

# SYNTHESIS OF FINDINGS AND OPTIONS

## 8.0 SYNTHESIS OF FINDINGS AND OPTIONS

### 8.1 Findings

The findings of the analysis and consultation process are summarised below.

**Table 17: Key Findings for Dowling Forest Precinct**

Topic	Findings
<b>Investment trends have been positive</b>	<p>This report has found that investment trends for thoroughbred related activity has been positive in recent years.</p> <p>The investment activity has mainly focused on land that has direct access to the Ballarat racetrack facilities including Ballarat Turf Club land and immediately adjacent private land holdings.</p> <p>Limited recent thoroughbred related investment has occurred on private land to the south side of Kennedys Road and west side of Midas Road.</p> <p>The Ballarat Turf Club has been successful in obtaining a range of funding sources from state government and Racing Victoria to upgrade on-track facilities and attract horse trainers.</p> <p>One key to the success of attraction of some trainers has been the capacity of the Ballarat Turf Club to provide land and build facilities for trainers, who then lease the facilities. This provides a cost advantage over the option of purchasing land and building facilities. This cost advantage - along with direct access to the racetrack and uphill training track - have been key drawcards of the location.</p> <p>Some trainers that have recently established in the area have purchased and developed private facilities. These trainers have established on land with direct access to the racetrack and uphill training track.</p>
<b>Investment prospects are positive</b>	<p>A number of drivers exist to support ongoing investment activity in the precinct for the foreseeable future.</p> <p>The investment drivers include the popularity of the uphill training track, planned installation of synthetic track within approximately 12 months and possible consolidation of training facilities across Victoria into fewer nodes including Ballarat.</p> <p>Indicative land take projections prepared for this report suggest that around 7 ha of land take may be required for thoroughbred activities over the next 10 year period.</p> <p>Beyond this outlook period, the precinct may experience an acceleration of land take-up if other Victorian facilities (like Caulfield) close their training facilities and Ballarat continues to become a more successful location and 'magnet' for training.</p>
<b>Supply of land in the precinct is significant</b>	<p>The Ballarat Turf Club and surrounding land zoned for thoroughbred activities has significant available land supply. The land is considered strategic in planning policy and economic development policy.</p> <p>The available land supply is significant in relation to the estimate of potential future take-up of land for thoroughbred activities. A high level estimate of land being used to full capacity (estimated by the smallest possible lot subdivision per zone) suggests there may be approximately 220 ha of thoroughbred activity land supply. All land may not be taken</p>

Topic	Findings
	<p>up for many decades.</p> <p>Land is rarely subdivided to its full potential so if 50% is assumed as a full capacity estimate, 110 ha of capacity could be deemed reasonably available.</p> <p>At a short term take-up of 7 ha per 10 years (or 0.7 ha per year on average), the land supply may be sufficient to meet 158 years of demand. Assuming demand in the long term is double the short term estimate, supply may be sufficient to meet about 79 years of demand.</p> <p>The above estimates assume the Ballarat Turf Club facilities can accommodate ongoing and unlimited demand on its tracks and via scheduling.</p> <p>An alternative capacity estimate suggests up to 2,250 horses in the Precinct may be considered as the nominal capacity of the area (noting this is not necessarily the view of BTC). It was found that this may translate into a need for up to 36 ha of additional land in the area for training purposes. If so, this would leave 74 ha of effective land capacity not used for training purposes.</p> <p>It is not possible to estimate supply and demand in this context with precision, however based on available information and estimates used, supply is likely to be available for thoroughbred activities in the precinct for the very long term.</p>
<b>Land with direct access to the racetrack is most in demand</b>	<p>Most recent training facility investment has favoured land with direct horse access to the racetrack and uphill training track. Most of the recent investment has occurred in facilities leased from the Ballarat Turf Club on racetrack land and facilities constructed by private trainers with direct access to racetrack land.</p> <p>Land located on the south side of Kennedys Road and the west side of Midas Road is considered less attractive to trainers because of the road barrier and relatively high car speed limits, which presents a risk to horses.</p> <p>This is a key issue which limits the appeal of such land for future thoroughbred training investment unless direct horse access via grade separation can be provided (such as via tunnels).</p>
<b>SUZ13 land performs an important land buffer</b>	<p>The SUZ13 land is strategic for not only land supply reasons but also for land use buffer reasons. Land use buffering is a primary strategic function of land fronting the south side of Kennedys Road, the west side of Midas Road and the eastern boundary of Turf Club land.</p> <p>SUZ13 activities are unlikely to generate land uses that conflict with thoroughbred industry activities and be impacted by the racetrack activities.</p> <p>The risk of land use conflicts is greater with other zones in these locations such as Farming Zone or a Rural Residential or similar zone.</p>
<b>The vision for area is generally shared with some differences in detail</b>	<p>Stakeholders that were consulted for this research report generally share a view that the study area precinct is an important and strategic asset for equine related activities and should be supported for such uses.</p> <p>Differences in opinion relate to the definition of equine activities and the manner in which a strategy to promote such activities should be implemented.</p> <p>Planning Policy of Council and Ballarat Turf Club generally support the precinct being earmarked for thoroughbred horse racing activities as defined by the Australian Rules of</p>

Topic	Findings
	<p>Racing and controlled by the current SUZ13 Planning Scheme Provisions.</p> <p>An alternative view is that the precinct, particularly and perhaps only limited to the area south of Kennedys Road, should have a more general focus on 'equine' related activities and application of less stringent planning controls should apply to such land.</p> <p>Equine activities in the general sense could include non-thoroughbred uses such as saddlery, farrier, equine veterinary clinic, equine transport services and the like.</p>
<b>SUZ13 controls are not well understood by all stakeholders</b>	<p>Consultation undertaken with selected stakeholders revealed that aspects of the SUZ13 are not well understood by all stakeholders and that the provisions are confusing for some stakeholders.</p> <p>A key issue raised is a belief that existing houses within the zone that pre-date the zone can only be sold to persons with an Australian Rules of Racing licence (which is not the case).</p>
<b>SUZ13 land has more stringent conditions on buildings and works compared to the previous Farming Zone</b>	<p>The SUZ13 allows for buildings and works of up to 50 sqm to be undertaken without the need for a planning permit. The equivalent control for the Farming Zone is 100 sqm.</p>

## 8.2 Options

The following options are identified for consideration for the precinct as a whole. The SUZ13 land south of Kennedys Road has been identified as being the most contentious in this review and therefore matters specific to the precinct south of Kennedys Road are considered separately in the table below.

**Table 18: Options for Consideration: Dowling Forest Precinct**

Option	Consideration
<b>Precinct-Wide</b>	
<b>Address misinformation regarding SUZ13 operation</b>	Greater clarity regarding the purpose and operation of the zone is required for land owners, real estate agents and potential property buyers.
<b>Change the buildings and works provisions in the SUZ13 to 100 sqm, to match the Farming Zone</b>	This technical change will minimise the differences between the SUZ13 and the Farming Zone.
<b>Undertake road and traffic management investigations with a view to slow traffic speeds on Kennedys and Midas Roads and improve access within the precinct generally</b>	Sites in the broader area outside of racetrack land would become more attractive to thoroughbred industry participants if improved horse access and safety is delivered via dedicated paths, tunnels and reduced road traffic speeds.

<p><b>Explore the demand for, and requirements of, a bridal track linking the Dowling Forest racecourse to the Ballarat Town Common.</b></p>	<p>It is possible the trail to the 88 ha parcel of Crown Land may provide additional variety of exercise options which can suit individual thoroughbreds.</p> <p>Such a trail would need to consider matters of transport safety and the impact on the road network, among other management requirements.</p>
<p><b>Explore BTC's willingness to purchase approximately 40 ha of land for ongoing development of the land for horse training purposes</b></p>	<p>Should the Ballarat Turf Club acquire a significant land parcel in the area, the model adopted by Pakenham could be rolled out in the Precinct. It is possible this quantum of land (i.e. 40 ha) may meet training needs for the very long term. Such land would need direct access to the racetrack to be considered as a viable location for many trainers. If such land is across a road, a tunnel would be required.</p>
<p><b><u>SUZ13 South of Kennedys Road</u></b></p>	
<p><b>Activate the area south of Kennedys Road via construction of a horse tunnel and easement to the rear of lots</b></p>	<p>It is the view here that unless a realistic and tangible plan to construct direct access to the racetrack from this precinct via a tunnel and easement network is established in the near term, the viability of the sub-area for significant thoroughbred uses will be limited over a long period of time.</p>
<p><b>Rezone the area south of the midpoint of Sharpes Road and Kennedys Road to Farming Zone to support broader 'equine' investment and activity</b></p>	<p>This option would retain the SUZ13 buffer along Kennedys Road and transition an area along Sharpes Road to a broader definition of equine uses.</p> <p>The removal of this 41 ha area would reduce the effective capacity of the broader Precinct by 9 ha, which equates to 13 years' supply under the medium growth scenario.</p>

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## Attachment 10 - Summary table of response to submissions on the draft Miners Rest Township Plan

22 November 2018

Below is a summary of the key themes and issues raised in the 16 written submissions to the draft Miners Rest Township Plan.

Summary of submissions on the draft Miners Rest Township Plan	Response in Final Miners Rest Township Plan (MRTP)
<p><b>Town Centre</b></p> <p>A defined and vibrant town centre is definitely needed</p> <p>Identified as a priority by the community</p> <p>Commercial activity (not industrial) would be suitable in the mixed-use area of Miners Rest</p> <p>Land is located next door to IGA with access from Howe Street and would be perfect suited (and has been rumoured for years)</p> <p>Miners Rest is severely lacking connectivity by footpaths (all weather) and even driveway access from Howe Street. Howe Street looks terrible at the best of times in the township and requires immediate street beautification works and major safety upgrades</p> <p>Buildings near IGA are an eyesore and should be demolished</p>	<p>Many of the public realm improvements have been identified in the MRTP. The improvements to the existing commercial premises in Miners Rest are the responsibility of individual land owners and / or operators. Improved traffic management along Howe Street are outlined in the MRTP and would be supported in conjunction with advocating to VicRoads, given Howe Street is the responsibility of VicRoads.</p> <p>Noted, and path improvements and street beatification including planting are included as actions in the MRTP.</p> <p>Noted</p>
<p><b>Flood Mitigation</b></p> <p>How will council protect land that is identified as flood prone from further development considering that currently development is happening on the corner of Cummins Road and Howe Street that is definitely flood prone?</p>	<p>It is recognised this is an important issue for residents across Miners Rest. There will be a future community consultation process for the Nelson Street linear reserve incorporating flood mitigation. These comments are noted and the following changes to the draft Miners Rest Township Plan have been made:</p> <ul style="list-style-type: none"> <li>• Changed name of Bypass Channel throughout the document to "Proposed linear reserve incorporating Burrumbeet Creek bypass channel" as well as in the Figure 6 Miners Rest Township Plan - Framework Plan in the legend.</li> <li>• Amended Action 33 to: "Develop a strategic flood mitigation plan, and associated implementation plan, with consideration of an integrated solution that includes creek rehabilitation" (Timeframe: Short)</li> <li>• Amended Action 34 to: "If consistent with the strategic flood mitigation plan, investigate the opportunities for flood mitigation in the development of any linear reserve along Nelson Street" (Timeframe: Short)</li> </ul>

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	<ul style="list-style-type: none"> <li>• New Action 35: Where possible, ensure that any flood mitigation works provide multiple benefits such as open space and creek function and environmental health.</li> <li>• Added a new action 36 related to implementation of the strategic future flood mitigation review and plan: "Seek funding and implement the strategic flood mitigation plan as funding becomes available" (Timeframe: Medium – Long).</li> </ul>
<p><b>Protection of town character</b></p> <p>Respect existing built character - As Miners Rest has been developer driven for so long, we have seen littler covenants on land and houses resulting in a very mixed housing look.</p> <p>We strongly support that larger blocks be developed, before infill smaller sites.</p> <p>Request for minimum lot size of 800m2. If infill sites are approved in the township, these need to be heavily controlled with minimum block sizes (800m-1000m) fencing, facades, street access and size, drainage sewerage etc.</p> <p>It was made very clear at the last consultation that the community as a collective group didn't outright support infill sites, due to previous experience with Clark Street infill sites and complete disregard to the area and neighbours</p> <p>Would also like certain "rules" on developments so that houses should maintain street appeal and fit into the area and not have fences facing main roads</p> <p>Miners Rest locals have expressed quite a lot of unhappiness over the look of the township due to infill sites that have occurred in the township itself and is seen as developer greed with not enough requirements put back on the developer to help the community with these infill sites</p> <p>The medium density housing suggestion is the area of business ideas for the township and it could be utilised for business to benefit the community before houses built in this land given its zoning</p>	<p>The existing township is highly varied and has mixed lot sizes, which reflects the various eras over which the town has progressively developed. For this reason, it is very difficult to justify and outline planning control changes on the basis of defining existing or preferred character.</p> <p>During the township planning process, we have heard the community want to retain larger blocks in the township. We have also heard that residents have varying views on what they consider a large block is. It depends on the context, who, stage of life and it is a qualitative judgement.</p> <p>In considering appropriate planning tools to manage character, observations and strategic work to identify the preferred neighbourhood character, or an identified future neighbourhood character is critical as to whether introducing each tool can be justified, or not. It is considered that there is no single existing or preferred character in Miners Rest that can be identified.</p> <p>Importantly, new garden area controls will assist with ensuring that new developments provide a generous private garden area across various lot sizes and contribute to streetscape amenity.</p> <p>A permit is required for subdivision within all residential zones, including the existing General Residential Zone.</p> <p>Size constraints on land sizes can't be enforced under current planning controls, and "back zoning" to a residential control such as Neighbourhood Residential Zone which allows minimum lot size would be very difficult to justify given the current diversity in lot sizes in the Miners Rest township.</p> <p>The centre of town is zoned Mixed Use Zone which supports a range of a range of residential, commercial, industrial and other uses which complement the mixed-use function of the locality and reinforces the creation of a neighbourhood town centre.</p> <p>It is proposed to include a local planning policy in the planning scheme that:</p>

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	<ul style="list-style-type: none"> <li>• Encourages large lot sizes / discourage smaller lot sizes</li> <li>• Encourages infill development to occur in the existing Mixed Use Zone to reinforce and create the role and function of the town centre.</li> </ul>
<p><b>Areas for growth and new housing</b></p> <p>Community members tend to support the landscape views that have been highlighted as having important character to the town and wholeheartedly support balanced development to retain this character – what is not justifiable is that only the average 700 metre square blocks are being considered to accommodate future development.</p> <p>The most recent (700 m<sup>2</sup>) development is the problem that has already changed the character of the town.</p> <p>The community is supportive of land development as long as it is done correctly, meaning not impact to the creek, flow of water or existing residents, land sizes need to be kept at a respectful size (minimum suggestion of 800sqm), incorporate appropriate infrastructure for residents (e.g zone a section for a cafe), not have fences on main roads.</p> <p>Suggested that the ‘quarry site’ together with the land presently subject to a Planning Permit application is strategically located to facilitate the achievement of the aims for the Miners Rest Township.</p> <p>Residential development of the ‘quarry site’ may offer opportunities for the permit applicants to contribute towards a significant part, possibly all of the vital funding for flood mitigation works to allow the Burrumbeet Creek ‘high-flow’ bypass channel to be constructed so as to present a natural interface and an aesthetically vibrant landscape for residents.</p> <p>It is understood that the detailed land supply and demand analysis indicates the potential for at least 500 additional residential allotments on existing residentially zoned land, which equates to over 12 years supply.</p> <p>Future residential zoning is also limited by flooding risk, aircraft noise and the provision of reticulated water and sewerage infrastructure. The understanding is therefore that residential development may require improvements to existing roads and paths only, rather than construction of new road infrastructure.</p> <p>Object to retaining Farming Zone within the ‘Strategic Settlement Area’. We wish to object to retaining the Strategic Settlement Area within the Farming Zone (FZ) or to be</p>	<p>It's important to note that the DELWP Practice Note: Applying the Rural Zones, states; "The existing size or pattern of lots in an area should not be the sole basis for deciding to apply a particular zone. For example, it is not appropriate to decide that the Rural Living Zone should be applied to an area simply because it comprises small lots. Traditionally, farms have comprised multiple lots, sometimes contiguous, sometimes in different locations. The fact that an area may comprise many lots does not mean that it cannot be used productively or should not be included in a zone that supports and protects farming".</p> <p>The recommendations regarding the former quarry will be retained because the land is not required in the short-medium term, as determined by the demand supply analysis undertaken, and earlier development of the land would reduce benefits of investment in existing infrastructure. More like long term (10+ years).</p> <p>City of Ballarat is happy to continue discussions about Nelson Street and options for integrating this solution /design into proposed subdivision plans for the area to maximise environmental, aesthetic and functional benefits for residents. The timing may not align as these mitigation works need to be completed in the shorter term.</p> <p>Noted</p> <p>Noted</p> <p>Objection noted, see explanation above</p>

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<p>designated for rural/agricultural land for the rationale provided within this submission.</p> <p>Should support for the inclusion of the 'Strategic Settlement Area' not be supported for residential growth, the area should be investigated for inclusion within a more suitable zone such as the Rural Living Zone (RLZ).</p> <p>Object to nominating the 'Strategic Settlement Area' for landscape views. Sufficient open landscape views can continue to be ascertained via acquisitions relating to the proposed primary school and sports grounds which will achieve the realistic sight lines sought from the corner of Cummins Road and Howe Street.</p> <p>We understand the need to protect the Ballarat Airport, however Miners Rest and the airport have and do work well together and issues can easily be mitigated if they arise. The emergency hub does not have approval or funding, so Miners Rest should not be "penalised" towards 2040 on something that may not happen</p>	<p>The Rural Living Zone is not considered as a more suitable zone given the rationale in the DELWP Practice Note (outlined above) and in the MRTP and Background and Information Analysis report.</p> <p>Objection noted</p> <p>The Ballarat Airport Safeguarding Study (July 2018) identifies land affected by noise contours including N-contours that are not considered suitable for sensitive land use, such as residential or school use, in accordance with the National Airport Safeguarding Framework and State Planning Policy Framework. Refer to the Safeguarding Study and final MRTP for further detail.</p>
<p><b>Burrumbeet Creek</b></p> <p>Environmental improvements for Burrumbeet Creek should also happen regardless of draft planning. The days of neglecting environmental resources have since passed.</p> <p>The creek can accommodate flood mitigation and a clean-up at the same time.</p> <p>The creek needs significant work done to it. It needs to be dredged out and have a good clean out, removing debris, rubbish etc.</p> <p>The creek is barely accessible in its current state - The creek also floods regularly with minimal rain, one would suggest the developments upstream have had an impact downstream?</p> <p>Walking tracks and connectivity could then become an asset to the community if it done correctly in the first place and maintained moving forward (Positive response to connected walking trails and Burrumbeet Creek Linear Parkland)</p> <p>The Miners Rest Wetlands are used for recreational walking, however are generally badly maintained with mowing, weeds etc.</p> <p>Council recently conducted flood mitigation works due to the impact the wetlands were having on flooding towards residential properties in the area. This will be tested with the next big rain event.</p>	<p>The following adjustments have been made to the MRTP:</p> <ul style="list-style-type: none"> <li>• Amended Section 3.3.3 - Strategy 3 to: Improve "the function" and protect the environmental and biodiversity values of Burrumbeet Creek.</li> <li>• Amended Action 5 to: The City of Ballarat to collaborate with "the community, landowners," Wadawurrung/Wathaurung Aboriginal Corporation, "DELWP and Glenelg Hopkins" Catchment Management Authority to develop "a creek rehabilitation" and environmental protection and management program".</li> <li>• Amended Action 6 to: Undertake works on the City of Ballarat managed land to improve "function of and" environmental benefits along Burrumbeet Creek.</li> </ul> <p>Actions under Strategy 18 – Reduce flooding impacts within the Township, have been updated with a focus to ensure that any flood mitigation works provide multiple benefits such as open space and creek function and environmental health. See Flood Mitigation section above.</p> <p>City of Ballarat to undertake a City-wide review of its maintenance program of recreational walking paths/tracks based on priorities and funding, and its policy on footpath materiality (all weather) surfaces, particularly for the town centre and key walking / cycling corridors.</p>

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<p><b>Traffic Management</b></p> <p>Traffic management and speed reduction is a vital necessity. We fully support the reduction in speed and traffic management around the area. Only those that live on the existing 100km per hour speed zones, know the danger that we see on the road and take into our hands every day, as we enter or leave our driveways. The traffic has increased in our eight year time frame, and it will increase more</p>	<p>The following adjustments have been made to the MRTP:</p> <ul style="list-style-type: none"> <li>• Replaced "main thoroughfares" with "local roads" of Sharpes Road, Cummins Road, Gillies Road and Miners Rest Road.</li> <li>• Amend Action 20: Replaced 'Undertake' with "'Investigate' sealing and upgrading Cummins Road from Howe Street to Gillies Road 'in consideration of the wider road network'".</li> <li>• Amended the legend and second caption of the road network figure/map, page 39: Insert "'Investigate sealing' and upgrading Cummins Road from Howe Street to Gillies Road".</li> <li>• A number of other changes to update the map of the wider road network on page 39 of the draft MRTP to accord with VicRoads current scope of upgrade and or safety works to the Midland Highway.</li> </ul>
<p><b>Relocation of Primary School</b></p> <p>Residents concerned that their home will be the site of the new primary school and feel as though there has been a lack of communication and empathy from council regarding the issue</p> <p>Potential for a relocated primary school to be located south of Cummins Road, west of Howe St</p> <p>Identified as a priority by the community</p> <p>It is important that sporting facilities be co-located with the school.</p> <p>The current primary school is landlocked, therefore it makes no sense to retain its current position as it will only inhibit the wonderful opportunities that a new location would provide</p>	<p>Emphasised in the MRTP to expand on the text in the Background Report at 2.3, p. 33; first paragraph to further explain that a potential future relocation of the primary school will require approximately 3.5 hectares of land and an associated community sports facility requires approximately 8-10 hectares depending on the scope of the co-located sports facility, totalling a hub of approximately 11.5-13.5ha.</p> <p>The potential preferred location for new community sports facilities and potential relocation of Miners Rest Primary School covers in the order of 22ha of land and is spread across 6 land titles. The nominated land provides flexibility for discussions with landowners, land acquisition and siting, if and when the Department of Education decides to relocate the primary school.</p> <p>The land is subject to noise contours and associated guidelines indicate that sensitive uses, such as a school, would not be appropriate.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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<p>Proximity to proposed primary school - The area is within a prime location to be serviced by the preferred area nominated for a primary school. Housing adjacent to this infrastructure provides for sound planning.</p>	<p>The proposed expansion site, or relocation of, the primary school is yet to be determined. The Miners Rest Township Plan allows flexibility for a potential school location and for change over time.</p> <p>The Plan now includes context, further explanation around the process for a potential school relocation as well as a sports recreation facility, to be determined subject to funding from state and local governments, landowner negotiation, acquisition processes and that this will likely take several years to allow for all necessary processes.</p>
<p><b>Improved Pedestrian Safety</b></p> <p>Howe Street movement corridor and crossings: The proposals in the Plan for an improved network of shared paths, bike trails and footpaths are supported. This includes the shared paths proposed along Howe Street and proposed changes to the service roads.</p> <p>There is in-principle support for the proposed crossings on Howe Street. However, it would be useful to clarify the rationale for the proposed indicative locations</p> <p>It is suggested that specific reference to crossings on Howe Street are removed so as not to raise expectations until there is more clarity around their use and the user destinations.</p>	<p>Given a decision to relocate the existing school and location is yet to be determined at this time by the Department of Education/State Government, the Miners Rest Township Plan allows flexibility for the school location and change over time.</p> <p>This means the Miners Rest Township Plan needs to maintain proposed indicative locations for crossings to improve pedestrian movement and safety crossing Howe Street, including improving connections for residents and students to the existing primary school, the Miners Rest Community Park and/or the potential preferred location for new community sports facilities and potential school relocation to the east.</p> <p>For these reasons, it is not proposed to make the proposed changes to the draft plan. Pursuit of a (school) time-based speed reduction on Ballarat-Maryborough Road (Howe Street) in the vicinity of the school crossing is encouraged. Promotion of this was recently rejected by VicRoads.</p>
<p><b>Management of Traffic Speeds</b></p> <p>Proposals to alter speed limits on any road are subject to VicRoads approval. The scope of works relating to VicRoads plans for the Midland Highway have been revised recently which may require some details on the map on page 39 to be amended. These include:</p> <p>Please remove reference to the speed limit change from 100km/h to 80km/h in the legend, as this is not approved</p> <p>There is an existing 80km/h speed limit for the rail crossing at Sulky and from the Western Freeway to mid-point after Olliers Road</p> <p>Intersection improvements are being planned with Cummins Road I Frasers Road</p> <p>The intersection with Olliers Road I Millers Road is under review</p>	<p>The following changes have been made to Figure on page 41:</p> <ul style="list-style-type: none"> <li>• References have been removed to the speed limit change from 100km/h to 80km/h in the legend, as this is not approved by the VicRoads/Minister.</li> <li>• A yellow dot has been added "Intersection improvements" at the Cummins Road I Frasers Road intersection with Midland Highway.</li> <li>• A yellow dot has been added at the midblock between Olliers and Cummins Road.</li> <li>• The yellow dot has been removed at Sims Road and Rose Hill Road intersection with Midland Highway.</li> <li>• The purple shading and legend notation has been removed - "Flexible safety barrier in median 100km/hr) for the section of Midland Highway north east of Blackmore Road / Kellys Lane intersection.</li> </ul>

Summary of submissions on the draft Miners Rest Township Plan	Response in Final Miners Rest Township Plan (MRTP)
<p>No intersection upgrade is planned for Sims Road I Rose Hill Road</p> <p>There is no central barrier being planned for the Midland Highway north-east from the Blackmore Road I Kellys Lane intersection.</p>	
<p><b>Sporting Facilities</b></p> <p>Sporting facilities are desperately required for Miners Rest.</p> <p>In addition to football and/or cricket fields, perhaps consideration could be given to working in conjunction with the Victorian Netball Association who expressed interest in additional indoor facilities to cater for this increasingly popular sport. (this facility would be a separate entity to the one currently being constructed in Norman Street). Government sporting grants could be available to pursue this project.</p> <p>Many families travel outside Miners Rest to other “clubs” to cater for their children’s or their needs for football netball. If Miners Rest had fantastic facilities to cater for these, Miners Rest could establish its own clubs also.</p>	<p>Planning for sporting facilities (role, number and type) will be considered in more detail and funding will be pursued by City of Ballarat as part of future decision making, applications, planning and implementation.</p> <p>A strategic assessment of the possible sites for a future sports facility is included in Background Paper, including the land to the south west corner of Cummins and Lindsays Road, and the land to the north of the town that was originally considered in the Issues and Opportunities Paper.</p>
<p><b>Equine Precinct</b></p> <p>Community members are happy to see the racing industry grow in Miners Rest but not at the detriment of the Township the two must grow together and consider each other’s situations.</p> <p>Much longer term locals are trapped by equine precinct restrictions. Expanding the precinct beyond current boundaries must consider those residents / farmers.</p>	<p>The land within the Special Use Zone 13 is considered strategic in planning policy and in economic development policy for the municipality. The City of Ballarat commissioned Hill PDA Consulting to prepare a Dowling Forest Precinct Property Market Review and Options Analysis.</p> <p>The project is reviewing the property market in the precinct, in the context of the thoroughbred racing industry sector activity, in the vicinity of the Ballarat Turf Club, focusing on the trends in land zoned for Special Use and Farming. This property is located in the Dowling Forest Racecourse Precinct and subject to the Special Use Zone - Schedule 13. The information from this work will be provided to inform City of Ballarat of future activities and policy options to support future development of the Dowling Forest Precinct, achieve the objectives of the Master Plan and address any issues identified.</p> <p>This review process is subject to differing timeframes to the MRTP and City of Ballarat will have a role to separately consider and implement the recommendations of the HillPDA review and options analysis, however, the strategic role and importance of the Dowling Forest Precinct has been considered as part of the Township Plan.</p> <p>Amendments to the MRTP have included addition of an Introduction section discussing the interrelated studies including the Dowling Forest Precinct to explain differing but</p>

Summary of submissions on the draft Miners Rest Township Plan	Response in Final Miners Rest Township Plan (MRTP)
<p>It is inevitable that the equine industry will expand</p> <p>Based on overall City development, 10 minute city proposal, it makes no sense that property south of the Racing precinct (Sharpes Rd to Cummins Rd) remain earmarked to sustain future equine development, when property north, east south and west of the racing precinct, has less likely chance of meeting with future urban sprawl.</p> <p>Object to nominating Strategic Settlement Areas as a buffer for the equine area.</p>	<p>interlinked strategic considerations, processes, timelines and next steps in relation to the response outlined at left.</p> <p>Comment has also been included on the interrelationship between Dowling Forest and the MRTP in the Introduction and update the legend of the Framework Plan pg. 46 (figure 6) to: - Deleted "for the racecourse precinct" in the legend description and replaced it with: "Protect existing Farming Zone land for agriculture related activity, maintain a non-urban buffer "around the town" and prevent further expansion of the township".</p> <p>'Support and celebrate the equine industry' polled second last of 11 priorities (cumulative results of the two workshops).</p> <p>Broader strategic opportunities and constraints of this land will be considered as part of the NGIA, if and when a decision is presented to and made by Council. Section 1.10 of the draft MRTP explains the interrelationship between the NGIA process and the Miners Rest Township Plan.</p> <p>Objection noted</p>
<p><b>Central Victoria Livestock Exchange</b></p> <p>CVLX has huge potential to harm the appeal of Miners Rest as an attractive residential centre. There is much that can be done to minimise / prevent this becoming an issue for the community. Soften its visual impact by ground works, tree planting along the highway etc. CVLX has a planned life of 30 years, what protections can the Council planners provide to ensure it has minimum visual and amenity impact.</p>	<p>The Miners Rest Township Plan has a strong focus on township amenity, including streetscape improvements and tree planting.</p> <p>The CVLX facility will include site perimeter landscaping and tree planting on private land which the site occupies. Tree planting along the Sunraysia Highway would be subject to VicRoads tree planting policies and available funding of Transport for Victoria.</p>
<p><b>Tree Lined Boulevard</b></p> <p>A defined and vibrant town centre is definitely needed.</p> <p>Due to the proximity of Miners Rest to Stockland and Wendouree, the Creek St concept would not be viable. Howe St area should be defined and enhanced with a few more select shops (based on commercial need such as Chemist, Doctor and perhaps Bakery). There could be improvements to existing areas that would enhance the town centre, without the need to develop a new town centre.</p> <p>There has been positive feedback about the tree lined boulevard and beautifying the street with landscaping.</p> <p>Suggestion of planting mature trees.</p>	<p>Noted.</p> <p>Many of the public realm improvements have been identified in the MRTP. The improvements to the existing commercial premises in Miners Rest are the responsibility of individual land owners and / or operators. Improved traffic management along Howe Street are outlined in the MRTP and would be supported in conjunction with advocating to VicRoads, given Howe Street is the responsibility of VicRoads.</p> <p>Noted</p> <p>Noted</p>



# Miners Rest Township Plan

## PRIORITY ACTION PLAN

November 2018

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# What you said

The City of Ballarat is partnering with the Miners Rest community to deliver The Draft Miners Rest Township Plan. During the development of the plan, the community told us what they love, imagine and want to retain for Miners Rest.

“ITS “VILLAGE” FEEL.  
ITS SENSE OF COMMUNITY.  
ITS HISTORY.”



## LOVE:

- Heart icon The country atmosphere and local environment of the town, with it being quiet and peaceful.
- Heart icon The sense of community spirit, with diverse age groups, from young families to retirees.
- Heart icon Close proximity to Ballarat but still feels like a country town.
- Heart icon Being family-oriented and a positive place to raise children, as it is relaxed, safe and has a caring community.
- Heart icon The open rural landscapes and wider views to Mount Rowan and towards the Pyrenees.
- Heart icon The pub, supermarket, corner store and post office as positive town assets.
- Heart icon Miners Rest provides country living with city access and being a ‘satellite’ community to Ballarat with no industry or commercialisation.

You told us that you love the quiet and peaceful country town feel, with wide open views to the surrounding rural landscape, and its close proximity to Ballarat. You love that the town provides a family-oriented and diverse

“WOULD LOVE TO SEE THE MINERS REST TOWNSHIP EXPAND WITH SHOPPING FACILITIES AND CAFES.”



## IMAGINE:

- Cloud icon Provision of more retail shops, cafes, chemist, doctors surgery etc.
- Cloud icon Provision of a sporting hub including sports ovals, netball courts, bowling club, leisure centre, gym, swimming pool/waterpark, café etc.
- Cloud icon Provision of improved park facilities including, paths and play equipment (swings, slides, toilet blocks, BBQ equipment, drinking taps etc.).
- Cloud icon Development of more walking and bike tracks to connect different parts of the town, as well as Ballarat and the surrounding region (including from MacArthur Park into Miners Rest, and open Nelson Street past the quarry to connect to the school).
- Cloud icon Implementation of better traffic management within and surrounding the town, including more formalised roads.
- Cloud icon Provision of a true town centre/village centre to provide a focal point for the town.

community. You want to retain the rural nature and small town feel of Miners Rest, with large lot sizes, access to local commercial facilities, parklands and open space.

“I LOVE THE COUNTRY VILLAGE FEELING AND THE BEAUTY OF THE DOWLING FOREST RACECOURSE AND THE HORSES.”



## RETAIN:

- Smiley face icon The rural nature, community focus and small town feel.
- Smiley face icon The friendly, safe and thriving country feel.
- Smiley face icon Parklands and open spaces.
- Smiley face icon Large blocks, avoiding high-density housing.
- Smiley face icon Existing commercial facilities.

# Miners Rest Township Plan

## Aim and vision

### AIM OF THE PLAN

The Miners Rest Township Plan seeks to:

- Establish a long-term community vision for Miners Rest
- Develop a prioritised action plan and responsibilities for implementation
- Guide the City of Ballarat and other authorities to prioritise investment in the town
- Provide a sound basis for community and the City of Ballarat to apply for grants or lobby for funding
- Identify potential changes to the Ballarat Planning Scheme to implement land use planning actions to achieve the vision.

### VISION - MINERS REST IN 2040

- A family-orientated rural township with a friendly and inclusive community spirit
- A compact and contained township functioning as a separate ‘satellite’ settlement to Ballarat
- A rural township character which is positively influenced by the surrounding open rural landscape
- A township with ample commercial uses and activities to meet the day-to-day needs of the local community and businesses
- A vibrant, inviting and attractive township with well-designed, tree-lined streetscapes and pedestrian/cycling connections linking major community hubs
- A township recognised and celebrated for its significant equestrian industry
- A township with ample public transport options and the safe management of vehicle traffic.



# Key Priorities

- ✓ Town centre - a vibrant heart and main street
- ✓ Tree lined boulevard
- ✓ New, connected walking trails and Burrumbeet Creek linear parkland
- ✓ Expanded or new location for primary school
- ✓ New active sporting facilities
- ✓ Flood mitigation
- ✓ Burrumbeet Creek environmental improvement
- ✓ Identify areas for growth and new housing
- ✓ Manage change to keep the township character
- ✓ Further embrace and celebrate the equine industry and integrate into the township
- ✓ More local jobs and services



# Town centre - a vibrant heart and main street

- Create Creek Street as the main street of Miners Rest, as the place where people meet for a coffee, have something to eat, go shopping and have access to local services like child care and medical options (1)
- Upgrade the street to be a beautiful streetscape with trees, and areas for outdoor dining (1)
- Give it a unique character which gives businesses confidence to invest in the area
- Create a monument or public art installation to the local equine industry.



Reference image for a vibrant heart and main street from Euroa. Source: Photo by Travel Victoria.



Consider the opportunity to create a new purpose-built main street connection to link IGA and the community park, with new frontages and purpose built public areas (2)



# Town centre - a vibrant heart and main street



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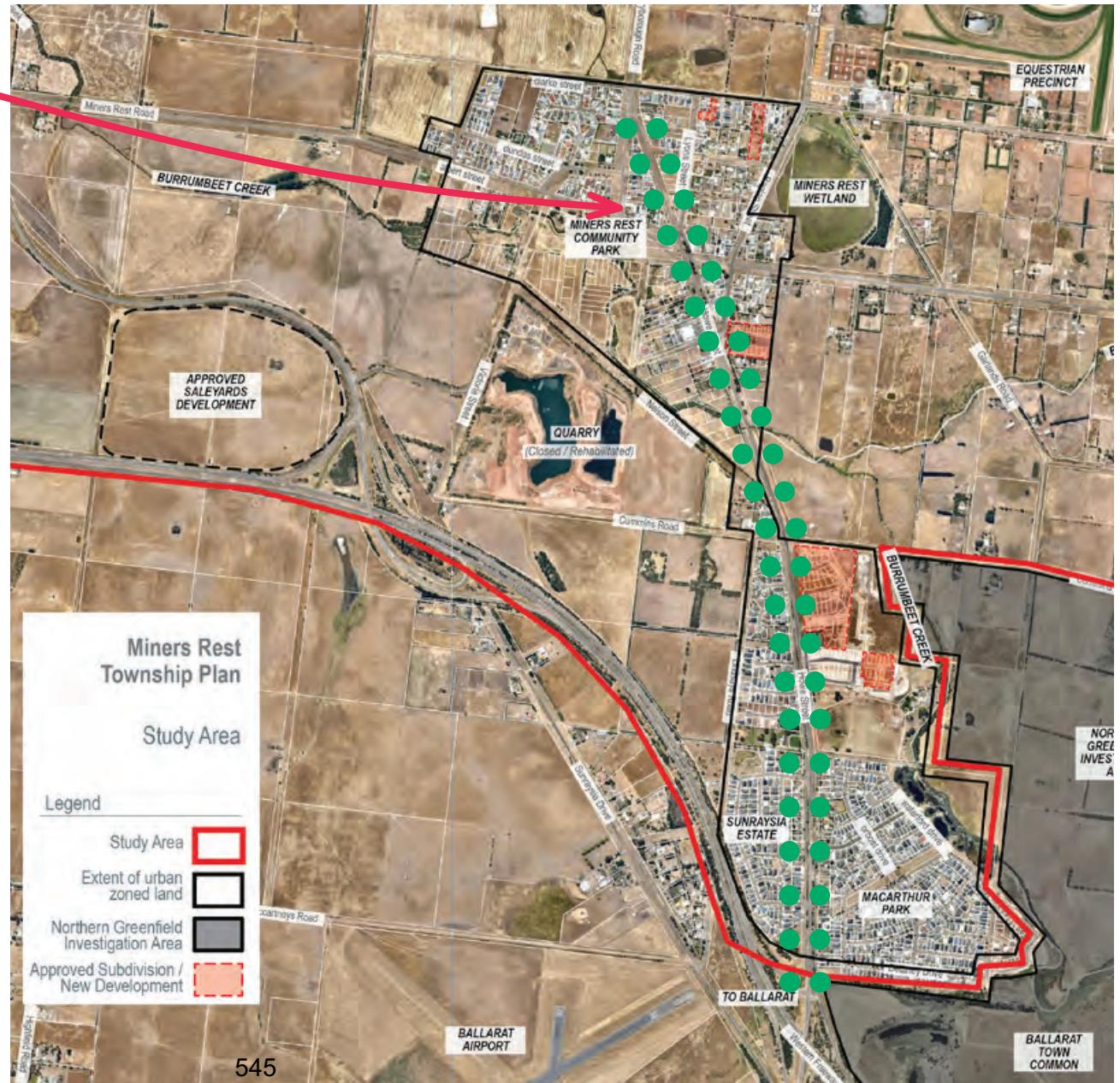
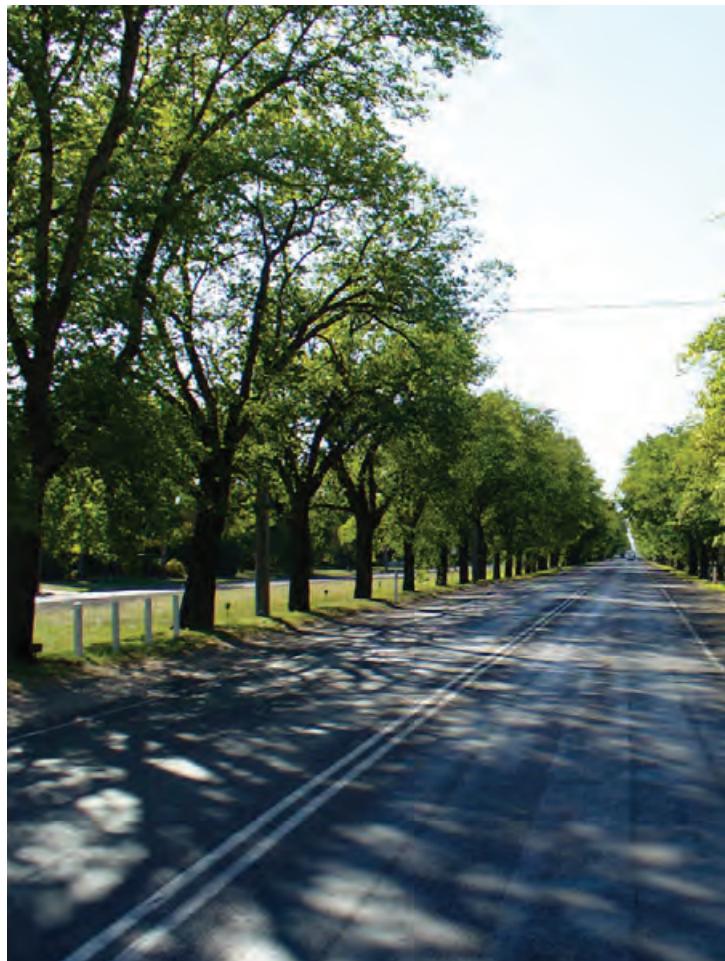


Possible future mixed use development within the Floodway Overlay (FO) subject to compliance with flood control requirements

# Tree-lined boulevard

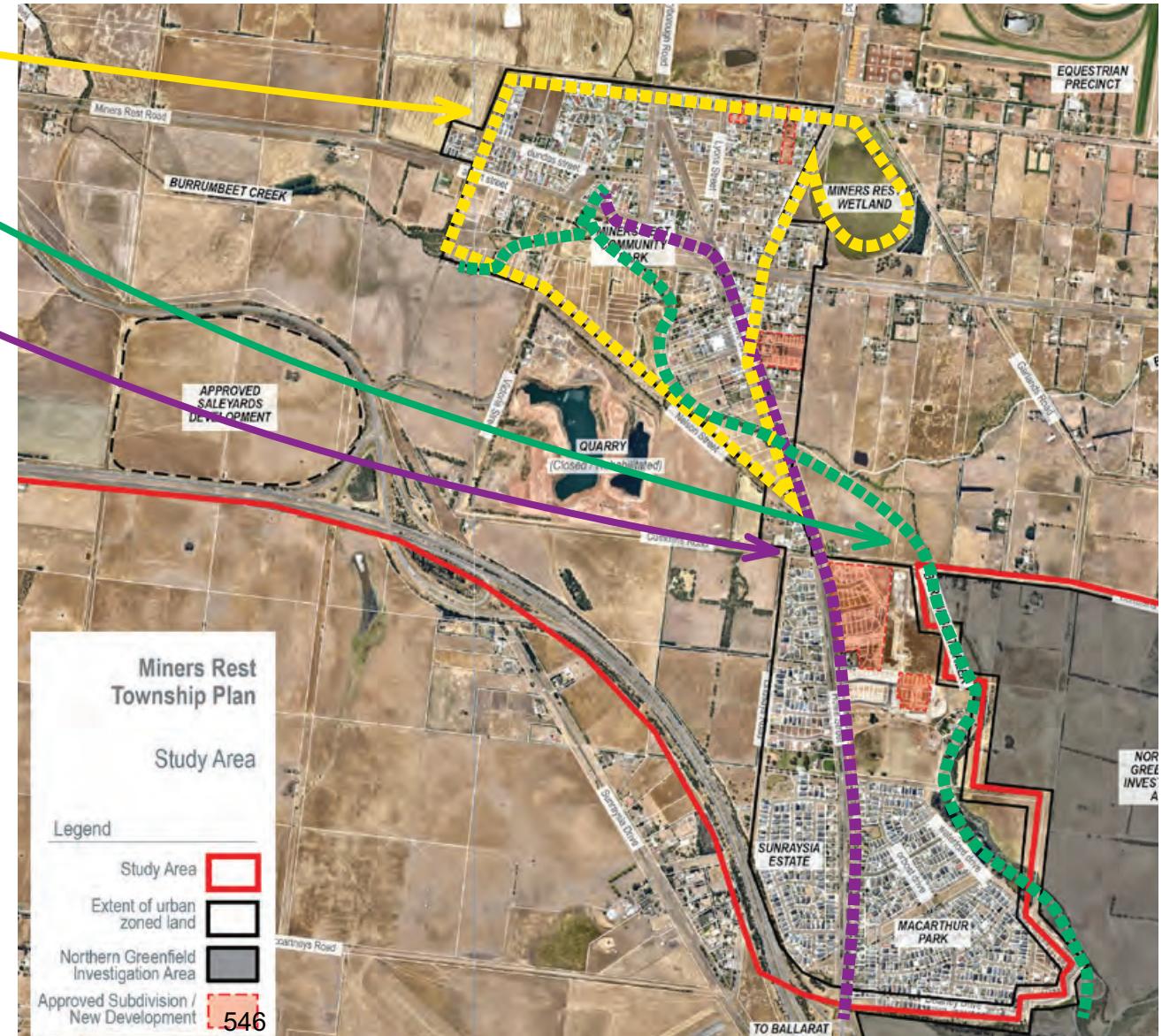
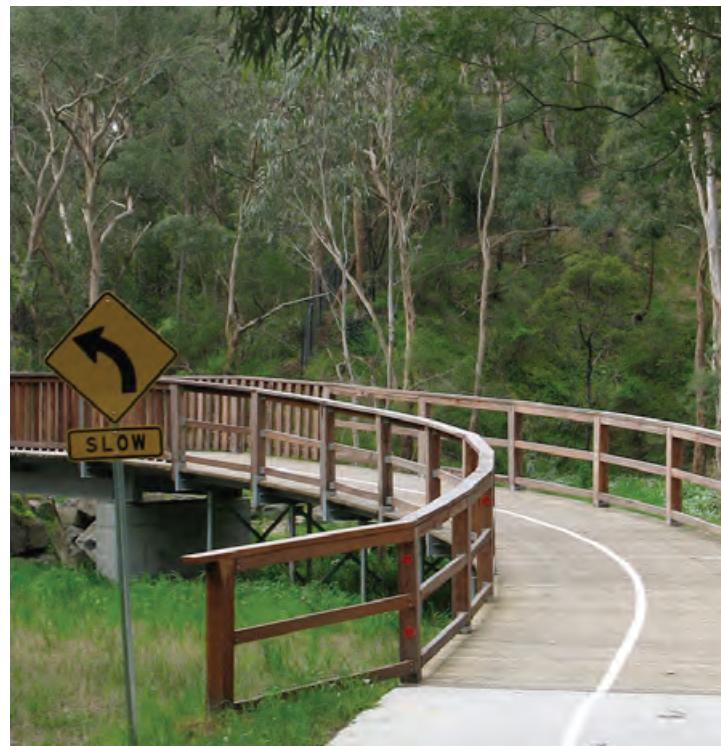
- Create a prestigious entry to the town by planting a tree-lined boulevard as a unifying feature.

Reference image for boulevard planting from Ballarat Avenue of Honour.



# New, connected walking trails and Burumbeet Creek linear parkland

- A new 6km (approximate) trail walk loop for walking, riding, running and enjoying the township views and vistas
- Investigate mechanisms to create a continuous linear parkland along Burumbeet Creek, linking Ballarat Town Common and Macarthur Park with Miners Rest by continuous trails and open space
- Upgraded walking/cycling trail connection to Lucas, Wendouree and Ballarat CBD.



# Expanded or new location for primary school

NOTE: Potential location co-located primary school and sports facility

The maximum land area for a co-located primary school (approx. 3.5 hectares) and sports facility (approx. 8-10 hectares) is 11.5-13.5 hectares.

The decision whether to expand on the current site, or relocate the existing primary school will be determined by the State government.

If the decision is made to relocate the school, this will take several years and will be subject to final site selection, negotiations with landowners for site procurement, detailed building and site design and the construction of the development.

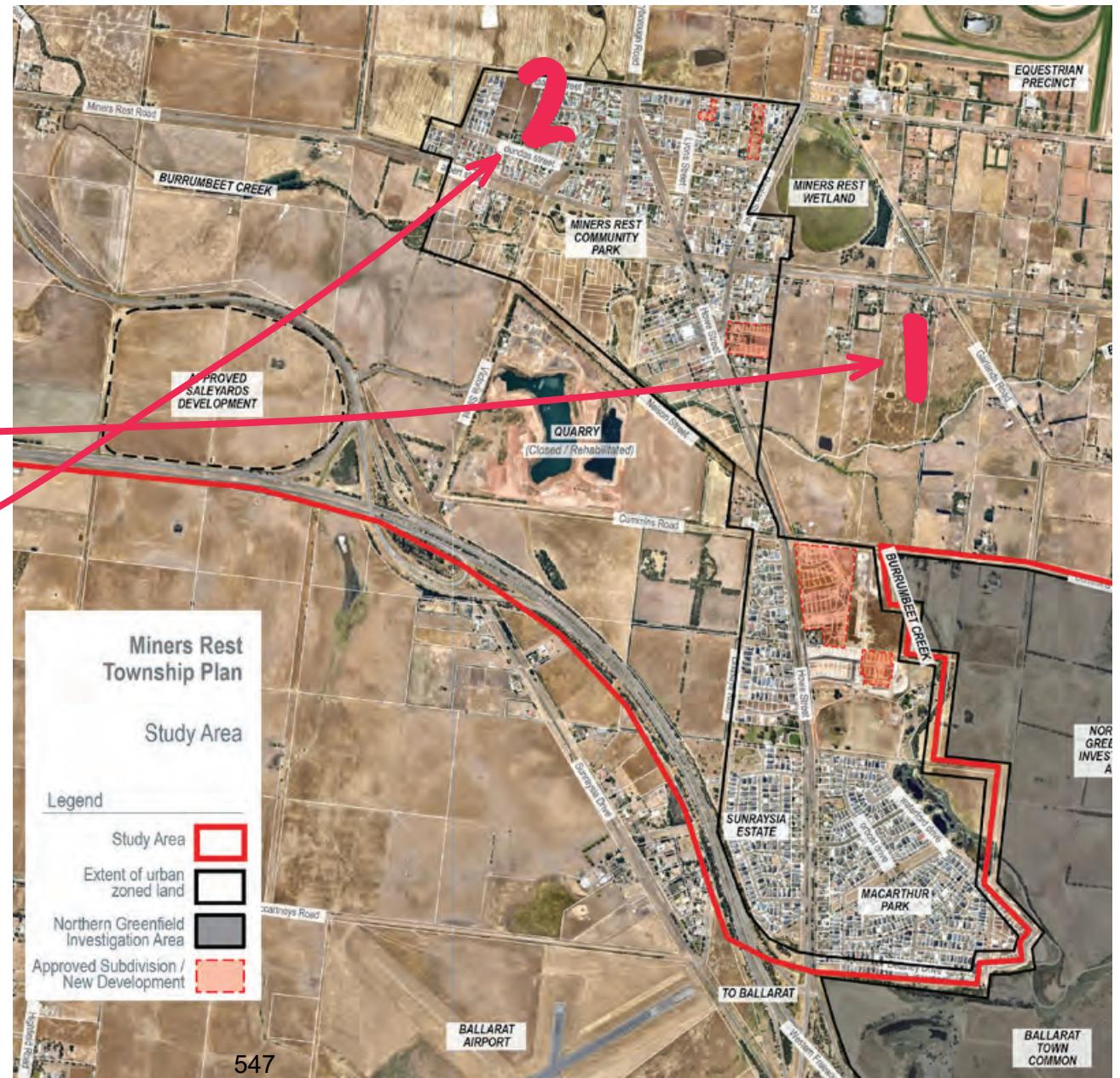
Any future new school and / or sports facility would be best located somewhere between Macarthur Park and Miners Rest to ensure that it is centrally located, provides for good access and linkages, is co-located with commercial and community infrastructure and can accommodate the land requirements for the facilities.

## Preferred option

- State government to acquire land and develop a new Miners Rest Primary School on a greenfield site, potentially co-located with community and regional scale sports facilities (1)

## Other option

- Expansion of school at existing site or onto adjacent land.



# Provision of active sporting facilities

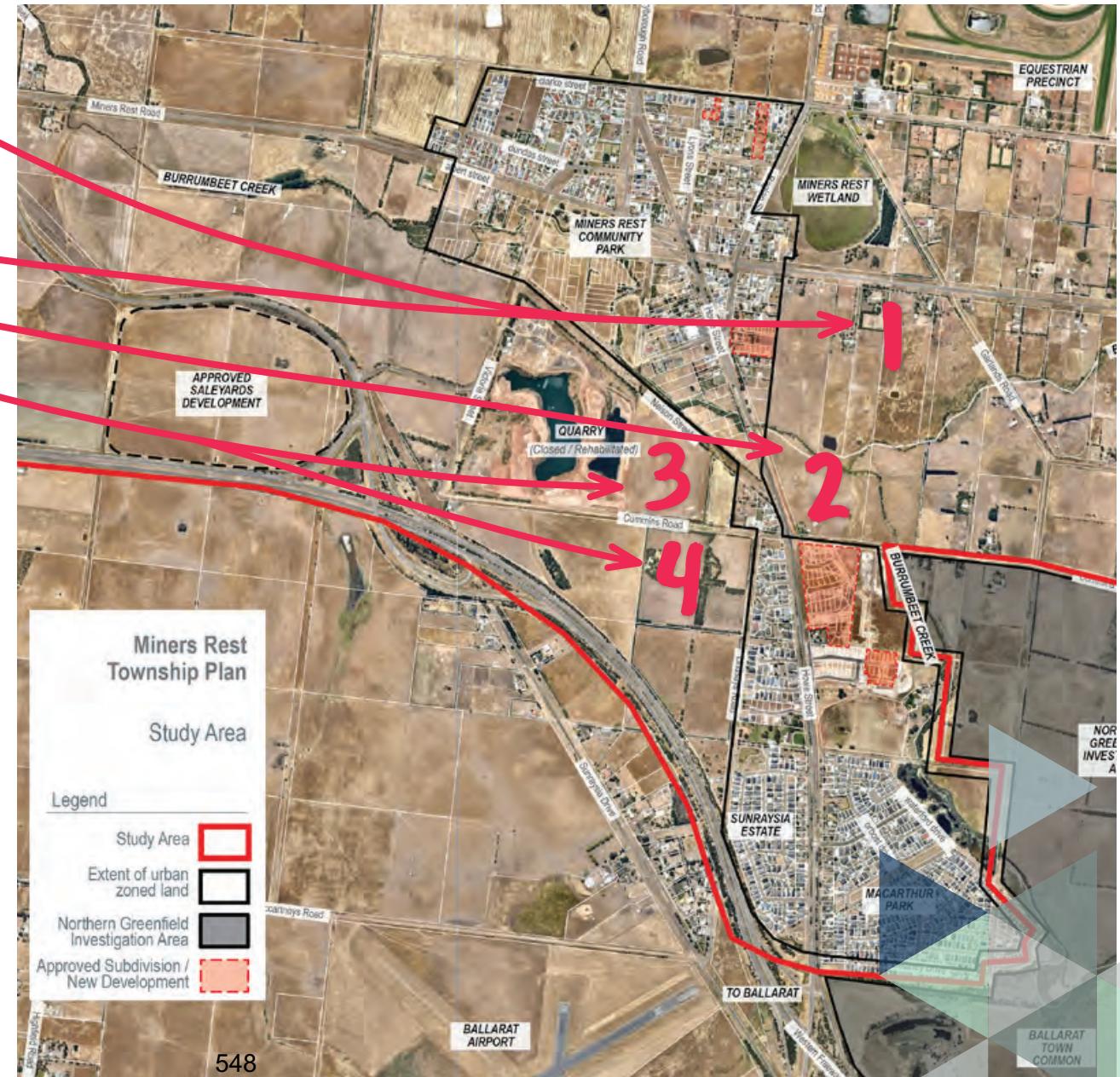
## Preferred option

- State government to acquire land and develop community and regional scale sports facilities, potentially co-located with relocated primary school (1)

## Other options

- Stand-alone new regional scale sports facilities (subject to State funding) (1)
- The City of Ballarat to acquire land for centrally located local scale active sports field (2) and linear parkland and trail along Burrumbeet Creek
- Stand alone new centrally located local scale active sports field (3 and 4).

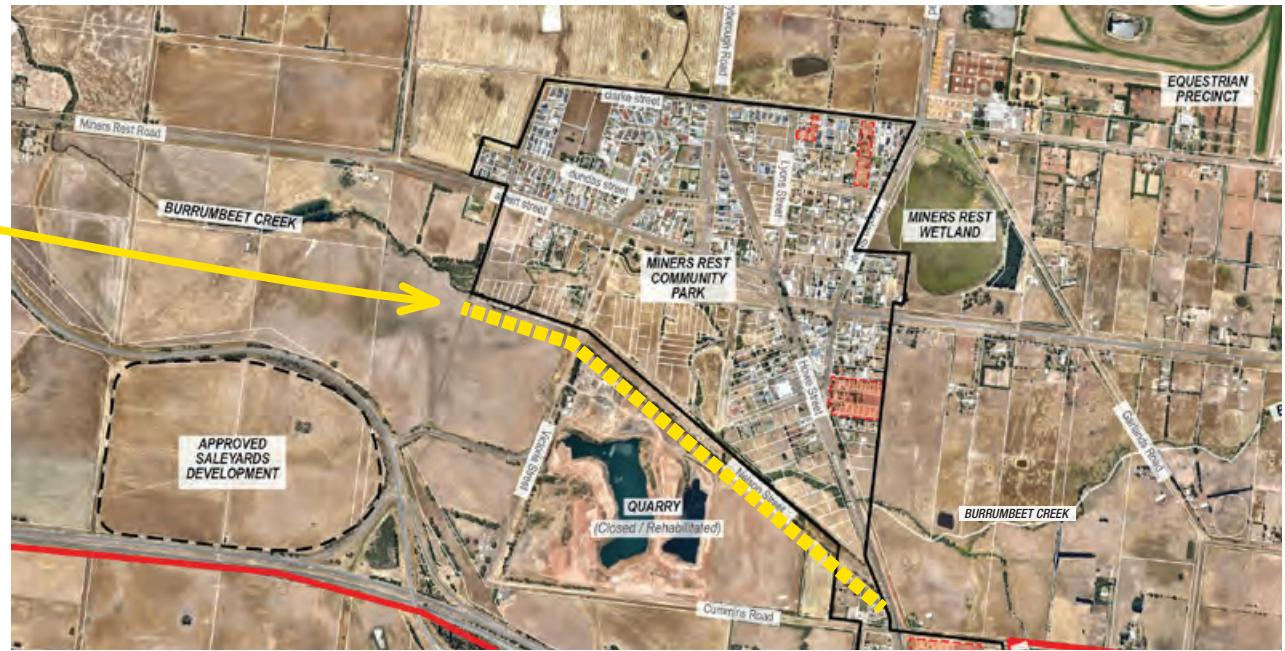
Reference image for a future active sports facility.



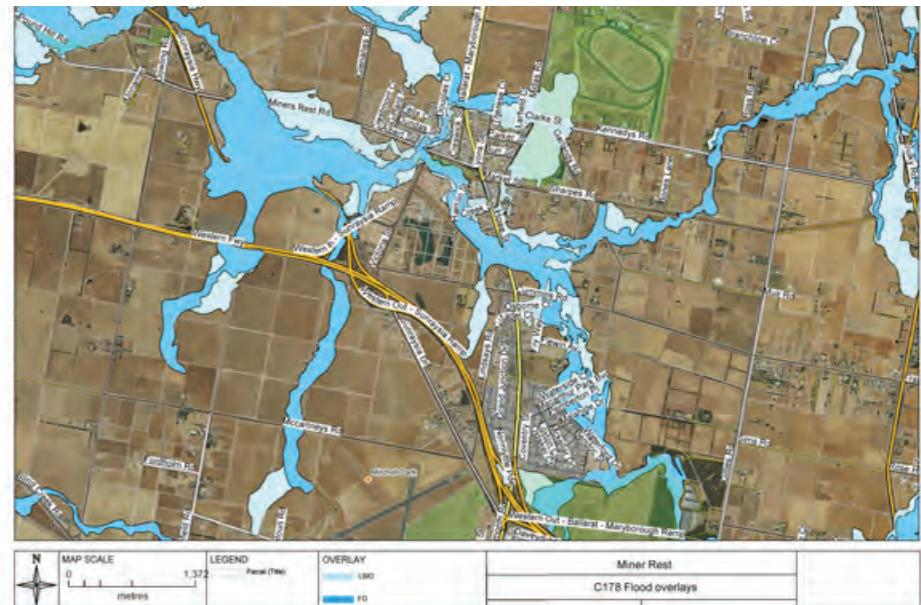
# Flood mitigation

## **Short-medium term opportunities**

- Develop a strategic flood mitigation plan, and associated implementation plan, with consideration of an integrated solution that includes creek rehabilitation
  - Investigate opportunities for flood mitigation in the development of any linear reserve along Nelson Street
  - Where possible, ensure that any flood mitigation works provide multiple benefits such as open space, improved creek function and environmental health
  - Seek funding and implement the strategic flood mitigation plan as funding becomes available
  - Protect land identified as flood prone from further development
  - Following implementation of flood mitigation works, review and update the planning scheme controls that relate to flooding.

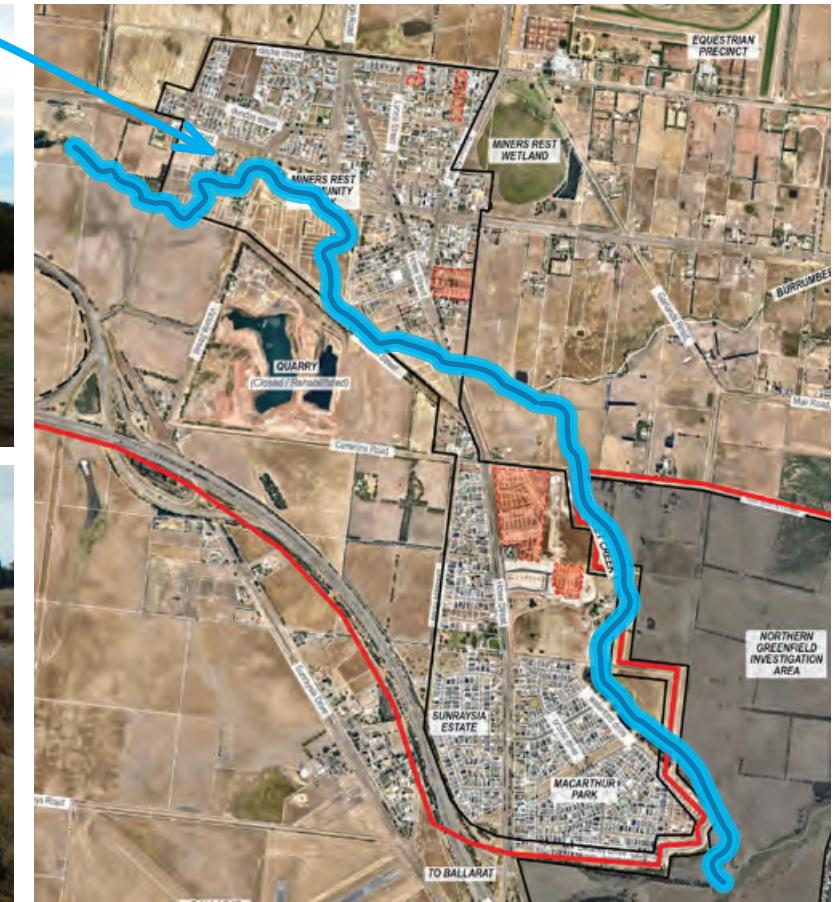


Source: Ballarat Planning Scheme Floodway Overlay & Land Subject to Inundation Overlay (Amendment C178).



# Burrumbeet Creek environmental improvement

- The City of Ballarat to collaborate with the community, landowners, Wadawurrung/Wathaurung Aboriginal Corporation, DELWP and Glenelg Hopkins Catchment Management Authority to develop a creek rehabilitation and environmental protection and management program.
- Undertake works on the City of Ballarat managed land to improve function of and environmental benefits along Burrumbeet Creek.



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# Manage change to keep the township character

- Protect the picturesque landscape setting of the town and views to surrounding farming land and volcanic cones
- Manage the township character by encouraging larger lot sizes away from the town centre, consistent with existing blocks
- Update the Miners Rest local policy in the Ballarat Planning Scheme to provide clear guidance on preferred type, format and location of future residential development
- Undertake heritage assessments of designated 'sites of potential heritage significance' to determine if formal heritage protection is warranted
- Promote Aboriginal and European cultural history of the town and region.



# Identify areas for growth and new housing

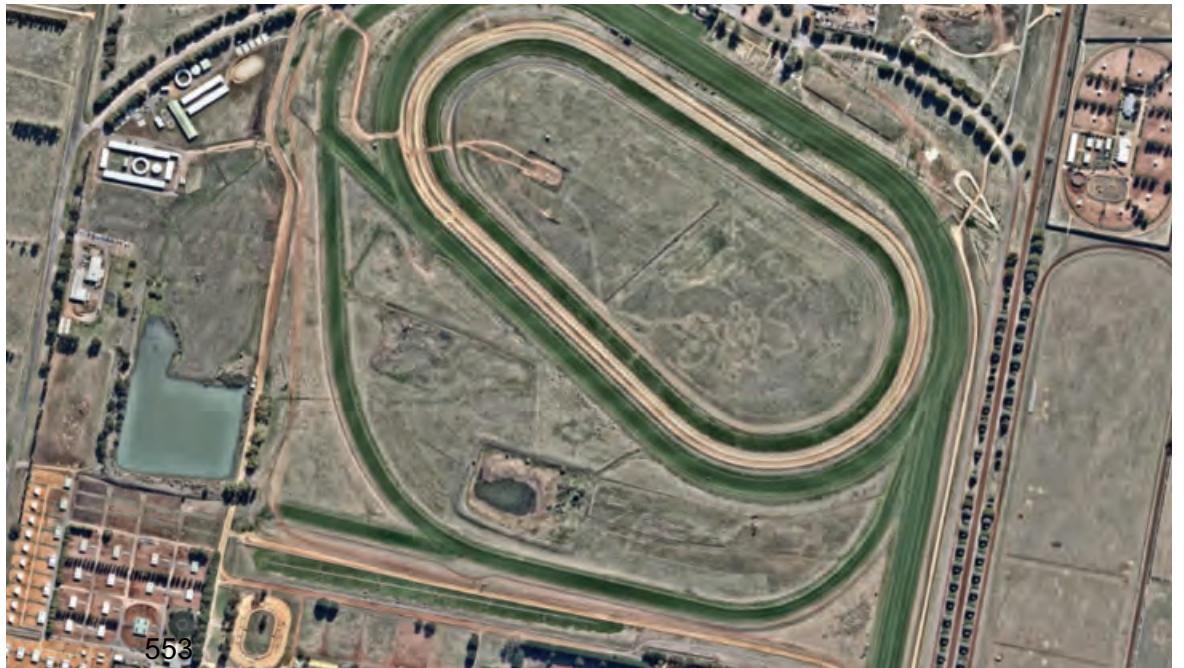
- Encourage development within the township boundary (approximately 12 years of infill potential and newly subdivided land)
- Encourage larger-lot development that reinforces township character
- Encourage medium density housing in the town centre where people can live within easy walk to local shops and services and people can access a range of housing choices as their personal circumstances change over time
- Long-term - Investigate potential for development of the quarry site as a unique offering, subject to feasibility including a noise study
- Key priority - Protect the long-term functional operations of Ballarat Airport.



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# Further embrace and celebrate the equine industry and integrate into the township

- Promote, celebrate and tell the stories of the local equine industry and personalities in the town centre of Miners Rest by installing a monument or public art, in consultation with the community and key stakeholders
- Provide safe horse access to the Ballarat Turf Club by constructing access tunnels along Kennedys and Midas Roads, and install traffic calming measures throughout the precinct
- Install interpretive signage to raise awareness that people are moving through an equine precinct
- Review the Special Use Zone 13 controls surrounding the Dowling Forest Racecourse
- Investigate the potential location of a bridle track for horse riding/training.



Adam Lindsay Gordon riding horse at Dowling Forest racetrack, T H Lyttleton, 1869.



# More local jobs and services

- Develop the town centre to include a range of local shops and services for residents and workers in local industries
- Encourage development of a medical centre and associated pharmacy, bakery and cafes
- Encourage the growth of retail and commercial activities, agribusiness and the equine industry.



# For more information

The Miners Rest Township Plan and Priority Action Plan outlines what you have told us is important to consider for the future of Miners Rest, what we have learnt about the area and what needs to happen to ensure that the future of the area achieves community aspirations.

For more information about the Miners Rest Township Plan, go to [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au) or contact [strategicplanning@ballarat.vic.gov.au](mailto:strategicplanning@ballarat.vic.gov.au)



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## 9.7. STRATEGIC PARTNERSHIP - LEADERSHIP BALLARAT

**Division:** Innovation and Organisational Improvement  
**Director:** Cameron Gray  
**Author/Position:** Amy Rhodes – Manager Communications and Marketing

### OFFICER RECOMMENDATION

**Council resolves to:**

1. **Approve a Strategic Partnership Grant valued at \$40,391 (excl. GST) per annum for 3 years for Leadership Ballarat and Western Region (LBWR).**
2. **Acknowledge the important role LBWR plays in developing future leaders for Ballarat.**
3. **Note that this funding will be provided with conditions relevant to the Strategic Partnerships Grant Program. Conditions include but are not limited to:**
  - a. **All events, projects and activities must be based in the City of Ballarat or otherwise provide evidence that the project/event/activity will involve and support a significant amount of people from the municipality.**
  - b. **Strategic Partnership Grant recipients are required to enter a Funding Agreement with Council that outlines reporting requirements and a mutually agreed evaluation framework that focuses on performance and outcome measures.**
  - c. **Unless otherwise exempt, applicants are to demonstrate a minimum dollar for dollar contribution to the partnership through funds, sponsorship or in-kind support.**
  - d. **Unless otherwise approved, a signed acquittal report must be submitted to Council annually. Organisations who fail to provide an acquittal report where required to do so will be ineligible for any further funding from Council.**

### EXECUTIVE SUMMARY

Council has previously funded Leadership Ballarat and Western Region (LBWR) through a sponsorship of \$20,000. The sponsorship has been delivered on an annual basis since 2010 but with no ongoing formal agreement.

LBWR has now applied for a Strategic Partnership Grant under Council's new Grant Policy, for an agreement for funding of \$40,000 annually in 2019, 2020 and 2021. In return for this investment, LBWR would provide a gratis position for one City of Ballarat employee. The funding will specifically contribute towards the delivery of the Canberra experience part of the program (focused on politics and advocacy), two community leadership days (one focused on Local Government and one on a community issue), and two community-based scholarships.

## RATIONALE

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

LBWR is seeking to enter into a Strategic Partnership with the City of Ballarat and has requested \$40,391 (excl. GST) per annum for three years.

In recognition of the Strategic Partnership, LBWR will:

- Provide one gratis position for a City of Ballarat employee in the 2019 program
- Provide naming rights to two community-based scholarships

The funding will specifically contribute towards the delivery of the Canberra experience part of the program (focused on politics and advocacy), two community leadership days (one focused on Local Government and one on a community issue), and two community-based scholarships.

LBWR provides professional development and networking opportunities to approximately 30 participants each year. Applications are invited from across the community and participants come from varied backgrounds.

The Leaders Forum is a ten-month program committed to shaping the future of the region by developing emerging community leaders. The program includes:

- 22 facilitated learning sessions including opening and closing residential retreats
- Strong focus on community leadership and issues within Ballarat and the region
- Community leadership focus based on proven method practiced and developed by Harvard University
- Fortnightly sessions from February to November (either full days or evenings)
- Ongoing support from community-based mentors (Learning Partner)
- Establishing and maintaining relationships through behind the scenes access to Federal Parliament, meeting with Ministers, Shadow Ministers and other senior officials and Party members in Canberra
- Opportunity to develop and display advocacy skills on behalf of regional areas at both a Local and Federal government level
- Psychometric assessments including Life Styles Inventory Personal Development Assessment and Group Style Inventory supported by additional coaching sessions
- All program materials and pre-reading
- Graduation dinner with Committee for Ballarat members and other community members

Participants exit the program with:

- Understanding of community leadership principles in the context of Ballarat and the surrounding region.
- Practical tools and techniques to exercise leadership within a community and commercial setting.
- Valuable strategic, personal and professional networks.

- Enhanced social capacity and ability to build and support ongoing social infrastructure and capacity building to contribute to frameworks for common purpose and strategic thinking.
- Skilled active citizens who can use their experiences, values and talents to understand the complexities and challenges of the issues that face our community in varying forms e.g. volunteering & governance positions.
- Leaders Forum Participants are eligible for Committee for Ballarat membership and credits for the Federation University MBA program.

LBWR is auspiced by the Committee for Ballarat. Project partners include Regional Development Victoria, Moorabool and Pyrenees Shires, Hugh Williamson Trust and Bank Australia.

Through a partnership with the City of Ballarat, LBWR hopes to further develop the collaborative relationship between the two organisations. A closer relationship and support of the program days would enrich the program content and participant experience and enable LBWR to present a better understanding of the bigger picture, the challenges and issues faced by our community.

The community scholarships will increase participant diversity and remove the financial barrier for two residents that may not otherwise be able to access the program but who have strong interest and background in bettering their community. The sponsorship amount received would support the financial stability of the organisation enabling LBWR to further explore and establish additional leadership offerings.

The application meets the Council Plan goals of:

**Liveability**

- A welcoming, inclusive, active and socially-connected city for all ages and abilities

**Prosperity**

- A vibrant city that engenders community pride
- Ballarat as a regional leader in innovation, research and creative industry projects

**Sustainability**

- Support current and future growth in a structured way

**Accountability**

- Strong regional partnerships
- Engaged and informed community and stakeholder groups

LBWR has supplied letters of support for this application from the following organisations (attached):

- Committee for Ballarat
- UFS Dispensaries

LBWR has also supplied testimonials from program alumni and its strategic statement to support this application (attached).

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

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

## REPORTING AND COMPLIANCE STATEMENTS

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

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

**Social/Cultural** – LBWR gives participants the ability to gain an overview of issues facing the Ballarat community and to appreciate the value of different community perspectives. Alumni give willingly of their time to improve Ballarat. 47.37% of LBWR graduates indicate that they increased their volunteer hours by 50% after completing the annual Leaders Forum. 18.42% double their volunteer hours.

**Economic** – The financial impact of LBWR's volunteer hours (assigned a value \$45 per hour) as at 2013 was \$8,255,005. Using these numbers, LBWR's projected value to the community as at 2017 was \$12,399,007.

**Financial/Resources** – The budget for the Strategic Partnerships Grant program has been considered and allows for the allocation of this funding. There is currently \$66,500 remaining in the Strategic Partnerships Grant budget for this financial year. It should be noted that it is expected that other applications may be received within the current financial year that would oversubscribe this budget.

**Risk Management** – In evaluating the likelihood of an adverse impact of the project, this strategic partnership is considered low risk. Should Council approve the application, disclaimer clauses will be included in the funding agreement transferring the risk to the applicant. The applicant must have a minimum \$5 million Public Liability Cover and payment milestones will be required.

## OFFICERS DECLARATIONS OF INTEREST

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

## ATTACHMENTS

1. 2018 Program Schedule [9.7.1]
2. UFS Letter of Support [9.7.2]
3. LBWR Alumni Testimonials [9.7.3]
4. Strategy Statement LBWR [9.7.4]
5. Cf B Letter of Support 2018 [9.7.5]

# Leaders Forum 2018 dates

**FEBRUARY  
14-15**

Opening retreat  
(RACV Goldfields,  
Creswick)

**MARCH 7**

Regional Overview  
(9am-5pm)

**MARCH 14**

Local Politics:  
Challenges of  
Leadership  
(5pm-9pm)

**APRIL 18**

Education: A  
Community  
Response  
(9am-5pm)

**MAY 2**

Leadership:  
Knowing Self &  
Leading Others  
(5pm-9pm)

**MAY 16**

What Is Community?  
(9am-5pm)

**MAY 30**

Innovation &  
Networking  
Business Day Out  
(9am-5pm)

**JUNE 6**

Communication  
(5pm-9pm)

**JUNE 19-21**

Canberra

**JULY 18**

Mid-year Review  
(9am-5pm)

**JULY 31**

Employment:  
Challenges &  
Triumphs  
(9am-5pm)

**AUGUST 15**

Exploring  
the Region  
(9am-5pm)

**AUGUST 29**

Diversity  
(9am-5pm)

**SEPTEMBER  
18**

Melbourne  
(VRCLP  
Combined  
Program Day)

**OCTOBER  
10**

Langi Kal Kal  
(5pm-9pm)

**OCTOBER  
24**

Community  
Wellbeing  
(9am-5pm)

**NOVEMBER  
7-8**

Closing retreat  
(Venue TBC)

**NOVEMBER  
TBC**

Leaders Forum  
graduation

26 September, 2018

City of Ballarat  
The Phoenix  
25 Armstrong Street South  
Ballarat Vic 3350



UFS Dispensaries Ltd  
ACN 087 822 259  
ABN 49 087 822 259

To whom it may concern,

I am writing in support of the Leadership Ballarat and Western Region (LBWR) Program auspiced by the Committee for Ballarat. I have been involved with this program since its inception, and was founding Chair of the LBWR Committee in mid-2005. I remained on the committee for several years, including a further term as Chair, and have subsequently been involved as a learning partner. The program aimed to deliver a high quality experiential community leadership program for our region, based on the successful Williamson Community Leadership Program.

Our aim was to catalyse engagement in the community and help develop the next generation of local leaders. The program probably reached a “critical mass” of alumni several years ago and impact of this program on our region is becoming increasingly visible. LBWR has created significant social capital in this region, with alumni running projects, supporting charitable organisations and stepping up to board positions across a range of sectors. I have received regular positive feedback from participants about the impact the program has had on them, and also from established Ballarat residents who have appreciated the fresh energy that graduands have brought to local community boards. In the thirty years that I have been involved in community and volunteer organisations, LBWR has by far been the most rewarding. UFS Dispensaries Ltd has successfully sponsored a candidate in 12 of the 13 program years.

Social capital is an important driver of prosperity and well-being and I believe LBWR is a vital tool for building this capability in our community. By supporting this program, the City of Ballarat would be helping to leverage community resources that improve community health and well-being, which is a core responsibility of local government.

I would be happy to provide any other information that may be required in support of this application.

Yours sincerely,

A handwritten signature in black ink that reads "Lynne McLennan".

Lynne McLennan  
Chief Executive Officer

## **Testimonials – LBWR Leadership Program**

### **Nicole Wiseman, Current Participant 2018 – Manager Integrated Children’s Services, City of Ballarat**

The Leadership Ballarat and Western Region program has been invaluable in supporting my leadership journey. I commenced the program six months after I ‘jumped into the deep end’ by taking on my first management role, in an industry that was new to me. Emerging from a difficult service re-alignment process, and with a brand-new Coordination team, I was lacking confidence in my ability to progress the cultural change and quality improvement required. I was also still finding my way in terms of my own authentic leadership style.

There are several ways the LBWR program has helped me on my journey. Firstly, the two-day opening retreat was fantastic in creating a distraction-free space for critical self-reflection and the opportunity to really understand my strengths as well as areas that need development. Additional sessions throughout the year have provided the opportunity to refine my leadership goals and continually work on areas of improvement.

The time spent getting to know such a diverse group of emerging leaders has provided a safe environment in which to continually strive to be more effective in my communication and engagement with others, particularly those with different behavioural and thinking styles. It has also enhanced my local networks and provided access to some of the people resources I had been seeking to support the growth of my team.

It has been an absolute privilege to have access to such an experienced mentor. His guidance has been instrumental in building my self-confidence and keeping me accountable to achieving the personal development goals I set myself for this year. Contact with the professionals used throughout the program, has also provided a good sounding-board when tackling particularly challenging workplace situations, and given me greater insight to find the right solution.

While at this point in time work and home commitments make it difficult for me to contribute more to the wider community, I believe the skills and confidence I have developed over these last nine months have enabled me to be a better communicator, a more effective and compassionate manager, and the driver of work-place change that has enhanced the services we provide and community connections we foster.

### **Nicole Roberts – Current Chair LBWR Management Committee, Senior Manager – Retail Operations, Sovereign Hill, Alumni 2011**

“When advocating for the leadership program I often find it hard to put into words exactly what you should expect. My CEO told me the program was an opportunity for personal growth. He said I would learn about community leadership and I would gain so much. From that my organisation would benefit tremendously. He was right. The benefits, although hard to measure, are many.”

### **Mark Bruty – Board Member and Deputy Chair, United Way Ballarat/The Ballarat Foundation – Community Events Officer, City of Ballarat, Alumni 2015**

“It did spark a community minded fire inside me and allowed me to step outside my comfort zone into roles I’d never considered before... I also gained a lot of insight into my own local community. Born and bred in Ballarat, I felt I knew ‘who’ Ballarat was – turns out I only had part of the picture. If you are open to these learnings, then you will be rewarded with a host of knowledge and higher understanding.”

### **Janelle Ryan – Board member, Visit Ballarat & Sovereign Hill – Director of Stakeholder Relations, Runway Ballarat, Alumni 2013**

“Since completing LBWR in 2012, I have changed a great deal. My life both professional and personally has been through major growth and changes, but the one thing that has remained consistent, is my learnings from LBWR and my ability to relate them to these changes.”

**Rachaele May – Committee Member, LBWR Management Committee - Director Regions & Emergencies,****Agriculture Victoria, Alumni 2008**

"I was a newcomer to the Ballarat region and had really only experienced the area via my friendship circle and work. The networks, issues explored and the speakers we met through LBWR really broadened my thinking of the issues in our community, and what community led leadership really is. I could not get that experience through a comparative leadership course... For me, the learnings of broader thinking, being challenged and reflecting on all of this, have led me to get more involved in my community and to focus on the needs of the people around me"

**Michelle Symes – Community volunteer, Baking the Blues Away & 52 Gifts – Marketing & Event Coordinator, Fiona Elsey Cancer Research Institute, Alumni 2007**

"Since completing the program ten years ago I have utilised those skills and knowledge by starting an initiative called Baking our Blues away. We partnered with Beyond Blue and for five years encouraged people to bake for someone they knew who might be doing it tough. We raised both awareness and funds for depression. 2015 saw me start a community nourishment program I named 52 Gifts. Every week for a space of one year I cooked a different family a meal within my community. I received a small grant from the Council and blogged and photographed each meal I made. The connection and experiences I had through those interactions were profound...Everything I learnt through the leadership program has helped me to arrive at the destination I am at right now."

**Norman Preuter - Committee Member, LBWR Management Committee, Alumni 2012**

"LBWR is such unique learning experience which is very hard to compare. I remember finishing the year and thinking no university course could have taught me what I have learnt during the year"

**Shannon Thompson – Psychologist, Australian Catholic University – Community volunteer**

"Participating in LBWR opened my eyes and helped me learn so much about our beautiful city, its infrastructure and the amazing people that make outstanding contributions both publicly and behind the scenes...I am a huge supporter of the program and since graduating at the end of 2016 I have done some guest speaking, joined a local board of management for a not for profit organization and have also become a learning partner for LBWR"

## **Leadership Ballarat Western Region (LBWR)**

### Strategy Statement 2018 - 2021

LBWR is an extremely effective entity and is highly valued by program graduates and local stakeholders. Although LBWR has been an unassuming operator, it has demonstrated a unique capacity to provide a deep and transformative leadership experience. The strategy has been refreshed to reflect the growing ambition of LBWR and the strong desire of committee members to extend reach and make a more profound impact. More specifically this strategy will:

- Ensure the fundamentals of the business remain sound
- Clarify LBWR market positioning and the value created for customers and stakeholders
- Identify new possibilities for enhancing the profitability and impact of the business

This document is a concise statement outlining the strategic direction of LBWR over the next three years. It is not intended to be a public facing document and it is anticipated that once the strategy is endorsed LBWR will produce material to communicate the strategy to stakeholders. The Strategic Discussion Paper provides additional context, commentary and rationale relating to the strategy.

Although the Committee will review and refine the mission/vision statement/s, it can be stated that **LBWR is in the business of ‘Leadership that Transforms’**. LBWR applies its specialist expertise to create the following value for people, organisations and community:

#### **People**

- develop skills and pathways to personal and vocational fulfillment
- establish good connections (locally and globally)
- learn how to be a changemaker

#### **Organisations**

- attract and retain high quality talent
- increase the capability of existing employees
- design creative solutions to complex challenges
- establish community goodwill and deliver on corporate social responsibility

#### **Community**

- leadership on the big issues
- catalyse social and economic participation
- increase social capital

This is an impressive catalogue of value and if LBWR can regularly deliver on (and sell) this value, profitability, profile and impact will be markedly enhanced. At the moment, some of this value is created incidentally, and if the strategy is to be achieved, LBWR needs to ensure it has a spread of services and products that accommodates the full set of value statements.

With this in mind LBWR services will be developed and delivered across three categories:

- Deliver transformative **leadership training programs**
- **Activate networks** to better connect people, organisations, ideas, resources and opportunities
- Provide leadership on **complex challenges**

Figure 1 highlights that LBWR needs to ensure the business model is configured to deliver on the LBWR mission, value proposition and service categories.

**Figure 1. LBWR Strategic Intentions**

Leadership that transforms People   Organisations   Community		
Enhance and extend the service model		
Modify the business model to optimise impact and viability		
Deliver transformative leadership programs	Activate networks to better connect people, organisations, ideas, resources and opportunities	Leadership and creative solutions for complex challenges
Governance & leadership	Workforce and culture	Resources and infrastructure
Marketing	Business systems and performance	Partnerships

### **Putting on our superhero cape**

Strategies need to be stepped into, as little changes unless new actions are undertaken. LBWR has determined that it is time to put on the superhero cape and introduce activity that will enable the organisation to move towards its best hopes for the future. A Strategic Roadmap has been developed and this details the strategic activity that will be undertaken over the next twelve months to extend the service model and optimise the business model.

The best place to start in terms of extending impact and profitability is to increase new training programs. LBWR staff will be charged with overseeing the design and introduction of three new programs; Emerging Leaders, Women's Leadership and Youth Camp. Additional training programs will be introduced over time.

Work parties will be tasked with exploring options and making recommendations about the services and products that should be established to activate networks and lead on complex challenges. LBWR will be looking for smart places to start for each service category and new offerings need to enhance profitability and impact.

As LBWR builds capability in these new service categories, we will continue to innovate and introduce activities that reflect the most ambitious aspects of our vision. We'd expect that within five years, LBWR will have played a pivotal role in making Ballarat and Western Region is a lighthouse of leadership, renowned worldwide for being a region that activates, harnesses and capitalises on a whole of community approach to leadership



3 October 2018

City of Ballarat  
PO Box 655  
BALLARAT VIC 3353

**To whom it may concern**

**LBWR Program – Letter of Support**

As you are aware, the LBWR program was established by Committee for Ballarat in 2005 with the objective of providing a community leadership program that would equip local emerging leaders with the necessary skills to make a positive contribution to the growth and prosperity of Ballarat and the region.

Over the past 13 years, the City of Ballarat has been a strong supporter of the program and has sponsored a number of its staff to participate in the program. To date, 25 have graduated from the program and have become Leaders in Action.

They, together with the other 320 graduates, have benefited from the highly-valued experiential program and are making their mark through managing community projects and events, supporting charitable organisations, and nominating for board and senior executive positions. They are the next generation of leaders who will spearhead the continuing success of Ballarat and the region.

Social capital is a critical element of a community and will be instrumental in the achievement of the four goals of the Council Plan – Liveability, Prosperity, Sustainability and Accountability. The LBWR program is a vital tool for building this capability in Ballarat and the surrounding region.

I encourage the City of Ballarat to favourably consider sponsorship of the LBWR program: an investment in this program will produce dividends in terms of developing the resources and leadership capability necessary to take this city forward as a progressive, prosperous regional centre.

Yours sincerely

A handwritten signature in black ink, appearing to read "M.R." followed by a stylized surname.

Melanie Robertson  
Chief Executive Officer, Committee for Ballarat

**9.8. COMMERCE BALLARAT AND CITY OF BALLARAT STRATEGIC PARTNERSHIP**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Sam Magill – Manager Economic Development

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Approve a Strategic Partnership between Commerce Ballarat and the City of Ballarat for \$110,000 (excl GST) per annum for a period of 3 years, a total commitment of \$330,000 (excl GST) over the life of the agreement.**
- 2. Acknowledge the important role Commerce Ballarat plays as the major member-based business advocacy organisation in the City.**
- 3. Note that this funding will be provided with the conditions relevant to the Strategic Partnership Grant Program, conditions include but are not limited to;**
  - a. Strategic Partnership funding recipients are required to enter into a Funding Agreement with Council that outlines specific program delivery expectations, reporting requirements and a mutually agreed evaluation framework that focuses on performance and outcome measures.**
  - b. Unless otherwise approved, a signed acquittal report must be submitted to Council annually. Organisations who fail to provide an acquittal report where required to do so, will not receive final payment and will be ineligible for any further funding from Council.**

**EXECUTIVE SUMMARY**

Commerce Ballarat is the largest independent business group in the city of Ballarat, working to provide strong, reliable leadership to the Ballarat business community.

Current sponsorship and a contribution agreement is due to expire on 30 June 2019, and Commerce Ballarat have sought to enter into a new consolidated 3-year arrangement. Council seeks to continue the ongoing relationship with Commerce Ballarat and acknowledge the integral role it plays within the Ballarat business community. This new agreement consolidates previous sponsorship and grant funding into a Strategic Partnership which both supports the ongoing advocacy and enables Commerce Ballarat to deliver a range of specific and targeted business programs for the City.

**RATIONALE**

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

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Commerce Ballarat is seeking to enter into a Strategic Partnership with the City of Ballarat and has requested \$110,000 (excl. GST) per annum for three (3) years.

The City of Ballarat and Commerce Ballarat have worked collaboratively for a number of years to ensure businesses within the City of Ballarat receive support, opportunities and guidance. Commerce Ballarat is a membership-based organisation with more than 500 members and are a critical element in the Ballarat business ecosystem. The organisation has a demonstrated track record in delivering programs and events and in providing strong leadership for the business community on a wide range of issues.

Over the past 15 years, City of Ballarat has partnered with Commerce Ballarat to financially support the delivery of a range of programs and events including:

- Business advocacy, training and networking opportunities
- Business development activities (such as retail support program)
- Christmas promotions
- B2B Program March/April and November/December annually
- Bisnet Breakfast Series
- Business Awards
- Business Day Out Conference
- B31 Ballarat Business Month

The new Strategic Partnership Agreement sets out a revitalised commitment to ensure Commerce Ballarat deliver key programs to the Ballarat business community, subsequently encouraging economic development for Ballarat and supporting the efficient delivery of the Council Plan and Ballarat Economic Program.

The new Strategic Partnership maintains the current level of financial support but consolidates sponsorship and program delivery into a 3 year agreement and includes additional partnership opportunities to support local businesses. These additional elements include:

- Tender Write workshops – supporting businesses writing and bidding for tendered projects
- Master classes – business skills development and training
- Welcome to Ballarat business package
- Skills development within industry
- Industry Forums (known as Industry Chats) and
- Other business support initiatives by agreement

Council will continue to receive appropriate acknowledgement as the sponsor of all relevant activities and maintain the ex-officio position on the Commerce Ballarat Board.

In addition, the new agreement expects to support Commerce Ballarat to:

- Continue to implement the five-year Strategic Plan with 12-month action plans
- Continue to provide member services including advocacy, support, networking and business development
- Continue to operate with strong governance principles in place
- Continue to offer key programs including Business Awards and Buy Local Campaign
- Find efficiencies in how programs are delivered and to reduce duplication

It is important that Council and Commerce Ballarat continue to engage through a formal funding agreement to ensure all opportunities for leveraging and achieving broader economic and community benefit are captured. The purpose of a Strategic Partnership in this instance is to clearly articulate the roles and responsibilities of both parties, to leverage current activities, allow for program delivery for mutual benefit and to explore future opportunities.

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Given Commerce Ballarat's significant contribution to the business sector in Ballarat, and after an assessment of the shared priorities and need for business program delivery, a Strategic Partnership is considered highly appropriate.

The legal terms of the agreement are detailed in a confidential Council Report attachment.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

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

## REPORTING AND COMPLIANCE STATEMENTS

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

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

**Economic** – Representing over 500 businesses in Ballarat, Commerce Ballarat, support and promote business, aiding Ballarat's \$6.4 billion economy.

**Financial/Resources** – A strategic partnership funding of \$110,000 (incl GST) per annum for a 3-year period. Funding is allocated within Council's budget capacity.

**Implementation and Marketing** – The Strategic Partnership Agreement will commence from 1 July 2019. Implementation and marketing of activities outlined in the Agreement will be undertaken by Commerce Ballarat.

**Risk Management** - If Council were to not provide partnership funding to Commerce Ballarat it would likely limit the scope of support provided to the business community in Ballarat.

**Evaluation and Review** – Council Officers will continue to monitor the Strategic Partnership Agreement guidelines for the duration of the Agreement to ensure appropriate compliance and delivery activities.

## CONSULTATION

Council Officers have consulted with the CEO of Commerce Ballarat on the formulation of the Strategic Partnership Agreement.

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## **OFFICERS DECLARATIONS OF INTEREST**

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

## **REFERENCE DOCUMENTS**

- Nil

## **ATTACHMENTS**

Nil

**9.9. AUSTRALIAN LADIES PROFESSIONAL GOLF (ALPG) BALLARAT PRO AM  
TOURISM GRANT FUNDING APPLICATION**

**Division:** Development and Planning

**Director:** Angelique Lush

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

**OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Approve a one-year \$6,250 (excl. GST) Tourism Event Grant to the Ballarat Golf Club for the Australian Ladies Professional Golf (ALPG) Ballarat Icons Pro Am event.**

**EXECUTIVE SUMMARY**

Council has received a Tourism Event Grant application for the Australian Ladies Professional Golf (ALPG) Ballarat Icons Pro Am event, planned for Monday 28 January to Sunday 3 February 2019. The ALPG Ballarat Icons Pro Am is an international level event that marks the start of the ALPG summer tour series.

The Ballarat Golf Club have requested \$25,000 (excl. GST) in cash funding. The club expects that 500 visitors and a further 3000 locals will attend the event producing a projected economic impact of approximately \$340,000.

The club has indicated that funding would be used to pay for a welcome dinner, the ALPG hosting fee and event marketing to encourage higher spectator attendance.

The Prosperity Portfolio Councillors have reviewed the funding request and are in support of the application however with a recommended cash funding amount of \$6,250 (excl. GST).

**RATIONALE**

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

Council has received a Tourism Event Grant application for the Australian Ladies Professional Golf (ALPG) Ballarat Icons Pro Am event, planned for Monday 28 January to Sunday 3 February 2019. The ALPG Ballarat Icons Pro Am is an international level event that marks the start of the ALPG summer tour series.

Of the requested \$25,000 cash funding, 28% would be allocated towards the ALPG hosting fee, 20% towards marketing and the remaining 52% towards other costs including a welcome dinner and operational costs.

This seven-day event expects a total attendance of 3,500 people (500 tourists and 3000 locals) with an anticipated economic impact of approximately \$340,000.

The winner of the ALPG Ballarat Icons Pro Am will be granted a spot in the Australian Women's Open, while the leading 10 players will be granted a spot in the Victorian Open. In addition to the two-day Pro Am and one day professional's only event, Ballarat Golf Club will also conduct a two-day ALPG qualifier event, two-day rookie camp, an ALPG meet and greet event, and 'Give Golf a Go' community-based activities.

The ALPG Ballarat Icons Pro Am event submission demonstrates a sound business case and Council officers are confident the event will run safely and effectively. The event aligns with Councils 2018 Active Women's and Girls Strategy which aims to positively influence the health and wellbeing of our community as well as contribute to the culture, lifestyle and liveability of the city. The event also aligns with the Ballarat Event Strategy.

The funding evaluation scored lower on the grant assessment criteria in the following areas:

1. The ability for the event to remain in Ballarat and to provide an ongoing and annual sporting and tourism contribution;
  - a. The event location is determined by the ALPG and is dependent on tour dates and larger events in the golfing calendar such as the New Zealand Open and Victorian Open. There is no guarantee that the event will remain in Ballarat after the 2019 event.
2. Project Budget;
  - a. The percentage of funding requested equates to 60% of the overall event budget, which is judged to be an excessively high percentage.
3. Inclusiveness and accessibility;
  - a. Whilst there are some activities for the community, the event is largely a professional sportsperson-based event, equally there may be limited spectator appeal for the broader public who may not follow golf.
4. Expected visitor attendance numbers and subsequent Return on Investment (ROI);
  - a. The \$25,000 requested funding is considered out of proportion for the expected visitor numbers and subsequent modest ROI.

The recommended funding amount was calculated using a scoring system based on the Tourism Event Grant assessment criteria, which includes an evaluation of the Return on Investment as highlighted below. The funding recommendation is supported by Visit Ballarat who will also provide in-kind promotional support via social media.

Three funding options were identified by officers:

1. Approve a one-year Tourism Event Grant for the ALPG Ballarat Icons Pro Am for \$25,000 cash (excl. GST).
2. Approve a one-year Tourism Event Grant for the ALPG Ballarat Icons Pro Am for \$6,250 cash (excl. GST). **(Recommended)**
3. Do not approve a one-year Tourism Event Grant for the ALPG Ballarat Icons Pro Am.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

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

## REPORTING AND COMPLIANCE STATEMENTS

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

**Economic** – An economic impact report prepared by Council officers using the REMPLAN economic modelling software calculated the potential economic impact of the event. Using the visitation data provided by the applicant, the event may inject \$340,000 into the Ballarat economy.

- Based on a cash grant of \$25,000 this represents a ROI of 1:14
- Based on a cash grant of \$6,250 this represents a ROI of 1:54

Typically, Officers will seek a ROI of 1:20 as an acceptable base level.

**Financial/Resources** – The funding of the ALPG Ballarat Icons Pro Am will require an allocation from the Tourism Event Grant Program budget. There are sufficient funds within the Tourism Grant Program budget for the three identified funding options.

**Risk Management** – If Council were to not provide grant funding for the ALPG Ballarat Icons Pro Am, there is the likelihood the event will not run in the same format or in Ballarat in future.

## 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. ALPG Ballarat Icons Pro Am Scoresheet **[9.9.1]**
2. ALPG Ballarat Icons Pro Am Remplan Report **[9.9.2]**
3. ALPG Ballarat Icons Pro Am Application **[9.9.3]**

## TOURISM EVENT GRANT PROGRAM ASSESSMENT

Event: 2019 Australian Ladies Professional Golf (ALPG) Ballarat Icons Pro Am

Event Length: 7 days

Date: 28 January - 3 February

Venue: Ballarat Golf Club

	Evaluation	Points Avail.
<b>1. Quality</b>		
Does the event or activity fill a gap in the event calendar and provide benefit to the Ballarat community?		
Type of event: Does this type of event align with the strategic direction of the City of Ballarat Council Plan?	3	4
Is the event (or proposed event) generally well supported and/or beneficial to the community?	3	4
Event date: Is there room for this event in the calendar?	4	4
Event location: Is the location appropriate?	4	4
Inclusiveness and accessibility of the event: Does the event appeal to a broad cross section of audiences?	2	4
<b>2. Feasibility</b>		
Can the project be delivered on time, on budget and to a high standard?		
Is the Project Budget complete, realistic and proportionally allocated to key areas?	2	4
Is the Risk Management Plan appropriate?	3	4
Is the Event Management Plan appropriate?	4	4
Is there proven ability to deliver the project successfully on time?	4	4
Is the allocated staffing and resources appropriate to deliver the event?	4	4
<b>3. Reach</b>		
Will the event raise the profile of Ballarat to state, national or international audiences?		
Does the event add value to the brand equity of Ballarat?	7	10
Is the Marketing Plan appropriate to achieve tourism attendance targets?	3	5
Does the event plan to run in Ballarat in the future?	3	5
<b>4. Investment</b>		
Does the event warrant funding?		
Does it intend to bring increased visitation to Ballarat?	7	10
Does the event have intentions of becoming self-sustainable from Council funding in the future?	7	10
Does the project provide a good level of expected economic return from tourist visitation and a good overall return on investment?	0	20
^ Additional/reduced points (PCG re-assessment of visitation)		N/A
TOTAL POINTS	<b>60</b>	<b>100</b>

VISITATION	Application	PCG Prediction
Estimated local attendance	3,000	1000
Estimated out of town attendance - day trip	0	200
Estimated out of town attendance - overnight	500	300
Average night stay	5	5
<b>TOTAL ATTENDANCE</b>	<b>3,500</b>	<b>1,500</b>

ECONOMIC IMPACT	ROI	Econ. Impact
Estimates based on application	14:1	340,000
Estimates based on PCG predicated visitation	15:1	222,000

Cash funding sought \$ 25,000

Cash funding recommended (based on assessment)	\$ 6,250	25%
------------------------------------------------	----------	-----

Table 1: Guide for Return on Investment (ROI)

ROI LEVELS	Points
1:1 – 15:1	0 points
16:1 – 20:1	Up to max. 5 points
21:1 – 25:1	Up to max. 10 points
26:1 – 30:1	Up to max. 15 points
31:1 +	Up to max. 20 points

Table 2: Calculation of TOTAL points gained from the assessment.

Total Points	
0-55	Not recommended for funding
56-65	0-25%
66-75	25-50%
76-85	50-75%
86 +	75-100%

## Tourism Impact Summary Report for Greater Ballarat (Tourism Activity: 7 days)

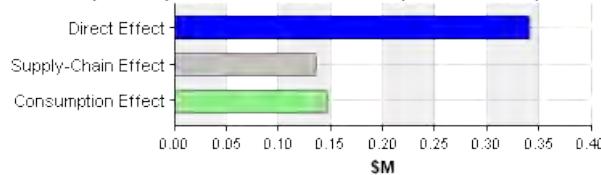
### Tourism Impact Scenario

Name ALPG\_Assessment  
Duration 7 days

Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	0	500	0	500
Number of Nights	n/a	5.00	0.00	
Estimated Expenditure per Visitor (\$)	\$90	\$680	\$0	
Total Estimated Expenditure (\$)	\$0	\$340,000	\$0	\$340,000

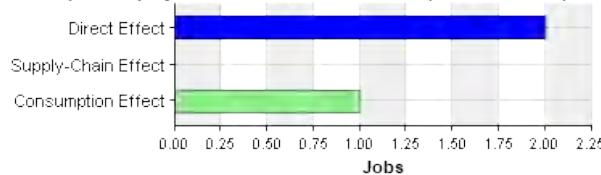
### Tourism Impacts

Impact Output Total - Greater Ballarat (2017 Release 2)



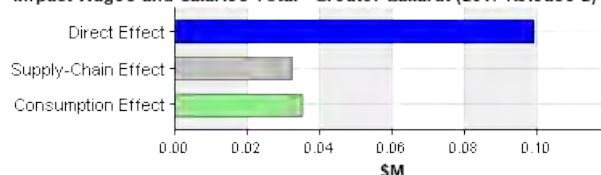
REMPPLAN

Impact Employment Total - Greater Ballarat (2017 Release 2)

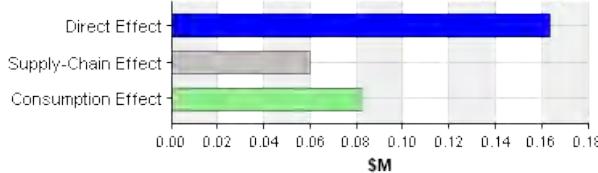


REMPPLAN

Impact Wages and Salaries Total - Greater Ballarat (2017 Release 2)



REMPPLAN

**Impact Value-Added Total - Greater Ballarat (2017 Release 2)**


[REFRESH](#)

Under this scenario Gross Regional Product is estimated to increase by \$0.305 million ( 0.00%) to \$7,284.763 million. Contributing to this is a direct increase in output of \$0.340 million, 2 additional jobs , \$0.099 million more in wages and salaries and a boost in value-added of \$0.163 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.135 million, 0 more jobs , \$0.032 million more paid in wages and salaries, and a gain of \$0.060 million in terms of value-added.

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

Impact	Type 1 Multipliers
Output	1.398
Employment	1.000
Wages and Salaries	1.327
Value-added	1.366

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.147 million, employment by 1 job , wages and salaries by \$0.035 million, and value-added by \$0.082 million.

Under this scenario, total output is expected to rise by \$0.622 million. Corresponding to this are anticipated increases in employment of 3 jobs , \$0.167 million wages and salaries, and \$0.305 million in terms of value-added.

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

Impact	Type 2 Multipliers
Output	1.829
Employment	1.500
Wages and Salaries	1.683
Value-added	1.869

### Tourism Impact Summary (Tourism Activity: 7 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.340	\$0.135	\$0.147	\$0.622	1.398	1.829
Long Term Employment (Jobs)	2	0	1	3	1.000	1.500
Wages and Salaries (\$M)	\$0.099	\$0.032	\$0.035	\$0.167	1.327	1.683
Value-added (\$M)	\$0.163	\$0.060	\$0.082	\$0.305	1.366	1.869

Tourism Events Grants Program  
Tourism Events Grants Program Application form  
Application TEGP000029 From Ballarat Golf Club

## Applicant Contact Details

\* indicates a required field

### Tourism Events Grants Program

**The Tourism Events Grants Program provides grants of up to \$25,000 for projects, festivals and activities which advance and encourage increased visitation, participation and yield and/or contribute to the presentation or marketing of Ballarat as a tourism destination of choice. Applications may be taken from not-for-profit and for-profit organisations and businesses. Specific assessment criteria will apply regarding value for money, increased visitor numbers and increased yield, this may include sporting events.**

***Before completing the application, please refer also to the Grant Program Guidelines***

### Your Details

The following section MUST be completed by the Applicant Organisation:

**Name of Organisation \***

Ballarat Golf Club

**Primary (Physical) Address \***

1800 Sturt St  
Alfredton VIC 3350 Australia  
Must be an Australian post code

**Postal Address (if different from above)**

PO Box 66W, Ballarat West  
Ballarat West VIC 3350 Australia  
Must be an Australian post code

**Applicant Website**

<http://www.ballaratgolfclub.com.au>

Must be a URL

**Contact Person \***

[REDACTED]

[REDACTED]

**Contact phone number/s \***

[REDACTED]  
Enter a 10 digit phone number. Include the area code for landlines

**Contact email**

[REDACTED]

Must be an email address.

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

**Is your event being auspiced? \***

- Yes
- No

If yes, you are still eligible to apply for funding, but you must identify an incorporated association to auspice your event.

## Your Organisation's Incorporation and Insurance

\* indicates a required field

**IA or ACN Number \***

A0004827W

Incorporated Association or Australian Corporation Number. If you don't have either of these, you must be sponsored (auspiced) by an incorporated organisation

**Your Organisation's ABN**

49867479929

Enter the 11 digit number

**Is your organisation registered for GST?**

- Yes
- No

---

**Attach your Public Liability Insurance Certificate (minimum \$20million) here \***

Filename: Certificate of Currency.PDF

File size: 367.8 kB

Certificate should cover the dates of your event. If event dates have not been finalised, please upload your most recent PLI Certificate

## Event Details

\* indicates a required field

**Event Name \***

ALPG Ballarat Icons Pro Am

**Event Start Date \***

28/01/2019

**Start time \***

7.00

Must be a number.  
ie. 07.00

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

**Event End Date \***

27/01/2019

**End time \***

19.00

Must be a number.  
ie 17.00

**Event description \***

The Australian Ladies Professional Golf (ALPG) Association Professional Event hosted by the Ballarat Golf Club is an international event and marks the start of the ALPG summer tour series.

The event welcomes Female Golf Professionals from over 16 different countries to compete against Australia's best female golfers on the ALPG Major tournament circuit.

The 2019 event will be a week long event. The Saturday will be a Pro Am where ALPG professionals are teamed with Amateur golfers from around Victoria. The Sunday will be a professional only seeded draw based on their previous days score with the winner walking away with close to \$10,000.

The Sunday provides a great opportunity for spectators.

The Pro Am welcomes Amateur golfers from around the State, both male and female and of any age or ability to compete alongside Australia and the worlds best female golfers, in a relaxed and friendly environment.

This is the only ALPG Pro Am to be held in the State outside of the Oates Vic Open in Barwon Heads and is a qualifier for the Vic Open which is the richest golf tournament in Australia. And Ballarat is shining a light on womens golf both professional and amateur by holding this event.

Describe your event and its activities.

**Where is the event being held? \***

Ballarat Golf Club, 1800 Sturt Street.

As well as the physical location please indicate if the venue is Council owned or managed; a private venue; or includes a road requiring closure

**Which option best describes your event? \***

- 1 day event at a single location
- 1 day event at multiple locations
- Multiple day event at a single location
- Multiple day event at multiple locations

**For this upcoming event, how many people in TOTAL do you expect to attend? \***

3500

Please include participants, volunteers etc., as above, in your total

**If you have held this event before, what was the TOTAL number of people who attended?**

1500

Please include participants, volunteers, officials, stallholders etc., as well as event visitors in your total.

**Is there a difference in expected attendance at your upcoming event and your last event? If yes, please explain the reasons why.**

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

Last year was a single day Pro Am with only three days of the Rookie Camp. The 2019 event is increased to a two day pro am with two days of the rookie camp and a two day ALPG Tour qualifier event. In 2019 year the event will not be held on a long weekend as it was in 2018. The 2018 event was played on day where we experienced extreme heat above 35 degrees which effected spectator numbers significantly.

If you expect less is the variation due to weather conditions; competing events etc. If you expect more what are you planning to do to achieve the increase in numbers.

**How many people do you expect to attend your event from OUTSIDE the Ballarat municipality? \***

500

Include stallholders, support crew etc. If you don't know the figures, please indicate in your answer.

**How many of your visitors from outside Ballarat do you expect to stay overnight here? \***

500

**How many nights do you expect each visitor to stay? \***

5

**Attach any evidence to support your application attendance figures and overnight stays here**

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Filename: Letter from Karen .docx

File size: 24.4 kB

---

Filename: Vic Open Spectator Numbers .pdf

File size: 315.9 kB

Evidence may include market research, surveys, past attendance records, gate counts, infomation from accomodation providers, or other information collected from your event.

## Budget and Marketing Information

\* indicates a required field

### Grant Details

**What is the TOTAL grant amount you are applying for? \***

\$25,000.00

Must be a dollar amount.

The maximum grant available is \$25,000

**Has your organisation received grant funding from the City of Ballarat in this tax year? \***

- Yes
- No

### Your Budget Outline

In the table below, outline the specific areas you require financial assistance from Council.

**Tourism Events Grants Program**  
**Tourism Events Grants Program Application form**  
**Application TEGP000029 From Ballarat Golf Club**

\*Please note, the following items are ineligible to receive funding: Wages, insurances (base set up costs), prizes or gifts, interstate or international travel.

<b>Item or Activity</b>	<b>What allocation is requested by Council?</b>
Marketing *	\$5,000.00 *
Hire Costs	\$4,000.00
Welcome Dinner	\$4,000.00
Pro Am Costs	\$5,000.00
ALPG Fee	\$7,000.00
	Must be a dollar amount.

**Is there an entry fee for your event?**

A Pro Am Entry Fee for Amateur players of \$50

Include all entry fees and concessions as applicable

**Do you expect your event to make a surplus?**

- Yes
- No
- Unsure

**Indicate how you will respond to your event making a surplus/loss**

A minimal surplus is expected which will be absorbed into future promotions for this event.

What will a surplus be used for? How will you cover a loss? If you are unsure of your event finances how do you plan to manage this?

**Do you have a plan to reduce reliance on Council's funding support in the future?**

Yes by obtaining a naming rights sponsor and experiencing growth in year two of the event.

Outline your plan and its proposed timeline

**Attach your Event Budget here \***

Filename: ALPG BUDGET.pdf

File size: 34.6 kB

Include all areas of income and expenditure including cash and in-kind. Include grant amount sought and any other sponsorships or partnerships.

Marketing

**What relationships or partnerships have you created to maximise economic or tourism benefits for Ballarat?**

The international guests will tour Ballarat and stay a week before the event giving them almost two full weeks in Ballarat. Using our courtesy bus we will visit the attractions around Ballarat giving the international guests a taste of the region. Over 100 international players, their caddies and family attended in 2018. Play and stay packages will be arranged and promoted through various publications to increase visitation and accommodation providers along Sturt street will have opportunity to promote their accommodation through the ALPG and through the Ballarat Golf Club.

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

For example, partnerships with local tourism operators, hospitality venues, retailers or other organisations which may include joint advertising, promotions, special offers etc. Outline how economic or tourism benefits will be achieved.

#### **Attach evidence of partnerships/agreements/letters of support here**

Filename: ALPG Icons Pro Am.jpg

File size: 3.3 MB

#### **Attach your Marketing Plan here \***

Filename: Marketing Plan ALPG event.pdf

File size: 33.9 kB

#### **What is the expected total spend on marketing, advertising & promotional activities to promote your event?**

\$5,000.00

Must be a dollar amount.

#### **What percentage of your total budget is the marketing component?**

12

Must be a number.

Don't include a % sign

## Tourism, Economic, Profile Outcomes

#### **How will you measure the tourism, economic and profile impacts of your event?**

Entries

Overnight stays

Survey by the ALPG

Survey by Ballarat Golf Club

Involvement by the community

postcode collections

media generated

visits to the course throughout the remainder of the year - e.g.. increase in visitation by guests

Identify what outcomes you will evaluate e.g.attendance; tourism impact; level of profile generated. Outline how you will evaluate each outcome e.g.ticket sales; postcode collections; surveys.

#### **Who is your target audience and where are they from?**

Marketing will be targeted at Amateur Golfers of all ages and abilities living in Ballarat and surrounding regions and cities including our golfing communities and the clubs we have involvement with including reciprocal agreements from Melbourne, Warrnambool, Geelong and the Surf Coast, Bendigo, the Ballerine and Horsham.

Most golfers will travel with friends or partners and amateur golfers tend to have disposable income.

Outline the type of people, age, where they are from etc

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

#### **What profile will your event create? How will it promote Ballarat to State, National or International Audiences?**

Through the ALPG networks and media links we will promote the event to a large audience of golfers both professional and amateur and those new to the sport through a major campaign to introduce new players to the sport.

#### **What benefits will your event bring to the local community? How will it do this?**

Shining a light on womens golf and giving young golfers the opportunity to play alongside the best female golfers in the country in a relaxed setting. Gives our 3000 strong club membership a sense of pride to host an important event.

Events such as this help us to achieve our goal of being the best regional golf course in Victoria and continuing to grow visitation from around the state.

The Ballarat Golf Club is part of The Communities of Respect and Equality Alliance (CoRE). CoRE is a partnership of organisations, businesses, clubs, groups and networks from across the Grampians Region that share a vision for safe, equal and respectful communities.

Hosting and supporting a Professional Womens golf event is in line with our dedication to the CoRE alliance vision for an equal community within our club and community.

May include benefits such as access to previously unavailable entertainment; volunteer participation; sense of pride etc.

## Capacity and Experience

#### **Do you have a long term plan that outlines the visions and goals for your event?**

- Yes
- No

#### **Attach your Strategic or Business Plan here**

---

Filename: Ballarat Golf Club\_Strategic Plan 2016-2020\_WEB.pdf  
File size: 2.0 MB

#### **Who in your organisation/committee will plan, manage and deliver your event?**



Include key roles and the skills they contribute

#### **Does your event have an Event Management Plan?**

- Yes
- No

#### **If you do not have documented plan, please explain why.**

#### **Attach Event Management Plan here**

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

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Filename: 2019 ALPG - Work List - 12-9-18.pdf  
File size: 106.1 kB

## General Capacity

\* indicates a required field

### **How will you ensure your event is inclusive and accessible to everyone?**

Free to spectate, great physical access for everyone, easy parking, open clubhouse, free activities, PGA Staff available to assist, entries open to the public and open to males, females, any age and any golf ability. Promoted extensively to locals as well as our target audience of Intrastate Amateur golfers.

This may include specific infrastructure and promotions targeting isolated members of the community

### **Attach your Risk Management Plan here \***

---

Filename: ALPG Risk Management Plan 2018 copy.pdf  
File size: 85.9 kB

## Checklist

I have included the following documents in my application:

- Public Liability Insurance Certificate
- Marketing Plan
- Event Management Plan
- Event Budget
- Risk Management Plan

### **Attach any other relevant documentation, if applicable, here**

No files have been uploaded

## Feedback, Review and Submit

\* indicates a required field

## Certification

This MUST be completed by the applicant organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the Events Unit, on behalf of the City of Ballarat, approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and/or letter of approval.

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

### Application TEGP000029 From Ballarat Golf Club

We agree \*

Yes  No

Certification must be agreed to by two representatives of the Applicant Organisation

**1. Name (Chair or President) \***

[REDACTED]

**Position \***

[REDACTED]

**2. Name (Secretary or Treasurer) \***

[REDACTED]

**Position \***

[REDACTED]

**Date \***

17/10/2018

Must be a date

### Privacy Notice

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in City of Ballarat's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Ballarat's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

### Agreement

In the case of a funding allocation, City of Ballarat Tourism Events Grants are allocated to organisations, clubs and /or groups with the understanding that:

- The organisation, club or group will be accountable to their auspice body and the City of Ballarat for the disbursement of funds
- The Grant must only be expended on the purpose for which it has been sought and allocated
- Any requests for variations to the intended purpose of the grant, or requests for extensions of the funding period must be submitted in writing to the Council. Please contact the Events Unit on 5320 5500
- The recipient will agree to monitoring the disbursement of allocated funds by an Officer of Council
- Grant recipients will complete an acquittal including the completion of a Variation Budget (included within the Acquittal Statement), outlining all expenditure items and **copies of relevant receipts**. This report must be received at City of Ballarat upon completion of the project or event. **Failure to satisfactorily acquit your grant may jeopardise any future grant applications**
- Any funds not expended for the intended purpose must be returned to the City of Ballarat, unless the organisation has received approval for a variation from the Events Unit
- There **MUST** be acknowledgment of the support of the City of Ballarat by the inclusion or reference to the City of Ballarat on any printed and promotional material

# Tourism Events Grants Program

## Tourism Events Grants Program Application form

Application TEGP000029 From Ballarat Golf Club

\*

- We agree to above terms and conditions

You have now completed the application process. Please **REVIEW** your application before clicking the **SUBMIT** button.

## **Marketing Plan - (not including the ALPGs own national PR campaign)**

### **Event Vision**

“Attract the best Female Professional Golfers in the country and overseas for five days of golf and activities involving intrastate amateur golfers and the local community.”

### **ALPG Objective**

Through the hosting of a major golfing event establish a long term marketing strategy to build the club brand, focusing on both the course and club house facilities ensuring its long term viability.

### **Key Initiatives/Actions**

- Shine a light on Ballarat as one of the best regional courses in Victoria and host of major sporting events.
- Build brand ambassadors through golfing participants
- Ensure players have a positive experience
- Present a golf course that is challenging, but which also leaves a positive experience.
- Introduce new people to the sport and engage the community.

### **Target Market**

Players - ALPG Golf Professionals

Amateur Players - All ages and abilities living in Ballarat and surrounding regions and cities including our golfing communities and the clubs we have involvement with including reciprocal agreements from Melbourne, Warrnambool, Geelong and the Surf Coast, Bendigo, the Ballerine and Horsham. Most golfers will travel with friends or partners and amateur golfers tend to have disposable income.

### **SWOT**

- Strengths: Strong past events to work off
- Weakness: Reliance on funding (working to secure sponsors in the future)
- Opportunity:

Leverage off the Oates Vic Open. Opportunities here to help increase exposure of our event.

Develop transfer, accommodation and meal packages for international, interstate and intrastate players.

- Threat: Weather hindering the event reducing spectator numbers.  
(we will address this by investigating and promoting a range of indoor activities)

## POTENTIAL GROWTH

There is a potential to turn this event into just one part of a major push in February to highlight golf in the region and pair these activities with Junior Golf incentives such as Golf Academies, Junior Scholarships, Spring Junior Training Camps.

Currently the event is the only women's Pro Am in the state outside of the Vic Open and the prize purse can continue to grow gaining more participants from around the world and more national attention for golf in Ballarat. Golf is one of Victoria's most popular organised sports with over 300,000 participants with a wide spread of age groups, golf remains one of Australia's top 10 sport and recreational activities.

New programs such as Golf Australia's PlayGolf, My Golf and Swing Fit respond to market trends and emerging potential market segments. Their targets include juniors and schools, females, people interested in health and fitness and beginners.

## UNIQUE MARKET POSITION

The Ballarat Golf Club is in a unique market position as the highest ranked course in the Ballarat Region, the only course hosting a PGA event and ALPG event and has a growing reputation as one of the best courses in regional Victoria through publications released by Visit Victoria, the Golf Guide, Golf Australia and Fox Sports. The club has developed this position by hosting events such as this PGA Trainee Championship and the positive positioning created by this unique event has been integral in maintaining our position as one of the best courses in Regional Victoria.

## Goals / Objectives from ALPG Event

Hold a successful event that has a high venue, event and staff rating from the Professionals and Amateurs (measured through ALPG survey of players).

Attract a quality field by offering a range of added activities for international and interstate players

## **Advertising and Promotional Strategy**

- Planned promotion/advertising type: Direct Mail, in house promotion, online advertising, media release, social media campaign, signage on Sturt Street, Ring Road.
- Promotional strategy: TV advertising, Print advertising, Direct mail to houses surrounding the golf club prior to Pro Am as those living in the area have been receptive and supportive of our events in the past. Social media updated with all touch points through social media team and through sharing content created by ALPG. Web will be updated and has a live feed of social media. Media releases will be compiled and released to local and national media during the lead up and through out the event. Also to targeted golf Publications including Inside Golf, Golf Australia, Golf Digest, Aus Golf, Golf Vic, Golf Australia. Signage is visible to the busy traffic on Ring Road and Sturt Street.
- Expected business improvement: A boost of visitation for the club through the bistro, function bookings, spectators to events, golf clinics and member- ships.
- Cost (\$): 5,000
- Target date: Starting in November

# BGC Multi Event To Do List

**Event:** 2018 PGA Futures

**Start Date:** 26/01/2019

**Contact:** Australian PGA - [REDACTED]

**End Date:** 27/01/2019

No of Days: 2

<b>Event:</b> ALPG 2 Day Event	<b>Event:</b> Welcome Dinner
Date Saturday 26th - Sunday 27th January 2019	Date Saturday Night - 26th January 2019

Who	Done	Notes	Who	Done	Notes
-----	------	-------	-----	------	-------

## 5 Months Out - 28/8/18

### Event Association

Initial Discussion with Association	All	X				
Contract Finalised	GF/AB					

### Club Booking

Book Club House/ Rooms	NP			NP		
Book Course	DW			DW		

### Sponsors

Initial source of sponsors	VR/GF					
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### Member Notification

Email to Members	VR/GF					
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### Media

Initial Press Release	VR					
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## 3 Months Out - 28/10/18

### Finalise Sponsorship

Contracts Finalised	VR/GF					
Source Logos	VR/GF			VR		

### Design of Digital Artwork

Posters	VR			VR		
Entry Forms	VR			VR		
Invitations	VR			VR		
Sponsorship Documents	VR					

### Media

Set Key Dates	All			VR		
Organise Guest Speaker				DW		

## 2 Months Out - 28/11/18

### Display Advertising

Print Posters	VR			VR		
Print Entry Forms	VR			VR		
Add to Website	WH			WH		
Start Social Media Marketing	VR			VR		

### External Advertising

Press Release to Media	VR					
Visit Ballarat	VR					
Visit Victoria	VR					

### Event Extras

Trophies	VR					
Functions & Catering	NP			NP		

### Pro Shop

Gift Bags Ordering	VR & DW					
--------------------	---------	--	--	--	--	--

### Member Notification

Email re course usage	GF					
Email re Billets	GF					
Email re Volunteers	GF					

### Billitt Allocation

Allocation of all Billitts	GF					
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## 4 Weeks Out - 28/12/18

### Signage

Create artwork for signage	VR & WH			VR & WH		
----------------------------	---------	--	--	---------	--	--

### Clubhouse

Items for Inside Clubhouse	VR & WH			VR & WH		
----------------------------	---------	--	--	---------	--	--

### Website

Add Player Page to Website	VR & WH					
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## 3 Weeks Out - 4/1/19

### Signage

Printing of signage	VR					
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<b>Event:</b> ALPG 2 Day Event	<b>Event:</b> Welcome Dinner
<b>Date</b> Saturday 26th - Sunday 27th January 2019	<b>Date</b> Saturday Night - 26th January 2019

Who	Done	Notes	Who	Done	Notes
-----	------	-------	-----	------	-------

## 2 Weeks Out - 11/1/19

### Event Prep

Set Pin Positions	DW & PGA					
Tee Setup	DW & PGA					
Card setup with distances						
Invitations to key people	All			All		

### Volunteers

Organisation of Volunteers Numbers	GF & DW					
------------------------------------	---------	--	--	--	--	--

## Week Prior - 18/1/19

### Club House

Registration Preparation	All					
Confirm numbers with Catering	AB			NP		
Temp Member Card for Players	GF					
Pop Up Café -	HM					

### Media

Interview with Participants	VR					
Media Release	VR					

### Sponsors

Acquire Sponsors Signage	VR & DW					
--------------------------	---------	--	--	--	--	--

### Course

Superintendant on Course Setup	DW					
Superintendant on Signage Setup	DW & WH					

### Event

Presentations Speeches	AB & DW			AB & PGA		
Organise MC	AB			AB		

## Day prior to event - Friday 25/1/19

### Course Preparation

Setup Initial Signage	All					
Shoot Out Setup	DW			DW & WH		

### Club House Setup

Registration Setup	AB & GF					
Inside Clubhouse	AB & GF					

### Volunteers

Organisation of Volunteers	GF					
----------------------------	----	--	--	--	--	--

## Event Day - Saturday 26/1/19

### Course Setup

Tee Positions	DW & GP					
Pin position cut	GP					
Setup Final Signage	All					
Ball Pick Up	DW					

## Post Event

Post-mortem Meeting	All			All		
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**Ballarat Golf Club**  
**ALPG – Risk Management Plan**

<b>Event: 2019 ALPG PRO AM</b>	
<b>Governing Sports Body: Australian Ladies Professional Golf</b>	<b>Dates: 28<sup>th</sup> January to 2nd Feb 2018</b>
<b>Event Organisers: Ballarat Golf Club &amp; ALPG</b>	<b>Location: Ballarat Golf Club</b>

<b>Risk Description</b>	<b>Existing Control Measures</b>	<b>Risk Rating</b>		
		<b>Likelihood</b>	<b>Consequence</b>	<b>Control Effectiveness</b>
<b>Volunteers - Spotters</b> 1. Injury caused by contact with; • Golf Ball	<ul style="list-style-type: none"> <li>Spotters to be placed in protected areas</li> <li>Spotters to wear high vis vests</li> <li>Competitors to be made aware of spotters positions</li> <li>Spotters not to walk out on fairway until all golfers have hit off in that group.</li> <li>Golf Aust insurance covers golfers causing injury with ball</li> </ul>	Possible	Moderate	Satisfactory
<b>Natural Events</b> 1. Bad Weather • During Competition	<ul style="list-style-type: none"> <li>Play Suspension – Electrical or Severe Storms</li> </ul>	Possible	Minor	Satisfactory
<b>Governance</b> 1. Conflict Event Organisers • During Competition	<ul style="list-style-type: none"> <li>Tournament Committee</li> </ul>	Unlikely	Moderate	Satisfactory
2. ALPG Relationship Failure • During Competition	<ul style="list-style-type: none"> <li>Tournament Committee</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Human Resources</b> 1. Workplace Injury	<ul style="list-style-type: none"> <li>WH &amp; S Policy &amp; Programs</li> </ul>	Unlikely	Minor	Satisfactory
2. Staff or Volunteer Conflict	<ul style="list-style-type: none"> <li>Employment Agreements</li> </ul>	Unlikely	Minor	Satisfactory

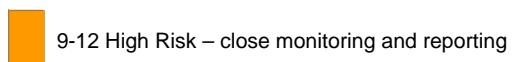
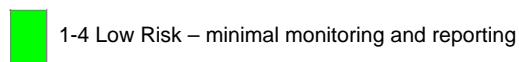
<b>Finance</b>				
1. Public Liability	• Audit & Finance Committee – Insurance Policy Cover 20 million	Unlikely	Major	Satisfactory
2. Non-payment of fees	• Audit & Finance Committee	Unlikely	Moderate	Satisfactory

**Risk Rating – ALPG**

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence ratings. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

		Consequence				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	5	10	15	20	25
	Likely (4)	4	8	12	16	20
	Possible (3)	3	6 • Natural Events	9 • Volunteers - Spotters	12	15
	Unlikely (2)	2	4 • Human Resources 1 • Human Resources 2	6 • Governance 1 • Governance 2 • Finance 2	8 • Finance 1	10
	Rare (1)	1	2	3	4	5

For grading risks, scores obtained from the risk matrix are assigned grades as follows;



 5-8 Medium Risk – regular monitoring and reporting

 13+ Extreme Risk – unacceptable, requires urgent attention

# 2018 Victorian Open Spectator Numbers

## SECTION 3:

### EVENT CRITERIA

#### A. ECONOMIC IMPACT

##### Origin of participants and spectators (attendees at your event):

For spectator and participant numbers, it is important to understand how many unique attendees there were at your event. *For example, if 1000 of the same people attended the event every day for 3 consecutive days, then you would list them as 1000 local spectators attending 3 days. If there were 3000 different spectators in total across the 3 days of an event and people only attended the event for one day each, then you would list it as 3000 local spectators attending 1 day of event. If the local spectators are a combination of both, then you should list them on two separate lines. Repeat the process for all attendees relevant to their origin ie local, interstate etc*

LOCAL	NUMBER OF UNIQUE ATTENDEES	NUMBER OF DAYS THEY ATTENDED THE EVENT
<b>Participants</b>	400 (mainly caddies & volunteers)	Average of 3 days per person.
<b>Spectators</b>	11, 500	Average of 1 day
DAYTRIPPERS – MELBOURNE AND INTRASTATE VISITORS	NUMBER OF UNIQUE ATTENDEES	NUMBER OF DAYS THEY ATTENDED THE EVENT
<b>Participants</b>	N/A	N/A
<b>Spectators</b>	8,500	Average of 1 day
OVERNIGHT VISITORS – INTRASTATE OR INTERSTATE	NUMBER OF UNIQUE ATTENDEES	NUMBER OF DAYS THEY ATTENDED THE EVENT
<b>Participants</b>	425 – players/caddies & officials	4 days per person
<b>Spectators</b>	450	Average of 1 day
OVERNIGHT VISITORS – INTERNATIONAL	NUMBER OF UNIQUE ATTENDEES	NUMBER OF DAYS THEY ATTENDED THE EVENT
<b>Participants</b>	150 – players & caddies	4 days per person
<b>Spectators</b>	N/A	N/A
<b>TOTAL UNIQUE ATTENDEES</b>	<b>PARTICIPANTS</b> Approx 966 people (inc 288 players, 288 caddies; 320 volunteers and 80 staff/officials)	<b>SPECTATORS</b> Approximately 20,450 people over the four Championship days including in excess of 8,000 over the duration of the final day.

Provide details of how the **actual attendance figures** for participants and spectators were collected or what methods were used to estimate them (eg surveys, ticket sales, registration data etc):

Estimates based upon number of cars parked within property and experience of crowd estimations for previous golf tournaments. The Barwon Heads Football & Netball Club were undertaking entry fee/car parking collection at Thirteenth Beach and provided gate receipt details (including car estimates for each day).

As a point of reference, the 144 male players consisted of 45 Victorians; 73 – other Australian States and 26 from overseas (mainly New Zealand). The 144 women's players consisted of 13 Victorians; 33 – other Australian States and 98 from overseas (mainly Europe).

For the first time in 2018 ALPG held an official Pro-am at Ballarat Golf Club making it the only ALPG pro-am to be held in Victoria. The pro-am was the opening event on the 2018 ALPG Tour and attracted a high-quality field of 74 professional players from 17 different countries, including former world number 1 Laura Davies and 4 Olympians.

Ballarat Golf Club has both fantastic facilities and a first-class golf course, many of the players commenting that it was the best “country” course they had played and that it was like “playing a sand-belt course in the country”

The country hospitality was another feature not to go unnoticed, with the players commenting on the friendliness of the staff and members of Ballarat Golf Club. Some of the professional players joined the members in their Saturday competition the day prior to the pro-am which was well received by the professionals and members alike.

The title of the pro-am, the ALPG Ballarat Icons Pro-am reflected the group of local iconic Ballarat businesses who collectively were the title sponsors; Haymes Paint, Country Club Villages, Gull and Company Estate Agents, Selkirk Bricks, JG King Homes, Integra and Eureka Concrete. Having quality local brands associated with the pro-am and supporting womens sport was fantastic for the event and the city of Ballarat.

The ALPG Ballarat Icons Pro-am was won by Chinese star Xiyu Lin who defeated Welshwoman Lydia Hall in a playoff at the second extra hole.

Without doubt the pro-am was one of the most successful and popular events on our 2018 Tour and we look forward to returning again in 2019.

### **Field**

74 professionals made up of 37 Australian Players and 37 International Players.

Of the Australian Players there was 1 local player, 6 additional players from Victoria and 30 interstate players.

15 of the interstate players had one other travelling with them, while 30 of the international players had someone travelling with them.

### **Economic Impact**

The pro-am delivered considerable economic impact for Ballarat.

1 local player \$50 per day for 2 days **\$200**

6 intrastate players \$300 per day for 3 days **\$5400**

45 interstate players and guests \$300 for 3 days **\$40500**

67 interstate players and guests \$400 for 3 days **\$80400**

2 ALPG staff \$300 for 4 days **\$2400**

200 Spectators local \$50 per day **\$10000**

**Total \$138900**

## CERTIFICATE OF CURRENCY

CERTIFICATE NO. [REDACTED]

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

Name of Insured: **BALLARAT GOLF CLUB INC**

Cover: Public Liability: \$20,000,000 any one occurrence  
 Products Liability: \$20,000,000 any one occurrence and in the aggregate  
 Professional Indemnity: \$10,000,000 any one claim and in the aggregate  
 Care, Custody & Control: \$250,000  
 Care, Custody & Control: \$2,000,000 for Gaming Machines  
 Management Liability: \$0 any one claim and in the aggregate  
 (For The Business of Golf Only)

Sport/Business: Golf

Excess: As per policy schedule.

Period of Insurance: 31/8/2017 to 31/8/2018

Underwriter: Certain Underwriters at Lloyd's

Policy Number: [REDACTED]

Counterparties: TABCORP shall be indemnified for acts of negligence by the Insured only arising out of the playing of the sport nominated in the schedule.

For full terms, conditions and exclusions please refer to Your Policy Wording version AGI\_Golf\_Club\_Liability\_Policy\_Wordin2001.17.



30/08/2017

DATE

**SPORTSCOVER™** • Melbourne • Sydney • London • Shanghai •

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# Strategic Plan 2016 -2020







## President's Message

On behalf of the Board and staff I am very pleased to present the Ballarat Golf Club Strategic Plan 2016-2020 (the Plan) to the members.

The Plan has been progressively developed over a number of months and it incorporates many of the views, comments and suggestions the Board has received from members and staff during our engagement and consultation processes.

The Plan contains our Vision: "*The Ballarat Golf Club will strive to be recognised as the premier golf club in country Victoria.*" Whilst we may not actually reach the pinnacle of being the premier golf club our Vision commits the current and successive Boards to driving a culture of continuous improvement for the enduring benefit of all members.

In addition to our "Vision" the Plan also clearly articulates "Our Mission" and it identifies six (6) Pillars, with each Pillar having desired outcomes / objectives and a number of key initiatives / actions that are required to be achieved over the life of the Plan.

A number of the key initiatives / actions will be ongoing with the timing of others being dependent upon the priorities set by the Board and the resources required for completion.

The Plan seeks to shape the future of the Ballarat Golf Club and to achieve the desired outcomes within the means available. It is a 'living' document that will be subject to regular review and amendment as appropriate. The Plan will also be the reference point for the Club and it will guide and inform all major decisions.

The Board will report regularly to the members against the key initiatives / actions and we will engage and consult with members prior to making any major decisions that may have the potential to impact on them.

Finally, I would like to sincerely thank all of the members and staff who have contributed to the development of the Plan, and I also express my appreciation and thanks to the Club's General Manager, Mr. Michael Phillips and to Mr. Michael Taylor from Taylored Leadership Solutions for their efforts in guiding the Board so professionally and capably through the process.

### **Greg Anders**

President

The following pages detail the Board's Vision and Mission for the Club, followed by the objectives and actions across each of the six pillars

#### **Our Vision**

***"The Ballarat Golf Club will strive to be recognised as the premier golf club in country Victoria"***

#### **Our Mission**

We Will

- always endeavour to present a golf course of exceptional standard and condition at all times and which is consistent with the design philosophy of the Thomson Perrett master plan
- offer high standards of golfing and hospitality services to members, guests and the corporate and private sectors to ensure high levels of utilisation of the Club's facilities
- ensure membership growth through product, services and marketing initiatives
- protect and ensure the long term viability of the Club through sound financial and operational management techniques
- ensure staff are of the highest standard and have the knowledge, resources and support to deliver the product and services required and expected by the members and guests
- always endeavour to retain the historical significance of the Club
- be committed to the development of pathways for junior golf
- develop and promote the Club as an asset to the community



## PILLAR ONE

# The Course

### Desired Outcome / Objective

Present a golf course that is challenging, but which also meets the needs and expectations of golfers of all abilities and aptitudes.

### Key Initiatives/ Actions

1. Ensure an overall course improvement strategy is in place which includes:
  - incorporation of the Thomson Perrett golf course master plan design philosophy
  - a review of the course every five years by Thomson Perrett to ensure the original design integrity is maintained
  - continuing with the adopted plan for the putting greens by progressively moving towards a surface of mixed bent / poa to provide excellent year round putting surfaces
  - continue to implement the recommendations contained in the 2016 Thomson Perrett Bunker Restorations Report
2. Develop a golf course landscaping strategy which includes:
  - a planned progressive strategy of tree replacement based on senescent and non performing specimens
  - strengthening boundary and screen planting
- ensuring specific hole backdrops are established in accordance with the recommendations from Thomson Perrett
3. Undertake the feasibility of introducing a smoking ban on the golf course.
4. Undertake the feasibility of implementing a structured and prioritised longer term path development program.
5. Course improvement priority projects being clearly identified in the budget documents for each financial year.
6. Identification of options for redevelopment of the driving range to better cater for member's needs and to improve financial returns, including consideration of:
  - options for automated ball dispensing
  - lighting
  - roof coverage
  - practice fairway bunker
  - practice pitching and chipping
7. Ensure that course staff have access at all times to modern and high quality plant and equipment by:
  - the development of a 5 year plant replacement program that is within the financial resourcing capacity of the annual budget

## PILLAR TWO

# The Clubhouse

### Desired Outcome / Objective

A clubhouse that adequately caters for the needs of members, customers and other users.

### Key Initiatives/ Actions

1. Establish a subcommittee with the appropriate skills and expertise to develop facility improvement concept plan options, including cost estimates on potential upgrades and associated services to ensure member and public use expectations are met.

Improvements and services to be considered in the concept layout will include:

- a dedicated members only area
- outdoor hospitality and entertainment area
- breakfast offering to cater for members and guests
- a modern and socially responsible gaming offer
- a clearly defined food and beverage identity that leads our dedicated market segment

2. Consider options to increase financial returns to the Club from gaming by:
  - investigating options for expansion of the gaming floor area (to be considered concurrently with the facility improvement concept plans)
  - initiating discussions with the gaming services provider for the purpose of assessing the feasibility of securing additional gaming machines





## PILLAR THREE

# Membership

### Desired Outcome / Objective

1. Offer a range of membership choices that respond to the needs of current day and future golfing members.
2. Having a cohesive and effective communications strategy to ensure that consistent and timely information is conveyed to our members.
3. Club staff are skilled and well equipped to deliver high quality services to members and guests.

### Key Initiatives/ Actions

1. Complete a review of all membership categories with the view to providing greater flexibility in membership categories and services, and which better respond to current membership trends, including consideration of:
  - new Member Induction Programs
  - a Pay for Play membership option
2. Develop a communications strategy and plan, including consideration of:
  - a regular members newsletter
  - an up to date operational and informative website and social media offering
  - use of the Club's IT systems to communicate with all current and prospective members more frequently and effectively
  - distribution of information to members on key course priorities and any updates made to the course improvement plan
3. Review the long term staff development plan annually to ensure all staff have the skills and resources to deliver the levels of service that members and guests require and expect.
4. Consider the introduction of a courtesy bus to encourage more use of the Club's facilities.

## PILLAR FOUR

# Marketing & Promotions



### **Desired Outcome / Objective**

Establish a long term marketing strategy to build the Club brand, focusing on both the course and club house facilities.

### **Key Initiatives / Actions**

1. Develop and maintain a clearly defined brand identity within the community and the golfing industry via the following:
  - research and analysis of the Club member base
  - improved knowledge and understanding of current golfing marketing trends
  - increased focus on junior golf programs
  - promoting the Club as a local social hub
  - development of a golf course image branding program
  - develop an Operational Plan for "Give Golf a Go" month
  - development of a marketing plan for Pay for Play market
  - offering Stay and Play accommodation packages
  - improved clubhouse signage
  - effective marketing of major events



## PILLAR FIVE

# Financial Sustainability



### Desired Outcome / Objective

Develop financial plans and programs that can sustainably deliver a minimum 5% net profit margin each year.

### Key Initiatives / Actions

1. Conduct an objective assessment of the current gaming operations including assets and third party providers.
2. Embracing best practice and improving current Finance / Administration Policies and Procedures.
3. Investigate the feasibility of a potential merger partner and extending the golf course capacity and range of facility and service offerings.
4. Investigate the feasibility of establishing Club accommodation facilities to drive the Stay and Play market.
5. Investigate possibilities for the development and use of the land fronting Sturt Street.
6. Conduct an objective assessment of all profit centres.

## PILLAR SIX

# Corporate Governance

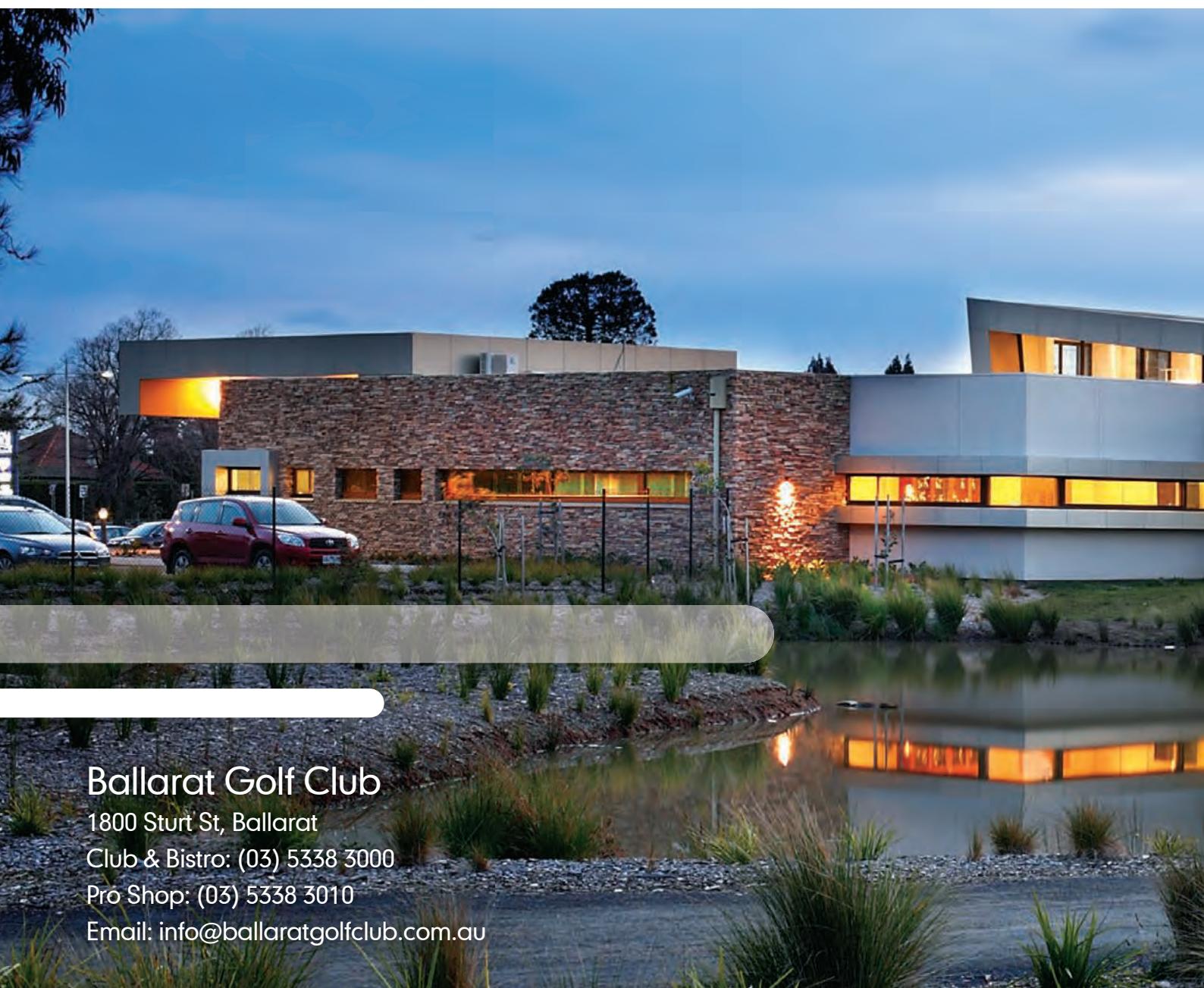
### Desired Outcome / Objective

1. Ensure the Club's current policies, procedures, rules and by-laws are contemporary and best practice.
2. The Ballarat Golf Club will be recognised for its leadership and commitment to the principals of equal opportunity and will be acknowledged as a successful model of gender equity in a golf club environment.

### Key Initiatives/ Actions

1. Establish a “gender equity” task group with membership based on nominations received from the Board and Ladies Golf Subcommittee in equal numbers, to discuss opportunities for gender equity initiatives.
2. Identify opportunities / options to enhance communication links with the Ladies Golf Subcommittee.
3. Develop an improved Board induction process.
4. Develop a plan for enhancing the governance skills of Board members.
5. Develop guidelines / processes to attract and encourage members with the right mix of skills to become potential board members.
6. Review the committee structures with the view to assessing whether they have the capacity to meet the current and future needs of the Club, including consideration being given to utilising the skills and expertise of non - board members.





## Ballarat Golf Club

1800 Sturt St, Ballarat

Club & Bistro: (03) 5338 3000

Pro Shop: (03) 5338 3010

Email: [info@ballaratgolfclub.com.au](mailto:info@ballaratgolfclub.com.au)

23<sup>rd</sup> October 2018

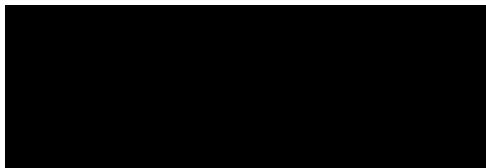


Dear Sir/Madam,

On behalf of ALPG, I am writing in support of Ballarat Golf Club who will be running the Ballarat Icons ALPG Pro-am in February 2019, which will provide an opportunity for professional players both from Australia and across the world to participate.

Australian Ladies Professional Golf is the governing body for women's professional golf in Australia and New Zealand, and will be a sanctioning partner in this tournament.

Kind Regards,



[Redacted]  
[Redacted]  
Australian Ladies Professional Golf Inc





# Catherine King MP



Federal Member for Ballarat



*Standing Up For Our Community*

13 September 2018

2018 ALPG Ballarat Icons Pro Am

PO Box 66W  
Ballarat West Vic 3350

Dear staff at 2018 ALPG Ballarat Icons Pro Am

I write to congratulate you all on your wonderful achievement in being nominated for the Events and Attractions Business Award at the 2018 Business Excellence Awards evening.

It is great to see that your hard work and dedication has been duly recognised by the Ballarat business community.

Again, please accept my congratulations on your nomination and my best wishes for your future endeavours.

Yours sincerely



**Ballarat Office**

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Ballarat, Victoria 3350  
Telephone (03) 5338 8123

**Bacchus Marsh Office**

Lerderderg Library,  
Bacchus Marsh, Victoria 3340  
Telephone 0409 855 946

**Parliament House**

Canberra 6A3T 2600  
Telephone (02) 6277 4407  
Catherine.King.MP@aph.gov.au

**9.10. REVISED 2018-19 BUDGET**

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

**OFFICER RECOMMENDATION****RECOMMENDATION**

**Council resolves to:**

1. Give Public Notice in accordance with sections 129 and 223 of the *Local Government Act 1989* of Council's intention to adopt, at a Council meeting of Council to be held at 7.00 pm on Wednesday 30 January 2019, the proposed 2018-19 Revised Budget.
2. In accordance with the provisions of Section 171 of the Local Government Act 1989, Council will waive \$90.00 of the Rates Levied for the 2018-19 year on properties where 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.
3. Invite and consider public submissions under Section 223 of the *Local Government Act 1989*, on the proposals contained in the 2018-19 draft revised budget and/or the granting of a rate rebate to eligible pensioners and/or Recreational 1 rateable properties. Written public submissions will be accepted for 28 days ending 9.00am Monday 14 January, 2019. All written submissions will be treated as confidential.
4. Any person who wishes to be heard in support of a submission received by Council should indicate in the written submission that he or she wishes to be heard. Any person requesting that he or she be heard in support of a submission is entitled to appear before a meeting of the Council either personally or by a person acting on his or her behalf at a Special Council meeting scheduled for Wednesday 23 January, 2019 at 7:00pm.
5. In accordance with the provisions of Section 171 of the *Local Government 1989*, Council will waive the Rates Levied for the 2018-19 year on properties where the property is classified as Recreational 1 for rating purposes: -

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

## EXECUTIVE SUMMARY

The Council must prepare a Revised Budget and Strategic Resource Plan where a significant change to the adopted budget is proposed. The Revised Budget is to contain the information specified in the *Local Government Act 1989* (the Act) and all details required by the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations). As soon as practicable after the Council has prepared a Revised Budget it must give Public Notice. Any person has the right to make a submission under section 223 of the Act on any proposal contained in the Budget.

Following the completion of the statutory obligations including consideration of submissions, Council may adopt the Revised Budget.

## RATIONALE

### Revised Budget 2018-19

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

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

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

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

Council is required to give public notice of the proposed revised budget and Strategic Resource Plan, and invite and consider submissions under Section 223 of the *Local Government Act 1989*, on the proposals contained in the 2018-19 Revised Budget.

Principal components of the 2018-19 Revised Budget include:

- Borrowing of \$10 million

Written public submissions will be accepted for 28 days commencing Monday 17 December, 2018, closing 9.00 am on Monday 14 January 2019. A special meeting of Council will be held on Wednesday 23 January 2019 to receive the submissions. Those members of the community that have submitted a written submission can request to present that submission to the Special Council meeting. All written submissions received by the Ballarat City Council will be kept confidential as to the matters raised within.

Council will hold a Council meeting on Wednesday 30 January 2019 to consider and adopt the 2018-19 Revised Budget and Strategic Resource Plan

A public notice of the adopted budget and declaration of rates and charges being scheduled to be lodged in The Courier on Saturday 2 February 2019.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

The financial operations are conducted within the financial policy framework of Council and the financial 2018-19 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>	Yes	Yes
<b>Evaluation and Review</b>	Yes	Yes

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

**Financial/Resources** - The major financial issue associated with this report are considered with the 2018-19 Draft Budget.

**Implementation/Marketing** - Information outlining the 2018-19 draft revised budget will be available from both the Town Hall and Phoenix buildings. The draft revised budget will also be available on the City of Ballarat's website. Various media articles will be circulated during the submission period relating to the draft budget.

**Evaluation and Review** – Evaluation and review occurs at the close of the public submission period at which time Council will review all submissions received. Council will evaluate all submissions and the draft revised budget, amend if required with the view to adopt the revised budget on 30 January 2019.

## OFFICERS DECLARATIONS OF INTEREST

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

## REFERENCE DOCUMENTS

- Nil
-

**ATTACHMENTS**

Nil

## 9.11. MEETING PROCEDURE LOCAL LAW

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

### OFFICER RECOMMENDATION

**Council resolves to:**

1. **Implement and make the Meeting Procedure Local Law, as shown in Attachment 1 of this report, effective once gazetted;**
2. **Revoke Local Law No. 18 endorsed on 22 August 2012 (R310/12);**
3. **Write to the person who made a submission on the proposed Meeting Procedure Local Law advising Council's decision to make the Meeting Procedure Local Law and the reasons set out in this report;**
4. **Give public notice, and notice in the Victorian Government Gazette, of the making of the Meeting Procedure Local Law; and**
5. **Send a copy of the Meeting Procedure Local Law so made to the Minister for Local Government.**

### EXECUTIVE SUMMARY

The City of Ballarat recently commenced the process of developing the new Meeting Procedure Local Law to replace Local Law No. 18 Meeting Procedure Local Law.

The draft Meeting Procedure Local Law has been prepared with reference to the State Government Guidelines for Local Laws, and a review of best practice approach across Victoria.

The report provides a summary of the public submission and officer response to the submission.

### RATIONALE

At the Council Meeting held on 3 October 2018, Council resolved (R289/18) to place the draft Meeting Procedure Local Law and the Community Impact Statement on public exhibition and invite written submissions in accordance with s223 of the Local Government Act 1989.

Advertisements were placed in the Government Gazette and in The Ballarat Times. One written submission was received and presented to the 21 November 2018 Council Meeting. The submission has been reviewed by Council Officers and response to issues raised have been summarised in the table below:

<b>Submission</b>	<b>Officer Response</b>
That members of the public should be able to ask questions and have responses given when making submissions on items listed on the agenda.	Under the proposed local law public can submit questions for answer in relation to agenda items during question time. Councillors may ask questions or seek clarification from officers to ensure that they have adequate detail to make an informed decision.
Officer recommendations should be presented by Directors to enable Councillors ability to move an alternate motion.	It is not proposed to include this in the Local Law. Officers recommendations are only that, a recommendation. Councillors have the capacity to move the recommendation or an alternative motion for consideration by Council.
<i>Clause 64</i> That the restriction of submitting questions to be no more than 75 words with no explanation is too onerous.	The recommended change is to enable questions to be received and answered in a timely and efficient manner and to ensure that as many people as possible have a chance to ask questions at meetings. The request has been considered and it is recommended to increase word limit to 150 words to enable context of question.
<i>Clause 17.3</i> That Council agenda is provided to the public no later than 5 working days prior to meeting as to enable members of the public to register questions.	Proposed Local Law states at least 2 days prior to meeting. This outlines the minimum notice and gives provision for an agenda to be submitted within a reasonable timeframe. Council will always endeavour to publish an agenda with as much time as possible prior to the meeting. This clause sets out the minimum.
<i>Clause 65.2.1</i> Excluding questions not pertaining to agenda items.	The purpose for this inclusion is to focus the questions relating to items on the agenda as these items are to be considered by Council. Questions relating to operational matters can then directed through the appropriate channels to initiate a response and action in a timely manner by relevant officers who are best placed to respond.
<i>Clause 65.1</i> Precluding questions for which an answer has already been given.	The inclusion of this clause is to ensure efficiency within the meeting and to ensure that as many people as possible have a chance to ask questions at meetings. The power to preclude a question is at the discretion of the Chair.
<i>Clause 65.5</i> Precludes questions of clarification.	It is not proposed to include this in the Local Law as questions of clarification can be asked by Chair or Councillors when question is submitted.
<i>Clause 67.3</i> Request to include additional clause for deputations to be requested by 3 or more Councillors	It is not proposed to include this clause as Councillors can request a deputation be made via a resolution of Council.
<i>Clause 67.5</i>	It is not proposed to include this in the Local Law as a summary is required to ensure that an agenda can

Request that written submissions 'must' be provided to be changed to 'should' to enable presenters of urgent items for consideration.	be prepared and distributed prior to meeting and that Councillors and the public understand what is put forward.
<i>Clause 68</i> Registration for submissions to Council	It is not proposed to include this in the Local Law. Process for registration for submissions for presentations under s223 to Council are outlined in the Local Government Act 1989.
<i>Clause 79</i> Records of Council meetings be replicated from Local Government Act 1989	It is not proposed to include this in the Local Law as requirements are already stated in the Local Government Act 1989. In the Victorian Ombudsman's report 'Investigation into transparency of local government decision making' it outlines that Councils should prevent confusion of obligations when drafting of local laws by not replicating obligations outlined in the Local Government Act 1989.

## CONCLUSION

Council may constitute the Meeting Procedure Local Law by resolution of the Council, having complied with the procedural requirements of the Act.

Once the Meeting Procedure Local Law is resolved, Council will give notice in accordance with the Act, notify the submitter and Minister for Local Government and will make copies of the local law available at the customer service centres and on Council's website.

## LEGISLATION, COUNCIL PLAN, STRATEGIES AND POLICY IMPACTS

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

## REPORTING AND COMPLIANCE STATEMENTS

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

**Human Rights** – It is considered that proposed MPLL impact on section 15 'Participation in Public Life' in the *Charter of Human Rights and Responsibilities Act 2006*, in so far as the draft changes enable increased participation by a broader populous.

**Social/Cultural** – Local laws related to meeting procedures 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 local laws are contained within the 2018/19 Council Budget.

**Risk Management** – Achieving the objectives set out in the Local Government Charter (Part 1A of the Act) requires the adoption and enforcement of a suite of Local Laws applicable under local conditions. Council has a level of discretion in regard to the final composition of the Local Laws, and approaches to enforcement contained within.

## **CONSULTATION**

Pursuant to section 119 of the *Local Government Act 1989*, Council has provided notice of the proposed local law in the Government Gazette and a public notice stating the purpose and general purport of the draft Meeting Procedure Local Law.

A copy of the draft Meeting Procedure Local Law was available for inspection at Council offices and for review on the City of Ballarat website.

A copy of the draft Meeting Procedure Local Law is contained in Attachment 1 with the change to public question time as indicated in the response to submission outlined above.

## **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**

- Local Law No.18 – Meeting Procedures Local Law
- Victorian Ombudsman – Investigation into transparency of local government decision making

## **ATTACHMENTS**

1. Proposed Meeting Procedure Local Law [9.11.1]

# CITY OF **BALLARAT**



## **BALLARAT CITY COUNCIL MEETING PROCEDURE LOCAL LAW**

**Adopted by Council on: XXXXXXXX  
Commencement Date: XXXXXX  
Revocation Date: XXXXXX**

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## **PART A INTRODUCTION**

### **1. Title**

This Local Law will be known as the "Meeting Procedure Local Law".

### **2. Objectives of this Local Law**

The objectives of this Local Law are to:

- 2.1. provide for the election of the *Mayor* and *Deputy Mayor*;
- 2.2. regulate the use of the *Common Seal*;
- 2.3. prohibit unauthorised use of the *Common Seal* or any device resembling the *Common Seal*;
- 2.4. provide for the procedures governing the conduct of *Council Meetings* and *Special Committees*; and
- 2.5. provide for the appointment of *Councillors* to *Advisory Committees*, *Special Committee* positions and external boards.

### **3. Authorising provision**

This Local Law is made under sections 5, 91 and 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 Local Law No. 18 (as amended)**

On the commencement of this Local Law, *Council's Meeting Procedure Local Law No. 18 (as amended)* is revoked.

### **6. Definitions and notes**

- 6.1. In this Local Law:

*"Act"* means the Local Government Act 1989 (as amended from time to time);

*"Advisory Committee"* means an Advisory Committee established by Council under section 86(1) of the *Act*;

*"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;

*"Annual (Statutory) Meeting"* means the Special Meeting held for the purpose of electing the *Mayor*;

*"Assembly of Councillors" has the same meaning as defined in the Act;*

*"Authorised Officer" means a person appointed as an Authorised Officer under s 224 of the Act;*

*"Caretaker Period" has the same meaning as 'election period' in Section 3(1) of the Act, and means the period that starts on the entitlement date and ends at 6pm on Election Day;*

*"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 Special or Advisory Committee of the Council;*

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

*"Council" means Ballarat City Council;*

*"Council Meeting" includes an Ordinary Meeting, a Special 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;*

*"Councillor Code of Conduct" means the code of conduct developed by the Council under Section 76C of the Act;*

*"Deputy Mayor" means the Deputy Mayor of Council elected in accordance with this Local Law;*

*"Leave of Absence" means formal leave requested and taken by a Councillor who is not available, or unable, to perform their Council duties for a specified period of time;*

*"Majority" means the votes cast by a Majority of the Councillors or members of a Special Committee present at a Meeting at the time the vote is taken;*

*"Mayor" means the Mayor of Council;*

*"Meeting" includes an Ordinary Meeting, a Special Meeting and a Special Committee Meeting;*

*"Minutes" means the record of proceedings of a Meeting of the Council or a Special Committee of the Council;*

*"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 motion of which prior notice has been given by a Councillor in accordance with the requirements of this Local Law;

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

*"Offence"* means an act or default in breach of this Local Law;

*"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 defined in Section 94A(1) of the Act as the functions of the Chief Executive Officer;

*"Ordinary Meeting"* means any Meeting of Council which is not a Special Meeting or a Meeting of a Special Committee;

*"Penalty Units"* mean penalty units as prescribed by the Sentencing Act 1992;

*"Quorum"* means the minimum number of Councillors necessary to conduct the business of Council. A quorum is half the Council members plus one.

*"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;

*"Special Committee"* means a Special Committee established by Council under section 86 of the Act;

*"Special Committee Meeting"* means a Meeting of Council convened and held in accordance with section 87 of the Act;

*"Special Meeting"* means a meeting of Council convened and held in accordance with section 84 of the Act;

*"Standing Orders"* means the provisions of this Local Law which govern the conduct of Meetings;

*"Suspension of Standing Orders"* means a suspension of the provisions of this Local Law, to facilitate full discussion on an issue without formal Local Law constraints;

*"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 Ordinary Meeting or Special Committee 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.

- 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 B - SWEARING IN OF COUNCILLORS AND ELECTION OF MAYOR

**Introductory Note:** This Part describes how the *Mayor* and *Deputy Mayor* are to be elected after a general election and the annual election of *Mayor* and *Deputy Mayor*.

### 7. Swearing in of Councillors

- 7.1. The *Chief Executive Officer* must open the first *Meeting* called after a general election pursuant to the *Act* and may then preside over the *Meeting*.
- 7.2. Once all *Councillors* present are sworn in and made a declaration to abide by the *Councillor Code of Conduct*, the *Meeting* may elect a temporary *Chairperson*.

### 8. Election of Mayor

- 8.1. The *Mayor* must be elected annually at a *Meeting* of the *Council* called the *Annual (Statutory) Meeting*.
- 8.2. The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act* and this Local Law.
- 8.3. Subject to sub-clause 8.3.1, 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:
  - 8.3.1. after the fourth Saturday in October but not later than 30 November in each year; or
  - 8.3.2. in any case, as soon as possible after the office of *Mayor* becomes vacant.
- 8.4. Notwithstanding clause 8.3.1, the *Council* may resolve to elect a *Mayor* for a term of 2 years. If *Council* resolves to elect the *Mayor* for a term of 2 years, the next election of the *Mayor* is 2 years after the fourth Saturday in October but not later than 30 November in the second year after the election.
- 8.5. 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:
  - 8.5.1. Opening and Acknowledgement of Country;
  - 8.5.2. Apologies;
  - 8.5.3. Election report (at the *Council Meeting* to elect the *Mayor* following the declaration of results of a general election of *Councillors*);
  - 8.5.4. Oath of office (at the *Council Meeting* to elect the *Mayor* following the declaration of results of a general election of *Councillors*);
  - 8.5.5. *Councillor Code of Conduct* (at the *Council Meeting* to elect the *Mayor* following the declaration of results of a general election of *Councillors*);
  - 8.5.6. Appointment of Temporary *Chairperson*;
  - 8.5.7. Term of the *Mayor* and determination of the position of *Deputy Mayor*,

- 8.5.8. Election of the *Mayor*;
  - 8.5.9. Presentation and commencement speech by the incoming *Mayor*;
  - 8.5.10. Election of *Deputy Mayor* (if the position is established); and
  - 8.5.11. Ceremonial motions.
- 8.6. 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.
- 8.7. The commencement speech may not address matters outside the powers of the *Council*, be derogatory, or be prejudicial to any person or the *Council*.

## **9. Procedure for Election of the Mayor**

- 9.1. A *Mayor* must be elected in accordance with section 71 of the *Act*.
- 9.2. 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*.
- 9.3. The *Chief Executive Officer* will advise all *Councillors* of the names of the candidates within 24 hours of nominations closing.
- 9.4. The *Chief Executive Officer* must open the *Meeting* at which the *Mayor* and/or *Deputy Mayor* are to be elected; and preside until the *Meeting* elects a temporary *Chairperson*.
- 9.5. The temporary *Chairperson* must invite nominations for the office of *Mayor* which must be seconded.
- 9.6. If there is only one (1) nomination, the candidate is declared elected.
- 9.7. If there is more than one (1) nomination, a vote will be held.
- 9.8. In the event of a nominee receiving a *Majority* of the votes, that nominee is elected as *Mayor*.
- 9.9. In the event that no nominee receives a *Majority* of the votes, the nominee with the fewest number of votes is a defeated nominee. The *Councillors* present at the *Ordinary Meeting* must then vote for one (1) of the remaining nominees.
- 9.10. If one (1) of the remaining nominees receives a *Majority* of the votes, he or she is duly elected *Mayor*.
- 9.11. If none of the remaining nominees receive an *Majority* of the votes, the process of declaring the nominees with the fewest number of votes, a defeated nominee and voting for the remaining nominee must be repeated until one (1) of the nominees receives a *Majority* of the votes. That nominee is then duly elected.
- 9.12. In the event of two (2) or more nominees having an equal number of votes and one (1) of them having to be declared:
  - 9.12.1. a defeated nominee; and the other
  - 9.12.2. duly electedthe declaration will be determined by lot.

- 9.13. If a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:
  - 9.13.1. each nominee will draw one (1) lot;
  - 9.13.2. the order of drawing lots will be determined by the alphabetical order of the surnames of the nominees who received an equal number of votes except that if two (2) or more such nominees' surnames are identical, the order will be determined by the alphabetical order of the nominees' first names;
  - 9.13.3. as many identical pieces of paper as there are nominees who received an equal number of votes must be placed in a receptacle
  - 9.13.4. if the lot is being conducted to determine which is a defeated nominee, the word "Defeated" must be *Written* on one (1) of the pieces of paper, and the nominee who draws the paper with the word "Defeated" *Written* on it must be declared the defeated nominee (in which event a further vote must be taken on the remaining nominees); or
  - 9.13.5. if the lot is being conducted to determine which nominee is to be duly elected, the word "Elected" must be *Written* on one (1) of the pieces of paper, and the nominee who draws the paper with the word "Elected" *Written* on it must be duly elected.

## **10. Procedure for election of the Deputy Mayor and Temporary Chairperson**

- 10.1. At a *Meeting* to elect the *Mayor*, the *Council* may determine to elect a *Deputy Mayor*.
- 10.2. If *Council* determines to elect a *Deputy Mayor*, the procedure used for the election of *Mayor* will be used to elect a *Deputy Mayor* or *Temporary Chairperson* (in cases where the *Mayor* and *Deputy Mayor* are absent from a *Council Meeting*), provided that a reference to the *Mayor* is a reference to the *Deputy Mayor* or to the *Temporary Chairperson*, as the case may be.
- 10.3. Subject to clause 10.2, the *Chief Executive Officer* must arrange an election as soon as possible after the office of *Deputy Mayor* becomes vacant.

## PART C 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.

### 11. Council's Common Seal

- 11.1. The *Chief Executive Officer* must ensure the security of *Council's Common Seal* at all times.
- 11.2. The affixing of *Council's Common Seal* to any document must be attested to by the signatures of:
  - 11.2.1. the *Mayor* and the *Chief Executive Officer*; or
  - 11.2.2. in the absence of the *Mayor*, by a *Councillor* and the *Chief Executive Officer* or any other member of *Council* staff authorised by *Council*.
- 11.3. 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 D COUNCIL'S OFFICE HOLDERS

### 12. Appointment of Councillors to Advisory Committees, Special Committees and boards

At least by the last *Council Meeting* of the calendar year, the *Council* must resolve to:

- 12.1. allocate *Councillors* to nominated *Advisory Committees, Special Committees* or board positions; and
- 12.2. remove *Councillors* from *Advisory Committees, Special Committees* or board positions.
- 12.3. Notwithstanding clause 12.1, *Council* may, by resolution, allocate *Councillors* to, and remove *Councillors* from, nominated *Advisory Committees, Special Committees* and board positions at any other time.

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## PART E MEETINGS PROCEDURE

**Introductory Note:** This Part is divided into a number of divisions. Each division addresses a distinct aspect of the holding of a *Council Meeting*. Collectively the divisions describe how and when a *Council Meeting* is convened, when and how business may be transacted at a *Council Meeting* and the particular circumstances of *Special Committee Meetings*.

### DIVISION 1 - NOTICES OF MEETINGS AND DELIVERY OF AGENDAS

#### 13. Dates and times of Meetings

- 13.1. *Council* must fix the date, time and place of all *Ordinary Meetings*.
- 13.2. *Council* may from time to time fix a date, time and place of *Special Committee Meeting's*.

#### 14. Council May Alter Ordinary Meeting Dates

- 14.1. *Council* may from time to time change the date, time and place of any *Ordinary Meeting* which has been fixed and must provide reasonable notice of the change to the public.

#### 15. Special Meetings

- 15.1. A notice of a *Special Meeting* must be delivered to every *Councillor* at least 2 days before the *Special Meeting*. A period less than two (2) days may, however, be justified if exceptional circumstances exist.
- 15.2. Subject to any resolution providing otherwise, the order of business of any *Special Meeting* must be the order in which such business stands in the *Agenda* for the *Meeting*.

#### 16. Notice of Meeting to the Public

- 16.1. Seven (7) days-notice of a *Council Meeting* must be given to the public by advertising on the *Council Website* and in a local *Newspaper* generally circulating within the municipality unless time does not permit.
- 16.2. Advertising can be done as a schedule of *Meetings* either annually or at various times throughout the year, or just prior to each *Meeting* unless extraordinary circumstances exist
- 16.3. Reasonable notice of *Council Meetings* is considered to be a least 2 days before a *Meeting*.

#### 17. Notice of Meeting to Councillors

- 17.1. A notice of a *Meeting* must state the date, time and place of the *Meeting* and the business to be dealt with, incorporating or accompanied by an *Agenda*; and must be delivered (whether personally, by facsimile, email or otherwise) or made available electronically to every *Councillor* as early as practicable; or at least 2 days before the *Meeting*.
- 17.2. Subject to any resolution of *Council*, the *Chief Executive Officer* will determine the method of delivery to be used under clause 17.1.
- 17.3. An *Agenda* of an *Ordinary Meeting* must be provided to the public at least 2 days before the *Ordinary Meeting*.

## DIVISION 2 – QUORUMS

### 18. Inability to gain a quorum

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

- 18.1. those *Councillors* present; or
- 18.2. if there are no *Councillors* present, the *Chief Executive Officer*, or,
- 18.3. 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.

### 19. Inability to maintain a quorum

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

- 19.1. those *Councillors* present; or
- 19.2. if there are no *Councillors* present, the *Chief Executive Officer*, or,
- 19.3. 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.

### 20. 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 of *Councillors*, the *Chief Executive Officer*, or, in his or her absence, his or her delegate, must adjourn the *Agenda item* or *Council Meeting* for a length of time sufficient to enable dispensation for the affected *Councillors* to be obtained from the Minister administering the *Act*.

### 21. Adjournment

The *Chief Executive Officer* must provide *Written* notice of an adjournment under clause 18, 19 or 20, 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, facsimile, email, in person or by some other means is sufficient.

### 22. Adjourned meetings

- 22.1. *Council* may adjourn any *Council Meeting*.
- 22.2. 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.

## DIVISION 3 – CONDUCT AND BUSINESS OF MEETINGS

### 23. Time limits for Council Meetings

- 23.1. A *Council Meeting* must start within 30 minutes of the advertised start time.
- 23.2. 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.

### 24. 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.

### 25. 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.

### 26. Chairperson

The *Mayor* must preside at all *Council Meetings* at which he or she is present, in the role of *Chairperson*.

### 27. Absence of Chairperson

- 27.1. In the absence of the *Mayor*, the *Deputy Mayor* (if one is elected) must preside at any *Council Meeting* at which he or she is present, in the role of *Chairperson*.
- 27.2. In the event that both the *Mayor* and *Deputy Mayor* are absent, or a *Deputy Mayor* has not been elected, *Council* must elect a temporary *Chairperson* to preside at that *Council Meeting*.

### 28. Leave of Absence

- 28.1. If a *Councillor* is absent from a *Council Meeting*, the *Councillor* should request a *Leave of Absence* at a prior *Council Meeting*.
- 28.2. If this is not practicable, the *Councillor* must give the *Chief Executive Officer* notice of an apology prior to the *Council Meeting*.
- 28.3. If a *Councillor* leaves a *Council Meeting*, the *Councillor* must request permission from the *Chairperson* before leaving the *Chamber*.
- 28.4. Unless there is an emergency, or otherwise in accordance with clause 28.6 of this Local Law, a *Leave of Absence* requested during a *Council Meeting* will only be granted at the end of a motion.
- 28.5. Unless there is an emergency, or otherwise in accordance with clause 28.6 of this Local Law, a *Leave of absence* must not be requested or granted during a debate.
- 28.6. The *Chairperson* may call a comfort break at any time during a *Meeting* on a request from a *Councillor*.

## **29. Urgent Business**

- 29.1. Subject to clause 29.2, *Urgent Business* may be considered at any *Ordinary Meeting*.
- 29.2. *Urgent Business* can only be admitted by resolution of *Council* and only then if it:
  - 29.2.1. relates to or arises out of a matter which has arisen since distribution of the *Agenda*; or
  - 29.2.2. cannot safely or reasonably be deferred until the next *Ordinary Meeting*.
- 29.3. Notwithstanding anything to the contrary in this Local Law, a *Councillor* (with the agreement of the *Meeting*) may only submit or propose an item of *Urgent Business* if the matter relates to business that does not:
  - 29.3.1. substantially affect the levels of *Council* service;
  - 29.3.2. commit *Council* to significant expenditure not included in the adopted budget;
  - 29.3.3. establish or amend *Council* Policy;
  - 29.3.4. commit *Council* to any contractual arrangement;
  - 29.3.5. require, pursuant to any other policy determined by *Council* from time to time, the giving of prior notice; and
  - 29.3.6. 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*.
- 29.4. 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*.
- 29.5. 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.

## **DIVISION 4 – MOTIONS AND DEBATE**

**Explanatory Note:** Councillors may put forward a motion which is different to an officer's recommendation on an item included in the *Agenda*. The motion, if adopted, becomes the actual decision (or resolution) of the *Council*.

### **30. 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 procedures outlined in this Division.

### **31. Notices of Motion**

- 31.1. Prior to a *Council Meeting*, *Councillors* wanting to include a matter on the *Agenda*, must complete a *Notice of Motion* form.
- 31.2. A *Notice of Motion* form must be signed by the *Councillor*, and be lodged with the *Chief Executive Officer* (whether personally, by facsimile, email or otherwise) by 4pm the Thursday before the *Council Meeting* 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*

Motion form is received after that time, it must, unless withdrawn, be included in the *Agenda* for the following *Council Meeting*.

- 31.3. A *Notice of Motion* may be withdrawn by the *Councillor* who lodged it by a request *In Writing* received (whether personally, by facsimile, email or otherwise) prior to the publication of the *Agenda* for which the *Notice of Motion* was intended. Otherwise, the item must be dealt with at a *Council Meeting*.
- 31.4. The *Chief Executive Officer* must reject any *Notice of Motion* which:
  - 31.4.1. is too vague;
  - 31.4.2. 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;
  - 31.4.3. is defamatory;
  - 31.4.4. may be prejudicial to any person or *Council*;
  - 31.4.5. is objectionable in language or nature;
  - 31.4.6. is outside the powers of *Council*;
  - 31.4.7. is a *Notice of Motion* submitted during the *Caretaker Period*; or
  - 31.4.8. is a matter subject to a *Council* decision making process which has commenced but is not yet complete.
- 31.5. If the *Chief Executive Officer* rejects a *Notice of Motion* under sub-clause 31.4, 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.
- 31.6. 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.
- 31.7. Subject to sub-clauses 31.8 and 31.9 a *Notice of Motion* must call for a *Council* report if the *Notice of Motion*:
  - 31.7.1. substantially affects the level of *Council* services;
  - 31.7.2. commits the *Council* to expenditure in excess of \$20,000 and that has not been included in the adopted budget;
  - 31.7.3. establishes or amends a *Council* policy; or
  - 31.7.4. commits the *Council* to any contractual arrangement,  
as determined by the *Chief Executive Officer*.
- 31.8. 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.

- 31.9. The *Chief Executive Officer* may designate a *Notice of Motion* to be confidential in accordance with Section 89(2) of the *Act*, in which case the *Notice of Motion* will be confidential unless the *Council* resolves otherwise.
- 31.10. The full text of any *Notice of Motion* accepted by the *Chief Executive Officer* must be included in the material accompanying the *Agenda*.
- 31.11. The *Chief Executive Officer* must arrange for a formal report to be prepared and presented to the *Council* for the purposes of sub-clause 31.7. Where practicable the report should be presented to the next *Council Meeting*.
- 31.12. 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.
- 31.13. 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*.
- 31.14. 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.
- 31.15. 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.
- 31.16. The *Chairperson*, having lodged a *Notice of Motion* in accordance with this clause, 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.
- 31.17. If a *Notice of Motion* is not moved at the *Council Meeting* at which it is listed, it lapses.

## **32. 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:

- 32.1. its intent; or
- 32.2. the desired outcome, if it is passed.

## **33. Unacceptable motions at a Council Meeting**

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

- 33.1. defamatory;
- 33.2. objectionable in language or nature;
- 33.3. vague or unclear in intention;
- 33.4. outside the powers of *Council*; or
- 33.5. irrelevant to the item of business on the *Agenda* and has not been admitted as urgent or general business, or
- 33.6. purports to be an amendment but is not; must not be accepted by the *Chairperson*.

#### **34. Moving a motion or an amendment to a motion at a Council Meeting**

Provided clause 33 does not apply, the procedure for moving any motion or amendment to a motion is:

- 34.1. the mover must state the motion and be given an opportunity to introduce the motion in accordance with clause 32;
- 34.2. the motion must be seconded by a *Councillor* other than the mover;
- 34.3. if a motion is not seconded, the motion lapses;
- 34.4. if a motion or an amendment is moved and seconded the *Chairperson* must ask:
- 34.5. "Is the motion or amendment opposed?"
- 34.6. if a *Councillor* indicates opposition, then the *Chairperson* must call on the mover to address the *Council Meeting*;
- 34.7. 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.
- 34.8. 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
- 34.9. 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.

#### **35. Right of reply**

- 35.1. The mover of a motion has a right of reply to matters raised during debate.
- 35.2. The mover of a motion loses his or her right of reply if an amendment to the motion is carried.
- 35.3. The mover of an amendment to a motion does not have a right of reply.
- 35.4. A *Councillor* exercising a right of reply must not introduce any new matter.
- 35.5. After the right of reply has been taken, the motion must immediately be put to the vote without any further discussion or debate.

#### **36. Moving an amendment to a motion**

- 36.1. Subject to clause 36.2, 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.
- 36.2. A motion to confirm a previous resolution of *Council* cannot be amended.

### **37. Agreed Alterations to a Motion or Amendment**

- 37.1. 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.
- 37.2. 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.
- 37.3. 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.

### **38. 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.

### **39. 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.

### **40. How many amendments may be proposed**

- 40.1. 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.
- 40.2. No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

### **41. An amendment to a motion once carried**

- 41.1. If the amendment to a motion is carried, the motion as amended then becomes the motion before the *Council Meeting*.
- 41.2. the mover and seconder of the amendment are deemed to be the mover and seconder of the motion before the *Meeting*.

### **42. An amendment to a motion if lost**

- 42.1. If the amendment to motion is lost, the debate can resume from where it left off.
- 42.2. 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.

### **43. Withdrawal of motions**

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

#### **44. 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.

#### **45. 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.

#### **46. Motions in writing**

- 46.1. All motions, except procedural motions, should be *In Writing*.
- 46.2. *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.
- 46.3. 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.

#### **47. Debate must be relevant to the question**

- 47.1. 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.
- 47.2. 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*.
- 47.3. A speaker to whom a direction has been given under clause 47.2 must comply with that direction.

#### **48. Speaking times**

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

- 48.1. the mover of a motion or an amendment: five (5) minutes;
- 48.2. seconder of the motion or an amendment: three (3) minutes;
- 48.3. any other *Councillor*: three (3) minutes; and
- 48.4. subject to clause 35, the mover of a motion exercising a right of reply: two (2) minutes.

#### **49. Addressing the Council Meeting**

If the *Chairperson* so determines:

- 49.1. 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;

- 49.2. all *Councillors*, other than the *Mayor*, must be addressed as

Cr \_\_\_\_\_ (name).

- 49.3. all members of *Council* staff, must be addressed as

Mr, Mrs or Ms \_\_\_\_\_ (name) as appropriate or by their official title.

## **50. Foreshadowing motions**

- 50.1. 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.
- 50.2. 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.
- 50.3. A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the *Meeting*.
- 50.4. 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.

## **51. Right to ask questions**

- 51.1. Subject to clause 51.3, 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 *Chairperson*.
- 51.2. Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion moved.
- 51.3. 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.
- 51.4. The *Chairperson* has the right to limit questions and direct that debate be commenced or resumed.

## **DIVISION 5 – PROCEDURAL MOTIONS**

### **52. Procedural motions**

- 52.1. Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the *Chairperson*.
- 52.2. Procedural motions require a seconder.
- 52.3. Notwithstanding any other provision in this Local Law, procedural motions must be dealt with in accordance with the procedures set out in the Procedural Motions Table in this clause 52.

## PROCEDURAL MOTIONS TABLE

<b>Procedural motion</b>	<b>Form</b>	<b>Mover and seconder</b>	<b>When motion prohibited</b>	<b>Effect if carried</b>	<b>Effect if lost</b>	<b>Debate permitted on motion</b>
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	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 <i>Chairperson</i> ;  (b) When another <i>Councillor</i> is speaking;	Motion and any amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	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 <i>Chairperson</i> ;  (b) When another <i>Councillor</i> is speaking;  (c) When the matter is one in respect of which a call of the <i>Council</i> has been made in accordance with section 85 of the <i>Act</i> ;  (d) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later <i>Council Meeting</i> if on the Agenda	Debate continues unaffected	Yes

<b>Procedural motion</b>	<b>Form</b>	<b>Mover and seconder</b>	<b>When motion prohibited</b>	<b>Effect if carried</b>	<b>Effect if lost</b>	<b>Debate permitted on motion</b>
3. The closure	That the motion be now put	Any <i>Councillor</i> who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for <i>Chairperson</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without further debate, subject to any <i>Councillor</i> exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
4. Laying question on the table	That the question lie 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 <i>Chairperson</i> ; (b) During a <i>Council Meeting</i> which is a call of the <i>Council</i> has been made in accordance with section 85 of the <i>Act</i> ; (c) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until:  (a) <i>Council</i> resolves to take the question from the table at the same <i>Council Meeting</i> ; or  (b) The matter is placed on a subsequent <i>Agenda</i> and <i>Council</i> resolves to take the question from table	Debate continues unaffected	No

Procedural motion	Form	Mover and seconder	When motion prohibited	Effect if carried	Effect if lost	Debate permitted on motion
6. Proceeding to next business	<p>That the <i>Meeting</i> proceed to the next business:</p> <p>Note: This motion:</p> <ul style="list-style-type: none"> <li>(a) may not be amended;</li> <li>(b) may not be debated; and</li> <li>(c) must be put to the vote as soon as seconded</li> </ul>	Any <i>Councillor</i> who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion.	<ul style="list-style-type: none"> <li>(a) During the election of a <i>Chairperson</i>;</li> <li>(b) When another <i>Councillor</i> is speaking;</li> <li>(c) When the matter is one in respect of which a call of the <i>Council</i> has been made in accordance with section 85 of the Act; or</li> <li>(d) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement.</li> </ul>	<p>If carried in respect of:</p> <ul style="list-style-type: none"> <li>(a) An amendment - <i>Council</i> considers the motion without reference to the amendment;</li> <li>(b) A motion – no vote or further discussion on the motion until it is placed on an <i>Agenda</i> for a later <i>Council Meeting</i></li> </ul>	Debate continues unaffected	No
7. Repetitious Motion	That the motion is a <i>Repetitious Motion</i>	A <i>Councillor</i> who has not spoken to the motion or any amendment of it	<ul style="list-style-type: none"> <li>(a) During the election of a <i>Chairperson</i>;</li> <li>(b) When another <i>Councillor</i> is speaking;</li> <li>(c) When the matter is one in respect of which a call of the <i>Council</i> has been made;</li> </ul>	<ul style="list-style-type: none"> <li>(a) No vote or further discussion on the motion unless it is placed on an <i>Agenda</i> for a later <i>Meeting</i>;</li> <li>(b) Proceed to next business</li> </ul>	Debate continues unaffected	Yes

<b>Procedural motion</b>	<b>Form</b>	<b>Mover and seconder</b>	<b>When motion prohibited</b>	<b>Effect if carried</b>	<b>Effect if lost</b>	<b>Debate permitted on motion</b>
8. Alter the order of business	That the item listed as ## on the <i>Agenda</i> be considered before/after the item listed as item ##.	Any <i>Councillor</i> (including the <i>Mayor/Chairperson</i> )	During debate	Alters the order of business for the <i>Meeting</i> .	Items are considered in the order as listed in the <i>Agenda</i> .	No
9. Suspension of Standing Orders	That <i>Standing Orders</i> be suspended to ## (reason must be provided)	Any <i>Councillor</i> (including the <i>Mayor/Chairperson</i> )	Between a Motion being moved and seconded	The rules of the <i>Meeting</i> are temporarily suspended for the specific reason given in the motion.	<i>Meeting</i> continues unaffected.	No and no debate or decision on any matter. Resolution to resume <i>Standing Orders</i> is the only decision permissible.
10. Resumption of Standing Orders	That the <i>Standing Orders</i> be resumed.	Any <i>Councillor</i> (including the <i>Mayor/Chairperson</i> )	When <i>Standing Orders</i> have not been suspended.	The temporary suspension of the rules of the <i>Meeting</i> is removed.	The <i>Meeting</i> cannot continue.	No
11. Consideration of confidential matter(s)	That, in accordance with sections 89(2) and 77(2) of the Act, the <i>Meeting</i> be closed to members of the public for the consideration of item ## which has been designated confidential on the grounds it relates to ## (insert grounds from s.77(2))	Any <i>Councillor</i>	N/A	The <i>Meeting</i> is closed to members of the public.	The <i>Meeting</i> continues to be open to the public.	Yes

Procedural motion	Form	Mover and seconder	When motion prohibited	Effect if carried	Effect if lost	Debate permitted on motion
12. Reopen the Meeting.	That the <i>Meeting</i> be reopened to members of the public.	Any Councillor	N/A	The <i>Meeting</i> is reopened to members of the public.	<i>Meeting</i> remains closed to members of the public.	No
11. Consideration of confidential matter(s)	That, in accordance with sections 89(2) and 77(2) of the Act, the <i>Meeting</i> be closed to members of the public for the consideration of item ## which has been designated confidential on the grounds it relates to ## (insert grounds from s.77(2))	Any Councillor	N/A	The <i>Meeting</i> is closed to members of the public.	The <i>Meeting</i> continues to be open to the public.	Yes
12. Reopen the Meeting.	That the <i>Meeting</i> be reopened to members of the public.	Any Councillor	N/A	The <i>Meeting</i> is reopened to members of the public.	<i>Meeting</i> remains closed to members of the public.	No

## DIVISION 6 – RESCISSION MOTIONS

### 53. Notice of Rescission or Amendment

53.1. A previous resolution of *Council* may be rescinded or amended by:

53.1.1. a report included on the *Agenda* for a *Council Meeting*; or

53.1.2. a *Notice of Rescission* or Amendment proposed by a *Councillor* in accordance with this clause 53.

53.2. *Councillor* may propose a *Notice of Rescission* or Amendment provided:

53.2.1. the resolution proposed to be rescinded or amended has not been acted on; and

53.2.2. the *Notice of Rescission* or Amendment is received *In Writing* by the *Chief Executive Officer* in accordance with clause 31, setting out:

53.2.3. the resolution to be rescinded or amended; and

53.2.4. 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 this Local Law regulating *Notices of Motion* equally apply to *Notices of Rescission*.

53.3. 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:

53.3.1. its contents have, or substance has, been formally communicated to a person whose interests are materially affected by it; or

53.3.2. a statutory process has been commenced;

so as to vest enforceable rights in or obligations on *Council* or any other person.

53.4. The *Chief Executive Officer* or an appropriate member of *Council* staff must defer implementing a resolution which:

53.4.1. has not been acted on; and

53.4.2. is the subject of a *Notice of Rescission* or *Amendment* which has been delivered to the *Chief Executive Officer* in accordance with clause 53.2.2;

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

**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.

*Clause 53.4 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.*

#### **54. 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.

#### **55. If not moved**

If a Notice of Rescission or Amendment is not moved at the Council Meeting at which it is listed, it lapses.

#### **56. 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.

#### **57. When not required**

A Notice of Rescission or Amendment is not required where Council wishes to change policy.

### **DIVISION 7 – POINTS OF ORDER**

**Explanatory Note:** 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.

#### **58. Points of Order**

58.1. A point of order may be raised in relation to:

- 58.1.1. an act that is contrary to this Local Law;
- 58.1.2. an act of disorder or conduct in contravention of the Councillor Code of Conduct;
- 58.1.3. a question of procedure under this Local Law;
- 58.1.4. an act or conduct that is frivolous, vexatious or constitutes improper conduct;
- 58.1.5. any act of disorder; or
- 58.1.6. any act of relevance.

#### **59. Procedure for point of order**

- 59.1.1. A Councillor raising a point of order must nominate the ground under sub-clause 58.1 relied upon to support the Point of Order being taken.
- 59.1.2. 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.
- 59.1.3. The Chairperson may request a Councillor provide an explanation in respect to the Point of Order raised.

## **60. 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.

## **61. Chairperson may adjourn to consider**

- 61.1. 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.
- 61.2. All other questions before *Council* are suspended until the point of order is decided.

## **62. Dissent from Chairperson's ruling**

- 62.1. 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".
- 62.2. When a motion in accordance with this clause is moved and seconded, the *Chairperson* must leave the Chair; the *Deputy Mayor*, or temporary *Chairperson* elected by the *Meeting* must take his or her place.
- 62.3. The temporary *Chairperson* must invite the mover to state the reasons for his or her dissent and the *Chairperson* may then reply.
- 62.4. The temporary *Chairperson* must put the motion in the following form:

"That the *Chairperson's* ruling be dissented from."
- 62.5. If the vote is in the negative, the *Chairperson* resumes the Chair and the *Council Meeting* proceeds.
- 62.6. 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.
- 62.7. 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*.

## **63. 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.

## DIVISION 8 – PUBLIC QUESTION TIME AND PUBLIC REPRESENTATIONS

### 64. Submissions of Questions

- 64.1. Unless *Council* resolves to the contrary, there shall be a public question time at every *Ordinary Meeting* to allow members of the public to submit questions to *Council*.
- 64.2. Sub-clause 64.1 does not apply during any period when a *Meeting* is closed to members of the public in accordance with Section 89(2) of the *Act* or during a local government election *Caretaker Period*.
- 64.3. Unless *Council* resolves to the contrary, public question time will not exceed 30 minutes.
- 64.4. No person may submit:
  - 64.4.1. more than two (2) questions at any one (1) *Ordinary Meeting*.
- 64.5. As to the form of questions:
  - 64.5.1. subject to clause 64.5.4, questions must be *In Writing* and in English;
  - 64.5.2. questions must be 150 words or less and not include other additional material, or multiple parts;
  - 64.5.3. questions should be submitted:
    - 64.5.3.1. during normal office hours at the *Council Offices* at 25 Armstrong Street South, Ballarat; or
    - 64.5.3.2. on *Council's* website.
  - 64.5.4. considering the general rights of citizens to take part in the conduct of *Council* affairs, if providing a question *In Writing* and or in English unreasonably prevents or hinders participation in public question time, assistance with submitting questions is available from *Council*, via interpreter service if required.
- 64.6. As to the deadline for questions:
  - 64.6.1. all questions received by *Council* by 10:00am on the day of the *Ordinary Meeting* will receive a verbal response if possible at the *Meeting*; or otherwise will be taken on notice for a *Written* response to be provided;
  - 64.6.2. questions not received by 10:00am on the day of the *Meeting* will receive a verbal response if possible, but will otherwise be taken on notice for a *Written* response to be provided;
  - 64.6.3. questions must be submitted:
    - 64.6.3.1. by mail to *Council's* advertised postal address; or
    - 64.6.3.2. by email to *Council's* advertised email address; or
    - 64.6.3.3. in person during normal office hours at the *Council Offices* at 25 Armstrong Street South, Ballarat.
    - 64.6.3.4. after normal office hours on the day of the *Meeting* if submitted in person prior to the commencement of the Ordinary *Council Meeting* in the receptacle designated for such purpose.

64.6.4. may not be asked if the time allotted for public question time has expired.

## 65. Questions may be disallowed

65.1. Considering the general rights of citizens to take part in the conduct of *Council* affairs, a question may be disallowed by the *Chairperson* if the *Chairperson* determines that it:

65.1.1. is not submitted in accordance with this Division;

65.1.2. relates to a matter outside the duties, functions and powers of *Council*;

65.1.3. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

65.1.4. deals with a subject matter already answered;

65.1.5. is aimed at embarrassing a *Councillor* or a member of *Council* staff;

65.1.6. relates to any matter in respect of which *Council* may close the *Meeting* to members of the public under s 89(2) of the *Act*, or

65.1.7. would require, on the advice of the *Chief Executive Officer*, an unreasonable diversion of *Council* resources to prepare a response for public question time.

65.2. If a question is not disallowed under clause 65.1, the *Chairperson* may otherwise disallow a question if:

65.2.1. it does not relate to a matter or matters on the *Agenda* for the current *Ordinary Meeting*; and/or

65.2.2. before submitting a question for public question time, the person asking the same has previously:

65.2.2.1. put the question *In Writing* to a *Councillor* or a member of *Council* staff; and

65.2.2.2. received a *Written* response to the question from a *Councillor* or a member of *Council* staff.

65.3. The *Chairperson* or *Chief Executive Officer* or his or her delegate must read to the *Meeting* the name of the person who has submitted a permitted question.

65.4. The *Chief Executive Officer* or his or her delegate must read the text of the question and the *Chairperson* may then direct that the question be answered by the *Chief Executive Officer* or a nominated *Officer*;

65.5. All questions and answers must be as brief as possible. Further questions or debate on the response shall not be allowed.

65.6. Like questions may be grouped together and a single answer provided.

65.7. 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. *Minutes* will reflect responses until the matter is completed. It is expected that responses to questions will be within *Council* service levels for correspondence.

- 65.8. 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.

## DIVISION 9 – PETITIONS AND JOINT LETTERS

**Explanatory Note:** Petitions are ways in which the community can ensure that their views are heard by *Council*. In order to ensure that a petition is valid and capable of being accepted by *Council*, the procedures set out in this division must be adhered to.

### 66. Petitions and Joint Letters

- 66.1. A petition or joint letter received by the *Council* or an individual *Councillor* must be lodged with the *Chief Executive Officer* at least five (5) days before *Council Meeting* to ensure sufficient time to include the item in the *Agenda*.
- 66.2. A petition must be on the specified form published by *Council* from time to time and must:
- 66.2.1. be in legible and permanent writing;
  - 66.2.2. have the full name, address and signature of all individual signatories;
  - 66.2.3. not be defamatory, indecent, abusive or objectionable in language or content;
  - 66.2.4. not relate to matters beyond the powers of the *Council*;
  - 66.2.5. include the whole of the request of the petitioners or signatories on each page; and
  - 66.2.6. consist of single-sided pieces of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- 66.3. The *Chief Executive Officer* must arrange for petitions to be submitted to the next practicable *Ordinary Meeting* following their receipt.
- 66.4. 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.
- 66.5. 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.
- 66.6. Unless sub-clause 66.10 applies, the only motions that may be considered for any petitions are:
- 66.6.1. that the petition be received;
  - 66.6.2. that the petition be referred to the *Chief Executive Officer* for consideration and response; or
  - 66.6.3. that the petition be referred to the *Chief Executive Officer* for a report to a future *Council Meeting*.
- 66.7. 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.

- 66.8. If the petition relates to an operational matter, the *Council* must refer it to the *Chief Executive Officer* for consideration.
- 66.9. If the petition relates to:
  - 66.9.1. a planning matter which is the subject of a public notification process under the Planning and Environment Act 1987; or
  - 66.9.2. a statutory matter which is the subject of a public submission process under Section 223 of the *Act*,the petition will be treated as a joint submission in relation to the planning matter or statutory matter (as the case may be).
- 66.10. 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.
- 66.11. Any petitions that do not comply with this Local Law:
  - 66.11.1. can be referred to relevant *Councillors* by the *Chief Executive Officer* for their information;
  - 66.11.2. can be tabled as a joint letter at a *Council Meeting*; and
  - 66.11.3. unless sub-clause 66.10 applies, the only motion that may be considered is that the joint letter be received.
- 66.12. Nothing in this clause 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 clause 29.
- 66.13. 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*

## DIVISION 10 – DEPUTATIONS AND PRESENTATIONS

**Explanatory Note:** A delegation or lobby group is known as a deputation. If a deputation requests to be heard by *Council* on a certain topic the procedures set out in this division must be followed.

### 67. Deputations and Presentations

- 67.1. Deputations to be referred to *Mayor*.
- 67.2. 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*.
- 67.3. Consideration of request  
The *Mayor* may:
  - 67.3.1. ask the *Chief Executive Officer* to include the deputation on the *Agenda* for a future *Council Meeting*; or

- 67.3.2. ask the *Chief Executive Officer* to include a request for a deputation on the *Agenda* for a future *Council Meeting*; or
  - 67.3.3. in consultation with the *Chief Executive Officer*, decline the request.
- 67.4. CEO 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.
- 67.5. 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*.
- 67.6. 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.
- 67.7. 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.
- 67.8. Matter to be determined at a subsequent *Ordinary Meeting*.
- No motion must be allowed on any deputation until the next *Ordinary Meeting* after the deputation has been heard.
- 67.9. Prior *Meeting* with deputation
- A deputation must meet with *Council's* appropriate department prior to addressing *Council* so that the procedures detailed in this Division can be discussed and explained.

## DIVISION 11 - PUBLIC SUBMISSIONS UNDER THE LOCAL GOVERNMENT ACT 1989

### 68. Public Submissions under Section 223 of the Act

Where a person is given a right to make a submission under section 223 of the Act and requests to appear in person (or to be represented by a person specified in the submission) at a *Council Meeting* to be heard in support of the submission, the time limit for such hearing shall be 3 minutes, except that the *Chairperson* may, in his or her discretion, allow the hearing to exceed 3 minutes.

## DIVISION 12 - VOTING

### 69. How a motion is determined

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

## **70. Casting vote**

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

## **71. By show of hands**

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

## **72. Procedure for a division**

- 72.1. 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.
- 72.2. 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.
- 72.3. When a division is called for, the *Chairperson* must:
  - 72.3.1. 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;
  - 72.3.1.1. 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
  - 72.3.2. 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;
  - 72.3.2.1. 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;
  - 72.3.2.2. the *Chief Executive Officer* or his or her delegate must record, the names of those *Councillors* who abstained from voting.

## **73. 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:

- 73.1. a *Councillor* requesting, before the next item of business is considered, that his or her opposition to a resolution be recorded in the *Minutes*;
- 73.2. 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
- 73.3. 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, clause 73 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a Notice of Rescission to rescind that resolution. Equally, clause 81 would permit discussion about a matter which would otherwise be left in limbo because a Notice of Rescission had been successful.

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 clause 81.2, to discussion about a positive motion where a resolution has just been rescinded.

## DIVISION 13 – MINUTES

### 74. Keeping of minutes

- 74.1. 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:
- 74.1.1. the date, place, time and nature of the *Council Meeting*;
  - 74.1.2. the names of the *Councillors* present and the names of any *Councillors* who apologised in advance for their non-attendance;
  - 74.1.3. the names of the members of *Council* staff present;
  - 74.1.4. any disclosure of an interest or a conflict of interest made by a *Councillor*;
  - 74.1.5. arrivals and departures (including temporary departures) of *Councillors* during the course of the *Council Meeting*;
  - 74.1.6. each motion, amendment moved and foreshadowed motions (including motions and amendments that lapse for the want of a seconder);
  - 74.1.7. the vote cast by each *Councillor* upon a division;
  - 74.1.8. the vote cast by any *Councillor* who has requested that his or her vote be recorded in the *Minutes*;
  - 74.1.9. questions upon notice;
  - 74.1.10. the failure of a quorum;
  - 74.1.11. any adjournment of the *Council Meeting* and the reasons for that adjournment; and
  - 74.1.12. the time at which *Standing Orders* were suspended and resumed.

### 75. Confirmation of minutes

At every *Council Meeting* the *Minutes* of the preceding *Council Meeting* must be dealt with as follows:

- 75.1. a copy of the *Minutes* must be delivered to each *Councillor* no later than 48 hours before the next *Council Meeting*;
- 75.2. if no *Councillor* indicates opposition, the *Minutes* must be declared to be confirmed;
- 75.3. if a *Councillor* indicates opposition to the *Minutes*:
  - 75.3.1. he or she must specify the item(s) to which he or she objects;
  - 75.3.2. the objected item(s) must be considered separately and in the order in which they appear in the *Minutes*;
  - 75.3.3. the *Councillor* objecting must move a motion clearly setting out the alternative wording to amend the *Minutes* without speaking to the motion; and;

- 75.3.4. the motion must then be open to debate and at the conclusion of debate, the *Chairperson* must put the motion to the vote;
- 75.4. 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.

## **76. 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.

## **77. 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.

## **78. Recording of meetings**

- 78.1. 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 Ordinary or Special Meetings of *Council* except where the *Meeting* is closed to the public in accordance Section 89(2) of the Act.
- 78.2. Subject to clause 85.1, 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).

**Penalty:** 5 *Penalty Units*.

- 78.3. 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.

## **79. Records of Council Meetings**

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

# **DIVISION 14 – CONDUCT AND BEHAVIOUR**

## **80. Conduct of Councillors**

- 80.1. The conduct of *Councillors* at *Council Meetings* is governed by the Act, this Local Law and the *Councillor Code of Conduct*.
- 80.2. 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.

## **81. Public addressing the Council meeting**

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.

## **82. Chairperson may remove**

The *Chairperson* may order and cause the removal of any person who disrupts any *Council Meeting* or fails to comply with a direction.

## **83. Suspensions**

*Council* may suspend from a portion of the *Council Meeting*, or for the balance of the *Council Meeting*, any *Councillor* whose actions have disrupted the business of *Council* at that *Council Meeting*; and have impeded its orderly conduct.

## **84. Offences**

It is an *Offence* for:

- 84.1. a *Councillor* to not withdraw an expression 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*

- 84.2. 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*

- 84.3. 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*

- 84.4. a *Councillor* to refuse to leave the *Chamber* on suspension.

**Penalty:** 5 *Penalty Units*

## **85. Chairperson may adjourn disorderly Council Meeting**

If the *Chairperson* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council Meeting*, he or she may adjourn the *Council Meeting* to a later time on the same day or to some later day as he or she thinks proper. In that event, clause 22 applies.

## **86. Removal from Chamber**

The *Chairperson*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or a member of the Victoria Police to remove from the *Chamber* any person who acts in breach of this Local Law and whom the *Chairperson* has ordered to be removed from the gallery under clause 88 of this Local Law or whom *Council* has suspended under clause 89 of this Local Law.

# **DIVISION 15 – ADDITIONAL DUTIES OF CHAIRPERSON**

## **87. The Chairperson's duties and discretions**

In addition to the duties and discretions provided in this Local Law, the *Chairperson*:

- 87.1. must not accept any motion, question or statement which:

- 87.1.1. may reasonably be considered to be derogatory, defamatory indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

- 87.1.2. relates to a matter outside the duties, functions and powers of *Council*;
- 87.1.3. is aimed at embarrassing a *Councillor*, a member of *Council* staff or member of the community;
- 87.2. must call to order any person who is disruptive or unruly during any *Council Meeting*.

## **DIVISION 16 – SUSPENSION OF STANDING ORDERS**

### **88. 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.

- 88.1. 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.

- 88.2. 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....."

- 88.3. 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."

## **DIVISION 17 – MISCELLANEOUS**

### **89. Procedure not provided in Local Law**

In all cases not specifically provided for by this Local Law, resort must be had to the *Standing Orders* and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to *Council* proceedings).

### **90. Criticism of members of Council staff**

- 90.1. The *Chief Executive Officer* may make a brief statement at a *Council Meeting* in respect of any public statement (whether made at a *Council Meeting* or not) which has been critical of or may adversely affect any *Officer of Council*.
- 90.2. A statement under clause 90.1 must be made at such time during the *Meeting* at which *Chief Executive Officer* desires to bring it forward and as the *Chairperson* thinks appropriate.

## **DIVISION 18 - SPECIAL COMMITTEES**

### **91. Application generally**

- 91.1. If *Council* establishes a *Special Committee*, all of the provisions of Divisions 1-18 of this Local Law shall apply with any necessary modifications or adaptations.

91.2. For the purposes of clause 91.1, a reference in Division 1-18 of this Local Law to:

91.2.1. a *Councillor* is to be read as a reference to a member of the *Special Committee*; and

91.2.2. the *Mayor* is to be read as a reference to the *Chairperson* of the *Special Committee*.

## **92. Application specifically**

Notwithstanding clause 91, if *Council* establishes a *Special Committee*:

92.1. *Council* may; or

92.2. the *Special Committee* may, with the approval of *Council*,

resolve that any provision(s) of Divisions 1-18 is or are (as appropriate) not to apply, whereupon that provision or those provisions shall not apply until *Council* resolves, or the *Special Committee* with the approval of *Council* resolves, otherwise.

The Common Seal of the Ballarat City  
Council was hereunto affixed in the  
presence of:

Mayor (or)

Councillor (and)

Chief Executive Officer

**9.12. COUNCILLOR REPRESENTATION ON COMMITTEES AND EXTERNAL BODIES  
2019**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Ali Evans – Administration Officer Statutory Compliance

**OFFICER RECOMMENDATION****Council Resolves to:**

- 1. Endorse the 2019 appointments of Councillor Representation on Committees, Boards, Organisations and Groups as detailed in the attachment.**
- 2. Ensure that all the Committees, Boards, Organisations and Groups are notified of Council's revised representative/s.**
- 3. No longer appoint Councillor Representation to the following Groups or Organisations:**
  - Ballarat West Town Common Committee
  - Regional Motor Sports Facility Group
  - MAV Arts and Culture Committee
  - MAV Multicultural Committee

**EXECUTIVE SUMMARY**

The purpose of this report is for Council to adopt Councillor Representation for Committees and External Bodies in accordance with the City of Ballarat Meeting Procedure Local Law.

**RATIONALE**

This report brings forward an extensive list of Section 86 Special Committees, Advisory Committees, Non-advisory Committees, Boards, Organisations and Portfolio Groups with the delegated Councillor Representative(s) for 2019.

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

- *Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 1989*
- *Local Government (General) Regulations 2015*
- City of Ballarat Council Plan 2017 – 2021
- City of Ballarat Committee Policy
- City of Ballarat Meeting Procedure Local Law

## REPORTING AND COMPLIANCE STATEMENTS

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

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

**Social/Cultural** – A Committee is likely to have greater influence on Council if a Councillor is an active observer of its business and if the Councillor appointed has an interest in influencing understandings in the Chamber of the Committee's strategic intentions.

**Financial/Resources** – There are financial implications of servicing Committees; these costs have been incorporated into Business Plans and the Budget.

**Risk Management** – The *Local Government Act 1989* and the *Local Government (General) Regulations 2015* provides steps to ensure that Council complies with the Act in the establishment, administration and dissolution of Committees.

**Implementation and Marketing** – All Committees will be notified of the Councillor Representation with relevant documentation.

**Evaluation and Review** – As per Councils Meeting Procedure Local Law at the last Council Meeting of the calendar year, the Council must appoint and/or remove Councillors to Committees.

## CONSULTATION

There has been consultation with relevant Councillors and staff to ensure the correct responsibilities under the Act have been appointed. Through the continued implementation of adopting Councillors to Committees and External Bodies, there will be ongoing developments aimed at establishing innovative approaches that will consult, engage and involve the Ballarat community.

## OFFICERS DECLARATIONS OF INTEREST

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

## REFERENCE DOCUMENTS

- Councillor Representations on Committees, Boards, Organisations and Groups as adopted by Council Resolution R465/17 on 13 December 2017.

**ATTACHMENTS**

1. Councillor Representation on Committees and External Bodies 2019 [9.12.1]

**SPECIAL COMMITTEES**

Committee	Ward	Portfolio Team	No# of Councillor Representatives as per TOR	2018 Councillor Representative(s)	2019 Councillor Representative(s)	Details relating to Chairperson as per TOR	2018 Cr Representative Chairperson	2019 Cr Representative Chairperson	2018 Backup Councillor Representative	2019 Backup Councillor Representative
Ballarat Friends of Ainaro Community Special Committee		<i>Community Development - Liveability</i>	1	Cr Coates		Councillor			Cr Johnson	
Community Impact Special Committee		<i>Community Development - Liveability</i>	3 Community Development Portfolio	Cr Coates Cr Tillett Cr Hudson		Chairperson will be an independent representative of the Committee				
Contracts Approval Special Committee		<i>Infrastructure and Environment-Sustainability</i>	3 Sustainability Portfolio Councillors	Cr Tillett Cr Taylor Cr Harris		Councillor				
Her Majesty's Theatre Board Special Committee		<i>Development and Planning - Prosperity</i>	1	Cr Moloney		Councillor				
Invermay Recreation Reserve Special Committee	North Ward	<i>Community Development - Liveability</i>	Not stated	Cr Tillett		Not stated			North Ward Councillor	

**AUDIT ADVISORY COMMITTEE**

<b>Committee</b>	<b>No# of Councillor Representatives as per TOR</b>	<b>2018 Councillor Representative(s)</b>	<b>2019 Councillor Representative(s)</b>	<b>Details relating to Chairperson as per TOR</b>	<b>Cr Representative Chairperson</b>
Audit Advisory Committee	3	Mayor of the Day Cr Tillett Cr Coates		Chairperson is appointed from the external members of the Committee.	N/A

**ADVISORY COMMITTEES**

<b>Committee</b>	<b>Ward</b>	<b>Portfolio Team</b>	<b>No# of Councillor Representatives as per TOR</b>	<b>2018 Councillor Representative(s)</b>	<b>2019 Councillor Representative(s)</b>	<b>Details relating to Chairperson</b>	<b>2018 Councillor Representative Chairperson</b>	<b>2019 Councillor Representative Chairperson</b>	<b>2018 Backup Councillor Representative</b>	<b>2019 Backup Councillor Representative</b>
Ascot Hall Committee	North Ward	Community Development - Liveability	1 Ward Councillor	Cr Tillett		Community Representative	N/A	N/A	North Ward Councillor	
Ballarat Airport/Aerodrome Advisory Committee	North Ward	Infrastructure and Environment - Sustainability	3 Councillors	Cr McIntosh Cr Tillett Cr Moloney		Councillor			North Ward Councillor	
Ballarat Heritage Advisory Committee		Infrastructure and Environment - Sustainability	2 Councillors	Cr McIntosh Cr Moloney		Not detailed in TOR but is generally a Councillor				
Ballarat Livestock Selling Centre Advisory Committee		Infrastructure and Environment - Sustainability	1 Councillor	Cr Tillett		Councillor				
Ballarat Municipal Observatory Advisory Committee		Infrastructure and Environment - Sustainability	1 Councillor	Cr Harris		Councillor				
Ballarat Regional Soccer Facility Advisory Committee		Community Development - Liveability	2 Councillors	Cr Hudson Cr Taylor		Councillor				
Brown Hill Hall Committee	North Ward and Central Ward	Community Development - Liveability	1 Councilor	Cr Johnson		Community Representative	N/A	N/A	North Ward Councillor	
Buninyong Community Hall Committee	South Ward	Community Development - Liveability	A South Ward Councillor	Cr Rinaldi		Councillor				
Burrumbeet Soldiers Memorial Hall Committee	North Ward	Community Development - Liveability	1 Councillor	Cr Tillett		Community Representative	N/A	N/A	North Ward Councillor	
Cardigan Village Community Centre Advisory Committee	North Ward	Community Development - Liveability	1 Councillor	Cr Tillett		Community Representative	N/A	N/A	North Ward Councillor	
CEO Performance Review Advisory Committee		Innovation and Organisational Improvement	minimum of 5 (five) Crs - but may include all 9 (nine)	All Councillors		Mayor of the Day		Mayor of the Day		
Child Friendly Ballarat Advisory Committee		Community Development - Liveability	1 Councillor	Cr Johnson		Councillor				

Clean Ballarat Committee			1 Cr as Chair 2 Crs other than the Chair	Cr Coates Cr Tillett Cr Taylor		Councillor	Cr Coates			
Community Safety Advisory Committee		Community Development - Liveability	Councillors	Cr Hudson Cr Johnson (Chair) Cr Coates Cr Taylor		Not detailed in TOR but is generally a Councillor	Cr Johnson			
Disability Advisory Committee		Community Development - Liveability	1 Councillor	Cr Coates (chair)		Councillor	Cr Coates		Cr Harris	
Eureka Centre Community Advisory Committee	South Ward	Development and Planning - Prosperity	Up to 3 Councillors (Crs of the Prosperity Portfolio)	Cr McIntosh Cr Moloney Cr Rinaldi		Councillor	Cr McIntosh			
Intercultural Advisory Committee		Community Development - Liveability	Councillors	Cr Coates Cr Johnson		Councillor				
Koorie Engagement Action Group Advisory Committee		Community Development - Liveability	1 Councillor	Cr Coates		Councillor is co-chair of Committee	Cr Coates (co-chair)			
Lake Learmonth Advisory Committee	North Ward	Infrastructure and Environment - Sustainability	Not stated	Cr Tillett		Not Stated			North Ward Councillor	
Lake Wendouree & Gardens Advisory Committee	Central Ward	Infrastructure and Environment - Sustainability	Up to 3 Councillors	Mayor of the Day - Chair Cr Moloney Cr Taylor (deputy if required)		Not stated	Cr McIntosh			
Miners Rest Hall Advisory Committee	North Ward	Community Development - Liveability	1 Councillor	Cr Tillett		Community Representative	N/A	N/A	North Ward Councillor	
Mt Buninyong Reserve Advisory Committee	South Ward	Infrastructure and Environment - Sustainability	1 Councillor	Cr Rinaldi		Councillor				
Public Art Advisory Committee		Development and Planning - Prosperity	3 Councillors	Cr Coates Cr Harris Cr McIntosh		Not detailed in TOR but is generally a Councillor				
Road Safety Advisory Committee		Infrastructure and Environment - Sustainability	2 Councillors	Cr Tillett Cr Hudson		Crs are Chair and Substitute Chair				
Scotsburn Community Hall Advisory Committee			1 Councillor			Community Representative	N/A	N/A		
Sebastopol RSL Hall Advisory Committee	South Ward	Community Development - Liveability	1 Ward Councillor	Cr Hudson		Community Representative	N/A	N/A		
Warrenheip Community Hall Advisory Committee			1 Ward Councillor			Community Representative	N/A	N/A		

### NON-ADVISORY COMMITTEES

Committee	Portfolio Team	No# of Councillor Representatives as per TOR	2018 Councillor Representative(s)	2019 Councillor Representative(s)
Active Transport Working Group	<i>Infrastructure and Environment - Sustainability</i>	A Councillor from each portfolio (3 Councillors)	Cr Coates Cr Moloney	

**GROUPS AND ORGANISATIONS**

Organisation	Ward	Portfolio Team	2018 Councillor Representative(s)	2019 Councillor Representative(s)	2018 Backup Councillor Representative	2019 Backup Councillor Representative
Arch of Victory/Avenue of Honour Advisory Committee	Arch- Central Ward Avenue-North Ward	Infrastructure and Environment - Sustainability	Cr Harris Cr Moloney Cr Johnson			
Art Gallery of Ballarat Board		Development and Planning - Prosperity	Cr Harris			
Australian Local Government Women's Association (ALGWA) n/a			Cr Coates Cr Johnson			
Ballarat Regional Tourism Board		Development and Planning - Prosperity	Mayor of the Day			
Castlemaine (Mine) Environmental Advisory Committee		Infrastructure and Environment - Sustainability	Cr Taylor			
Central Highlands Mayors' & CEOs' Forum			Mayor of the Day		Deputy Mayor	
Central Victorian Greenhouse Alliance		Infrastructure and Environment - Sustainability	Cr Coates			
Commerce Ballarat		Development and Planning - Prosperity	Cr Rinaldi			
Committee for Ballarat			Mayor of the Day			
Grampians Central West Waste & Resource Recovery Group		Infrastructure and Environment - Sustainability	Cr Coates			
Local Learning Education Network		Infrastructure and Environment - Sustainability	Cr. Coates			
Municipal Association of Victoria (MAV)			Cr Coates			
MAV Rural South Central Region Group			Cr Coates			
MAV Arts and Culture Committee				Nil		Nil
MAV Multicultural Committee				Nill		Nil
Rail Freight Alliance Committee		Development and Planning - Prosperity	N/A			
Regional Cities Group			Mayor of the Day		Deputy Mayor	
Regional Motor Sports Facility Group			Cr Johnson Cr Tillett Cr Taylor	Nil		Nil
Sunraysia Highway Improvement Committee		Infrastructure and Environment - Sustainability	Cr Tillett			
Victorian Local Governance Association (VLGA)	*Have not reviewed membership		Cr Coates Cr Johnson			
Western Highway Action Committee		Infrastructure and Environment - Sustainability	Cr Tillett			

**OTHER COMMITTEES ESTABLISHED UNDER ACTS**

<b>Committee</b>	<b>Portfolio Team</b>	<b>No# of Cr Reps as per TOR</b>	<b>2018 Councillor Representative(s)</b>	<b>2019 Councillor Representative(s)</b>	<b>2018 Backup Councillor Representative</b>	<b>2019 Backup Councillor Representative</b>
Ballarat West Town Common	<i>Infrastructure and Environment - Sustainability</i>	All	All Councillors (as Trustees)	Nil	All Councillors (as Trustees)	Nil
Coghills Creek / Glendaruel Cemetery	<i>Infrastructure and Environment - Sustainability</i>	All	All Councillors (as Trustees)	All Councillors (as Trustees)	All Councillors (as Trustees)	All Councillors (as Trustees)
Learmonth Cemetery	<i>Infrastructure and Environment - Sustainability</i>	All	All Councillors (as Trustees)	All Councillors (as Trustees)	All Councillors (as Trustees)	All Councillors (as Trustees)
Municipal Emergency Management Planning Committee	<i>Community Development - Liveability</i>	1 Councillor	Cr Tillett		Cr Harris	
Municipal Fire Management Planning Committee	<i>Community Development - Liveability</i>	1 Councillor	Cr Tillett			

## PORTFOLIO COMMITTEES

Portfolio Team	No# of Cr Reps as per TOR	2018 Councillor Representative(s)	2019 Councillor Representative(s)
Infrastructure and Environment - Sustainability	1 Councillor from each Ward	<b>Cr Tillett</b> <b>Cr Taylor</b> <b>Cr Harris</b>	
Development and Planning - Prosperity	1 Councillor from each Ward	<b>Mayor of the day</b> <b>Cr Moloney</b> <b>Cr Rinaldi</b>	
Community Development - Liveability	1 Councillor from each Ward	<b>Cr Coates</b> <b>Cr Hudson</b> <b>Cr Johnson</b>	
Finance	5 Councillors	<b>Cr Tillett</b> <b>Cr Rinaldi</b> <b>Cr Harris</b> <b>Cr Coates</b> <b>Cr Moloney</b>	

### **9.13. COUNCIL MEETING SCHEDULE**

**Division:** Innovation and Organisational Improvement  
**Director:** Cameron Gray  
**Author/Position:** Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services

### **OFFICER RECOMMENDATION**

**Council resolves to:**

- 1. Hold Ordinary Meetings of Council on the following dates in 2019:**
  - January 30
  - February 20
  - March 20
  - April 17
  - May 1 (Special Meeting)
  - May 15
  - June 5 (Special Meeting)
  - June 12
  - July 10
  - August 7
  - September 4
  - October 2
  - October 30
  - November 20
  - December 18
- 2. Publicise the schedule of Council meetings on the City of Ballarat website.**
- 3. Inform the public of the Council meetings for 2019 in myBallarat magazine and the Ballarat Times News Group newspaper.**
- 4. Request Officers to present a report to Council in January 2019 to review options in establishing a Planning Committee to ensure that planning items can continue to be dealt with expeditiously.**
- 5. Progress planning and implementation of a *Connect with your Councillors* community engagement campaign throughout 2019 to provide the community informal opportunities to engage with and consult Councillors.**

## EXECUTIVE SUMMARY

It is proposed that the following Ordinary Council Meeting dates for 2019 be adopted. The dates are based on Council Meetings being held on a four weekly rolling cycle, providing for 13 Ordinary Council Meetings within the year. It is also proposed to hold two Special Council Meetings to facilitate the adoption of the 2019/2020 Budget.

- January 30
- February 20
- March 20
- April 17
- May 1 (Special Meeting)
- May 15
- June 5 (Special Meeting)
- June 12
- July 10
- August 7
- September 4
- October 2
- October 30
- November 20
- December 18

In preparing this report the Officers have also benchmarked the City of Ballarat against like Councils, all of which meet monthly.

## RATIONALE

Each year Council must endorse a schedule for Council meetings. This schedule is then advertised to the public in Ballarat Times News Group newspaper, myBallarat and the City of Ballarat's website. Unless section 89(2) of the *Local Government Act 1989* applies, any meeting of a Council is open to the public who are welcome to sit in the public gallery.

The flexibility remains for the calling of Special Council meetings if the need arises at the discretion of the Mayor or three or more Councillors as per section 84 of the Act. Pursuant to *Ballarat City Council Local Law No. 18 Meeting Procedure Local Law* the Council may also consider urgent business if a matter arises since the distribution of the Agenda and cannot safely or reasonably be deferred until the next Ordinary Meeting.

In 2018 the Council held 16 meetings on a three-weekly cycle and a number of Special Council Meetings to hear submissions from the community on high interest topics. It is proposed as part of the 2019 meeting schedule to hold a number of *Connect with your Councillor* sessions as well as other informal town hall style meetings when high interest topics arise in 2019. This will increase the community's opportunities to engage with Councillors in a more engaging and more informal manner.

It is also proposed that Officers prepare options for Council to consider establishing a Planning Committee of Council which would have the authority to consider and make timely decisions on applications for planning permits that are referred to it by Council Officers. It would be proposed that Planning Committee meetings would be held at a frequency to allow for expeditious planning decision making to ensure developments were not unnecessarily delayed.

It would also be proposed that meetings of the Planning Committee would be more informal than Council Meetings, with the Councillors, Council staff, applicants and objectors all being involved in a more accessible manner.

In preparing this report the Officers have also benchmarked the City of Ballarat against like Councils, all of which meet monthly (12 meetings per year) with some Councils not meeting in January (11 meetings per year). Those like Councils are the following regional cities: Greater Bendigo City, Greater Geelong City, Greater Shepparton City, Horsham Rural City, Latrobe City, Mildura Rural City, Wangaratta Rural City, Warrnambool City and Wodonga City.

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

- *Charter of Human Rights and Responsibilities Act 2006*;
- City of Ballarat Council Plan 2017 – 2021;
- *Local Government Act 1989*; and
- City of Ballarat Local Law No.18 - Meeting Procedure.

## **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>	No	No
<b>Risk Management</b>	Yes	Yes
<b>Implementation and Marketing</b>	Yes	Yes
<b>Evaluation and Review</b>	No	No

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

**Social/Cultural** – The advertising of meeting dates encourages attendance at meetings, public participation in the democratic process and involvement in the administration of Council activities.

The community is able to attend Council meetings, ask questions and make representations on agenda items that encourage the community entitlement to participate in public life. The participation of the community is integral to the effective administration of Council activities.

**Risk Management** – The Act states under section 89(4) unless subsection (4A) applies, a Council must give public notice at least seven days before the holding of:

- a) An Ordinary Council meeting; or
- b) A Special Council meeting; or
- c) A meeting of a Special Committee comprised solely of Councillors.

In addition, pursuant to section 82A(2)(a) of the Act, Council must ensure that public notice of any Council meetings is also published on Council's website.

Furthermore, to ensure compliance with Council's Local Law 18 – Meeting Procedure, section 11.2 states Council may change the date, time and place of any Ordinary meeting which has been fixed and must provide notice of the change to the public at least seven days before the Ordinary meeting.

**Implementation and Marketing** – The Council meeting schedule will be advertised on the City of Ballarat website, myBallarat and in the Ballarat Times News Group newspaper.

## **CONSULTATION**

Council will provide the public with balanced and objective information to assist in understanding the problem, alternatives, opportunities and/or solutions via the Council Agenda, advertisements and on the City of Ballarat website.

## **OFFICERS DECLARATIONS OF INTEREST**

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

## **REFERENCE DOCUMENTS**

Nil

## **ATTACHMENTS**

Nil

**9.14. CONTRACTS SPECIAL COMMITTEE OF COUNCIL - 28 NOVEMBER 2018**

**Division:** Director Business Services

**Director:** Glenn Kallio

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

**OFFICER RECOMMENDATION**

**Council resolves to:**

1. Note, as per the *Local Government Act 1989* Section 88(2) that this matter is designated confidential information under section 89(2) as Contractual Matters and has been considered in making this recommendation.
2. Endorse the Special Contracts Committee minutes of the meeting held 28<sup>th</sup> November 2018.

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with copies of minutes of Council's section 86 Special Contracts Committee in accordance with the *Local Government Act 1989*. At the meeting of this Committee held on 28<sup>th</sup> November 2018, one Contract was endorsed by the Committee. This report provides a copy of the minutes of this meeting as well as detailing summary information in relation to this Contract.

**RATIONALE**

Section 92 of the Local Government Act 1989 (the Act) requires that copies of minutes of meetings of the Special committees of Council are kept. Part 5 of the Act also lists minutes of section 86 Committees as a prescribed matter and therefore should be made available to the public. This report advises that minutes of the Special Contracts Committee (the Committee) are attached to this report for the meeting held on 28<sup>th</sup> November 2018.

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

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

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

## LOCAL CONTENT

Contract	Awarded to	Value	Outcomes	Local Content Outcome
2018/19-64	CIQ Construction Management Pty Ltd	\$485,252.35 (excluding GST)	Changerooms building upgrade at White Flat Reserve	Yes

## REPORTING AND COMPLIANCE STATEMENTS

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

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

**Social/Cultural** - The inclusion of the minutes in the Council agenda and their availability to the public will increase awareness of the activities of the Special Contracts Committee and could increase community involvement in decision making at Council.

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

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

## 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

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

## ATTACHMENTS

1. Contracts Minutes Wednesday 28 November 2018 [9.14.1]



# **CONTRACTS SPECIAL COMMITTEE**

***MINUTES***

***28 November 2018***

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS COMMITTEE  
OF THE BALLARAT CITY COUNCIL, HELD IN COMMITTEE ROOM 1,  
TOWN HALL, STURT STREET, BALLARAT  
ON WEDNESDAY 28 NOVEMBER 2018 AT 4:30PM**

**Justine Linley  
(Chief Executive Officer)**

**MINUTES**

**ORDER OF BUSINESS:**

**PRESENT**

Cr Mark Harris  
Cr Grant Tillett

**IN ATTENDANCE**

Mr Glenn Kallio (Director Business Services)  
Mr Mark Powell (Executive Manager Major Projects)

**APOLOGIES**

Cr Ben Taylor

**RECOMMENDATION**

That the apology from Cr Taylor be received.

Moved Cr Mark Harris  
Seconded Cr Grant Tillett

**CARRIED**

The Director Business Services, Mr Glenn Kallio opened the meeting and called for nominations for Chairperson

**ELECTION OF CHAIRPERSON**

**RECOMMENDATION**

That the Contracts Approval Committee elect Cr Harris to the position of Chairperson of the Contracts Approval Committee.

Moved Cr Grant Tillett  
Seconded Cr Mark Harris

**CARRIED**

The role of Chairperson of the meeting was therefore passed from Mr Kallio to Cr Harris.

**DECLARATIONS OF INTEREST**

No declarations of interest were received.

**CONFIRMATION OF MINUTES**

**RESOLUTION:**

**That the minutes of the Contracts meeting held on 5<sup>th</sup> April, 2017 as circulated, be confirmed.**

Moved Cr

Seconded Cr

**CARRIED**

**SECTION 89 MATTERS**

**RESOLUTION:**

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

Moved Cr Grant Tillett

Seconded Cr Mark Harris

**CARRIED**

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5.1

**TENDER 2018/19-64 WHITE FLAT RESERVE CHANGEROOMS  
- BUILDING UPGRADE**  
(RO – Angelique Lush / Trent Bursill)

## SUMMARY

This report recommends that the Contracts Committee award a Contract for the for changerooms building upgrade at the White Flat Reserve.

## **RESOLUTION**

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

1. Award Tender 2018/19-64 for the provision of White Flat Reserve Changerooms – Building Upgrade to CIQ Construction Management Pty Ltd for the total tendered price of \$485,252.35 (excluding GST).

Moved Cr Grant Tillett  
Seconded Cr Mark Harris

## CARRIED

## General Business:

No general business was discussed.

## RESOLUTION

**That the Contracts Approval Special Committee resolve to come out of Section 89 and adopt the resolutions made therein.**

Moved Cr Grant Tillett  
Seconded Cr Mark Harris

## CARRIED

There being no further business, the Chairperson declared the meeting closed at 4:43pm

**Confirmed this              day of              , 2018**

**Cr Mark Harris  
Chairperson**

**9.15. OUTSTANDING QUESTION TIME ITEMS**

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

**OFFICER RECOMMENDATION**

**That Council endorses the Outstanding Question Time report.**

**EXECUTIVE SUMMARY**

This report provides Council with an update of response to questions taken on notice and outstanding unanswered questions from Council Question Time.

**RATIONALE**

The City of Ballarat Local Law No. 18 – Meeting Procedure calls for a standard agenda item at each Council Meeting that reflects unanswered questions from Public Question Time.

**LEGISLATION, COUNCIL PLAN, STRATEGY AND POLICY IMPLICATIONS**

- City of Ballarat Local Law No. 18 – Meeting Procedure.

**OFFICERS DECLARATION OF INTERESTS**

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

**ATTACHMENTS**

1. Outstanding Question Time Items [9.15.1]
2. QT64/18 - Mr Ian Humphrey [9.15.2]
3. QT66/18 - Mr Stuart Kelly [9.15.3]

## Outstanding Question Time Items

Meeting	Status	Requested	Question	Officer Responsible	Response
24/10/18 QT64/18	Closed	Mr Ian Humphrey Redan	In relation to the three million spent on the Her Majesty's Theatre project, what are the economic benefits Ballarat Council will receive in the future?	Angelique Lush Director Development and Planning	Ms Angelique Lush provided a written response to Mr Humphrey (see attached)
24/10/18 QT66/18	Closed	Mr Stuart Kelly Ballarat	On tonight's agenda we have Council's Annual Report. On page 94 of the agenda under Material and Services we find expenditure on consultants of \$606,000 for 2017 and \$463,000 for 2018. What were the tasks carried out by consultants in these years? Did they include such things as the Health Knowledge and City Precinct Masterplan?	Glenn Kallio Director Business Services	Mr Glenn Kallio provided a written response to Mr Kelly (see attached)

PO Box 655  
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AUSTRALIA

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Date: 22 November 2018

Our Ref: 24/10/18 QT64/18

Your Ref:

Mr Ian Humphrey

Enquiries: [REDACTED]

Direct Email: [ballcity@ballarat.vic.gov.au](mailto:ballcity@ballarat.vic.gov.au)

Dear Mr Humphrey,

**RE: QUESTION TAKEN ON NOTICE:**

**"In relation to the three million spent on the Her Majesty's Theatre project, what are the economic benefits Ballarat Council will receive in the future?"**

In response to your query the initial works being conducted at Her Majesty's Ballarat relate to remediation of some identified structural issues pertaining to the roof truss's and stage loading. These works are without question necessary to allow patrons and performers access to this historic theatre.

The forecast economic impact to this initial body of works would see an additional 20 new jobs created through the construction and provide an estimated \$2.8m flow on benefit to local business.

The impact of not having the Theatre open is best understood by looking at one of our traditional hirers in the Royal South Street Society (RSSS). As you may be aware RSSS are this year staging their eisteddfod at Founders Hall at the Federation University Mount Helen Campus. The impact of not having the eisteddfod in Ballarat has been felt by local businesses particularly within hospitality. This is due to the 11,000 performers and 35,000 paying audience members to attend the eisteddfod alone. The economic benefit that is attributed to RSSS is estimated to be \$8.5m annually.

This capital project is very much about protecting a significant heritage asset for the benefit of current and future generations. At 143 years age, the Theatre provides an imperative role within the Ballarat economy as it builds on cultural socialising our community which in this instance saw the State Government through the Heritage Victoria Office grant the Council \$2.0m towards the much-needed conservation works.

Yours sincerely

A handwritten signature in blue ink, appearing to read "A Lush".

Angelique Lush  
Director Development and Planning

From: [Glenn Kallio](#)  
To: [REDACTED]  
Cc: [Civic Support](#); [Councillors](#); [Agenda Preparation](#)  
Subject: Council Question - Meeting October 24 2018  
Date: Thursday, 22 November 2018 11:13:38 AM

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Dear Mr Kelly,

I refer to your question regarding consultants in the Council's Annual Report; the expenditure reported related to predominately to legal expenses incurred by Council on various matters. I am unable to provide detail on the exact issues that the legal expenses were incurred due to privacy.

Yours sincerely,

**Glenn Kallio** | Director Business Services

**City of Ballarat** | PO Box 655, Ballarat, Victoria, 3353  
P: [REDACTED] | M: [REDACTED] | <http://www.ballarat.vic.gov.au>



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*The City of Ballarat respectfully acknowledges the Wadawurrung and Dja Dja Wurrung people - traditional custodians of the land on which we live and work.*

**Please consider the environment before printing this email.**

## **10. NOTICE OF MOTION**

Nil

## **11. URGENT BUSINESS**

### **12. SECTION 89 (IN CAMERA)**

#### **9.7 STRATEGIC PARTNERSHIP - LEADERSHIP BALLARAT**

**Division:** Innovation and Organisational Improvement  
**Director:** Cameron Gray  
**Author/Position:** Cameron Gray – Director Innovation and Organisational Improvement

(Contractual matters)

#### **9.8 COMMERCE BALLARAT AND CITY OF BALLARAT STRATEGIC PARTNERSHIP**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Samantha Magill – Manager Economic Development

(Contractual matters)

#### **9.9 AUSTRALIAN LADIES PROFESSIONAL GOLF (ALPG) BALLARAT ICONS PRO AM - TOURISM EVENT FUNDING BUDGET**

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

(Contractual matters)

#### **9.14 CONTRACTS SPECIAL COMMITTEE OF COUNCIL - 28 NOVEMBER 2018**

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

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

**12.1 12A ALBERT STREET LAND SALE**

**Division:** Infrastructure and Environment  
**Director:** Terry Demeo  
**Author/Position:** Darren Sadler – Executive Manager Property Services and Facilities Management

(Contractual matters)

**12.2 BALLARAT AUSTRALIA DAY HONOURS**

**Division:** Innovation and Organisational Improvement  
**Director:** Cameron Gray  
**Author/Position:** Clare O'Connor - Coordinator Civic Support

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

**12.3 TENDER 2018/19-59 GREGORY STREET WEST RECONSTRUCTION**

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

(Contractual matters)

**12.4 TENDER 2018/19-72 HEINZ LANE & SLATEY CREEK ROAD RECONSTRUCTION**

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

(Contractual matters)

**12.5 RECOMMENDATION OF ARTWORK FOR STURT STREET GARDENS - GEORGE TRELOAR MEMORIAL**

**Division:** Development and Planning  
**Director:** Angelique Lush  
**Author/Position:** Kate Gerritsen – Public Art Coordinator

(Contractual matters)

**13. CLOSE**