report, there is minor risk that the latter years of a PPA contract term are higher than the energy market. The LG PPA project is best at managing this risk by being prepared to split the contract to a mix of multiple retailers, a combination of fixed pricing and partially fixed with price reset mechanisms, and potentially differing contract terms for small/large market sites and street lighting. Both Procurement Australia and LMS Energy's retail partner were seeking long-term fixed price only and do not offer these financial hedging strategies.

**Implementation and Marketing** – Each Council who commits to the LG PPA will roll-in at their current contract end, which for the City of Ballarat is 30 June 2020. It is currently envisaged this will be from 39-45 Councils and potentially as high as 55. At this scale it will be the largest buying group of renewable energy in the world, by number of organizations.

**Evaluation and Review** – Council will have opportunity to nominate a delegate to the Tender Development and Tender Evaluation Panel assembled by the Greenhouse Alliances and the MAV.

## **CONSULTATION**

Council officers from Environmental Services, Economic Development, Finance and the Director of Infrastructure and Environment have liaised over the past 12 months to engage in the market sounding processes with LMS Energy, Procurement Australia and the Greenhouse Alliances. Recommendation gained in-principle support by Council portfolio for Infrastructure and Environment 10 July 2019.

## **OFFICERS DECLARATIONS OF INTEREST**

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

## **REFERENCE DOCUMENTS**

- Nil

## **ATTACHMENTS**

Nil

## 10.11. OUTDOOR POOLS 2019/20

**Division:** Community Development  
**Director:** Neville Ivey  
**Author/Position:** Michael Riseley – Acting Manager Ballarat Aquatic and Lifestyle Centre

### OFFICER RECOMMENDATION

**Receive and note the annual outdoor pool usage report for 2019-20.**

### EXECUTIVE SUMMARY

The City of Ballarat continued to operate 4 outdoor pools and 2 splash park facilities in the 2019/20 season. This report provides an overview of outdoor pool activity including attendances, operations and costs associated with the provision of ongoing quality services to the community.

Significant pre-season preparation works occurred to ensure all outdoor pools remained at a high standard throughout the 2019/20 season. These works included the draining and repainting of Eureka, Black Hill and Buninyong Aquatic Centre main pools, significant retiling works at Eureka Aquatic Centre, repainting of shade structures, improvements made to toddler pools along with repairs and upgrades made to fencing.

As shown in tables 2 and 3, attendance numbers during the 2019/20 outdoor pools season were impacted by three significant factors – which combined to reduce overall attendance by 14.9% compared to the average over the last four years of 63,090. These factors include the following:

- Cooler weather saw 6 less days of 35 degrees or over (reduction of 35.3%);
- Air quality concerns caused by significant bushfires; and
- COVID-19 pandemic resulting in the closure of Eureka pool 28 days earlier than planned and reduced customer confidence in the lead up to closure.

Benchmarking work coordinated by the Ballarat Aquatic and Lifestyle Centre shows this reduction in attendance was consistent across the state with facilities reporting reductions of up to 43.9% in 18 of the 19 participating facilities. The average reduction across the state was 18.4%. Benchmarking results can be viewed in table 6.

As shown in table 1, poor attendance numbers resulted in a reduction in revenue across all pools of \$33,842.25 which equates to a 16% reduction when compared to the four-year average. A focus was placed on ensuring the program operated as efficiently as possible by reducing variable operational costs by \$35,415.00. While net performance was consistent with the four-year average, table 4 shows that the net cost per visit increased to \$5.87 from the four-year average of \$5.03. This reflects the fixed nature of costs involved in operating pool facilities such as utilities expenses and minimum safe staffing requirements.

Despite the reduction in attendances, our outdoor pools continued to receive positive feedback from patrons, particularly around water quality and the presentation of the pool after pre-season works and ongoing maintenance through the summer. The 2019/20 season also saw the implementation of the traffic light healthy food system at Eureka, Buninyong and Black Hill



Aquatic Centres in line with the café at the Ballarat Aquatic and Lifestyle Centre, which was well received.

A particularly good year from a maintenance and up-keep perspective, with only a half-day lost to a damaged foot-valve at Eureka Pool. No other down time was experienced across any other pool. This reflects the great partnership between City of Ballarat's facilities team and Ballarat Aquatic and Lifestyle Centre staff.

### **1.1 Eureka Aquatic Centre**

The Eureka Aquatic Centre remained the largest and most popular outdoor pool facility in our municipality, contributing 70% of the total attendance to outdoor pools over the last four years. This rose to almost 75% of all outdoor pool attendance during the 2019/20 season.

This season, the Eureka Aquatic Centre opened on 1 November 2019 and operated for 143 days, with 28 days closed due to COVID-19 precautions. This is a reduction of 29 days or 16.8% when compared to last year.

The Eureka Aquatic Centre saw a reduction in attendance of 4,276 or 9.7% compared to the four-year average.

Eureka Aquatic Centre attendance numbers were stabilised by attendances deriving from school carnivals, which increased by 5.8% on the previous year to 13,095. This accounts for 32.7% of attendances to Eureka for the season. This year, Eureka Aquatic Centre welcomed back schools including Ballarat Grammar, Damascus College, Loreto College and St Patrick's College, who bring with them 1000-1200 students and hundreds of parents and supporters. Feedback from schools has been excellent again this year.

### **1.2 Black Hill Aquatic Centre**

The Black Hill Aquatic Centre has accounted for 9% of the total attendance to outdoor pools over the last four years. This reduced to 6% of all outdoor pool attendance during the 2019/20 season.

The Black Hill Aquatic Centre opened on 1 December 2019 and operated for 61 days this season, with 30 days closed due to cold weather. This is a reduction of 3 days of operations when compared to last year.

The Black Hill Aquatic Centre saw a reduction in attendance of 2,220 or 41.2% compared to the four-year average.

The Black Hill Aquatic Centre hosted less school carnivals, so attendance figures are more prone to fluctuations in attendance caused by weather and other factors. However, the 2019/20 season saw the continued successful operation of the Black Hill Primary School Intensive Learn to Swim program operating between February 4 to February 14, which operated between Black Hill Aquatic Centre and Ballarat Aquatic and Lifestyle Centre and saw 684 attendances during the program. Feedback from the school was excellent and the program will seek to continue in future years.

### **1.3 Buninyong Aquatic Centre**

The Buninyong Aquatic Centre has accounted for 9% of the total attendance to outdoor pools over the last four years. This reduced to 8% of all outdoor pool attendance during the 2019/20 season.

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The Buninyong Aquatic Centre opened on 1 December 2019 and operated for 61 days this season, with 30 days closed due to cold weather. This is a reduction of 3 days of operations when compared to last year.

The Buninyong Aquatic Centre saw a reduction in attendance of 1,405 or 25.5% compared to the four-year average. Buninyong Aquatic Centre attendance numbers are stabilised by 791 attendances to small school carnivals, accounting for 19.3% of its overall attendance and doubled when compared to the previous year's result.

#### **1.4 Brown Hill Pool (supplied by the Brown Hill Progress Association)**

The Brown Hill Pool has accounted for 13% of the total attendance to outdoor pools over the last four years. This reduced to 12% of all outdoor pool attendance during the 2019/20 season.

The Brown Hill Pool saw a reduction in attendance of 1,474 or 18.6% compared to the four-year average.

The Brown Hill Pool continued to host community events such as Learn to Swim classes, Water Zumba, Community Party for Australia Day and 3BA Valentines Event. Further, a number of schools used the facility for physical education classes and swimming carnivals.

The Brown Hill Progress Association reported a successful season with no major mechanical interruptions and were supported by City of Ballarat Facilities and Ballarat Aquatic and Lifestyle Centre staff as needed.

#### **1.5 Midlands Splash Park and Sebastopol Splash Park**

While Splash Parks remained a popular way for families to cool off on hot days, to date there has been no way of tracking attendance figures. Ballarat Aquatic and Lifestyle Centre staff are investigating sensor technology like that which is used to track foot traffic on walking tracks and at major attractions to provide insight and trending in this space for future seasons.

### **RATIONALE**

The following details outline attendance and cost figures for the 2019/20 season at each of Council's facilities.

**Table 1. Financial Results compared to four-year average**

<b>Facility</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Eureka	\$141,933.00 (down \$23,645.75)	-\$349,305.00 (down \$25,534.50)	-\$207,372.00 (down \$1,888.75)
Brown Hill	\$0 (\$0 change)	-\$39,000.00 (down \$3,367.75)	-\$39,000.00 (down \$3,367.75)
Black Hill	\$11,480.00 (down \$6,808.00)	-\$50,354.00 (down \$4,726.25)	-\$38,874.00 (up \$2,081.75)
Buninyong	\$21,021.00 (down \$3,388.00)	-\$51,262.00 (down \$1,786.50)	-\$30,241.00 (up \$1,602.00)
<b>TOTAL</b>	\$174,434.00 (down \$33,842.25)	-\$489,921.00 (down \$35,415.00)	-\$315,487.00 (down \$1,572.75)

**Table 2. Attendance Trends per pool**

<b>TOTAL VISITS</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Eureka	41,156	53,485	49,545	43,219	47,438	42,299	38,155	54,929	40,000
Black Hill	5,650	6,727			5,743	6,826	6,194	4,847	3,162
Buninyong	8,405	8,579	8,302	3,532	6,640	4,937	6,669	6,402	4,104
Brown Hill	7,803	8,522	8,790	6,619	9,033	7,599	8,218	9,427	6,450
<b>TOTAL</b>	<b>57,364</b>	<b>70,586</b>	<b>66,637</b>	<b>53,370</b>	<b>68,854</b>	<b>61,661</b>	<b>59,236</b>	<b>75,605</b>	<b>53,716</b>

**Table 3. Attendance Trends compared to four-year average**

<b>TOTAL VISITS</b>	<b>Four-year average</b>	<b>2019/20</b>	<b>Difference</b>	<b>Variance %</b>
Eureka	44,276	40,000	-4,276	-9.7%
Black Hill	5,382	3,162	-2,220	-41.2%
Buninyong	5,509	4,104	-1,405	-25.5%
Brown Hill	7,924	6,450	-1,474	-18.6%
<b>TOTAL</b>	<b>63,090</b>	<b>53,716</b>	<b>-9,374</b>	<b>-14.9%</b>

**Table 4. Net cost per visit**

<b>TOTAL VISITS</b>	<b>Four-year average</b>	<b>2019/20</b>	<b>Difference</b>	<b>Variance %</b>
Eureka	\$4.73	\$5.18	\$0.46	9.7%
Black Hill	\$6.84	\$12.29	\$5.46	79.8%
Buninyong	\$5.20	\$7.37	\$2.17	41.7%
Brown Hill	\$5.35	\$6.05	\$0.70	13.1%
<b>TOTAL</b>	<b>\$5.03</b>	<b>\$5.87</b>	<b>\$0.85</b>	<b>16.9%</b>

**Table 5. Operating Days/Hours****1.6 Eureka Aquatic Centre**

<b>2019/20 Season</b>	<b>Days Open</b>	<b>Days Closed</b>
Days 171	143	28 days

**1.7 Black Hill Aquatic Centre**

<b>2019/20 Season</b>	<b>Days Open</b>	<b>Days Closed</b>
Days 91	61	30 days

**1.8 Buninyong Aquatic Centre**

<b>2019/20 Season</b>	<b>Days Open</b>	<b>Days Closed</b>
Days 91	61	30 days

**1.9 Brown Hill Pool**

<b>2019/20 Season</b>	<b>Days Open</b>	<b>Days Closed</b>
Days 93	93	N/A

**Table 6. Attendance benchmarking with other Council operated outdoor facilities**

Facility name	Average attendance	2019/20 attendance	Difference	Variance to average attendance
Eureka	44,276	40,000	-4,276	-9.7%
Black Hill	5,382	3,162	-2,220	-41.2%
Buninyong	5,509	4,104	-1,405	-25.5%
Brown Hill	7,924	6,450	-1,474	-18.6%
Camperdown	10,416	7,894	-2,522	-24.2%
Cobden	5,000	4,467	-533	-10.7%
Lismore	4,286	4,259	-27	-0.6%
Skipton	4,003	2,570	-1,433	-35.8%
Terang	11,263	6,314	-4,949	-43.9%
Timboon	9,499	8,745	-754	-7.9%
Orbost	7,821	6,738	-1,083	-13.9%
Woodend	6,969	4,797	-2,172	-31.2%
Lancefield	2,813	2,166	-647	-23.0%
Tatura	8,364	5,673	-2,691	-32.2%
Merrigum	3,466	3,890	424	12.2%
Mooroopna	8,146	6,660	-1,486	-18.2%
Sunshine*	247,310	235,431	-11,879	-4.8%
St Albans*	159,234	151,337	-7,897	-5.0%
Prahran**	119,402	100,476	-18,926	-15.9%

**Note:** Average attendance obtained over the last 3-5 years where possible

\* includes indoor pool figures as well

\*\* pool operates all year round

#### 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	No
<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	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*.

**Finance** – Council invests significant funds in the provision of outdoor pool facilities for the community. The costs associated with this provision are accounted for annually through the council budget.

**Evaluation and Review** - An annual report is provided to Council on the performance and usage of all outdoor pools operated by the City of Ballarat. Further updates can be provided on request.

**OFFICERS DECLARATIONS OF INTEREST**

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

**REFERENCE DOCUMENTS**

Nil

**ATTACHMENTS**

Nil

## 10.12. ROAD NATIONAL CYCLING REVIEW

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

### OFFICER RECOMMENDATION

**Council resolves to:**

**Acknowledge the positive outcomes for Ballarat, derived from the funding partnership with Cycling Australia for the hosting rights of the Australian Road National Championships 2018, 2019 and 2020.**

### EXECUTIVE SUMMARY

Over the last three years the Road National Championships (RoadNats) have provided a range of significant economic, social and marketing benefits for Ballarat. The event has grown in the number of riders and spectators, as well as in the volume of national and international media coverage. Working closely with Council officers, the event has also incorporated elements of public art and a range of community-based outcomes, particularly within the Buninyong community.

Over the term of the 2018 – 2020 funding contract, this multi-day sporting event has provided an economic impact of just under \$5 million, has attracted approximately 60,000 spectators and riders (60% from outside of Ballarat), and generated over \$3 million in media exposure for Ballarat.

The most recent event held January 2020 concluded the three-year (2018-2020) funding contract between the City of Ballarat and Cycling Australia with negotiations currently underway to draft a new three-year agreement.

### RATIONALE

Cycling Australia's (CA) RoadNats is the most prestigious event on the Australian road cycling calendar. Winners are awarded the coveted green and gold jersey to wear for the rest of the year as they go on to compete around Australia and the world. There is no bigger prize within the domestic program of road cycling events, with riders competing in the National Time Trial, National Criterium, and National Road Race.

The City of Ballarat has invested in the RoadNats event in 2002, 2003 and 2004 and then consecutively since 2007. CA has also secured significant corporate sponsorship, with Federation University Australia as the naming rights sponsor for the past three events.

The 2018-2020 contract term delivered a series of innovative developments and saw significant growth in rider participation numbers. Developments included; the inclusion of Para-cyclists and athletes with an intellectual impairment, television broadcast of both the Men and Women's Elite Road Race, and the introduction of the e-Criterium National Championships (Zwift) event.

Engagement with the community and business, particularly in Buninyong, has provided legacy benefits from the event. The Buninyong hospitality businesses record the weekend of the

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event as one of their largest weekends of the year. Additional social outcomes for the local community include movie nights, recreation rides, and creative projects such as the art bikes installations and hay bale sculptures; all of which are valued by the community.

The RoadNats also deliver on a number of outcomes required by the City of Ballarat Events Strategy 2018-2028. The Events Strategy provides the guiding framework for Ballarat to be a compelling destination for world-class events and is supported by tangible actions to; generate legacy benefits, grow reputation and appeal, and optimise economic impact.

*Generate Legacy Benefits*

- Provides equal media coverage of race disciplines of both genders
- Inspires our community to pursue a career in this sport as well as generating interest in recreational cycling and being active
- Promotes inclusiveness and accessibility to our community, evidenced by the inclusion of a Para-cycling and an Intellectual Impairment category
- Includes a community participation ride and accessible recreational rides, enhancing the promotion of health and wellbeing within the community.

*Grow Reputation and Appeal*

- Hosting this National level event reinforces Ballarat’s reputation as an event friendly city and one that can support and develop events of significant size and complexity
- RoadNats is the most prestigious Road Race event on the Australian circuit, hosting this event further expands and solidifies Ballarat’s portfolio in hosting professional national sporting events in a world-class destination.

*Optimise Economic Impact*

- This multi-day sporting event, over the period of the contract, provided an economic impact of just under \$5 million, has attracted approximately 60,000 spectators and riders, and generated over \$3 million in media exposure for Ballarat
- During this contract term CA have made strong community connections and increased local business partnerships through the support of Councils Events Unit and Commerce Ballarat.

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

- *Charter of Human Rights and Responsibilities Act 2006*
- City of Ballarat Council Plan 2013 – 2017
- City of Ballarat Events Strategy 2018 – 2028

**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>	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** - The social benefits to the Ballarat community of hosting this event are considered significant and include:

- Potential to encourage greater participation in the sport at both an elite and recreational level,
- Community access to world cycling champions past and present and a world class event as inspiration to all ages and abilities,
- Development of other cycling disciplines that will support broader interest and participation,
- Further promotion of Ballarat's profile as a strong and healthy community,
- Access to a wider range of activities at the time of the event,
- Facilitating community pride in successfully hosting a national event of this calibre.

**Economic** – The following table outlines the economic impact assessment over the contract period for the local Ballarat economy. Over the three-year contract period, CA used different data gathering methodology and some data cannot be represented uniformly.

	2018	2019	2020
<b>Economic Impact</b>	\$1,276,812	\$1,615,824	\$1,953,550
<b>General Attendance</b>	18,129	25,070	16,190*
<b>Value of Media Coverage</b>	N/A**	\$1,214,054	\$1,909,695
<b>Size of Media Audience</b>	N/A**	28,704,403	30,954,928

\*Reduction in attendance for 2020 is attributed the very poor weather prior and during the event. Fortunately, there was still growth in the economic impact derived from visitation due to an increase in length of stays and that the reduction of attendance was more from the local audience segment.

\*\*Unfortunately, Media Value for 2018 is not available.

**Financial/Resources** – Council's host fees for the event is drawn from the City of Ballarat's Event Unit recurrent budget. In addition to this direct financial support, Council also provides a range of services to honour its contractual obligations, primarily for the provision of local media, destination marketing, resident notifications (for road closures) and logistical support of road sweeping and maintenance, tree and brush clearing.

In addition to Council funding, CA has secured a range of additional income streams including successfully maintaining corporate sponsorship as well as attracting state government financial support. The most recent Council funding contract was a third-party partnership between Council, CA and both Sport and Recreation Victoria and Visit Victoria. CA also secured Federation University as the naming rights sponsor for this contract term.

**Risk Management** – Whilst the event carries significant safety risk to riders, both riders and CA (and CA's event management contractor) have extensive experience in the planning and delivery of road-based events. Furthermore, CA seeks significant support and involvement from all emergency services.

The greatest risk to Council is financially based, if Council chose to not pay the hosting rights fee, Cycling Australia would be forced to relocate the event from Ballarat intra or inter-state.

**Implementation and Marketing** - A condition within each funding contract is the requirement for CA to commit to executing a destination marketing campaign. Whilst this is a CA



requirement, Council's marketing team provide significant input in the development of these campaigns.

In addition to the marketing campaign both CA and Council generate interest in the event from state, national and international media outlets and a variety of social platforms, this in turn generates a large volume of media coverage for Ballarat.

The following table indicates the media segments, circulation and dollar value gained for Ballarat from the 2019 and 2020 events.

<b>2019</b>			
<b>Media Type</b>	<b>Number of mentions</b>	<b>Audience/Circulation</b>	<b>Advertising Space Rates Value</b>
Social Media	1,903	23,516,016	N/A
Internet	451	53,104	\$751,793
Press	204	4,654,283	\$420,343
Television	74	481,000	\$35,202
Radio	21	N/A	\$6,716
<b>Total</b>	<b>2,653</b>	<b>28,704,403</b>	<b>\$1,214,054</b>

<b>2020</b>			
<b>Media Type</b>	<b>Number of mentions</b>	<b>Audience/Circulation</b>	<b>Advertising Space Rates Value</b>
Social Media	1,777	25,262,605	N/A
Internet	761	39,691	\$839,249
Press	172	5,499,632	\$1,034,476
Television	75	114,000	\$20,026
Radio	32	39,000	\$15,944
<b>Total</b>	<b>2,817</b>	<b>30,954,928</b>	<b>\$1,909,695</b>

## **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**

Nil

**10.13. COUNCIL PLAN QUARTERLY REPORT**

**Division:** Innovation and Organisational Improvement  
**Director:** Cameron Cahill  
**Author/Position:** Jennifer Brophy – Business Support Officer Innovation and Organisational Improvement

**OFFICER RECOMMENDATION**

**Council resolves to:**

**Note the progress report for the Council Plan 2017 – 2021.**

**EXECUTIVE SUMMARY**

The purpose of this report is to present the progress update of Council's performance against the Council Plan 2017-2021. The period reported is from January 2020 to March 2020 (Quarter 3).

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

The intent of this report is to give Councillors and the community the confidence that Council is on track to meet its published commitments.

Highlights from this progress report include:

- A Wendouree library and community hub feasibility study – The feasibility study for the Wendouree Library and Community Hub is complete. A number of different sites in the Wendouree area will now be considered for a possible future library site. Further development in this area will be dependent on future funding from both Council and other sources.
- Ballarat Recreation and Active Living Strategy reviewed – A review of the 2014 City of Ballarat Sport and Recreation Strategy has been completed. An action plan titled Active Ballarat has been developed to guide the work of the City of Ballarat in all things related to sport and active living across the municipality. This includes programs to increase participation in organised sporting programs, general recreational activities and the appropriate guides to investment necessary for sports and recreational infrastructure across Ballarat.

**RATIONALE**

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

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

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

The plan has been divided into four goals:

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

This report provides the third update for the financial year 2019-20 in relation to the actions taken and progress made to achieve these goals and strategic objectives.

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

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

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

## REPORTING AND COMPLIANCE STATEMENTS

Implications	Considered in Report?	Implications Identified?
<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 report is provided and made available to the community to increase awareness of the activities of Council, provide a mechanism for transparency and could increase community involvement in decision making at Council level.

**Financial/Resources** – This report contains no financial implications, however many of the initiatives contained within the Council Plan requires Council to allocate funds in its 2019/20 budget to implement the Council Plan.

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

## **OFFICERS DECLARATIONS OF INTEREST**

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

## **REFERENCE DOCUMENTS**

- Nil

## **ATTACHMENTS**

1. Council Plan - Report Q 3 19 20 [**10.13.1** - 17 pages]





CITY OF BALLARAT  
**COUNCIL PLAN**  
Progress Report, Quarter 3 2019-20







## WHAT IS THE COUNCIL PLAN?

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

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

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

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

## HOW WE WILL TRACK AND MEASURE OUR PROGRESS

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

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

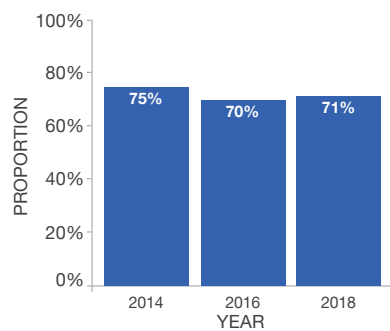
## WHAT WE PLAN TO ACHIEVE

### GOAL: LIVEABILITY

#### Improve our community's quality of life





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

**Proportion of young people who report having a trusted adult in their lives**












## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Strengthen our city by making Ballarat a people and all-age friendly city via improved access, participation, inclusion and respect-based projects and programs	Improved access, participation, inclusion and respect-based projects and programs conducted	In progress 	Council facilitated its Disability Advisory Committee in February and progressed the following projects: planning for a new Changing Places public facility at North Gardens, a feature article on DAC members in the autumn myBallarat edition, an advocacy meeting in relation to footpath design and accessible parking in the medical precinct, and further advocacy around increased access provisions at the Ballarat Station Redevelopment Project.
Increase community participation through the Social Infrastructure Program implementation, including Miners Rest Community and Sports Facility projects	Miners Rest Community and Sports Facility project complete	In planning 	Miners Rest Township Plan identifies potential sites for a sporting facility. Ongoing investigations for a suitable location to continue based on future population growth areas.
Use community partnerships to create healthy and safe community places, and open passive recreation spaces, including a district level park and inclusive play space at MR Power Park in Sebastopol	A district level park and inclusive play space at MR Power Park in Sebastopol complete	In progress 	Work has commenced on the establishment of an inclusive play space at MR Power Park. Contractors are currently on site undertaking the initial ground works with the project expected at this stage to be completed prior to 30 June 2020.
Use community partnerships to create healthy and safe community places, and open passive recreation spaces, including a Wendouree Recreation Reserve Health and Wellbeing Precinct	A Wendouree Recreation Reserve Health and Wellbeing Precinct complete	In progress 	Project still awaiting a funding agreement from the Victorian Government. Community Reference Group met in February. It was agreed that Council staff would work through a draft delivery timeline for project components through to the next State Government Election in 2022. The group also agreed to complete a specific youth engagement process with young, local residents about the type of recreational infrastructure to be delivered.










## What we have done



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Develop the social capacity of our senior residents by working with internal and external partners to ensure infrastructure accessibility at all places and spaces	Infrastructure accessibility at all places and spaces	In progress 	Ongoing participation in strategic directions working groups, as a major stakeholder, providing information to multiple PCGs, consultation with community on-going.
Develop a learning city by delivering targeted programs and projects, including preparation of a Wendouree Library and Community Hub feasibility study	A Wendouree Library and Community Hub feasibility study complete	Complete 	The feasibility study for the Wendouree Library and Community Hub is complete. A number of different sites in the Wendouree area will now be considered for a possible future library site. Further development in this area will be dependent on future funding from both Council and other sources.
Develop a learning city by delivering targeted programs and projects, including Intercultural Cities Program participation	Direct participation in the Intercultural Cities Program through learning programs and targeted projects	In progress 	<ul style="list-style-type: none"> <li>Celebration of 10 year anniversary of the Intercultural Ambassador Program with the 'Colours of World Culture' Exhibit at the Ballarat Art Gallery</li> <li>Active participation in the development of the Intercultural Cities - Australasia Network which is a platform of exchange and cross-council learning and collaboration in program planning and delivery around sports, multicultural events and women's rights.</li> </ul>
Develop a learning city by delivering targeted programs and projects, including Youth Entrepreneur programs	Youth Entrepreneur programs developed and delivered	In progress 	<ul style="list-style-type: none"> <li>New youth-led social enterprise initiative 'Friends of Percy' established to raise ongoing funds for bushfire relief efforts</li> <li>One market stall held in February</li> <li>Young Creatives in Business program in partnership with Council's Skill Up launched on 5 March</li> <li>First workshop delivered by Craft Victoria on 5 March on taking professional images of artwork with a phone and free apps, 15 youth participants</li> </ul>
Create a new Municipal Health and Wellbeing Plan and implement key actions, including developing a regional health charter in partnership with other local LGAs	Regional health charter developed	In progress 	Working collaboratively with other regional health partners on obesity prevention. Document prepared in conjunction with Golden Plains and Moorabool Councils, DHHS, and DEWLP on local planning processes has been completed. Other regional work includes an alliance of regional organisations working to implement the Healthy Choices guidelines in various settings.
Create a new Municipal Health and Wellbeing Plan and implement key actions, including implementing a Council Food Policy	Food Policy implemented	In progress 	Strategies from the food strategy are being implemented, including using Monash University students to scope the potential for a program that promotes healthy children's menus within local cafes and restaurants.
Plan for future growth including: delivering sport and active living outcomes in Ballarat West	Delivering a sport and active living plan for Ballarat's growth in the West	In progress 	The funding application for the Victorian Government election commitment of \$3.7million for the re-development of facilities at Alfredton Recreation Reserve has been finalised. This project also includes a Council funding commitment of \$1 million and will deliver a new bowls social facility, new football and cricket female-friendly change facilities and other upgrades to the sporting amenities at the reserve.

## What we have done



FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Plan for sport participation over coming decades by reviewing the following strategies: Ballarat Recreation and Active Living Strategy	Ballarat Recreation and Active Living Strategy reviewed	Complete 	A review of the 2014 City of Ballarat Sport and Recreation Strategy has been completed. An action plan titled Active Ballarat has been developed to guide the Council's work in relation to sport and active living across the municipality. This includes programs to increase participation in organised sporting programs, general recreational activities and the appropriate guides the investment necessary for sports and recreational infrastructure across Ballarat.
Plan for sport participation over coming decades by reviewing the Ballarat Regional Tennis Strategy	Ballarat Regional Tennis Strategy reviewed	In planning 	The City of Ballarat continues to work closely with key stakeholders including SRV, Ballarat Regional Tennis Club and Tennis Victoria to develop a plan for the improvement of Ballarat's regional tennis facilities. It is anticipated that an agreed plan will be completed by mid 2021.
Plan for sport participation over coming decades by reviewing the Ballarat Criterion Cycling Project	Ballarat Criterion Cycling Project reviewed	In planning 	Council is working closely with the Ballarat cycling stakeholders to explore the feasibility of developing a regional cycling centre at the Marty Busch Reserve in Sebastopol. Council is in the process of developing an updated masterplan for the reserve that will define the potential for developing additional cycling facilities - including a purpose built criterion track at the reserve. The BMX facility has already undergone a significant upgrade with a new track surface completed and new flood lighting currently being installed.
Provide positive leadership to promote Ballarat as a Child Friendly City, with a commitment to seek children's input in the decisions that will impact them as future citizens	Opportunities created for children to participate in decision-making	In progress 	Council consults with the children in our children's centres around our service philosophies and things that affect them in our day-to-day operations and educational programs.
Provide positive leadership to promote Ballarat as a Child Friendly City, and provide high quality information to assist families to access local community services and support	Information provided to assist families to access local community services and support	In progress 	Parent Place offers a 'one stop shop' to support families with parenting advice and information. Services and activities such as playgroup, lactation consultant services, family law and family violence advice and parenting education are also offered on-site.  A range of postcards with early years information assists families to access services and supports such as Parent Place, Central Kindergarten Registration and City of Ballarat Children's Centres.



## What we have done




FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Follow a primary prevention approach to prevent violence against women and children as outlined in the Communities of Respect and Equality 2016–2020 plan, of which Council is a signatory	Primary prevention approach to prevent violence against women and children followed	In progress 	Continuing in accordance with Gender Equity Plan.
Develop our youths' capacity through a Positive Youth Development model by providing effective learning and development approaches to achieve successful outcomes for young people	Learning and development programs delivered	In progress 	<ul style="list-style-type: none"> <li>• Fortnightly Girl Space Program and Young Men's program recommenced in March</li> <li>• Virtual Girl Space to be delivered weekly</li> <li>• Young men's group also established Facebook group to deliver online content on exercising, healthy eating, respectful relationships etc.</li> <li>• Planning commenced for youth-led projects and events for 2020 with SONIKA committee and Youth Council</li> <li>• Inaugural youth-led SONIKA Rising stars at Begonia Festival delivered to showcase fresh emerging talents</li> <li>• Youth volunteer induction camp attended by 26 youth volunteers was held in February at Creswick for current and new volunteers</li> <li>• Media Training delivered on 25 February to 13 youth volunteers by local media mentors</li> <li>• First Crazy Ideas College workshop delivered to Youth Council to help develop ideas and plan for community impact projects in 2020</li> <li>• New concept of youth consultative meeting launched in March, co-chaired by youth councillor and Councillor providing other council departments and external stakeholders with opportunity to consult with our youth councillors</li> <li>• Inaugural youth consultative meeting on 3 March, co-chaired by youth councillor and Councillor Belinda Coates. Representatives of Council committees, including KEAG, Intercultural Advisory Committee and Community Safety, presented to provide an overview of platforms for youth councillors to present their voices to Council. Youth councillors presented on Active Women's and Girls Strategy and Environmental initiatives.</li> <li>• VIC Youth Week 2020 – Recy'kool Arts Project concept developed by youth councillors and local artist Diokno Pasilan to create awareness on fashion waste and climate change</li> <li>• Young Creatives in Business program in partnership with Councils Skill Up launched on 5 March</li> </ul>

## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Develop our youths' capacity through a Positive Youth Development model by providing partnerships and social networks that connect youth to community planning, programs and initiatives	Involvement of young people in planning, programs and initiatives	In progress 	Various youth committees and programs involve the leadership of young people who are active in the decision making in the planning and delivery of programs/events. These included: <ul style="list-style-type: none"> <li>• Girl Space and Young Men's Group program planning for 2020 informed by the input of program participants</li> <li>• Establishment of youth-led 'Friends of Percy' initiative to raise funds for ongoing bushfire relief and delivery of first market stall</li> <li>• Inaugural youth led SONIKA Rising Stars at Begonia Festival</li> <li>• Inaugural Youth Consultative Meeting on 3 March</li> <li>• Youth participation from Youth Council and Girl Space at inaugural 'Ballarat Active Women's Leadership Network' session on 11 March</li> <li>• Participation of youth volunteers in two day Volunteer Induction Camp from 8-9 February</li> </ul>
Develop the capacity of our youth through a Positive Youth Development model by providing, Volunteering opportunities to engage young people to learn and contribute to our community	Youth volunteering opportunities provided	In progress 	<ul style="list-style-type: none"> <li>• Recruitment process for both SONIKA and Youth Council completed for 2020 with 19 Youth Council and 26 SONIKA volunteers inducted in February</li> <li>• Ongoing delivery of volunteer programs, Youth Council and FReeZA Program</li> <li>• Weekly meetings have moved to online delivery via video conferencing as of 19 March</li> <li>• Friends of Percy – fundraising initiatives led by youth volunteers of CoB Youth Council, SONIKA, Centre for Multicultural Youth and Highlands LLEN with market stalls, movie fundraiser and fundraising concert</li> <li>• SONIKA program participants volunteered to stage inaugural SONIKA Rising Stars at Begonia Festival</li> </ul>



## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
<p>Develop the capacity of our youth through a Positive Youth Development model by providing, Partnerships and social networks that connect youth to community planning, programs and initiatives.</p>	<p>Involvement of young people in planning, programs and initiatives</p>	<p>In progress</p> 	<ul style="list-style-type: none"> <li>Fortnightly delivery of Girl Space and Young Men's Group</li> <li>Closed Facebook platforms for both groups provide consistent communication channels and enable steady growth of networks and social connections</li> <li>Delivery of joint Girl Space and Young Men's group activities with Movie Day in January and Stand Up Paddle boarding session in March</li> <li>Friends of Percy – fundraising initiatives established and led by youth volunteers of CoB Youth Council, SONIKA, youth volunteers from Centre for Multicultural Youth and Highlands LLEN</li> <li>Young Creatives in Business program in partnership with Council's Skill Up launched on 5 March</li> <li>Youth Consultative Meetings in partnership with Councillor/s provide young people with opportunity to have representation and voice in Council and community planning, strategy and policy development while learning from Councillors about civic duties and roles as Council representatives</li> <li>SONIKA volunteers stage Inaugural SONIKA Rising Stars at Begonia Festival</li> <li>SONIKA Records program 2020 received 16 applications from young emerging musicians/bands to gain skills and experience around professional recording of their music, mentoring by industry professionals, develop promo packs and perform as part of album launch</li> </ul>
<p>Develop our youths' capacity through a Positive Youth Development model by providing ethical promotion of youth through positive images, role models and stories about young people to the community</p>	<p>Promotional activities of youth conducted</p>	<p>In progress</p> 	<ul style="list-style-type: none"> <li>Media Training on 28 February delivered to 13 youth volunteers by local media mentors</li> <li>Positive promotion and coverage of youth-led initiatives, programs and events in local media including: <ul style="list-style-type: none"> <li>Young Creatives in Business Launch in The Ballarat Times and SONIKA Records in The Courier</li> <li>The achievement of young people are also widely promoted and showcased via our Youth Services social media channels including Facebook and Instagram with daily posts</li> </ul> </li> </ul>
<p>An increase in consultation with children</p>	<p>Attendance by children in consultation events or programs</p>	<p>In planning</p> 	<p>We are currently planning further engagement and consultation with children.</p>



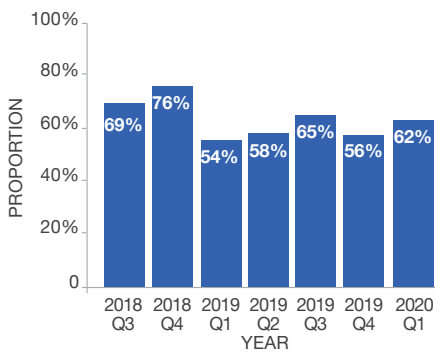
# WHAT WE PLAN TO ACHIEVE

## GOAL: PROSPERITY

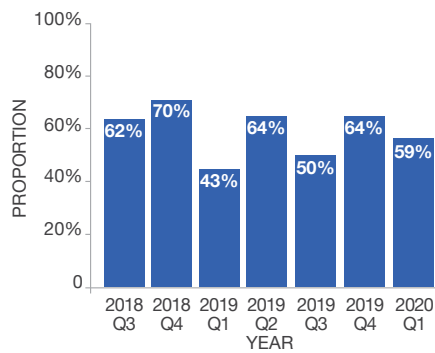
### Advance our economic position as the capital of Western Victoria

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








Percentage of planning permit applications decided within 60 calendar days.



Percentage of Vicsmart planning permit applications decided within 10 business days.









## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Implement the Ballarat Economic Program to facilitate investment and Ballarat jobs	Ballarat Economic Program implemented	In progress 	Delivering on economic growth and transformation, building capacity from within, CBD activation and innovation through: Pause Fest, electronic direct mail to all Ballarat businesses, targeted business engagement with Bakery Hill businesses, visitor economy initiatives and better approvals.
Generate CBD jobs by developing and implementing a Bakery Hill Master Plan and renewing key sites	Council adoption of Bakery Hill Masterplan and progress towards renewing key sites	In progress 	Bakery Hill Masterplan completed. Implementation in progress, including design approval and early works roll-out.
Complete Miners Rest, Buninyong and Warrenheip township plans	Township plan for Buninyong complete	In progress 	Buninyong Township Plan is in preparation, however is on hold whilst neighbourhood character and living corridors work is completed.
Complete Miners Rest, Buninyong and Warrenheip township plans	Township plan for Warrenheip complete	In progress 	Warrenheip Township Plan is being considered through the Growth Areas Investigation Report and Compact City Housing Plan.
Advance major projects, including Ballarat Freight Hub	Ballarat Freight Hub advanced	In progress 	Public expression of interest for operation of intermodal freight hub went live. Submissions currently under consideration
Advance major projects, including Ballarat Innovation Centre	Ballarat Innovation Centre advanced	In planning 	Investigating potential to incorporate specifically with Circular Economy Framework
Advance major projects, including Waste to Energy Facility	Waste to Energy Facility advanced	In planning 	On 26 February 2020, the Victorian Government released its circular economy policy - <i>Recycling Victoria: A New Economy</i> . As part of this policy, the Victorian Government will develop a Waste to Energy framework over 2020 to take effect in 2021.  A report will be made to Council on 1 April 2020, seeking endorsement of a direction for an energy recovery (formerly referred to a Waste to Energy) facility in Ballarat.





## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Advance major projects, including Ballarat Aviation Emergency Services Hub	Ballarat Aviation Emergency Services Hub advanced	In planning 	The proposal remains contingent on the final outcome of the current grant application and resulting Airport Business Plan.
Advance major projects, including Latrobe Street renewal (current Ballarat Saleyards site)	Latrobe Street renewal (current Ballarat Saleyards site) advanced	In progress 	Draft Summary Paper: Future Development Options has been prepared, and preparation is underway for community consultation.
Advance major projects, including Ballarat Fernery redevelopment	Ballarat Fernery redevelopment advanced	In progress 	Heritage Victoria has finalised the fernery's approval and Council has dealt with a contract variation due to a height increase and other design changes. The project will commence in May/June 2020 and is expected to be delivered/completed by late 2020.
Advance major projects, including Victoria Park Master Plan	Victoria Park Master Plan initiatives progressively implemented	In planning 	Initial planning has commenced with the objective of developing new soccer pitches and a new pavilion at Victoria Park. This development is being funded through the Victorian Government Sports Infrastructure Loans Scheme. Initial stakeholder consultation meetings have been organised and Council has commissioned the early design work for the pitches. These works are anticipated to commence in 2021.
Develop Ballarat as a digital transformation and ICT leader	Progress of Digital Strategy	In progress 	The Digital Strategy continues to be implemented and drive new ways of working.
Meeting timelines, budget and quality measures	Satisfy <i>Local Government Act 1989</i> requirements in regards to budget adoption, council plan and annual statement	In progress 	As per the <i>Local Government Act</i> , Council is meeting timelines in regards to budget adoption, Council Plan and the annual statement.









## WHAT WE PLAN TO ACHIEVE

### GOAL: SUSTAINABILITY

#### Protect, maintain and enhance our built and natural assets











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

#### What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Complete and deliver the Ballarat Integrated Transport Action Plan	Ballarat Integrated Transport Action Plan delivered	In progress 	Development of the Ballarat Integrated Transport Action Plan is progressing as part of a wider program of integrated planning. Mode specific papers have been prepared for a range of transport modes including rail, walking, and buses and urban transit. Integration of the transport need with land use policies is currently underway, linking the significant land use planning for a much larger city with future travel demand. A draft transport plan currently under development.
Complete the Ballarat Link Road to the Glenelg Highway	Ballarat Link Road to the Glenelg Highway delivered	In progress 	No change from last update. Waiting on Australian Government funding commitment.
Deliver a sustainable approach to environmental management by working with community stakeholders: Central Victorian Greenhouse Alliance Action Group	Central Victorian Greenhouse Alliance Action Group partnership established	In progress 	Working with CVGA as part of power purchasing opportunities.
Deliver a sustainable approach to environmental management by working with community stakeholders: catchment management and landcare groups	Catchment management and landcare groups partnerships established	In progress 	Parks and Sustainability Officer commencing with the Environment team in April 2020.



## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Deliver a sustainable approach to environmental management by working with community stakeholders: Clean Ballarat	Clean Ballarat partnership established	Complete 	This forum has been discontinued.
Deliver a sustainable approach to environmental management by working with community stakeholders: Regional Sustainability Alliance Ballarat	Regional Sustainability Alliance Ballarat partnership established	In progress 	Sustainability Officer commencing 8 April 2020.
Develop a state-of-the-art animal shelter for Ballarat and the region	State-of-the-art animal shelter developed	In progress 	A Council report to be provided in the final quarter of the financial year as an overview of the current shelter's performance.
Develop and implement climate change adaptation initiatives with targets for emissions reductions	Climate change adaptation initiatives implemented	In progress 	Sustainability Officer - Carbon Neutrality being recruited.
Increase government funding for maintaining core assets such as roads, bridges and drainage	Government funding for maintaining core assets increased	In progress 	Application made to Minister for Infrastructure, Transport and Regional Development for funding to complete land transport projects within Ballarat. Results pending.  Round 5 of the Bridge Renewal Program is now open and a submission will be made. Applications close 29 May 2020.
Develop a waterway enhancement program in conjunction with catchment management and water authorities	Waterway enhancement program developed	In progress 	Continuing Work on the Yarrowee Masterplan.
Deliver enhanced flood protection for Ballarat	Flood protection for Ballarat enhanced	In progress 	Major projects such as Gong Dam rehabilitation, Charlesworth Street retarding basin and Mair Street major pipe projects are progressing slowly with consultants engaged. Eleven waterways have now been mapped and are currently being proofed in preparation for planning scheme amendment for land subject to flooding.
Deliver Ballarat Strategy headline actions, including Waste to Energy project	Waste to Energy project delivered	In planning 	On 26 February 2020, the Victorian Government released its circular economy policy - <i>Recycling Victoria: A New Economy</i> . As part of this policy, the Victorian Government will develop a Waste to Energy framework over 2020 to take effect in 2021.  A report will be made to Council on 1 April 2020, seeking endorsement of a direction for an energy recovery (formerly referred to a Waste to Energy) facility in Ballarat.
Deliver headline actions Ballarat Strategy including the Renewable Energy Action Plan initiatives	Renewable Energy Action Plan initiatives delivered	In progress 	Successful recruitment of the Sustainability Officer.
Deliver headline actions Ballarat Strategy including the beautification of entrances and boulevards	Beautification of entrances and boulevards complete	In progress 	Works continue - staging underway.



## WHAT WE PLAN TO ACHIEVE

### GOAL: ACCOUNTABILITY

#### Provide strong and decisive leadership, and transparent governance






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

#### What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Advocate for Ballarat's priorities and enhance the city's reputation as the capital of Western Victoria.	Advocacy for Ballarat's priorities undertaken	In progress 	<p>Council has continued to advocate for local and regional priorities this quarter, including the Mayor and CEO holding regular meetings with local Victorian and federal politicians to discuss a range of issues including integrated transport and parking. Council met with Jacinta Allan, Minister for Transport Infrastructure, to discuss rail projects and planning. Council also participated in the Regional Rail briefing hosted by Committee for Ballarat. The Mayor has commenced broad industry stakeholder meetings to build stronger relationships with our key local industry leaders.</p> <p>It is expected that advocacy for all regular major projects and initiatives will dramatically decrease for some time as our advocacy focus shifts to protecting the community and economy.</p> <p>Ballarat Mayor Cr Ben Taylor has advocated for financial assistance for residents and businesses and Local Government Act changes in light of the COVID-19 pandemic.</p>
Engage and communicate with our community and other stakeholders	Engagement activities conducted	In progress 	<p>Council's My Say featured the Bakery Hill and Bridge Mall Precinct Urban Renewal Project, Miners Rest Township Plan, Ballarat is Open, Yarrowee River Masterplan and Telling the Eureka Story. The quarter also featured comprehensive community engagement as part of the Ballarat Smarter Parking roll out process. Towards the end of the quarter significant community and stakeholder engagement commenced in relation to COVID-19.</p>



## What we have done

FOUR-YEAR PRIORITY	MEASURE	PROGRESS	COMMENTARY
Reduce unnecessary regulations and advocate for the removal of regulatory burdens from other tiers of government	Advocacy for the removal of regulatory burdens from other tiers of government undertaken	In progress 	Awaiting response regarding advocacy for removal of regulatory burdens from other tiers of government.
Implement the Digital Strategy, better utilise innovative online engagement tools and make our information and data accessible to our community and stakeholders	Digital Strategy implemented	In progress 	Our information and data is now accessible via our new open data platform, <a href="http://data.ballarat.vic.gov.au">data.ballarat.vic.gov.au</a> . This platform allows the community to explore data and build maps and charts with the data available. Federation University continues to develop a city-wide open data platform for other organisations to also utilise as part of our Smart Cities and Suburbs funding through the Australian Government.
Investigate and deliver shared local government services within the region	Shared local government services delivered	In progress 	The Rural Councils Transformation Program continues to progress with the Central Highlands Region following the announcement of \$4.5 million in funding from Local Government Victoria.
Review business operations to drive financial and service improvements	Financial and service improvements	In progress 	Business operations and service improvement continues throughout the organisation. Service improvement opportunities were identified and delivered in the Art Gallery of Ballarat. Our new technology systems are also allowing for the rapid digitisation of existing manual processes, driving efficiencies across the organisation.
Annual improvement of lobbying strategies for key projects	Lobbying strategy for key projects improved	In progress 	Lobbying for key projects continues at direction of ELT.





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**10.14. APPOINTMENT TO HER MAJESTY'S THEATRE BOARD**

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

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Appoint Ms Virginia Wise to the Her Majesty's Theatre Special Committee (Board) as one of four (4) Royal South Street Representatives to the Special Committee.**
- 2. Recognise the contribution of Brett Macdonald for his voluntary service on the Her Majesty's Theatre Special Committee (Board) as one of four (4) Royal South Street Representatives.**

**EXECUTIVE SUMMARY**

The purpose of this report is to nominate Ms Virginia Wise to the Her Majesty's Theatre (HMT) Special Committee (Board) as one of four (4) Royal South Street (RSSS) representatives to the Special Committee. The HMT Board comprises the following membership:

- Four (4) external skills-based community members sought through publicly invited Expressions of Interest,
- Four (4) members nominated by the Royal South Street Society Inc.,
- One (1) User Group representative nominated by consensus of local theatre user groups,
- Three (3) Councillors appointed by the City of Ballarat. Where more than one appointed Councillor attends a meeting, only one Councillor may vote on a resolution.

**RATIONALE**

A vacancy has arisen on the HMT Board following the resignation of Brett Macdonald from RSSS. Virginia Wise has been recommended by RSSS to be appointed to the vacant position. The recommendation of Virginia is endorsed by the HMT Board.

As per Council's Committee Policy all appointments to Special Committees are subject to Council resolution and are not effective until that endorsement has taken place.

**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*
- City of Ballarat Committee Policy

**REPORTING AND COMPLIANCE STATEMENTS**

Implications	Considered in Report?	Implications Identified?
<b>Human Rights</b>	Yes	No
<b>Social/Cultural</b>	Yes	No
<b>Environmental/Sustainability</b>	No	No
<b>Economic</b>	No	No
<b>Financial/Resources</b>	No	No
<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*.

**Social/Cultural** – The involvement of community members in the Her Majesty's Theatre Special Committee ensures the community is considered in decision making and outcomes.

**Risk Management** – All members appointed to Special Committees are required to complete Returns of Interest and are required to disclose any conflicts of interest.

**CONSULTATION**

No consultation has been required.

**OFFICERS DECLARATIONS OF INTEREST**

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

**REFERENCE DOCUMENTS****ATTACHMENTS**

1. RSSS HMT Board Ltr [10.14.1 - 1 page]



31 January 2020

Mr Daniel Henderson,  
Manager Her Majestys Theatre & Civic Hall  
Ballarat City Council'

Dear Daniel,

The Board of Royal South Street has considered the vacancy on Her Majesty's Theatre Board created by the resignation of Mr Brett McDonald. They put forward Ms. Virginia Wise. Please include her on all future correspondence for Theatre Board meetings?

Virginia's contact details are:

[REDACTED]  
[REDACTED]

Your Sincerely

[REDACTED]

Tony Rowlands  
Business Manager  
Royals South Street Society



**10.15. 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. Exercise the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instruments of appointment and authorisations (the instruments), and that
  - a. Brenda Carey and Darren Sadler be appointed and authorised as set out in the instruments.
  - b. The instruments come into force immediately the common seal of Council is affixed to the instruments remain in force until Council determines to vary or revoke it.
  - c. The instruments be sealed.
2. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Steven Van Orsouw (R332/19).
3. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Lily Garrod (R130/18).
4. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Rebekah Isaacs (R332/19).
5. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Terry Demeo (R354/16).

**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement to revoke the S11A. Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* for Steven Van Orsouw, Lily Garrod, Rebekah Isaacs and Terry Demeo.

The report is also to seek Council's endorsement of the S11A. Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* to Brenda Carey and Darren Sadler.

## RATIONALE

The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, through Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated by the Chief Executive Officer and must be made through a resolution of Council.

Steven Van Orsouw is no longer seconded in the role of Executive Manager Regulatory Services.

Lily Garrod no longer requires her authorisation in the position Administration Officer Growth Areas Facilitation.

Rebekah Isaacs is no longer in the position of Compliance Officer and no longer requires the authorisation.

Terry Demo is no longer in the position of Director Infrastructure and Environment and no longer requires the authorisation.

Brenda Carey has been seconded in the position Acting Executive Manager Regulatory Services and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.

Darren Sadler has been seconded in the position Acting Director Infrastructure and Environment and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

- *Charter of Human Rights and Responsibilities Act 2006*;
- *Local Government Act 1989*;
- *Local Government (General) Regulations 2015*;
- *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>	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*.

**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, as legislation requires Council to approve authorised officers under the *Planning and Environment Act 1987*.

**Implementation/Marketing** – As per section 12(f) of the *Local Government (General) Regulations 2015*, Council will make the details of the current authorised officers under section 224(1A) of the Act available for public inspection.

**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 managers and officers to ensure the correct officers have been authorised to complete tasks.

The revocation and conferring of authorisations does not require any public consultation, however, Council is required to keep a register of all authorised officers available for public inspection.

## **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 December 2016 Council Minutes
- 23 May 2018 Council Minutes
- 11 December 2019 Council Minutes

## **ATTACHMENTS**

1. S11A Brenda Carey [**10.15.1** - 2 pages]
2. S11A Darren Sadler [**10.15.2** - 2 pages]



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

**Ballarat City Council**

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



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

In this instrument "officer" means -

**Brenda Carey**

**By this instrument of appointment and authorisation Ballarat City 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 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case 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



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

**Ballarat City Council**

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



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

In this instrument "officer" means -

**Darren Sadler**

**By this instrument of appointment and authorisation Ballarat City 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 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case 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

**10.16. OUTSTANDING QUESTION TIME ITEMS**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Sarah Anstis -Administration Officer Statutory Compliance

**OFFICER RECOMMENDATION**

**Council resolves to:**

**Endorse the Outstanding Question Time report.**

**EXECUTIVE SUMMARY**

This report provides Council with an update of response to questions taken on notice and outstanding unanswered questions from public question time.

**RATIONALE**

The City of Ballarat Meeting Procedure Local Law, Division 8, calls for a standard agenda item at each Council Meeting that reflects unanswered questions from public question time.

**LEGISLATION, COUNCIL PLAN, STRATEGY AND POLICY IMPLICATIONS**

- City of Ballarat Meeting Procedure Local Law

**CONSULTATION**

Nil

**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.

**REFERENCE DOCUMENTS**

Nil

**ATTACHMENTS**

1. Outstanding Question Time Items [10.16.1 - 1 page]
  2. QT35/20 - Wil Haskard [10.16.2 - 1 page]
  3. QT36/20 - Alan Ford [10.16.3 - 2 pages]
  4. QT37/20 & QT38/20 - Werner Oellering [10.16.4 - 2 pages]
  5. QT40/20 - Lucy Bracey [10.16.5 - 2 pages]
  6. QT41/20 - Tony Goodfellow [10.16.6 - 1 page]
-



Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
14/2020 QT35/20	Closed	Will Haskard Black Hill	With regards to the new proposal for free parking and the removal of the meters across the CBD, how much is it costing the city to remove the parking meters and why weren't the meters just disabled in some way?	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)
14/2020 QT36/20	Closed	Alan Ford Miners Rest	Are Councillors aware of a document titled "Ballarat Airspace Review August 2017", and if so, its ramifications on the capacity of the Ballarat Aerodrome; in particular dot point 3.4.3 p11, quoted below? I haven't received an answer so far from planning.  "Aircraft operators and BCC advise that they will restrict annual aircraft movements to a maximum of 30,000 to avoid capacity and infrastructure issues at the aerodrome."  Restrictions on the airport in Mr Kneebushe's Airport Safeguarding Study 2018, are based on more than 56,000 movements per year in 2050. 80% of flight movements at present are pilot training.	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)
22/4/2020 QT37/20	Closed	Werner Oellering Ballarat	The council approved development plan for Miners Rest Saleyards (CVLX) details a risk assessment that suggests that odour/air quality issues from the site are "unlikely" to occur (may happen once in 5 to 10 years) and will have only "Minor" impact on the population. EPA complaint data suggests 30 to 40 incidents via 900 recorded community complaints in 12 months and puts it in the "Almost Certain" likelihood category (Will Happen, imminent or will occur in 1 – 6 months). Applying these measured results to CVLX's own risk matrix in the Development Plan, results say that the risk to the air quality faced by the Miners Rest community is "High" to "Very High". EPA, Council and GHD real life odour assessments indicate that CVLX's is unable to operate within its approved Development plan conditions.  What will council do to ensure CVLX complies with the Development plan, does council acknowledge that CVLX operations fall outside their Development Plan?	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)
22/4/2020 QT38/20	Closed	Werner Oellering Ballarat	The Development Plan document seems to carry little standing and appears to place no onus on CVLX to operate with what would be considered reasonable environmental guidelines. The Development plan and its associated procedures completely fail to address what odour studies and EPA have found to be the greatest source of odour from the site. Environmental Improvement Plan Odour Management Procedures (Set 5.10, Odour Management) doesn't consider the Sheep yards as a source of odour. This Development Plan cannot continue be accepted by council as a legitimate operational document when it fails to address all odour emission sources?  Have CVLX's EIP and the Development plan been reviewed or amended since its approval, if not why not?	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)
22/4/2020 QT39/20	Closed	Lucy Bracey Ballarat	2.3 City of Ballarat's Fleet to be low carbon.  As well as a tender for replacing garbage compactor fleets with electric vehicles, what are the 'other initiatives are in progress' mentioned in the agenda?	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)
22/4/2020 QT40/20	Closed	Lucy Bracey Ballarat	5.3 Climate resilient local environment You mention that the initiative for a champion local developer is being explored in a green field location - what does this mean in terms of new housing estate developments? How is the City of Ballarat going to ensure that the growing new housing developments are sustainable, functional and carbon neutral?	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)
22/4/2020 QT41/20	Closed	Tony Goodfellow Golden Point	Noting the fantastic work done so far when will the council fleet be powered by electricity? (As per Action 2.3 of the plan).  Acknowledging the great work in establishing a PPA what else has been done to explore new innovative areas to establish Ballarat as a renewable energy destination? (As per 3.1a of the plan).	Terry Demeo Director Infrastructure and Environment	Terry Demeo, Director Infrastructure and Environment provided a written response (see attached)

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AUSTRALIA

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Facsimile: 03 5333 4061



Date: 20 April 2020  
Our Ref: TD:bk  
Your Ref: Public Question QT35/20  
Enquiries: (61) 03 5320 5500  
Direct Email: [info@ballarat.vic.gov.au](mailto:info@ballarat.vic.gov.au)

Mr Wil Haskard  
[Redacted]

Dear Mr Haskard

**RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 1 APRIL 2020**

I refer to your question in relation to free parking and the removal of meters across the CBD which you raised at the meeting of 1 April 2020 in writing.

*"With regards to the new proposal for free parking and the removal of the meters across the CBD, how much is it costing the city to remove the parking meters and why weren't the meters just disabled in some way?"*

I can now confirm the verbal response which was provided on the night of the Council meeting that the meters are not being removed but rather changed digitally such that they advise that parking is free across the CBD.

Following from this there is obviously no cost in relation to the removal of the meters.

I trust this clarifies the matter that you raised.

If you do wish to discuss the matter further at all, please don't hesitate to call me directly on [Redacted].

Yours sincerely

A handwritten signature in blue ink, appearing to read "Terry Demeo".

Terry Demeo  
Director Infrastructure and Environment

CC: CEO, Justine Linley  
Civic Support  
Agenda Preparation

PO Box 655  
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AUSTRALIA

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Date: 21 April 2020  
Our Ref: TD:bk  
Your Ref: Public Question QT36/20  
Enquiries: (61) 03 5320 5500  
Direct Email: [info@ballarat.vic.gov.au](mailto:info@ballarat.vic.gov.au)

Mr Alan Ford



Dear Mr Ford

**RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 1 APRIL 2020**

I refer to the question which you raised in writing to the Council meeting of 1 April 2020 in relation to the "Ballarat Airspace Review August 2017", where you specifically asked are Council aware of the document and the specific wording of the same.

*"Are Councillors aware of a document titled "Ballarat Airspace Review August 2017", and if so, its ramifications on the capacity of the Ballarat Aerodrome; in particular dot point 3.4.3 p11, quoted below? I haven't received an answer so far from planning.*

*"Aircraft operators and BCC advise that they will restrict annual aircraft movements to a maximum of 30,000 to avoid capacity and infrastructure issues at the aerodrome."*

*Restrictions on the airport in Mr Kneebushe's Airport Safeguarding Study 2018, are based on more than 56,000 movements per year in 2050. 80% of flight movements at present are pilot training."*

I refer to the question which you raised in writing to the Council meeting of April 1 in relation to the "Ballarat Airspace Review August 2017 ", where you specifically asked are Council aware of the document and the specific wording of the same.

I can now confirm that Councillors are aware of this report and a verbal response was provided at the Council meeting to clarify the statements within the report which you articulated in your broader question.

In relation to the statement within the report in respect to commitment from existing operators, namely " Aircraft operators and BCC advise that they will restrict annual aircraft movements to a maximum of 30,000 to avoid capacity and infrastructure issues at the aerodrome", I can advise that this was a commitment given at the time that this study was undertaken, it does not reflect the specific capacity under the Civil aviation Safety Authorities controls relating to the airport. This capacity remains the target of the City of Ballarat at this point in relation to movements associated with the airport.

2.

Further, I understand from your question that you had a concern in relation to a conflict with this earlier statement and the Kneebushe report of 2018 where the airport safeguarding study made an assumption around 56,000 movements per year in 2050. I can advise that this was an assumption for the purposes of planning for the airport in order that the provision for capacity within the airport itself and the noise contours relating to adjacent land provided for this contingency in relation to capacity.

In short, Councillors are aware of the report, and it is considered that there is no contradiction within the report which seeks to provide guidance to inform planning for the airports long-term future.

I trust that this response clarifies the question that you raised.

If you do have any further concerns at all or wish to discuss the matter in more detail, please call myself direct on [REDACTED].

Yours sincerely



Terry Demeo  
Director Infrastructure and Environment

CC: Mayor and Councillors  
CEO, Justine Linley  
Lisa Kendal, Manager Strategic Planning  
Civic Support  
Agenda Preparation

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Date: 23 April 2020  
Our Ref: TD:bk  
Your Ref: QT37/20 & QT38/20  
Enquiries: (61) 03 5320 5500  
Email: [info@ballarat.vic.gov.au](mailto:info@ballarat.vic.gov.au)

Mr Werner Oellering  
[REDACTED]

Dear Mr Oellering

**RE: COUNCIL QUESTIONS QT37/20 & QT38/20**

I refer to your questions which were raised at the Council meeting held 22 April 2020. For purposes of clarity I have reproduced your questions in full and provided a response to each of them below.

*1. The council approved development plan for Miners Rest Saleyards (CVLX) details a risk assessment that suggests that odour/air quality issues from the site are “unlikely” to occur (may happen once in 5 to 10 years) and will have only “Minor” impact on the population. EPA complaint data suggests 30 to 40 incidents via 900 recorded community complaints in 12 months and puts it in the “Almost Certain” likelihood category (Will Happen, imminent or will occur in 1 – 6 months). Applying these measured results to CVLX’s own risk matrix in the Development Plan, results say that the risk to the air quality faced by the Miners Rest community is “High” to “Very High”. EPA, Council and GHD real life odour assessments indicate that CVLX’s is unable to operate within its approved Development plan conditions.*

- What will council do to ensure CVLX complies with the Development plan, does council acknowledge that CVLX operations fall outside their Development Plan?*

Council continues to work with the EPA in relation to the odour concerns which have been raised by the members of the Miners Rest community which has seen the significant level of complaint to the EPA. As you are aware the facility and CVLX as a company currently have a pollution abatement notice on the property which requires them to respond to the EPA in detail in respect to matters surrounding the operation and measures that are proposed to address concerns that have been raised. This is considered the most appropriate course of action to address the odour concerns that have been raised.

Enforcement action in respect to the approved development plan is considered to be a less appropriate course of action to address the community concerns.

In relation to the second part of the question, I can advise that the development plan itself has been complied with in relation to the built form of the development. The operations of the facility and more specifically concerns related to odour are not explicitly development plan issues.

2.

*2. The Development Plan document seems to carry little standing and appears to place no onus on CVLX to operate with what would be considered reasonable environmental guidelines. The Development plan and its associated procedures completely fail to address what odour studies and EPA have found to be the greatest source of odour from the site. Environmental Improvement Plan Odour Management Procedures (Sect 5.10, Odour Management) doesn't consider the Sheep yards as a source of odour. This Development Plan cannot continue be accepted by council as a legitimate operational document when it fails to address all odour emission sources?*

*• Have CVLX's EIP and the Development plan been reviewed or amended since its approval, if not why not?*

I can advise that the operations of the CVLX facility have been the subject of significant review given the fact the company has responded to previous pollution abatement notices and as I understand it has responded to the most recent notice in recent days. In short, the company continues to look to improve their performance to address the concerns raised by Miners Rest residents and Council will continue to work with the company to get the best possible outcomes for the community.

Again, you are aware that Council has gone to the extent of engaging GHD Consultants to undertake an independent review of the facility to inform further actions from Council.

Please contact me directly on [REDACTED] if you wish to discuss this matter further.

Yours sincerely



Terry Demeo  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Agenda Preparation  
Civic Support  
CEO Support  
Lisa Kendal

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Date: 23 April 2020  
Our Ref: TD:bk  
Your Ref: QT40/20  
Enquiries: (61) 03 5320 5500  
Email: [info@ballarat.vic.gov.au](mailto:info@ballarat.vic.gov.au)

Ms Lucy Bracey  
[REDACTED]

Dear Ms Bracey

**RE: COUNCIL QUESTION QT40/20**

I refer to your questions which were raised at the Council meeting held 22 April 2020. For purposes of clarity I have reproduced your questions in full and provided a response to them below.

***Both questions regarding agenda item 10.5 Carbon Neutrality Update***

***2.3 City of Ballarat's Fleet to be low carbon***

*As well as a tender for replacing garbage compactor fleets with electric vehicles, what are the 'other initiatives are in progress' mentioned in the agenda?*

As the plan details, we would look to partner with greenhouse alliances across Victoria to undertake fleet assessment for the potential bulk buy of electric vehicles. This relates to a tool which has been developed by greenhouse alliance councils elsewhere in Victoria and we have commenced work with those councils around utilising this tool as part of our ongoing fleet management process.

Further, under 2.3d, the all waste interchange was a key initiative to reduce garbage compactor trips to the Smythesdale Landfill. Council continues to pursue this initiative. I can also advise that officers continue to look at bio-fuel options to return our fleet to a bio-diesel fuel source, however at this point in time there is no bulk bio-fuel source available.

***5.3 Climate resilient local environment***

*You mention that the initiative for a champion local developer is being explored in a green field location - what does this mean in terms of new housing estate developments? How is the City of Ballarat going to ensure that the growing new housing developments are sustainable, functional and carbon neutral?*

Under the initiative of 5.3 Climate resilient local environment, Council's intention is to work with a local developer to deliver an exemplar development which would provide clear guidance for other greenfield development sites.

In relation to the second part of your question, Council's Strategic Planning team is undertaking the development of a local planning policy to embed ecologically sustainable design into the Planning Scheme.

2.

Further, Council's Statutory Planning team looks to deliver development which provides for opportunities on all housing lots to achieve appropriate solar orientation to allow designs to be as solar efficient as possible which in and of itself is a fundamental principal to achieve functional and carbon reducing designs.

I trust that this information is of assistance.

Please contact me directly on [REDACTED] if you wish to discuss this matter further.

Yours sincerely



Terry Demeo  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Agenda Preparation  
Civic Support  
CEO Support  
Lisa Kendal  
Louise Turner



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Date: 23 April 2020  
Our Ref: TD:bk  
Your Ref: QT41/20  
Enquiries: (61) 03 5320 5500  
Email: info@ballarat.vic.gov.au

Mr Tony Goodfellow  
[REDACTED]

Dear Mr Goodfellow

**RE: COUNCIL QUESTION QT41/20**

I refer to your question which were raised at the Council meeting held 22 April 2020. For purposes of clarity I have reproduced your question in full and provided a response to it below.

*Noting the fantastic work done so far when will the council fleet be powered by electricity?  
(As per Action 2.3 of the plan)*

The Council is working with Greenhouse Alliance groups across Victoria in respect to exploring opportunities for bulk purchase of electric vehicles. Inevitably, we will be reliant on the market to provide vehicles at an appropriate price point to meet Council's requirements. With the market maturing in this space, the optimistic view would be that an economical viable alternate to traditional hydrocarbon fuelled vehicles is likely mid to late 2020s. You would however appreciate with the COVID-19 shock to our economic growth, this will have an unknown effect in relation to the economy in these areas.

*Acknowledging the great work in establishing a PPA what else has been done to explore new innovative areas to establish Ballarat as a renewable energy destination? (As per 3.1a of the plan)*

I can advise that the City of Ballarat is taking a proactive role in exploring the opportunity for hydrogen as an alternate base load fuel source for the City with leading companies within Ballarat actively pursuing this opportunity.

Further, the City of Ballarat continues to pursue the waste to energy initiative as another source of sustainable base load power for our City.

I trust that this information is of assistance. Please contact me directly on [REDACTED] if you wish to discuss this matter further.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Terry Demeo".

Terry Demeo  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Agenda Preparation  
Civic Support, CEO Support

## 11. NOTICE OF MOTION

### 11.1. NOTICES OF MOTION

I hereby give notice that at the Ordinary Meeting of Council on 27 May 2020, I will propose the following motion:

**That the CEO submit for Council's consideration a new procurement Policy and complimentary Contracts Administration Manual by the July 2020 meeting to include the following:**

- 1. A revised evaluation criteria and process that provides greater mandatory weighing to price and is scalable to the size and type of contract.**
- 2. A clearer process for the selection of local suppliers with greater transparency on capacity building and business development efforts.**
- 3. An expanded section on contracts Management, supervisor and administration that is explicit on the use of best practice review and supervision techniques including milestone assessments, gateway reviews and post-delivery evaluation audit.**

Cr Tillett

#### **Rationale**

Council is required to review the Procurement Policy at least annually. The most recent Procurement Policy was reviewed in July 2019 and modifications approved by Council in August 2019.

Each review of the policy has only resulted in minor amendments and limited changes. It is appropriate given the current context of COVID-19 and with Council in the final year of this term, that there is a considered and determined look at the procurement policy and the contract management administration arrangement. The current Policy is largely silent on contract management workflows, core contracting principals, methods of performance management of contractors, the creation of contract management plans, contract supervision, post-delivery evaluation and review.

It is desirable for the Council to be re-assured that Ballarat has the best available information and the best practice policy and administrative procedures in place. The search for this information should be limited to guidelines offered by Local Government Victoria but should extend to other jurisdictions where issues of probity, anti-corruption, transparency and separation responsibilities and functions have been thoroughly explored.

For the CEO to put in place a complementary Contract Administration manual that supports a best practice Procurement Policy will set this Council apart and establish a standard that we should not only expect as a community but demand.



## **COUNCILLORS NOTICE OF MOTION FORM**

(In accordance with Division 4, Clause 34, Ballarat City Council Local Law No. 18 – Meeting Procedure Local Law)

**TO:** Chief Executive Officer – City of Ballarat  
**FROM:** Cr Grant Tillett  
**DATE:** 06/05/2020

I hereby give notice that at the Ordinary Meeting of Council on 27 May 2020, I will propose the following motion:

That the CEO submit for Council's consideration a new Procurement Policy and complementary Contract Administration Manual by the July 2020 meeting, to include the following:

1. A revised evaluation criteria and process that provides greater mandatory weighting to price and is scalable to the size and type of contract
2. A clearer process for the selection of local suppliers with greater transparency on capacity building and business development efforts
3. An expanded section on contract management, supervision and administration that is explicit on the use of best practice review and supervision techniques including milestone assessments, gateway reviews and post-delivery evaluation and audit.

### **Rationale**


Council is required to review the Procurement Policy at least annually. The most recent Procurement Policy was reviewed in July 2019 and modifications approved by Council in August 2019.

Each review of the policy has only resulted in minor amendments and limited changes. It is appropriate given the current context of COVID-19 and with Council in the final year of this term, that there is considered and determined look at the procurement policy and contract management and administration arrangements. The current Policy is largely silent on contract management,

workflows, core contracting principles, methods of performance management of contractors, the creation of contract management plans, contract supervision, post-delivery evaluation and review.

It is desirable for the Council to be re-assured that Ballarat has the best available information and best practice policy and administrative procedures in place. The search for this information should not be limited to guidelines offered by Local Government Victoria but should extend to other jurisdictions where issues of probity, anti-corruption, transparency and separation of responsibilities and functions have been thoroughly explored.

For the CEO to put in place a complementary Contract Administration Manual that supports a best practice Procurement Policy will set this Council apart and establish a standard that we should not only expect as a community but demand.


- Signed:   
(Signature of Councillor)
- Dated: 06/05/2020

## Extracts from Local Law 18 – Meeting Procedure.

### 34 Councillors may propose Notices of Motion

- 34.1 Prior to a Council Meeting, Councillors wanting to include a matter on the Agenda, must complete a Councillor's Notice of Motion form.
- 34.2 A Notice of Motion form must be signed by the Councillor, and be lodged with the Chief Executive Officer to allow sufficient time for him or her to give each other Councillor notice of such Notice of Motion and to allow sufficient time for the Notice of Motion to be put in the Agenda for the next Council Meeting. Provided this is done not less than one working day before the agenda is provided to the Councillors and the public. e.g. Received by 4 pm the Thursday before Friday delivery to Councillors.
- 34.3 The Chief Executive Officer may reject any Notice of Motion which is vague or unclear in intention, but must:
- 34.3.1 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
- 34.3.2 notify in writing the Councillor who lodged it of the rejection and reasons for the rejection.
- 34.4 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the material accompanying the Agenda.
- 34.5 The Chief Executive Officer must cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion book in the order in which they were received.
- 34.6 Except by leave of Council, each Notice of Motion, before any Council Meeting, must be considered in the order in which they were received by the Chief Executive Officer.
- 34.7 If a Councillor who has given a Notice of Motion is absent from the Council Meeting or fails to move the motion when called upon by the Chairperson, any other Councillor may move the motion.
- 34.8 If a Notice of Motion is not moved at the Council Meeting at which it is listed, it lapses.

### Office Use Only

<b>Notice Received</b>	Date 08 May 2020
<b>Notice accepted / rejected by CEO (please circle)</b>	Date:- 08 May 2020 Signature:- 
<b>Notice Given To Councillors</b>	Date:- 08 May 2020 Signature:- 
<b>Date of Meeting</b>	
<b>Notice Number</b>	

**12. URGENT BUSINESS**

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

**10.5. BALLARAT INTERNATIONAL FOTO BIENNALE**

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

(Confidential information)

**13.1. TENDER MAV VP181617 – PURCHASE OF THREE (3) X 23 CUBIC METER (APPROX.) & ONE (1) X 16 CUBIC METER (APPROX.) SIDE LOADING COMPACTORS TO BE USED BY OUR WASTE & RECYCLE DIVISION**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Adrian Smith - Manager Fleet Services

(Confidential information)

**13.2. BALLARAT SPORTS AND ENTERTAINMENT PRECINCT UPDATE**

**Division:** Infrastructure and Environment  
**Director:** Darren Sadler  
**Author/Position:** Darren Sadler – Acting Director Infrastructure and Environment

(Confidential information)

**14. CLOSE**