



**Council Meeting**

**8 July 2020**

Virtual Meeting

**AGENDA**

**Public Copy**

**NOTICE IS HEREBY GIVEN THAT A MEETING OF BALLARAT CITY COUNCIL WILL BE  
A VIRTUAL MEETING ON WEDNESDAY 8 JULY 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 is 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 22 July 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. OFFICER REPORTS

##### 4.1. ADOPTION OF 2020/21 BUDGET

**Division:** Business Services  
**Director:** Sean Portelli  
**Author/Position:** Sean Portelli - Director Business Services

#### OFFICER RECOMMENDATION

##### Council resolves:

1. It has considered all submissions and presentations made to Council at its Special Meeting held on 17 June, 2020 and additional submissions provided to Councillors on the morning of 8 July, 2020.
2. Pursuant to Section 130 of the *Local Government Act 1989*, to accept the Draft 2020/21 Budget.
  - 2.1 Discloses that as at 30 June 2020 the total amount borrowed by Council is \$45.426 million
  - 2.2 Proposes that the total amount proposed to be borrowed during the financial year other than borrowings to refinance loans is \$17 million.
  - 2.3 Projects that \$5.206 million will be redeemed during the financial year;
  - 2.4 Projects that as at 30 June 2021 Council borrowings will total \$62.426 million.
  - 2.5 Projects that the cost of servicing the borrowings during the financial year will be \$3.117 million.
  - 2.6 Proposes that rates in the dollar for each type of rate to be levied for the 12 month period from 1 July 2020 to 30 June 2021 are:

TYPE OF RATE	RATE IN THE \$ ON CIV
Residential	0.003739 cents
Commercial	0.010159 cents
Industrial	0.010501 cents
Rural Residential	0.003268 cents
Farm	0.002678 cents
Recreation - 1	0.003121 cents
Recreation - 2	0.010674 cents
Bridge Mall Special Rate	0.002952 cents

- 2.7 Proposes that no municipal charge be declared; and
- 2.8 Proposes that a Service Charge of \$363.10 per service be levied for the 12 month period from 1 July 2020 to 30 June 2021 on residential and other permitted properties for the collection, removal and disposal of refuse and recyclables where the service is provided.

**2.9 Proposes that a Service Charge of \$70.30 per service be levied for the 12 month period from 1 July 2020 to 30 June 2021 for collection, removal and disposal of greenwaste on all residential properties with a detached house (including houses and granny flats and bungalows) on land sized between 250m<sup>2</sup> and 4,000m<sup>2</sup>, where the service is provided.**

- i) Properties eligible for a greenwaste service may apply for additional service(s) subject to approval by Council's Waste Services Unit. Any additional service(s) will be charged an additional Greenwaste Service Charge.**
- ii) Properties that do not meet the criteria for a Greenwaste service may apply to opt into the service provided that the property is located on an existing collection route. Applications to opt in to such service will be subject to approval by Council's Waste Services Unit.**

**3. In accordance with the provisions of section 171 of the *Local Government Act 1989*, Council will waive \$92.50 of the Rates levied for the 2020/21 on properties were the ratepayer:**

- a) Is an eligible recipient within the meaning of the *State Concessions Act 2004* and has qualified for a waiver under section 171(4) of the *Local Government Act 1989*, and,**
- b) Who lives alone in their own home and is solely responsible for the payment of rates and charges on that property.**

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

**4. In accordance with the provisions of section 171 of the *Local Government Act 1989*, Council will waive the Rates levied for the 2020/21 year on properties where the property is classified as Recreational 1 for rating purposes.**

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

## **EXECUTIVE SUMMARY**

This report addresses the legislative requirements for Council to formally adopt the 2020/21 Budget for the City of Ballarat.

## **RATIONALE**

Pursuant to the Victorian *Local Government Act 1989* (the Act), each Council is required to prepare a budget to deliver Council's Strategic Plan.

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

The Annual Budget is then framed within the Strategic Resource Plan, considering the objectives and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan.

Following the formulation of the 2020/21 budget, Council placed the 2020/21 budget on public display for comment for a period of 28 days. During the exhibition period submissions were received.

The preparation of the budget begins with Officers preparing the operating and capital components of the budget during January and February. The various components of the budget are then prepared and discussed with Council at informal briefings. A proposed budget is then prepared in accordance with the Act and the following steps followed to review and adopt the budget in June:-

- Step 1: Officers to prepare the annual budget in accordance with the Act and submit the “proposed” budget to Council for approval in “principle”.
- Step 2: Council is then required to give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its Offices.
- Step 3: Individuals have the right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.
- Step 4: Council is to formally adopt the budget after receiving and considering any submissions from interested parties.

The budget is required to be adopted by 30 June each year. The 2020/21 budget is for the year 1 July 2020 to 30 June 2021 and is prepared in accordance with the *Local Government Act 1989*, Local Government (Planning and Reporting) Regulations 2014 and Australian Accounting Standards.

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

The budget submissions were presented to Council at a meeting held on 17 June, 2020.

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

The financial operations are conducted within the financial policy framework of Council and the financial 2020/21 Budget is prepared in accordance with the appropriate regulations, legislation and Australian Accounting Standards.

**REPORTING AND COMPLIANCE STATEMENTS**

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

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

**Financial/Resources** – It is considered that all financial implications are covered within the 2020/21 Budget.

**CONSULTATION**

The 2020/21 Budget has been prepared by Council and has been on public exhibition pursuant to Section 223 of the *Local Government Act 1989*.

**OFFICERS DECLARATIONS OF INTEREST**

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

**REFERENCE DOCUMENTS**

Nil

**ATTACHMENTS**

1. City of Ballarat Draft Budget 2020-21 [4.1.1 - 106 pages]



CITY OF BALLARAT  
**DRAFT BUDGET**  
2020/21







## MESSAGE FROM THE **MAYOR OF BALLARAT**

This year, we are very proud to present the City of Ballarat's 2020/21 budget – the last and most challenging of our four-year term.

Detailed preparations for the 2020/21 budget were already well underway when our world was turned upside down by the COVID-19 pandemic. Almost overnight, jobs were lost, businesses closed, family and friends were temporarily separated, and even sporting clubs could no longer offer a recreational outlet.

We created a community rallying call and asked everyone to “Be Kind” to each other in these difficult times. A rallying call that has not only been adopted across all of Ballarat but by many other municipalities as well. We know the City of Ballarat has many ways it can Be Kind to its community.

In this budget we have quickly adapted to the vastly changed economic circumstances facing many residents. For 2020/21, there will be no rate increases across the City of Ballarat. Last year, the rate increase was 2.5 per cent, the year before that was 2.25 per cent. This year it will be zero.

We don't want to add further financial burdens to our community already under major economic and social stresses. So, there will also be no change to fees and charges or the waste levy in the 2020/21 budget.

However, we also know the City of Ballarat needs to lead the way in kickstarting vital economic recovery and will do so by committing to its planned major capital works program that will provide a regional construction and jobs stimulus.

We are also committed to completing our Council Plan 2017–2021: Liveability, Prosperity, Sustainability and Accountability projects we started nearly four years ago to ensure our community receives the best possible infrastructure, programs and services we can offer, despite the current difficult circumstances.

I would urge you to read the City of Ballarat's 2020/21 Draft Budget and provide your feedback. Our community has always been our focus and now, more than ever, our community needs us to lead the way forward.

**Cr Ben Taylor**



## MESSAGE FROM THE CEO

William Brennan, a former U.S Supreme Court Associate Justice, once said: “We must meet the challenge rather than wish it were not before us”.

We have, and still are, being challenged as a community by the COVID-19 pandemic. However, I like to think Ballarat has met that challenge boldly, with compassion and creativity and will continue to do so as we look ahead to our city’s social, environmental and economic recovery.

One of our biggest challenges as we drafted the City of Ballarat 2020–21 budget was how to balance the sudden downturn in many of our residents’ economic circumstances with our need to still deliver more than 80 vital services to our community.

We are also aware the City of Ballarat will play a major leadership role in providing an important economic stimulus in the days and months ahead. While the Victorian Government allowed for delaying our 2020/21 budget, we chose to stick to our normal timelines in order to present a financial blueprint that will give the community confidence we have got that balance right.

Yes, the 2020/21 budget forecasts a \$20 million shortfall in cash, largely through the impact of facility closures and an expected rate revenue drop. However, we will not let this affect our service provision or quality in our frontline community services, such as family and children’s services, Active Ageing programs, waste management, and parks and gardens maintenance.

We will also forge ahead with our major project commitments, including revamping the Bakery Hill and Bridge Mall precinct, the Ballarat Central Library upgrade and Council’s commitment to major environmental initiatives including implementation of the Carbon Neutrality and 100% renewables action plan.

We will also continue to maintain more than \$1.7 billion in council assets, including roads, drains, bridges, footpaths, and community facilities maintenance.

I am confident the 2020/21 budget will be vital to making sure Ballarat emerges from the COVID-19 pandemic bigger, better, bolder and more compassionate than ever.

**Justine Linley**

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# BUDGET 2020/21 HIGHLIGHTS

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

## LIVEABILITY

Improve the quality of life for our community

**\$1.9m**

Over two years for Ballarat Central Library upgrade

**\$2.7m**

Library services

**\$9.0M**

Sport and Active Living program

**\$353K**

Family and Children's Services

**\$394K**

Maternal and Child Health

**\$2.8m**

Tourism

## PROSPERITY

Advance our economic position as the capital of Western Victoria

**\$15m**

Over three years to Bridge Mall/Bakery Hill

**\$6.8m**

Events, Creative City and tourism

**\$2.2m**

Economic development

**\$3.3m**

Urban design and heritage

## SUSTAINABILITY

Protect, maintain and enhance our built and natural assets

**\$52m**

Capital works

**\$3.5m**

Over four years for energy efficient LED lighting

**\$500k**

For trees towards 40 per cent tree canopy

**\$1.0m**

Increase in facilities maintenance over 2 years to a total of \$4.7m per year

**\$17.1m**

Waste services

**\$11.5m**

Parks and the environment

**\$10.1m**

Infrastructure maintenance

**\$13.9m**

Road infrastructure funding

**\$969K**

Parks, open space and streetscapes

## ACCOUNTABILITY

Provide strong and decisive leadership, and transparent governance

**0% rate rise**

Rate cap set at 2.0 per cent

**0%**

Fees and charges Increase

**\$1.6m**

Safety and risk

**\$1.6m**

Advocacy and lobbying

**\$17.0m**

Loan to finance through COVID-19

## BUDGET OVERVIEW

**This section provides an overview of the financial parameters and critical statistics relating to the 2020/21 budget.**

The COVID-19 pandemic has had a significant impact on the financial operations of the Council. In March 2020 Council was required to close several services which are not expected to re-open until the second quarter of 2020/21.

It is expected that, in 2020/21, Council will lose approximately \$7 million in user fees due to the closure of several facilities. In addition to the loss of user fees, it is expected the outstanding debt in relation to rates will increase significantly through 2020/21 due to the severe financial impact that the community is facing as a result of the pandemic.

Council has expressed the need for the organisation to freeze all fee increases for the 2020/21 financial year. Combined with the loss of direct revenue and expected loss in cash received during the year, the organisation has committed to a major review to deliver the required savings without direct impact on those services delivered to the community.

In comparison to the proposed 2020/21 Budget contained in the Long-Term Financial Strategy, as formulated for the 2019/20 Budget, approximately \$3.9 million has been removed from the organisation's costs ongoing.

To enable Council to cater for the immediate financial impact incurred in the 4th quarter of 2019/20 and the expected negative cashflow impact in 2020/21, Council will allocate \$17 million in borrowings to deal with this short term cashflow deficit. As this position improves over the coming few years the loan proposed to be raised will be repaid. It is anticipated that the borrowings will mirror the recovery of cashflows over the next few years.

### KEY PARAMETERS

**0%**

Rate increase

**0%**

Waste charges increase

**0%**

User fee increases

**\$17 million**

borrowings

**2.0%**

Core capital expenditure increase

**0%**

Car parking fees increase



## RATE IMPACT

**As it is proposed that there will be no rate increase for the 2020/21 financial year, Council will receive no additional rate revenue through this means.**

Does this result in every ratepayer paying the same rates as in 2019/20? The answer is no. Due to the Victorian Government requirement for Councils to have conducted annual property revaluations, the burden of payment of rates shifts around the municipality and rating groups according to the shifts in property valuations throughout the municipality.

The following table sets out the movement in valuations between the two financial years. Overall the property valuations have increased by 5.4 per cent; in order to maintain the rate increase at 0 per cent it has been required to reduce the rate in dollar charged against the valuations to ensure that overall the Council will not raise any additional income from a rate increase.

### Summary of valuation changes:

Rate Type	No Assess.	19/20 Valuation	20/21 Valuations	% Increase
Residential	49,181	17,872,316,885	18,924,551,355	5.9%
Commercial	2,366	2,072,079,463	2,090,979,623	0.9%
Industrial	1,648	859,140,065	914,611,670	6.5%
Farm	784	591,980,375	626,929,250	5.9%
Recreational 1	64	66,039,840	70,479,040	6.7%
Recreational 2	6	19,193,410	19,891,860	3.6%
Rural Residential	626	349,944,500	369,613,750	5.6%
	<b>54,675</b>	<b>21,830,694,538</b>	<b>23,017,056,548</b>	<b>5.4%</b>

Though the overall valuation increase is 5.4 per cent, the individual valuation increases range from 6.7 per cent for Recreational 1 ratepayers down to 0.9 per cent for Commercial ratepayers.

To maintain the average rate payable across the municipality, considering the valuation movements as detailed above, the rate in the dollar payable has been adjusted to achieve an overall rate increase of 0 per cent.

### The following table sets out the movement in the rate in the dollar for each rate type:

Rate Type	No Assess.	19/20 Rate in \$	20/21 Rate in \$	% Increase
Residential	49,181	0.003922	0.003739	-4.7%
Commercial	2,366	0.010658	0.010159	-4.7%
Industrial	1,648	0.011013	0.010501	-4.6%
Farm	784	0.002809	0.002678	-4.7%
Recreational 1	64	0.003273	0.003121	-4.6%
Recreational 2	6	0.011195	0.010674	-4.7%
Rural Residential	626	0.003428	0.003268	-4.7%
	<b>54,675</b>			

As is shown in the above table, the rate in the dollar between the two financial years has been reduced between 4.6 per cent and 4.7 per cent to cater for the increase in valuations.

## RATE IMPACT

The average financial impact for ratepayers in the various rating classes is shown in the table below:

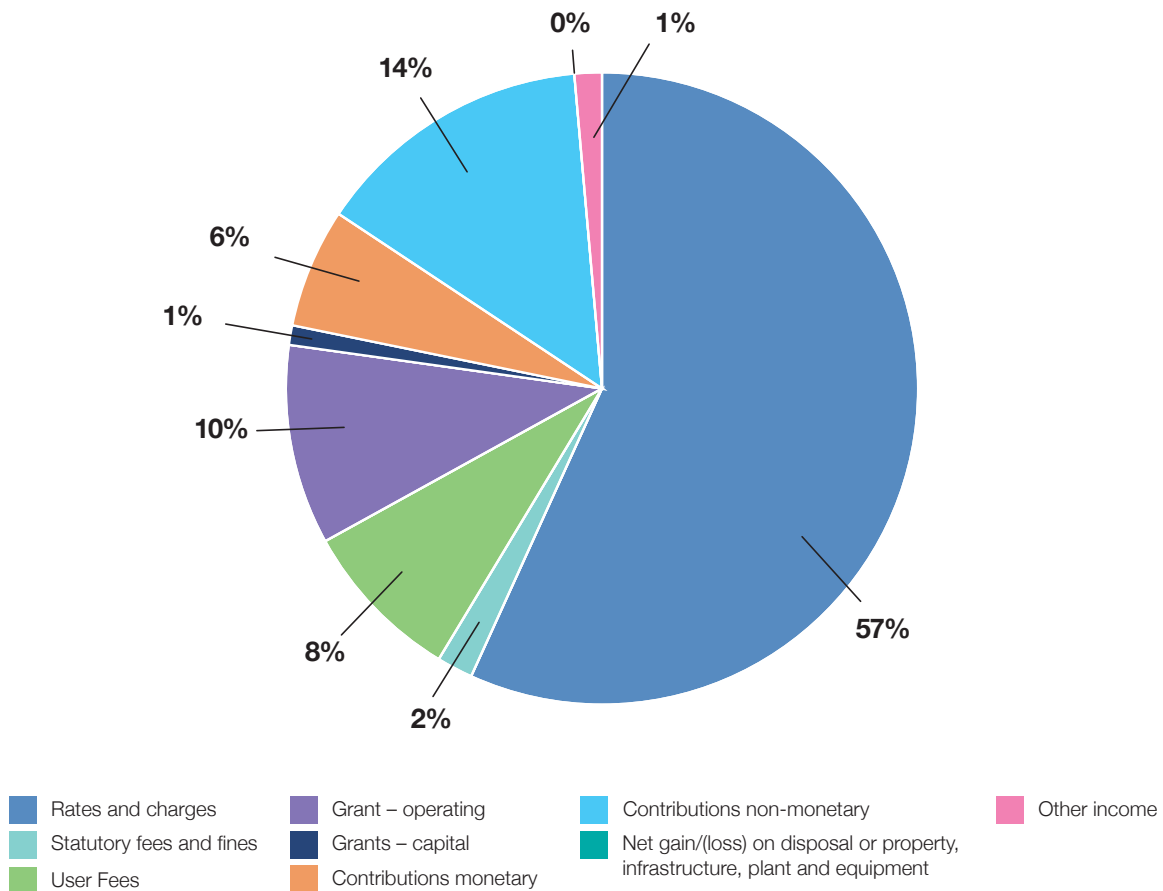
Rate Type	No Assess.	19/20 Ave Rate	20/21 Ave Rate	% Increase
Residential	49,181	1,425	1,439	0.9%
Commercial	2,366	9,331	8,978	-3.8%
Industrial	1,648	5,741	5,828	1.5%
Farm	784	2,121	2,141	1.0%
Recreational 1	64	3,377	3,437	1.8%
Recreational 2	6	35,812	35,388	-1.2%
Rural Residential	626	1,916	1,930	0.7%
	<b>54,675</b>	<b>1,919</b>	<b>1,919</b>	<b>0.0%</b>

This table shows that the average rate across the municipality in 2019/20 was \$1,919, for 2020/21 the average rate across the municipality is \$1,919.

The impact within the various rating categories varies ranging from an increase of 1.8 per cent down to a decrease of 3.8 per cent on the average rate payable compared to 2019/20.

### Sources of Operating Income:

#### Budgeted income 2019/20

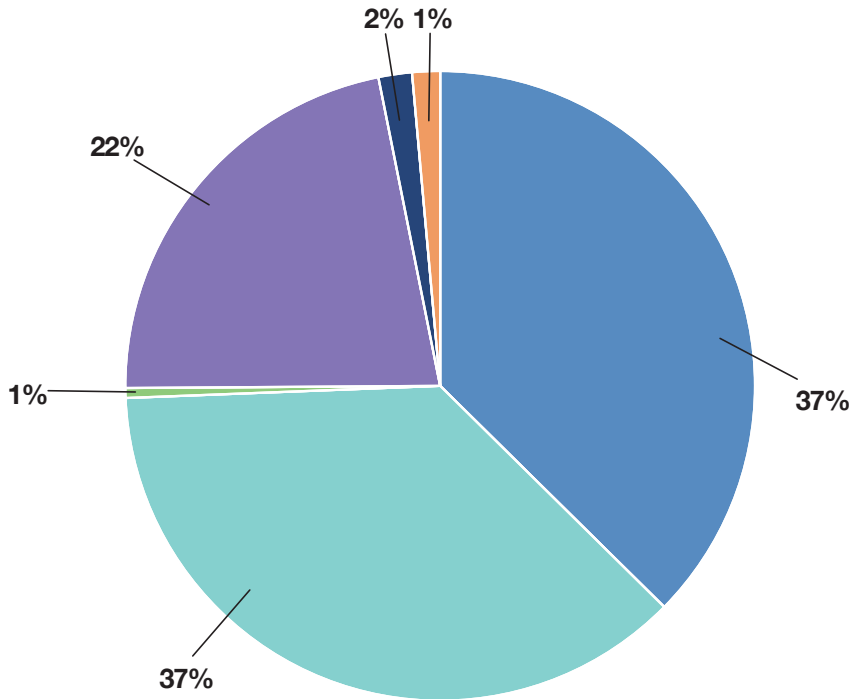


The above chart shows the differing sources of Council's operating income, the chart illustrates that rate revenue is Council's main source of income receiving 57 per cent of its operating income from rates and charges.

# RATE IMPACT

**Operating Expenditure:**

**Budgeted Expenditure 2019/20**



- Employee costs
- Materials and services
- Bad and doubtful debts
- Depreciation and amortisation
- Borrowing costs
- Other expense

Council has traditionally delivered services to the community through an “in-house” service model compared to other Councils that deliver more services via contracts. When comparing percentages of employee costs and materials and services percentages against other Councils it would be required to understand the service delivery model of those Councils.

For our Council an amount of 37 per cent of operating expenditure is expended on employee costs and 37 per cent of operating expenditure is expended on materials and services.

Since the introduction of the rate cap by the Victorian Government, the local government industry has been told that levels of debt within local government are at low levels and local government should borrow additional funds to assist with the funding of community projects.

The Victorian Government issued various debt levels as a guide to local government, the various levels were:

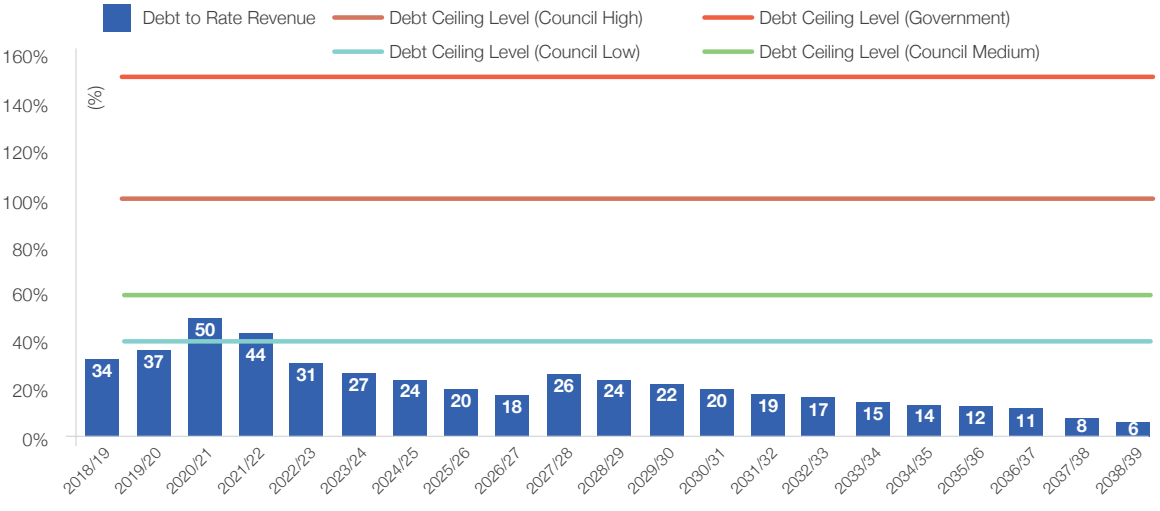
- Total debt ceiling level 150 per cent of rate revenue
- High debt level 100 per cent of rate revenue
- Medium level 60 per cent of rate revenue
- Low level 40 per cent of rate revenue
- Council imposed maximum debt level 50 per cent of rate revenue



# RATE IMPACT

The following chart shows Council's debt profile over the next 20 years.

## Debt Levels



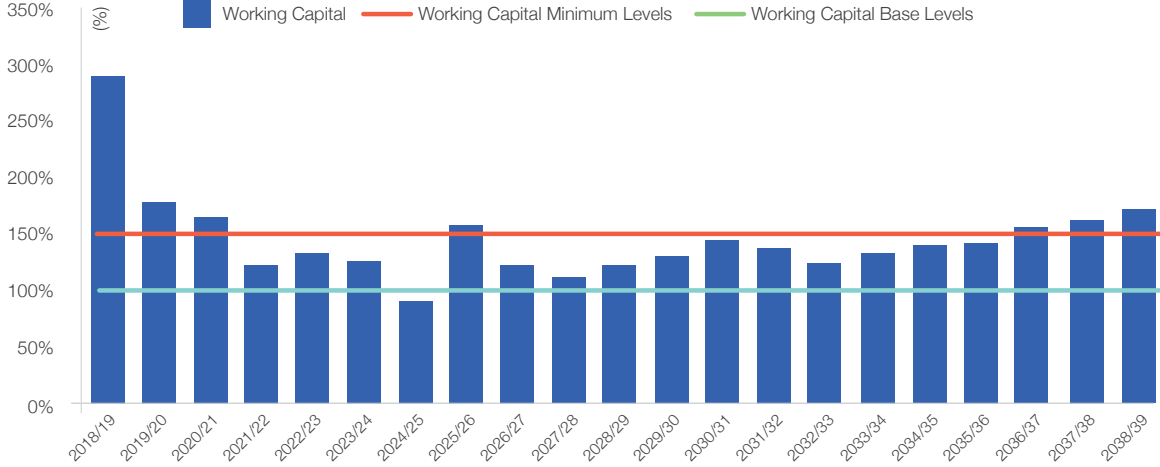
Within Council's Long-Term Financial Strategy Council plans for reducing debt. Thus when required Council has the financial capacity to borrow funds when the financial circumstance dictate or has the capacity to borrow in the future for major capital projects that may be required for the community.

In addition to the level of debt Council has borrowed, Council also ensure the level of costs being paid each year associated with the borrowing is maintained at an appropriate level. The Victorian Government set a benchmark of 10 per cent of rate revenue for financing costs. The Long-Term Financial Strategy maintains financing costs below 3 per cent, all except two years record financing costs below 2 per cent of rate revenue.

## Working Capital:

Council's Long-Term Financial Strategy is structured to ensure it is in a strong financial position each year. A critical indicator is that of working capital. The base level is set at 100 per cent with Council exceeding that level. One exception exists in 2024/25 when an interest only loan becomes due. This is not considered to be an issue as it has been planned to refinance part of that loan thus the Council will not be in the position of not having sufficient working capital. The following chart plots the working capital of Council over the next 20 years.

## Working Capital

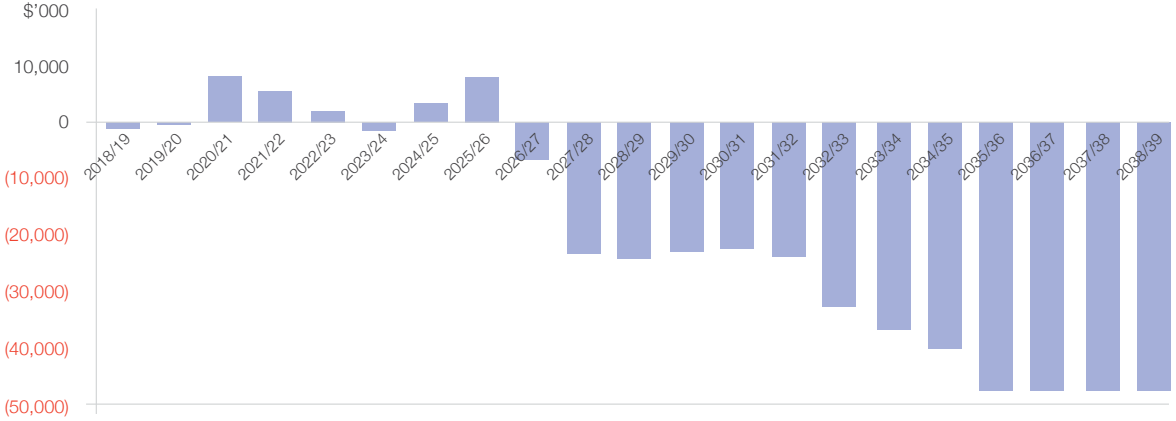


# RATE IMPACT

## Developers Contribution Scheme:

As part of the development in the west, Ballarat City Council entered a Developers Contribution Scheme to facilitate the development in a controlled manner. The controlled manner ensures that the development progresses in a planned manner and Council can plan for the cost of this development into the future. Planning for this scheme is a major parameter that Council must consider when constructing its Long-Term Financial Strategy. The chart below sets out the payment of that scheme over the coming years.

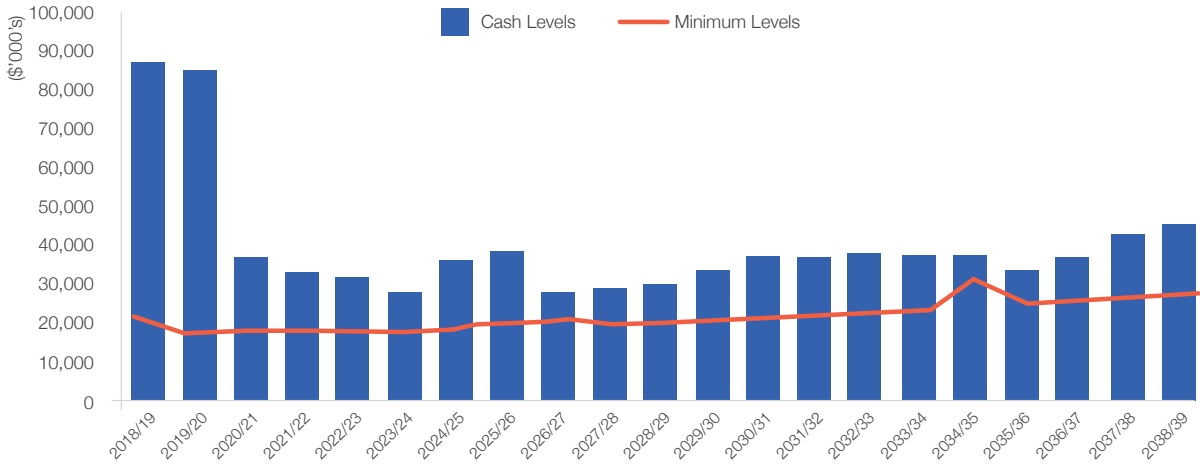
**Developer Contribution Scheme (Accumulated Liability)**



## Cash Levels:

In formulating the Long-Term Financial Strategy, it is imperative that sufficient levels of cash are held each year to fund reserves and to ensure sufficient cash is available at the beginning of the financial year to allow for services and projects to be delivered in a timely manner. Should cash levels drop too low then restrictions on the delivery of projects maybe delayed. The cash levels projected for the next 20 years are:

**Cash Levels**



## LINK TO COUNCIL PLAN

### Planning and Accountability Framework

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

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

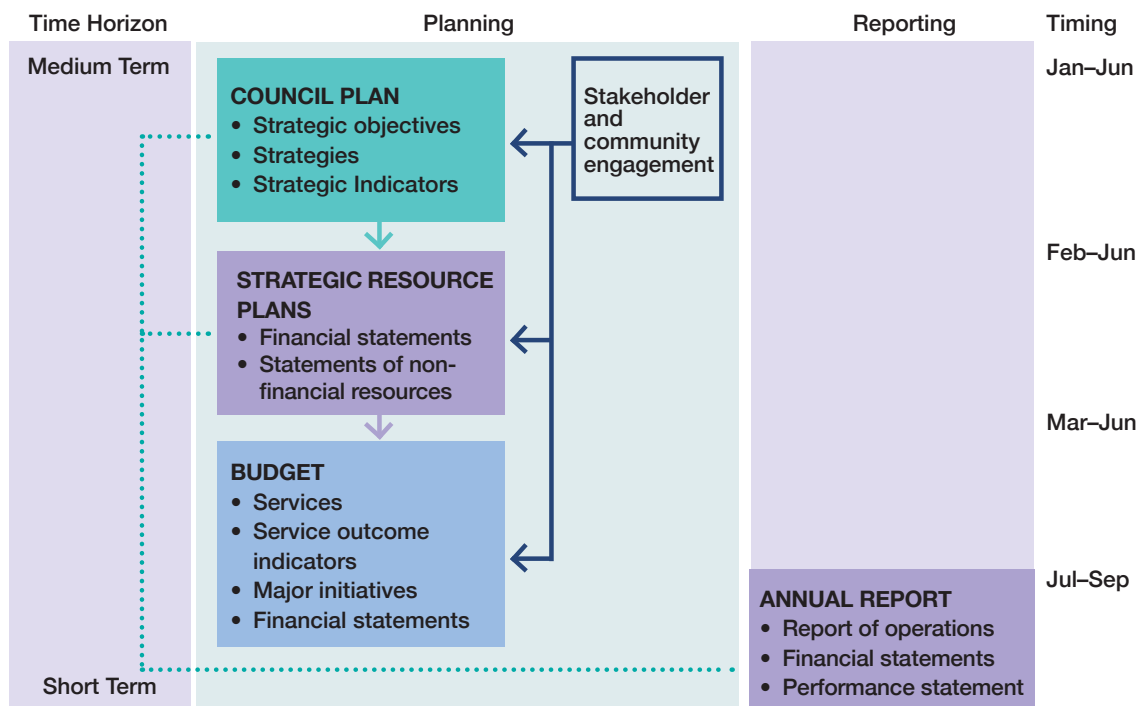
The Annual Budget has been developed within an overall planning framework which guides Council in identifying community needs and aspirations over the long term (Ballarat Strategy), medium term (Council Plan), short-term (Annual Budget), and then holding itself accountable (Audited Statements). The Strategic Resource Plan, which is created alongside the Budget, summarises the financial and non-financial impacts of the objectives and strategies and determines the sustainability of these objectives and strategies. The Annual Budget is then framed within the Strategic Resource Plan, considering the objectives and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan.

The diagram below shows the strategic planning framework of the Council.

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

The Council Plan is underpinned by the Ballarat Strategy, which is a plan for our city until 2040, that outlines the community's vision of a greener, more vibrant and connected Ballarat. The Council Plan is an important document that drives everything Council does over a four-year period. It sets the vision, priorities and outcomes for Council's term and it lists how progress will be measured. The plan guides Council's annual budget, which determines the projects, services, events and other initiatives that will be funded and delivered in the upcoming financial year.

Each year, the community has opportunities to have its say on Council's proposed budget. Council is held accountable for its progress on the Council Plan's outcomes through the City of Ballarat's Annual Report. Council's delivery of the Council Plan ultimately contributes to the community's vision highlighted in the Ballarat Strategy.





# OUR VISION

A proud city that is bold, vibrant and thriving.

## WHAT THIS MEANS

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

**City:** Our place, our community and our people.

**Bold:** We are a brave, courageous, confident, innovative, imaginative and forward-thinking city.

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

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

# OUR MISSION

Working together we create a better future for our city.

## WHAT THIS MEANS

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

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

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

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

**City** – Our place, our community and our people.

---

# OUR PURPOSE

We believe in making Ballarat a better place for all.

## WHAT THIS MEANS

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

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

**Ballarat** – Our city, our villages, our townships, our community and our people.

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

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

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

# OUR GOALS

## LIVEABILITY

Improve our community's quality of life

## PROSPERITY

Advance our economic position as the capital of Western Victoria

## SUSTAINABILITY

Protect, maintain and enhance our built and natural assets

## ACCOUNTABILITY

Provide strong and decisive leadership, and transparent governance.

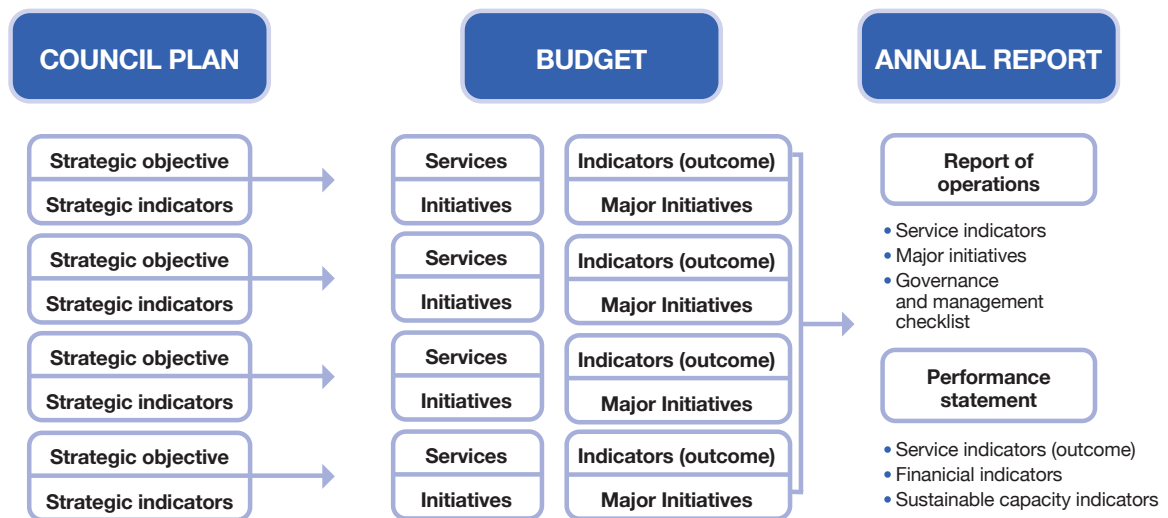
# SERVICES AND SERVICE PERFORMANCE INDICATORS

This section provides a description of the services and initiatives to be funded in the Budget for the 2020/21 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan.

It also describes several initiatives and service performance outcome indicators for key areas of Council's operations.

Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability.

The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning



## OUR SERVICES

Council delivers more than 80 services to the residents, ratepayers and visitors of our municipality. We are committed to ensuring these services are delivered in the most cost-effective and efficient way.

Council continues to review its business operations to drive financial and service improvements to ensure we achieve the best outcomes for our local community. In the 2016–2020 Council term, all Council services will be reviewed.

Within this document, each of our services is explained in detail, with the costs, revenue, customers and service level presented below. Relevant key service improvements are also detailed.

The delivery of these services reflects the four goals set in our Council Plan 2017–2021: Liveability, Sustainability, Prosperity and Accountability and have been assessed against the Ballarat Prosperity Framework adopted in early 2020.

## LIVEABILITY - Improve our community's quality of life.

SERVICE	2018/19 ACTUAL	2019/20 FORECAST	2020/21 BUDGET
Access and Inclusion	419,417	602,812	149,083
Best Start	4,403	-18,668	7,805
Child Care Centres	487,459	478,609	128,017
Community Development	1,145,572	1,008,762	1,654,512
Community Safety	12,699	124,976	176,525
Cultural Diversity	331,371	452,876	420,158
Customer Service	1,017,402	942,041	806,534
Emergency Management	166,323	189,110	184,750
Family and Children's Services Programs	338,888	256,696	353,447
Family Day Care	79,410	76,957	159,132
Fire Prevention	154,322	163,848	158,322
Home Support Program	612,714	1,657,204	1,085,023
Immunisation	180,259	82,890	244,656
Library Services	2,562,422	2,507,191	2,727,150
Major Sports Facilities	1,579,506	2,812,499	3,675,462
Maternal and Child Health	708,567	764,453	612,465
Meals on Wheels	-156,345	25,839	7,832
Parent Place	43,096	55,610	94,924
Positive Aging	95,855	76,153	70,000
Regional Assessment Services (RAS)	-202,866	-543,009	71,191
Social Research and Planning	275,854	384,589	416,026
Sport and Active Living	-942,771	784,903	1,275,329
Supported Playgroups	-79,557	54,658	-92,687
Youth Services	383,219	505,496	315,689
<b>Total Cost</b>	<b>9,217,219</b>	<b>13,446,495</b>	<b>14,701,345</b>



## LIVEABILITY - Improve our community's quality of life.

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

- A welcoming, inclusive, active and socially connected city for all ages and abilities
- Healthy cultural life and creative expression through multi-arts, culture and heritage
- 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
- A community of respect and equality

**Progress on the following Liveability Council Plan actions will continue through the 2020/21 Budget:**

- Strengthen our city by making Ballarat a people and all age friendly city

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

- Ballarat North Community Hub
- Brown Hill Community Hall
- Sebastopol Community Hub
- Miners Rest Community and Sports Facility
- Lucas Community Hub Girrabanya Integrated Community Hub projects

**Use community partnerships to create healthy and safe community places, and open spaces for passive recreation including:**

- A district level park and inclusive play space at MR Power Park in Sebastopol
- An open space physical activity hub at Mount Pleasant Reserve
- A health and wellbeing precinct at the Wendouree Recreation Reserve

**Develop the social capacity of our senior residents  
Develop a learning city by delivering targeted programs and projects including:**

- Development of the Library Community Hub of the Future in the Ballarat CBD
- Preparation of a feasibility study for the Wendouree Library and Community Hub
- Participation in the Intercultural Cities program
- Bridging the digital divide
- Youth Entrepreneur programs
- Improve community safety through initiatives such as urban design, public awareness and projects such as CCTV

**Create a new Municipal Health and Wellbeing Plan and implement key actions including:**

- Develop a regional health charter in partnership with other local LGAs
- Create a Social Policy Framework that articulates Council's position on key social issues
- Implement a Council Food Policy

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

- Mars Stadium Stage 2
- City Oval redevelopment
- Eastern Oval Stage 2 redevelopment
- Ballarat Sports and Events Centre completion
- White Flat Recreation Reserve Master Plan and developing the reserve as Ballarat's home of women's football
- Wendouree West Recreation Reserve Master Plan including Forest Rangers Soccer Club soccer pitch and lighting upgrade

**Plan for future growth including:**

- Delivering sport and active living outcomes in Ballarat West

**Plan for sport participation over coming decades by reviewing the following strategies:**

- Ballarat Recreation and Active Living Strategy
- Active Women's and Girls Strategy
- Play Space Strategy
- Ballarat Regional Tennis Strategy
- Ballarat Criterion Cycling Project
- Protect, recognise and promote indigenous culture, heritage and place
- Create opportunities for young people to participate in decision making
- Provide positive leadership to promote Ballarat as a Child Friendly City
- Commitment to seek input from children in the decisions that will impact them as future citizens
- Providing high quality information to assist families to access services and support within their local community
- 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

**Develop the capacity of our youth through a Positive Youth Development model**

## LIVEABILITY - Services explained

### ACCESS AND INCLUSION

#### Service description

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

This specific service will be no longer funded by the Victorian Government from 30 June 2020. From this date Council will be establishing a new Access and Diversity role to ensure that we continue to provide inclusive services to the Ballarat community.

### BEST START

#### Service description

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

### CHILDCARE CENTRES

#### Service description

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

### COMMUNITY DEVELOPMENT

#### Service description

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

### COMMUNITY SAFETY

#### Service description

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

### CULTURAL DIVERSITY

#### Service description

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



## LIVEABILITY - Services explained

### CUSTOMER SERVICE

#### Service description

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

### EMERGENCY MANAGEMENT

#### Service description

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

### FAMILY AND CHILDREN'S SERVICES

#### Service description

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

### FAMILY DAY CARE

#### Service description

Family Day Care is an Australian Government approved childcare service. It is home-based care, with a ratio of one early childhood educator to four preschool-aged

children, and up to seven children in total. It offers family care - that is, siblings are cared for together, and care for school-aged children until the end of primary school and beyond in special circumstances.

### FIRE PREVENTION

#### Service description

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

### HOME SUPPORT PROGRAM

#### Service description

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

### IMMUNISATION

#### Service description

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



## LIVEABILITY - Services explained

### LIBRARY SERVICES

#### Service description

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

### MAJOR SPORTS FACILITIES

#### Service description

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

### MATERNAL AND CHILD HEALTH (MCH)

#### Service description

Council's Maternal and Child Health Service is free for families with babies and children, from birth to school age. This service supports families with helpful information on a wide variety of topics in early parenting, child health and development, and family health and wellbeing issues. Maternal and Child Health can provide specialist referrals and help to link families with local community-based supports and enable social connections with other parents.

### MEALS ON WHEELS

#### Service description

Meals on Wheels, along with other Home and Community Care services, aims to assist the elderly and those with disabilities to remain living independently for as long as possible. Meals are provided on an on-going basis for people, who for various reasons, are unable to prepare food for themselves. This vital nutritional supplement to their diet is complemented by the monitoring and social welfare component of the service.

### PARENT PLACE

#### Service description

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

kindergarten, playgroup, family day care, immunisation, Maternal and Child Health nurses and breastfeeding support.

### POSITIVE AGEING

#### Service description

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

### REGIONAL ASSESSMENT SERVICE (RAS)

#### Service description

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

### SOCIAL RESEARCH AND PLANNING

#### Service description

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

### SPORT AND ACTIVE LIVING

#### Service description

This service works directly with Ballarat's sporting community to meet their growing needs and plans for future sporting infrastructure and events.

### SUPPORTED PLAYGROUPS

#### Service description

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

### YOUTH SERVICES

#### Service description

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

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

SERVICE	2018/19 ACTUAL	2019/20 FORECAST	2020/21 BUDGET
Arts and Culture	518,480	582,312	625,722
Economic Development	1,620,861	2,126,811	2,234,788
Festivals and Events	3,242,278	3,293,207	3,749,882
Major Venues	3,342,064	3,895,095	4,556,061
Project Management Office	-9,597,921	-7,687,899	441,624
Statutory Planning	362,077	968,576	315,944
Strategic Planning, Urban Design and Heritage	5,615,432	3,250,217	3,276,449
Tourism	2,771,293	1,116,232	0
<b>Total Cost</b>	<b>7,874,564</b>	<b>7,544,551</b>	<b>15,200,470</b>



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

**We envisage Ballarat as a City of Possibilities guided by the Ballarat Prosperity Framework. Our community told us they want a future Ballarat with an embedded culture of innovative thinking and entrepreneurialism; where the spark of creativity is nurtured everywhere. A Ballarat that celebrates its unique identity and heritage; that demonstrates leadership in sustainability; and a Ballarat that is a compassionate city – with a strong, caring community.**

We would wish to see an increase in measures related to prosperity: innovation, entrepreneurship, digital transformation, creativity and community compassion and resilience

Council has a clear strategy to deliver both major and community projects, and will form project teams to ensure their delivery is both efficient and effective.

Council also has strong plans in place to advocate for Victorian and Australian Government funding, considering challenges such as rate-capping and cost shifting.

### **We will aim for:**

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

### **Progress on the following Prosperity Council Plan actions will continue through the 2020/21 Budget:**

- Be open for business in all areas of our operations
- Market the unique character and identity of Ballarat to drive investment
- Implement the Ballarat Economic Program to facilitate investment and Ballarat jobs
- Generate CBD jobs by:
  - Implementing the Bakery Hill Master - Plan and driving renewal of key sites
  - Advocating for the Ballarat Station Precinct - development including upgraded bus interchange
  - Implementing the Creative City Strategy and Master Plan
  - Implementing the Art Gallery of Ballarat Strategic Plan - to engage audiences

- Implementing headline actions from the Ballarat Strategy including:
  - Urban Forest Strategy
  - Growth Area Plan
  - 10 Minute City (Cycling Action Plan)
  - Lake Wendouree Master Plan including lighting around the lake
- Advance major projects including:
  - Ballarat West Employment Zone future stages
  - Ballarat Freight Hub
  - Ballarat Innovation Centre
  - Waste to Energy Facility
  - Ballarat Airport upgrades and Emergency Services
  - Innovation Hub
  - Latrobe Street Precinct renewal (current Ballarat Saleyards site)
  - Her Majesty's Ballarat redevelopment
  - Complete Civic Hall Stage 2
  - Ballarat Fernery redevelopment
  - Implementing the Victoria Park Master Plan
- Strengthen global partnerships and cultural relationships to create investment and job opportunities
- Implement the Heritage Plan using the Historic Urban Landscape (HUL) approach, including verandah restoration, A-Hall restoration and upper level reuse projects
- Attract funding from the City Deals and Smart Cities programs
- Develop Ballarat as a leader in adaptive businesses capability, innovative manufacturing, arts and tourism
- Develop Ballarat as a leader in digital transformation and ICT

## PROSPERITY – Services explained

### ARTS AND CULTURE

#### Service description

Arts and Culture supports community access to quality arts and cultural activities through facilitation and engagement programs and implementation of the Creative City Strategy.

### ECONOMIC DEVELOPMENT

#### Service description

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

### FESTIVALS AND EVENTS

#### Service description

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

### PROJECT MANAGEMENT OFFICE

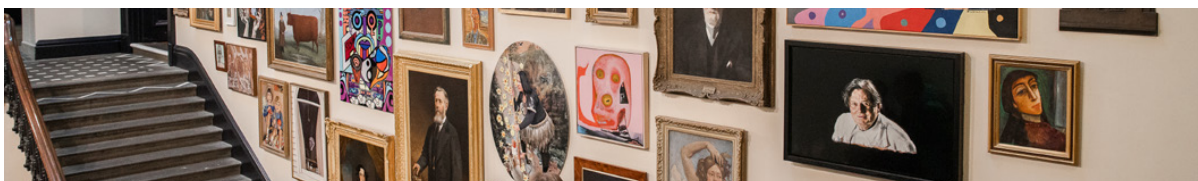
#### Service description

The Project Management Office includes the Major Projects Unit and provides organisation-wide support and plans for, partners in and delivers projects that achieve a sustainable commercial and industrial development, as well as key infrastructure projects that provide a high quality of life for a growing population.

### MAJOR VENUES

#### Service description

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



### STATUTORY PLANNING

#### Service description

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

### STRATEGIC PLANNING, URBAN DESIGN, AND HERITAGE

#### Service description

Strategic Planning manages the Ballarat Planning Scheme and undertakes strategic land use planning to support growth and prosperity in the municipality. The Design Studio provides statutory referral services for statutory planning applications and other project related advice related to vegetation matters, open space planning, urban design, landscaping design, sustainable and active transport, and other related elements. Heritage provides statutory referral services for planning applications, coordinates the heritage grants program, provides advice to the community on heritage matters, advocates for restoration opportunities, coordinates Ballarat's international historic city collaboration and partnerships with UNESCO and the World League of Historical Cities, and the implementation of the Heritage Plan. To achieve the directive of the Council Plan, there is potential this program may involve international travel.

### TOURISM AND MARKETING

#### Service description

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

This service has now been incorporated into the organisation rather than operating as a separate entity.

## SUSTAINABILITY – Protect, maintain and enhance our built and natural assets.

SERVICE	2018/19 ACTUAL	2019/20 FORECAST	2020/21 BUDGET
Animal Control	241,387	1,114,385	651,413
Asset Management	499,862	658,010	640,088
Ballarat Aerodrome	280,132	255,250	180,560
Building and Facilities Management	4,005,610	4,698,483	4,733,879
Building Control	-198,696	-30,640	-80,670
Contract Supervision	334,567	-419,538	-998,607
Design and Survey	-1,499,148	-4,955,097	-940,312
Development Facilitation	-33,300,227	-7,760,286	699,078
Environmental Health	238,180	276,622	486,419
Infrastructure Maintenance	9,892,733	9,438,657	10,148,181
Infrastructure Construction	2,135,609	918,712	2,016,749
Parking Management	-4,365,715	-1,421,951	-266,150
Parks and Environment	11,370,060	12,729,841	11,544,884
Property Management	166,250	-97,764	419,384
Regulatory Services	937,105	1,082,284	917,833
School Crossings	392,530	537,881	600,787
Traffic Management	325,949	498,579	288,849
Waste	14,685,422	13,776,994	17,092,357
<b>Total Cost</b>	<b>6,141,610</b>	<b>31,300,422</b>	<b>48,134,722</b>





## SUSTAINABILITY – Protect, maintain and enhance our built and natural assets.

**Our key sustainability focus is to protect, maintain and enhance our built and natural assets, and improve connectivity. We are continuing to work towards leading the state with an economical and innovative integrated waste management system by 2020.**

To do this we must solve the city's waste challenges, including reducing waste to landfill, creating jobs, and driving economic development.

**We will aim for:**

- Supported growth in a structured way
- An environment reflective of our community's needs
- An improved natural environment
- Sustainable waste management
- Reduced environmental impact
- Getting people and goods moving efficiently

**Progress on the following Sustainability Council Plan actions will continue through the 2020/21 Budget:**

- Complete and deliver the Ballarat Integrated Transport Action Plan
- Complete the Ballarat Link Road to the Glenelg Highway
- Deliver enhanced flood protection for Ballarat

- Deliver headline actions from the Ballarat Strategy, including:
  - Integrated waste management
  - A Waste to Energy Facility
  - Ballarat Integrated Water Management Plan
  - Renewable Energy Action Plan initiatives
  - Beautification of entrances and boulevards
- Deliver a sustainable approach to environmental management for Ballarat by working with community stakeholders
- Develop and implement climate change adaptation initiatives with targets for emissions reductions
- Develop a state-of-the-art animal shelter for Ballarat and the surrounding region
- Increase the level of government funding for maintaining core assets such as roads, bridges and drainage



## SUSTAINABILITY – Services explained

### ANIMAL CONTROL

#### Service description

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

### ASSET MANAGEMENT

#### Service description

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

### BALLARAT AERODROME

#### Service description

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

### BUILDING AND FACILITIES MANAGEMENT

#### Service description

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

### BUILDING CONTROL

#### Service description

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

### CONTRACT SUPERVISION

#### Service description

The majority of Council's annual capital works program is delivered through an open public tender process.

Contract Supervision leads the evaluation of tenders and the management of the contracts once they are awarded by Council. The team also delivers projects and programs under \$150,000 by seeking quotations from competent contractors.



## SUSTAINABILITY – *Services explained*

### DESIGN AND SURVEY

#### Service description

Design and Survey facilitates the delivery of Council's annual capital works program for roads and drainage projects by providing survey and design services. This enables Council to provide in-house construction plans and specifications for every individual capital project that is sent to open public tender.

### DEVELOPMENT FACILITATION

#### Service description

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

### ENVIRONMENTAL HEALTH

#### Service description

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

### INFRASTRUCTURE CONSTRUCTION

#### Service description

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

### INFRASTRUCTURE MAINTENANCE

#### Service description

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

### PARKING MANAGEMENT

#### Service description

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

### PARKS AND ENVIRONMENT

#### Service description

Provides horticultural maintenance to Ballarat's open space reserves. The service is broken up into seven key functional areas: the Botanical Gardens, sports grounds, arboriculture, city entrances, parks maintenance, and trails and waterways.

### PROPERTY MANAGEMENT

#### Service description

Manages and maintains the Council's property portfolio including commercial and community tenanted buildings, public reserves, the Ballarat Airport and associated buildings, and two Council-owned caravan parks.

### REGULATORY SERVICES

#### Service description

Aims to protect the community and Council amenity through education and enforcement of local laws and Victorian Government legislation. Key service areas include local laws, planning enforcement, asset protection and permit administration.

### SCHOOL CROSSINGS

#### Service description

School crossing supervision for primary and secondary schools is provided under a shared costing arrangement with VicRoads. The service stems from community expectations; however, the Victorian Government is reviewing the Council's delivery given the cost.

### TRAFFIC MANAGEMENT

#### Service description

Provides and facilitates traffic management, road safety initiatives, local area traffic management and public transport infrastructure planning/delivery. This includes identifying and applying for funding opportunities, particularly the Federal Black Spot Program to address eligible sites recorded crash histories.

### WASTE

#### Service description

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

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

SERVICE	2018/19 ACTUAL	2019/20 FORECAST	2020/21 BUDGET
Advocacy and Lobbying	1,385,765	1,131,779	1,209,060
Business Improvement	396,001	675,009	541,713
CEO Office	519,115	556,655	1,003,570
Compliance	740,430	864,263	874,434
Corporate Costs	-108,030,187	-111,609,070	-139,827,954
Financial Management	386,937	392,828	425,479
Financial Services	-847,882	-19,516	1,431,309
Fleet Management	-178,875	115,819	345,660
Hall Keeping	150,612	143,874	229,193
Human Resources	1,326,713	1,837,114	1,786,305
Information Services	4,903,240	6,600,105	6,440,147
Marketing and Communications	1,729,380	3,017,761	2,911,674
Mayor and Councillor Support	985,871	1,048,251	993,378
Payroll	214,639	230,665	234,620
Records Management	609,205	767,805	747,894
Revenue Services	1,386,175	4,038,441	2,602,767
Risk	236,698	291,116	299,061
Safety	991,603	1,178,772	1,368,248
<b>Total Cost</b>	<b>-93,094,560</b>	<b>-88,738,329</b>	<b>-116,383,442</b>

### Provide strong and decisive leadership, and transparent governance.

#### We will aim for:

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

#### Progress on the following Accountability Council Plan actions will continue through the 2019/20 Budget:

Advocate for Ballarat's priorities and enhance the city's reputation as the capital of Western Victoria

- Provide strong regional leadership and membership of peak bodies and organisations to maintain Ballarat's standing as a leading regional city

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

## ACCOUNTABILITY – Services explained

### ADVOCACY AND LOBBYING

#### Service description

Provides coordinated advocacy and lobbying to advance Council's strategic direction and attract funding for the delivery of key projects and policy.

### BUSINESS IMPROVEMENT

#### Service description

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

### CEO OFFICE

#### Service description

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

### MAYOR AND COUNCILLOR SUPPORT

#### Service description

This service includes management of civic receptions and events including citizenship ceremonies. Civic Support is responsible for Mayor and Councillor Support and provides high level, professional and confidential administrative support. This includes management of civic receptions and events including citizenship ceremonies. The Civic Support service includes effective and professional management of communication and correspondence, diary management, event coordination stakeholder relationship management and management of the Mayor and Councillors to undertake their civic responsibilities.

### MARKETING AND COMMUNICATIONS

#### Service description

The Marketing and Communication Unit provides internal services to the organisation in the areas of strategic marketing and communications planning, branding strategy and design, social media and communications strategy, public relations and media. This service area is responsible for city-wide marketing activities, issues management advice and implement key organisational communications and marketing strategies, to the Mayor, Councillors, CEO, directors, managers and staff.

### COMPLIANCE

#### Service description

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

### CORPORATE COSTS

#### Service description

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

### FINANCIAL MANAGEMENT

#### Service description

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

### FINANCIAL SERVICES

#### Service description

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

### FLEET MANAGEMENT

#### Service description

Fleet Management is responsible for administrating Council's plant and equipment.

### HALL KEEPING

#### Service description

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

## ACCOUNTABILITY – Services explained

### HUMAN RESOURCES

#### Service description

Human Resources supports the organisation in the management of its staff and volunteers. Services span the whole employment lifecycle and include providing advice on attraction, recruitment, onboarding and retention practices, maintenance and management of human resource data, industrial and employee relations and the coordination of work force planning and learning and development activities. This service also includes organisational development and people innovation which is focussed on building the appropriate frameworks, skills and culture to support organisational sustainability through its managers and employees whilst supporting the achievement of Council's corporate objectives.

### INFORMATION SERVICES

#### Service description

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

### PAYROLL

#### Service description

Payroll aims to provide the accurate and timely processing of payroll and the related activities of superannuation, taxation, statutory reporting and internal monthly, quarterly, and annual reporting.

### PROCUREMENT

#### Service description

To coordinate tendering services for contracts in accordance with legislative requirements and Council's Procurement Policy.

### RECORDS MANAGEMENT

#### Service description

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

### REVENUE SERVICES

#### Service description

Revenue has responsibility to levy and collect rates and charges, including the Victorian Government's Fire Services Property Levy, in accordance with legislation and the Council's adopted Rating Strategy.

### RISK

#### Service description

Risk Services includes enterprise risk and insurance services and works collaboratively to deliver strategic and operational advice to Council, executive, managers, and employees to support the broad range of services offered by the City of Ballarat. In addition, the unit is the strategic driver of enterprise, operational and project risk management for Council's services. Risk Services also facilitates the procurement of all insurance classes and undertakes claims management in relation to issues of liability.

### SAFETY

#### Service description

Safety is largely an internal service and works collaboratively to deliver strategic and operational advice to executive, managers, and employees to support the broad range of services offered by Council. Safety is responsible for developing and implementing the Council's safety management system (policy, procedures and online reporting function).



## SERVICE PERFORMANCE INDICATORS

SERVICE PERFORMANCE INDICATORS - MATERNAL & CHILD HEALTH (MCH)			
	Actual	Forecast	Budget
	2018/19	2019/20	2020/21
<b>Satisfaction</b>			
MC1	98.86%	99.53%	99.53%
	Participation in first MCH home visit		
	[Number of first MCH home visits / Number of birth notifications received] x100		
<b>Service standard</b>			
MC2	102.60%	101.72%	101.72%
	Infant enrolments in the MCH service		
	[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100		
<b>Service cost</b>			
MC3	\$77.70	\$85.22	\$85.22
	Cost of the MCH service		
	[Cost of the MCH service / Hours worked by MCH nurses]		
<b>Participation</b>			
MCA	61.13%	43.65%	43.65%
	Participation in the MCH service		
	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100		
<b>Participation</b>			
MCS	53.33%	41.92%	41.92%
	Participation in the MCH service by Aboriginal children		
	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100		

SERVICE PERFORMANCE INDICATORS - ROADS			
	Actual	Forecast	Budget
	2018/19	2019/20	2020/21
<b>Satisfaction of use</b>			
R1	24.11	39.77	39.77
	Sealed local road requests		
	[Number of sealed local road requests / Kilometres of sealed local roads] x100		
<b>Condition</b>			
R2	99.77%	99.78%	99.78%
	Sealed local roads maintained to condition standards		
	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100		
<b>Service cost</b>			
R3	\$139.46	\$226.48	\$226.48
	Cost of sealed local road reconstruction		
	[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]		
<b>Service Cost</b>			
RA	\$69.14	\$70.52	\$71.93
	Cost of sealed local road resealing		
	[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]		
<b>Satisfaction</b>			
R5	58.70	58.70	\$59.87
	Satisfaction with sealed local roads		
	[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]		



## SERVICE PERFORMANCE INDICATORS

SERVICE PERFORMANCE INDICATORS - STATUTORY PLANNING				
	<b>Timeliness</b>			
SP1	<i>Time taken to decide planning applications</i>	59.00	70.00	65.00
	[The median number of days between receipt of a planning application and a decision on the application]			
	<b>Service standard</b>			
SP2	<i>Planning applications decided within required time frames</i>	69.64%	59.33%	65.00%
	[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100			
	<b>Service cost</b>			
SP3	<i>Cost of statutory planning service</i>	\$1,894.94	\$1,688.85	\$1,722.63
	[Direct cost of the statutory planning service / Number of planning applications received]			
	<b>Decision making</b>			
SP4	<i>Council planning decisions upheld at VCAT</i>	100.00%	71.43%	90.00%
	[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100			

SERVICE PERFORMANCE INDICATORS - WASTE COLLECTION				
	<b>Satisfaction</b>			
WC1	<i>Kerbside bin collection requests</i>	123.21	82.03	82.03
	[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000			
	<b>Service standard</b>			
WC2	<i>Kerbside collection bins missed</i>	10.20	7.16	7.16
	[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000			
	<b>Service cost</b>			
WC3	<i>Cost of kerbside garbage bin collection service</i>	\$56.32	\$55.85	\$57.25
	[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]			
	<b>Service cost</b>			
WC4	<i>Cost of kerbside recyclables collection service</i>	\$28.55	\$28.03	\$28.73
	[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]			
	<b>Waste diversion</b>			
WC5	<i>Kerbside collection waste diverted from landfill</i>	49.64%	46.77%	46.77%
	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100			





## SERVICE PERFORMANCE INDICATORS

SERVICE PERFORMANCE INDICATORS - AQUATIC FACILITIES				
	<b>Satisfaction</b>			
AF1	<i>User satisfaction with aquatic facilities (optional)</i>	81.90%	82.00%	82.00%
	[User satisfaction with how council has performed on provision of aquatic facilities]			
	<b>Service standard</b>			
AF2	<i>Health inspections of aquatic facilities</i>	1.00	0.88	1.00
	[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]			
	<b>Health and Safety</b>			
AF3	<i>Reportable safety incidents at aquatic facilities</i>	0.00	3.00	0.00
	[Number of WorkSafe reportable aquatic facility safety incidents]			
	<b>Service cost</b>			
AF4	<i>Cost of indoor aquatic facilities</i>	\$0.42	\$0.43	\$0.43
	[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]			
	<b>Service Cost</b>			
AF5	<i>Cost of outdoor aquatic facilities</i>	\$6.65	\$5.00	\$5.00
	[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]			
	<b>Utilisation</b>			
AF6	<i>Utilisation of aquatic facilities</i>	2.86	3.06	0.98
	[Number of visits to aquatic facilities / Municipal population]			

SERVICE PERFORMANCE INDICATORS - ANIMAL MANAGEMENT				
	<b>Timeliness</b>			
AM1	<i>Time taken to action animal management requests</i>	6.34	2.84	2.84
	[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]			
	<b>Service standard</b>			
AM2	<i>Animals reclaimed</i>	50.40%	44.20%	44.20%
	[Number of animals reclaimed / Number of animals collected] x100			
	<b>Service cost</b>			
AM3	<i>Cost of animal management service</i>	\$58.52	\$42.27	\$42.27
	[Direct cost of the animal management service / Number of registered animals]			
	<b>Health and safety</b>			
AM4	<i>Animal management prosecutions</i>	2.00	5.00	5.00
	[Number of successful animal management prosecutions]			



## SERVICE PERFORMANCE INDICATORS

SERVICE PERFORMANCE INDICATORS - FOOD SAFETY				
	<b>Timeliness</b>			
FS1	<i>Time taken to action food complaints</i>	2.45	3.71	2.45
	[Number of days between receipt and first response action for all food complaints / Number of food complaints]			
	<b>Service standard</b>			
FS2	<i>Food safety assessments</i>	103.06%	96.99%	96.99%
	[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100			
	<b>Service cost</b>			
FS3	<i>Cost of food safety service</i>	\$246.73	\$232.98	\$237.64
	[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]			
	<b>Health and safety</b>			
FS4	<i>Critical and major non-compliance outcome notifications</i>	96.55%	92.82%	92.82%
	[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100			

SERVICE PERFORMANCE INDICATORS - GOVERNANCE				
	<b>Transparency</b>			
G1	<i>Council decisions made at meetings closed to the public</i>	17.89%	17.50%	15.00%
	[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100			
	<b>Consultation and engagement</b>			
G2	<i>Satisfaction with community consultation and engagement</i>	59.40	61.00	62.00
	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement			
	<b>Attendance</b>			
G3	<i>Councillor attendance at council meetings</i>	70.94%	93.83%	#DIV/0!
	[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100			
	<b>Service cost</b>			
G4	<i>Cost of governance</i>	\$22,098.60	\$24,021.18	\$24,501.60
	[Direct cost of the governance service / Number of Councillors elected at the last Council general election]			
	<b>Satisfaction</b>			
G5	<i>Satisfaction with council decisions</i>	55.70	57.70	59.00
	[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]			

## SERVICE PERFORMANCE INDICATORS

SERVICE PERFORMANCE INDICATORS - LIBRARIES				
	<b>Utilisation</b>			
LB1	Library collection usage	2.64	2.66	2.68
	[Number of library collection item loans / Number of library collection items]			
	<b>Resource standard</b>			
LB2	Standard of library collection	63.99%	62.84%	62.45%
	[Number of library collection items purchased in the last 5 years / Number of library collection items] x100			
	<b>Service cost</b>			
LB3	Cost of library service	\$7.67	\$8.25	\$8.41
	[Direct cost of the library service / Number of visits]			
	<b>Participation</b>			
LB4	Active library members	9.41%	9.45%	9.45%
	[Number of active library members / Municipal population] x100			



### **3. Financial Statements**

This section presents information regarding the Financial Statements and Statement of Human Resources. The budget information for the year 2020/21 has been supplemented with projections to 2023/24 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) regulations 2014.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

#### **Pending Accounting Standards**

The 2020-21 budget has been prepared based on the accounting standards applicable at the date of preparation. It has been updated to include the impact of AASB 16 Leases, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities but pending accounting standards that will be in effect from the 2020-21 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2020-21 financial statements, not considered in the preparation of the budget include:

AASB 1059 Service Concession Arrangements: Grantors

<b>Comprehensive Income Statement</b>						
For the four years ending 30 June						
2024						
	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual	2020/21	Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Revenue:</b>						
Rates and charges	4.1.1	123,309	124,865	128,611	133,112	137,771
Statutory fees and fines	4.1.2	4,218	4,059	4,504	4,594	4,686
User fees	4.1.3	20,737	18,333	25,847	26,364	26,891
Grants - operating	4.1.4	17,010	22,493	22,943	23,402	23,870
Grants - capital	4.1.4	11,048	2,200	2,200	2,200	2,200
Contributions - monetary	4.1.5	12,512	13,435	10,350	9,993	7,636
Contributions - non-monetary	4.1.5	26,687	31,396	22,260	24,229	17,382
Net gain/(loss) on disposal or property, infrastructure, plant and equipment		822	0	0	0	0
Other Income	4.1.6	4,614	3,078	3,140	3,202	3,266
<b>Total income</b>		220,957	219,859	219,854	227,096	223,702
<b>Expense:</b>						
Employee costs	4.1.7	68,061	67,872	69,936	72,426	75,004
Materials and services	4.1.8	72,616	67,147	69,234	71,553	73,951
Bad and doubtful debts		1,075	918	936	955	974
Depreciation and amortisation	4.1.9	38,894	39,867	40,904	41,967	43,058
Borrowing costs		1,816	3,117	2,806	1,876	1,745
Other Expense	4.1.10	2,049	2,592	2,644	2,697	2,751
<b>Total expenses</b>		184,511	181,513	186,460	191,474	197,483
<b>Surplus/(deficit) for the year</b>		36,446	38,346	33,394	35,622	26,219
<b>Other comprehensive income</b>						
<b>Other comprehensive income items that will not be reclassified to surplus or deficit in future periods</b>						
Net asset revaluation increment/(decrement)		0	0	0	0	0
Share of other comprehensive income of associates and joint ventures		0	0	0	0	0
<b>Items that may be reclassified to surplus or deficit in future periods</b>		0	0	0	0	0
<b>Total comprehensive result</b>		36,446	38,346	33,394	35,622	26,219

Balance Sheet						
For the four years ending 30 June						
2024						
		Forecast Actual 2019/20	Budget 2020/21	Strategic Resource Plan Projections		
	Notes	\$'000	\$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		37,018	33,310	32,079	32,176	28,593
Trade and other receivables		24,152	42,216	27,916	13,616	14,303
Other financial assets		0	0	0	0	0
Inventories		0	0	0	0	0
Non-current assets classified as held for sale		0	0	0	0	0
Other assets		1,655	1,655	1,655	1,655	1,655
<b>Total current assets</b>	<b>4.2.1</b>	<b>62,824</b>	<b>77,180</b>	<b>61,649</b>	<b>47,447</b>	<b>44,551</b>
<b>Non-current assets</b>						
Trade and other receivables		4	4	4	4	4
Investments in associates and joint ventures		0	0	0	0	0
Property, infrastructure, plant & equipment		1,777,754	1,818,744	1,861,668	1,896,493	1,921,391
Investment property		1,340	1,340	1,340	1,340	1,340
Intangible assets		0	0	0	0	0
<b>Total non-current assets</b>	<b>4.2.1</b>	<b>1,779,098</b>	<b>1,820,088</b>	<b>1,863,012</b>	<b>1,897,837</b>	<b>1,922,735</b>
<b>Total assets</b>		<b>1,841,922</b>	<b>1,897,268</b>	<b>1,924,662</b>	<b>1,945,284</b>	<b>1,967,287</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		10,942	10,942	10,942	10,942	10,942
Trust funds and deposits		5,178	5,178	5,178	5,178	5,178
Provisions		15,499	15,499	15,499	15,499	15,499
Interest-bearing loans and borrowings	<b>4.2.3</b>	3,910	15,209	17,068	4,215	2,508
<b>Total current liabilities</b>	<b>4.2.2</b>	<b>35,529</b>	<b>46,827</b>	<b>48,687</b>	<b>35,833</b>	<b>34,127</b>
<b>Non-current liabilities</b>						
Provisions		10,291	10,291	10,291	10,291	10,291
Interest-bearing loans and borrowings	<b>4.2.3</b>	41,516	47,217	39,358	37,211	34,703
<b>Total non-current liabilities</b>	<b>4.2.2</b>	<b>51,807</b>	<b>57,509</b>	<b>49,649</b>	<b>47,503</b>	<b>44,994</b>
<b>Total liabilities</b>		<b>87,336</b>	<b>104,336</b>	<b>98,336</b>	<b>83,336</b>	<b>79,121</b>
<b>Net assets</b>		<b>1,754,586</b>	<b>1,792,932</b>	<b>1,826,326</b>	<b>1,861,948</b>	<b>1,888,166</b>
<b>Equity</b>						
Accumulated surplus		1,176,416	1,178,817	1,181,917	1,183,856	1,183,856
Reserves		578,170	584,806	582,405	579,305	577,366
<b>Total equity</b>		<b>1,754,586</b>	<b>1,792,932</b>	<b>1,826,326</b>	<b>1,861,948</b>	<b>1,888,166</b>

<b>Statement of Changes in Equity</b>					
For the four years ending 30 June					
2024					
		Total	Accumulated	Revaluation	Other
	Notes	\$'000	Surplus	Reserve	Reserves
		\$'000	\$'000	\$'000	\$'000
<b>Forecast 2020 Budget</b>					
Balance at beginning of the financial year		1,718,140	1,140,620	564,704	12,816
Surplus/(deficit) for the year		36,446	36,446	0	0
Net asset revaluation increment/(decrement)		0	0	0	0
Transfer to / from other reserves		0	(650)	0	650
<b>Balance at end of the financial year</b>		<b>1,754,586</b>	<b>1,176,416</b>	<b>564,704</b>	<b>13,466</b>
<b>Draft 2021 Budget</b>					
Balance at beginning of the financial year		1,754,586	1,176,416	564,704	13,466
Surplus/(deficit) for the year		38,346	38,346	0	0
Net asset revaluation increment/(decrement)		0	0	0	0
Transfer to / from other reserves	4.3.1	0	(6,636)	0	6,636
<b>Balance at end of the financial year</b>	<b>4.3.2</b>	<b>1,792,932</b>	<b>1,208,126</b>	<b>564,704</b>	<b>20,102</b>
<b>2022 Strategic Resource Plan</b>					
Balance at beginning of the financial year		1,792,932	1,208,126	564,704	20,102
Surplus/(deficit) for the year		33,394	33,394	0	0
Net asset revaluation increment/(decrement)		0	0	0	0
Transfer to / from other reserves		0	2,401	0	(2,401)
<b>Balance at end of the financial year</b>		<b>1,826,326</b>	<b>1,243,921</b>	<b>564,704</b>	<b>17,701</b>
<b>2023 Strategic Resource Plan</b>					
Balance at beginning of the financial year		1,826,326	1,243,921	564,704	17,701
Surplus/(deficit) for the year		35,622	35,622	0	0
Net asset revaluation increment/(decrement)		0	0	0	0
Transfer to / from other reserves		0	3,100	0	(3,100)
<b>Balance at end of the financial year</b>		<b>1,861,948</b>	<b>1,282,643</b>	<b>564,704</b>	<b>14,601</b>
<b>2024 Strategic Resource Plan</b>					
Balance at beginning of the financial year		1,861,948	1,282,643	564,704	14,601
Surplus/(deficit) for the year		26,219	26,219	0	0
Net asset revaluation increment/(decrement)		0	0	0	0
Transfer to / from other reserves		0	(3,372)	0	3,372
<b>Balance at end of the financial year</b>		<b>1,888,166</b>	<b>1,305,489</b>	<b>564,704</b>	<b>17,973</b>

<b>Statement of Cash Flows</b>						
For the four years ending 30 June						
2024						
	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows	Inflows	Inflows	Inflows	Inflows
		(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges		111,741	106,801	142,911	147,412	137,082
Statutory fees and fines		4,218	4,059	4,504	4,594	4,686
User fees		20,737	18,333	25,847	26,364	26,891
Grants - operating		17,010	22,493	22,943	23,402	23,870
Grants - capital		11,048	2,200	2,200	2,200	2,200
Contributions - monetary		12,512	13,435	10,350	9,993	7,636
Interest received		1,250	1,800	1,800	1,800	1,800
Trust funds and deposits taken		0	0	0	0	0
Other receipts		3,364	1,278	1,340	1,402	1,466
Net GST refund / payment		0	0	0	0	0
Employee costs		(69,113)	(70,612)	(72,730)	(75,276)	(77,911)
Materials and services		(71,566)	(64,407)	(66,440)	(68,703)	(71,044)
Trust funds and deposits repaid		0	0	0	0	0
Other payments		(3,124)	(3,510)	(3,580)	(3,652)	(3,725)
<b>Net cash provided by/(used in) operating activities</b>	<b>4.4.1</b>	<b>38,078</b>	<b>31,870</b>	<b>69,144</b>	<b>69,536</b>	<b>52,951</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(96,680)	(49,811)	(61,918)	(52,913)	(50,924)
Proceeds from sale of property, infrastructure, plant and equipment		3,464	350	350	350	350
Payments for investments		0	0	0	0	0
Proceeds from sale of investments		0	0	0	0	0
Loan and advances made		0	0	0	0	0
Payments of loans and advances		0	0	0	0	0
<b>Net cash provided by/ (used in) investing activities</b>	<b>4.4.2</b>	<b>(93,216)</b>	<b>(49,461)</b>	<b>(61,568)</b>	<b>(52,563)</b>	<b>(50,574)</b>
<b>Cash flows from financing activities</b>						
Finance costs		(1,816)	(3,117)	(2,806)	(1,876)	(1,745)
Proceeds from borrowings		10,000	22,206	9,209	2,068	(0)
Repayment of borrowings		(4,201)	(5,206)	(15,209)	(17,068)	(4,215)
<b>Net cash provided by/(used in) financing activities</b>	<b>4.4.3</b>	<b>3,983</b>	<b>13,883</b>	<b>(8,806)</b>	<b>(16,876)</b>	<b>(5,960)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		<b>(51,155)</b>	<b>(3,708)</b>	<b>(1,231)</b>	<b>97</b>	<b>(3,583)</b>
Cash and cash equivalents at the beginning of the financial year		88,173	37,018	33,310	32,079	32,176
<b>Cash and cash equivalents at the end of the financial year</b>		<b>37,018</b>	<b>33,310</b>	<b>32,079</b>	<b>32,176</b>	<b>28,593</b>



<b>Statement of Capital Works</b>						
For the four years ending 30 June						
2024						
	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2019/20 \$'000	2020/21 \$'000	Projections		
				2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
<b>Property</b>						
Land		0	0	0	0	0
Land improvements		0	0	0	0	0
<b>Total land</b>		0	0	0	0	0
Buildings		0	0	0	0	0
Heritage buildings		1,955	0	0	0	0
Building improvements		11,413	4,950	5,526	5,033	5,716
Leasehold improvements		0	0	0	0	0
<b>Total buildings</b>		13,368	4,950	5,526	5,033	5,716
<b>Total property</b>		13,368	4,950	5,526	5,033	5,716
<b>Plant and equipment</b>						
Heritage plant and equipment		0	0	0	0	0
Plant, machinery and equipment		4,616	3,090	3,092	3,093	3,095
Fixtures, fittings and furniture		1,107	0	0	0	0
Computers and telecommunications		7,085	2,857	2,914	2,972	3,032
Library books		386	394	402	410	418
<b>Total plant and equipment</b>		13,194	6,341	6,408	6,476	6,545
<b>Infrastructure</b>						
Roads		21,657	13,885	14,123	14,366	14,613
Bridges		271	223	227	232	236
Footpaths and cycleways		1,253	955	974	994	1,014
Drainage		4,059	861	878	895	913
Recreational, leisure and community facilities		24,400	7,022	7,132	7,245	6,360
Waste management		7,253	2,240	2,285	2,331	2,377
Parks, open space and streetscapes		2,363	969	989	1,009	1,029
Aerodromes		0	0	0	0	0
Off street car parks		1,325	0	0	0	0
Other infrastructure		7,811	12,365	23,375	14,334	12,121
<b>Total infrastructure</b>		70,392	38,520	49,984	41,405	38,663
<b>Total capital works expenditure</b>	4.5.1	96,954	49,811	61,917	52,913	50,924
<b>Represented by:</b>						
New asset expenditure		21,990	7,376	23,813	14,177	12,543
Asset renewal expenditure		53,955	25,730	26,214	26,708	27,213
Asset expansion expenditure		2,185	1,812	879	897	915
Asset upgrade expenditure		18,824	14,893	11,011	11,131	10,253
<b>Total capital works expenditure</b>	4.5.1	96,954	49,811	61,917	52,913	50,924
<b>Funding sources represented by:</b>						
Grants		11,048	2,200	2,200	2,200	2,200
Contributions		12,512	10,504	10,350	9,993	7,636
Council Cash		63,394	20,107	49,367	40,720	41,088
Borrowings		10,000	17,000	0	0	0
<b>Total capital works expenditure</b>	4.5.1	96,954	49,811	61,917	52,913	50,924

<b>Statement of Human Resources</b>					
For the four years ending 30 June					
2024					
	Forecast Actual	Draft Budget	Strategic Resource Plan		
	Actual		Projections		
	2019/20	2020/21	2021/22	2022/23	2023/24
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	68,061	67,872	69,936	72,426	75,004
Employee costs - capital	2,366	2,740	2,794	2,850	2,907
<b>Total staff expenditure</b>	<b>70,427</b>	<b>70,427</b>	<b>70,612</b>	<b>72,730</b>	<b>75,276</b>
	FTE	FTE	FTE	FTE	FTE
<b>Total staff numbers</b>	<b>708.04</b>	<b>722.27</b>	<b>737.92</b>	<b>763.53</b>	<b>789.34</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Draft Budget	Comprises		
	2020/21 \$'000	Full Time \$'000	Part Time \$'000	Casuals \$'000
CEO Office	1,059	1,059	-	-
Business Services	7,809	6,852	957	-
Community Development	20,326	9,497	9,945	884
Infrasrtructure & Environment	27,947	25,569	2,275	103
Development & Planning	8,702	6,474	866	1,362
Innovation & Organisayional Improvement	4,584	4,382	134	68
	<b>70,427</b>			
Total full time staff expenditure	51,093			
Casual and part-time staff expenditure	16,594			
Capitalised labour costs	2,740			
<b>Total staff</b>	<b>70,427</b>			

A summary of the number of full time equivalent (fte) Council staff in relation to the above expenditure is included below:

Department	Draft Budget	Comprises		
	2020/21	Full Time	Part Time	Casuals
CEO Office	4.00	4.00	-	-
Business Services	64.96	57.00	7.96	-
Community Development	220.44	103.00	107.85	9.59
Infrasrtructure & Environment	313.22	284.00	27.95	1.27
Development & Planning	81.99	61.00	8.16	12.83
Innovation & Organisayional Improvement	37.66	36.00	1.10	0.56
	<b>722.27</b>			
Total full time staff (fte)	520.74			
Casual and part-time staff (fte)	177.27			
Capitalised labour (fte)	24.26			
<b>Total staff</b>	<b>722.27</b>			

## 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. The cap applies to both general rates and municipal charges and is calculated based on council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

Council, considering maintaining service levels, a strong capital expenditure program, and considering the significant impact on the community of COVID-19, the proposal put forward is for a 0% increase in the following:

- Rates and charges
- Waste Management charge

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change \$'000	% \$'000
Abandonments	(50)	(50)	-	0%
Council Pensioner Rebate	(475)	(485)	- 9.50	2%
Council Recreational 1 Rebate	(218)	(222)	- 4.36	2%
Environmental Levy	19,463	19,645	181.73	1%
General Rates	104,204	105,589	1,384.58	1%
Interest Rates & Charges	171	175	3.72	2%
Rates in Leiu - Waubra Wind Farm	65	65	-	0%
Separate Rate - Bridge Mall	148	148	0.28	0%
<b>Total rates and charges</b>	<b>123,309</b>	<b>124,865</b>	<b>1,556</b>	<b>1%</b>

\*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year:

Type of Property	2019/20 \$	2020/21 \$	Change \$
<b>Rate in dollar:</b>			
Residential	0.003922	0.003739	-4.7%
Commercial	0.010658	0.010159	-4.7%
Industrial	0.011013	0.010501	-4.6%
Farm	0.002809	0.002678	-4.7%
Rural residential	0.003428	0.003268	-4.7%
Recreational 1	0.003273	0.003121	-4.6%
Recreational 2	0.011195	0.010674	-4.7%
<b>Special Charges:</b>			
Bridge Mall Special Rate	0.002948	0.002952	0.1%
<b>Service Charge:</b>			
Waste Management Charge	\$ 363.10	\$ 363.10	0.0%
Green Waste Charge	\$ 70.30	\$ 70.30	0.0%

4.1.1 (c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year:

Type of Property	2019/20 \$	2020/21 \$	Change \$
<b>Rates:</b>			
Residential	68,480,875	70,758,898	3.3%
Commercial	21,394,213	21,242,262	-0.7%
Industrial	9,296,217	9,604,337	3.3%
Farm	1,672,288	1,678,917	0.4%
Rural residential	1,194,324	1,207,898	1.1%
Recreational 1	215,655	219,965	2.0%
Recreational 2	212,728	212,326	-0.2%
Supplementary Rates	1,537,939	663,908	-56.8%
	<b>104,004,238</b>	<b>105,588,510</b>	<b>1.5%</b>
<b>Special Charges:</b>			
Bridge Mall Special Rate	148,000	148,000	0.0%
<b>Service Charge:</b>			
Waste Management Charge	16,667,742	16,667,742	0.0%
Green Waste Charge	2,487,917	2,487,917	0.0%
<b>Total Rates and Charges:</b>	<b>123,307,898</b>	<b>124,892,170</b>	<b>1.3%</b>

4.1.1 (d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year:

Type of Property	2019/20	2020/21	Change %
<b>Assessments:</b>			
Residential	48,313	49,181	1.8%
Commercial	2,340	2,366	1.1%
Industrial	1,599	1,648	3.1%
Farm	782	784	0.3%
Rural residential	624	626	0.3%
Recreational 1	64	64	0.0%
Recreational 2	6	6	0.0%
<b>Special Charges:</b>			
Bridge Mall Special Rate	80	80	0.0%
<b>Service Charge:</b>			
Waste Management Charge	45,904	47,011	2.4%
Green Waste Charge	35,390	36,632	3.5%

4.1.1 (e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1 (f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year:

Type of Property	2019/20 \$	2020/21 \$	Change %
<b>Valuations:</b>			
Residential	17,460,702,500	18,924,551,355	8.4%
Commercial	2,007,338,435	2,090,979,623	4.2%
Industrial	844,113,065	914,611,670	8.4%
Farm	595,332,000	626,929,250	5.3%
Rural residential	348,402,500	369,613,750	6.1%
Recreational 1	65,889,240	70,479,040	7.0%
Recreational 2	19,002,010	19,891,860	4.7%
	<b>21,340,779,750</b>	<b>23,017,056,548</b>	<b>7.9%</b>
<b>Special Charges:</b>			
Bridge Mall Special Rate	49,728,500	50,135,000	0.8%

#### 4.1.1 (g) Fair Go Rates System Compliance

The Ballarat City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2019/20	2020/21
	\$	\$
Total Rates	104,928,444	<b>104,928,444</b>
Number of rateable properties	54,675	<b>54,674</b>
Base Average Rates	1,919	<b>1,919</b>
Maximum rate increase (set by the State Government)	2.5%	<b>2.0%</b>
Capped average rate	1,919	<b>1,958</b>
Maximum General rates and municipal charges revenue	102,467,201	<b>104,928,444</b>
Budgeted Supplementary rates	2,461,243	<b>663,908</b>
Budgeted Total Rates and municipal charges revenue	104,928,444	<b>105,592,353</b>

#### 4.1.1 (h) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2020/21: estimated \$663,908 and 2019/20: \$1,537,037)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

#### 4.1.2 Statutory fees and fines

	Forecast Actual Forecast	Budget Year 1	Change	%
	\$'000	\$'000	\$'000	\$'000
Town Planning Permits	1,169	1,198	29	3%
Subdivision Supervision & Plan Chec	642	658	16	3%
Dog & Cat Registrations	620	836	216	35%
Statutory Income-Food Registration	588	280	- 308	-52%
Asset Protection Permits	289	295	6	2%
Dog & Cat Fines	250	129	- 121	-48%
Land Information Certificates	134	134	0	0%
Driveway Levels	124	127	2	2%
Other	402	403	1	0%
<b>Total statutory fees and fines</b>	<b>4,218</b>	<b>4,059</b>	<b>- 159</b>	<b>-4%</b>

The reduction in budgeted fees for 2020/21 is due to expected loss of revenue contributed to the COVID-19 impacts on the community.

#### 4.1.3 User fees

	Forecast			
	Actual	Budget	Change	%
	0	0		
	\$'000	\$'000	\$'000	\$'000
Tip Operations-tipping fees	5,845	5,260	- 585	-10%
Client Fees - Childrens Services	2,689	3,417	727	27%
Parking Fees - Parking Meters	1,395	900	- 495	-35%
Gold Membership	1,185	900	- 285	-24%
Parking Fines - Parking Fines	1,020	1,103	83	8%
Library Management Services	1,016	948	- 68	-7%
Program Income No GST	790	575	- 215	-27%
Fines Vic (ex-perin) Costs &PR Fees	743	306	- 437	-59%
Casual Income	706	526	- 181	-26%
Transfer Station	572	732	160	28%
Shop Sales	566	636	70	12%
Exempted Infringements	366	(264)	- 630	-172%
Client fees Elderly, home mtce, F&C	340	378	38	11%
Meals on Wheels	339	346	7	2%
Building-Property Enquiry Fee	333	342	9	3%
Term Income GST	289	212	- 77	-27%
Building-Lodgement Fees	263	287	24	9%
Donations	261	25	- 236	-90%
Miscellaneous Income - Non Taxable	253	259	5	2%
Events	241	27	- 214	-89%
Miscellaneous Income - Taxable	208	39	- 168	-81%
Aquatic Memberships	205	149	- 56	-27%
Tree Planting	161	150	- 11	-7%
Health Club Membership	149	112	- 37	-25%
Fees - Rental HMT	145	31	- 114	-79%
Animal Adoption Fees	141	101	- 39	-28%
User Fees - Taxable	138	141	3	2%
Private Works	125	96	- 30	-24%
FDC - Scheme Levy	120	312	192	160%
Building-Delegated consents	100	95	- 5	-5%
Client Fees - Child Care Assistance	(1,732)	(1,620)	112	-6%
Other	1,765	1,812	47	3%
<b>Total User fees</b>	<b>20,737</b>	<b>18,333</b>	<b>- 2,404</b>	<b>-12%</b>

The reduction in budgeted fees for 2020/21 is due to expected loss of revenue contributed to the COVID-19 impacts on the community.



#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
<b>Operating grants:</b>			-	#DIV/0!
Victoria Grants Commission	5,126	13,041	7,915	154%
General HACC	1,877	1,487	- 390	-21%
Assessment & Review	1,051	240	- 811	-77%
Family Day Care Program	954	700	- 254	-27%
Maternal & Child Health	765	751	- 14	-2%
Girrabanya Child Care Centre	725	620	- 105	-14%
Social Connections - Individuals	615	380	- 235	-38%
Wendouree Child Care Centre	566	534	- 32	-6%
Enhanced Maternal Child Health	509	584	75	15%
Food Services	465	460	- 5	-1%
Ballarat Library Operations	453	450	- 3	-1%
School Crossing Supervision	401	394	- 7	-2%
Home Modifications	261	258	- 3	-1%
Personal HACC	180	148	- 32	-18%
Wendouree Library Operations	172	167	- 5	-3%
General Gallery Management	162	150	- 12	-7%
Supported Playgroups	144	282	138	95%
HACC-Occupational Therapist	140	139	- 1	-1%
Social Connections - Group	131	100	- 31	-24%
Respite HACC	129	106	- 23	-18%
Best Start	125	129	4	3%
Right@home	105	0	- 105	-100%
Immunisations	103	75	- 28	-27%
Home Care Coordination & Support	102	124	22	21%
Intercultural Employment Pathway	100	100	-	0%
Other	1,650	1,074	- 576	-35%
<b>Total Operating grants</b>	17,010	22,493	5,483	32%

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
<b>Capital Grants</b>				
Federal Blackspot Funding	2,695	1,200	- 1,495	-55%
Ballarat Sports and Ent Centre Stage 2	2,080	0	- 2,080	-100%
Federal Roads to Recovery Funding	1,630	1,000	- 630	-39%
Major Infrastructure Renewal Projec	1,400	0	- 1,400	-100%
Central Library	1,000	0	- 1,000	-100%
Wendouree Childcare Centre Extensio	560	0	- 560	-100%
Mars Stadium Stage 2	500	0	- 500	-100%
Flood Repairs Sept 16	394	0	- 394	-100%
CBD Parking Action Plan	250	0	- 250	-100%
Lake Lighting & Fitness Equipment	204	0	- 204	-100%
Electronic Waste Storage Shed	97	0	- 97	-100%
Girrabanya Upgrade	63	0	- 63	-100%
White Flat Public Safety Upgrade	56	0	- 56	-100%
Recreation Capital Improvement	50	0	- 50	-100%
Wendouree West Rec Reserve	39	0	- 39	-100%
Bus Shelter repair and replacement	12	0	- 12	-100%
Eureka Centre Education	12	0	- 12	-100%
SSRIP Safer Cyclists & Pedestrian F	7	0	- 7	-100%
<b>Total Capital Grants</b>	11,048	2,200	- 8,848	-80%
<b>Total Grants</b>	28,058	24,693	- 3,365	-12%

#### 4.1.5 Contributions

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
<b>Contributions - Monetary</b>				
Developer Contribution Development	6,307	13,415	7,108	113%
Wendouree Sports & Events Centre Stage 1	3,878	0	- 3,878	-100%
Developer Contribution Community In	1,015	0	- 1,015	-100%
Open Space Improvement Fund	800	0	- 800	-100%
Developer Contribution Lucas CIL	249	0	- 249	-100%
Recreation Capital Improvement	119	0	- 119	-100%
General Collection Management	33	0	- 33	-100%
Lake Wendouree Precinct	30	0	- 30	-100%
Cake Industries	28	0	- 28	-100%
Sons of The West	20	20	0	0%
Social Infrastructure Capital Impro	10	0	- 10	-100%
Weekends Autumn Campaign	10	0	- 10	-100%
Eureka Library Project	6	0	- 6	-100%
Public Art Program	5	0	- 5	-100%
Eco Dev - Sector Development	2	0	- 2	-100%
<b>Total Contributions - Monetary</b>	12,512	13,435	923	7%

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
<b>Contributions - Non Monetary</b>				
Subdivers Contribution	14,280	14,566	286	2%
DCP Construction	10,408	12,408	2,000	19%
DCP Land	1,725	4,422	2,697	156%
Art Donations	274	0	274	-100%
<b>Total Contributions - Non Monetary</b>	26,687	31,396	4,709	18%

#### 4.1.6 Other Income

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
Property Rentals	1,538	1,355	- 183	-12%
Interest on investments	1,250	1,350	100	8%
Reimbursements	949	37	- 912	-96%
Legal expenses recovered	186	188	2	1%
FBT contribution	142	51	- 91	-64%
Workcover reimbursements	134	0	- 134	-100%
Other	415	97	- 318	-77%
<b>Total Other Income</b>	4,614	3,078	- 1,536	-33%

#### 4.1.7 Employee costs

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
Wages and salaries	58,272	57,672	- 600	-1%
Superannuation	5,589	5,807	218	4%
Long Service Leave	1,437	1,524	87	6%
Workcover	1,253	1,822	569	45%
Other	1,510	1,047	- 463	-31%
<b>Total Employee Costs</b>	68,061	67,872	- 189	0%

#### 4.1.8 Materials and services

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
Contractors	28,142	19,268	- 8,874	-32%
Contracts	6,892	11,199	4,307	62%
Rates/charges paid	4,078	4,807	729	18%
Materials	3,734	4,339	605	16%
Street lighting	1,967	2,009	42	2%
Contributions	1,716	609	- 1,107	-65%
Contract staff	1,688	1,405	- 283	-17%
Agency staff	1,518	155	- 1,363	-90%
Electricity	1,374	1,377	3	0%
Insurances	1,324	1,477	153	12%
Plant - fuel	1,234	1,261	27	2%
Software Maintenance	1,157	2,026	869	75%
Processing materials	1,128	1,032	- 96	-9%
Grants paid	1,103	1,155	52	5%
Plant repairs	896	902	6	1%
Other	14,665	14,126	- 539	-4%
<b>Total Materials and services</b>	<b>72,616</b>	<b>67,147</b>	<b>- 5,469</b>	<b>-8%</b>

#### 4.1.9 Depreciation and amortisation

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
Depreciation Road Pavements	18,649	19,115	466	2%
Depreciation Buildings	5,102	5,229	127	2%
Depreciation Plant and Equipment	4,881	5,003	122	2%
Depreciation Other Structures	3,517	3,605	88	3%
Depreciation Recreation & Business	3,037	3,113	76	3%
Depreciation Other Infrastructure	1,593	1,633	40	3%
Depreciation Landfill Improvements	1,179	1,208	29	2%
Depreciation Furniture and Fittings	477	489	12	3%
Depreciation Lending Materials	459	472	13	3%
<b>Total Depreciation and amortisation</b>	<b>38,894</b>	<b>39,867</b>	<b>973</b>	<b>3%</b>

#### 4.1.10 Other expenses

	Forecast			
	Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
Leasing charges	1,301	1,289	- 12	-1%
Election expenses	0	600	600	
Councillor remuneration	435	403	- 32	-7%
Auditors remuneration	150	150	-	0%
Internal audit	150	150	-	0%
Other	13	0	- 13	-100%
<b>Total Other expenses</b>	<b>2,049</b>	<b>2,592</b>	<b>543</b>	<b>27%</b>

## 4.2 Balance sheet

### 4.2.1 Assets

The assets of Council are impacted traditionally by the capital works program. During 2020/21 it is expected that there will be significant increase in Trade and other receivables due to COVID-19. This has had a significant impact on the community thus the expected impact on the receipt of outstanding monies.

### 4.2.2 Liabilities

It is expected that there will be no material variation to the liabilities of Council. The liabilities remain within the parameters of Council's Long-Term Financial Strategy.

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	
	Actual	Budget
	\$'000	\$'000
Amount borrowed as at 30 June of the prio year	39,627	45,426
Amount proposed to be borrowed	10,000	22,206
Amount proposed to be redeemed	4,201	5,206
<b>Amount of borrowings as at 30 June</b>	<b>45,426</b>	<b>62,426</b>

## 4.3 Statement of changes in Equity

### 4.3.1 Reserves

Council operates the following reserves:

- Plant and equipment
- Subdividers contribution
- Asset realisation reserve
- DCP
- Developer contribution

The main changes during 2020/21 relate additional funds received in excess of expenditure relating to Council's Developer Contribution Scheme.

### 4.3.2 Equity

The change in equity is as a result of the operating surplus for 2020/21 taking into account the adjustment for transfer of funds to the Developers Contribution Schemes Reserve.

#### **4.4 Statement of Cash Flows**

##### **4.4.1 Net cash flows provided by/used in operating activities**

Net cash flows from operating activities are expected to decline by \$6.094 million during the 2020/21 financial year. The cause for this decline relates to the financial impact of COVID-19. It is anticipated that it will take Council a minimum of 5 years to recover to pre COVID-19 levels.

##### **4.4.2 Net cash flows provided by/used in investing activities**

The drop of \$43.755 million relates to 2 factors:

- Large capital projects were carried over from the 2018/19 budget to be completed during 2019/20. These projects were always planned to span more than 1 year.
- From the medium-term budget that Council had formulated has been altered for 2020/21, only allowing for \$4 million to be available for the Bakery Hill project instead of the original \$10 million. The allocation of the remaining \$10 million has been allocated to the 2021/22 budget.

##### **4.4.3 Net cash flows provided by/used in financing activities**

During 2020/21 it is planned to borrow additional funds increasing net borrowings by \$17 million during the financial year. These funds will assist the Council to cashflow works over the next 2 years whilst dealing with the financial impacts of COVID-19.

#### 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2020/21 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

##### 4.5.1 Summary

	Forecast Actual	Budget	Change	%
	\$'000	\$'000	\$'000	\$'000
Property	13,368	4,950	- 8,418	-63%
Plant and equipment	13,194	6,341	- 6,853	
Infrastructure	70,392	38,520	- 31,872	-45%
<b>Total</b>	<b>96,954</b>	<b>49,811</b>	<b>- 47,143</b>	<b>-49%</b>

	Project Cost					Grants	Contibution	Council Cash	Borrowings
		New	Renewal	Upgrade	Expansion				
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	4,950	0	4,000	0	950	0	0	4,950	0
Plant and equipment	6,341	394	942	5,005	0	0	0	6,341	0
Infrastructure	38,520	6,982	20,788	9,888	862	2,200	10,504	8,816	17,000
<b>Total</b>	<b>49,811</b>	<b>7,376</b>	<b>25,730</b>	<b>14,893</b>	<b>1,812</b>	<b>2,200</b>	<b>10,504</b>	<b>20,107</b>	<b>17,000</b>



#### 4.5.2 Current Budget

Project	Asset Expenditure Types				Summary of Funding Sources				
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contibution \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>									
Land	0	0	0	0	0	0	0	0	0
Land improvements	0	0	0	0	0	0	0	0	0
<b>Total land</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Buildings</b>									
Central Library	950	0	0	0	950	0	0	950	0
Facility Renewal Program	4,000	0	4,000	0	0	0	4,000	0	0
Heritage buildings	0	0	0	0	0	0	0	0	0
Building improvements	0	0	0	0	0	0	0	0	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
<b>Total property</b>	<b>4,950</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>950</b>	<b>0</b>	<b>0</b>	<b>4,950</b>	<b>0</b>
<b>Plant and equipment</b>									
Heritage plant and equipment	0	0	0	0	0	0	0	0	0
<b>Plant, machinery and equipment</b>									
Parking Meter Replacement Program	85	0	85	0	0	0	85	0	0
Plant Replacement Program	3,005	0	0	3,005	0	0	3,005	0	0
Fixtures, fittings and furniture	0	0	0	0	0	0	0	0	0
<b>Computers and telecommunications</b>									
Desktop Replacement Program	506	0	506	0	0	0	506	0	0
Replacement Bins Program	351	0	351	0	0	0	351	0	0
IT System Development	2,000	0	0	2,000	0	0	2,000	0	0
Library books	394	394	0	0	0	0	394	0	0
<b>Total plant and equipment</b>	<b>6,341</b>	<b>394</b>	<b>942</b>	<b>5,005</b>	<b>0</b>	<b>0</b>	<b>6,341</b>	<b>0</b>	<b>0</b>

	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contribution \$'000	Council Cash \$'000	Borrowings \$'000
<b>Infrastructure</b>									
Roads	0	0	0	0	0	0	0	0	0
Bicycle Strategy Projects	276	0	0	0	276	0	0	276	0
Federal Roads to Recovery Funding	1,000	0	1,000	0	0	1,000	0	0	0
Major Rural Roads Infrastructure Works	1,311	0	1,311	0	0	0	0	0	1,311
Major Infrastructure Renewal Projec	8,545	0	8,545	0	0	0	0	308	8,237
Federal Blackspot Funding	1,000	0	0	1,000	0	1,200	0	(200)	0
Minor Road improvements /upgrades	1,224	0	0	1,224	0	0	0	0	1,224
Major New Capital Road Projects	531	531	0	0	0	0	0	531	0
Bridges	223	0	223	0	0	0	0	223	0
Footpaths and cycleways									
Bicycle Paths	382	0	0	0	382	0	0	382	0
Footpath Works	573	0	573	0	0	0	0	573	0
Drainage	861	0	861	0	0	0	0	861	0
Recreational, leisure and community facilities									
Christmas Decorations	204	0	0	0	204	0	0	204	0
BAC Programmable Assets & Equipment	500	0	500	0	0	0	0	500	0
Playground Improvement Program	64	0	64	0	0	0	0	64	0
Recreation Capital Improvement Program	4,170	0	4,170	0	0	0	4,170	0	0
Street Furniture Renewal Program	174	0	174	0	0	0	0	174	0
Street Trees & Planting	500	0	500	0	0	0	0	500	0
LED Residential Street Lighting	1,000	0	0	1,000	0	0	0	1,000	0
Playspace Upgrades	293	0	0	293	0	0	0	293	0
Public Art Program	117	117	0	0	0	0	0	117	0

	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contribution \$'000	Council Cash \$'000	Borrowings \$'000
Waste management									
Landfill Upgrade	2,228	0	0	2,228	0	0	0	2,228	
Public Place Recycling	12	0	0	12	0	0	12	0	
Parks, open space and streetscapes									
Ballarat Botanical Gardens Program	100	0	100	0	0	0	100	0	
City Entrances	200	0	200	0	0	0	200	0	
Median Strip Landscaping Project	110	0	110	0	0	0	110	0	
Outdoor Pools	146	0	146	0	0	0	146	0	
Parks Development Program	304	0	304	0	0	0	304	0	
Street Irrigation	108	0	108	0	0	0	108	0	
Aerodromes	0	0	0	0	0	0	0	0	
Off street car parks	0	0	0	0	0	0	0	0	
Other infrastructure									
Bus Shelter repair and replacement	170	0	170	0	0	0	170	0	
Kerb and channelling	467	0	467	0	0	0	467	0	
Lake Wendouree Infrastructure Works	104	0	104	0	0	0	104	0	
Monument Renewal Program	117	0	117	0	0	0	117	0	
Social Infrastructure Capital Impro	1,041	0	1,041	0	0	0	1,041	0	
Land Development Council Contribution	108	0	0	108	0	0	108	0	
School Crossing Supervisor Shelters	23	0	0	23	0	0	23	0	
Bakery Hill	4,000	0	0	4,000	0	0	0	4,000	
DCP-Construction-Council	6,334	6,334	0	0	0	6,334	0	0	
<b>Total infrastructure</b>	<b>38,520</b>	<b>6,982</b>	<b>20,788</b>	<b>9,888</b>	<b>862</b>	<b>2,200</b>	<b>10,504</b>	<b>8,816</b>	<b>17,000</b>
<b>Total capital works expenditure</b>	<b>49,811</b>	<b>7,376</b>	<b>25,730</b>	<b>14,893</b>	<b>1,812</b>	<b>2,200</b>	<b>10,504</b>	<b>20,107</b>	<b>17,000</b>

## 5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

### Performance Indicators

Indicator	Measure	Note	Forecast	Budget	Strategic Resource Plan		
			Actual 2019/20	2020/21	Projections		
			2019/20	2020/21	2021/22	2022/23	2023/24
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	5.1	-8.08%	-5.03%	-0.77%	-0.42%	-0.51%
<b>Liquidity</b>							
Working capital	Current assets / Current liabilities	5.2	177%	165%	127%	132%	131%
Unrestricted cash	Unrestricted cash / Current liabilities	5.3	90%	60%	55%	75%	69%
<b>Obligations</b>							
Loans and borrowings	Interest bearing loans and borrowings / Rate revenue	5.4	37%	50%	44%	31%	27%
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue		5%	7%	14%	14%	4%
Indebtedness	Non-current liabilities / Own source revenue		30%	33%	27%	25%	23%
Asset Renewal	Asset renewal expenses / Depreciation	5.5	139%	65%	64%	64%	63%
<b>Stability</b>							
Rates concentration	Rate revenue / Adjusted underlying revenue		72%	72%	70%	70%	70%
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.56%	0.54%	0.54%	0.54%	0.54%
<b>Efficiency</b>							
Expenditure level	Total expenditure / no. property assessments		358%	344%	348%	352%	357%
Revenue level	Residential rate revenue / No. of residential property assessments		1,417	1,436	1,465	1,494	1,523
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		6.10%	6.10%	6.10%	6.10%	6.10%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Safety, Risk and Compliance Service	FOI Request	\$ 28.40	\$ 28.40	0.00%
Safety, Risk and Compliance Service	FOI Request Search Charges per hour	\$ 21.30	\$ 21.30	0.00%
Safety, Risk and Compliance Service	FOI Supervision Charges per hour	\$ 21.30	\$ 21.30	0.00%
Safety, Risk and Compliance Service	FOI Photocopying Charges per copy	\$ 0.20	\$ 0.20	0.00%
Active Ageing	CHSP Low Level - Domestic Assistance	\$ 6.45	\$ 6.45	0.00%
Active Ageing	CHSP Low Level - Personal Care	\$ 4.80	\$ 4.80	0.00%
Active Ageing	CHSP Low Level - Respite Care	\$ 3.55	\$ 3.55	0.00%
Active Ageing	CHSP Low Level - Home Maintenance	\$ 12.70	\$ 12.70	0.00%
Active Ageing	CHSP Low Level - OT Assessment	\$ 10.40	\$ 10.40	0.00%
Active Ageing	CHSP Low Level - Planned Activity Group	\$ -	\$ -	0.00%
Active Ageing	CHSP Low Level - Client Travel (per km)	\$ 1.00	\$ 1.00	0.00%
Active Ageing	CHSP Low Level - Main Meal	\$ 7.10	\$ 7.10	0.00%
Active Ageing	CHSP Low Level - Dessert	\$ 2.95	\$ 2.95	0.00%
Active Ageing	CHSP Low Level - Sandwiches	\$ 4.00	\$ 4.00	0.00%
Active Ageing	CHSP Low Level - Fruit	\$ 1.30	\$ 1.30	0.00%
Active Ageing	CHSP Low Level - Soup	\$ 2.00	\$ 2.00	0.00%
Active Ageing	CHSP Medium Level - Domestic Assistance	\$ 15.85	\$ 15.85	0.00%
Active Ageing	CHSP Medium Level - Home Maintenance	\$ 19.10	\$ 19.10	0.00%
Active Ageing	CHSP Medium Level - Personal Care	\$ 9.65	\$ 9.65	0.00%
Active Ageing	CHSP Medium Level - Respite Care	\$ 4.75	\$ 4.75	0.00%
Active Ageing	CHSP Medium Level - OT Assessment	\$ 15.35	\$ 15.35	0.00%
Active Ageing	CHSP Medium Level - Client Travel (per km)	\$ 1.00	\$ 1.00	0.00%
Active Ageing	CHSP Medium Level - Main Meal	\$ 7.10	\$ 7.10	0.00%

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Business Unit	Fee Name	2019/20	2020/21	Variance
Active Ageing	CHSP Medium Level - Dessert	\$ 2.95	\$ 2.95	0.00%
Active Ageing	CHSP Medium Level - Sandwiches	\$ 4.00	\$ 4.00	0.00%
Active Ageing	CHSP Medium Level - Fruit	\$ 1.30	\$ 1.30	0.00%
Active Ageing	CHSP Medium Level - Soup	\$ 2.00	\$ 2.00	0.00%
Active Ageing	HACC Low Level - Domestic Assistance	\$ 8.00	\$ 8.00	0.00%
Active Ageing	HACC Low Level - Personal Care	\$ 5.00	\$ 5.00	0.00%
Active Ageing	HACC Low Level - Respite Care	\$ 5.00	\$ 5.00	0.00%
Active Ageing	HACC Low Level - Home Maintenance	\$ 15.00	\$ 15.00	0.00%
Active Ageing	HACC Low Level - OT Assessment	\$ 15.00	\$ 15.00	0.00%
Active Ageing	HACC Low Level - Planned Activity Group	\$ -	\$ -	0.00%
Active Ageing	HACC Low Level - Client Travel (per km)	\$ 1.00	\$ 1.00	0.00%
Active Ageing	HACC Low Level - Main Meal	\$ 7.30	\$ 7.30	0.00%
Active Ageing	HACC Low Level - Dessert	\$ 3.00	\$ 3.00	0.00%
Active Ageing	HACC Low Level - Sandwiches	\$ 4.50	\$ 4.50	0.00%
Active Ageing	HACC Low Level - Fruit	\$ 1.30	\$ 1.30	0.00%
Active Ageing	HACC Low Level - Soup	\$ 1.80	\$ 1.80	0.00%
Active Ageing	HACC Medium Level - Domestic Assistance	\$ 16.00	\$ 16.00	0.00%
Active Ageing	HACC Medium Level - Home Maintenance	\$ 30.00	\$ 30.00	0.00%
Active Ageing	HACC Medium Level - Personal Care	\$ 10.00	\$ 10.00	0.00%
Active Ageing	HACC Medium Level - Respite Care	\$ 8.50	\$ 8.50	0.00%
Active Ageing	HACC Medium Level - OT Assessment	\$ 18.00	\$ 18.00	0.00%
Active Ageing	HACC Medium Level - Client Travel (per km)	\$ 1.00	\$ 1.00	0.00%
Active Ageing	HACC Medium Level - Main Meal	\$ 7.30	\$ 7.30	0.00%

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Business Unit	Fee Name	2019/20	2020/21	Variance
Active Ageing	HACC Medium Level - Dessert	\$ 3.00	\$ 3.00	0.00%
Active Ageing	HACC Medium Level - Sandwiches	\$ 4.50	\$ 4.50	0.00%
Active Ageing	HACC Medium Level - Fruit	\$ 1.30	\$ 1.30	0.00%
Active Ageing	HACC Medium Level - Soup	\$ 1.80	\$ 1.80	0.00%
Active Ageing	HACC High Level - Domestic Assistance	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Personal Care	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Respite Care	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Home Maintenance	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - OT Assessment	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Fruit	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Main Meal	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Sandwiches	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Dessert	\$ -	\$ -	0.00%
Active Ageing	HACC High Level - Soup	\$ -	\$ -	0.00%
Active Ageing	PAG Activities - Bus trip	\$ -	\$ -	0.00%
Active Ageing	Social Connections - BALC programs	\$ -	\$ -	0.00%
Active Ageing	Social Connections - full day program	\$ -	\$ -	0.00%
Active Ageing	PAG Activities - Interactive Day - Full Cost Recovery	\$ -	\$ -	0.00%
Active Ageing	PAG Activities - Interactive Day - Half	\$ -	\$ -	0.00%
Active Ageing	PAG Activities - Tai Chi - HACC	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Domestic Assistance	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Domestic Assistance - non core hours	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Domestic Assistance - Public Holiday	\$ -	\$ -	0.00%

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Business Unit	Fee Name	2019/20	2020/21	Variance
Active Ageing	Brokerage - Personal Care	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Personal Care - non core hours	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Personal Care - Pubic Holiday	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Respite Care	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Respite Care - Public Holiday	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Respite Care Weekends and After Hours	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Home Maintenance	\$ -	\$ -	0.00%
Active Ageing	Brokerage - Assessment	\$ -	\$ -	0.00%
Active Ageing	Brokerage - OT Assessment (New)	\$ -	\$ -	0.00%
Active Ageing	Brokerage meals - Delivery Fee	\$ 3.00	\$ 3.00	0.00%
Active Ageing	Brokerage meals - Main Meal	\$ 8.15	\$ 8.15	0.00%
Active Ageing	Brokerage meals - Salad Packs	\$ 8.15	\$ 8.15	0.00%
Active Ageing	Brokerage meals - Sandwiches	\$ 6.00	\$ 6.00	0.00%
Active Ageing	Brokerage meals - Soup	\$ 1.80	\$ 1.80	0.00%
Active Ageing	Brokerage meals - Dessert	\$ 3.40	\$ 3.40	0.00%
Active Ageing	Brokerage meals - Fresh Fruit	\$ 1.30	\$ 1.30	0.00%
Active Ageing	Veterans Affairs - Domestic Assistance	\$ -	\$ -	0.00%
Active Ageing	Veterans Affairs - Personal Care	\$ -	\$ -	0.00%
Active Ageing	Veterans Affairs - Respite Care	\$ -	\$ -	0.00%
Active Ageing	Veterans Affairs - Social Support	\$ -	\$ -	0.00%
Active Ageing	Individual Social Support - Small mobile PAG	\$ 3.00	\$ 3.00	0.00%
Active Ageing	Social Connections - BALC programs	\$ 4.10	\$ 4.10	0.00%
Active Ageing	Social Connections - full day program	\$ 9.75	\$ 9.75	0.00%



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This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Customer Service	Disabled Parking	\$ 6.00	\$ -	-100.00%
Customer Service	Land Information Certificate	\$ 25.40	\$ 25.40	0.00%
Emergency Management	Fire Hazard Charges - Admin Fee	\$ 180.00	\$ 180.00	0.00%
Emergency Management	Fire Hazard Charges	\$ 400.00	\$ 400.00	0.00%
Emergency Management	Fire Infringement Notices	\$ 1,586.00	\$ 1,586.00	0.00%
Learning and Community Hubs	RCB Assessments	\$ -	\$ -	0.00%
Learning and Community Hubs	Other Fines	\$ 0.36	\$ 0.36	0.00%
Learning and Community Hubs	Meeting Room Library Hire	-\$ 0.31	-\$ 0.31	0.00%
Learning and Community Hubs	Damaged Items	\$ -	\$ -	0.00%
Learning and Community Hubs	Reservations	\$ 3.08	\$ 3.08	0.00%
Learning and Community Hubs	Photocopying/Printing A3	\$ 0.41	\$ 0.41	0.00%
Learning and Community Hubs	Photocopying/Printing A4	\$ 0.21	\$ 0.21	0.00%
Learning and Community Hubs	Lost/Replacement cards	\$ 2.05	\$ 2.05	0.00%
Learning and Community Hubs	Telephone income	\$ 1.03	\$ 1.03	0.00%
Learning and Community Hubs	Private Book Club	\$ 169.13	\$ 169.13	0.00%
Learning and Community Hubs	Library Book Club	\$ 56.38	\$ 56.38	0.00%
Learning and Community Hubs	Processing	\$ 6.66	\$ 6.66	0.00%
Learning and Community Hubs	Admission Fees - Freeza	\$ 15.38	\$ 15.38	0.00%
Learning and Community Hubs	Inter Library Loans	\$ 3.08	\$ 3.08	0.00%
Learning and Community Hubs	Inter Library Loans - Universities	\$ 18.96	\$ 18.96	0.00%
Learning and Community Hubs	Debt Collection Charge	\$ 18.45	\$ 18.45	0.00%
Learning and Community Hubs	Microfiche Reader Printing	\$ 0.21	\$ 0.21	0.00%
Learning and Community Hubs	Fax sending	\$ 2.26	\$ 2.26	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Learning and Community Hubs	Book covering	\$ 8.20	\$ 8.20	0.00%
Learning and Community Hubs	Ballarat Goldfields 1861 Map (limited copies available)	\$ 169.13	\$ 169.13	0.00%
Learning and Community Hubs	Photobooth Personal Photo prints	\$ 3.08	\$ 3.08	0.00%
Learning and Community Hubs	Photobooth - Event Hire Fee (Internal Only)	\$ 307.50	\$ 307.50	0.00%
Learning and Community Hubs	Sebastopol library small Meeting Room Hire	\$ 41.00	\$ 41.00	0.00%
Child & Family Partnerships	Small Meeting Room - Not for Profit	\$ 20.00	\$ 20.00	0.00%
Child & Family Partnerships	Small Meeting Room - Community Group	\$ 10.00	\$ 10.00	0.00%
Child & Family Partnerships	Community Meeting Room - Not for Profit	\$ 30.00	\$ 30.00	0.00%
Child & Family Partnerships	Community Meeting Room - Community Group	\$ 15.00	\$ 15.00	0.00%
Child & Family Partnerships	Community Space - Not for Profit	\$ 50.00	\$ 50.00	0.00%
Child & Family Partnerships	Community Space - Community Space	\$ 25.00	\$ 25.00	0.00%
Child & Family Partnerships	*Kinder Term Payment & Exc Levy	\$ 435.60	\$ 435.60	0.00%
Child & Family Partnerships	*Daily Day Care (without CCB) - Girrabanya (10 hour day)	\$ 121.00	\$ 121.00	0.00%
Child & Family Partnerships	*Daily Day Care (without CCB) - Girrabanya (11 hour day)	\$ 123.00	\$ 123.00	0.00%
Child & Family Partnerships	*Daily Day Care (without CCB) - Wendouree (10 hour day)	\$ 121.00	\$ 121.00	0.00%
Child & Family Partnerships	*Daily Day Care (without CCB) - Wendouree (11 hour day)	\$ 123.00	\$ 123.00	0.00%
Child & Family Partnerships	*Long Term Day Care Fulltime - Girrabanya (10 hour day)	\$ 512.50	\$ 512.50	0.00%
Child & Family Partnerships	*Long Term Day Care Fulltime - Girrabanya (11 hour day)	\$ 533.00	\$ 533.00	0.00%
Child & Family Partnerships	*Long Term Day Care Fulltime - Wendouree (10 hour day)	\$ 512.50	\$ 512.50	0.00%
Child & Family Partnerships	*Long Term Day Care Fulltime - Wendouree (11 hour day)	\$ 533.00	\$ 533.00	0.00%
Child & Family Partnerships	*Occasional Care - per hour (without CCB)	\$ 14.35	\$ 14.35	0.00%
Child & Family Partnerships	Regional Immunisation Contract	\$ 20,167.00	\$ 20,167.00	0.00%
Child & Family Partnerships	FDC Educator levy - per hour per child	\$ 0.16	\$ 0.16	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Child & Family Partnerships	FDC Parent Levy - per hour per child	\$ 1.43	\$ 1.43	0.00%
Child & Family Partnerships	FDC Care Provider Fees (replaced by a per hour per child levy)	\$ -	\$ -	0.00%
Child & Family Partnerships	Rent/Hire of Eureka Family Resource Centre	\$ -	\$ -	0.00%
Child & Family Partnerships	Supported Respite Client Fees	\$ -	\$ -	0.00%
Child & Family Partnerships	Supported Respite Client Fees - Concession	\$ -	\$ -	0.00%
Child & Family Partnerships	*Before Kinder care - per half hour (change to per hour)	\$ 8.20	\$ 8.20	0.00%
Child & Family Partnerships	*After Kinder care (1:30pm - 5:30pm)	\$ 57.40	\$ 57.40	0.00%
Child & Family Partnerships	*After Kinder care (1:30pm - 6:00pm)	\$ 64.60	\$ 64.60	0.00%
Events and the Arts	Ice Rink Ticket Income - Children	\$ -	\$ -	0.00%
Events and the Arts	Ice Rink Ticket Income - Adults	\$ -	\$ -	0.00%
Events and the Arts	Ice Rink Ticket Income - Family	\$ -	\$ -	0.00%
Events and the Arts	Eureka Centre entry Adult	\$ 6.00	\$ 6.00	0.00%
Events and the Arts	Eureka Centre entry Concession	\$ 4.00	\$ 4.00	0.00%
Events and the Arts	Eureka Centre entry Student	\$ 4.00	\$ 4.00	0.00%
Events and the Arts	Eureka Centre entry Senior	\$ 4.00	\$ 4.00	0.00%
Events and the Arts	Eureka Centre Children	\$ 4.00	\$ 4.00	0.00%
Events and the Arts	Eureka Centre entry Family	\$ 18.00	\$ 18.00	0.00%
Events and the Arts	Eureka Centre entry Local School Tour	\$ 5.00	\$ 5.00	0.00%
Events and the Arts	Eureka Centre Education Program - cost per child	\$ 9.50	\$ 9.50	0.00%
Events and the Arts	Eureka Centre entry Groups of 10 or more	\$ 5.00	\$ 5.00	0.00%
Events and the Arts	Eureka AUDITORIUM Full Day Corporate Hire	\$ 900.00	\$ 900.00	0.00%
Events and the Arts	Eureka AUDITORIUM Half Day Corporate Hire	\$ 500.00	\$ 500.00	0.00%
Events and the Arts	Eureka AUDITORIUM Evening	\$ 500.00	\$ 500.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Events and the Arts	Eureka AUDITORIUM per hour Corporate Hire	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	Eureka Room Full Day Corporate Hire	\$ 500.00	\$ 500.00	0.00%
Events and the Arts	Eureka Room Half Day Corporate Hire	\$ 300.00	\$ 300.00	0.00%
Events and the Arts	Eureka Room per hour Corporate Hire	\$ 80.00	\$ 80.00	0.00%
Events and the Arts	Democracy Room Full Day Corporate Hire	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Democracy Room Half Day Corporate Hire	\$ 200.00	\$ 200.00	0.00%
Events and the Arts	Democracy Room per hour Corporate Hire	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Eureka AUDITORIUM Full Day COMMUNITY Hire	\$ 540.00	\$ 540.00	0.00%
Events and the Arts	Eureka AUDITORIUM Half Day COMMUNITY Hire	\$ 330.00	\$ 330.00	0.00%
Events and the Arts	Eureka AUDITORIUM per hour COMMUNITY Hire	\$ 110.00	\$ 110.00	0.00%
Events and the Arts	Eureka Room Full Day COMMUNITY Hire	\$ 300.00	\$ 300.00	0.00%
Events and the Arts	Eureka Room Half Day COMMUNITY Hire	\$ 200.00	\$ 200.00	0.00%
Events and the Arts	Eureka Room per hour COMMUNITY Hire	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Democracy Room Full Day COMMUNITY Hire	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	Democracy Room Half Day COMMUNITY Hire	\$ 90.00	\$ 90.00	0.00%
Events and the Arts	Democracy Room per hour COMMUNITY Hire	\$ 30.00	\$ 30.00	0.00%
Events and the Arts	AGB - Space Hire - per day (Annexe/Function Hall)	\$ 880.00	\$ 880.00	0.00%
Events and the Arts	AGB - Wedding Ceremony	\$ 880.00	\$ 880.00	0.00%
Events and the Arts	AGB - Wedding Ceremony and Reception	\$ 1,320.00	\$ 1,320.00	0.00%
Events and the Arts	AGB - Wedding Photos	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	AGB - Chair Hire - per chair	\$ -	\$ -	0.00%
Events and the Arts	AGB - School Membership less than 99 students	\$ 60.00	\$ 60.00	0.00%
Events and the Arts	AGB - School Membership less than 250 students	\$ 100.00	\$ 100.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Events and the Arts	AGB - School Membership less than 499 students	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	AGB - Schools with 500 + students and multi-campuses	\$ 200.00	\$ 200.00	0.00%
Events and the Arts	AGB - Tertiary institutions	\$ 200.00	\$ 200.00	0.00%
Events and the Arts	AGB - Student one hour program per student	\$ 5.50	\$ 5.50	0.00%
Events and the Arts	AGB - Student two hour program per student	\$ 5.50	\$ 5.50	0.00%
Events and the Arts	AGB - After School full term (members)	\$ 100.00	\$ 100.00	0.00%
Events and the Arts	AGB - After School full term (non members)	\$ 120.00	\$ 120.00	0.00%
Events and the Arts	AGB - Life Drawing/Portrait Drawing intensive (members)	\$ 100.00	\$ 100.00	0.00%
Events and the Arts	AGB - Life Drawing/Portrait Drawing intensive (non members)	\$ 130.00	\$ 130.00	0.00%
Events and the Arts	AGB - Life Drawing 2 hours casual session (non members)	\$ 20.00	\$ 20.00	0.00%
Events and the Arts	AGB - Life Drawing 2 hours casual session (members)	\$ 16.00	\$ 16.00	0.00%
Events and the Arts	<b>Mining exchange</b>			0.00%
Events and the Arts	Commercial Main Hall hire - Daily	\$ 1,250.00	\$ 1,250.00	0.00%
Events and the Arts	Commercial Main Hall hire - 3 plus days (per week)	\$ 2,750.00	\$ 2,750.00	0.00%
Events and the Arts	Commercial Main Hall hire - bump in our out day	\$ 500.00	\$ 500.00	0.00%
Events and the Arts	Commercial - Cleaning (per day)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Commercial - Cleaning (per day, hires up to 3 days)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Commercial - Cleaning (multi week hires, per week)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Commercial Call Room hire (daily)	\$ 750.00	\$ 750.00	0.00%
Events and the Arts	Commercial Call Room hire (3 or more days)	\$ 2,000.00	\$ 2,000.00	0.00%
Events and the Arts	Commercial Call Room Cleaning	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Commercial Call Room Cleaing (multi day hires, per day)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Commercial Call Room Cleaning (multi week hires, per week)	\$ 350.00	\$ 350.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Events and the Arts	Community/NFP/Internal Main Hall hire- Daily	\$ 625.00	\$ 625.00	0.00%
Events and the Arts	Community/NFP/Internal Main Hall Hire- three or more days	\$ 1,666.70	\$ 1,666.70	0.00%
Events and the Arts	Community.NFP/Internal Main Hall - bump in or out day	\$ 250.00	\$ 250.00	0.00%
Events and the Arts	Community/NFP/Internal Main Hall Cleaning - daily	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Community/NFP/Internal Main Hall Cleaning - 3 plus days (per day, up to 3 days)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Community./NFP/Internal Main Hall Cleaning - multi week (per week)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Community/NFP/Internal Call Room hire - daily	\$ 375.00	\$ 375.00	0.00%
Events and the Arts	Community/NFP/Internal Call Room Hire - 3 plus days (per week)	\$ 1,000.00	\$ 1,000.00	0.00%
Events and the Arts	Community/NFP/Internal Call Room Cleaning - daily	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Community/NFP/Internal Call Room Cleaning - multi day hires (per day)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Community/NFP/Internal Call Room Cleaning - multi week hires, per week)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Federation University Main Hall hire - daily	\$ 625.00	\$ 625.00	0.00%
Events and the Arts	Federation University Main Hall hire - 3 days plus (per week)	\$ 1,000.00	\$ 1,000.00	0.00%
Events and the Arts	Federation University Main Hall hire bump in or out day	\$ 250.00	\$ 250.00	0.00%
Events and the Arts	Federation University Main Hall cleaning - daily	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Federation University Main Hall Cleaning - 3 plus days (per day, up to 3 days max)	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Federation University Main Hall Cleaning - multi week hires, per week	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Federation University Call Room hire - daily	\$ 375.00	\$ 375.00	0.00%
Events and the Arts	Federation University Call Room Hire - 3 plus days (per week)	\$ 1,000.00	\$ 1,000.00	0.00%
Events and the Arts	Federation University Call Room Cleaning - daily	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Federation University Call Room Cleaning - multi day hires, per day	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	Federation University Call Room Cleaning - multi week hires, per week	\$ 350.00	\$ 350.00	0.00%
Events and the Arts	<b>Civic Hall - Not for Profit Hires</b>			

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Events and the Arts	Fees - Rental Civic Hall (9 Hrs)	\$ 1,350.00	\$ 1,350.00	0.00%
Events and the Arts	Fees - Rental Civic Hall (12 Hrs)	\$ 1,650.00	\$ 1,650.00	0.00%
Events and the Arts	Fees - Rental Civic Hall Bump in day (9 Hrs)	\$ 600.00	\$ 600.00	0.00%
Events and the Arts	Fees - Rental Civic Hall Bump in day (12 Hrs)	\$ 900.00	\$ 900.00	0.00%
Events and the Arts	Recording Fee - NFP / Local / Community	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	Duty Technician	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Technical Crew	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Front of House Manager	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Usher / Doorperson	\$ 45.00	\$ 45.00	0.00%
Events and the Arts	Merchandise Seller / Bar Person	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Box Office Staff (engaged beyond normal operating hours)	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	<b>Civic Hall - Commercial Hirers</b>			
Events and the Arts	Fees - Rental Civic Hall (12 Hrs) 2 shows	\$ 3,300.00	\$ 3,300.00	0.00%
Events and the Arts	Fees - Rental Civic Hall (9 Hrs) 1 show	\$ 2,700.00	\$ 2,700.00	0.00%
Events and the Arts	Fees - Rental Civic Hall Bump In (12 Hrs)	\$ 1,650.00	\$ 1,650.00	0.00%
Events and the Arts	Fees - Rental Civic Hall Bump In (9 Hrs)	\$ 1,250.00	\$ 1,250.00	0.00%
Events and the Arts	Fees - Additional Hour	\$ 225.00	\$ 225.00	0.00%
Events and the Arts	Recording Fee - commercial	\$ 318.18	\$ 318.18	0.00%
Events and the Arts	Duty Technician	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Technical Crew	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Front of House Manager	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Usher / Doorperson	\$ 45.00	\$ 45.00	0.00%
Events and the Arts	Merchandise Seller / Bar Person	\$ 46.00	\$ 46.00	0.00%

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Business Unit	Fee Name	2019/20	2020/21	Variance
Events and the Arts	Box Office Staff (engaged beyond normal operating hours)	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	<b>HMT - Not for Profit Hires</b>			
Events and the Arts	Fees - Rental HMT (9Hr Hire) 1 show	\$ 1,950.00	\$ 1,950.00	0.00%
Events and the Arts	Fees - Rental HMT (12Hr Hire) 2 shows	\$ 2,970.00	\$ 2,970.00	0.00%
Events and the Arts	Equipment Hire - Smoke Machine per rehearsal or performance	\$ 31.18	\$ 31.18	0.00%
Events and the Arts	Recording Fee - NFP / Local / Community	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	Duty Technician	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Performance Technician	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Technical Crew	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Fly Supervisor	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	Front of House Manager	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Usher / Doorperson	\$ 45.00	\$ 45.00	0.00%
Events and the Arts	Merchandise Seller / Bar Person	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Box Office Staff (engaged beyond normal operating hours)	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	Equipment Hire - Projector per rehearsal or performance	\$ 340.91	\$ 340.91	0.00%
Events and the Arts	Equipment Hire - Hazer per rehearsal or performance	\$ 45.45	\$ 45.45	0.00%
Events and the Arts	<b>HMT - Royal south st</b>			
Events and the Arts	Fees - Rental HMT (9Hr hire)	\$ 1,265.00	\$ 1,265.00	0.00%
Events and the Arts	Equipment Hire - Smoke Machine per rehearsal or performance	\$ 31.81	\$ 31.81	0.00%
Events and the Arts	Recording Fee - NFP / Local / Community	\$ 150.00	\$ 150.00	0.00%
Events and the Arts	Duty Technician	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Performance Technician	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Technical Crew	\$ 46.00	\$ 46.00	0.00%



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Business Unit	Fee Name	2019/20	2020/21	Variance
Events and the Arts	Fly Supervisor	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	Front of House Manager	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Usher / Doorman	\$ 45.00	\$ 45.00	0.00%
Events and the Arts	Merchandise Seller / Bar Person	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Box Office Staff (engaged beyond normal operating hours)	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	<b>HMT - Commercial activities</b>			
Events and the Arts	Fees - Rental HMT (9Hr Hire) 1 show	\$ 3,280.00	\$ 3,280.00	0.00%
Events and the Arts	Fees - Rental HMT (12Hr Hire) 2 shows	\$ 4,760.00	\$ 4,760.00	0.00%
Events and the Arts	Equipment Hire - Grand Piano per use	\$ 370.00	\$ 370.00	0.00%
Events and the Arts	Recording Fee - commercial	\$ 318.18	\$ 318.18	0.00%
Events and the Arts	Duty Technician	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Performance Technician	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Technical Crew	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Fly Supervisor	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	Front of House Manager	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Usher / Doorman	\$ 45.00	\$ 45.00	0.00%
Events and the Arts	Merchandise Seller / Bar Person	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Box Office Staff (engaged beyond normal operating hours)	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	<b>HMT - Majestix</b>			
Events and the Arts	Booking Fees - NFP	\$ 3.18	\$ 3.18	0.00%
Events and the Arts	Booking Fees - commercial	\$ 4.32	\$ 4.32	0.00%
Events and the Arts	Booking Fees - internal	\$ 3.18	\$ 3.18	0.00%
Events and the Arts	Booking Fees - other	\$ 1.36	\$ 1.36	0.00%

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Business Unit	Fee Name	2019/20	2020/21	Variance
Economic Partnerships	Planning Scheme Amendment Stage 1 a) considering a request to amend a planning scheme; and b) taking action required by Division 1 of Part 3 of the Act; and c) considering any submissions which do not seek a change to the amendment; and d) if applicable, abandoning the amendment	\$ 2,976.70	\$ 2,976.70	0.00%
Economic Partnerships	Planning Scheme Amendment Stage 2 - for considering (a) up to and including 10 submissions which seek a change to an amendment and where necessary referring the submissions to a panel	\$ 14,753.45	\$ 14,753.45	0.00%
Economic Partnerships	Planning Scheme Amendment Stage 2 - for considering (b) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel	\$ 29,478.00	\$ 29,478.00	0.00%
Economic Partnerships	Planning Scheme Amendment Stage 2 - for considering (c) Submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel	\$ 39,405.15	\$ 39,405.15	0.00%
Economic Partnerships	Planning Scheme Amendment Stage 3 - for a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and	\$ 469.62	\$ 469.62	0.00%
Economic Partnerships	Planning Scheme Amendment Stage 4 - for a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.	\$ 469.62	\$ 469.62	0.00%
Infrastructure and Assets	Asset Protection Permit	\$ 170.00	\$ 170.00	0.00%
Infrastructure and Assets	Asset Protection Permit - Additional inspection	\$ 95.00	\$ 95.00	0.00%
Infrastructure and Assets	Memorandum of Authorisation approval (MOA)			0.00%

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Business Unit	Fee Name	2019/20	2020/21	Variance
Infrastructure and Assets	Hoarding Permit	\$ 170.00	\$ 170.00	0.00%
Infrastructure and Assets	Works in Road Reserve - Variable charge depending on type of works and road category			0.00%
Infrastructure and Assets	Vehicle Crossing Permit	\$ 110.00	\$ 110.00	0.00%
Infrastructure and Assets	Private Development Supervision - 2.50% of Private Development Value			0.00%
Infrastructure and Assets	Private Development Plan Checking - 0.75% of Private Development Value			0.00%
Operations and Environment	Lake Wendouree Charitable event( including family reunion sporting groups)	\$ 77.00	\$ 77.00	0.00%
Operations and Environment	Lake Wendouree Commercial activity with community event	\$ 210.00	\$ 210.00	0.00%
Operations and Environment	Lake Wendouree Commercial activity/rentals	\$ 430.00	\$ 430.00	0.00%
Operations and Environment	Lake Wendouree Events in North Gardens (commercial operators)	\$ 420.00	\$ 420.00	0.00%
Operations and Environment	Botanical Gardens Tenant Groups Annual Rental	\$ 397.00	\$ 397.00	0.00%
Operations and Environment	Robert Clark Centre Room Hire - Full Day	\$ 302.00	\$ 302.00	0.00%
Operations and Environment	Robert Clark Centre Room Hire - Half Day	\$ 210.00	\$ 210.00	0.00%
Operations and Environment	Weddings in Botanical Gardens	\$ 250.00	\$ 250.00	0.00%
Operations and Environment	Weddings Buninyong, Eureka and Lake Wendouree	\$ 138.00	\$ 138.00	0.00%
Operations and Environment	Developers Tree Contribution Fee - Maintenance Bond (Trust Account)	\$ 548.00	\$ 548.00	0.00%
Operations and Environment	Developers Tree Contribution Fee - Contribution for Planting and Maintenance	\$ 820.00	\$ 820.00	0.00%
Operations and Environment	Sports Ground Linemarking (price can vary depending upon specific marking requirements)	\$ 205.00	\$ 205.00	0.00%
Operations and Environment	Gillies Street Transfer Station - Mattress	\$ 30.00	\$ 30.00	0.00%
Operations and Environment	Gillies Street Transfer Station - General Waste (0.5) cubic metre	\$ 29.25	\$ 29.25	0.00%
Operations and Environment	Gillies Street Transfer Station - General Waste per cubic metre	\$ 58.50	\$ 58.50	0.00%
Operations and Environment	Gillies Street Transfer Station - Rubble	\$ 120.00	\$ 120.00	0.00%
Operations and Environment	Gillies Street Transfer Station - Greenwaste (cubic metre)	\$ 27.50	\$ 27.50	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Operations and Environment	Gillies Street Transfer Station - Timber (clean untreated) (cubic metre)	\$ 31.50	\$ 31.50	0.00%
Operations and Environment	Gillies Street Transfer Station - Tyres - Cars	\$ 6.80	\$ 6.80	0.00%
Operations and Environment	Gillies Street Transfer Station - Tyres 4WD	\$ 15.60	\$ 15.60	0.00%
Operations and Environment	Gillies Street Transfer Station - Tyres - Truck	\$ 66.80	\$ 66.80	0.00%
Operations and Environment	Gillies Street Transfer Station - Tyres - Tractor	\$ 75.00	\$ 75.00	0.00%
Operations and Environment	Gillies Street Transfer Station - Ewaste	\$ 3.90	\$ 3.90	0.00%
Operations and Environment	Gillies Street Transfer Station - Televisions	\$ -	\$ -	0.00%
Operations and Environment	Gillies Street Transfer Station - Refrigerators	\$ 10.00	\$ 10.00	0.00%
Operations and Environment	Gillies Street Transfer Station - Air conditioners	\$ 17.50	\$ 17.50	0.00%
Operations and Environment	Street Cleaning Services - Provision of support (bin collection, litter pick) (4 hour)	\$ 7.50	\$ 7.50	0.00%
Operations and Environment	Landfill - Commercial Waste	\$ 569.50	\$ 569.50	0.00%
Operations and Environment	Landfill - Gate Fee External Council Municipal Waste	\$ 142.40	\$ 142.40	0.00%
Operations and Environment	Landfill - Gate Fee Commercial tonnage discount 1 (application & approval require)	\$ 16.10	\$ 16.10	0.00%
Operations and Environment	Landfill - Gate Fee Commercial tonnage discount 2 (application & approval require)	\$ 176.50	\$ 176.50	0.00%
Operations and Environment	Landfill - Gate Fee Building and Demolition	\$ 152.50	\$ 152.50	0.00%
Operations and Environment	Landfill - Gate Fee Cleanfill (to Face)	\$ 166.71	\$ 166.71	0.00%
Operations and Environment	Landfill - Light Load (Minimum half tonne)	\$ 171.11	\$ 171.11	0.00%
Operations and Environment	Landfill - Low Level Contaminated Soil Disposal Only (application & approval require)	\$ 172.21	\$ 172.21	0.00%
Operations and Environment	Landfill - Low Level Contaminated Soil Disposal and incell ramp construction (application & approval require)	\$ 70.50	\$ 70.50	0.00%
Operations and Environment	Landfill - Low Level Contaminated Soil Disposal - COB rate (application & approval require)	\$ 88.25	\$ 88.25	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Operations and Environment	Landfill - Gate Fee - Asbestos (per tonne)	\$ 196.60	\$ 196.60	0.00%
Operations and Environment	Landfill - Gate Fee - Asbestos (half tonne)	\$ 110.00	\$ 110.00	0.00%
Operations and Environment	Landfill - Gate Fee - Asbestos (<120Kg)	\$ 88.00	\$ 88.00	0.00%
Operations and Environment	Landfill - Gate Fee - Asbestos (<60Kg)	\$ 220.60	\$ 220.60	0.00%
Operations and Environment	Landfill - Tyre - Penalty Car	\$ 220.60	\$ 220.60	0.00%
Operations and Environment	Landfill - Tyre - Penalty Truck/Tractor	\$ 110.30	\$ 110.30	0.00%
Operations and Environment	Landfill - Drum - Penalty	\$ 76.30	\$ 76.30	0.00%
Operations and Environment	Landfill - Kerbside COB Charge	\$ 38.15	\$ 38.15	0.00%
Operations and Environment	Landfill - Transfer Station COB Charge	\$ 10.00	\$ 10.00	0.00%
Operations and Environment	Landfill - Mattress	\$ 70.00	\$ 70.00	0.00%
Regulatory Services	Building - 326-1 Beyond 10 years	\$ 152.00	\$ 152.00	0.00%
Regulatory Services	Building - 326-1 10 years	\$ 152.00	\$ 152.00	0.00%
Regulatory Services	Building - 326-2 Flood, Fire etc	\$ 152.00	\$ 152.00	0.00%
Regulatory Services	Building - 610 Legal Point of Discharge	\$ 141.20	\$ 141.20	0.00%
Regulatory Services	Building - Archival Document Search Fee*	\$ 70.00	\$ 70.00	0.00%
Regulatory Services	Building - Archival Document Search Fee Residential (Scanned Copies - 20 mb limit or Hardcopy*)	\$ 220.00	\$ 220.00	0.00%
Regulatory Services	Building - Archival Document Search Fee Residential (Scanned Copies on UBS Stick)	\$ 245.00	\$ 245.00	0.00%
Regulatory Services	Building - Archival Document Search Fee Commercial (Scanned Copies - 20 mb limit or Hardcopy*)	\$ 385.00	\$ 385.00	0.00%
Regulatory Services	Building - Archival Document Search Fee Commercial (Scanned Copies on UBS Stick)	\$ 405.00	\$ 405.00	0.00%
Regulatory Services	Building - Archival Document Search additional fee - per permit Charged on searches exceeding 2 permits	\$ 30.00	\$ 30.00	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Building - Archive/General administration Fee	\$ 125.00	\$ 125.00	0.00%
Regulatory Services	Building - Copies of Plans A4	\$ -	\$ -	0.00%
Regulatory Services	Building - Copies of Plans A3	\$ -	\$ -	0.00%
Regulatory Services	Building - Copies of Plans A2	\$ -	\$ -	0.00%
Regulatory Services	Building - Copies of Plans A1	\$ -	\$ -	0.00%
Regulatory Services	Building - Copies of Plans A0	\$ -	\$ -	0.00%
Regulatory Services	Building - Report and Consent	\$ 283.50	\$ 283.50	0.00%
Regulatory Services	Building - Amendment to Report and Consent	\$ 283.50	\$ 283.50	0.00%
Regulatory Services	Building - Temporary Occupancy Permit	\$ 450.00	\$ 450.00	0.00%
Regulatory Services	Building - TEMP Structures (up to 2 Structures)	\$ 450.00	\$ 450.00	0.00%
Regulatory Services	Building - TEMP Additional fee/Structure	\$ 235.00	\$ 235.00	0.00%
Regulatory Services	Building - POPE Application - Up to 5000 Occupants (up to 3 structures)	\$ 840.00	\$ 840.00	0.00%
Regulatory Services	Building - POPE Application - More than 5000 Occupants (up to 3 structures)	\$ 1,100.00	\$ 1,100.00	0.00%
Regulatory Services	Building - POPE Additional fee/Structure	\$ 235.00	\$ 235.00	0.00%
Regulatory Services	Building - POPE Amendment Minor	\$ 235.00	\$ 235.00	0.00%
Regulatory Services	Building - POPE Amendment Major	\$ 455.00	\$ 455.00	0.00%
Regulatory Services	Building - Preliminary Inspection - Residential	\$ -	\$ -	0.00%
Regulatory Services	Building - Preliminary Inspection - Commercial	\$ -	\$ -	0.00%
Regulatory Services	Building - Additional Resolution Inspections - Residential	\$ 230.00	\$ 230.00	0.00%
Regulatory Services	Building - Additional Resolution Inspections - Commercial	\$ 320.00	\$ 320.00	0.00%
Regulatory Services	Building - Resolution of Illegal Works -Base Fee minor - Residential	\$ 1,350.00	\$ 1,350.00	0.00%
Regulatory Services	Building - Resolution of Illegal Works - Base Fee Minor Commercial	\$ 1,900.00	\$ 1,900.00	0.00%
Regulatory Services	Building - Resolution of Illegal Works - Residential - Double of Building Permit Cost	\$ -	\$ -	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Building - Resolution of Illegal Works - Commercial - Double of Building Permit Cost (See BP Fee Schedule)	\$ -	\$ -	0.00%
Regulatory Services	Building - Building Surveyor Consultation Fee/hour - Residential	\$ 285.00	\$ 285.00	0.00%
Regulatory Services	Building - Building Surveyor Consultation Fee/hour - Commercial	\$ 405.00	\$ 405.00	0.00%
Regulatory Services	Building - Subdivision of Existing Buildings Reg 503 - Residential	\$ 285.00	\$ 285.00	0.00%
Regulatory Services	Building - Subdivision of Existing Buildings Reg 503 - Commercial	\$ 405.00	\$ 405.00	0.00%
Regulatory Services	Building - Number of People Accommodated - Statement D1.13	\$ 405.00	\$ 405.00	0.00%
Regulatory Services	Building - Application BAB S160 Base Fee - Residential	\$ 405.00	\$ 405.00	0.00%
Regulatory Services	Building - Application BAB S160 Base Fee - Commercial	\$ 440.00	\$ 440.00	0.00%
Regulatory Services	Building - Application BAB S160 Fee/Regulation - Residential	\$ 230.00	\$ 230.00	0.00%
Regulatory Services	Building - Application BAB S160 Fee/Regulation - Commercial	\$ 315.00	\$ 315.00	0.00%
Regulatory Services	Building - S30 Private Permit Lodgement Fee	\$ 118.90	\$ 118.90	0.00%
Regulatory Services	Building - Minor Works and Alterations to Class 1a with works exceeding \$50,000/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Kit Sheds under 100m2/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Class 10a Garages, Carports/Pergolas under 100m2/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Class 10a Garages, Carports/Pergolas exceeding 100m2/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Relatives Apartment Class 1a/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Relocated Class 1a Dwellings/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Re - Stump /mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Dividing Fences Class 10b over 2m in height/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Demolition – Class 1 and 10/mandatory inspections not included	\$ -	\$ -	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Building - Class 10b In ground & above ground/pools/pool fencing mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Additions and Alterations Class 1a&10a<100m2/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - JBP Additions and Alterations Class 1a&10a>100m2/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Building permit Fee Class 1a&10a <\$250,000 COW/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Building permit Fee Class 1a&10a >\$250,000 Variable (Based on 1% total COW)/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - Mandatory Inspection (Residential)	\$ 235.00	\$ 235.00	0.00%
Regulatory Services	Building - Mandatory Inspections x 4 (Residential)	\$ -	\$ -	0.00%
Regulatory Services	Building - Mandatory Inspections (commercial)	\$ 320.00	\$ 320.00	0.00%
Regulatory Services	Building - Mandatory Inspections x 4 (Commercial)	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Building Permit Fees Class 2-9 - COW < \$250,000.00/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Building Permit Fees Class 2-9 - COW > \$250,000.00 (Variable (Based of 1.3% total COW)/mandatory inspections not inc.	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Additions and Alterations Class 2-9 - COW < \$250,000.00/mandatory inspections not included	\$ -	\$ -	0.00%
Regulatory Services	Building - BP Additions and Alterations Class 2-9 - COW > \$250,000.00 (Variable (Based of 1.3% total COW)/mandatory inspections not inc	\$ -	\$ -	0.00%
Regulatory Services	Building - Extension of time - Residential	\$ -	\$ -	0.00%
Regulatory Services	Building - Extension of Time - Commercial	\$ -	\$ -	0.00%
Regulatory Services	Building - Amendment to Permit (administrative) – Residential	\$ 315.00	\$ 315.00	0.00%
Regulatory Services	Building - Amendment to Permit – Residential/assessment hourly rate	\$ 285.00	\$ 285.00	0.00%



## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

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Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Building - Amendment to Permit – (administrative) - Commercial	\$ 440.00	\$ 440.00	0.00%
Regulatory Services	Building - Amendment to Permit – Commercial/assessment hourly rate	\$ 400.00	\$ 400.00	0.00%
Regulatory Services	Building - Lapsed Building Permit - Residential	\$ 820.00	\$ 820.00	0.00%
Regulatory Services	Building - Lapsed Building Permit - Commercial	\$ 1,050.00	\$ 1,050.00	0.00%
Regulatory Services	Building - Additional Inspection - Residential	\$ 235.00	\$ 235.00	0.00%
Regulatory Services	Building - Additional Inspection - Commercial	\$ 320.00	\$ 320.00	0.00%
Regulatory Services	Food Safety - F - C2&C3 Community Group Reg - > 12 months	\$ 53.00	\$ 53.00	0.00%
Regulatory Services	Food Safety - F - C3 Comm Group Renewal - T1	\$ 117.00	\$ 117.00	0.00%
Regulatory Services	Food Safety - F - C3 Food Dist/Warehouse/Man Renewal - T1	\$ 493.00	\$ 493.00	0.00%
Regulatory Services	Food Safety - F - C1 Premises - T2/New	\$ 1,180.00	\$ 1,180.00	0.00%
Regulatory Services	Food Safety - F - C1 Premises Renewal - C1	\$ 787.00	\$ 787.00	0.00%
Regulatory Services	Food Safety - F - C2 Accom Kitchen - T2/New	\$ 774.00	\$ 774.00	0.00%
Regulatory Services	Food Safety - F - C2 Accom Kitchen Renewal -T1	\$ 516.00	\$ 516.00	0.00%
Regulatory Services	Food Safety - F - C2 Caterer Renewal- T1	\$ 627.00	\$ 627.00	0.00%
Regulatory Services	Food Safety - F - C2 Caterer -T2/New Bus	\$ 940.00	\$ 940.00	0.00%
Regulatory Services	Food Safety - F - C2 Comm Group - T2/New	\$ 253.50	\$ 253.50	0.00%
Regulatory Services	Food Safety - F - C2 Comm Group Renewal - T1	\$ 169.00	\$ 169.00	0.00%
Regulatory Services	Food Safety - F - C2 General - T2/New	\$ 1,000.50	\$ 1,000.50	0.00%
Regulatory Services	Food Safety - F - C2 General Renewal - T1	\$ 667.00	\$ 667.00	0.00%
Regulatory Services	Food Safety - F - C2 Indep FSP - T2/New	\$ -	\$ -	0.00%
Regulatory Services	Food Safety - F - C2 Indep FSP Renewal - T1	\$ -	\$ -	0.00%
Regulatory Services	Food Safety - F - C2 Supermarket - T2/New	\$ 1,309.00	\$ 1,309.00	0.00%
Regulatory Services	Food Safety - F - C2 Supermarket Renewal - T1	\$ 873.00	\$ 873.00	0.00%

## 6. Schedule of Fees and Charges

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Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Food Safety - F- C3 Bev Pervey/Accom Kitchen - T2/New	\$ 498.00	\$ 498.00	0.00%
Regulatory Services	Food Safety - F- C3 Bev Pervey/Accom Kitchen Renewal - T1	\$ 332.00	\$ 332.00	0.00%
Regulatory Services	Food Safety - F- C3 Comm Group - T2/New Bus	\$ -	\$ -	0.00%
Regulatory Services	Food Safety -F-C3 Food Dist/Warehouse/Man Renewal -T1	\$ 493.00	\$ 493.00	0.00%
Regulatory Services	Food Safety - F- C3 Food Dist/Warehouse/Man - T2/New	\$ 721.00	\$ 721.00	0.00%
Regulatory Services	Food Safety - F- C3 General Renewal - T1	\$ 364.00	\$ 364.00	0.00%
Regulatory Services	Food Safety - F- C3 General Renewal - T2/New	\$ 546.00	\$ 546.00	0.00%
Regulatory Services	Food safety - F - C3A General Renewal - T1	\$ 261.00	\$ 261.00	0.00%
Regulatory Services	Food safety - F - C3A General Renewal - T2	\$ 392.00	\$ 392.00	0.00%
Regulatory Services	Food Safety - F- Componants in excess of 2	\$ 91.00	\$ 91.00	0.00%
Regulatory Services	Food Safety - F- Componants in excess of 2 (water carter)	\$ -	\$ -	0.00%
Regulatory Services	Food Safety - F- Large premises excess fee > 10 EFT MAX cap	\$ 3,943.00	\$ 3,943.00	0.00%
Regulatory Services	Food Safety - F-Large premises excess fee > 10 EFT increments	\$ 16.00	\$ 16.00	0.00%
Regulatory Services	Food Safety - F-C2 Registration for a temporary period	\$ 261.00	\$ 261.00	0.00%
Regulatory Services	Food Safety - F-C3 Registration for a temporary period	\$ 261.00	\$ 261.00	0.00%
Regulatory Services	Food Safety - Transfer Fee	\$ 261.00	\$ 261.00	0.00%
Regulatory Services	Food Safety - Inspection & Report	\$ -	\$ -	0.00%
Regulatory Services	Food Safety - Urgent Inspection & Report	\$ -	\$ -	0.00%
Regulatory Services	Food Safety - F-C2 Food Dist/Warehouse/Man - T1	\$ 653.00	\$ 653.00	0.00%
Regulatory Services	Food Safety - F-C2 Food Dist/Warehouse/Man - T2/New	\$ 980.00	\$ 980.00	0.00%
Regulatory Services	Food Safety - Probe thermometer	\$ 36.00	\$ 36.00	0.00%
Regulatory Services	Environmental Health - Personal Care Tier 1	\$ 280.00	\$ 280.00	0.00%
Regulatory Services	Environmental Health - Personal Care Tier 2	\$ 420.00	\$ 420.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Environmental Health - Prescribed Accommodation Tier 1	\$ 315.00	\$ 315.00	0.00%
Regulatory Services	Environmental Health - Prescribed Accommodation Tier 2	\$ 472.00	\$ 472.00	0.00%
Regulatory Services	Environmental Health - Prescribed Accommodation with Pool Tier 1	\$ 445.00	\$ 445.00	0.00%
Regulatory Services	Environmental Health - Prescribed Accommodation with Pool Tier 2	\$ 667.00	\$ 667.00	0.00%
Regulatory Services	Environmental Health - Skin Penetration/Colonic Irrigation Tier 1	\$ 379.00	\$ 379.00	0.00%
Regulatory Services	Environmental Health - Skin Penetration Tier 2	\$ 569.00	\$ 569.00	0.00%
Regulatory Services	Environmental Health - Accommodation additional fee per room in excess of 50 capped at 100	\$ 21.00	\$ 21.00	0.00%
Regulatory Services	Environmental Health - Hairdresser Only	\$ 420.00	\$ 420.00	0.00%
Regulatory Services	Environmental Health - Caravan Parks per site	\$ 14.81	\$ 14.81	0.00%
Regulatory Services	Environmental Health - Caravan Parks - Transfer Fee	\$ 74.05	\$ 74.05	0.00%
Regulatory Services	Environmental Health - Transfer Fee	\$ 261.00	\$ 261.00	0.00%
Regulatory Services	Environmental Health - Inspection & Report	\$ -	\$ -	0.00%
Regulatory Services	Environmental Health - Urgent Inspection & Report	\$ -	\$ -	0.00%
Regulatory Services	Environmental Protection - Installation of Septic Tank Systems	\$ 776.00	\$ 776.00	0.00%
Regulatory Services	Environmental Protection - Alterations To Existing Septic System	\$ 379.00	\$ 379.00	0.00%
Regulatory Services	Environmental Protection - Permit Extension	\$ 212.00	\$ 212.00	0.00%
Regulatory Services	Environmental Protection - File Search & Copy	\$ 41.00	\$ 41.00	0.00%
Regulatory Services	Environmental Protection - Inspection & Report	\$ 282.00	\$ 282.00	0.00%
Regulatory Services	Environmental Protection - Urgent Inspection & Report	\$ 564.00	\$ 564.00	0.00%
Regulatory Services	Footpath Permit - Moveable advertising sign on a footway (per sign - limit 2 signs)	\$ 100.00	\$ 100.00	0.00%
Regulatory Services	Footpath Permit - Outdoor Dining (per sqm)	\$ 200.00	\$ 200.00	0.00%
Regulatory Services	Footpath Permit - Goods for Sale (per sqm)	\$ 200.00	\$ 200.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Footpath Permit - Skip Bin - Occupy nature strip/footpath/roadside - residential situation, for up to 2 weeks	\$ 88.00	\$ 88.00	0.00%
Regulatory Services	Footpath Permit - Event Permit to conduct commercial activity on - max of 3 days Council land (with discretion - charged to commercial operators but not to community / charity organisations)	\$ 200.00	\$ 200.00	0.00%
Regulatory Services	Footpath Permit - Roadside A-Frame	\$ 90.00	\$ 90.00	0.00%
Regulatory Services	Footpath Permit - Itinerant Trader	\$ 560.00	\$ 560.00	0.00%
Regulatory Services	Impound release - Impound (misc)	\$ 95.00	\$ 95.00	0.00%
Regulatory Services	Impound release - (shopping trolley)	\$ 130.00	\$ 130.00	0.00%
Regulatory Services	Busking Permit	\$ 5.00	\$ 5.00	0.00%
Regulatory Services	Permit to enter Bridge Mall			0.00%
Regulatory Services	- per day	\$ 85.00	\$ 85.00	0.00%
Regulatory Services	- Maximum	\$ 230.00	\$ 230.00	0.00%
Regulatory Services	Permit re-issue fee	\$ 10.00	\$ 10.00	0.00%
Regulatory Services	Domestic Animal Business Rego - Boarding/Breeding/Training	\$ 260.00	\$ 260.00	0.00%
Regulatory Services	Domestic Animal Business Rego - Pet Shops	\$ 260.00	\$ 260.00	0.00%
Regulatory Services	Livestock (Large) - per head Cattle/Horses	\$ 115.00	\$ 115.00	0.00%
Regulatory Services	Livestock (medium) - per head Sheep/Goats/Alpaca/Pigs	\$ 85.00	\$ 85.00	0.00%
Regulatory Services	Livestock (small) - per head Poultry/Rodents/Rabbits	\$ 28.00	\$ 28.00	0.00%
Regulatory Services	livestock Feed (Large and Medium) - per day	\$ 25.00	\$ 25.00	0.00%
Regulatory Services	Livestock Feed (Small) - per day	\$ 15.00	\$ 15.00	0.00%
Regulatory Services	Stock Trailer Callout Fee -	\$ 150.00	\$ 150.00	0.00%
Regulatory Services	Permit to Keep More than 2 dogs -	\$ 170.00	\$ 170.00	0.00%

## 6. Schedule of Fees and Charges

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Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Regulatory Services	Dog Registration - Code - D1	\$ 42.00	\$ 42.00	0.00%
Regulatory Services	Dog Registration - Code - D2	\$ 47.00	\$ 47.00	0.00%
Regulatory Services	Dog Registration - Code - D8	\$ 175.00	\$ 175.00	0.00%
Regulatory Services	Dog Registration - Code D9	\$ -	\$ -	0.00%
Regulatory Services	Dog Registration - Code - D10	\$ 245.00	\$ 245.00	0.00%
Regulatory Services	Cat Registration - Code - C1	\$ 42.00	\$ 42.00	0.00%
Regulatory Services	Cat Registration - Code - C6	\$ 165.00	\$ 165.00	0.00%
Regulatory Services	Cat Registration - Code C7	\$ -	\$ -	0.00%
Regulatory Services	Cat Cages loan - refundable deposits	\$ 100.00	\$ 100.00	0.00%
Regulatory Services	Release - dog per day	\$ 30.00	\$ 30.00	0.00%
Regulatory Services	Release - cat per day	\$ 20.00	\$ 20.00	0.00%
Regulatory Services	Parking - Hourly on-street parking rate	\$ 3.00	\$ 3.00	0.00%
Regulatory Services	Parking - Daily Rate	\$ 6.50	\$ 6.50	0.00%
Regulatory Services	Parking Fines	\$ 76.00	\$ 76.00	0.00%
Regulatory Services	Booking Car Spaces for Events/trades people	\$ 27.50	\$ 27.50	0.00%
Regulatory Services	residential parking permit (2nd)	\$ -	\$ -	0.00%
Regulatory Services	residential parking permit (3rd)	\$ 100.00	\$ 100.00	0.00%
Regulatory Services	dog adoption fee	\$ 395.00	\$ 395.00	0.00%
Regulatory Services	kitten adoption fee	\$ 185.00	\$ 185.00	0.00%
Regulatory Services	cat adoption fee	\$ 100.00	\$ 100.00	0.00%
Development Facilitation	Statutory Planning - First Extension of time	\$ 193.00	\$ 193.00	0.00%
Development Facilitation	Statutory Planning - Second Extension of time	\$ 386.00	\$ 386.00	0.00%
Development Facilitation	Statutory Planning - Third Extension of time	\$ 579.00	\$ 579.00	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Development Facilitation	Statutory Planning - Secondary Consents Non VicSmart	\$ 300.00	\$ 300.00	0.00%
Development Facilitation	Statutory Planning - Secondary Consents VicSmart	\$ 188.20	\$ 188.20	0.00%
Development Facilitation	Statutory Planning - Planning Advice	\$ 77.00	\$ 77.00	0.00%
Development Facilitation	Statutory Planning - Advertising Fee	\$ 140.00	\$ 140.00	0.00%
Development Facilitation	Statutory Planning - Copies Per page A4	\$ 0.70	\$ 0.70	0.00%
Development Facilitation	Statutory Planning - Copies Per page A3	\$ 1.20	\$ 1.20	0.00%
Development Facilitation	Statutory Planning - Copies Per page A2	\$ 5.00	\$ 5.00	0.00%
Development Facilitation	Statutory Planning - Copies Per page A1	\$ 6.00	\$ 6.00	0.00%
Development Facilitation	Statutory Planning - Copies Per page A0	\$ 7.00	\$ 7.00	0.00%
Development Facilitation	Statutory Planning - Minor amendments to permits and endorsed plans.	\$ 102.00	\$ 102.00	0.00%
Development Facilitation	Statutory Planning - Liquor License applicant information requests.	\$ 75.00	\$ 75.00	0.00%
Development Facilitation	Statutory Planning - Planning Controls information request	\$ 75.00	\$ 75.00	0.00%
Development Facilitation	Statutory Planning - Copies of Plans of subdivision	\$ 45.00	\$ 45.00	0.00%
Development Facilitation	Statutory Planning - Copies of Planning Permits	\$ 45.00	\$ 45.00	0.00%
Development Facilitation	Statutory Planning - Copies of Plans	\$ 45.00	\$ 45.00	0.00%
Development Facilitation	Statutory Planning - Section 173 Agreement Lodgements	\$ 632.80	\$ 632.80	0.00%
Development Facilitation	Statutory Planning - Subdivision Certification Fees - Fee	\$ -	\$ -	0.00%
Development Facilitation	Statutory Planning - Subdivision Certification Fees - per Lot	\$ -	\$ -	0.00%
Development Facilitation	Statutory Planning - Subdivision Certification Fees - Certificates of Compliance	\$ -	\$ -	0.00%
Development Facilitation	Change or allow a new use of the land	\$ 1,240.70	\$ 1,240.70	0.00%
Development Facilitation	<b>To develop land, or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is:</b>	\$ -	\$ -	0.00%
Development Facilitation	Up to \$10,000	\$ 188.20	\$ 188.20	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

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Business Unit	Fee Name	2019/20	2020/21	Variance
Development Facilitation	\$10,001 to \$100,000	\$ 592.50	\$ 592.50	0.00%
Development Facilitation	\$100,001 to \$500,000	\$ 1,212.80	\$ 1,212.80	0.00%
Development Facilitation	\$500,001 to \$1M	\$ 1,310.40	\$ 1,310.40	0.00%
Development Facilitation	\$1M to \$2M	\$ 1,407.90	\$ 1,407.90	0.00%
Development Facilitation	<b>A permit that is the subject of a VicSmart application if the estimated cost of the development is:</b>	\$ -	\$ -	0.00%
Development Facilitation	Up to \$10,000	\$ 188.20	\$ 188.20	0.00%
Development Facilitation	More than \$10,000	\$ 404.30	\$ 404.30	0.00%
Development Facilitation	VicSmart application to subdivide or consolidate land	\$ 188.20	\$ 188.20	0.00%
Development Facilitation	To develop land if the estimated cost of the development is:	\$ -	\$ -	0.00%
Development Facilitation	Up to \$100,000	\$ 1,080.40	\$ 1,080.40	0.00%
Development Facilitation	\$100,001 to \$1M	\$ 1,456.70	\$ 1,456.70	0.00%
Development Facilitation	\$1M to \$5M	\$ 3,213.20	\$ 3,213.20	0.00%
Development Facilitation	\$5M to \$15M	\$ 8,189.80	\$ 8,189.80	0.00%
Development Facilitation	\$15M to \$50M	\$ 24,151.10	\$ 24,151.10	0.00%
Development Facilitation	More than \$50M <i>(to be charged at 50% until 13 Oct 2017)</i>	\$ 54,282.40	\$ 54,282.40	0.00%
Development Facilitation	Subdivide an existing building	\$ 1,240.70	\$ 1,240.70	0.00%
Development Facilitation	Subdivide land into 2 lots	\$ 1,240.70	\$ 1,240.70	0.00%
Development Facilitation	Realignment of a common boundary between 2 lots or to consolidate 2 or more lots	\$ 1,240.70	\$ 1,240.70	0.00%
Development Facilitation	To subdivide land	\$ 1,241.70	\$ 1,241.70	0.00%
Development Facilitation	<i>(\$1,240.70 for each 100 lots created)</i>			
Development Facilitation	To create, vary or remove a restriction within the meaning of the <i>Subdivision Act 1988</i> ; or			

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

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Business Unit	Fee Name	2019/20	2020/21	Variance
Development Facilitation	To create or move a right of way; or	\$ 1,241.70	\$ 1,241.70	0.00%
Development Facilitation	To create, vary or remove an easement other than a right of way; or			
Development Facilitation	To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant.			
Development Facilitation	A permit not otherwise provided for in this Regulation	\$ 1,240.70	\$ 1,240.70	0.00%
Development Facilitation	Certificate of Compliance under Section 97N	\$ 306.70	\$ 306.70	0.00%
Development Facilitation	Satisfaction matters	\$ 306.70	\$ 306.70	0.00%
Development Facilitation	Advertising Fee – Flat Rate	\$ 140.00	\$ 140.00	0.00%
Development Facilitation	Statement of Compliance Inspection	\$ 100.00	\$ 100.00	0.00%
Development Facilitation	Certification of a plan of subdivision under section 6 of the Subdivision Act	\$ 164.50	\$ 164.50	0.00%
Development Facilitation	Alteration of plan under section 10(2) of the Subdivision Act	\$ 104.60	\$ 104.60	0.00%
Operations and Environment	Landfill - Animal Waste	\$ 180.92	\$ 180.92	0.00%
Operations and Environment	Landfill - Animal Waste (half tonne or less)	\$ 90.46	\$ 90.46	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Standard Rate 2 Adults Per Night	\$ 30.00	\$ 30.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Standard Rate 2 Adults Per Week	\$ 180.00	\$ 180.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Standard Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Standard Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Peak Rate 2 Adults Per Night	\$ 35.00	\$ 35.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Standard Rate 2 Adults Per Week	\$ 210.00	\$ 210.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Peak Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Powered Sites Peak Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Unpowered Sites Standard Rate 2 Adults Per Night	\$ 25.00	\$ 25.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Unpowered Sites Standard Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%



## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Property & Facilities Management	Learmonth Caravan Park - Unpowered Sites Standard Rate Child 5 & Over Per Night	\$ 4.00	\$ 4.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Unpowered Sites Peak Rate 2 Adults Per Night	\$ 30.00	\$ 30.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Unpowered Sites Peak Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Unpowered Sites Peak Rate Child 5 & Over Per Night	\$ 4.00	\$ 4.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Big Rig Sites Standard Rate 2 Adults Per Night	\$ 30.00	\$ 30.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Big Rig Sites Standard Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Big Rig Sites Standard Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Big Rig Sites Peak Rate 2 Adults Per Night	\$ 35.00	\$ 35.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Big Rig Sites Peak Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Big Rig Sites Peak Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Standard Rate 2 Adults Per Night	\$ 120.00	\$ 120.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Standard Rate 2 Adults Per Week	\$ 420.00	\$ 420.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Standard Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Standard Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Peak Rate 2 Adults Per Night	\$ 120.00	\$ 120.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Peak Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Standard Cabins Peak Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Standard Rate 2 Adults Per Night	\$ 160.00	\$ 160.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Standard Rate 2 Adults Per Week	\$ 650.00	\$ 650.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Standard Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Standard Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Peak Rate 2 Adults Per Night	\$ 160.00	\$ 160.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Peak Rate Extra Adult Per Night	\$ 10.00	\$ 10.00	0.00%
Property & Facilities Management	Learmonth Caravan Park - Luxury Cabins Peak Rate Child 5 & Over Per Night	\$ 5.00	\$ 5.00	0.00%
Mayor & Councillor Support	<b>Trench Room (incl min 3 hr booking fee)</b>			
Mayor & Councillor Support	Business Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 60.00	\$ 60.00	0.00%
Mayor & Councillor Support	- Community	\$ 30.00	\$ 30.00	0.00%
Mayor & Councillor Support	After Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 85.00	\$ 85.00	0.00%
Mayor & Councillor Support	- Community	\$ 85.00	\$ 85.00	0.00%
Mayor & Councillor Support	Weekends & Public Holidays (per hour)			
Mayor & Councillor Support	- Commercial	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	- Community	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	<b>Jess Scott Room</b>			
Mayor & Councillor Support	Business Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 40.00	\$ 40.00	0.00%
Mayor & Councillor Support	- Community	\$ 20.00	\$ 20.00	0.00%
Mayor & Councillor Support	After Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	- Community	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	Weekends & Public Holidays (per hour)			
Mayor & Councillor Support	- Commercial	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	- Community	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	<b>Reception Area</b>			

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Mayor & Councillor Support	Business Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 40.00	\$ 40.00	0.00%
Mayor & Councillor Support	- Community	\$ 20.00	\$ 20.00	0.00%
Mayor & Councillor Support	After Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	- Community	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	Weekends & Public Holidays (per hour)			
Mayor & Councillor Support	- Commercial	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	- Community	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	<b>Committee Room 1</b>			
Mayor & Councillor Support	Business Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 40.00	\$ 40.00	0.00%
Mayor & Councillor Support	- Community	\$ 20.00	\$ 20.00	0.00%
Mayor & Councillor Support	After Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	- Community	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	Weekends & Public Holidays (per hour)			
Mayor & Councillor Support	- Commercial	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	- Community	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	<b>Committee Room 2</b>			
Mayor & Councillor Support	Business Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 40.00	\$ 40.00	0.00%
Mayor & Councillor Support	- Community	\$ 20.00	\$ 20.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Mayor & Councillor Support	After Hours (per hour)			
Mayor & Councillor Support	- Commercial	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	- Community	\$ 75.00	\$ 75.00	0.00%
Mayor & Councillor Support	Weekends & Public Holidays (per hour)			
Mayor & Councillor Support	- Commercial	\$ 100.00	\$ 100.00	0.00%
Mayor & Councillor Support	- Community	\$ 100.00	\$ 100.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>MEMBERSHIPS</b>			
Ballarat Aquatic & Lifestyle Centre	<b>DIRECT DEBIT</b>			
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD ADULT	\$ 28.00	\$ 28.00	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD CONCESSION	\$ 23.80	\$ 23.80	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD ACTIVE AGING (60+)	\$ 19.60	\$ 19.60	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD CHILD	\$ 16.40	\$ 16.40	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD FAMILY	\$ 55.90	\$ 55.90	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>LUMP SUM</b>			
Ballarat Aquatic & Lifestyle Centre	AQUATIC 3 MTH ADULT	\$ 267.20	\$ 267.20	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 3 MTH CONCESSION	\$ 227.10	\$ 227.10	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 3 MTH ACTIVE AGING (60+)	\$ 187.00	\$ 187.00	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 3 MTH CHILD	\$ 106.60	\$ 106.60	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 3 MTH FAMILY	\$ 363.20	\$ 363.20	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 12 MTH ADULT	\$ 726.30	\$ 726.30	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 12 MTH CONCESSION	\$ 617.30	\$ 617.30	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 12 MTH ACTIVE AGING (60+)	\$ 509.10	\$ 509.10	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC 12 MONTH CHILD	\$ 426.40	\$ 426.40	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	AQUATIC 12 MTH FAMILY	\$ 1,452.50	\$ 1,452.50	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>CORPORATE</b>			
Ballarat Aquatic & Lifestyle Centre	AQUATIC 12 MTH CORPORATE 20%	\$ 581.00	\$ 581.00	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DIRECT DEBIT CORPORATE 20%	\$ 22.40	\$ 22.40	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD CoB EMPLOYEE 40%	\$ 16.80	\$ 16.80	0.00%
Ballarat Aquatic & Lifestyle Centre	AQUATIC DD CoB FAMILY 20%	\$ 44.70	\$ 44.70	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>INSURANCE MEMBERSHIPS ONLY</b>			
Ballarat Aquatic & Lifestyle Centre	<b>GYM ONLY MEMBERSHIPS</b>			
Ballarat Aquatic & Lifestyle Centre	<b>DIRECT DEBIT</b>			
Ballarat Aquatic & Lifestyle Centre	GYM ONLY DD ADULT	\$ 32.80	\$ 32.80	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY DD CONCESSION	\$ 27.90	\$ 27.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY DD ACTIVE AGING (60+)	\$ 23.00	\$ 23.00	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY DD FAMILY	\$ 65.60	\$ 65.60	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>LUMP SUM</b>			
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 3 MTH ADULT	\$ 213.20	\$ 213.20	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 3 MTH CONCESSION	\$ 181.30	\$ 181.30	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 3 MTH ACTIVE AGING (60+)	\$ 149.30	\$ 149.30	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 3 MTH FAMILY	\$ 426.40	\$ 426.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 12 MTH ADULT	\$ 852.80	\$ 852.80	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 12 MTH CONCESSION	\$ 724.90	\$ 724.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 12 MTH ACTIVE AGING	\$ 597.00	\$ 597.00	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 12 MTH FAMILY	\$ 1,705.60	\$ 1,705.60	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>CORPORATE</b>			

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	GYM DD CoB EMPLOYEE 40%	\$ 19.70	\$ 19.70	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM DD CoB FAMILY 20%	\$ 52.50	\$ 52.50	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM DD CORPORATE 20%	\$ 26.20	\$ 26.20	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM ONLY 12 MTH CORPORATE 20%	\$ 682.20	\$ 682.20	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>PROGRAM BASED FEES</b>			
Ballarat Aquatic & Lifestyle Centre	FIT CAMP MEMBERS	\$ 92.30	\$ 92.30	0.00%
Ballarat Aquatic & Lifestyle Centre	FIT CAMP NON MEMBERS	\$ 389.50	\$ 389.50	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>GOLD MEMBERSHIPS</b>			
Ballarat Aquatic & Lifestyle Centre	<b>DIRECT DEBIT</b>			
Ballarat Aquatic & Lifestyle Centre	GOLD DD ADULT	\$ 40.10	\$ 40.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD DD CONCESSION	\$ 34.10	\$ 34.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD DD ACTIVE AGING (60+)	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD DD OFF PEAK	\$ 30.10	\$ 30.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD DD FAMILY	\$ 80.20	\$ 80.20	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>LUMP SUM</b>			
Ballarat Aquatic & Lifestyle Centre	GOLD 1 MTH ADULT	\$ 151.70	\$ 151.70	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 3 MTH ADULT	\$ 397.70	\$ 397.70	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 3 MTH CONCESSION	\$ 332.70	\$ 332.70	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 3 MTH ACTIVE AGING (60+)	\$ 278.40	\$ 278.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 3 MTH FAMILY	\$ 521.10	\$ 521.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD OFF PEAK 3 MTH	\$ 195.40	\$ 195.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 12 MTH ADULT	\$ 1,040.40	\$ 1,040.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 12 MTH CONCESSION	\$ 885.60	\$ 885.60	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	GOLD 12 MTH ACTIVE AGING (60+)	\$ 728.90	\$ 728.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 12 MTH FAMILY	\$ 2,080.80	\$ 2,080.80	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD OFF PEAK 12 MTH	\$ 781.60	\$ 781.60	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>CORPORATE</b>			
Ballarat Aquatic & Lifestyle Centre	GOLD DD CORPORATE 20%	\$ 32.10	\$ 32.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD 12 MTH CORPORATE 20%	\$ 832.30	\$ 832.30	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD DD CoB EMPLOYEE 40%	\$ 24.10	\$ 24.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GOLD DD CoB FAMILY 20%	\$ 64.10	\$ 64.10	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>INSURANCE</b>			
Ballarat Aquatic & Lifestyle Centre	<b>GYMNASTICS</b>			
Ballarat Aquatic & Lifestyle Centre	BABY GYM CASUAL (CRAWL PLAY)	\$ 11.20	\$ 11.20	0.00%
Ballarat Aquatic & Lifestyle Centre	GYMNASTICS ADULT CASUAL	\$ 22.40	\$ 22.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GYMNASTICS ADULT CASUAL CONCESSION	\$ 19.00	\$ 19.00	0.00%
Ballarat Aquatic & Lifestyle Centre	ADULT GYMNASTICS REGISTRATION	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	GYMNASTICS BAC REGISTRATION	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>SWIM SCHOOL</b>			
Ballarat Aquatic & Lifestyle Centre	Swim Lesson Enrollment (Per Lesson Term Fee)	\$ 16.90	\$ 16.90	0.00%
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	(Per Lesson Term Fee) <b>Junior Lifeguard Club</b>	\$ 18.00	\$ 18.00	0.00%
Ballarat Aquatic & Lifestyle Centre	All DD <b>Junior Lifeguard Club</b>	\$ 32.30	\$ 32.30	0.00%
Ballarat Aquatic & Lifestyle Centre	Private Swim Lesson DD	\$ 61.80	\$ 61.80	0.00%
Ballarat Aquatic & Lifestyle Centre	Private Swim Lesson (Per Lesson Term Fee)	\$ 30.90	\$ 30.90	0.00%
Ballarat Aquatic & Lifestyle Centre	TUITION SWIMMING 2 CHILDREN	\$ 49.40	\$ 49.40	0.00%

## 6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2020/21.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	TUITION SWIMMING 3 CHILDREN	\$ 74.00	\$ 74.00	0.00%
Ballarat Aquatic & Lifestyle Centre	TUITION SWIMMING 4 CHILDREN	\$ 98.60	\$ 98.60	0.00%
Ballarat Aquatic & Lifestyle Centre	ADULT SWIM LESSON CASUAL (Group)	\$ 20.50	\$ 20.50	0.00%
Ballarat Aquatic & Lifestyle Centre	Intensive Holiday Program (per day)	\$ 12.90	\$ 12.90	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>CASUAL</b>			
Ballarat Aquatic & Lifestyle Centre	<b>AQUATIC</b>			
Ballarat Aquatic & Lifestyle Centre	SWIM ADULT CASUAL	\$ 6.70	\$ 6.70	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CONCESSION CASUAL	\$ 5.80	\$ 5.80	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CHILD CASUAL	\$ 4.10	\$ 4.10	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM FAMILY CASUAL	\$ 17.50	\$ 17.50	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM/STEAM/SPA ADULT CASUAL	\$ 11.30	\$ 11.30	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM/STEAM/SPA CONCESSION CASUAL	\$ 9.80	\$ 9.80	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM/STEAM/SPA TOP UP	\$ 4.70	\$ 4.70	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>HEALTH CLUB</b>			
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB ADULT CASUAL	\$ 18.00	\$ 18.00	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB CONCESSION CASUAL	\$ 15.30	\$ 15.30	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB ASSESSMENT NON-MEMBER	\$ 82.00	\$ 82.00	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB Active Links/Active Aging	\$ 7.20	\$ 7.20	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING MEMBER 1/2 HR	\$ 39.00	\$ 39.00	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING NON-MEMBER 1/2 HR	\$ 48.20	\$ 48.20	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING MEMBER 1 HR	\$ 64.60	\$ 64.60	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING NON-MEMBER 1 HR	\$ 80.00	\$ 80.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>GROUP FITNESS</b>			



## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS ADULT CASUAL	\$ 14.40	\$ 14.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS CONCESSION CASUAL	\$ 12.20	\$ 12.20	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS SENIORS/Active Links/Active Aging	\$ 7.20	\$ 7.20	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>CRECHE</b>			
Ballarat Aquatic & Lifestyle Centre	CRECHE SINGLE 60 MIN MEMBER	\$ 5.10	\$ 5.10	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE SINGLE 90 MIN MEMBER	\$ 7.70	\$ 7.70	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE SINGLE 2 HOUR MEMBER	\$ 10.30	\$ 10.30	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE SINGLE 3 HRS MEMBER	\$ 15.40	\$ 15.40	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE LATE FEE	\$ 5.20	\$ 5.20	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE LATE CANCELLATION FEE	\$ 7.70	\$ 7.70	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE NO SHOW	\$ 7.70	\$ 7.70	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>MISCELLANEOUS</b>			
Ballarat Aquatic & Lifestyle Centre	WRIST BANDS AND FOBS	\$ 4.00	\$ 4.00	0.00%
Ballarat Aquatic & Lifestyle Centre	REPLACEMENT CHILDRENS PROGRAM/VISIT CARD	\$ 2.00	\$ 2.00	0.00%
Ballarat Aquatic & Lifestyle Centre	REPLACEMENT MEMBER CARDS	\$ 4.00	\$ 4.00	0.00%
Ballarat Aquatic & Lifestyle Centre	SHOWER	\$ 2.60	\$ 2.60	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>BIRTHDAY PARTIES</b>			
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY DEPOSIT	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY BASIC (COST PER CHILD)	\$ 19.20	\$ 19.20	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY CATERING OPTION (A)	\$ 8.20	\$ 8.20	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY CATERING OPTION (B)	\$ 12.30	\$ 12.30	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY CATERING OPTION (C)	\$ 15.40	\$ 15.40	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY LOLLY BAGS	\$ 2.60	\$ 2.60	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY FRUIT PLATTER	\$ 35.90	\$ 35.90	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY CAKE	\$ 20.50	\$ 20.50	0.00%
Ballarat Aquatic & Lifestyle Centre	BIRTHDAY PARTY SANDWICH PLATTER	\$ 41.00	\$ 41.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>MULTI VISITS</b>			
Ballarat Aquatic & Lifestyle Centre	<b>AQUATICS</b>			
Ballarat Aquatic & Lifestyle Centre	SWIM ADULT 10 VISIT	\$ 60.30	\$ 60.30	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CONCESSION 10 VISIT	\$ 52.20	\$ 52.20	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CHILD 10 VISIT	\$ 36.90	\$ 36.90	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM FAMILY 10 VISIT	\$ 157.50	\$ 157.50	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM ADULT 20 VISIT	\$ 113.90	\$ 113.90	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CONCESSION 20 VISIT	\$ 98.60	\$ 98.60	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CHILD 20 VISIT	\$ 69.70	\$ 69.70	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM FAMILY 20 VISIT	\$ 297.50	\$ 297.50	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM ADULT 50 VISIT	\$ 268.00	\$ 268.00	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM CONCESSION 50 VISIT	\$ 232.00	\$ 232.00	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM STEAM SPA 10 VISIT	\$ 101.70	\$ 101.70	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM STEAM SPA 10 VISIT CONCESSION	\$ 88.20	\$ 88.20	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM STEAM SPA 20 VISIT	\$ 192.10	\$ 192.10	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM STEAM SPA 20 VISIT CONCESSION	\$ 166.60	\$ 166.60	0.00%
Ballarat Aquatic & Lifestyle Centre	ACTIVE LINKS HYDRO 5 VISIT	\$ 36.00	\$ 36.00	0.00%
Ballarat Aquatic & Lifestyle Centre	ACTIVE LINKS HYDRO 10 VISIT	\$ 72.00	\$ 72.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>GROUP FITNESS</b>			
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS ADULT 10 VISIT	\$ 129.60	\$ 129.60	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS CONCESSION 10 VISIT	\$ 109.80	\$ 109.80	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS SENIORS 10 VISIT	\$ 72.00	\$ 72.00	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS ADULT 20 VISIT	\$ 244.80	\$ 244.80	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS CONCESSION 20 VISIT	\$ 207.40	\$ 207.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS SENIORS 20 VISIT	\$ 144.00	\$ 144.00	0.00%
Ballarat Aquatic & Lifestyle Centre	ACTIVE LINKS 5 VISIT	\$ 36.00	\$ 36.00	0.00%
Ballarat Aquatic & Lifestyle Centre	ACTIVE LINKS 10 VISIT	\$ 72.00	\$ 72.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>HEALTH CLUB</b>			
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB ADULT 10 VISIT	\$ 162.00	\$ 162.00	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB CONCESSION 10 VISIT	\$ 137.70	\$ 137.70	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB SENIORS 10 VISIT	\$ 72.00	\$ 72.00	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB ADULT 20 VISIT	\$ 306.00	\$ 306.00	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB CONCESSION 20 VISIT	\$ 260.10	\$ 260.10	0.00%
Ballarat Aquatic & Lifestyle Centre	HEALTH CLUB SENIORS 20 VISIT	\$ 144.00	\$ 144.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>PERSONAL TRAINING</b>			
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING GROUP MEMBERS 5 WKS	\$ 80.80	\$ 80.80	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 5 VISIT NON MEMBER 30 min	\$ 241.00	\$ 241.00	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 5 VISIT MEMBER 30 min	\$ 195.00	\$ 195.00	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 5 VISIT NON MEMBER 60 min	\$ 400.00	\$ 400.00	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 5 VISIT MEMBER 60 min	\$ 323.00	\$ 323.00	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 10 VISIT NON MEMBER 30 min	\$ 433.80	\$ 433.80	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 10 VISIT MEMBER 30 min	\$ 351.00	\$ 351.00	0.00%
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 10 VISIT NON MEMBER 60 min	\$ 720.00	\$ 720.00	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	PERSONAL TRAINING 10 VISIT MEMBER 60 min	\$ 581.40	\$ 581.40	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>CRECHE</b>			
Ballarat Aquatic & Lifestyle Centre	CRECHE 10 VISIT 60 MIN MEMBER	\$ 45.90	\$ 45.90	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE 10 VISIT 90 MIN MEMBER	\$ 69.30	\$ 69.30	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE 10 VISIT 2 HR MEMBER	\$ 92.70	\$ 92.70	0.00%
Ballarat Aquatic & Lifestyle Centre	CRECHE 10 VISIT 3 HR MEMBER	\$ 138.60	\$ 138.60	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>GYMNASTICS</b>			
Ballarat Aquatic & Lifestyle Centre	ADULT GYMNASTICS CONCESSION 5 VISIT PASS	\$ 95.00	\$ 95.00	0.00%
Ballarat Aquatic & Lifestyle Centre	ADULT GYMNASTICS 5 VISIT PASS	\$ 112.00	\$ 112.00	0.00%
Ballarat Aquatic & Lifestyle Centre	ADULT GYMNASTICS 10 VISIT PASS	\$ 201.60	\$ 201.60	0.00%
Ballarat Aquatic & Lifestyle Centre	ADULT GYMNASTICS CONCESSION 10 VISIT PASS	\$ 171.00	\$ 171.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>FACILITY HIRE</b>			
Ballarat Aquatic & Lifestyle Centre	<b>ROOM HIRE</b>			
Ballarat Aquatic & Lifestyle Centre	Studio 1	\$ 51.30	\$ 51.30	0.00%
Ballarat Aquatic & Lifestyle Centre	Studio 3	\$ 51.30	\$ 51.30	0.00%
Ballarat Aquatic & Lifestyle Centre	Board Room	\$ 35.90	\$ 35.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GYM CONSULTATION ROOM HIRE	\$ 25.70	\$ 25.70	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>LANE HIRE</b>			
Ballarat Aquatic & Lifestyle Centre	50m Pool Lane Hire (Per Lane) (upto 20 hours continuous)	\$ 38.00	\$ 38.00	0.00%
Ballarat Aquatic & Lifestyle Centre	50m Pool Lane Hire (Per Lane) (over 20 hours continuous)	\$ 32.80	\$ 32.80	0.00%
Ballarat Aquatic & Lifestyle Centre	25m Pool Lane Hire (Per Lane) (under 20 hours continuous)	\$ 27.70	\$ 27.70	0.00%
Ballarat Aquatic & Lifestyle Centre	25m Pool Lane Hire (Per Lane) (over 20 hours continuous)	\$ 22.60	\$ 22.60	0.00%
Ballarat Aquatic & Lifestyle Centre	Multi Purpose Pool Lane Hire (Per Hour)	\$ 22.60	\$ 22.60	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	<b>EQUIPMENT HIRE</b>			
Ballarat Aquatic & Lifestyle Centre	Swim Event Timing Equipment Hire	\$ 328.00	\$ 328.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Gladiator Pole (Per Hour)	\$ 53.30	\$ 53.30	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>STAFF HIRE</b>			0.00%
Ballarat Aquatic & Lifestyle Centre	Lifeguard (Per Hour, Per Staff)	\$ 51.30	\$ 51.30	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>GYMNASTIC FEES</b>			0.00%
Ballarat Aquatic & Lifestyle Centre	Age: 4mths – Walking ; To introduce babies to movement in a safe environment. Old Class: Baby Gym (Crawl Play 45 minute class)			
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week 45 min class	\$ 11.20	\$ 11.20	0.00%
Ballarat Aquatic & Lifestyle Centre	Age: Walking – 5 years (Pre-school class); To develop fundamental motor skills and self-confidence. Old Class: Ed Gym (Balance Play)			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) 45 min class	\$ 18.90	\$ 18.90	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week 45 min class	\$ 11.20	\$ 11.20	0.00%
Ballarat Aquatic & Lifestyle Centre	Age Group: 4-6 years old; This class is a good introduction class for children to begin learning the basics of gymnastics skills e.g. a bunny hop handstand and a front support progressing into a handstand. Old Class: LBG (Roll)			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) 1 hr class	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week 1 hr class	\$ 16.90	\$ 16.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Age Group: 6-9 years old; Jump Gym is about further developing basic skills. Children will begin to perform the core skills of gymnastics such as cartwheels, handstands and develop greater movement on the apparatus. Old Class: Gymsafe 1-3 (Jump)			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) 1 hr class	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week 1 hr class	\$ 16.90	\$ 16.90	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Age Group: 8-12 years old; Swing Gym is about developing technique. In this class children will begin to perfect the skills they have worked on in earlier levels. They will start to further develop their strength and flexibility to help them perform skills easier. Old Class: Gymsafe 4-6 (swing)			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 1 hr class	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week - 1 hr class	\$ 16.90	\$ 16.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 2 hr class	\$ 41.70	\$ 41.70	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week - 2 hr class	\$ 22.40	\$ 22.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Age Group: 12-16 years; Flip Gym is a class designed specifically for teenagers that are looking for a social class; designed for those entering the sport at an older age who don't have the basics that have been learnt in the earlier levels. Old Class: Gymsafe Advanced – children just entering the sport (flip)			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 1 hr class	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week - 1 hr class	\$ 16.90	\$ 16.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 2 hr class	\$ 41.70	\$ 41.70	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week - 2 hr class	\$ 22.40	\$ 22.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Age Group: 7-16 years; Twist Gym is a class designed specifically for kids and teenagers that have passed the earlier 'Monkey See, Monkey Do' recreational levels and are almost ready to move into a competitive class or are ready. Old Class: Gymsafe Advanced – Recommended by coach to do this class (Twist 2 hrs)			

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 2 hr class	\$ 41.70	\$ 41.70	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week - 2 hr class	\$ 22.40	\$ 22.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	A fully inclusive class that provides gymnastics skills to special needs gymnasts ranging from basic through to advanced. Age Group: All ages – below 5 requires a carer (All Access)			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 1 hr class	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Age Group: 7-16 years; Aerials is a popular circus apparatus involving upperbody strength and full body fitness. The apparatus offered are the static trapeze and the aerial silks or tissu.			
Ballarat Aquatic & Lifestyle Centre	Healthy Kids DD (FN) - 1 hr class	\$ 28.10	\$ 28.10	0.00%
Ballarat Aquatic & Lifestyle Centre	Term Fee Per Week - 1 hr class	\$ 16.90	\$ 16.90	0.00%
Ballarat Aquatic & Lifestyle Centre	GV Rego 12 MTHS	\$ 50.00	\$ 50.00	0.00%
Ballarat Aquatic & Lifestyle Centre	<b>GYMNASTICS PRIVATE LESSONS</b>			
Ballarat Aquatic & Lifestyle Centre	30 mins	\$ 39.00	\$ 39.00	0.00%
Ballarat Aquatic & Lifestyle Centre	30 mins x 5	\$ 195.00	\$ 195.00	0.00%
Ballarat Aquatic & Lifestyle Centre	30 mins x 10	\$ 351.00	\$ 351.00	0.00%
Ballarat Aquatic & Lifestyle Centre				
Ballarat Aquatic & Lifestyle Centre	45 mins	\$ 51.30	\$ 51.30	0.00%
Ballarat Aquatic & Lifestyle Centre	45 mins x 5	\$ 256.50	\$ 256.50	0.00%
Ballarat Aquatic & Lifestyle Centre	45 mins x 10	\$ 461.70	\$ 461.70	0.00%
Ballarat Aquatic & Lifestyle Centre				
Ballarat Aquatic & Lifestyle Centre	60 mins	\$ 64.60	\$ 64.60	0.00%

## 6. Schedule of Fees and Charges

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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre	60 mins x 5	\$ 323.00	\$ 323.00	0.00%
Ballarat Aquatic & Lifestyle Centre	60 mins x 10	\$ 581.40	\$ 581.40	0.00%
Ballarat Aquatic & Lifestyle Centre	GROUP FITNESS 50 VISIT PASS			
Ballarat Aquatic & Lifestyle Centre	Group Fitness 50 visit	\$ 576.00	\$ 576.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Group Fitness 50 visit concession	\$ 488.00	\$ 488.00	0.00%
Ballarat Aquatic & Lifestyle Centre	SWIM, STEAM & SPA 50 VISIT PASS			
Ballarat Aquatic & Lifestyle Centre	SSS 50 visit	\$ 452.00	\$ 452.00	0.00%
Ballarat Aquatic & Lifestyle Centre	SSS 50 visit concession	\$ 392.00	\$ 392.00	0.00%
Ballarat Aquatic & Lifestyle Centre				
Ballarat Aquatic & Lifestyle Centre	All Active Schools Programs - calendar year			
Ballarat Aquatic & Lifestyle Centre	Rock Wall Member	\$ 5.20	\$ 5.20	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Non-Member	\$ 10.30	\$ 10.30	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Child Member	\$ 4.10	\$ 4.10	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Child Non-Member	\$ 8.20	\$ 8.20	0.00%
Ballarat Aquatic & Lifestyle Centre				
Ballarat Aquatic & Lifestyle Centre	Rock Wall Adult 5 visit pass (member)	\$ 26.00	\$ 26.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Adult 5 visit pass (non-member)	\$ 51.50	\$ 51.50	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Adult 10 visit pass (member)	\$ 46.80	\$ 46.80	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Adult 10 visit pass (non-member)	\$ 92.70	\$ 92.70	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Child 5 visit pass (member)	\$ 20.50	\$ 20.50	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Child 5 visit pass (non member)	\$ 41.00	\$ 41.00	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Child 10 visit pass (member)	\$ 36.90	\$ 36.90	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Wall Child 10 visit pass (non-member)	\$ 73.80	\$ 73.80	0.00%



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Business Unit	Fee Name	2019/20	2020/21	Variance
Ballarat Aquatic & Lifestyle Centre				
Ballarat Aquatic & Lifestyle Centre	Aqua Playgroup	\$ 7.80	\$ 7.80	0.00%
Ballarat Aquatic & Lifestyle Centre				
Ballarat Aquatic & Lifestyle Centre	Recreation Holiday Program - non HK members	\$ 6.40	\$ 6.40	0.00%
Ballarat Aquatic & Lifestyle Centre	Rock Climbing Holiday Program - ALL	\$ 8.20	\$ 8.20	0.00%
Events and the Arts	Fees - Rental HMT (9Hr Hire) 1 show	\$ 2,560.00	\$ 2,560.00	0.00%
Events and the Arts	Fees - Rental HMT (12Hr Hire) 2 shows	\$ 3,950.00	\$ 3,950.00	0.00%
Events and the Arts	Equipment Hire - Grand Piano per use	\$ 370.00	\$ 370.00	0.00%
Events and the Arts	Recording Fee - commercial	\$ 318.18	\$ 318.18	0.00%
Events and the Arts	Duty Technician	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Performance Technician	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Technical Crew	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Fly Supervisor	\$ 47.50	\$ 47.50	0.00%
Events and the Arts	Front of House Manager	\$ 50.00	\$ 50.00	0.00%
Events and the Arts	Usher / Doorperson	\$ 45.00	\$ 45.00	0.00%
Events and the Arts	Merchandise Seller / Bar Person	\$ 46.00	\$ 46.00	0.00%
Events and the Arts	Box Office Staff (engaged beyond normal operating hours)	\$ 47.50	\$ 47.50	0.00%

## 4.2. LOCAL GOVERNMENT ACT 2020 IMPLEMENTATION

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

### OFFICER RECOMMENDATION

That Council:

1. **Receive the proposed:**
  - a. **Draft Governance Rules (Attachment 1); and**
  - b. **Draft Public Transparency Policy (Attachment 2);**
2. **Pursuant to section 60 of the *Local Government Act 2020*, endorse the commencement of a community engagement process for a period of 28 days;**
3. **Consider any feedback from the community engagement process to be provided via Council Briefing in August 2020; and**
4. **Receive a report to a Council meeting held in August 2020 for the consideration of adoption of the final draft versions of the Governance Rules; and Public Transparency Policy.**
5. **Receive the proposed Common Seal and Meeting Conduct Local Law.**
6. **Authorise commencement of the statutory process for the making of the proposed Common Seal and Meeting Conduct Local Law in accordance with Part 5 of the *Local Government Act 1989* (the Act), by giving public notice of its intention to make the proposed Local Law and inviting submissions under section 223 of the Act.**

### EXECUTIVE SUMMARY

The *Local Government Act 2020* (the 2020 Act) received Royal assent on 24 March 2020 and replaces to a large extent the *Local Government Act 1989* (the 1989 Act). The 2020 Act is to be proclaimed in four key stages with a transition period between the two Acts.

The first stage commenced on 6 April 2020 that enacted the Overarching Governance Principles. The second stage commenced on 1 May 2020 that require Council to develop and implement by 1 September 2020 instruments that incorporate the Overarching Governance Principles, including but not limited to: Governance Rules (including an election period policy); Public Transparency Policy; and a Council Expenses Policy. This report is limited to the Governance Rules and Public Transparency Policy. The Council Expenses Policy will be presented at a future Council meeting as part of governance review of policies.

The Act prescribes that Governance Rules are prepared in accordance with Council's community engagement process. Therefore, it is proposed that the draft instruments are endorsed by Council to proceed to community engagement process before final instruments are put to Council for adoption.

Many key elements of the Governance Rules are derived from the Meeting Procedures Local Law 2018 (Local Law) that was adopted in December 2018. It is proposed that the new Governance Rules will embed the meeting procedures of Council; and thus, the Local Law will not be required. However, the remaining elements including the regulation of the Common Seal and meeting conduct are still required. It is therefore proposed, they be developed into a new Local Law; and Council authorises the making of a new local law in accordance with Part 5 the 1989 Act.

## **RATIONALE**

With the introduction of requirements of the 2020 Act, there are several instruments that are required to be developed including the Governance Rules, that outline how Councils conduct Council and Delegated Committee meetings. In contrast, the 1989 Act required Councils to make a local law to govern meeting procedures. Council made the Meeting Procedure Local Law 2018 in December 2018.

This report introduces new instruments for Councils consideration, along with changes to existing instruments to ensure legislative compliance during the transition period.

### **Governance Rules**

Section 60 of the Act requires that each Council develop, adopt and apply governance rules that describe the way they will conduct Council meetings and make decisions by 1 September 2020.

The general objectives of the Governance Rules will determine the way in which Council:

- provide for the election of the Mayor and Deputy Mayor;
- Make decisions:
  - in the best interest of the Ballarat community;
  - fairly and on the merits of the matter; and
  - in a way that ensures any person whose rights will be directly affected by a decision will be entitled to communicate their views and have their interests considered.
- Elect its Mayor and Deputy Mayor, or appointment of Acting Mayor if required;
- Conduct meetings of Council and Delegated Committees;
- Give notice of meetings and record and make available meeting records (minutes and live broadcasting of meetings);
- Will be informed in its decision making through community engagement, advisory committees and Council Officer reports; and
- Require the disclosure and management of conflicts of interest.

The Governance rules also include:

- Rules for the conduct of Council and Councillors during Election Periods, through the Election Period Policy; and

The draft Governance Rules (Attachment 1) have been prepared based on the Meeting Procedure Local Law 2018 (the Meeting Procedure) with changes required by the Act. Wording changes are also proposed to provide clarity and additional changes and inclusions are proposed.

Proposed inclusions in the draft Governance Rules are:

- Roles in Council meetings – for the Chair, members of Council or Delegated Committees, the Community and the Chief Executive Officer;
- Disclosures of conflicts of interest – procedures for disclosures by Councillors, Council staff and contractors;
- How Council Decision Making is informed including;
  - Operation of Advisory Committees;
  - Joint Council Meetings – reasons for participating and guiding principles;
  - Councillor Attendance Records – consistent with Council’s decision in 2016 to make available to the public records of Councillor participation at meetings and Councillor briefings.

### **Public Transparency Policy**

Section 57 of the Act requires Council to prepare and adopt a Public Transparency Policy by 1 September 2020. The intent of such a policy is to provide a mechanism for enacting the public transparency principles, with a particular focus on transparent decision-making processes that enhance integrity and public trust.

A draft Public Transparency Policy (Attachment 2) has been developed drawing on the model Public Transparency Policy prepared by the Local Government Department following a sector-led engagement process. The draft Public Transparency Policy is a proactive and supporting instrument that outlines the responsibilities of the transparency principles; what information Council will make publicly available; and limitations affecting transparency.

### **Common Seal and Meeting Conduct Local Law**

The imminent requirement to develop and implement Governance Rules by 1 September 2020 will see the incorporation of a vast majority of the Meeting Procedures Local Law 2018. Therefore, in order to prevent duplication between the instruments, it is proposed that the remaining elements that are still required be developed into a new local law. These provisions relate to the:

- regulation and use of the Common Seal, including offences relating to misuse; and
- meeting conduct requirements, including offences relating to petitions or joint letters; recording of Council meetings; and improper or disorderly conduct behaviour.

The development of a new local law must be made in accordance with Part 5 the *Local Government Act 1989*. It is proposed the Meeting Procedure Local Law 2018 be revised and replaced with a new local law, being the Common Seal and Meeting Conduct Local Law. The proposed local law has been prepared (Attachment 3) along with a Community Impact Statement (Attachment 4); and requires Councils authorisation to commence a process of making a new local law. The process requires Council giving notice, and making the proposed local law be available for viewing along with Community Impact Statement; and inviting submissions from affected persons, who may be heard if requested at a meeting of Council.

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

- *Local Government Act 1989*
- *Local Government Act 2020*
- *Charter of Human Rights and Responsibilities Act 2006*
- City of Ballarat Council Plan 2017-2021

## REPORTING AND COMPLIANCE STATEMENTS

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

**Human Rights** – It is considered that draft Governance Rules, Public Transparency Policy and Common Seal and Meeting Conduct local law impact on section 15 ‘Participation in Public Life’ in the *Charter of Human Rights and Responsibilities Act 2006*, in so far as the proposed drafts enable increased participation by a broader populous.

**Social/Cultural** – Governance Rules, Public Transparency Policy and Common Seal and Meeting Conduct local laws are created to provide consistency and clarity to the conduct of Council meetings, and the expected protocols for decision making and the engagement with members of the community.

**Financial/Resources** – The costs associated with making and implementing draft Governance Rules, Public Transparency Policy and local law is contained within the Council Budget.

**Risk Management** – Council has a statutory requirement to prepare and implement Governance Rules and Public Transparency policy by 1 September 2020. Subsequently, the proposed Governance Rules will essentially replace the Meeting Procedure Local Law 2018, except for Common Seal and Meeting conduct offences as they are not provided for in the 2020 Act. In order to maintain the penalties associated with the misuse of the common seal and meeting conduct requirements for petitions / joint letters; recording of Council meetings; and improper or disorderly conduct behaviour, that a new local law is prepared in accordance with Part 5 the 1989 Act.

**Implementation and Marketing** – A concurrent process will be implemented for the draft Governance Rules and Public Transparency Policy; and the proposed Common Seal and Meeting Conduct Local Law. The instruments will be made available for community consultation on the MySay website and promoted through Councils social media platforms, media releases, and print / radio media. Copies of the instruments will be available from Councils offices that are able to operate during the COVID-19 pandemic, including Libraries

## CONSULTATION

The draft Governance Rules, Public Transparency Policy and Common Seal and Meeting Conduct Local Law were presented at a Councillor Briefing with feedback from that session considered and incorporated where possible into the instruments.

**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**

- Meeting Procedure Local Law 2018
- Guidelines for Local Laws Manual
- Minister's Good Practice Guide – Virtual Meetings

**ATTACHMENTS**

1. Draft Governance Rules [4.2.1 - 60 pages]
2. Draft Public Transparency Policy [4.2.2 - 7 pages]
3. Proposed City of Ballarat Common Seal and Meeting Conduct Local Law [4.2.3 - 6 pages]
4. Proposed Local Law Community Impact Statement [4.2.4 - 8 pages]

# Governance Rules

*Draft for consultation – July 2020*



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The City of Ballarat has established Governance Rules in accordance with section 60 of the *Local Government Act 2020*.

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## Commitment

Good governance, integrity and accountability are central to the *Local Government Act 2020* (the Act), to underpin local government democracy, conduct and enable our community to hold the Council to account. Council is committed to embedding the principles of good governance throughout its decision making, corporate governance and democratic governance by establishing and adhering to the Governance Rules established

Council decision making will be founded on good governance and conducted with transparency. The process by which decisions will be made is transparent and clearly articulated in these Governance Rules for the scrutiny of our community and accountability of Councillors, Members of Delegated Committees and Council staff. Council recognises that accountability, integrity and transparency are of fundamental importance to our community and are critical for enhancing good governance.

DRAFT FOR CONSULTATION

## CHAPTER 1 - INTRODUCTION

### Purpose

These Governance Rules determine the way in which Council will:

- Make decisions:
  - in the best interest of the Ballarat community;
  - fairly and on the merits of the matter; and
  - in a way that ensures any person whose rights will be directly affected by a decision will be entitled to communicate their views and have their interests considered.
- Elect its Mayor and Deputy Mayor; or Acting Mayor if required
- Conduct meetings of Council, Delegated Committees, Advisory Committees, Hearing Committees and Community Asset Committees;
- Give notice of meetings and record and make available meeting records (minutes and live broadcasting of meetings);
- Be informed in its decision making through community engagement, advisory committees and Councillor areas of responsibility, and Council Officer reports; and
- Require the disclosure and management of conflicts of interest.

The Governance rules also include:

- Rules for the conduct of Council and Councillors during Election Periods, through the Election Period Policy; and
- An overview of alignment of the Governance Rules within Council's Governance and Integrity Framework.

### Principles

Council must, in the performance of its role, give effect to the overarching governance principles outlined in the *Local Government Act 2020*. These principles are:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- d) The municipal community is to be engaged in strategic planning and strategic decision making;
- e) Innovation and continuous improvement is to be pursued;
- f) Collaboration with other Councils and Governments and statutory bodies is to be sought;
- g) The ongoing financial viability of the Council is to be ensured;
- h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i) The transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles, Council must take into account the following supporting principles:

- a) the community engagement principles;
- b) the public transparency principles;
- c) the strategic planning principles;
- d) the financial management principles;
- e) the service performance principles.

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## CHAPTER 2 - CONTEXT

### 2.1 Affected Persons Rights and Interests

Before making a decision that affects a person's rights, Council will identify whose rights may be affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views.

This includes but is not limited to the rights outlined in the *Charter of Human Rights and Responsibilities Act 2006*.

The opportunity provided for a person whose rights have been affected to contribute their views will be documented in any relevant report put before the Council.

A Council officer making a decision under delegation that affects the rights of a person will record in writing the opportunity provided to the person to have their views considered.

#### *Section 60(2) of the Local Government Act 2020*

*The Governance Rules must provide for a Council to—*

- (a) consider and make decisions on any matter being considered by the Council fairly and on the merits; and*
- (b) institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests*

### 2.2 Context

2.1.1 These Governance Rules are to be read in the context of and in conjunction with:

- a) the overarching governance principles
- b) Community Engagement Policy
- c) Public Transparency Policy;
- d) Conflict of Interest Guide for Councillors and Staff;
- e) Council Plan;
- f) Councillor Code of Conduct;
- g) Employee Code of Conduct;
- h) Other relevant policies.

2.1.2 Each numbered section or sub-section is a rule or sub-rule.

2.1.3 Guidance and Overview Notes within these rules are intended to be explanatory and included for guidance and do not form part of these Governance Rules. They will be monitored and updated to reflect changes to legislation or to assist interpretation and understanding.

### 2.3 Definitions and Notes

2.2.1 In these Governance Rules:

**Act** means the *Local Government Act 2020* (as amended from time to time);

**Advisory Committee** means an Advisory Committee established by Council that provides advice to:

- a) The Council; or

b) a member of Council staff who has been delegated a power, duty or function of the Council;

that is not a Delegated Committee.

**Agenda** means the document containing the date, time and place of a meeting and lists the business to be transacted at a Council Meeting and includes a revised agenda;

**Authorised Officer** means a person appointed as an Authorised Officer under s224 of the *Local Government Act 1989* or any other Act;

**Chamber** means any room where Council holds a Council Meeting;

**Chairperson** means the Chairperson of a Council Meeting and includes an acting, a temporary and a substitute Chairperson;

**Chief Executive Officer** means the Chief Executive Officer of Council or the person acting in or performing the position of Chief Executive Officer;

**Committee Meeting** means a Meeting of a Delegated Committee;

**Common Seal** means the Common Seal of Council;

**Council** means Ballarat City Council;

**Council Meeting** means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled Meeting and unscheduled Meeting;

**Councillor** means a Councillor of the Council;

**Councillor Code of Conduct** has the same meaning as in the Act;

**Delegated Committee** has the same meaning as in the Act;

**Delegated Committee Meeting** means a Meeting of a Delegated Committee;

**Deputy Mayor** means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor;

**Disorder** means any disorderly conduct of a member of the Gallery or a Councillor and includes:

interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;

making comments that are defamatory, malicious, abusive or offensive;

refusing to leave the Meeting when requested, ordered or directed to do so by the Chairperson in accordance with the Act and the Governance Rules; and

engaging in any other conduct which prevents the orderly conduct of the Meeting;

**Majority** means the votes cast by a Majority of the Councillors or Members present at a Meeting at the time the vote is taken;

**Mayor** means the Mayor of Council and any person appointed by Council to be acting as Mayor;

**Meeting** means a Council Meeting or a Delegated Committee Meeting;

**Minutes** means the official record of the proceedings and decisions of a Meeting;

**Motion** means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted;

**Municipal District** means the municipal district of Council;

**Notice of Amendment** means a Notice of Motion to amend a resolution made by Council;

**Notice of Motion** means a means a notice setting out the text of a Motion which a Councillor proposes to move at a Council Meeting;

**Notice of Rescission** means a Notice of Motion to rescind a resolution made by Council;

**Officer** means an employed member of Council staff;

**Operational service request process** means a request for action through the Customer Request System in use by the Council; or request relating to the day to day management of Council operations as the functions of the Chief Executive Officer;

**Point of Order** means a procedural point (about how the Meeting is being conducted), not involving the substance of a matter before a Meeting;

**Procedural Motion** means a Motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure;

**Quorum** means the minimum number of Councillors necessary to conduct the business of Council. A quorum is an absolute majority.

**Repetitious Motion** means (a) a motion moved that is to the same effect, even if it is in a different form, as a motion (with or without amendment) that has been rejected by Council at the same meeting; or (b) a motion that substantially covers the same ground as a motion or amendment already dealt with by Council at the same meeting;

**Rule or Sub-rule** means a rule or sub-rule included in these Governance Rules;

**Standing Orders** means the provisions of these Governance Rules which govern the conduct of meetings;

**Suspension of Standing Orders** means a suspension of the provisions of these Governance Rules, to facilitate full discussion on an issue without formal constraints;

**Unscheduled Meeting** means a meeting of the Council convened for a particular purpose that cannot be effectively dealt with in the schedule of Council Meetings set by Council;

**Urgent Business** means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next meeting;

**Visitor** means any person (other than a Councillor or an Officer) present at a meeting;

**Written or In Writing** includes duplicated, photocopied, photographed, printed and typed and extends to both hard copy and soft copy form.

### 2.2.2 Definitions provided by the Act:

The following definitions provided by the Act are applied to these Governance Rules:

**Audit and Risk Committee** means the Audit and Risk Committee established by a Council under section 53;

**Confidential information** means the following information:

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- (c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- (d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
  - i) relates to trade secrets; or
  - ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);
- (i) internal arbitration information, being information specified in section 145;
- (j) Councillor Conduct Panel confidential information, being information specified in section 169;
- (k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- (l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*;

**Electoral Material** means an advertisement, handbill, pamphlet or notice that contains electoral matter but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.

**Electoral Matter** means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election.

**Nomination Day** means the last day on which nominations to be a candidate at a council election may be received in accordance with the Act and the regulations.



## CHAPTER 3 – MEETING PROCEDURE

### 3.1 Purpose of Council Meetings

- 3.1.1** Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.
- 3.1.2** Council is committed to transparency in decision making and, in accordance with the *Local Government Act 2020*, Council and Delegated Committee meetings are open to the public to attend. Meetings will only be closed to members of the public if:
- a) there are clear reasons for particular matters to remain confidential; or
  - b) a meeting is required to be closed for security reasons; or
  - c) it is necessary to enable the meeting to proceed in an orderly manner.
- 3.1.3** If a meeting is closed to the public for the reasons outlined in sub-rule 3.1.2 b) or 3.1.2 c), the meeting will continue to be live broadcasted. In the event live broadcast is not available the meeting may be adjourned, or a recording of the proceedings may be available on Council website.
- 3.1.4** For the avoidance of doubt, if a meeting is open to the public and the live broadcast is not available, a meeting that has not commenced will proceed as scheduled and a meeting that has commenced will continue.

### 3.2 Meeting Roles

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#### Overview:

*In accordance with the Act, the Mayor must take the Chair at all Council Meetings at which the Mayor is present. If the Mayor is absent, the Deputy Mayor (if any) must take the chair and if both are absent, Council must elect one of the Councillors as Chairperson of the meeting.*

*The way in which Council and Committee meetings are conducted makes a significant contribution to good governance. The Chairperson plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors and members of Delegated Committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.*

*The Chairperson is an independent leader of meetings and generally does not participate in debate or move or second motions.*

*The Act provides for the Mayor to appoint a Councillor as the Chair of a Delegated Committee and any such appointment prevails over any appointment made by Council. While there are no limitations on exercising that power, the Mayor must always act in a way that is consistent with the adopted Councillor Code of Conduct and transparency commitments of the Council.*

*Additionally, each member of the meeting has an obligation to participate in good decision-making through their preparation and contribution to the meeting.*

*Specific duties and discretions of the Chairperson are outlined throughout these Governance Rules.*

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### **3.2.1 Chairperson and Members**

- a) The Chairperson, Councillors and Members of Delegated Committees will ensure:
  - i) Decision making is transparent to members and observers;
  - ii) Meeting members have sufficient information to make good decisions;
  - iii) Every member is supported to contribute to decisions;
  - iv) Any person whose rights are affected has their interests considered;
  - v) Debate and discussion is focussed on the issues at hand;
  - vi) Meetings are conducted in an orderly manner.
  - vii) Decisions should be made on the merits of the matter.
- b) Council by resolution, or the Chief Executive Officer, may change the date, time and place of, or cancel, any meeting which has been fixed and must provide notice of the change to the public

### **3.2.2 Mayor to take the Chair**

- a) The Mayor must take the chair at all Council Meetings at which the Mayor is present.
- b) If the Mayor is not in attendance at a Council meeting, the Deputy Mayor (if one has been elected) must take the chair.
- c) If the Mayor and any Deputy Mayor are not in attendance at a Council meeting, Council must appoint one of the Councillors as temporary Chairperson by resolution.

### **3.2.3 Delegated Committee Chairperson**

- a) At the meeting at which Council establishes a Delegated Committee it must also appoint a Chairperson.
- b) The Chairperson of a Delegated Committee must be a Councillor.
- c) For the avoidance of doubt, sub-rule a) does not intend to limit the powers of the Mayor provided in the Act.

### **3.2.4 The Chairperson's Duties and Discretions**

In addition to the specific duties and discretions provided in these Governance Rules, the *Chairperson*:

- a) must not accept any motion, question or statement which is:
  - i) vague or ambiguous;
  - ii) defamatory, malicious, abusive or objectionable in language or substance; or
  - iii) outside the powers of Council;
  - iv) must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
  - v) must call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council;
  - vi) may direct that a vote be recounted to be satisfied of the result;
  - vii) must decide on all points of order in accordance with Rule 3.10; and
  - viii) Subject to sub-rule a), the Chairperson may determine to close a meeting to the public to maintain security and order, if the circumstances prevent seeking a Council resolution in accordance with Rule 3.13.1.

### **3.2.5 Chief Executive Officer**

- a) The Chief Executive Officer, or delegate, may participate in the meeting to provide support to the Chairperson.
- b) The Chief Executive Officer should:
  - i) Immediately advise if a proposed resolution or action is, to the best of their knowledge, contrary to legislation or Council policy;
  - ii) May advise if there are administrative or operational implications arising from a proposed resolution;
  - iii) May assist to clarify the intent of any unclear motion to facilitate implementation of a resolution;
  - iv) On request, assist with procedural issues that may arise.

### **3.2.6 Councillors and members of Delegated Committees**

- a) Councillors and members of Delegated Committees contribute to good governance and decision making by:
  - i) Seeking views of community members and reading agenda papers prior to the meeting;
  - ii) Demonstrating due respect and consideration to community views and the professional / expert advice provided in the agenda papers;
  - iii) Attending meetings and participating in debate and discussion;
  - iv) Demonstrating respect for the role of the Chairperson and the rights of other Councillors or members of Delegated Committees to contribute to the decision-making;
  - v) Being courteous and orderly.

### **3.2.7 Community**

- a) Council Meetings are decision making forums for the Council that are open to the community to attend and/or view proceedings.
  - i) Community members may only participate in Council meetings in accordance with Rule 3.7.
  - ii) Community members are encouraged to participate in Council's engagement processes.
  - iii) Community members may seek to inform individual Councillors of their views by contacting them directly in advance of meetings.

### **3.2.8 Apologies and absences**

- a) Councillors and members of Delegated Committees who are unable to attend a meeting may submit an apology:
  - i) In writing to the Chairperson, who will advise the meeting: or
  - ii) By seeking another Councillor or member of the Delegated Committee to submit it at the meeting on their behalf.
- b) An apology submitted to a meeting will be recorded in the minutes.
- c) A Councillor intending to take a leave of absence must submit the notification in writing to the Mayor.

- d) If this is not practicable, the Councillor must give the Chief Executive Officer notice of an apology prior to the Council Meeting.
- e) If a Councillor leaves a Council Meeting, the Councillor must request permission from the Chairperson before leaving the Chamber.
- f) Unless there is an emergency, or otherwise in accordance with sub-clause 3.2.8 h) of these Governance Rules, a Leave of Absence requested during a Council Meeting will only be granted at the end of a motion.
- g) Unless there is an emergency, or otherwise in accordance with sub-clause 3.2.8 h) of these Governance Rules, a leave of absence must not be requested or granted during a debate.
- h) The Chairperson may call a comfort break at any time during a meeting on a request from a Councillor.

*Section 35 (1) (e) of the Act provides a Councillor ceases to hold office if they are absent from Council meetings for a period of 4 consecutive months without leave obtained from the Council.*

### **3.3 Notices of meetings and delivery of agendas**

#### **Overview:**

*Council meetings are held regularly to conduct the ongoing business of the Council and unscheduled meetings may be held from time to time.*

*It is important that the community is made aware of the times, dates and locations of Council and Delegated Committee meetings and the matters Council will consider. The timing of this notice should give the community adequate time to make arrangements to attend the meeting or view via the live broadcast.*

*An agenda for each Council meeting must be provided to Councillors in advance so that they can prepare adequately for the Council meeting. The agenda contains the order of business and the professional / expert advice of the organisation, with a recommendation for Council to consider.*

*The agenda is made available to the public via Council's website and in hard copy format at the meeting location prior to the meeting.*

#### **3.3.1 Date, time and place of meetings**

- a) At or before the last meeting each calendar year, Council must fix the date, time and place of all Council Meetings and any Delegated Committee Meetings for the following calendar year;
- b) Council may resolve a Delegated Committee will set its own schedule of meetings;
- c) Council may from time to time change the date, time and place of any meeting which has been fixed and must provide reasonable notice of the change to the public.

#### **3.3.2 Unscheduled meetings**

- a) Council may by resolution call an unscheduled meeting of the Council; or
- b) The Mayor, or three Councillors may by written notice call an unscheduled meeting of the Council; or
- c) The Chief Executive Officer, following consultation with the Mayor, may call an unscheduled Meeting.

- d) A written notice to call an unscheduled meeting must:
  - i) Specify the business to be transacted;
  - ii) be delivered to the Chief Executive Officer or delegate in sufficient time to enable notice to be given in accordance with Rule 3.3.3.
- e) The Chief Executive Officer must determine the time and date for the meeting, giving consideration to:
  - i) the urgency of the business to be transacted;
  - ii) the availability of Councillors; and
  - iii) a reasonable notice period for persons whose rights or interests may be impacted by the business to be transacted.
- f) The Chief Executive Officer must arrange for notice of the meeting on Council's website.
- g) Any resolution of Council to call an unscheduled meeting must specify the date and time of the unscheduled meeting and the business to be transacted. The date and time of the unscheduled meeting must not be prior to 6pm on the day following the Council meeting at which the resolution was made.
- h) The Chief Executive Officer must call an unscheduled meeting to elect a Mayor following a Council election declaration, in accordance with the Act.
- i) The unscheduled meeting for the election of a Mayor following an election may also consider the role of Deputy Mayor and any other matters as determined by the Chief Executive Officer.

### **3.3.3 Notice of Meetings**

#### **Council Meetings**

- a) A notice of a meeting, that is not an unscheduled meeting, must state the date, time and place of the meeting and the business to be dealt with, or incorporating or accompanied by an agenda of the business to be dealt with, and must be delivered or made available electronically to every Councillor for all Council meetings, as early as practical; or at least at least 2 days before the meeting;
- b) Subject to any resolution of Council, the Chief Executive Officer will determine the method of delivery to be used under sub-rule a);
- c) Reasonable notice of Council meetings is considered to be a least 2 days before a Meeting.
- d) A schedule of Council meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website at least once each year; and with such greater frequency as the Chief Executive Officer determines; or just prior to each Meeting unless extraordinary circumstances exist.

#### **Unscheduled Meetings**

- a) Notice of an unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- b) An agenda for an unscheduled meeting must be made available electronically to every Councillor at least 2 days before the meeting. A period of less than 2 days may be justified if exceptional circumstances exist.
- c) An agenda for an unscheduled meeting will be made available on Council's website no less than 24 hours before the Council meeting.

### 3.4 Quorum

#### Overview:

*No business can be transacted at a Council Meeting or a Delegated Committee meeting unless a majority of the Councillors or members of the Delegated Committee (as the case may be) is present (quorum). If there is no quorum at the commencement of a meeting or if a quorum cannot be maintained during a meeting, the meeting is to be adjourned to another date and/or time. A quorum is an absolute majority in accordance with s61(7) of the Act.*

#### 3.4.1 Inability to gain quorum

If after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained:

- a) those Councillors present; or
- b) if there are no Councillors present, the Chief Executive Officer, or,
- c) in the absence of the Chief Executive Officer, an Authorised Officer;

must adjourn the Council meeting for a period within four (4) weeks from the date of the adjournment.

#### 3.4.2 Inability to gain quorum

If during any Council Meeting or any adjournment of the Council meeting, a quorum cannot be maintained:

- a) those Councillors present; or
- b) if there are no Councillors present, the Chief Executive Officer, or,
- c) in the absence of the Chief Executive Officer, an Authorised Officer;

must adjourn the Council meeting for a period not exceeding seven (7) days from the date of the adjournment.

#### 3.4.3 Inability to achieve or maintain a quorum due to conflicts of interest of Councillors

If a quorum cannot be achieved or maintained due to the disclosure of conflicts of interest by the majority of Councillors, Council will:

- a) Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
- b) Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter.

#### 3.4.4 Delegation due to conflicts of interests

If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council may delegate the decision to be made:

- a) By the Chief Executive Officer; or
- b) By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- c) A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.

**3.4.5 Adjournment**

The Chief Executive Officer must provide written notice of an adjournment under sub-rules 3.4.1, 3.4.2 or 3.4.3, however, where this is not practicable because time does not permit that to occur, then, provided every reasonable attempt is made to contact every Councillor; notice by telephone, email, in person or by some other means is sufficient.

**3.4.6 Adjourned meetings**

- a) Council may adjourn any Council meeting.
- b) The Chief Executive Officer, or his or her delegate, must give notice to each Councillor of the date, time and place to which the Council meeting stands adjourned and of the business remaining to be considered.
- c) Notice of an adjournment to another date or time must be published on Council's website as soon as practical

<b>Quorum Calculation</b>	
<i>Section 61(4) of the Act provides that a quorum at a meeting must be at least a majority of the Councillors or members of the Delegated Committee.</i>	
<i>Number of Councillors/Committee Members</i>	<i>Number required for Quorum</i>
11	6
10	6
9	5
8	5
7	4

### 3.5 Election of the Mayor

#### Overview:

*The role and functions of the Mayor are provided in the Act. The holder of this significant office is the Chairperson at Council Meetings, is the leader of the Councillors, acts as the principal spokesperson for Council and carries out civic and ceremonial duties.*

*This section describes how the Mayor, a Deputy Mayor and Acting Mayor are to be elected.*

The Act has specific provisions governing the election of the Mayor and the term of office for the Mayor:

#### **Section 25 - Election of Mayor**

##### **25 Election of Mayor**

- (1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- (2) Subject to section 167, any Councillor is eligible for election or re-election to the office of Mayor.
- (3) The election of the Mayor must—
  - (a) be chaired by the Chief Executive Officer; and
  - (b) subject to this section, be conducted in accordance with the Governance Rules.
- (4) Subject to subsections (5) and (6), the Mayor must be elected by an absolute majority of the Councillors.
- (5) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
- (6) If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.
- (7) In this section, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.

#### **Section 26 – When is a Mayor to be elected**

- (1) A Mayor is to be elected no later than one month after the date of a general election.
- ...
- (3) Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- (4) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.
- (5) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.
- (6) A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.
- (7) The election of a Mayor after the period specified in this section does not invalidate the election.
- (8) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one year or a 2 year term serves the remaining period of the previous Mayor's term

#### **3.5.1 Chief Executive to set time and date for election of Mayor**

- a) The Chief Executive Officer must determine the most appropriate time and date for the election of the Mayor, except that the election of the Mayor must be held in accordance with any provisions contained in the Act and these Governance Rules.
- b) At the meeting to elect the Mayor, Council must first resolve if the term of the Mayor is to be 1 or 2 years.
- c) The order of business at the Council meeting to elect the Mayor is to be determined by the Chief Executive Officer. In the absence of any changes directed by the Chief Executive Officer, the default order of business will be:



- i) Opening and Acknowledgement of Country;
  - ii) Apologies;
  - iii) Election report (at the Council meeting to elect the Mayor following the declaration of results of a general election of Councillors);
  - iv) Oath of office (at the Council meeting to elect the Mayor following the declaration of results of a general election of Councillors);
  - v) Councillor Code of Conduct (at the Council meeting to elect the Mayor following the declaration of results of a general election of Councillors);
  - vi) Appointment of Temporary Chairperson;
  - vii) Term of the Mayor and determination of the position of Deputy Mayor;
  - viii) Election of the Mayor;
  - ix) Presentation and commencement speech by the incoming Mayor;
  - x) Election of Deputy Mayor (if the position is established); and
  - xi) Ceremonial motions.
- d) The Councillor elected to the position of Mayor may make a commencement speech for up to 10 minutes outlining their vision for the Mayoral term.
  - e) The commencement speech may not address matters outside the powers of the Council, be derogatory, or be prejudicial to any person or the Council.

### **3.5.2 Role and Election of Deputy Mayor**

- a) At the Council Meeting at which the Mayor is to be elected, the Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.
- b) If the Mayor is not in attendance at a Council Meeting the Deputy Mayor must take the Chair.
- c) The term of a Deputy Mayor is identical to the term of the Mayor as resolved by Council.
- d) If the Council has not resolved to establish the position of Deputy Mayor, any provisions in these Governance Rules relating to the Deputy Mayor have no effect.

### **3.5.3 Method of Voting for Mayor**

- a) The election of the Mayor must be carried out by a show of hands.

### **3.5.4 Procedure for Election of the Mayor**

- a) All nominations to be a candidate for Mayor and Deputy Mayor are to be provided in writing to the Chief Executive Officer no later than a date and time to be fixed by the Chief Executive Officer.
- b) The Chief Executive Officer will advise all Councillors of the names of the candidates within 24 hours of nominations closing.
- c) The Chief Executive Officer must preside during the election of the Mayor.
- d) The Chief Executive Officer must formally invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.

In an election for the Mayor:

- e) If there is only one (1) nomination, the candidate is declared elected.

- f) If two (2) candidates have been nominated, a vote must be taken and the candidate who receives the number of votes equal to greater than half the Councillors of the Council must be declared elected;
- g) Two (2) candidates have been nominated and no candidate receives the number of votes equal to greater than half the Councillors of the Council, a second vote will be conducted;
- h) where, after a second vote, where two candidates have been nominated and no candidate receives the number of votes equal to greater than half the Councillors of the Council, the Chief Executive Officer will seek the meeting to resolve to conduct a new election at a meeting to be held at 6 pm the following day;
- i) more than two candidates have been nominated and no candidate receives the number of votes equal to greater than half the Councillors of the Council:
  - i) the candidate with the fewest number of votes cast must be eliminated;
  - ii) the names of the remaining candidates must be put to the vote again; and
  - iii) the procedure in sub-rules i) and ii) above must be continued until there remain only two candidates, at which point the candidate to be declared elected is to be determined by the procedures outlined in sub-rule b) of this Clause.
  - iv) in the event of two or more candidates having an equality of votes and one of them having to be declared a defeated candidate (where there are three or more candidates with equal votes);
- j) The Chief Executive Officer will conduct a vote for one candidate to be defeated.

**3.5.5 Procedure for Election of the Deputy Mayor**

- a) If Council resolves to have the office of Deputy Mayor, the provisions of sub-rules 3.5.3 and 3.5.4 apply to the election of the Deputy Mayor with all necessary modifications and adaptations.
- b) Subject to sub-rule 3.5.5 a), the Chief Executive Officer must arrange an election as soon as possible after the office of Deputy Mayor becomes vacant.

### 3.6 Conduct and Business of Meetings

#### Overview:

*The business to be transacted at a Council meeting is contained in the agenda provided to Councillors and available to the public on Council's website. The Chief Executive Officer oversees preparation of the agenda and determines the content and order of business to facilitate open, efficient and effective processes of government. The role of the Mayor includes providing advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings. Council can admit an item of urgent business if it has arisen after distribution of the agenda and cannot be reasonably deferred to the next meeting.*

#### 3.6.1 Time limits for Council meetings

- a) A Council meeting must start within 30 minutes of the advertised start time.
- b) A Council meeting will not continue after 11.00 pm unless a majority of Councillors present vote in favour of its continuance. In the absence of such continuance, a Council meeting must stand adjourned to a time, date and place announced by the Chairperson immediately prior to the meeting standing adjourned.

#### 3.6.2 The order of business

The order of business at any Council meeting is to be determined by the Chief Executive Officer so as to facilitate and maintain open, efficient and effective processes of government.

- a) No business can be dealt with at a meeting unless it is:
  - i) Contained on the agenda; or
  - ii) Admitted as urgent business in accordance with Rule 3.6.4;

#### 3.6.3 Change to order of business

Once an agenda has been sent to Councillors, the order of business for that Council Meeting may only be altered by a resolution of the Council. This includes a request for an item to be brought forward.

#### 3.6.4 Urgent Business

- a) Subject to sub-rule b), urgent business may be considered at any scheduled Meeting.
- b) Urgent business can only be admitted by resolution of Council and only then if it:
  - i) relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - ii) cannot safely or reasonably be deferred until the next scheduled meeting.
- c) Notwithstanding anything to the contrary in these Governance Rules, a Councillor, with the agreement of the Chief Executive Officer, may only submit or propose an item of urgent business if the matter relates to business that does not:
  - i) substantially affect the levels of Council service;
  - ii) commit Council to significant expenditure not included in the adopted budget;
  - iii) establish or amend Council policy;
  - iv) commit Council to any contractual arrangement;
  - v) require, pursuant to any other policy determined by Council from time to time, the giving of prior notice; and

- vi) the proposed motion(s) is in writing and given to the Chairperson who must seek a resolution of approval from Council to proceed at the particular meeting.
- d) A Councillor proposing that a matter be admitted as Urgent Business must lodge it in writing with the Chief Executive Officer no later than 30 minutes prior to commencement of the meeting.
- e) The Chief Executive Officer may identify and determine a matter appropriate for Council to consider admitting as urgent business and will advise the Mayor as soon as practical.

### **3.7 Public Questions, Representations and Submissions**

#### **Overview:**

*As outlined in the purpose of these Governance Rules, Council meetings are held for Council to make its decisions. Although members of the public do not have a statutory right to address Council, however provisions are made for Council to respond to questions from the community and for the public to make submissions to Council.*

*At each meeting there is an opportunity for members of the public to ask questions of the Council. Assistance will be available for any member of public require and seek support to write their question(s).*

*Petitioning is a long-established process for members of the community to demonstrate community support for a request or views on a matter, and for that request or view to be presented directly to Council.*

*This Section sets out the procedures to be followed to submit a question, representation, submission or petition, the circumstances under which a question, representation, submission or petition may be disallowed and the process for addressing and responding to the question or petition at or after the meeting.*

*Council meetings are broadcast to the public and recorded, this includes public questions and representations.*

#### **3.7.1 Public Question Time**

- a) There shall be a public question time at every meeting to enable members of the public to submit questions to Council. Question time will be for a period of 30 minutes. Council may resolve to alter this time period.
- b) There will be no public question time held at unscheduled meetings or during the local government election caretaker period.
- c) Questions submitted to Council must be prefaced by the name and suburb of the person submitting the question.
- d) No person may submit more than two questions at any meeting. If a person has submitted more than two questions to a meeting, the third and further questions:
  - i) may, at the discretion of the Chairperson, be deferred until all other persons who have asked a question have had their questions asked and answered; or
  - ii) may not be asked if the time allotted for public question time has expired.
- e) A question may be disallowed by the Chairperson if the Chairperson determines that it:
  - i) relates to a matter outside the duties, functions and powers of Council;
  - ii) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

- iii) deals with a subject matter already answered;
  - iv) is aimed at embarrassing a Councillor or a member of Council staff;
  - v) relates to personnel matters;
  - vi) relates to the personal hardship of any resident or ratepayer;
  - vii) relates to industrial matters;
  - viii) relates to contractual matters;
  - ix) relates to proposed developments;
  - x) relates to legal advice;
  - xi) relates to matters affecting the security of Council property; or
  - xii) relates to any other matter which Council considers would prejudice Council or any person.
- f) All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
  - g) The Chairperson may nominate a Councillor or the Chief Executive Officer to respond to a question.
  - h) A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, the answer to it must be recorded in the minutes of Council. A written copy of the answer must be sent to the person who asked the question. It is expected that responses to questions will be within Council service levels for correspondence.
  - i) Council will have a standard agenda item (with a report) that reflects unanswered questions from question time. This will keep a sequential dated record of questions asked and responses.
  - j) A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

### **3.7.2 Public representations**

The public may make a presentation on all agenda items in a Meeting. These items will be called "public representations" on the Council agenda, and:

- a) presenters must register by 4.30 pm on the day of the relevant meeting. No unregistered public presenters will be allowed to speak;
- b) the presenter will be given 3 to 5 minutes to address the relevant agenda item(s). Extension of this time is at the discretion of the chair;
- c) any Councillor can ask questions of the presenter; and
- d) all representations must relate to items on the agenda and be heard prior to each respective agenda item being considered by Council.

### **3.7.3 Public questions and representations from members of the public not in attendance**

- a) Council may, by resolution, determine that the Chief Executive Officer must develop a procedure that enables the submission of questions and statements by members of the public who are not in attendance but are viewing the live broadcast to be admitted to the meeting;

- b) A procedure developed in accordance with sub-rule a) must give consideration to:
  - i) Accessibility;
  - ii) Community members in attendance at the meeting; and
  - iii) Relevance of the question to an item on the agenda for the meeting.

#### **3.7.4 Petitions and Joint Letters**

- a) A petition or joint letter received by the Council or an individual Councillor must be lodged with the Chief Executive Officer.
- b) A petition must be on the specified form published by Council from time to time and must:
  - i) be in legible and permanent writing;
  - ii) have the full name, address and signature of all individual signatories;
  - iii) not be defamatory, indecent, abusive or objectionable in language or content;
  - iv) not relate to matters beyond the powers of the Council; and
  - v) include the whole of the request of the petitioners or signatories on each page.
- c) The Chief Executive Officer must arrange for petitions to be submitted to the next practicable meeting following their receipt.
- d) Only the petitioner's request and the number of signatories will be included in the Agenda for the Council meeting at which it will be considered.
- e) If a petition is addressed to an individual Councillor, and listed on the agenda, that Councillor may read the petition out at the Council meeting without speaking to it. Other petitions will be read by the Chief Executive Officer or his/her delegate.
- f) The only motions that may be considered for any petitions are:
  - i) that the petition be received; and
  - ii) that the petition be referred to the Chief Executive Officer for consideration and response; or
  - iii) that the petition be referred to the Chief Executive Officer for a report to a future Council meeting.
- g) If the petition relates to any item already on the agenda for the Council meeting at which the petition is submitted, the matter may be dealt with in conjunction with that agenda item.
- h) If the petition relates to an operational matter, the Council must refer it to the Chief Executive Officer for consideration.
- i) If the petition relates to:
  - i) a planning matter which is the subject of a public notification process under the *Planning and Environment Act 1987*; or
  - ii) a statutory matter which is the subject of a public submission process,
 the petition will be treated as a joint submission in relation to the planning matter or statutory matter (as the case may be).
- j) A petition may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended contact person, the Council may reply to the first signatory who appears on the petition.
- k) Any petitions that do not comply with these Governance Rules:

- i) can be referred to relevant Councillors by the Chief Executive Officer for their information; and
  - ii) can be tabled as a joint letter at a Council Meeting.
- l) Nothing in this sub-rule shall prevent the Chief Executive Officer from determining that an electronic or online petition will be submitted to a Council meeting or the Council resolving to consider a petition as urgent business under rule 3.6.4.

### **3.7.5 Deputations and presentations**

- a) Deputations to be referred to Mayor.
- b) Summary of submissions  
A deputation must lodge with the Chief Executive Officer, a written submission detailing the subject matter of the deputation prior to the deputation addressing Council.
- c) A deputation wishing to be heard by Council may make a written request to the Chief Executive Officer who must refer the request to the Mayor.
- d) Consideration of request  
The Mayor may:
  - i) ask the Chief Executive Officer to include the deputation on the agenda for a future Council Meeting; or
  - ii) ask the Chief Executive Officer to include a request for a deputation on the Agenda for a future Council meeting; or
  - iii) in consultation with the Chief Executive Officer, decline the request.
- e) Chief Executive Officer to determine Councillor Briefing referred to.  
If the Mayor asks for a deputation to be heard, the Chief Executive Officer must notify all Councillors of that direction, and also notify a member of the deputation of the date, time, and place at which the deputation will be heard.
- f) Limitations of time upon speakers  
Council will not hear more than two (2) speakers on behalf of any deputation, and the Chairperson may set time limits on the length and address of each speaker for a period of 3 minutes.
- g) Questions but no discussion permitted  
Councillors and members of Council staff may question the deputation on matters raised by it for purposes of clarification; but no discussion will be allowed.
- h) Matter to be determined at a subsequent meeting.  
No motion must be allowed on any deputation until the next meeting after the deputation has been heard.
- i) Prior meeting with deputation  
A deputation must meet with Council's appropriate department prior to addressing Council so that the procedures detailed in these sub-rules can be discussed and explained.

### **3.7.6 Public addressing the meeting**

- a) Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.

- b) Council may suspend standing orders in accordance with rule 3.12, to hear from a community member or representative of an organisation, on matters of significance to the Council, only if prior arrangements have been made by written request to the Mayor or Chief Executive Officer.

**3.7.7 Prohibited items**

- a) A person may not bring in the Council Chamber or any building where a meeting is being, or is about to be, held, including outside the entrance to the building any item that may affect the safety or security of the meeting.
- b) Items considered to affect the safety or security of a meeting include:
  - i) Any object larger than a small backpack;
  - ii) Devices that amplify sound;
  - iii) Any other object identified by a Councillor, Council staff or security officer.
- c) The Chairperson may cause the removal of any object or material that is deemed by the Chairperson to be objectionable or disrespectful.

**3.7.8 Chairperson may remove**

- a) Members of the public present at a Council meeting must not interject during the Council meeting.
- b) If a person, other than a Councillor, interjects or gesticulates offensively during the Council meeting, the Mayor may direct:
  - i) the person to stop interjecting or gesticulating offensively; and
  - ii) if the person continues to interject or gesticulate offensively, the removal of the person.
- c) In causing a person's removal under sub-rule b) ii), or the removal of an object or material under this sub-rule, the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of security or Victoria Police to remove the person, object or material.

**Explanatory Note:** *It is intended that this power to remove a member of the public, be exercisable by the Chairperson, without the need for any Council resolution. The Chairperson may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.*

**3.7.9 Chairperson may adjourn disorderly meeting**

- a) The Chairperson may call a break in a meeting for either a short time, or to resume another day if:
  - i) the behaviour at the Council table or in the gallery is significantly disrupting the meeting; or
  - ii) a meeting has been in progress for longer than 2 hours.
- b) The break referred to in sub-rule a) is an adjournment.
- c) If the Chairperson calls a meeting to resume on another day, the provisions of rule 3.4.5 apply.



### 3.8 Motions and Debate

#### Overview:

*This section describes the procedure for introducing a motion or amendment, the rules of debate, foreshadowing a motion or amendment and the duty of the Chairperson in relation to accepting motions and amendments. It also describes the process for a Councillor lodging a notice of motion for consideration and/or indicating they will raise a matter at the next Council meeting.*

*A Councillor may move any motion related to an item included in the agenda. In the interest of transparency and informed decision making, motions or amendments should not introduce new matters to a debate that have not been the subject of the report or background of the motion being considered by Council. Motions are required to be submitted in writing so they can be displayed to the meeting.*

*As a resolution must be able to be acted upon, a motion must clearly state what is intended and what its effect will be if it becomes the decision. This provides clarity for the implementation of Council decisions.*

*This section also describes the circumstances and procedures under which a Council decision can be rescinded or altered. It also prescribes a procedure under which a Council policy can be altered or varied.*

#### 3.8.1 Councillors may propose Notices of Motion

Councillors may propose an issue to be listed on the agenda by lodging a Notice of Motion in accordance with the rules outlined in this Chapter.

#### 3.8.2 Notices of Motion

- a) Prior to a Council meeting, Councillors wanting to include a matter on the agenda, must complete a notice of motion form.
- b) A notice of motion form must be signed by the Councillor; and be lodged with the Chief Executive Officer (whether personally, email or otherwise) by 4pm the Thursday before the Council meeting agenda is due to be published. So as 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. If a notice of motion form is received after that time, it must, unless withdrawn, be included in the agenda for the following Council meeting
- c) The Chief Executive Officer must reject any notice of motion which:
  - i) is too vague;
  - ii) is identical or substantially similar to a notice of motion or a rescission motion that has been considered by the Council and lost in the preceding six (6) months;
  - iii) is defamatory;
  - iv) may be prejudicial to any person or Council;
  - v) is objectionable in language or nature;
  - vi) is outside the powers of Council;
  - vii) is a notice of motion submitted during the Caretaker Period; or
  - viii) is a matter subject to a Council decision making process which has commenced but is not yet complete.

- d) If the Chief Executive Officer rejects a notice of motion under sub-rule 3.8.2 c), he or she will inform the Councillor who lodged the notice of motion of that rejection and the reasons for it. The Councillor will be provided with 24 hours to lodge a revised notice of motion provided that the meeting at which the notice of motion is to be considered is more than 24 hours from the time of rejection.
- e) The Chief Executive Officer may reject and refer any notice of motion to the Council's operational service request process if it relates to a matter that he or she determines is more appropriately addressed that way.
- f) Subject to sub- rules 3.8.2 g) and h) a notice of motion must call for a Council report if the notice of motion:
  - i) substantially affects the level of Council services;
  - ii) commits the Council to expenditure in excess of \$20,000 and that has not been included in the adopted budget;
  - iii) establishes or amends a Council policy; or
  - iv) commits the Council to any contractual arrangement,
 as determined by the Chief Executive Officer.
- g) Where a notice of motion is likely to commit Council to significant expenditure not included in the adopted budget then the notice of motion must call for a report for Council's consideration and public submission process if applicable.
- h) The Chief Executive Officer may direct a notice of motion to be confidential in accordance with Section 66(2)(a) of the Act, in which case the notice of motion will be confidential unless the Council resolves otherwise.
- i) The full text of any notice of motion accepted by the Chief Executive Officer must be included in the material accompanying the agenda.
- j) The Chief Executive Officer must arrange for a formal report to be prepared and presented to the Council for the purposes of sub-rule f). Where practicable the report should be presented to the next Council meeting.
- k) The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- l) Except by leave of Council, each notice of motion must be considered in the order in which they were received by the Chief Executive Officer.
- m) 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.
- n) If a Councillor proposing the motion wishes to amend the notice of motion, he or she may do so by seeking leave of the Council to amend the notice of motion prior to it being seconded.
- o) The Chairperson, having lodged a notice of motion in accordance with this sub-rule, must vacate the Chair of the Council meeting to move the notice of motion; and the Deputy Mayor or, in the absence of the Deputy Mayor, temporary Chairperson appointed by the Council, will take the Chair for the duration of consideration of the item.
- p) If a notice of motion is not moved at the Council Meeting at which it is listed, it lapses.

**3.8.3 Introducing a motion at a Council meeting**

Before a motion at a Council Meeting is moved, a Councillor may introduce it by indicating, in not more than two (2) minutes:

- a) its intent; or
- b) the desired outcome, if it is passed.

**3.8.4 Unacceptable motions at a Council meeting**

Any motion which is determined by the Chairperson at a Council meeting to be:

- a) defamatory;
- b) objectionable in language or nature;
- c) vague or unclear in intention;
- d) outside the powers of Council; or
- e) irrelevant to the item of business on the agenda and has not been admitted as urgent or general business, or
- f) purports to be an amendment but is not; must not be accepted by the Chairperson.

**3.8.5 Moving a motion or an amendment to a motion at a Council meeting**

Provided rule 3.8.4 does not apply, the procedure for moving any motion or amendment to a motion is:

- a) the mover must state the motion and be given an opportunity to introduce the motion in accordance with rule 3.8.3;
- b) the motion must be seconded by a Councillor other than the mover;
- c) if a motion is not seconded, the motion lapses;
- d) if a motion or an amendment is moved and seconded the Chairperson must ask:
- e) "Is the motion or amendment opposed?"
- f) if a Councillor indicates opposition, then the Chairperson must call on the mover to address the Council meeting;
- g) after the mover has addressed the meeting, the seconder may address the Council Meeting, or the seconder may reserve his or her right to speak later in the debate.
- h) after the seconder has addressed the Council meeting (or after the mover has addressed the Council meeting if the seconder does not address the Council meeting) the Chairperson must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion; and
- i) if, after the mover has addressed the Council meeting, the Chairperson has invited debate and no Councillor speaks to the motion, then the Chairperson must put the motion to the vote.

**3.8.6 Right of reply**

As a mover of the motion, the Councillor has a right of reply to sum up the debate.

- a) its intent; or
- b) the desired outcome, if it is passed.
- c) The mover of a motion has a right of reply to matters raised during debate.

- d) The mover of a motion loses his or her right of reply if an amendment to the motion is carried.
- e) The mover of an amendment to a motion does not have a right of reply.
- f) A Councillor exercising a right of reply must not introduce any new matter.
- g) After the right of reply has been taken, the motion must immediately be put to the vote without any further discussion or debate.

**3.8.7 Moving an amendment to a motion**

- a) Subject to sub-rule b), a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- b) A motion to confirm a previous resolution of Council cannot be amended.

**3.8.8 Agreed alterations to a motion or amendment**

- a) A motion having been moved and seconded may, with the consent of the mover and seconder, be amended by the minute taker by leaving out, inserting or adding words which must be relevant to the motion and framed so as to complement it as an intelligible and consistent whole, provided that the amendment is made before the motion is voted on.
- b) With the leave of the Chairperson, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor. This does not necessitate the recording of an amendment into the minutes of the meeting as the alteration would then form part of the substantive motion.
- c) A Councillor may request at any time before a vote is taken on a motion or amendment which is in two or more parts, that each part be put to the vote separately. The Chairperson may agree with or refuse such a request or can decide to put any motion to the vote in separate parts.

**3.8.9 Who may propose an amendment**

An amendment to a motion may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.

**3.8.10 Who may debate an amendment**

A Councillor may address the meeting once (1) on any amendment, whether or not they have spoken to the original motion, but their debate must be confined to the terms of the amendment.

**3.8.11 How many amendments may be proposed**

- a) Any number of amendments may be proposed to a motion but only one (1) amendment may be accepted by the Chairperson at any one time.
- b) No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

**3.8.12 An amendment to a motion once carried**

- a) If the amendment to a motion is carried, the motion as amended then becomes the motion before the Council meeting.
- b) the mover and seconder of the amendment are deemed to be the mover and seconder of the motion before the meeting.

**3.8.13 An amendment to a motion if lost**

- a) If the amendment to motion is lost, the debate can resume from where it left off.
- b) A Councillor who has already spoken on the original motion must not speak again unless to continue the debate as if the amended motion had not been put.

**3.8.14 Withdrawal of motions**

Before any motion is put to the vote, it may be withdrawn by the mover with agreement from the seconder or by resolution of Council.

**3.8.15 Chairperson may allow motions to be moved in a block**

The Chairperson may, in his or her discretion, allow or request Councillors to move “like items” in a block.

**3.8.16 Priority of address**

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

**3.8.17 Motions in writing**

- a) All motions, except procedural motions, should be in writing.
- b) Council may adjourn the Council meeting while the motion is being written or Council may defer the matter until the motion has been written, allowing the Council meeting to proceed uninterrupted.
- c) The Chairperson may request the person taking the minutes of the Council meeting to read the motion or amendment to the Council meeting before the vote is taken.

**3.8.18 Debate must be relevant to the question**

- a) Debate must always be relevant to the question before the Chairperson, and, if not, the Chairperson must request the speaker to confine debate to the question.
- b) If after being requested to confine debate to the question before the Chairperson, the speaker continues to debate irrelevant matters, the Chairperson may direct the speaker to be seated and not speak further in respect of the question then before the Chairperson.
- c) A speaker to whom a direction has been given under sub-rule b), must comply with that direction.

**3.8.19 Speaking times**

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chairperson:

- a) the mover of a motion or an amendment: five (5) minutes;
- b) seconder of the motion or an amendment: three (3) minutes;
- c) any other Councillor: three (3) minutes; and
- d) subject to rule 3.8.6, the mover of a motion exercising a right of reply: two (2) minutes.

**3.8.20 Addressing the Council Meeting**

If the Chairperson so determines:

- a) any person addressing the Chairperson must refer to the Chairperson as: Madam Mayor;  
or Mr Mayor;  
or Madam Chair;

or Mr Chair;

as the case may be;

- b) all Councillors, other than the Mayor, must be addressed as  
Cr \_\_\_\_\_ (name).
- c) all members of Council staff, must be addressed as  
Mr, Mrs or Ms \_\_\_\_\_ (name) as appropriate or by their official title.

#### **3.8.21 Foreshadowing motions**

- a) At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the Council meeting, but this does not extend any special right to the foreshadowed motion.
- b) A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chairperson being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- c) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Meeting.
- d) The Chief Executive Officer or person taking the minutes of the meeting will not record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved.

#### **3.8.22 Right to ask questions**

- a) Subject to sub-rule c), a Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Council.
- b) Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion moved.
- c) The Chairperson has the right to disallow any question that does not specifically relate to the motion or amendment directly before it and to disallow any question should they, in the reasonable opinion of the Chairperson, be considered irrelevant.
- d) The Chairperson has the right to limit questions and direct that debate be commenced or resumed.

#### **3.8.23 Procedural motions**

- a) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- b) Procedural motions require a seconder.
- c) Notwithstanding any other provision in these Governance Rules, procedural motions must be dealt with in accordance with the procedures set out in the Procedural Motions Table in this rule 3.8.23.

**PROCEDURAL MOTIONS TABLE**

Motion	Form	Mover/Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Adjournment of debate to later hour and/or date</b>	'That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	a) During the election of the Mayor/Deputy Mayor; b) During the election of a Chairperson; or c) When another Councillor is speaking	Motion and any amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
<b>Adjournment of debate indefinitely</b>	'That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	a) During the election of a Chairperson; b) When another Councillor is speaking; c) When a motion would have the effect of causing Council to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later Council meeting if on the agenda	Debate continues unaffected	Yes
<b>The Closure (of debate)</b>	'That the motion now be put'	Any Councillor who has not moved or seconded the original motion or spoken for/against the original motion	During nominations for a <i>Chairperson</i>	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
<b>Laying a motion on the table (pausing debate)</b>	'That the motion be laid on the table'	Any <i>Councillor</i> who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	a) During the election of a Chairperson; b) When another Councillor is speaking; c) When a motion would have the effect of causing Council to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until:  a) Council resolves to take the question from the table at the same Council meeting; or  The matter is placed on a subsequent agenda and Council resolves to take the question	Debate continues unaffected	No
<b>Take a motion from the table (resume debate on a matter)</b>	'That the motion in relation to xx be taken from the table'	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No

Motion	Form	Mover/Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Proceeding to next business</b>	<p>'That the meeting proceed to the next business:</p> <p>Note: This motion:</p> <p>a) may not be amended;</p> <p>b) may not be debated; and</p> <p>must be put to the vote as soon as seconded'</p>	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	<p>a) During the election of a Chairperson;</p> <p>b) When another Councillor is speaking;</p> <p>c) When a motion would have the effect of causing Council to be in breach of a legislative</p>	<p>If carried in respect of:</p> <p>a) An amendment - Council considers the motion without reference to the amendment;</p> <p>b) A motion – no vote or further discussion on the motion until it is placed on an agenda for a later Council meeting</p>	Debate continues unaffected	No
<b>Repetitious Motion</b>	'That the motion is a Repetitious Motion'	A Councillor who has not spoken to the motion or any amendment of it	<p>a) During the election of a Chairperson;</p> <p>b) When another Councillor is speaking;</p>	<p>a) No vote or further discussion on the motion unless it is placed on an agenda for a later meeting;</p> <p>b) Proceed to next business</p>	Debate continues unaffected	Yes
<b>Alter the order of business</b>	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor	<p>(a) At a Meeting to elect the Mayor; or</p> <p>(b) During any debate</p>	Alters the order of business for the meeting	Items are considered in the order as listed in the agenda	No
<b>Suspension of Standing Orders</b>	'That Standing Orders be suspended to ...' (reason must be provided	Any Councillor (including the Mayor/Chairperson)	<b>During debate</b>	The rules of the <i>Meeting</i> are temporarily suspended for the specific reason given in the motion	The meeting continues unaffected	No and no debate or decision on any matter. Resolution to resume Standing Orders is the only decision permissible.
<b>Resumption of Standing Orders</b>	'That Standing Orders be resumed'	Any Councillor (including the Mayor/Chairperson)	Between a motion being moved and seconded	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No



Motion	Form	Mover/Second	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Consideration of confidential matter(s) (Close the meeting to members of the public)</b>	That, in accordance with section 66(2)(a) of the Act, the meeting be closed to members of the public for the consideration of item ## which is confidential as it relates to ## (insert grounds from definition)	Any Councillor	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	The meeting Continues to be open to the public	Yes
<b>Reopen the meeting</b>	'That the meeting be reopened to members of the public'	Any Councillor		The Meeting is reopened to the public	The meeting remains closed to the public	No

### 3.8.24 Notice of Rescission or Amendment

- a) A previous resolution of Council may be rescinded or amended by:
  - i) a report included on the agenda for a Council meeting; or
  - ii) a notice of rescission or amendment proposed by a Councillor in accordance with this rule 3.8.24.
- b) Councillor may propose a notice of rescission or amendment provided:
  - i) the resolution proposed to be rescinded or amended has not been acted on; and
  - ii) the notice of rescission or amendment is received in writing by the Chief Executive Officer in accordance with rule 3.8.1, setting out:
  - iii) the resolution to be rescinded or amended; and
  - iv) the meeting and date when the resolution was carried.

**Explanatory Note:** It should be remembered that a notice of rescission or amendment is a form of notice of motion. Accordingly, all provisions in these Governance Rules regulating notices of motion equally apply to notices of rescission.

- c) The Chief Executive Officer, or a member of Council staff with responsibility for it, may implement a resolution at any time after the close of the meeting at which it was made. A resolution will be deemed to have been acted on if:
  - i) its contents have, or substance has, been formally communicated to a person whose interests are materially affected by it; or
  - ii) a statutory process has been commenced;
 so as to vest enforceable rights in or obligations on Council or any other person.

**Explanatory Note:** By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard). In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-rule 3.8.24 c) would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

### **3.8.25 If lost**

If a notice of rescission or amendment is lost, a similar motion may not be put before Council for at least six (6) months from the date it was last lost, unless Council resolves that the notice of rescission or amendment be re-listed at a future Council meeting.

### **3.8.26 If not moved**

If a notice of rescission or amendment is not moved at the Council meeting at which it is listed, it lapses.

### **3.8.27 May be moved by any Councillor**

A notice of rescission or amendment listed on an agenda may be moved by any Councillor present but may not be amended.

### **3.8.28 When not required**

A notice of rescission or amendment is not required where Council wishes to change policy.

### **3.8.29 Changes to Council Policy**

- a) Council reviews its policies to ensure they are current and continue to reflect community expectations and the position held by Council.
- b) It is good practice for Council to review significant policies at least once in each Council term (every 4 years) and such reviews may lead to change in policy position.
- c) Subject to sub-rule d), if Council wishes to change a Council policy, a formal notice of rescission is not required.
- d) If a policy has been in force in its original or amended form for less than 12 months, any intention to change the policy which may result in a substantial change to the policy's application or operation for members of the public should be communicated to those affected, and their comment sought, prior to the policy being changed.

### 3.9 Voting

#### Overview:

*At the conclusion of debate on a matter before the meeting, the Chairperson must put the question, motion or amendment to the vote. Each Councillor is entitled to one vote and voting must be able to be seen by those participating in the meeting and those observing the meeting. The vote is determined by a majority of the Councillors present at the meeting at the time the vote is taken voting in favour of the motion.*

*If a vote is tied, the Chairperson generally has a casting vote.*

*Sometimes a Councillor may want his or her vote is recorded – this is provided for in this section, along with the procedure when a Councillor calls for a division on a vote which is when how each Councillor voted is recorded.*

*Provision is made for the introduction of an electronic voting system as long as Council has resolved to implement the system and all participants in the meeting and those observing a meeting are able to see which way Councillor has voted on a matter at the time the vote is taken.*

#### 3.9.1 How a motion is determined

- a) To determine a motion before a Council Meeting, the Chairperson must:
  - i) first call for those in favour of the motion;
  - ii) then those opposed to the motion; and
  - iii) if required, identify any Councillor who has abstained from voting, and then declare the result to the Council Meeting.

#### 3.9.2 How a motion is determined

In the event of a tied vote, the Chairperson must exercise the casting vote in accordance with the Act.

#### 3.9.3 By show of hands

Unless Council resolves otherwise, voting on any matter is by show of hands.

#### 3.9.4 Procedure for a division

- a) Immediately after any question is put to a Council meeting and before the next item of business has commenced, a Councillor may call for a division.
- b) When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- c) When a division is called for, the Chairperson must:
  - i) first ask each Councillor wishing to vote in the affirmative to raise a hand and upon such request being made, each Councillor wishing to vote in the affirmative must raise one (1) of his or her hands;
    - a. the Chairperson must then state and the Chief Executive Officer or his or her delegate must record, the names of those Councillors voting in the affirmative; and
  - ii) then ask each Councillor wishing to vote in the negative to raise a hand and upon such request being made, each Councillor wishing to vote in the negative must raise one (1) of his or her hands;

- a. the Chairperson must then state and the Chief Executive Officer or his or her delegate must record, the names of those Councillors voting in the negative;
- b. the Chief Executive Officer or his or her delegate must record, the names of those Councillors who abstained from voting.

### 3.9.5 No discussion once declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

- a) a Councillor requesting, before the next item of business is considered, that his or her opposition to a resolution be recorded in the minutes;
- b) foreshadowing a notice of rescission or amendment where a resolution has just been made; and or a positive motion where a resolution has just been rescinded; or
- c) foreshadowing a notice of rescission or amendment, in which case what is foreshadowed must be noted in the minutes of the Council meeting.

**Explanatory Note:** For example, rule 3.9.5 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded. Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left in limbo. Hence the reference, in sub-rule b), to discussion about a positive motion where a resolution has just been rescinded.

## 3.10 Points of Order

### Overview:

*A point of order is taken when a Councillor officially draws the attention of the Chairperson of a Council Meeting to an alleged irregularity in the proceedings. Valid points of order, the process for raising and ruling on a point of order, and the procedure if there is dissent on the Chair's ruling are described in this section.*

### 3.10.1 Points of Order

A point of order may be raised in relation to:

- a) an act that is contrary to these Governance Rules;
- b) an act of disorder or conduct in contravention of the Councillor Code of Conduct;
- c) a question of procedure under these Governance Rules;
- d) an act or conduct that is frivolous, vexatious or constitutes improper conduct;
- e) any act of disorder; or
- f) any act.

### 3.10.2 Procedure for point of order

- a) A Councillor raising a point of order must nominate the ground under rule 3.10.1 relied upon to support the point of order being taken.
- b) When the point of order is raised, the Councillor who is speaking must stop and remain silent until the point of order is decided upon, unless otherwise directed by the Chairperson.
- c) The Chairperson may request a Councillor provide an explanation in respect to the point of order raised.

### 3.10.3 Chairperson to decide

The Chairperson must decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

### 3.10.4 Chairperson may adjourn to consider

- a) The Chairperson may adjourn the Council meeting to consider a point of order, but otherwise must rule on it as soon as it is raised.
- b) All other questions before Council are suspended until the point of order is decided.

### 3.10.5 Dissent from Chairperson's ruling

- a) A Councillor may move that the Council meeting disagree with the Chairperson's ruling on a point of order, by moving:  
"That the Chairperson's ruling [setting out that ruling or part of that ruling] be dissented from".
- b) When a motion in accordance with this sub-rule is moved and seconded, the Chairperson must leave the Chair; the Deputy Mayor, or temporary Chairperson appointed by the meeting must take his or her place.
- c) The temporary Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.
- d) The temporary Chairperson must put the motion in the following form:  
"That the Chairperson's ruling be dissented from."
- e) If the vote is in the negative, the Chairperson resumes the Chair and the Council meeting proceeds.
- f) If the vote is in the affirmative, the Chairperson must then resume the Chair, reverse or vary (as the case may be) his or her previous ruling and proceed.
- g) The defeat of the Chairperson's ruling is in no way a motion of censure or no confidence in the Chairperson; and should not be so regarded by the Council meeting.

### 3.10.6 Contradiction or Opinion

A point of order may not be raised to express a mere difference of opinion or to contradict a speaker.

**Explanatory Note:** *Rising to express a difference of opinion or to contradict a speaker is not a point of order.*

### 3.10.7 Disorderly Conduct

- a) The conduct of Councillors at Council meetings is governed by the Act, these Governance Rules and the Councillor Code of Conduct.
- b) During the course of any Council meeting, Councillors must comply with the Councillor Code of Conduct, a copy of which is available on the website, or can be obtained by contacting the Chief Executive Officer's office
- c) [Where a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the meeting, and prevents the conduct of Council business:](#)
  - i) [Council may, by resolution, suspend that Councillor from a portion of the meeting or from the balance of the meeting where the Chairperson has warned the Councillor to cease that behaviour; or](#)

- ii) The Mayor, under section 19 of the Act, at a Council meeting, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the meeting for a period of time or the balance of the meeting.
- d) Where Council suspends a Councillor under sub-rule c) i), or the Mayor directs a Councillor to leave the meeting under sub-rule c) ii) the Councillor will take no active part in the portion of the meeting from which he or she has been suspended.
- e) If a Councillor has been suspended from a meeting or directed to leave in accordance with sub-rule c) the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the Councillor.

*The Act (section 19(1)(b) provides the power to the Mayor to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business.*

### 3.11 Minutes

#### Overview:

*The minutes of a meeting must contain details of the proceedings and resolutions made, be clearly expressed, be self-explanatory and incorporate relevant reports or a summary of the relevant reports considered in the decision-making process. The minutes of a Council meeting must be submitted to the next appropriate Council meeting for confirmation.*

#### 3.11.1 Keeping of minutes

- a) The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the Council Meeting and to take the minutes of such meeting) must keep minutes of each Council meeting and those minutes must record:
  - i) the date, place, time and nature of the Council meeting;
  - ii) the names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;
  - iii) the titles of the members of Council staff present who are not part of the gallery;
  - iv) any disclosure of an interest or a conflict of interest made by a Councillor in accordance with the Act;
  - v) arrivals and departures (including temporary departures) of Councillors during the course of the Council meeting;
  - vi) each motion, amendment moved and foreshadowed motions (including motions and amendments that lapse for the want of a seconder);
  - vii) the outcome of every motion moved
  - viii) the vote cast by each Councillor upon a division;
  - ix) the vote cast by any Councillor who has requested that his or her vote be recorded in the minutes;
  - x) when requested by a Councillor, a record of their support of, opposition to, or abstention from voting on any motion, noting that under s61(5) of the Act that a Councillor present at the meeting who does not vote is taken to have voted against the question;
  - xi) questions upon notice;
  - xii) the failure of a quorum;

- xiii) any adjournment of the Council meeting and the reasons for that adjournment; and
- xiv) the time at which standing orders were suspended and resumed.

### **3.11.2 Confirmation of minutes**

At every Council meeting the minutes of the preceding Council meeting must be dealt with as follows:

- a) a copy of the minutes must be delivered to each Councillor no later than 2 days before the next Council meeting;
- b) if no Councillor indicates opposition, the minutes must be declared to be confirmed;
- c) if a Councillor indicates opposition to the minutes:
  - i) he or she must specify the item(s) to which he or she objects;
  - ii) the objected item(s) must be considered separately and in the order in which they appear in the minutes;
  - iii) the Councillor objecting must move a motion clearly setting out the alternative wording to amend the minutes without speaking to the motion; and;
  - iv) the motion must then be open to debate and at the conclusion of debate, the Chairperson must put the motion to the vote;
- d) a resolution of Council must confirm the minutes and the minutes must, if practicable, be signed by the Chairperson of the Council meeting at which they have been confirmed.

### **3.11.3 No debate on confirmation of minutes**

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

### **3.11.4 Deferral of confirmation of minutes**

Council may defer the confirmation of minutes until later in the Council meeting or until the next Council meeting if considered appropriate.

### **3.11.5 Recording of meetings**

- a) If Council resolves that the proceedings of a Council meeting be recorded, the Chief Executive Officer (or his or her delegate) may record on suitable recording equipment all proceedings of a meeting of Council except where the meeting is closed to the public in accordance Section 66(2)(a) of the Act.
- b) Subject to sub-rule a), a person must not operate photographic, audio or video recording equipment or any other recording device at any Council meeting without first obtaining the consent of Council or the Chairperson (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chairperson (as the case may be).
- c) Where Council has identified that it will record such meetings, Visitors will also be advised by appropriate venue signage that while care is taken through recording/filming to maintain a person's privacy as an attendee in the gallery, they may be recorded on audio/film.

### **3.11.6 Records of Council meetings**

Records should be kept of Council meetings in accordance with the Act.

### 3.12 Suspension of Standing Orders

#### Overview:

*Standing Orders are the rules made to govern the procedure at Council meetings contained in this governance rules. The standing orders cover a range of matters including the order of business, rules of debate, procedural motions and election procedures. Standing Orders can be suspended to facilitate the business of a meeting.*

#### 3.12.1 Suspension of Standing Orders

Council may decide to suspend the Council meeting to discuss the issues surrounding an item on the agenda. Council may discuss in the Council Chamber or move to another room to discuss in private

- a) To expedite the business of a Council meeting, Council may suspend standing orders.

**Explanatory Note:** *The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedures. Its purpose is to enable the formalities of meeting procedures to be temporarily disposed of while an issue is discussed.*

- b) The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of Council. An appropriate motion would be:  
"That standing orders be suspended to enable discussion on....."
- c) Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:  
"That standing orders be resumed."

### 3.13 Circumstances in which Council will close a meeting to members of the public

#### Overview:

*Council is committed to openness and transparency in its decision making and will only close a meeting to members of the public when it is unavoidable. In circumstances where a meeting is closed the public to maintain order or safety and security, the meeting will be livestreamed.*

*The Act provides the basis for matters to be considered as confidential. Council will only close a meeting to the public for consideration of confidential matters in accordance with the Act and its Public Transparency Policy.*

#### 3.13.1 Meetings closed to the public

- a) The Chief Executive Officer may determine to advertise that a meeting will be closed to members of the public if
  - i) There is reason to believe the safety or security of Councillors, Council staff or members of the public will be at risk if the meeting is open to the public; or
  - ii) All matters to be considered at the meeting are confidential in nature.
- b) Council may resolve to close a meeting to members of the public if:
  - i) There is reason to believe the safety or security of Councillors, Council staff or members of the public is at risk; or



- ii) A meeting, has become, or is at risk of becoming so disorderly that the business of Council cannot be conducted; or
- iii) The matter to be considered relates to confidential matters.
- c) Having closed the meeting in accordance with sub-rule b), Council may resolve that it's decision or any report considered, or any part of its decision or any report considered, may be released to the public, to provide clarity that a Councillor or Council staff member who discusses those elements resolved to be released is not releasing confidential information.

**3.13.2 Designated Confidential information**

- a) If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- b) Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

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## CHAPTER 4 – DELEGATED COMMITTEES

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### Overview:

*Council may establish Delegated Committees and Advisory Committees as part of its governance framework. Delegated Committees can comprise Councillors, members of Council staff and others and must be chaired by a Councillor. As Council may delegate specific powers, duties and functions to Committees, their meeting procedures need to be formal.*

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### Delegated Committee

- 4.1.1** If Council establishes a Delegated Committee, these Governance Rules will apply to the Delegated Committee meetings with any necessary modifications.
- 4.1.2** For the purpose of sub-rule 4.1.1:
- a) a Council meeting is to be read as a reference to a Delegated Committee meeting;
  - b) a Councillor is to be read as a reference to a member of the Delegated Committee; and
  - c) a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee.
- 4.1.3** If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules do not apply to that committee.

## CHAPTER 5 – CONFLICTS OF INTEREST

### Overview:

*The Act defines general and material conflicts of interest and provides exemptions for remoteness and interests in common with a substantial proportion of ratepayers along with other specific circumstances.*

*The Act also provides that Council must include in its Governance Rules procedures for disclosures of Conflicts of interest, including at meetings conducted under the auspices of Council that are not Council meetings. Meetings conducted under the auspices of Council include those meetings arranged or hosted by Council.*

*These Governance Rules provide the procedures for disclosures of conflicts of interest.*

*Further guidance is available from the Managing Conflicts of Interest guideline.*

### 5.1 Obligations with regard to conflict of interest

5.1.1 Councillors, members of Delegated Committees and Council staff are required to:

- Avoid - all situations which may give rise to conflicts of interest;
- Identify - any conflicts of interest; and
- Disclose – or declare all conflicts of interest;

### 5.2 Councillors and Members of Delegated Committees

- 5.2.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- 5.2.2 When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.
- 5.2.3 All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee meeting.
- 5.2.4 Council will maintain a conflict of interest register which will be made available on Council's website.

### 5.3 Procedure at a Council or Delegated Committee meeting

- 5.3.1 At the time indicated in the agenda, a Councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating;
- a) The item for which they have a conflict of interest; and
  - b) Whether their conflict of interest is general or material; and
  - c) The circumstances that give rise to the conflict of interest.
- 5.3.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- 5.3.3 A Councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner that required for the declarations of conflicts of interest at sub-rule 5.3.1 prior to leaving the meeting.

**5.3.4** A Councillor or member of a Delegated Committee who discloses a conflict of interest and leaves a Council meeting must not communicate with any participants in the meeting while the decision is being made.

**5.4 Procedure at other meetings organised, hosted or supported by Ballarat**

**5.4.1** A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or the subject of a decision to be made by a member of staff acting under delegation.

**5.4.2** At the time indicated on the agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.

**5.4.3** If there is no agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.

**5.4.4** At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.

**5.4.5** The existence of a conflict of interest will be recorded in the minutes of the meeting.

**5.4.6** If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Governance team for recording in the conflicts of interest register.

**5.4.7** The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.

**5.4.8** Meeting records and reports will be presented to Council for noting and inclusion on the public record.

**5.5 Council staff**

**5.5.1** Must act in accordance with the Employee Code of Conduct.

**5.5.2** Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.

**5.5.3** May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at rule 5.6 and the Employee Code of Conduct.

**5.6 Procedure for disclosures of conflicts of interest by Council Staff**

**5.6.1** Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.

**5.6.2** All conflicts of interest disclosed by Council staff will be provided to the Governance team for recording in the conflicts of interest register.

**5.6.3** A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:

- a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
- b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
- c) The staff member's Director determines that the conflict of interest has not influenced the advice provided; and
- d) The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

**5.7 Contractors and Consultants**

**5.7.1** All Contractors and consultants engaged by Council to provide advice to the decision-making process will be required to disclose conflicts of interest

**5.7.2** A Contractor or consultant who discloses a conflict of interest will not be engaged to provide advice on that matter unless;

- a) The conflict is so remote or insignificant it could not be considered to influence the advice being provided; or
- b) There are no other contractors or consultants reasonably available and qualified to provide the technical advice required; and
- c) The conflict of interest is documented in all advice provided by that contractor or consultant.

*The Act has specific provisions governing conflicts of interest:*

**Section 127 of the Act - General conflict of interest**

(1) (1) *Subject to section 129, a relevant person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.*

(2) *For the purposes of subsection (1)—*

**private interests** *means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief;*

**public duty** *means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.*

**128 Material conflict of interest**

(1) *Subject to section 129, a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.*

(2) *The benefit may arise or the loss incurred—*

- (a) *directly or indirectly; or*
- (b) *in a pecuniary or non-pecuniary form.*

(3) *For the purposes of this section, any of the following is an affected person—*

- (a) *the relevant person;*
- (b) *a family member of the relevant person;*
- (c) *a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;*
- (d) *an employer of the relevant person, unless the employer is a public body;*
- (e) *a business partner of the relevant person;*
- (f) *a person for whom the relevant person is a consultant, contractor or agent;*
- (g) *a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;*
- (h) *a person from whom the relevant person has received a disclosable gift.*

## CHAPTER 6 – DELEGATIONS

### Overview:

*Council can make decisions (act) in two ways – by resolution at a Council meeting or by delegation (others acting on its behalf). The Act provides for Council to delegate to the Chief Executive Officer powers, duties or functions of a Council.*

*Delegation of Council powers to the Chief Executive Officer and other members of Council staff is a long-established practice to enable day to day operational decisions to be made efficiently. Delegation of Council powers is primarily enabled and regulated by the Local Government Act 2020, however powers, duties and functions may be delegated from a range of Acts, Regulations and local laws.*

*Additionally, the Act and other legislation confers some powers duties and functions directly to the Chief Executive Officer. These may also be delegated by the Chief Executive Officer to various positions in the organisation's structure.*

*Delegations are to a position in the organisational structure rather than to a person.*

### 6.1 Delegations

- 6.1.1 A delegate must exercise and perform the duties and functions set out in the Instrument of delegation and in accordance with any legislation or policies of Council.
- 6.1.2 A delegate making a decision that will affect any person's rights, will identify whose rights may be affected and provide an opportunity for that person (or persons) to convey their views regarding the effect on their rights, and consider those views.
- 6.1.3 Delegates must keep appropriate records of decisions and actions taken under delegation.
- 6.1.4 The Chief Executive Officer may designate certain decisions made under delegation as matters to be reported to Council.
- 6.1.5 Council's public register of delegations will be available on its website and for inspection, on request, at Council's offices

## CHAPTER 7 – JOINT COUNCIL MEETINGS

### Overview:

*Regional collaboration provides benefits to the Ballarat community through collective procurement, increased advocacy and alignment for major projects. While on some matters that are worked on in partnership it's possible for the participating Councils to make their own decisions and determinations, in some circumstances, it may be beneficial to hold Joint Council Meetings as provided for in the Act.*

### 7.1 Collaboration through partnership

- 7.1.1 Council may resolve to participate in a Joint Council meeting to consider.
- a) Matters subject to discussion of the [insert existing alliance]
  - b) Collaborative projects
  - c) Collaborative procurement
  - d) Emergency Response
- 7.1.2 If *Council* has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or delegate) will agree on governance rules with the participating Councils.
- 7.2.3 Where Ballarat is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting.

*The Act has specific provisions governing Joint meetings of Councils:*

**Section 62 of the Act – Joint meetings of Councils**

- (1) Two or more Councils may determine to hold a joint meeting.
- (2) A joint meeting is a Council meeting of each Council for the purposes of this Act and the provisions of this Act, except section 61(3), (4) and (5)(d), apply accordingly.
- (3) A joint meeting is to be constituted by the Councillors of the Councils holding the joint meeting consisting of—
  - (a) the total number of Councillors determined by the Councils holding the joint meeting; and
  - (b) at least 3 Councillors from each of the Councils holding the joint meeting.
- (4) A quorum at a joint meeting is constituted by the number of Councillors that is equal to at least a majority of the Councillors from each of the Councils holding the joint meeting.
- (5) Subject to subsections (2) and (6), the procedures for conducting a joint meeting are to be determined by the Councils holding the joint meeting.

## CHAPTER 8 – WHAT INFORMS DECISION-MAKING

### Overview:

*Advisory Committees play a key role in connecting community views and experts with the decision-making processes of Council. These committees provide advice to Council and to Council officers exercising delegation to make decisions or implement policy.*

*These committees, usually comprised of community members and Councillors, and may sometimes include representatives of community organisations. These committees are essential forums to provide input to the development of Council policy and decision making in their areas of focus.*

*Reporting of these committees to Council is a transparency mechanism.*

*The appointment of Councillors to specific areas of responsibility also provides a framework for relationships between Councillors and the administration of Council to underpin informed decision-making.*

*Council also has Councillor representatives on external committees and organisations to ensure Council's voice is heard in key priority areas. These committees and organisations also inform Council, via its representatives, in regard to sector and/or expert views.*

*This section also provides for the appointment of Councillors as members of committees established by the Council, and as Council representatives or delegates on external committees and organisations.*

*Additionally, Council has an Audit and Risk Committee*

*The Audit and Risk Committee is an advisory committee and does not have any delegated powers, including executive powers, management functions, or delegated financial responsibility. All recommendations of the Committee shall be referred to the Council for approval, other than the:*

- *Strategic Annual Internal Audit Plan;*
- *Memorandums of Audit Planning (MAP) that do not require the approval of the Council; and*
- *Management responses to audit recommendations arising from Internal Audit Reports.*

*The Audit and Risk Committee has the authority to review the Annual Financial Statements and Performance Statement and provide advice to the Council. The Committee can recommend to Council its approval 'in principal', the signing of the Annual Financial Statements and Performance Statement.*

### 8.1 Advisory Committees

#### 8.1.1 Role and Term of Advisory Committees

- a) With the exception of the Audit and Risk committee:
  - i) In the first year of each Council term, Council will establish its Advisory Committees for the next four years;
  - ii) Advisory Committees established by Council will be consulted for input on related policy, strategy or major operational proposals.
- b) Advisory Committees established by Council will be chaired by a Councillor appointed in accordance with rule 8.1.2, except for Audit and Risk Committee that must have an independent Chair;
- c) Each Advisory Committee will be established in accordance with a model terms of reference determined by the Chief Executive Officer that at a minimum will prescribe:
  - i) Membership terms that provide for renewal of membership and continuity of contribution, with provision for initial appointments to support rotation of memberships.



- ii) Inclusive and transparent recruitment processes for community member membership and participation.
- iii) Requirements for disclosures of conflicts of interest.
- iv) A description of the roles of members including attendance and participation requirements, role of the committee, Councillor chair, reporting requirements, confidentiality
- d) Any person appointed to an Advisory Committee that nominates for election to Council, State Parliament or Federal Parliament must take leave of absence from their Committee position from the time of declaring they have nominated (or intend to nominate). Upon election, they will be deemed to have resigned from the Committee.
- e) In order to maintain transparency of Advisory Committee operations, the following information is to be published on Council's website in respect of each Advisory Committee:
  - i) The Terms of Reference
  - ii) The names of all members \*
  - iii) Reports of Committee activities (in minutes of Council meetings)
- f) All Advisory Committees established by Council, except the Audit and Risk Committee, will sunset on 30 June following each Council election, unless they have been re-established in the new Council term.

#### **8.1.2 Appointment of Councillors to Committees, Delegated Committees and Boards**

- a) At least by the last Council Meeting of the calendar year, the Council must resolve to:
  - i) allocate Councillors to nominated Advisory Committees, Delegated Committees or board positions; and
  - ii) remove Councillors from Advisory Committees, Delegated Committees or board positions.
  - iii) Notwithstanding sub-rule i), Council may, by resolution, allocate Councillors to, and remove Councillors from, nominated Advisory Committees, Delegated Committees and board positions at any other time.

#### **8.1.3 Reports by Advisory Committees**

- a) A Councillor who is the Chairperson of an Advisory committee, appointed by Council as a member of an Advisory Committee, community consultative committee or reference committee, or to an external body may provide to the next practicable Council meeting a written account of the most recent discussions of the committee or body.
- b) The written accounts must be submitted to the Chief Executive Officer, or delegate, for inclusion in the agenda of a Council meeting.
- c) The Chief Executive Officer, or delegate, will administer a procedure to ensure the written account will be included in the next practicable agenda.
- d) Written reports of Advisory Committees must include any disclosures of conflicts of interest and record whether or not the person who disclosed a conflict of interest left the meeting for the relevant discussion.

#### **8.1.4 Hearing Committees**

- a) Council may establish Hearing Committees to provide an opportunity to hear from community members in formal setting on key issues.

- b) A Hearing Committee will be comprised only of Councillors.
- c) Where an issue affects a large proportion of the Ballarat community, all Councillors will be appointed to the Hearing Committee.
- d) Priority will be given to addresses from those members of the community who have registered an interest in addressing a Hearing Committee.
- e) Community members will be provided with reasonable notice of the date and time that they will be invited to address a Hearing Committee.
- f) Council may resolve that a Hearing Committee meeting will be held electronically and make provisions for community members address the committee by a video conferencing tool.
- g) Council may resolve a Hearing Committee meeting will be livestreamed.
- h) A summary of proceedings of all Hearing Committee meetings held will be reported to Council.

#### **8.5 Council Reports**

- a) The Chief Executive Officer will determine the form of reports to Council prepared for inclusion in the agenda for a Council or Delegated Committee meeting.
- b) Reports presented to Council for consideration and decision will address where relevant:
  - i) Alignment with the Community Vision, Council Plan, strategies and policies;
  - ii) Community impact;
  - iii) Climate emergency and environmental sustainability implications;
  - iv) Economic sustainability implications;
  - v) Financial implications;
  - vi) Legal and risk considerations;
  - vii) Human Rights considerations;
  - viii) Community consultation and engagement;
  - ix) Conflicts of interest that have arisen in the preparation of the report.

## CHAPTER 9 – COUNCIL RECORDS

### Overview:

*Records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decisions should be recorded. This provide a mechanism for enhancing public trust through the recording and reporting on conflicts of interest to ensure transparency in decision-making in accordance with public transparency principles.*

### 9.1 Records of meetings held under the auspices of Council

- 9.1.1** A record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept.
- 9.1.2** Records kept in accordance with sub-rule one will include:
- a) The attendees at the meeting
  - b) The title of matters discussed
  - c) Any conflicts of interest disclosed and whether the person with the conflict of interest left the meeting.
- 9.1.3** Where minutes are kept of a meeting and made available to the community an additional record is not required to be kept.

*The Act has specific provisions governing recording of conflicts of interest in a meeting conducted under the auspices of Council :*

**Section 131 of the Act – Disclosure of conflict of interest at other meetings**

*Provides that in respect of a conflict of interest in respect of a matter at a meeting conducted under the auspices of the Council that is not a meeting specified in section 130(1)(a), (b) or (c).*

- (2) A Councillor who has a conflict of interest in respect of a matter must—
  - (a) disclose the conflict of interest in the manner required by the Council's Governance Rules; and
  - (b) comply with the procedures specified in the Council's Governance Rules for the purposes of this section.
- (3) If a Councillor fails to comply with subsection (2), an application may be made under section 154 to a Councillor Conduct Panel alleging serious misconduct

*"Under the auspices of Council" is taken to mean in any way resourced by Council.*

### 9.2 Councillor Attendance Record

- 9.2.1** Council will maintain a register of Councillor attendance at Council meetings; Delegated Committee meetings; and meetings arranged to brief Councillors.
- 9.2.1** The register of attendance kept in accordance with sub-rule (1) will be published on Council's website quarterly.

## CHAPTER 10 – COMMUNITY ASSET COMMITTEES

### Overview:

*The Act provides for Council to establish a Community Asset Committee for the management of a community asset such as a hall. Council may appoint members of the community to the committee and delegate to it powers, duties or functions. The powers delegated to a Community Asset Committee must be limited in the amount and purpose of any financial delegation.*

### Community Asset Committee

- 10.1.1** In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the Chief Executive Officer under section 47(1)(b) of the Act.
- 10.1.2** Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a Community Asset Committee is in the discretion of the Community Asset Committee.
- 10.1.3** The Chief Executive Officer must submit an annual report to Council in relation to the activities and the performance of the established Community Asset Committees.
- 10.1.4** A Community Asset Committee must act in accordance with its adopted, Instrument of Delegation and any Terms of Reference adopted by Council.

#### **Section 131 of the Act – Community Asset Committee**

- (1) A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).
- (2) A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district

#### **Delegation of Powers, Duties or Functions to a Community Asset Committee is provided for in Section 47 of the Act provides:**

- (1) The Chief Executive Officer may by instrument of delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to—
  - (a) a member of Council staff; or
  - (b) the members of a Community Asset Committee.

This means Council **may not** delegate directly to a Community Asset Committee

## CHAPTER 11 – ELECTION PERIODS

### Overview:

*The Election Period Policy governs the conduct of Council, Councillors and members of Council staff during an election period to ensure appropriate decision-making in the lead up to a Council election. The Election Period prohibits the use of Council resources for any election campaign and puts in place a procedure to ensure Council does not print, publish or distribute any material that may influence the outcome of the election.*

*Additionally, the Election Period Policy addresses Councillors and staff standing as candidates in Council, State or Federal elections.*

### 11.1 Election Periods Generally

11.1.1 Council will have in place an election period policy that:

- a) Governs decision making during a local government election period, including what may be considered at a Council meeting;
- b) Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
- c) Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations, Civic events, and activities of Advisory Committees established by Council;
- d) Sets out the requirements for any Council publications during a local government election period – including the website, social media, newsletters and advertising – to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;
- e) Defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;
- f) Sets out the requirements for a Councillor or member of Council staff who is a candidate in an election including a Federal, State or Council election.

11.1.2 At least once in each Council term and, not later than 12 months prior to the commencement of an election period, Council will review its election period policy.

11.1.3 The Election Period Policy forms part of these Governance Rules.

11.1.4 The operation of Council Advisory Committees shall be suspended upon the commencement of the election period ahead of a general Council election.

11.1.5 Any outstanding Delegate's Reports may still be reported to a Meeting of Council during this period.

11.1.6 Council Committees shall resume meeting following the election and the appointment by the incoming Council of Councillors to each committee.

#### **Section 69 of the Act – Governance Rules to include Election Period Policy**

(3) A Council must include an election period policy in its Governance Rules.

(4) An election period policy must prohibit any Council decision during the election period for a general election that—

- (c) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- (d) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- (e) the Council considers could be reasonably deferred until the next Council is in place; or
- (f) the Council considers should not be made during an election period

(5) An election period policy must prohibit any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

## **11.2 Election Period Policy**

### **11.2.1 Purpose**

The Act requires Council to include an Election Period Policy (Policy) in its Governance Rules.

### **11.2.2 Scope**

There are specific caretaker provisions in the Act that Councils must implement during the Election Period. These include limits on Council publications, public consultation, the scheduling of Council events, and prohibitions on certain types of decisions.

The Election Period (or caretaker period) commences from the time nominations close on Nomination Day and ends at 6pm on Election day (32 days). During the Election Period, Council will be deemed to be in 'election caretaker mode'.

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

This policy has been written to provide a guide only for Councillors, candidates, Delegated Committee Members and Council staff and is not a substitute for legal advice. Individuals should seek their own independent advice if they are unsure about any aspect of the Local Government Act 2020 in relation to the Election Period.

### **11.2.3 Policy Statement**

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

### **11.2.4 Council Business**

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

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

### **11.2.5 Prohibited Decisions**

During the election period, section 69 of the Act prohibits any Council and Delegated Committees from making a decision during the election period for a general election that:

- a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or

- c) the Council considers could be reasonably deferred until the next Council is in place; or
- d) the Council considers should not be made during an election period.

If Council considers that there are extraordinary circumstances where the Ballarat and wider community would be significantly disadvantaged by Council not making a particular major policy decision, Council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 177 of the Act. The request for exemption is not automatically granted.

#### **11.2.6 Guidance on Decisions**

During the Election Period, Council will follow procedures to prevent making decisions that would affect voting at an election or decisions that may unreasonably bind an incoming Council and could reasonably be deferred until after the election.

Examples of inappropriate decisions include:

- Allocating community grants or other direct funding to community organisations;
- Major planning scheme amendments;
- Changes to strategic objectives and strategies identified in the Council Plan;
- Adopting policy;
- Setting advocacy positions.

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

#### **11.2.7 Consideration for Officers with Delegated Authority**

Before making decisions under delegated authority during the election period, Council staff should consider the following:

- a) Whether the decision is 'significant'; and
- b) The urgency of the issues (can it wait until after the election? or it cannot be reasonably deferred without major negative repercussions); and where
- c) Whether the decision is likely to be controversial; and
- d) In the best interests of Council.

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

#### **11.2.8 Business at Council and Delegated Committee meetings**

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

#### **11.2.9 Community Engagement**

Community engagement is an integral part of Council's policy development process and operations. During the Election Period, however, Council will undertake procedures to limit this consultation to reduce the perception that this may influence voting. Councillors

acknowledge that issues raised through the consultation, and decisions that follow, may also unreasonably bind the incoming Council.

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

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

#### **11.2.10 Council Resources**

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

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

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

#### **11.2.11 Council Information**

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

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

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

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

#### **11.2.12 Council Communication**

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

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

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

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



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

#### **11.2.13 Council Publications**

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

During the Election Period Council's website will not contain material which is precluded by this policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process. Profiles of the current Mayor and Councillors will be removed from Council's website during the Election Period but retain their contact details for their day-to-day role as Councillor.

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

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

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

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

#### **11.2.14 Council Events**

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

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

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

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

#### **11.12.15 Assistance to Candidates**

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

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

**11.12.16 Electoral Signs**

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

DRAFT FOR CONSULTATION

# PUBLIC TRANSPARENCY POLICY

## 1.0 Purpose

This Public Transparency Policy (the Policy) supports Council in its ongoing drive for good governance and reinforces the importance of open and accountable conduct as well as providing guidance as to how Council information is to be made publicly available. Council must adopt and maintain a public transparency policy under section 57 of the *Local Government Act 2020* (the Act). This Policy gives effect to the public transparency principles outlined in section 58 of the Act.

## 2.0 Scope

This Policy applies to all information and decision-making processes within Council and forms a part of Council's Integrity Framework.

## 3.0 Policy Statement

### 3.1 What is Public Transparency

Transparency and accountability go hand in hand. Openness, accountability, and honesty define local government transparency and Council's obligation to share information with the community. Transparency is central to the ability of the community to hold its elected officials accountable.

Public transparency, in the local government context, requires that the decision-making processes of the Council be conducted openly with information made freely and proactively available to individuals and participation in decision-making is encouraged. There should be minimal exceptions and in accordance with legal requirements. An explanation should always be provided as to why information will not be released or why a decision cannot be made with full transparency.

### 3.2 Principles for Transparency

Council commits to the following principles for Public Transparency as detailed within the *Local Government Act 2020*:

- a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- b) Council information must be publicly available unless—
  - i. the information is confidential by virtue of this Act or any other Act; or
  - ii. public availability of the information would be contrary to the public interest;
- c) Council information must be understandable and accessible to members of the municipal community;
- d) public awareness of the availability of Council information must be facilitated.

### 3.3 What will Council be transparent with?

To enact the principles for transparency, Council will apply them to:

#### 3.3.1 Decision Making at Council Meetings

- Will be undertaken in accordance with the Governance Rules.
- Will be conducted in an open and transparent forum, unless in accordance with the provisions in the Governance Rules.
- Will be informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy.

### 3.3.2 Council Information

Council delivers a range of services to residents, business and visitors to the municipality and our services and functions are documented. Council will publish information about Council services and administration activities on Council's website or will make this information available upon request.

Part II of the *Freedom of Information Act 1982* requires Council to publish a number of statements designed to assist individuals in accessing the information it holds. A list of available information is provided in the Part II Statement published in accordance with the *Freedom of Information Act 1982*. This information includes:

**Documents** such as:

- Plans and Reports adopted by Council;
- policies;
- project and service plans;
- grant application, tenders and tender evaluation material;
- service agreements, contracts, leases and licences;
- Council leases, permits and notices of building and occupancy; and
- relevant technical reports and / or research that informs decision making.

**Procedural information** such as:

- Practice notes and operating procedures;
- application processes for approvals, permits, grants, access to Council services;
- decision making processes;
- guidelines and manuals;
- community engagement processes; and
- complaints handling processes.

**Council records** including, but not limited to the details below will be made available where possible on Council's website:

- Council and Delegated Committee meeting agendas and minutes;
- reporting from Committees required to in accordance with the Governance Rules;
- details of Delegated Committees, Community Asset Committees and Advisory Committees;
- registers of gifts, benefits and hospitality offered to Councillors or Council Staff;
- registers of travel undertaken by Councillors or Council Staff;
- registers of Conflicts of Interest disclosed by Councillors or Council Staff;
- submissions made by Council to State or Federal processes;
- details of any Memorandum of Understanding entered into by Council that are not subject to confidentiality clauses;
- registers of donations and grants made by Council;
- registers of leases entered into by Council, as lessor and lessee;
- register of Delegations;
- register of Authorised officers;

- register of Election campaign donations;
- summary of Personal Interests; and
- any other Registers or Records required by legislation or determined to be in the public interest.

Council will make available the following records for inspection. Examples include but are not limited to:

- Summary of Personal Interests ('Register of interests' until 24 October 2020); and
- summary of submissions received under Section 223 of the *Local Government Act 1989* until its repeal.

The information made available is subject to the provisions of:

- the *Privacy and Data Protection Act 2014*;
- the *Freedom of Information Act 1982*;
- the *Health Records Act 2001*; and
- Council's Information Privacy Policy.

### Publications

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Ballarat. These can be downloaded from Council's website or by contacting Council for a copy. Some of these publications are available at Council's Libraries.

### 3.3.3 Council Data

Council data will be made available on Council's website or via [data.vic.gov.au](http://data.vic.gov.au) with regular reporting of key metrics that share Council's performance on areas of community interest. This includes performance data such as:

- Biennial Local Government Performance Reporting Framework (LGPRF) data, including key service performance metrics.
- Service delivery data such as trees planted, visitations to our leisure centres and libraries and complaints.

This means that if we're able to share data – factoring in commercial copyright, security and privacy concerns – we will.

We do this because we believe in being a transparent organisation that makes it simple for the community to access information. It helps foster citizen collaboration and innovation and makes it easier for innovators to develop solutions and services that are relevant to the community.

### 3.4 When will we be transparent?

Public transparency is a driving principle that will guide the work that we do, the decisions we make and the information we share – in everything that we do. This applies within both the political and administrative context of Council.

There will be circumstances where information cannot be shared, and these are outlined in 3.5.

### 3.5 When will we be limited in our transparency?

Some Council information that informs decision making by Council may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or in compliance with the *Privacy and Data Protection Act 2014*.

#### Public Interest Test

Council may refuse to release information if it determines that the harm likely to be created by releasing the information will exceed the public benefit in being transparent. When considering possible harm from releasing information, the Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the Council from performing its functions.

#### Confidential information

“Confidential information” is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that if released is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that if prematurely released is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets; or that would unreasonably expose the business, commercial or financial undertaking to disadvantage.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public under section 66(2)(a) of the Act.
Internal arbitration information	Confidential Information relating internal arbitration about an alleged breach of the councillor code of conduct as specified in section 145 of Act.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter. Information specified in section 169 of the Act.
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i> .

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law, in breach of contractual requirements or if releasing the information is likely to cause harm to any person or it is not in the public interest to do so.

Where information is not confidential, and not already available, Council will apply the principles of a public interest test with consideration also of the resources required to respond to the request.

### 3.6 How will we be transparent?

#### Council meetings

Decision made at Council meetings are generally informed by Council reports that are prepared by officers and included in the agenda. Council meeting agendas are made available to the community in advance of each meeting in accordance with the Governance Rules.

Council meetings will be open to the public to attend or view the live broadcast on Council's website. The only circumstance in which the community will not be able to view a Council meeting will be if it has been closed for consideration of a confidential matter.

#### Council reporting

Council reports that require a decision will address the Overarching Governance Principles as outlined in the Governance Rules and will be published in the Council Agenda unless they contain confidential information or decisions made in closed council.

#### Access to information

- Information will be made available and maintained on the Council website in a timely manner.
- Requests for information will be responded to in alignment with this policy and the public transparency principles.
- Council may facilitate access to information in a variety of ways; and may include providing a hard copy, soft copy, arranging inspection or viewing at Council offices, or publishing on Council's website. An applicant may otherwise be advised that access to a document can be obtained via another method such as a statutory release scheme or for purchase.

#### Freedom of information (FOI) applications

The *Freedom of Information Act 1982* gives individuals a right to apply for access to documents held by Council. Council is committed to proactive and informal release of information in accordance with the *Freedom of Information Act 1982*, and the Professional Standards issued by the Office of the Victorian Information Commissioner. More information on Freedom of Information and the Professional Standards can be found at [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au). Individuals are encouraged to contact Council prior to submitting an application under Freedom Of Information, as Council staff can advise what documents are available for inspection and in some instances can assist with providing the requested information informally.

All Freedom of Information requests should be made to the Freedom of Information Officer.

### 3.7 Non-compliance with this Policy

If an individual wish to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If still not satisfied and would like a review of the decision, this can be reported to the Freedom of Information Officer.

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222. or via the website – [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au).

## 4.0 Roles and Responsibilities

Party/parties	Roles and responsibilities	Timelines
Council	Champion the commitment and principles for public transparency through leadership, modelling practice and decision-making.	Ongoing
Executive Leadership Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership. Monitor implementation of this policy.	Ongoing
Executive Management Team	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.	Ongoing
All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function.  All staff respond to requests for information and facilitate provision of information in consultation with their manager and in alignment with the Policy.	Ongoing
Executive Manager Safety, Risk and Compliance Services	To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing

## 5.0 Monitoring, evaluation and review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the policy's implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

## 6.0 Supporting documents and references

### Rules and Policies

Council's:

- a) Governance Rules;
- b) Public Transparency Principles;
- c) Governance Framework;
- d) Community Engagement Framework
- e) Community Engagement Policy;
- f) Privacy Policy; and
- g) Open Data Policy.

### Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010*
- *Freedom of Information Act 1982*



- *Local Government Act 1989*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*

## 6.1 Definitions

Term	Definition
Community	Community is a flexible term used to define groups of connected people. Council uses it to describe people of Ballarat generally, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality. More specifically, it can refer to everyone affiliated with the Ballarat municipality, or smaller groups defined by interest, identity or location, and not necessarily homogenous in composition or views. Different types of communities often overlap and extend beyond municipal boundaries. Communities may be structured, as in clubs or associations or unstructured, such as teens. Communities are flexible and temporary, subject individual identity and location.
Community consultation	This is a form of community engagement that relates to the tools and practices used by Council to enable public involvement in decisions and actions that shape the community.
Document	Document has the same meaning as in the <i>Freedom of Information Act 1982</i> .
Public participation	Public participation encompasses a range of public involvement, from simply informing people about what government is doing, delegating decisions to the public and community activity addressing the common good.
Stakeholder	An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.
Transparency	A lack of hidden agendas or conditions, and the availability of all information needed in order to collaborate, cooperate and make decisions effectively. Importantly, “transparency” is also human rights issue: that is, the right to have the opportunity, without discrimination, to participate in public affairs.

## 7.0 Human Rights Charter

This Policy has been reviewed against and complies with section 13 of the *Charter of Human Rights and Responsibilities Act 2006*, as this Policy aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 which recognises a person's right to participate in the conduct of public affairs.

## 8.0 Policy owner

The owner of this policy is the Chief Executive Officer. All enquiries regarding this policy should be initially directed to the Executive Manager Safety Risk and Compliance Services.

## 9.0 Applicability

The Policy applies to all Councillors, Council Officers and agents of the City of Ballarat.

## 10.0 Authorisation

Adopted by Ballarat City Council, ..... R.../

**CITY OF  
BALLARAT**



**BALLARAT CITY COUNCIL  
COMMON SEAL AND CONDUCT AT MEETINGS LOCAL LAW 2020**

**Adopted by Council on: XXXX  
Commencement Date: XXXX  
Revocation Date: XXXX**

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## **PART A INTRODUCTION**

### **1. Title**

This Local Law will be known as the "Common Seal and Meeting Conduct Local Law 2020".

### **2. Objectives of this Local Law**

The objectives of this Local Law are to:

- 2.1. regulate the use of the *Common Seal*;
- 2.2. prohibit unauthorised use of the *Common Seal* or any device resembling the *Common Seal*;
- 2.3. provide for the offences governing the conduct of *Council Meetings* and *Delegated Committees*; and
- 2.4. revoke Meeting Procedure Local Law 2018.

### **3. Authorising provision**

This Local Law is made under section 111 of the *Act*.

### **4. Commencement and end dates**

This Local Law:

- 4.1. commences on the day following the day on which notice of the making of this Local Law is published in the Victoria Government Gazette, and operates throughout the *Municipal District*; and
- 4.2. ends on the 10<sup>th</sup> anniversary of the day on which it commenced operation, unless revoked sooner.

### **5. Revocation of Meeting Procedure Local Law 2018**

On the commencement of this Local Law, *Council's Meeting Procedure Local Law 2018* is revoked.

### **6. Definitions and notes**

6.1. In this Local Law:

"Act" means the *Local Government Act 2020* (as amended from time to time);

"Authorised Officer" means a person appointed as an Authorised Officer under s224 of the *Local Government Act 1989* or any other Act;

"Chamber" means any room where Council holds a Council Meeting;

"Chairperson" means the Chairperson of a Council Meeting and includes an acting, a temporary and a substitute Chairperson;

"Chief Executive Officer" means the Chief Executive Officer of Council or the person acting in or performing the position of Chief Executive Officer;

"Meeting" means a Meeting of a Council or Delegated Committee of the Council;

"Common Seal" means the Common Seal of Council;

"Council" means Ballarat City Council;

"Council Meeting" includes an Ordinary Meeting, a Unscheduled Meeting, but does not include an Assembly of Councillors;

"Councillor" means a person who holds office as a member of the Council as defined under the Act;

"Meeting" includes an Ordinary Meeting, a Unscheduled Meeting and a Special Committee Meeting;

"Offence" means an act or default in breach of this Local Law;

"Officer" means an employed member of Council staff;

"Penalty Units" mean penalty units as prescribed by the Sentencing Act 1992;

"Petition" means formal written application, typed or printed without erasure, from one or more persons whose names and physical addresses also appears and on which each page of the petition bears the wording of the whole of the petition.

"Visitor" means any person (other than a Councillor or an Officer) present at a Meeting.

- 6.2. Introductory notes to parts, divisions, headings, and explanatory notes do not form part of this Local Law. They are provided to assist understanding of the Local Law only.

## PART A COUNCIL'S COMMON SEAL

**Introductory Note:** The *Common Seal* is a device which formally and solemnly records the collective will of *Council*. The provisions in this Part are designed to protect the integrity of the *Common Seal*; and describe when it may be affixed to a document.

### 7. Council's Common Seal

- 7.1. The Chief Executive Officer must ensure the security of Council's Common Seal at all times.
- 7.2. The affixing of Council's Common Seal to any document must be attested to by the signatures of:
  - 7.2.1. the Mayor and the Chief Executive Officer; or
  - 7.2.2. in the absence of the Mayor; by a Councillor and the Chief Executive Officer or any other member of Council staff authorised by Council.
- 7.3. A person must not use the Common Seal or any device resembling the Common Seal without the authority of Council.

**Penalty:** 5 Penalty Units

## PART B – MEETING CONDUCT OFFENCES AND PENALTIES

### 8. Offences

It is an Offence for:

- 8.1. a Councillor to not withdraw a remark made at a Council meeting considered by the Chairperson to be offensive or disorderly and apologise when called on twice by the Chairperson to do so;

**Penalty:** 2 Penalty Units

- 8.2. a member of a Delegated Committee to not withdraw a remark made at a Delegated Committee meeting considered by the Chairperson to be offensive or disorderly and apologise when called on twice by the Chairperson to do so;

**Penalty:** 2 Penalty Units

- 8.3. any person, not being a Councillor, who is guilty of any improper or disorderly conduct, to not leave the room when requested by the Chairperson to do so;

**Penalty:** 5 Penalty Units

- 8.4. any person to fail to comply with a direction of the Chairperson in relation to the conduct of the Council Meeting and the maintenance of order; or

**Penalty:** 2 Penalty Units

- 8.5. a Councillor to refuse to leave the Chamber on suspension.

**Penalty:** 5 Penalty Units

8.6. Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an Offence.

**Penalty:** 10 Penalty Units

**9. Infringement Notices**

9.1. An Authorised Officer may issue an infringement notice to any person who has committed an offence against this Local Law.

9.2. The fixed penalty in respect of an infringement is two (2) Penalty Units

**10. Payment of Penalty**

10.1. A person issued with an infringement notice may pay the penalty indicated to the Chief Executive Officer.

10.2. To avoid prosecution, the penalty indicated must be paid within 28 days after the day on which the infringement notice is issued

10.3. A person issued with an infringement notice is entitled to defend the prosecution in court.

The Common Seal of the Ballarat City  
Council was hereunto affixed in the  
presence of: )  
)  
)

Mayor (or)

Councillor (and)

Chief Executive Officer

# Common Seal and Meeting Conduct Local Law

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## *Community Impact Statement*





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## Part A – General Comments

### 1. Introduction

Council is proposing to make a new a new Common Seal and Meeting Conduct Local Law (**proposed Local Law**).

The proposed Local Law will supersede and replace the Meeting Procedure Local Law 2018 (**current Local Law**).

The proposed Local Law is to be made as a direct consequence of the requirement for Council to develop and implement Governance Rules by 1 September 2020, in order to meet compliance requirements of the *Local Government Act 2020* (**the 2020 Act**). The Governance Rules must include the requirements for Council and Delegated Committees conduct of meetings, decisions making and records of meetings.

Concurrently, the draft Governance Rules will be undergoing community consultation and engagement.

This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission to Council during the public consultation process required under the *Local Government Act 1989* (**the 1989 Act**).

### 2. Background

The current local law was made under the 1989 Act by Council resolution in December 2018 (R371/18). Since that time, there has been the most significant legislative change in 30 years following the 2020 Act receiving Royal Assent on 24 March 2020. Section 60 of the 2020 Act requires that each Council develop, adopt and apply governance rules that describe the way they will conduct Council meetings and make decisions by 1 September 2020.

Many elements of the Governance Rules are derived from the Meeting Procedures Local Law 2018 (**Local Law**) that was adopted in December 2018. It is proposed that the new Governance Rules will embed the meeting procedures of Council; and thus, supersede replace the current Local Law. Therefore, in order to prevent duplication between the instruments, it is proposed that the remaining elements that are still required be developed into a new local law.

These provisions relate to the:

- regulation and use of the Common Seal, including offences relating to misuse; and
- meeting conduct requirements, including offences relating to petitions or joint letters; recording of Council meetings; and improper or disorderly conduct behaviour.

### 3. Methodology

The proposed Local Law is being developed under section 111(1) of the Act and will operate throughout the Ballarat City Council municipal district.

The development process included:

- benchmarking against the corresponding meeting procedures of other Victorian Councils to assess where Council's current Local Law could be improved;
- participation in co-design workshops with Local Government Victoria and governance peers from with the local government industry;
- engagement into the development of model Governance Rules;
- consulted publications including:
  - Local Government Victoria Guidelines for Local Laws Manual, best practice guidelines for the creation and enforcement of Local Laws;
  - Model Governance Rules published by Local Government Victoria accessed via [www.engage.vic.gov.au](http://www.engage.vic.gov.au); and
- consultation with Councillors to make necessary adjustments to the Local Law to ensure effective and efficient conduct of Council meetings in accordance with overarching governance principles outlined in the 2020 Act.

### 4. Objectives

It is planned that the proposed Local Law will incorporate the remaining elements of current Local Law;

This will allow the new provisions to operate for a full ten-year period (unless revoked sooner).

The general objectives of the Local Law are to:

- regulate the use of the Common Seal;
- prohibit unauthorised use of the Common Seal or any device resembling the Common Seal;
- meeting conduct requirements, including offences relating to petitions or joint letters; recording of Council meetings; and improper or disorderly conduct behaviour.

## 5. Consultation

The proposed Local Law will be presented to Council for endorsement on 8 July 2020 to enable it to be released for public exhibition for at least 28 days; during which, affected members of the community are invited to make written submissions as per the requirements of Section 119 and Section 223 of the *Local Government Act 1989*.

Those submitters who indicate that they wish to talk to their submissions in relation to the draft local law are invited to address Council at its Council meeting on 12 August 2020.

Following consideration of any submissions the proposed Local Law is being presented to Council on 26 August 2020 for adoption.

## PART B – COMMENTS ON GOVERNANCE PROCEDURES

### OVERALL

The proposed Local Law is being made under section 111(1) of the Act and will operate throughout the municipal district of the Ballarat City Council.

<p><b>Measures of success of proposed Local Law</b></p>	<p>The success of the proposed Local Law will be best measured by the extent to which it enhances the governance and integrity framework; and decision-making processes of the Council, including:</p> <ul style="list-style-type: none"> <li>regulation and use of the Common Seal, including offences relating to misuse; and</li> <li>meeting conduct requirements, including offences relating to petitions or joint letters; recording of Council meetings; and improper or disorderly conduct behaviour.</li> </ul> <p>Council will assess these outcomes as part of its periodic reviews of its governance and integrity framework.</p>
<p><b>Existing legislation that might be used instead.</b></p>	<p>There is no existing legislation that could be used instead of the Local Law.</p> <p>Both the 1989 Act and 2020 Act's provides the mechanism for the creation and use of Local laws pertaining to regulation of the Common Seal and meeting conduct.</p>
<p><b>State legislation more appropriate</b></p>	<p>Not applicable. There are no alternative mechanisms or instruments that can be used for this purpose.</p>
<p><b>Overlap of existing legislation</b></p>	<p>The proposed Local Law references offences for the misuse of Common Seal and conduct are Council meetings; and will operate in conjunction with the <i>Summary Offences Act 1966</i>.</p>
<p><b>Overlap of planning scheme</b></p>	<p>The proposed Local Law has no relevance to any Planning Scheme.</p>
<p><b>Risk Assessment</b></p>	<p>Council does not believe there are any risks associated with the proposed Local Law. As such, no formal risk assessment has been completed.</p> <p>Community consultation will be undertaken prior to the decision to make the proposed Local Law.</p>
<p><b>Legislative Approach adopted</b></p>	<p>The proposed Local Law is necessitated by the provisions not permissible within the Governance Rules and requirements of the 2020 Act.</p> <p><u>Conduct of Meetings:</u></p> <p>In relation to conduct of meetings, the proposed Local Law adopts a medium impact regulatory approach. Whilst being largely prescriptive,</p>

	<p>the proposed Local Law retains a level of discretion which is considered appropriate to facilitate the safe, orderly and security of the Council, Delegated Committee Members and public at meetings.</p> <p><u>Council's Common Seal:</u></p> <p>The proposed Local Law adopts a high impact regulatory approach. This approach is considered appropriate as it provides clear accountability for appropriate use and safekeeping of the Council seal.</p>
<b>Restriction of competition</b>	<p>The proposed Local Law relates only to Council processes with no National Competition Policy implications associated.</p>
<b>Penalties</b>	<p>Offences created under the proposed Local Law attract a maximum of 10 penalty units.</p> <p>Council has compared the general level of penalties provided for in the proposed Local Law with the local laws of other similar neighbouring councils.</p> <p>Council is satisfied that penalties are similar in nature and amount to like and neighbouring councils and are sufficient to act as a deterrent for most offences while also reflecting the seriousness of those offences.</p>
<b>Permits &amp; Fees</b>	<p>Not applicable.</p>
<b>Performance Standards or prescriptive</b>	<p>Drafting of the proposed Governance Rules has adopted a blend of principle and prescription approaches which is considered appropriate given its purpose is to describe the procedures and processes for: the conduct of Council / Delegated Committees Meetings; form and availability of meeting records; election of Mayor/Deputy Mayor; Mayoral powers; election period policy; and management of conflicts of interest.</p> <p>The prescriptive nature of the proposed Governance Rules provides procedural certainty for Councillors, Council staff and the community.</p> <p>It is consistent with overarching governance principles and processes necessitated by the Act.</p>
<b>Comparison with neighbouring and like Councils</b>	<p>In drafting the proposed Local Law, the review considered comparisons with other Victorian councils' Local Laws ranging from municipal shires and regional cities through to metropolitan councils.</p> <p>The proposed Local Law is not substantially different from the local laws of other Victorian Councils with their approach to Common Seal regulating and meeting conduct offences.</p>
<b>Charter of Human Rights</b>	<p>The <i>Charter of Human Rights and Responsibilities Act 2006</i> (the Charter) contains twenty basic rights that promote and protect the values of freedom, respect, equality and dignity. Councils must not knowingly and disproportionately limit these rights and must always consider them when they create laws, develop policies and deliver services.</p>

	<p>The proposed Governance Rules has been reviewed for compatibility with the Charter. Particular attention was given to the following rights under the charter:</p> <ul style="list-style-type: none"> <li>• Right to recognition and equality before the law</li> <li>• Right to privacy and reputation</li> <li>• Right to freedom of expression</li> <li>• Right to take part in public life</li> <li>• Right to a fair hearing.</li> </ul> <p>The proposed Governance Rules is considered to be compatible with the Charter.</p>
<p><b>Consultation</b></p>	<p>The proposed Local Law has been reviewed in consultation with Councillors and members of Council staff.</p> <p>A community consultation process will be conducted in accordance with sections 119(2) and 223 of the 1989 Act.</p> <p>In developing this proposed Local Law, the Council has either undertaken or will undertake the following processes:</p> <ul style="list-style-type: none"> <li>• a review of changes in legislation that might impact on the content of the proposed Local Law and appropriate amendments made;</li> <li>• various Council staff reviewed the existing document as to any issues with the current Local Law;</li> <li>• Council will consider a formal draft of the proposed Local Law at a meeting of Council and will be required to adopt the proposed Local Law in order that the formal public submission process can occur;</li> <li>• Submissions on the adopted proposed Local Law will be called for in public advertisements with a 28-day submission period available for the public to make any comments, suggestions and objections on the proposals;</li> <li>• Council will hear any person making a submission if a person so requests at a meeting with Council or representatives of Council;</li> <li>• Council will then formally consider the submissions and any proposed changes to the proposed Local Law;</li> <li>• Council will then adopt the Local Law and place advertisements in local paper and the Government Gazette after which time the Local Law comes into force</li> </ul>

## PART C – COMMENTS ON SPECIFIC PARTS OF THE PROPOSED LOCAL LAW

The proposed Local Law is being made under section 111(1) of the Act and will operate throughout the municipal district of the Ballarat City Council.

Chapter, Rules (s) of Governance Rules and Description / heading	Result
<b>Design of document</b>	<ul style="list-style-type: none"> <li>• The proposed Local Law has been designed to incorporate elements of the Meeting Procedure Local Law 2018.</li> <li>• The design of the proposed Local Law has been developed to assist with readability for flow and easy navigation of the proposed rules.</li> </ul>
<b>Part A – Introduction (Title, Purpose &amp; Definitions)</b>	<ul style="list-style-type: none"> <li>• Updated consistent with industry practice and more recent Local Laws of councils.</li> <li>• Definitions updated and/or amended for improved understanding of the proposed Local Law.</li> </ul>
<b>Part B – Common Seal</b>	<ul style="list-style-type: none"> <li>• No change</li> </ul>
<b>Part C – Meeting Conduct Offences and Penalties</b>	<ul style="list-style-type: none"> <li>• Provides clarity to the desired conduct at Council meetings and Delegated Committees. Minor amendments to wording to improve clarity and creates an offence for a member of a Delegated Committee to refuse to withdraw a remark made.</li> <li>• Creates new provisions for the issuing of infringement notices; and process for payment of penalty.</li> </ul>

**5. CLOSE**