

Council Meeting

Agenda

27 January 2021 at 6:30pm

Virtual Meeting





The City of Ballarat acknowledges the Traditional Custodians of the land we live and work on, the Wadawurrung and Dja Dja Wurrung People, and recognises their continuing connection to the land and waterways. We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.

This meeting is being broadcast live on the internet and the recording of this meeting will be published on council's website www.ballarat.vic.gov.au in the days following the meeting.

Although every effort has been made to protect the privacy of the public, members of the public attending this meeting may be filmed. By remaining in the public gallery once the meeting commences, members of the public give their consent to being filmed, and for the recording of them to be made publicly available and used by council.

Information about broadcasting and publishing recordings of council meetings is available in council's Live Broadcasting and Recording of Council Meetings Procedure which is available on the council's website.

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The next Meeting of the Ballarat City Council will be held on Wednesday 24 February 2021.

1. OPENING DECLARATION

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

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

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE OF INTEREST

4. MATTERS ARISING FROM THE MINUTES

5. CONFIRMATION OF MINUTES

6. PUBLIC QUESTION TIME

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

QUESTION TIME

- Question time has been altered for the City of Ballarat's 27 January 2021 Council meeting due to the COVID-19 restrictions.
- To ensure the public can still participate in question time, they are asked to now submit their questions in writing.
- However, no person may submit more than two questions at the 27 January 2021 meeting.
- The questions must be in English, must be 75 words or less and not include a preamble, other additional material, or multiple parts.
- Questions must be submitted via email to governance@ballarat.vic.gov.au by no later than 4:30pm on the day of the Council meeting.
- Question Time will be for a period of 30 minutes.
- A question may be disallowed if the chair determines that it:
 - Relates to a matter outside of Councils responsibility;
 - Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - Deals with a subject matter already answered;
 - Is aimed at embarrassing a Councillor or a member of Council Staff;
 - Contains Confidential information; or
 - Security reasons.
- A Councillor or the Chief Executive Officer or their delegate may require a question to be taken on notice. If a question is taken on notice, the answer to it must be incorporated in the minutes of Council and a written copy of the answer sent to the person who asked the question.
- A Councillor or the Chief Executive Officer may advise Council that an answer should be given in a meeting closed to members of the public and explain the reason why.

PUBLIC SUBMISSIONS

- Due to COVID-19 restrictions around public gatherings the following has been put in place.
- Public representations may be made on any items listed on the agenda in a Council Meeting apart from those listed in the confidential section. Submissions must also be submitted in writing to governance@ballarat.vic.gov.au by no later than 4.30pm on the day of Council meeting; and limited to no more than 200 words that will be read out by the Chief Executive Officer or nominated delegate at the meeting prior to the matter being considered by Council.
- If you would like to make your submission personally at the Council Meeting, please contact governance@ballarat.vic.gov.au to arrange this.

7. CHIEF EXECUTIVE OFFICER REPORT

7.1. CHIEF EXECUTIVE OFFICER REPORT

Division: Executive Unit
Director: Janet Dore
Author/Position: Janet Dore – Chief Executive Officer

PURPOSE

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

BACKGROUND

2. The Council of the City of Ballarat is responsible for setting the municipality's strategic direction. The CEO of the City of Ballarat is the sole employee of the Council and is responsible for establishing the organisational structure and resource allocation to achieve the objectives set by the Council. This operational report provides greater detail about organisational activities and issues involved with service delivery. It also includes an account of work undertaken over the last six months as Interim CEO following the Ombudsman Victoria report of May 2020.

KEY MATTERS

Independent reviews

3. The Victorian Ombudsman report had two recommendations, both about senior staff who have since left the organisation, but the contents of the report have been the guide for my action plan since June 2020. Two further reports have led to an updated action plan which is attached to this report for information. The majority of work in the plan is within the administration and covers probity, procedures and leadership behaviours. Council has made key decisions on policy and accountability frameworks.

Interim CEO Action Plan June 2020

4. Points covered were:
 - Communication and consultation throughout the organisation
 - Review of executive positions and accountabilities
 - Review of Audit Committee and establishment of Audit and Risk Committee
 - Preparation for *Local Government Act 2020* (LGA 2020) requirements under the principles of Community Engagement, Strategic Planning, Financial Management, Public Transparency, Service Performance
 - Realignment of organisation structure and leadership
 - Revision of key policies including procurement, hospitality and recruitment
 - Review of purchasing cards
 - Revision of Council agenda and reporting
 - Recruitment of CEO process and engagement
 - Election process and Council induction
 - Review and assessment of organisational culture

- Employment policies (now underway)
5. All actions have been completed, except the last point which has started in the context of the Halliday report, and some will be reviewed regularly as a matter of good governance and continuous improvement.
 6. Outputs from subsequent work, including the Pitcher Partners and Halliday reports, have been incorporated into the future action plan outlined below.

Ongoing work

7. Susan Halliday AM completed an extensive review of individual experiences within the organisation, predominantly staff, but also Councillors, contractors and members of the public. The report provides insight to historical behaviours and impacts. Whilst there are inappropriate behaviours covered in the report, they are not representative of the whole and there are other favourable comments about new leadership styles and management of poor behaviour over the last few months.
8. These changes are the basis for ongoing action and the rebuilding of trust and confidence within the organisation, between the organisation and Council, and within the community.
9. The LG 2020 Act requires transparency, and the Halliday Report will be released following discussion with staff and Councillors.
10. Safety within the workplace is a primary duty of a CEO and the many individuals who participated in or contributed to the assessment of culture are likely to be affected in different ways once this is public, so supporting them is vital.
11. The commitment made by me when the Halliday work began was to maintain the confidentiality of contributors. The report is written to ensure that neither individuals nor specific functions or locations can be identified. There are however clear pointers towards matters for improvement; and during the course of Ms Halliday's work, instances of misconduct were referred to the CEO for immediate action.
12. Some of these related to long standing practice, code of conduct infractions and unresolved complaints. Each matter has been dealt with and enabled the teams involved to refresh and regroup. These instances serve to reassure the organisation staff that non-conformance with the required behaviours and standards of conduct will be addressed in an appropriate and timely manner by senior officers.

Procurement

13. The CEO commissioned an independent review by Pitcher Partners following the Victorian Ombudsman's report of May 2020 into governance matters at the City of Ballarat. Following the report to Council on 16 September 2020, the independent review undertaken by Pitcher Partners was referred on to the Local Government Inspectorate for investigation and consideration.
14. The Inspectorate has reviewed the report and supports and endorses the report's findings, approach and recommendations which seek to achieve good governance and accountability at the City of Ballarat.

15. There are several pointers to improvement from the independent review undertaken by Pitcher Partners:
- Project management discipline consistent with best practice is needed which requires a business case including whole of life costing, staged approval processes and verification for all projects over an identified value.
 - Expenses for Mayoral duties need clarification within the Councillor expenses policy.
 - Purchasing of all goods, services and materials must follow the appropriate procurement processes through an authorised officer.
 - A policy for acquisition of gifts and special assets should be developed.
 - Training for staff in record keeping requirements should be implemented.

Transition to New CEO

16. The action plan arising from all of this work has been discussed with the incoming CEO and presented as a matter of record at Attachment 1. It is a reference point for the future to be applied as necessary.

Key achievements, projects and events delivered

17. Summer of Fun in Ballarat launched

Summer of Fun in Ballarat was launched in December. The City of Ballarat is working alongside Commerce Ballarat, Ballarat Regional Tourism and the city's tourism and hospitality industry on this new campaign showcasing Ballarat's outstanding food and wine, places to explore and award-winning attractions. The campaign, which continues through January and February, is targeting the visiting friends and relatives' market and visitors from Melbourne and across Victoria.

18. Colourful Art installation in Little Bridge Street

Ballarat's Little Bridge Street bus interchange recently received a colourful facelift with the installation of a temporary, graffiti-proof community artwork. The Graffiti Prevention Grants are part of the Community Crime Prevention Program and provide funding of up to \$30,000 for Victorian Councils to develop and deliver projects to prevent graffiti vandalism in local communities. Ballarat-born artist, Justine McAllister created the themed bus shelter works, 'movement colour and shape'. The City of Ballarat has also successfully applied for \$450,000 from the Federal Government's Safer Communities Program for CCTV, lighting and bollards to be installed in Little Bridge Street to improve safety.

19. \$4 million upgrades to sporting facilities delivered

In December, more than \$4million in upgrades to some of Ballarat's key sporting reserves and recreational spaces were officially opened, thanks to substantial funding support from the Victorian Government and funding from the Council budget. Project locations included St George's Reserve and MR Power Park in Sebastopol, Mt Clear Recreation Reserve and Alfredton Reserve Village Green. Upgrades included sports field light installation, drainage and irrigation upgrades and pavilion works.

20. Summer Sundays

The popular Summer Sundays concert series returned this month, with performances relocated this year from the Botanical Gardens to Ballarat's major tourist attractions at Sovereign Hill, Ballarat Wildlife Park and Kryal Castle. The change of venue allowed the performances to take place in a COVID-safe environment, as well as profiling the attractions to a wider audience via the event's Facebook page.

21. Town Hall reopens

The Sturt Street doors to the Ballarat Town Hall were re-opened in December for the first time since they were closed in March due to the COVID-19 pandemic. The Town Hall was open with the Visitor Centre returning to the site to provide assistance to visitors. The Phoenix building had been the temporary home to the Visitor Centre while maintenance works were carried out in the Town Hall.

22. Goldfields World Heritage bid website launched

The Central Victorian Goldfields World Heritage Bid is a partnership between thirteen local governments, including Ballarat Council; regional organisations, academia and the private sector on behalf of the Central Victorian Goldfields community. Funded by the Victorian Goldfields Tourism Executive (VGTE), the goldfieldsworldheritage.com.au site is the latest iteration of the bid that has been developing behind the scenes for several years. It provides fascinating insights into the discovery of gold in Victoria, the world-wide significance of the Victorian goldrush and the bid for World Heritage listing.

Ongoing community consultation

23. Draft Community Engagement Policy

The City of Ballarat sought community feedback on a draft community engagement policy in December and January.

The draft policy will guide the City of Ballarat's approach to engaging with residents and other stakeholders and help to make sure the voices of our residents are heard when key decisions are made. The policy was made available online at the city of Ballarat MySay page, at City of Ballarat Customer Service Centre and at Ballarat's Library branches in Sebastopol, Wendouree and Ballarat Central. The draft policy will be considered by Council in the next meeting cycle.

24. Alfredton BMX track

A BMX track will be built in Alfredton, with construction of the track funded by Council and planned to be complete by June 2021. In recent months community consultation began with the selection of an appropriate location, with feedback from the community indicating Alfredton Recreation reserve was the most popular location. Further feedback was sought via in person consultation sessions on the design and layout of the track in December. Concept design will be shared with the community in coming weeks.

25. New Outdoor Youth Space at Wendouree West Recreation Reserve

Feedback from the community younger community members has been sought on the design and layout of a BMX pump track, street soccer design, and skate elements as part of landscaping works. These works are part of a wider revitalisation project and new facilities funded by the Victorian Government and being delivered by the City of Ballarat at Wendouree West Recreation Reserve. Draft concept plans will be developed using feedback received, with further consultation on the concept plans to take place in coming weeks.

OFFICER RECOMMENDATION

26. That Council:

12.1 Receive and note the CEO's Operational Report.

12.2 Receive and note the Action Plan to be implemented by the incoming CEO.

ATTACHMENTS

1. Governance Review [7.1.1 - 1 page]
2. Correspondence from the Local Government Inspectorate to Janet Dore 16 December 2020 - 20201217 Reda [7.1.2 - 1 page]
3. City of Ballarat - Process, Management and Authorisations of Acquisition Assessment - September 2020 [7.1.3 - 10 pages]
4. CEO Action Plan 2021 [7.1.4 - 1 page]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Chief Executive Officers report is line with Council's commitment to transparent decision making as expressed in the Council Plan.

COMMUNITY IMPACT

2. The report is part of Council's commitment to ensuring the community is informed about key projects and initiatives delivered and ongoing, and community consultation being undertaken by the City of Ballarat.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. No climate emergency and environmental sustainability implications have arisen from the preparation of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. No additional economic sustainability implications have arisen from the preparation of this report.

FINANCIAL IMPLICATIONS

5. No additional financial implications have arisen from the preparation of this report.

LEGAL AND RISK CONSIDERATIONS

6. It is considered there are no legal and risk considerations associated with this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. The Chief Executive Officer's Operational Report formal community engagement and consultation processes, both online and in person, which the City of Ballarat is currently undertaking in relation to its plans and operations.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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



Local Government Inspectorate

v.au

GPO Box 4912
Melbourne Victoria 3001
Inspectorate@lgi.vic.gov.au

Telephone: 1800 469 359

Ref

By email to Janet Dore CEO: janetdore@ballarat.vic.gov.au

Dear Ms Dore

BALLARAT CITY COUNCIL – OMBUDSMAN REPORT

I refer to your email of 17 September 2020 advising that you commissioned an independent review by Pitcher Partners following the Victorian Ombudsman's report of May 2020 into governance matters at the Ballarat City Council and referring the review to the Inspectorate for investigation and consideration.

As you are aware the Local Government Inspectorate (Inspectorate) is the dedicated integrity agency for local government in Victoria, and is responsible for receiving, assessing and, where appropriate, investigating breaches of the *Local Government Act 2020*.

I refer to the discussion on Tuesday 15 December 2020 between yourself, [REDACTED] and [REDACTED] from the Inspectorate and confirm that the Inspectorate has reviewed the Pitcher Partners' report *Process, Management and authorisation of Acquisition* dated 2 September 2020. The Inspectorate supports and endorses the report's findings, approach and recommendations which seek to achieve good governance and accountability at the Ballarat City Council.

At this stage I consider that there is no further action required on the part of the Inspectorate. However, I would welcome the opportunity to provide further support and assist if required as the recommendations are implemented.

Yours sincerely,



John Lynch PSM
Acting Chief Municipal Inspector

17 / 12 / 2020



City of Ballarat

Process, Management and Authorisations of Acquisition Assessment



Ref: GIN: JK

2 September 2020

PRIVATE & CONFIDENTIAL

Mr Sean Portelli
City of Ballarat
PO Box 655
BALLARAT VIC 3353

Via email: seanportelli@ballarat.vic.gov.au

Dear Sean

Process, Management and Authorisations Assessment

Scope

We have undertaken an assessment in relation to the process, management and authorisations of the acquisition of the following items:

- Gatekeepers Cottage Project
- Fernery Redevelopment Project
- Purchase of a Chandelier for the Town Hall
- Various additional items that were identified as being outside of the normal process for acquisition identification and procurement.

Our scope included consideration of the following aspects:

- Application of relevant policies and procedures applicable to each area.
- Relevant approval processes undertaken, delegations and any required special arrangements.
- Reporting and disclosure procedures to Council and executives.
- Other relevant circumstance applicable to the specific scope areas.

Limitations

Our work did not include any procedures to assess or verify the actual spend on any of the areas covered or the delivery of the actual expected outcomes.

Our work did not cover any aspect of the actual delivery of the outcomes other than relevant approvals for variations to budget where available.

Procedures

We undertook the following procedures to address the requested audit scope:

- Held interviews with staff and process owners.
- Assessment and testing of transactions and documentation as required against relevant policies, procedures, approvals and delegations in relation to each of the items listed above.
- Consideration of relevant reporting and disclosures to Council and Executives.

Gatekeepers Cottage Project

Background and Context

The Gatekeeper's Cottage was located on private land and was initially planned to be demolished by the landowner. It was subsequently gifted to the Friends of the Ballarat Botanical Gardens (FBBG) organisation. The cottage has been relocated into the Ballarat Botanical Gardens and has been restored and renovated in partnership with FBBG for the purposes of preserving cultural heritage and providing a space for community education purposes.

The cottage, costs to remove it from its original site and internal fit out of furniture were donated by FBBG.

COB funded/are to fund the following elements¹:

- Re-locate cottage from trailer to new concrete slab and make watertight: \$115,782
- Renewal of cottage to present condition: \$301,757
- Accessible pathway design: \$ 18,679
- Accessible pathway works (Planned): \$ 75,000

Projected total capital project costs: **\$511,219**

Project maintenance costs are as follows¹:

Maintenance Type	Details	Cost	Cost Frequency
Programmed Regimes	HVAC, Fire Equipment, Gutters & Electrical	\$650	Annually
Painting	Decking	\$1,500	Annually
Painting	External Building	\$6,500	5 Yearly

Observations

It appears the project was initially identified and came to be through the council receiving an application to demolish the dwelling. A heritage assessment was then undertaken which identified the dwelling to be a place of potential individual significance and should be included in the heritage overlay as part of the planning scheme. Through public exhibition for heritage protection, increased community and stakeholder interest was received.

The initial project to relocate the cottage to the Ballarat Botanical Gardens was put to council in 2016. While it was initially not supported, minutes from the Council meeting on 25th January 2017 included a report from management outlining the project benefits and a recommendation to "agree to the request put forward by the Friends of the Ballarat Botanical Gardens to include the Gatekeepers Cottage as part of the Fernery redevelopment project". Based on the documentation available, it is unclear whether the recommendation was adopted by Council or included as part of the fernery re-development project.

Discussions and documentation appear to indicate that multiple attempts at approval by Council were rejected. It is unclear what circumstance changed to then result in the undocumented approval being obtained.

High level approval for the budget was provided as part of the broader 2018/19 capital budget processes which included a line item of \$300k² allocated to the cottage, with no supporting detail, as part of the broader capital works program renewals. There is no additional documentation to support any further spend on the project including any approved variations.

Other than the recommendation made to council in 2017, we were not provided with any further documentation which clearly defined the project purpose, supported the initial justification, defined the scope or approval of the project through either a business case, project scope or council minutes.

At the time of project commencement, it appears there was and still is not any Council policy or procedure dealing with gifted assets or the requirements regarding the development of a business case to define, justify and seek approval for projects, this was raised as a concern in the 2017 Project Management Internal Audit.

¹ Summary of Costs Spreadsheet – Gatekeepers Cottage

² City of Ballarat - 2018/19-22 Revised Budget – Strategic Resource Plan

Conclusions

- Record keeping regarding this special acquisition is lacking and therefore cannot support the application of an appropriate acquisition process, particularly given the unique nature of this asset.
- A full business case, commensurate with the nature and risk associated with the asset was not produced.
- The asset acceptance appears to have been agreed based on a cost analysis that did not adequately contemplate the full extent of costs.
- There are no approved variations to the planned \$300k.
- The acceptance of the asset does not seem to have received explicit council approval.
- There was no policy or procedure in place, to specifically address this type of asset, which possibly should have required additional steps to be undertaken, such as the involvement of restoration specialists to provide their process and costs estimates etc.
- While there is no specific supporting information, it appears that this asset was incorporated into the normal capital development process associated with the fernery re-development. In the absence of any policy guidance with regards to gifted and special assets this may be considered, without the benefit of hindsight, to have been an appropriate approach at the time.

Fernery Redevelopment Project**Background and Context**

The Fernery is a heritage listed part of the Ballarat Botanical Gardens, which has been closed since 2013 due to its deteriorating state. The Redevelopment Project focuses on restoration of the fernery including the reconstruction of the gothic style entry from the original fernery, with a replica of the original timber building being constructed.

In 2008/9 an initial \$300k originally spent during investigation of the concept.

The Fernery project was confirmed as a Council Priority Project and included in the council adopted 2015/16 budget for new capital works, with \$1.4 million broadly allocated to the project with an additional \$457k of reported variations. The budget and these costs do not include the Gatekeepers Cottage Project.

Documentation suggests no further costs are anticipated by management to complete the project.

Item	Spend to Date
Miscellaneous	\$916
Community Engagement	\$30,050
Design	\$462,781
Service Relocation	\$17,273
Construction contract	\$445,243
Other construction	\$21,274
Authority fees	\$67,799
Project Management	\$165,769
Variation 1 – Design Variation (ex. GST)	\$199,000
Variation 2 – Increased fittings (ex. GST)	\$192,530
Variation 3 – Scaffold (ex. GST)	\$64,900
Variation 4 – Additional carpentry (ex. GST)	\$1,320
Total	\$1,668,855

Observations

Justification and approval of the Fernery Re-development Project occurred in stages over several years, as follows:

- An investigation into a potential design concept for the refurbishment of the Fernery first occurred in 2005, with further work undertaken in 2006 and a budget allocation of \$300k in 2008/9 for the advancement of this design ahead of future capital works.
- A report in June 2011 to Council provided a summary of the work undertaken to date followed by further assessment undertaken in September 2012 in relation to the conceptual design.
- It appears through the documentation provided that the approval for further advancement of this project formed part of the broader endorsement of a Visionary Plan for the Ballarat Botanical Gardens during May 2014.
- During 2015/16, the Development of the Fernery was identified as a 'Council Priority Project' to 'deliver enhanced botanical collection & architectural structure that's functional & reflecting qualities the original structure'. An amount of \$1.4m was then allocated to the development of the Fernery as part of the 2015/16 budget process.
- Four variations were encountered throughout the project, totalling \$457,750. The Instrument of Delegations provides authority for variations to be approved by Executive Management without reference to the associated value of the variation. The August Contracts Approval Special Committee included a resolution for the variations to be approved.
- As the Fernery project formed part of Council's 'Priority Projects', it did not appear to go through the normal project feasibility/justification process to assess the strategic relevance and priority against other council projects, as would generally be expected of a project of this scale.

A Project Scope was developed in September 2017 but was not approved as further detail was requested by management in relation to the project scope and budget. We were not provided with documentation to indicate whether these concerns were addressed and whether the scope was ever updated and approved.

Conclusions

- Council had clear line of site of this project and the general reasoning for it being undertaken.
- The process was conducted over several years with various assessment steps being undertaken.
- There was no relevant business case and reasoning, final scope or budget provided to support the approval.
- Costs have exceeded the approved budget and subsequent variations were approved by the Contracts Approval Special Committee.
- It is unclear from the way in which the delegations are phrased if the Contracts Approval Special Committee had the ability to approve the larger variations.
- In the absence of a project scope, it is unclear what would constitute full completion.

Purchase of Chandelier**Background and Context**

A chandelier for a meeting room in the Ballarat Town Hall was purchased in May 2017 for \$950. The chandelier was collected from Melbourne by the Director of Infrastructure at the time, who was apparently travelling close to the supplier on other council business. The chandelier was paid for utilising the Director of Infrastructure's corporate purchasing card at the time of collection.

Observations

Based on the information provided, the purchase of the chandelier does not appear to contravene the Procurement Policy in place at the time.

The policy at the time, based on the minimum spend thresholds, required only 1 verbal quote to be sought and did not require this to be recorded.

The policy also allowed the use of a corporate purchasing card for this size purchase.

Since then the policy has been updated to require the recording of a verbal quote, one quote for this size purchase is needed, and the use of a corporate card is appropriate.

The chandelier purchase of \$950 fell within the Director of Infrastructure's purchasing card transaction limit. A receipt was attached to the transaction in the purchasing card system and was approved by the CEO as required.

It appears that a formal Town Hall Refurbishment budget was never established and therefore approved, making it difficult to establish the overarching rationale, justification and pre-approval for this purchase.

The purchase was also coded to a cost centre established to record Councillor related expenditure. This would seem to imply that staff attributed this cost with a Councillor rather than a cost code connected to the project furniture and fittings.

Conclusions

- The acquisition met the relevant policy and procedural requirements.
- It is unusual for capital acquisitions to be paid for by credit card, but understandable given the circumstance.
- It is unclear why staff coded the cost of the item to the Councillor expense code.
- The lack of the broader town hall refurbishment project scope and budget, results in there being no documented support for this specific acquisition.
- The absence of a gifted assets and special acquisitions policy makes it difficult to determine if the acquisition would be considered unnecessary or have required a special procedure of approval or acquisition.
- The expenditure was incurred for Council purpose and the item is on display in the town hall.

Recommendations

Resulting from this work we offer the following recommendations for management to consider:

- Development of full scope, business case and budget before approval of acquisition.
- Recording and retention of relevant approvals and considerations.
- Appropriate gatekeeper steps through larger projects and acquisitions, to ensure appropriate approvals and consideration of changes and next steps.
- Development of a policy and procedure with regards to gifted and special assets.
- Clarifying the delegations with respect to the financial value of variations that can be approved by delegated positions.

Additional transactional assessment

Background and Context

Following on from our in-depth assessment undertaken of the 3 items above, Management requested us to undertake further investigations. The following transactions were identified by management in response to a council resolution in relation to Town Hall expenditure "outside normal maintenance or Council approved changes". We were requested to investigate the processes and circumstances surrounding these purchases. In connection to any acquisitions relating to the Town Hall, as a town hall refurbishment budget was never documented or approved, we were unable to ascertain whether these items were pre-approved as part of a budget process.

Observations

Ref.	Category	Date	Value	Supplier	Item	Purchase initiator ³	Approved in line with delegation
1	Flowers	25/07/2017	\$60	Ballarat Florist - Kathryn Amor	Flowers for Mayor's Office and Reception	Mayoral Request	Yes
2	Flowers	31/07/2017	\$60	Ballarat Florist - Kathryn Amor	Flowers for Mayor's Office and Reception	Mayoral Request	Yes
3	Flowers	3/10/2017	\$180	Ballarat Florist - Kathryn Amor	Flowers for Mayor's Office and Reception	Mayoral Request	Yes
4	Flowers	14/12/2017	\$270	Ballarat Florist - Kathryn Amor	Flowers for Mayor's Office and Reception	Mayoral Request	Yes
5	Flowers	14/12/2017	\$467	Ballarat Florist - Kathryn Amor	Plants for Town Hall	Mayoral Request	Yes
6	Flowers	21/02/2018	\$240	Ballarat Florist - Kathryn Amor	Flowers for Mayor's Office and Reception	Mayoral Request	Yes
7	Flowers	19/07/2018	\$280	Ballarat Florist - Kathryn Amor	Moving Furniture	Mayoral Request	Yes
8	Framing & Photography	2/07/2017	\$180	Jeremy Bannister	Photography for portraiture	CEO and Mayoral request	Yes
9	Framing & Photography	7/03/2018	\$1,145	Creative Framing Gallery	5 x Lady Mayor photos for frames	CEO and Mayoral request	Yes
10	Furniture	10/07/2017	\$1,730	Office Vision	Desk and mobile pedestals	Director Innovation and Organisational Improvement	Yes
11	Rainbow Flags	24/11/2017	\$100	Ballarat Pride Hub Inc	Rainbow Flags for display at Town Hall	Director Innovation and Organisational Improvement	Yes
12	Removals	30/04/2017	\$214	Central Highlands Removals	Relocation of furniture from Ryan's Storage to City Hall	Mayoral request through CEO or Director Innovation and Organisational Improvement	Yes
13	Removals	17/11/2017	\$260	Ballarat Removals & Storage	Removal of Boardroom tabletop from town hall	Mayoral request through CEO or Director Innovation and Organisational Improvement	Yes
14	Removals	15/02/2018	\$390	Ballarat Removals & Storage	Internal Removal at Town hall	Mayoral request through CEO or Director Innovation and Organisational Improvement	Yes
15	Repairs	1/05/2017	\$187	M & K Callaway	Removal of broken brass lock and replacement	Repair identified by hall keeper	Yes

³ Purchase initiators were identified through interviews with staff and review of email correspondence.

Ref.	Category	Date	Value	Supplier	Item	Purchase initiator ³	Approved in line with delegation
16	Repairs	22/07/2017	\$165	M & K Callaway	Repair to Australian Cedar carver chair (broken arm)	Director, Infrastructure and Environment	Yes
17	Repairs	4/10/2017	\$440	M & K Callaway	Repairs to 4 Australian Cedar Boardroom Chairs	Councillors request via CEO and/or Director Innovation and Organisational Improvement	Yes
18	Repairs	13/10/2017	\$150	M & K Callaway	Repairs Australian Cedar Boardroom Chair (broken leg)	Councillors request via CEO and/or Director Innovation and Organisational Improvement	Yes
19	Repairs	20/07/2018	\$150	RJ Galleries	Repairs to Chaise	Director Innovation and Organisational Improvement	Yes

Other relevant information

With reference to the transactions above, the following additional observations are made:

Ref	Additional Comments relating to the table above
1 - 6	<p>We were advised during interviews with Council officers, that the Florist may have been known to the Mayor. Further email correspondence between Council officers indicated that the florist may have been known to the Mayor.</p> <p>We were further advised that whilst the purchase of flowers seemed to occur on a regular basis (new flowers delivery weekly) the invoices received from the florist occurred irregularly. Specifically, invoices were not initially provided for the flowers and then when they were provided the florist often dropped a number of invoices off at the town hall for payment. Additionally, through staff interviews and subsequent emails, it was stated that payment of these invoices was often followed up by the Mayor to ensure payment had been processed.</p>
7	Documentation received indicates that the florist undertook additional work for the council such as moving furniture and attending site visits at the Town Hall. It appears that these activities were invoiced to the Council without any documented request or pre-approval for these services.
8, 11	These invoices were addressed directly to the Mayor indicated that these items were ordered by the Mayor rather than going through the normal procurement processes when ordering a good or service.

Additional items identified during our procedures

The following items were raised during meetings or through subsequent email communication:

Ref.	Category	Date	Value	Supplier	Item	Purchase initiator ⁵	Approved in line with delegation
20	Fruit	Weekly order	~\$20 (per week)	Coles and Woolworths	Weekly Fruit Bowl	Mayoral request through Director Innovation and Organisational Improvement	Refer to additional notes below
21	Plants	24/10/2017	\$237	Ballarat Florist - Kathryn Amor	Plants for the Town Hall	Mayoral request through Director Innovation and Organisational Improvement	Refer to additional notes below

Ref.	Category	Date	Value	Supplier	Item	Purchase initiator ⁵	Approved in line with delegation
22	Plants	28/05/2018	\$160	Ballarat Florist - Kathryn Amor	Plants for the Town Hall	Mayoral request through Director Innovation and Organisational Improvement	Refer to additional notes below
23	Plants	04/04/2018	\$1153	Floral Interiors and Ballarat Florist - Kathryn Amor	Flowers for the Town Hall	Mayoral request through Director Innovation and Organisational Improvement	Refer to additional notes below
24	Fittings	09/04/2018	\$280	Gregory's Antiques and Lights	Pair of Silver Candelabras for Town Hall	Unclear - See additional comments	Refer to additional notes below
25	Gifts	Dec 2018	TBC	Various suppliers	Various transactions for the Councillors and their Partners including: <ul style="list-style-type: none"> • Christmas gifts • Christmas luncheon 	Mayoral Request	Refer to additional notes below
26	Furniture	03/04/2018	~\$5000	Request rejected	Piano	Mayoral Request	Refer to additional notes below

⁵ Purchase initiators were identified through interviews with staff and review of email correspondence

Ref	Additional Comments relating to the table above
20	We were advised that the purchasing of the fruit was undertaken on a weekly basis by the Hall Keeper at the request of the Mayor and the purchase was made using a purchasing card. This purchase of fruit is still occurring.
20, 21, 23, 24	These transactions do not appear in the accounts payable system. We were advised that these were likely purchased utilising a corporate purchasing card.
21-23	We were advised that plants had been purchased for the town hall offices at the request of the Mayor, subsequently it was decided by the Director Innovation and Organisational Improvement that artificial plants would be more cost effective.
24	We were advised that it was unclear who initiated the purchase of this item.
25	At the time of finalising this report we had not received any documentation to support these purchases. We were advised that these items were purchased at the request of the Mayor and purchased via corporate purchasing card.
26	Email documentation was received outlining that the Mayor had requested to purchase a piano for the town hall worth approximately \$5000. From these emails, it appears this item was rejected for purchase by the Director Innovation & Organisational Improvement as it was stated there was no budget available for such an item.

Additional observations identified during our procedures

During interviews and review of documentation we made the following additional observations:

- We were advised by Finance that approximately \$17,000 was procured from the Florist (Kathryn Amor) between 08/02/2017 and 06/02/2019.
- During interviews we were advised that staff were sometimes unsure if certain councillor reimbursements (e.g. flowers and plants) were in alignment with the Councillors Expenses Entitlement Policy and that the policy could have provided more detail in relation to acceptable purchases. In reviewing the policy available at the time (December 2018) it appears to provide sufficient guidance with regards to councillor reimbursements, with the following overarching principles being specified in the policy:
 - "The basic test that will be applied to determine whether or not an expense is lawfully incurred is whether the expenditure is "necessary" to complete duties as a Councillor;
 - Claims for expenses other than those included in this document should be referred to the Chief Executive Officer or delegate; and
 - Any costs incurred by a Councillor which are not covered specifically within the Guidelines will not be met, unless the Councillor has received prior authorisation from the Council or, if delegated to do so, from the Chief Executive Officer."

However, the policy doesn't address the involvement of Councillors in the procurement of items for the City of Ballarat.

Conclusions

In relation to the additional transactions, based on discussions with staff and documentation received, it appears that there was involvement from the Mayor in relation to a number of these purchases and activities some of which appear to have been made without pre-approval or involvement of Council officers.

Within the purchasing policy and procedures, it would be expected that all intended purchases and commitments made by councillors on behalf of Council would be requested through, approved by and procured by council officers. In addition, greater guidance with regards to the extent of involvement by Councillors in directing Council officers to procure items and services of behalf of City of Ballarat would be helpful.

Recommendations

Assess and where possible strengthen various policies that relate to councillor activities and expenditures as well as addressing the procurement policy and procedure followed by management when dealing with Councillor requests and expenditures.

We trust that this report meets with your requirements.

Yours sincerely



Graham Noriskin
Executive Director
Pitcher Partners Consulting Pty Ltd

OFFICIAL

ACTION PLAN

Author: Janet Dore

Date: 20/01/2021

WORKING ENVIRONMENT

Develop a Workforce Strategy in accordance with the LGAct 2020

Develop a plan for being an Employer of Choice

Develop a Communications Plan for regular internal communication with employees

Ensure the physical working environment meets OHS and COVID-19 standards

Continue best practice Employee Relations

BEHAVIOURS

Promote and apply principles of accountability and delivery of outcomes

Review educate and reinforce Codes of Conduct pertaining to staff, Councillors and interactions between them

Educate and reinforce role boundaries for staff and Councillors

Review and reinforce social media policies for staff and Councillors

LEADERSHIP

Ensure the organisation operates cohesively through joint goals and accountabilities within senior staff

Develop a coordinated approach to professional development based on continuous learning principles

Develop and deliver a 21st Century Leadership program for senior staff

GOVERNANCE

Recognise and adhere to the Positive Duty Obligation under legislative responsibilities for OHS, Risk Management and other compliance requirements

Develop a glossary of terms to promote common understanding and awareness

Ensure procurement, probity and procedures are revised and upheld on a regular basis

Understand and apply best practice Issues Management practices

8. OFFICER REPORTS

8.1. TENDER 2020/21 - 112 BALLARAT REGIONAL LANDFILL LIQUID WASTE (LEACHATE) REMOVAL

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Nicholas Benyon – Environmental Service Compliance Officer

PURPOSE

1. To enter into Contract Number 2020/21 - 112 for the provision of Ballarat Regional Landfill Liquid Waste (Leachate) Removal with RTD Environmental for the estimated annual spend of \$350,000.00 (ex GST). The contract term is for three years with the provision of two one-year extensions at Council's sole discretion.

BACKGROUND

2. The purpose of this tender is to engage a suitably qualified, experienced and resourced contractor to manage the removal of prescribed liquid waste (leachate) off site. This waste is to be delivered to an authorised disposal facility that accepts and treats prescribed liquid waste, N210.
3. Leachate is any rainfall that has come into contact with waste and is also created by decomposing waste. The leachate is collected at the bottom of the cell and pumped to the leachate ponds.
4. The leachate ponds are designed to enable evaporation of the leachate, however in wet years and to ensure safe levels are maintained in the ponds, leachate may have to be exported.
5. Leachate removal volumes differ annually and are directly related to the volume of rain and the capping style.
6. Management of leachate is a compliance requirement under the Environment Protection Authority Licence for Landfill management.

KEY MATTERS

7. Five (5) tender submissions were received.
8. The works will be funded from the annual landfill recurrent budget – 8130-0333-504500-LEACH-LCEXP-0000.

OFFICER RECOMMENDATION

9. That Council:

- 9.1 Enter into Contract Number 2020/21 - 112 for the provision of Ballarat Regional Landfill Liquid Waste (Leachate) Removal with RTD Environmental for the estimated annual spend of \$350,000.00 (ex GST). The contract Term is for three (3) years with the provision of two (2) one-year extensions (1+1) at Council's sole discretion.
- 9.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

ATTACHMENTS

Nil

8.2. ROAD DEVIATION AND DISCONTINUANCE - PART NERRINA ROAD, NERRINA

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Linda Skewes – Property Officer

PURPOSE

1. This report is presented to Council to consider the road deviation and discontinuance for part Nerrina Road, Nerrina in order to correct the boundary realignment following the road construction in 2016/2017. The land comprises proposed Lot 1 (63.5 sqm) Part Roadway, Nerrina Road, Nerrina and proposed Lot 2 (63.5sqm) Part 15 Arapiles Street, Nerrina (Plan of Road Exchange attached).
2. Following the road deviation and discontinuance, Council is to then exchange by private treaty at no consideration the land parcels. Valuations have been commissioned on both parcels of land with the returned value being \$6300 each.

BACKGROUND

3. Road reconstruction works were completed in 2016/2017 with Council inadvertently encroaching on private land.
4. The purpose of the road deviation and discontinuance is to re-establish the cadastre property and road reserve boundaries to reflect what is on site.
5. The road has a status of government road, owned by the Crown, controlled and managed by Council and is included in the Council road register.
6. Under Clause 2(2) of Schedule 10 of the *Local Government Act 1989*, consent was obtained on the 18 August 2017 from the Minister of Energy, Environment and Climate Change, to the proposed road deviation (Attached).
7. On the 5 November 2020 a public notice for the road deviation and discontinuance was published. No submissions were received (Attached).
8. Land to be exchanged by private treaty for no consideration in accordance with the Local Government Best Practice Guideline for the Sale and Exchange of Land dated June 2009.
9. A current valuation dated 29 September 2020 indicates that the parcels of land to be exchanged are of equal value (Attached).

KEY MATTERS

10. Part of the constructed road is under Council's control and management and is encroaching on private land and this must be rectified.
11. The exchange of the parcels will be undertaken by private treaty with no consideration demanded for the subject sites.

OFFICER RECOMMENDATION

- 12. That Council:**
- 12.1 Undertake the formal Gazettal process in respect to the road deviation and discontinuance of this portion of Nerrina Road, Nerrina.**
 - 12.2 Satisfies the statutory processes in relation to the road exchange.**
 - 12.3 Authorise the exchange of land to be administered by private treaty at no consideration.**
 - 12.4 Authorise the Chief Executive Officer under delegated authority to execute such documents as are necessary to give effect to this resolution and complete the exchange of land with the abutting property owner.**

ATTACHMENTS

- 1. Governance Review [8.2.1 - 1 page]
- 2. Minister Consent 0516-0031 [8.2.2 - 2 pages]
- 3. Plan of Road Exchange [8.2.3 - 1 page]
- 4. Ballarat Times Public Notice Nerrina Road 5 Nov 2020 [8.2.4 - 1 page]
- 5. Valuation: Land Exchange - 15 Arapiles Street, Nerrina - Final Report 29-9-20 [8.2.5 - 20 pages]
- 6. Nerrina Rd exchange Aerial Map [8.2.6 - 2 pages]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The re-alignment of part Nerrina Road, Nerrina is required due to the encroachment of private land following the construction of the road and consultation and agreement with the property owner

COMMUNITY IMPACT

2. There are no community impacts identified for the subject of this report.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no climate emergency and environmental sustainability implications identified for the subject of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications identified for the subject of this report.

FINANCIAL IMPLICATIONS

5. Council obtained an independent market valuation which is attached and returns that both parcels hold the same valuation. Council will be incurring all costs associated with the transaction.

LEGAL AND RISK CONSIDERATIONS

6. Council has followed the statutory process in accordance with legislation mitigating any legal risks.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. A public consultation process was conducted from 5 November 2020 to 3 December 2020. No submissions were received.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

9. No Council Officers who have provided advice in relation to this report have a conflict of interest regarding the matter.

LOCAL GOVERNMENT ACT 1989

DEVIATION OF ROAD TOWNSHIP OF NERRINA

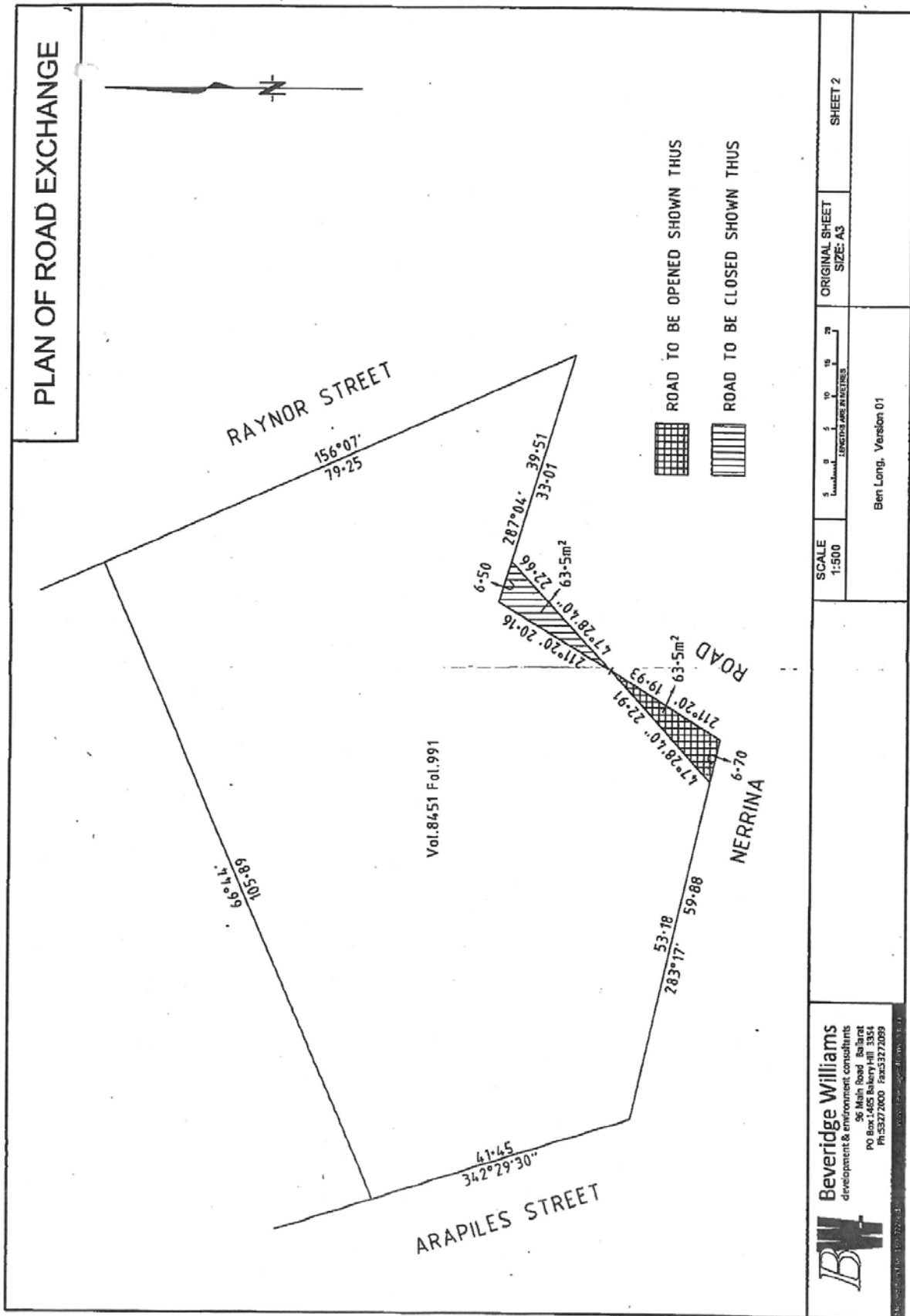
Under Clause 2(2) of Schedule 10 of the Local Government Act 1989, I consent, on behalf of the Minister for Energy, Environment and Climate Change, to the deviation of the road on crown land in the Township of Nerrina, Parish of Ballarat shown by hatching on the attached plan on to the land shown by cross-hatching on the plan which is not Crown land.

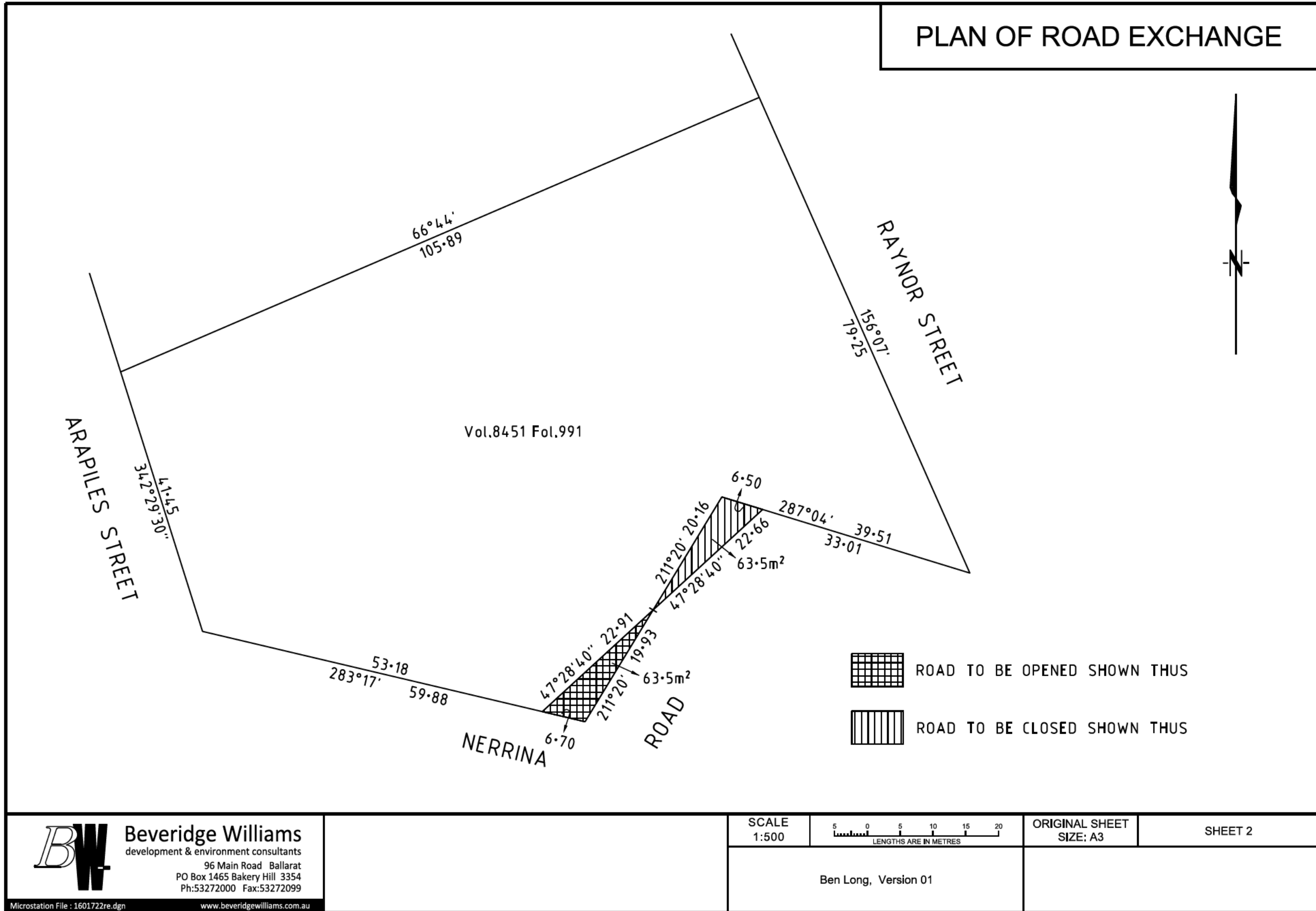
Corr: No: **0516-0031**

Dated: 18.8.2017.



Grant Hull
Regional Manager
Land, Planning and Approvals
(As delegate of the Minister for Energy, Environment and Climate change)





NOTICE BOARD



CEO'S MESSAGE

On Sunday 8 November, Melbourneans will be able to travel to regional Victoria for the first time in almost four months as the 25-kilometer travel limit will be scrapped.

For many of us in Ballarat, this news will be welcomed with great excitement and anticipation as we can now finally count down the days till we are reunited with loved ones.

The reopening of the state is also a watershed moment for our city's tourism and hospitality businesses. Under new COVID guidelines, these businesses can now welcome people from across the state.

With the weather improving, now is the time to get out and explore what Ballarat has on offer this spring.

If you have friends and family visiting for the weekend, why not take them to one of our city's wonderful tourism attractions. You could enter the work of magic and myth at Kyal Castle, feed a free-roaming kangaroo at the Ballarat Wildlife Park, or even step back in time at the iconic Sovereign Hill.

If luxury is more your thing, why not indulge in one of our city's day spas or book in for an overnight stay at a boutique accommodation venue.

You could also delight in a meal at one of our city's cafes, restaurants and bars or meander through a boutique and speciality store and get your Christmas shopping done early.

This has been a tough year for our local businesses. But now more than ever we need to think local in everything we do. If you are not in a financial position to do this, there are many other ways you can support local businesses. You could leave from a positive review online, share or promote a business on social media or even just tell a friend, a neighbour, or a family member about a previous positive experience. Every little bit counts.



Chief Executive Officer
Janet Dore

NOTICES PERMIT APPLICATIONS

The responsible authority will not decide on the application on before 14 November 2020

Land affected by application is located at:	Application is for a permit for:	Applicant for the permit is:	Application Reference No.
250 Long Street, BALLARAT EAST	Subdivide the land into two lots and to vary restriction (2) and restriction (3) on PS713096J by rezoning Lot 6 from the burdened land	Dickson Hearn Pty Ltd	PLP/20/0334

TENDERS

Tender documents can be obtained from procure.com.au/ballarat or by contacting City of Ballarat Customer Service Centre on 5320 5500.

Tender No	Tender Description	Closes Noon
2020/21-53A	Rural road network and drainage in various locations (RE-ADVERTISED)	18/11/2020
2020/21-211	North Ballarat Netball Courts (two courts and lighting)	18/11/2020
2020/21-15	Greenwaste processing	25/11/2020
2020/21-221	Panel of Approved Suppliers - Sub surface storm water drain clearing	25/11/2020
2020/21-237	Reconstruction Howlock Street (Landsborough Street to Norman Street)	25/11/2020
2020/21-245	LED sports lighting (100 Lux) at Royal Park, Buntheary	2/12/2020

HAVE YOUR SAY ON THE LAKE BURRUMBEET WATERWAY RULES

The Ballarat community is invited to have their say on the new Lake Burrumbeet waterway rules.

The City of Ballarat is updating the rules that apply to all waterway users of Lake Burrumbeet. This will bring usage in line with the Maritime Safety Act 2016, improve safety on the Lake and will ensure a fairer and more enjoyable usage for all.

The rules and an interactive map have now been published on the City of Ballarat My Say website, and the community is encouraged to provide their feedback. The four-week consultation period on the rule changes will be open until Friday 27 November 2020. For more information on the project and to have your say visit mysay.ballarat.vic.gov

ROAD CLOSURE

The pop up green space in Albert Street will return for this year's Christmas in Ballarat campaign. Albert Street will be closed between Sturt Street and Lewis Street (south bound) from Thursday 19 November 2020 for the installation of the Gingerbread House and pop up green space. The road will reopen on Monday, 4 January 2021.

ROAD DEVIATION AND DISCONTINUANCE

Section 207B (2A) and Schedule 10 Clause 2 Local Government Act 1989 (Act)

Ballarat City Council declares that by this notice it proposes to discontinue and deviate part of the road known as Nerima Road, Nerima, as shown in the marked areas on the plan below. In accordance with section 223 of the Act, written submissions must be received by the Property Department within 28 days of this notice, being a close of business on 3 December 2020.

Under Clause 2(2) of Schedule 10 of the Act, consent was obtained on 18 August 2017 from the Minister for Energy, Environment and Climate Change, to the proposed road deviation.

Any person requesting to be heard in support of their written submission is entitled to appear in person or by a person acting on their behalf before a committee of Council, the day, time and place of which will be advised. Any person making a written submission under section 223 of the Act is advised that all submissions and personal information in the submission will be handled by Council in accordance with the provisions of the Privacy and Data Protection Act 2014.

Following consideration of submissions, if any Council may resolve to deviate and discontinue the road, part of the road, or not to deviate and discontinue the road.

Please mail submissions to: Property Department PO Box 605 Ballarat 3383

Or email submissions to ballcity@ballarat.vic.gov.au Attention: Property Department For further information contact on 5320 5500.



Senior celebrations kick it up a notch

BY RUBY STALEY

AS part of Victoria's annual Seniors Festival, the region's older residents will have the opportunity to celebrate during November with a series of online and COVID-safe activities.

With a focus on the mentality that 'age is a number, not a use-by date', the festival hopes to include senior citizens in new ways to be active and social after months of isolation.

One of Ballarat's many senior residents, Joan Lapson said she's excited to get back into socialising with her friends and family and getting involved in any of the events on offer.

"I'm not the type of person who can sit at home alone, knowing something is on, I love to go out and do it," she said.

"With the COVID, it's been a pretty scary year and as we deserve something as well, it's nice to have something to do rather than sitting at home and watching telly or something."

"With the Seniors Festival, it's allowed us to meet so many people of the same age, older and younger and it's good to have something to go to every year."

One of the Ballarat specific activities on offer is the 'Grosvenor' Your Way exercise session at Lake Wendouree on Wednesday, 4 November.

Due to COVID restricted numbers, to attend the group activity interested residents need to book a time slot by calling 5320 5771.

"We're going up to the lake with around 50 people, it's going to be just lovely to get out."



Social time: Seniors Mary McConnell, Myra Jule, Joan Lapson, Mary Currow and Ruth Sanders making use of the exercise equipment around Lake Wendouree. Photo: RUBY STALEY

Ms Lapson said, "A lot of older people stay home all alone and don't see anyone, I think they have to get out there and see how fantastic it is and meet people their own age and have a conversation."

Another component of the Seniors Festival will be a selection of photos of some of Ballarat's older residents to be displayed at Stockland shopping centre's signage.

In addition to the activities, thanks to the loosening of COVID restrictions Ms Lapson said she's also excited to resume her exercising groups and visiting her friends and family.

"I love socialising, went for lunch yesterday and even though there was only seven of us it was just so nice to get out," she said.

"I would encourage other senior people to become involved because it is good for people's health to get out and there is no use sitting at home and thinking there is nothing to do."

NEWS



State budget set for 24 November

THE Victorian Government will hand down its 2020/21 State budget on Friday, 24 November, Treasurer Tim Pallas has confirmed.

He said it would "kickstart an unprecedented investment in infrastructure and services our state will need for decades to come."

"This budget will continue our unprecedented support for Victorian families and businesses, and kickstart our economic recovery from the coronavirus pandemic," Mr Pallas said in a statement.

"Our success in suppressing this virus means we are ready to reopen and rebuild, and we will invest like never before in the infrastructure and services our state needs for the future."

Earlier this month, Mr Pallas said the State Government would take advantage of the historically low cost of borrowing to get women back to work, areas many economists said were overlooked in the Federal budget.

"We need not to pursue surplus, we need not to be so obsessed about debt that we fail to remember our principal obligation is to the wellbeing of Victorians and to use our balance sheet to protect them," he told reporters on 15 October.

He said the Government would invest in social housing and make a concerted effort to get women back to work, areas many economists said were overlooked in the Federal budget.

WEEKENDS in Ballarat

Invite your friends and family for the perfect post-lockdown escape

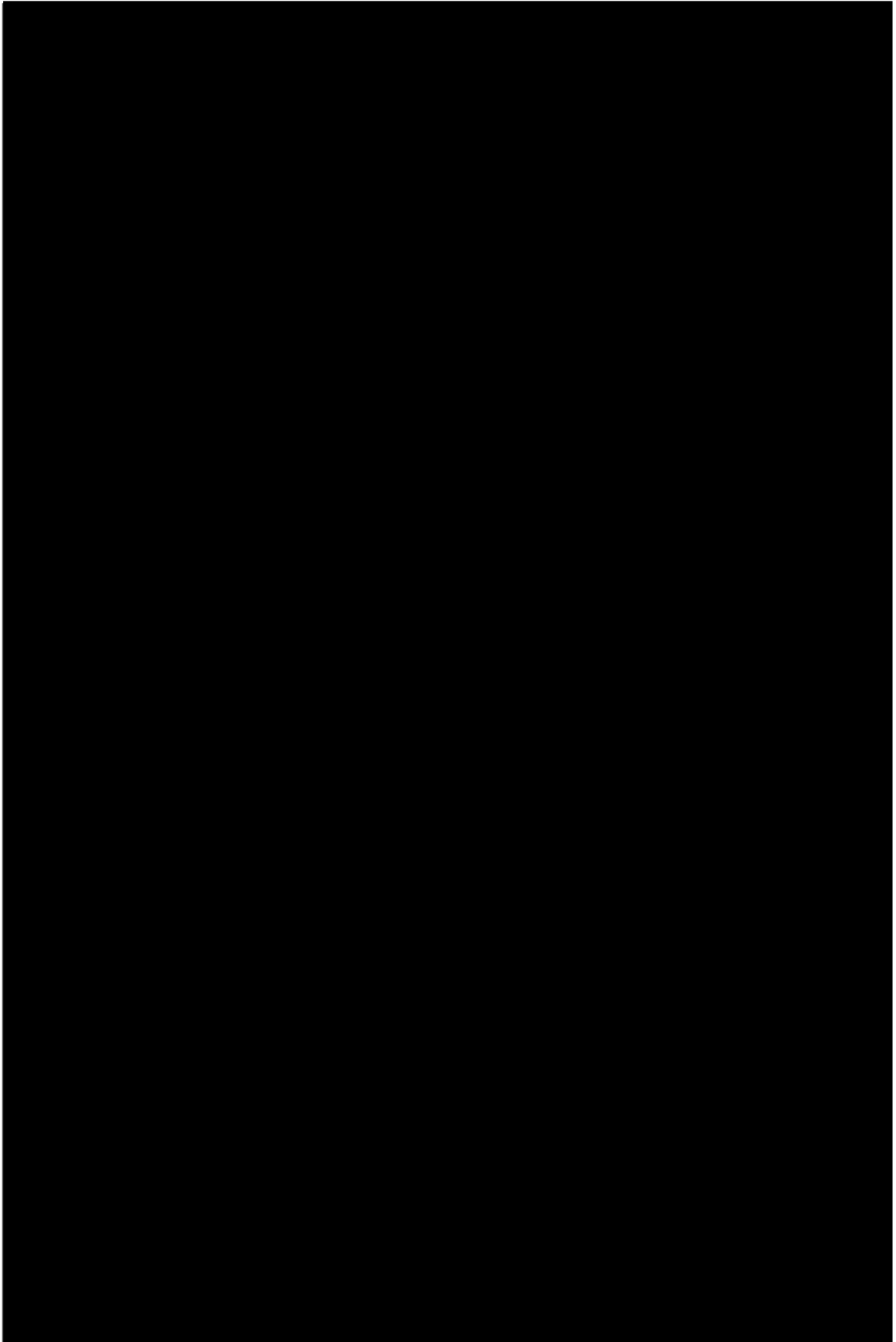
Plan yours at visitballarat.com.au

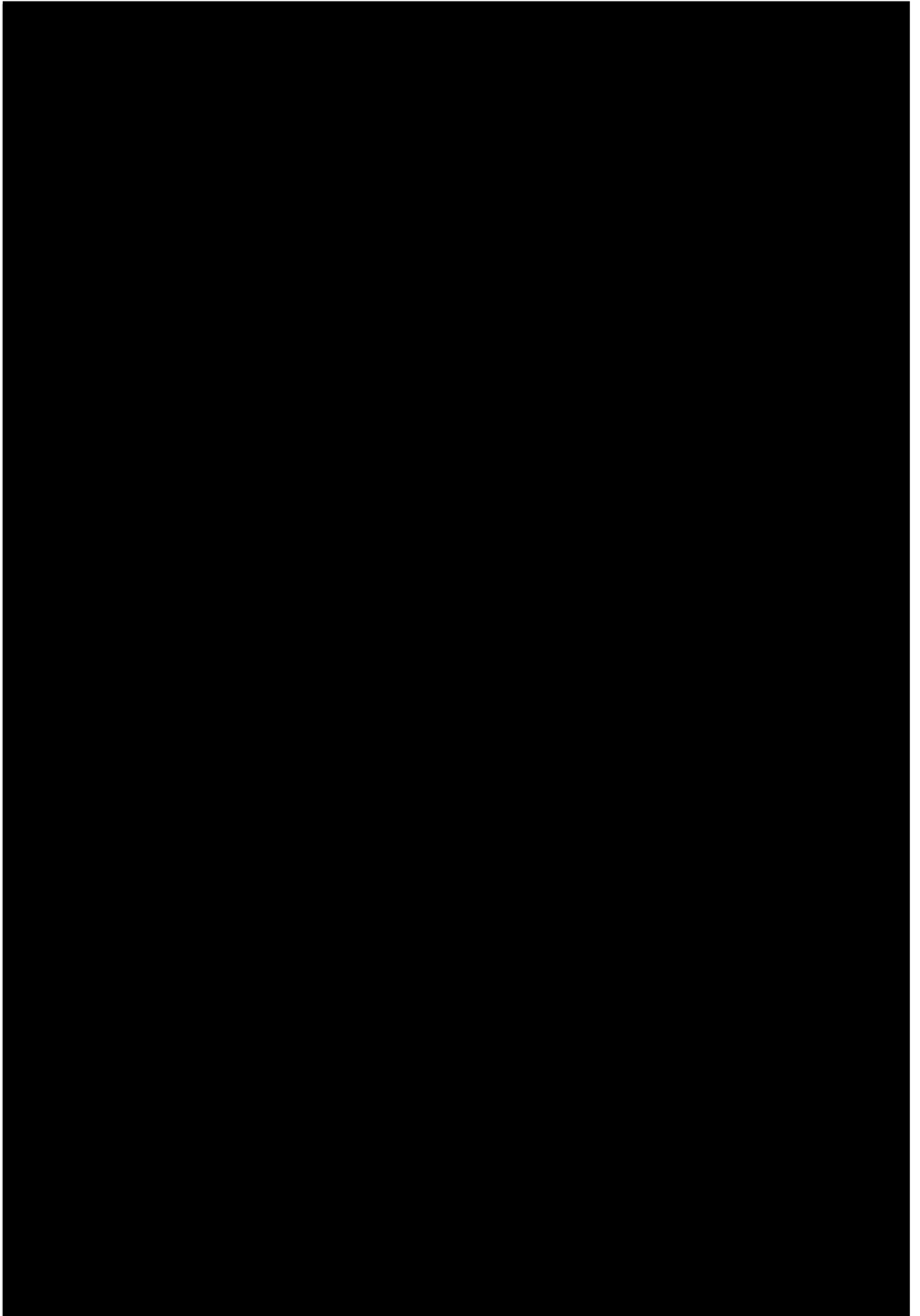
@BallaratCityCouncil
 cityofballarat
 @cityofballarat
 TheCityofBallarat
 ballarat.vic.gov.au

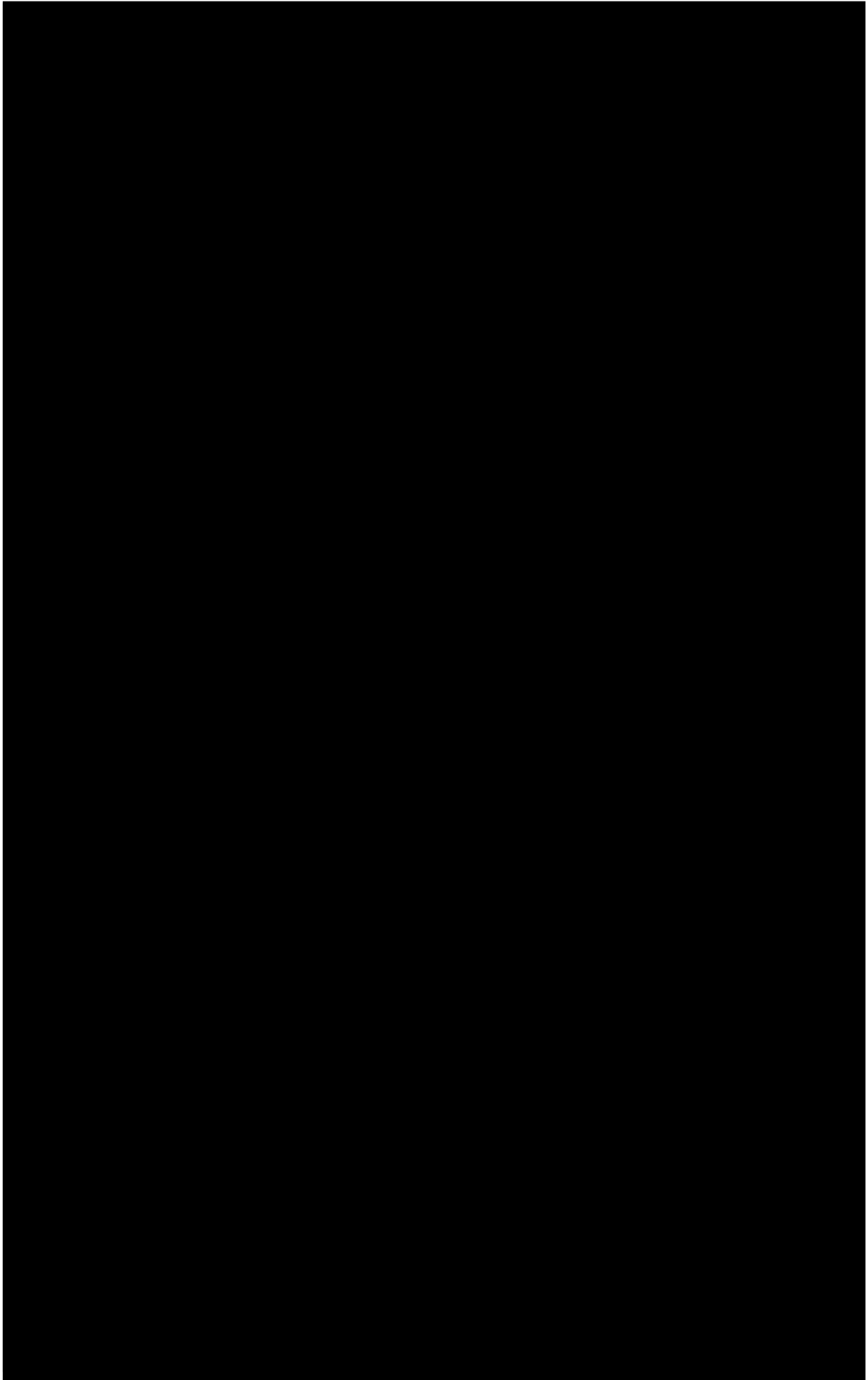
No matter the situation, it's never OK.

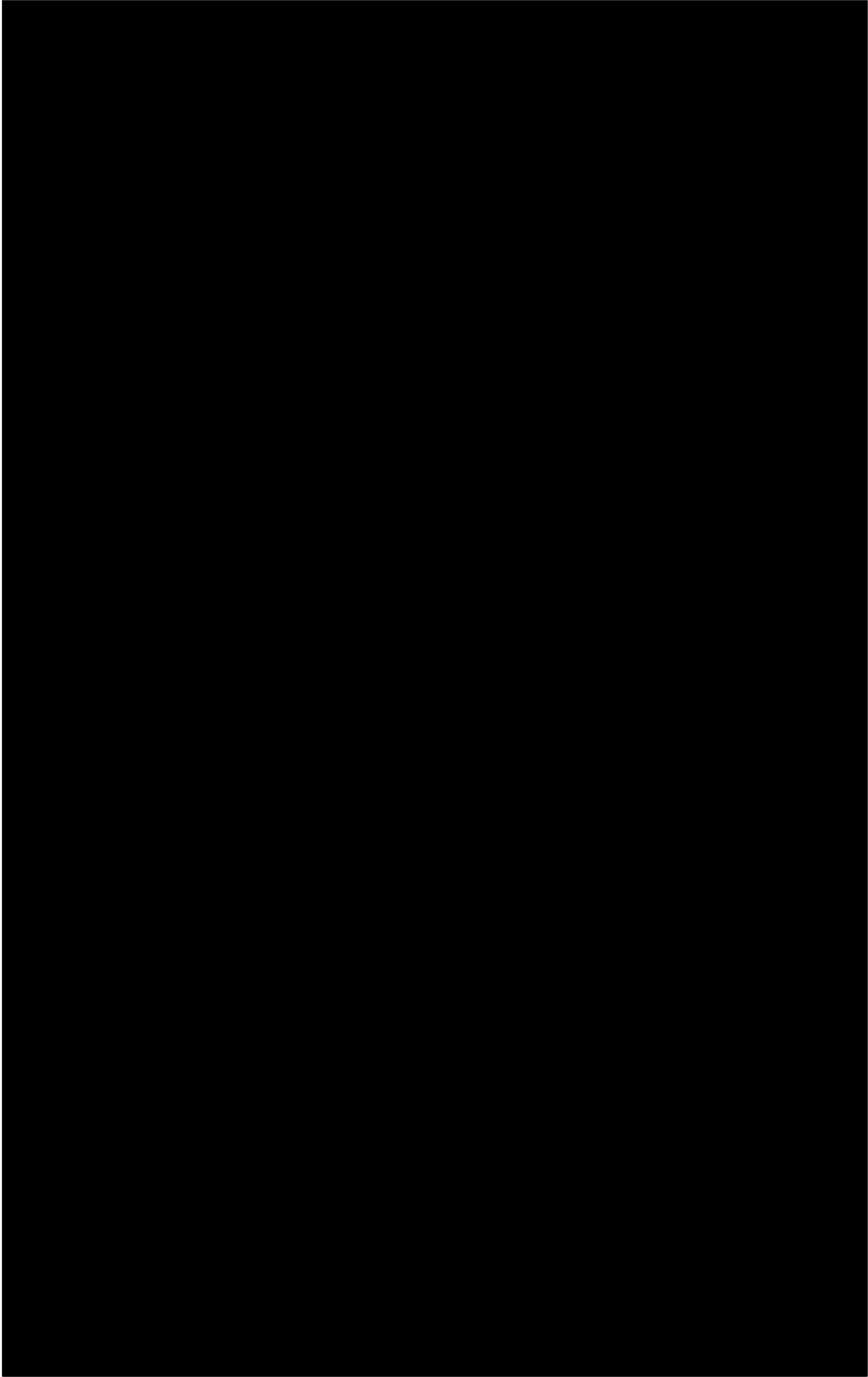
There's no excuse for violence or aggression against healthcare workers. No matter the situation, it's never OK.

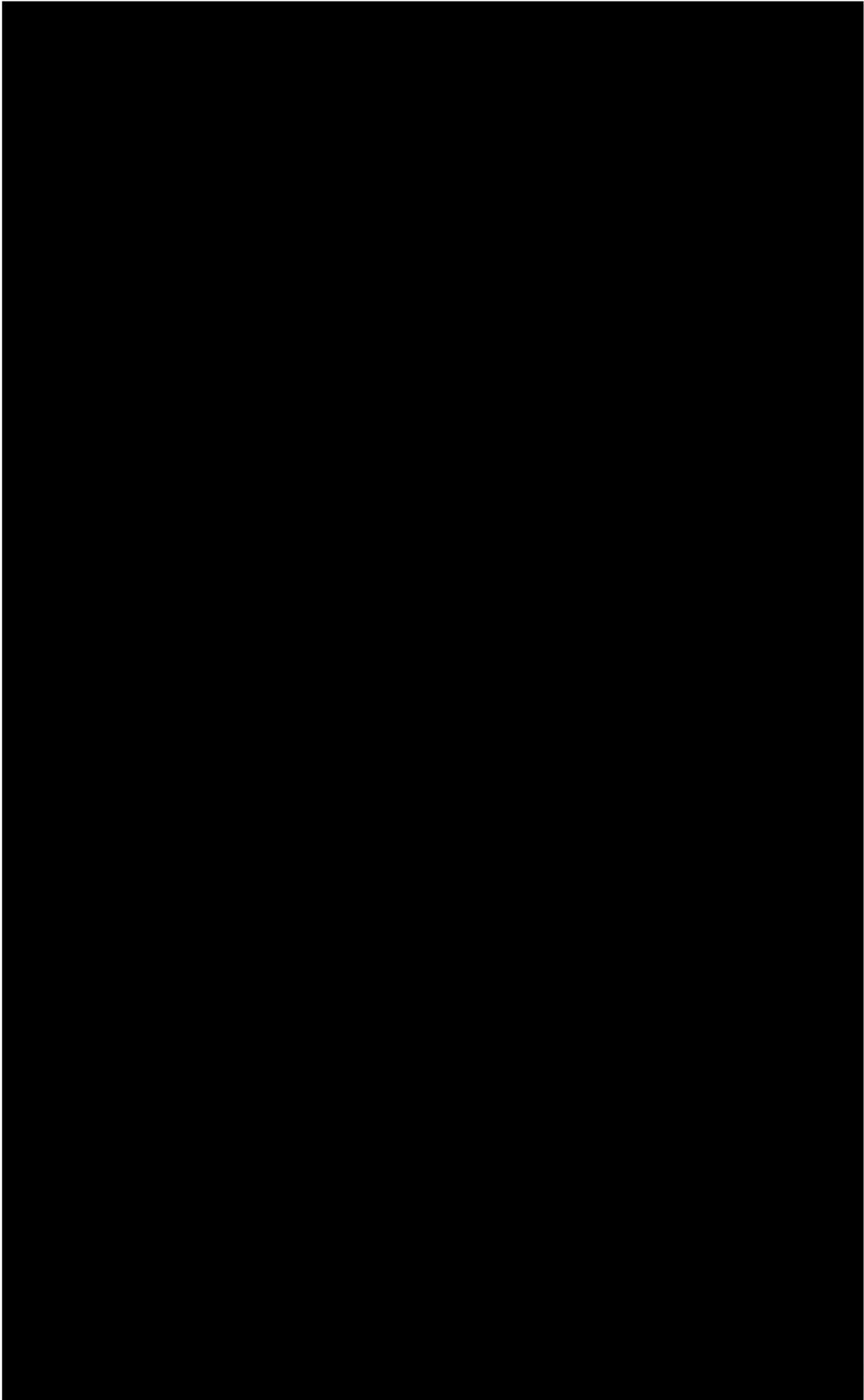
worksafe.vic.gov.au/itsneverok

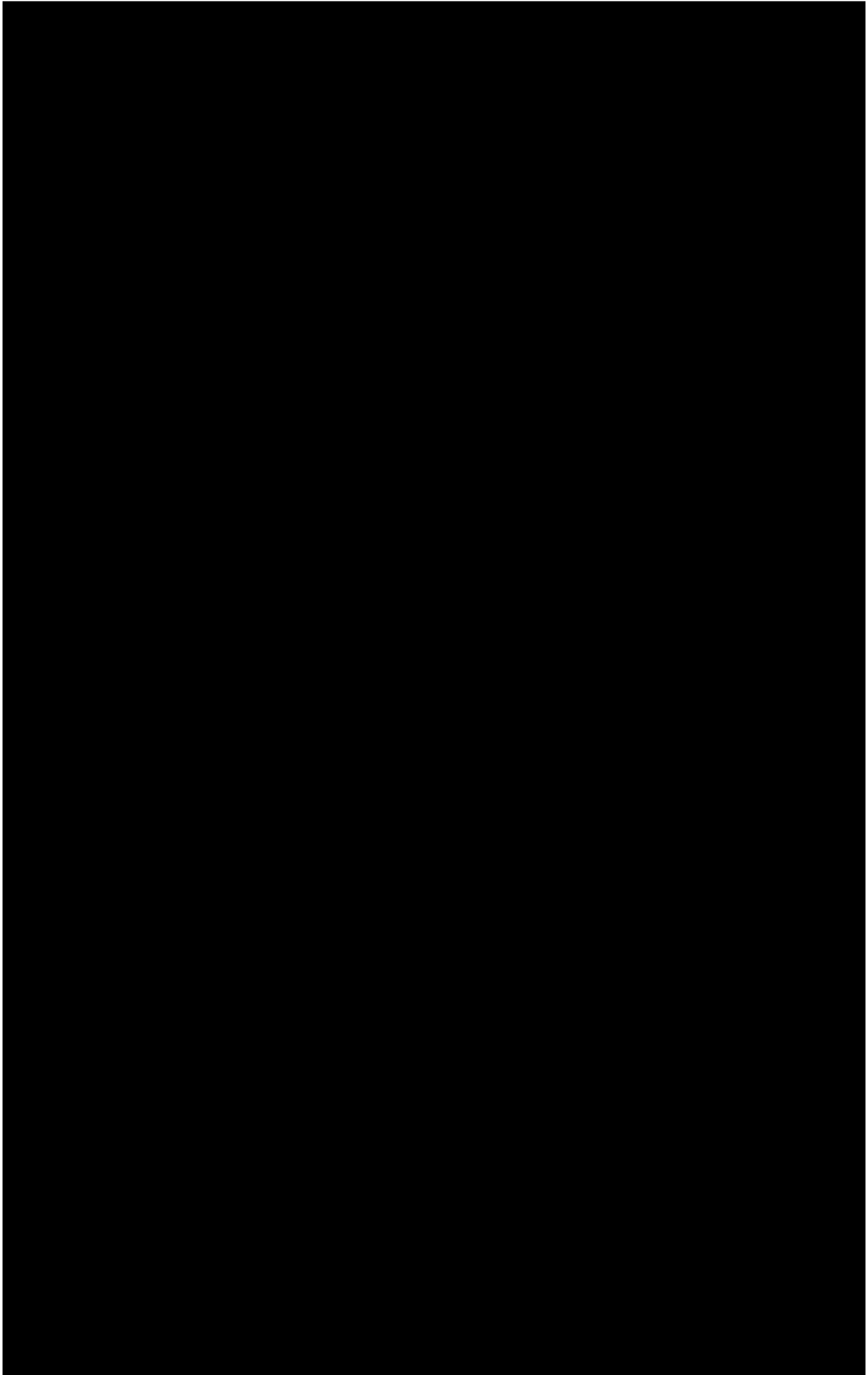


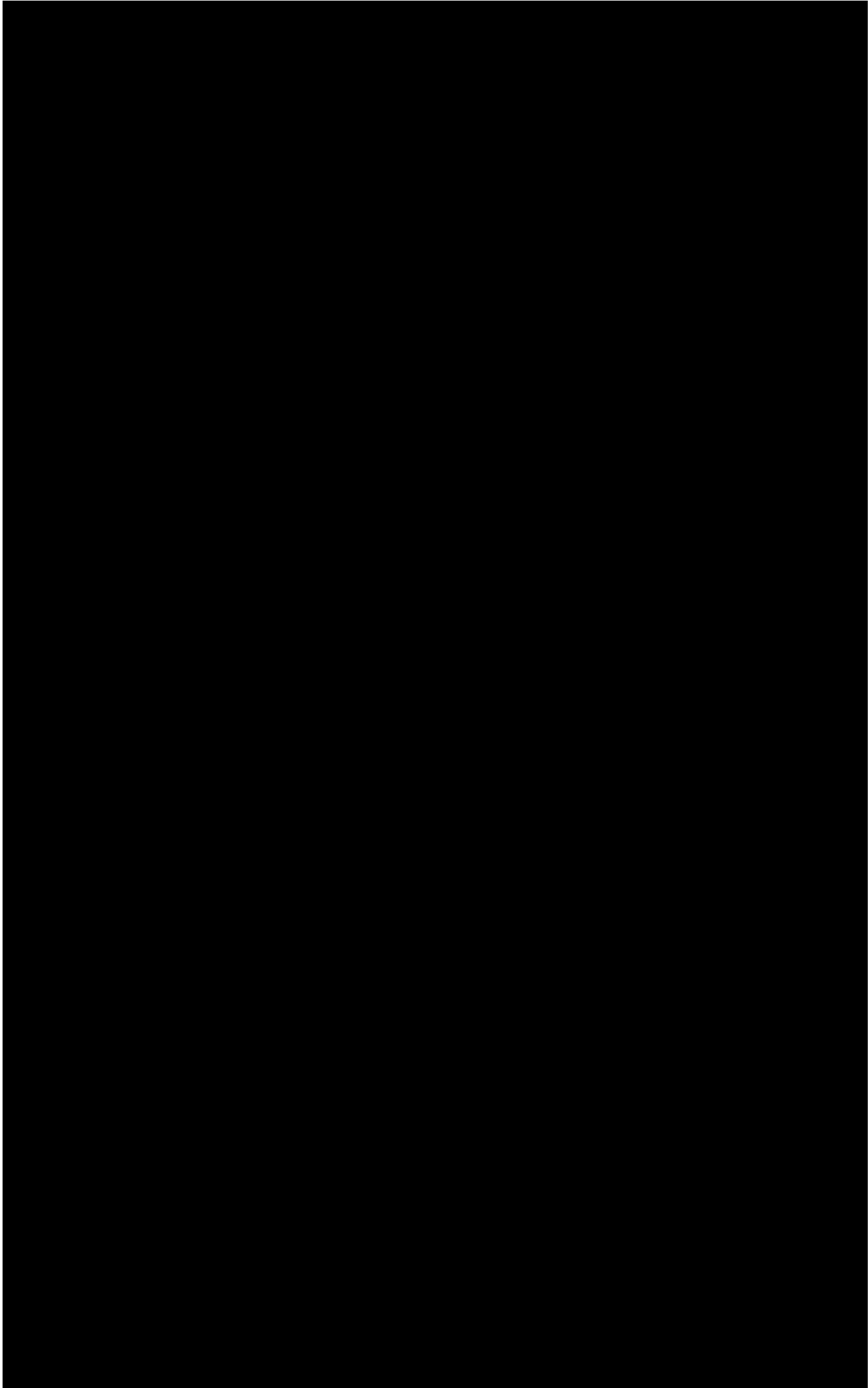


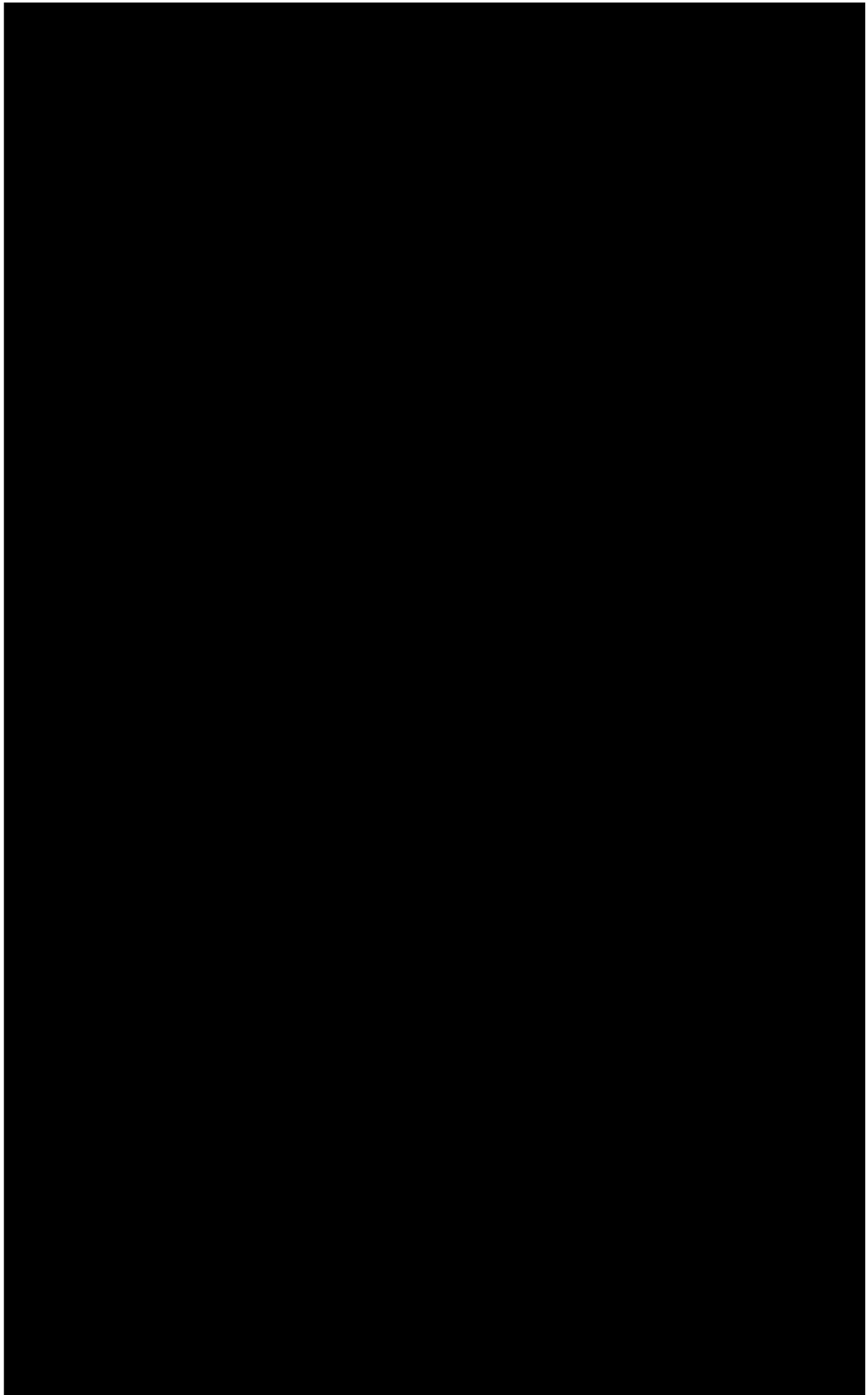


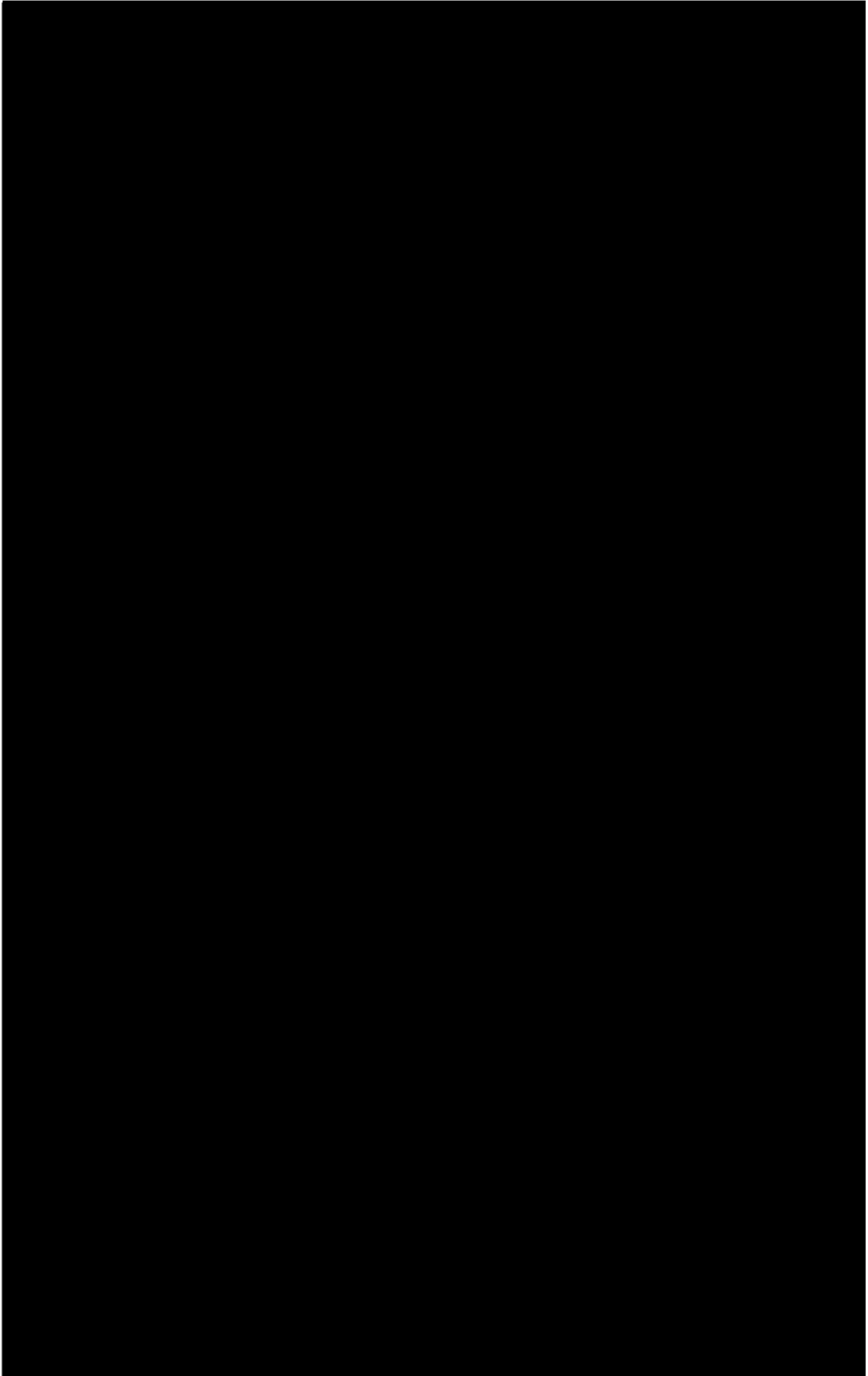


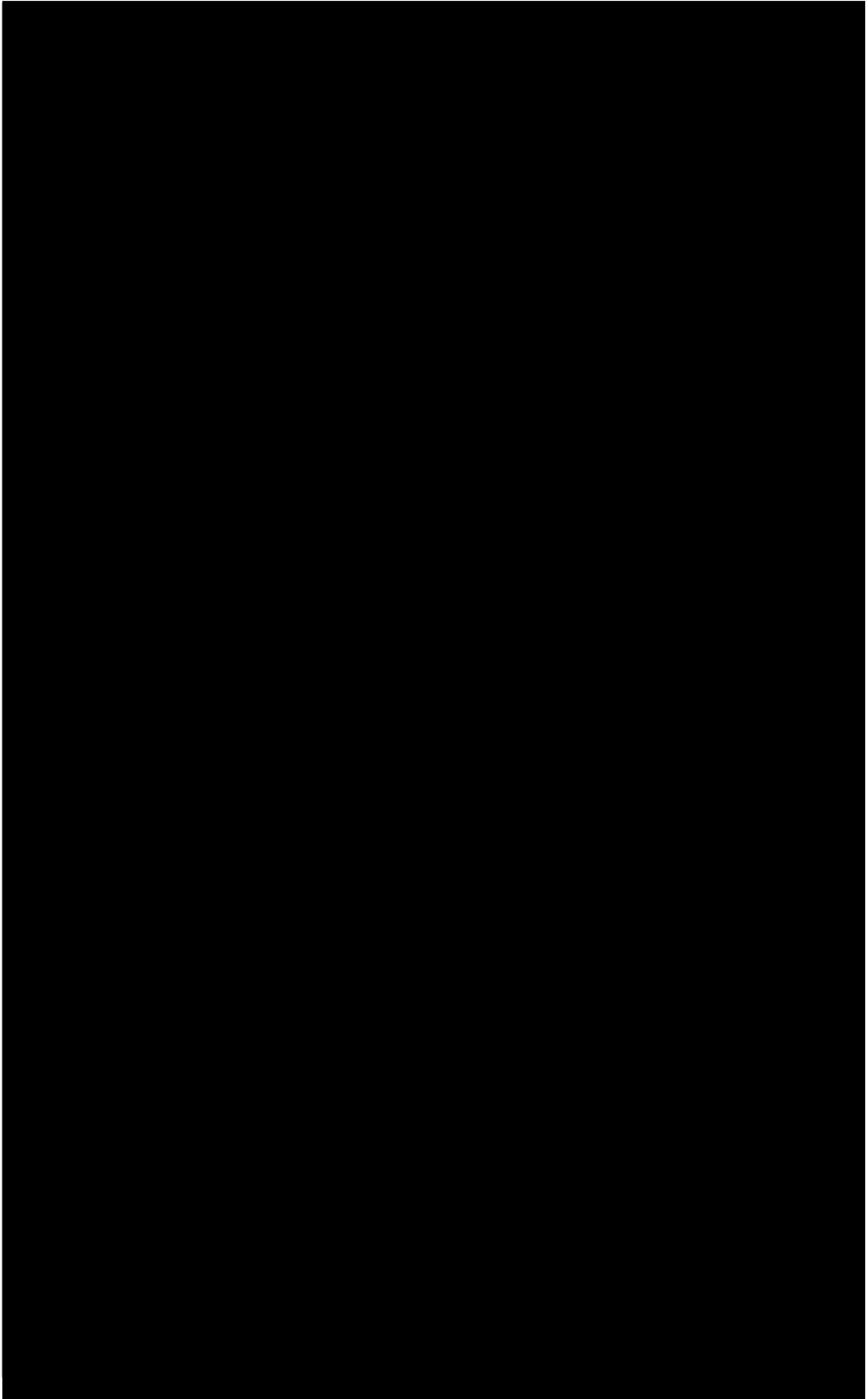


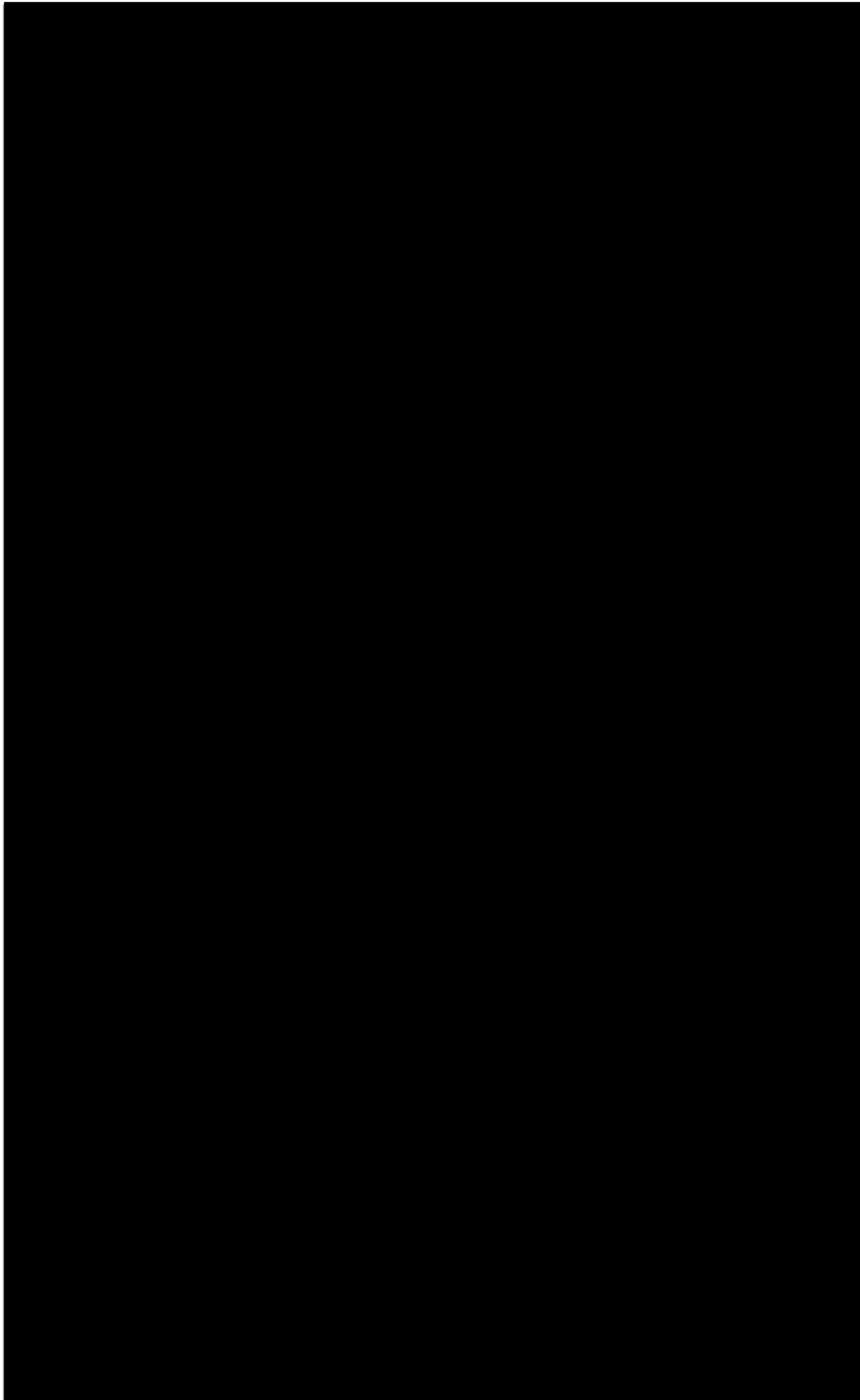


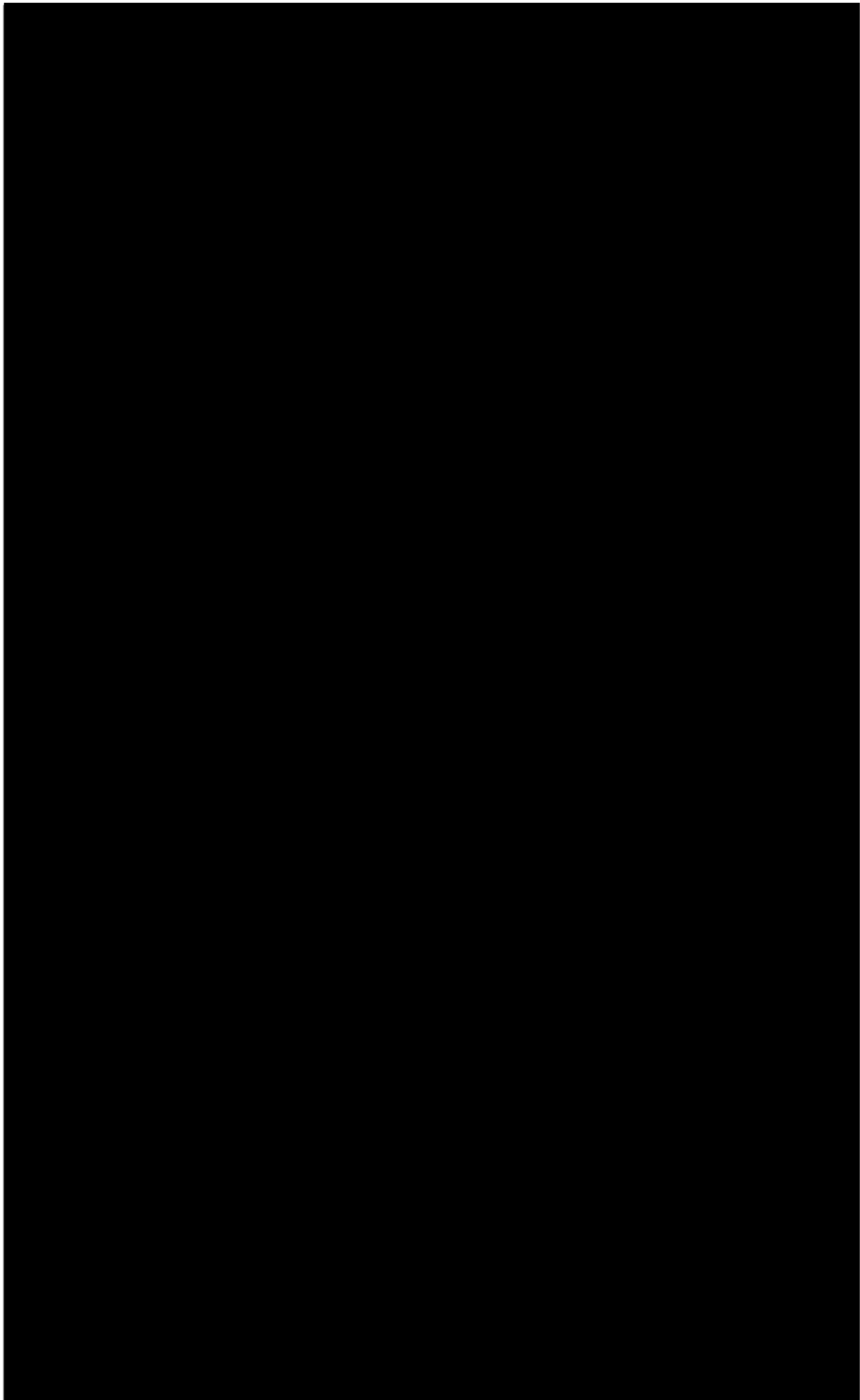


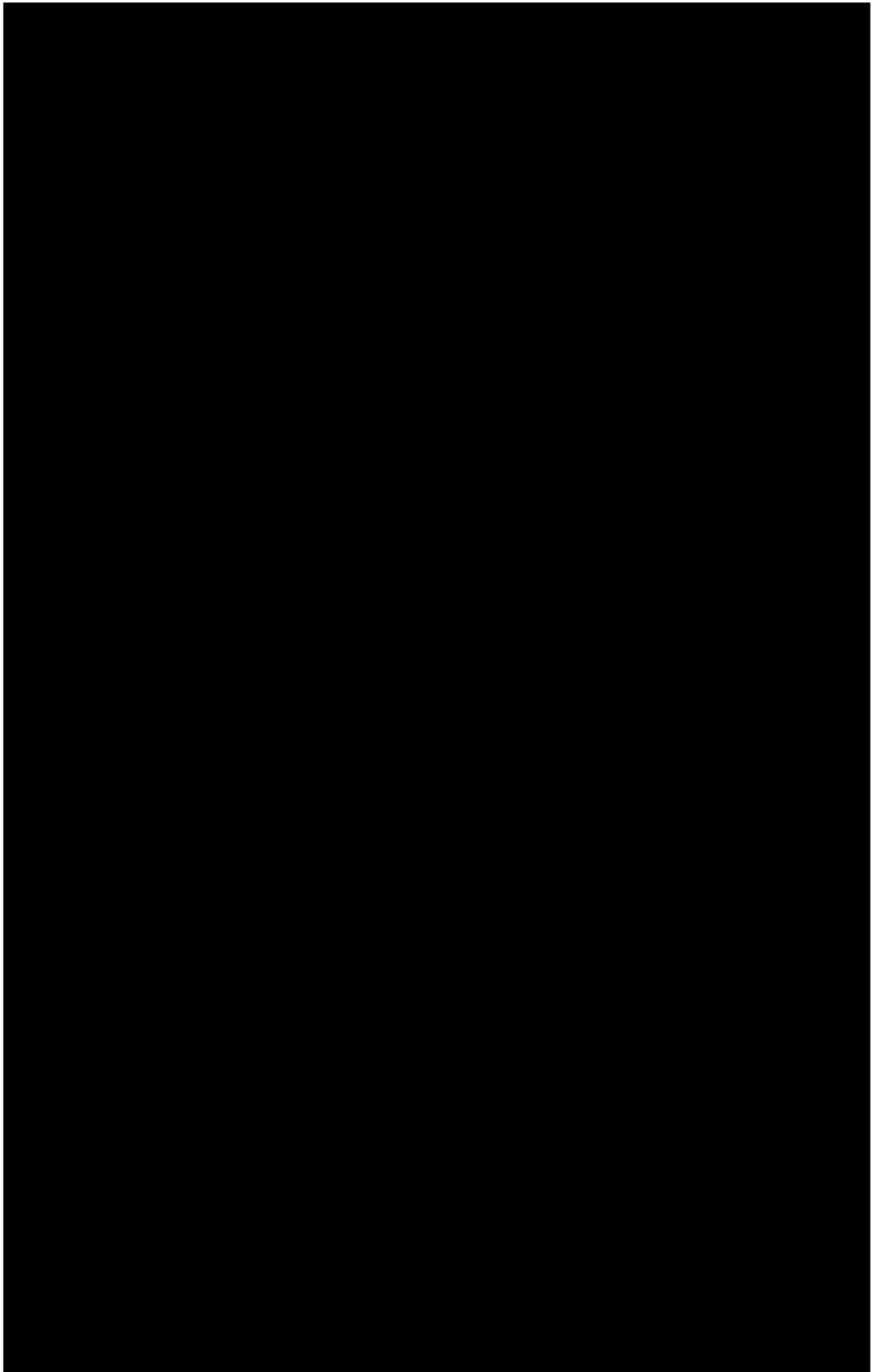


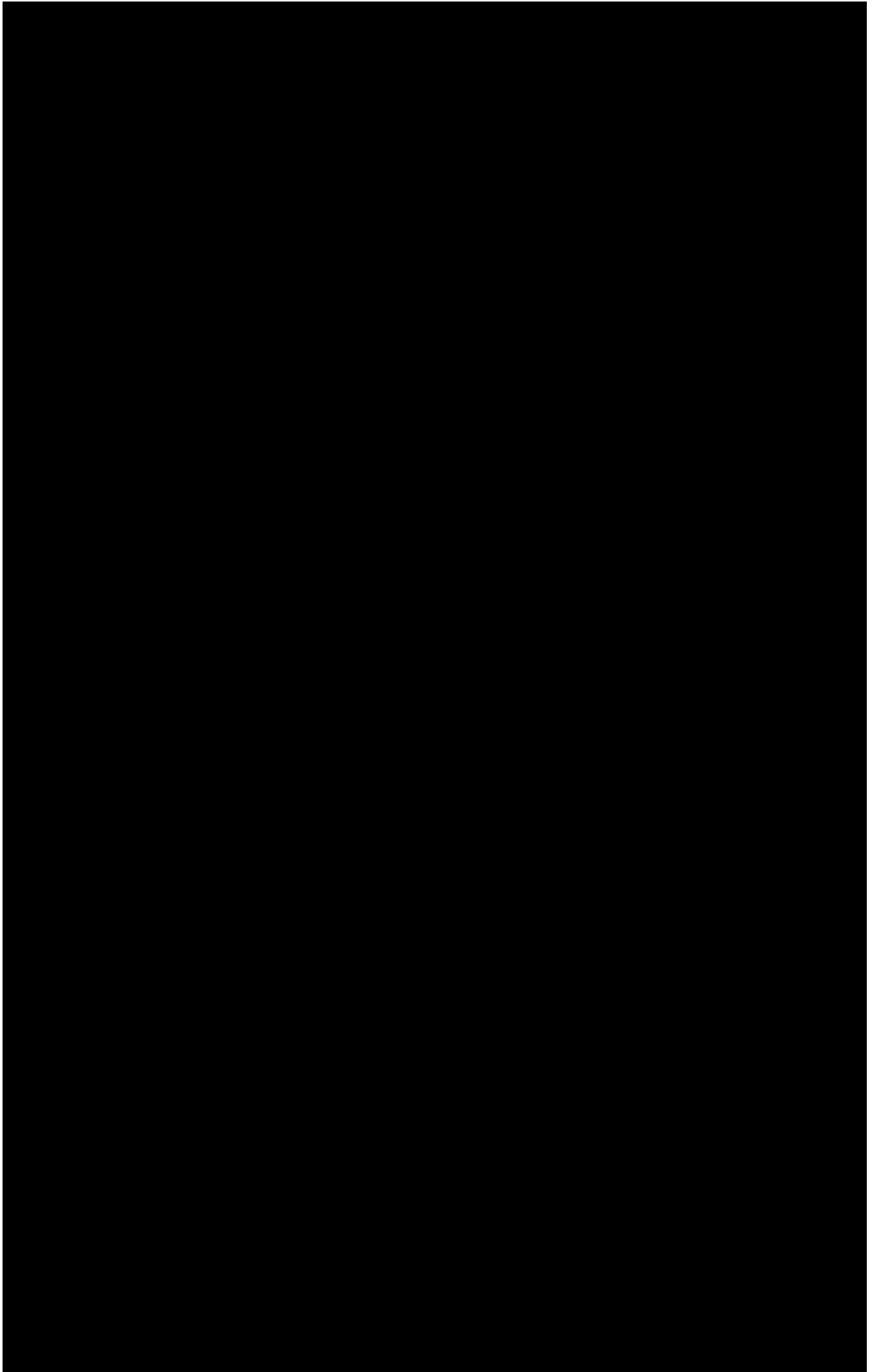


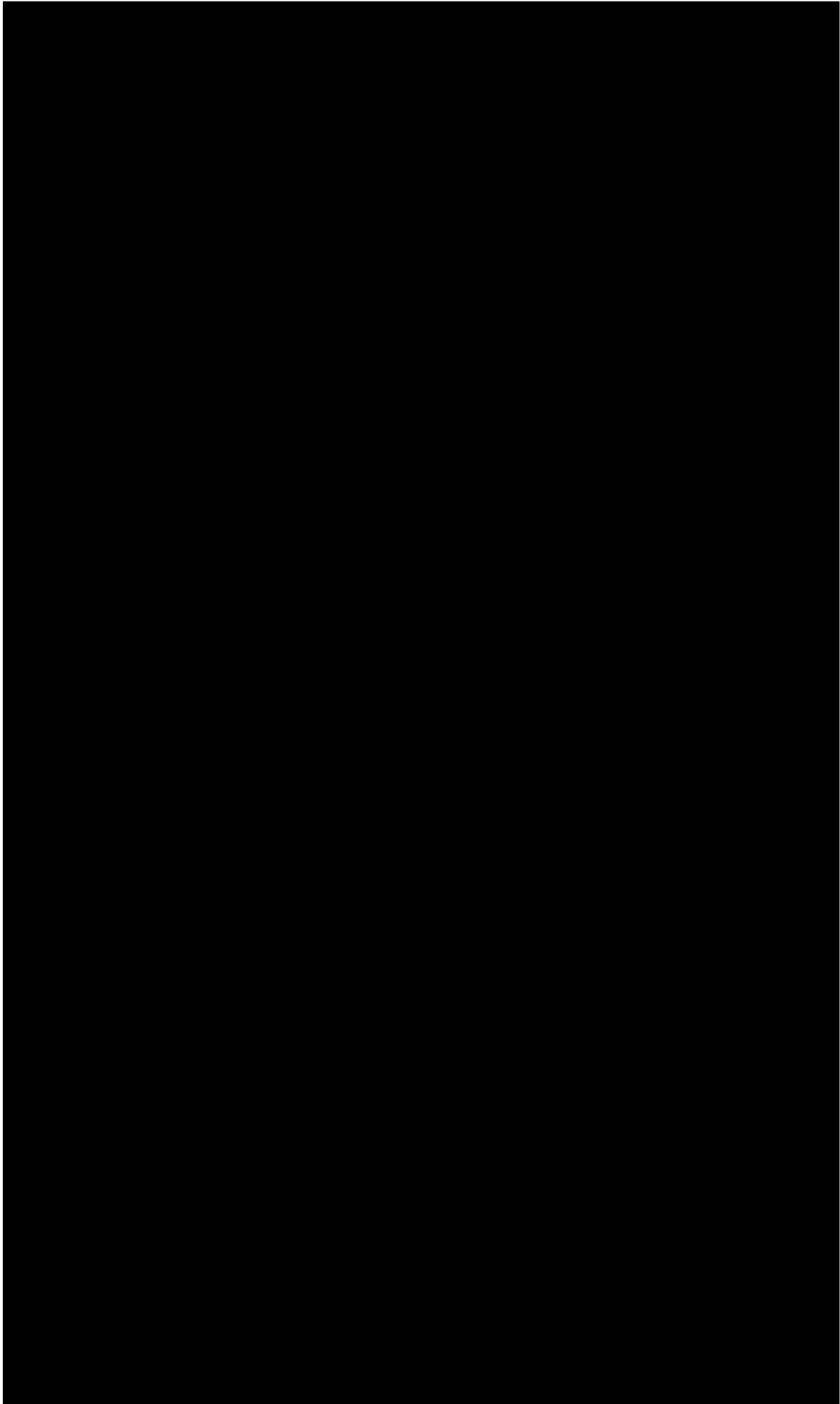


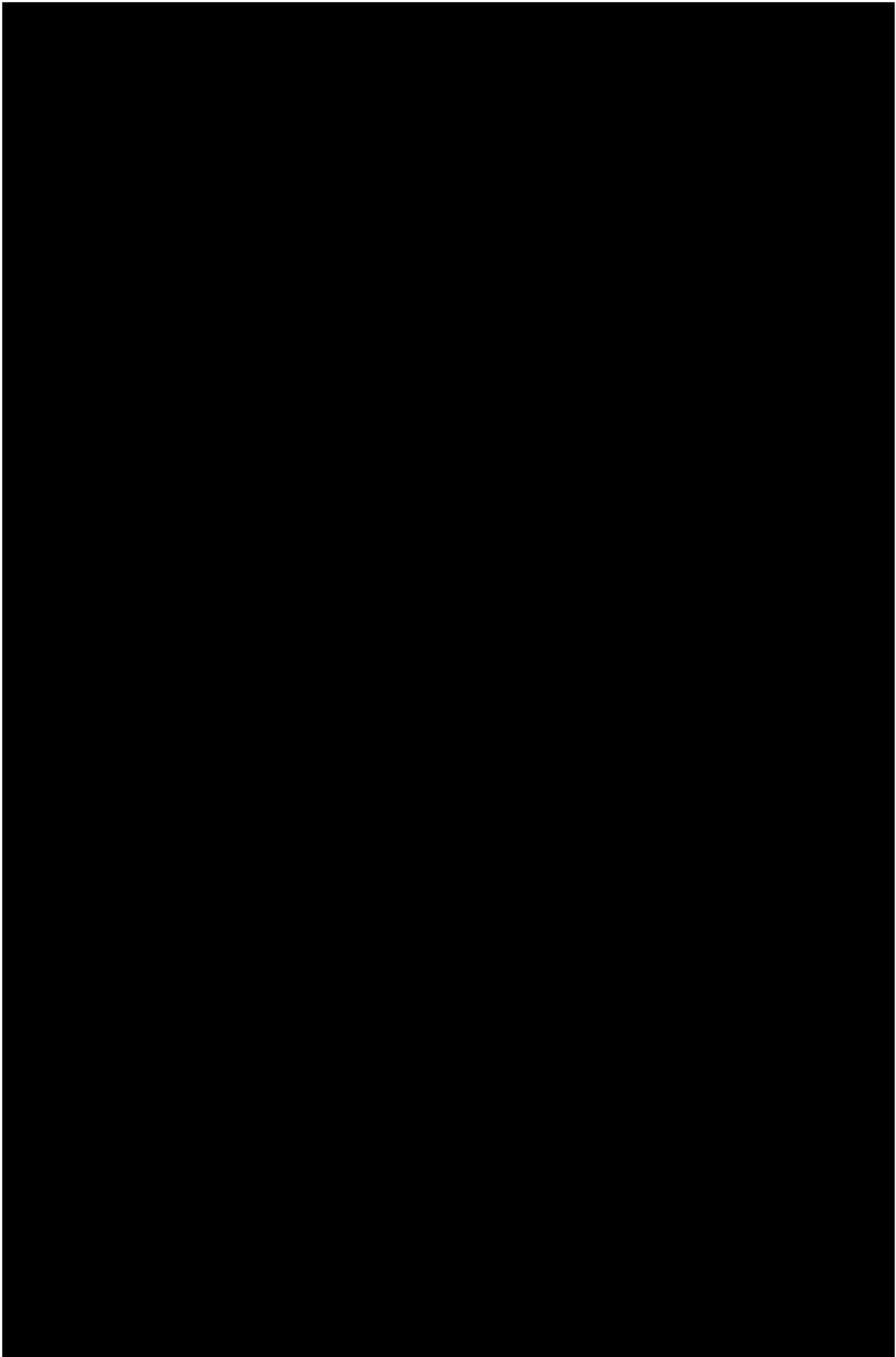


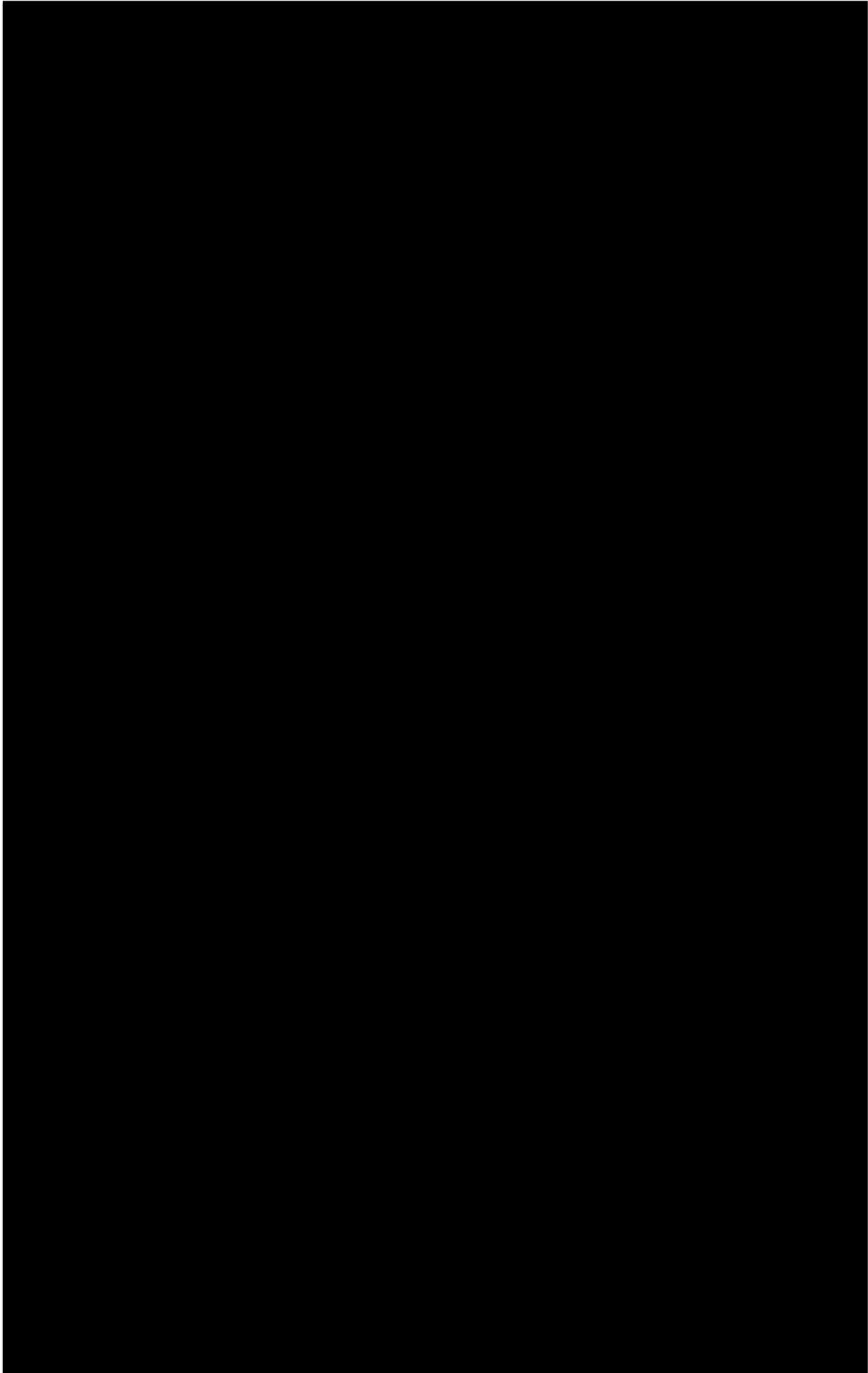


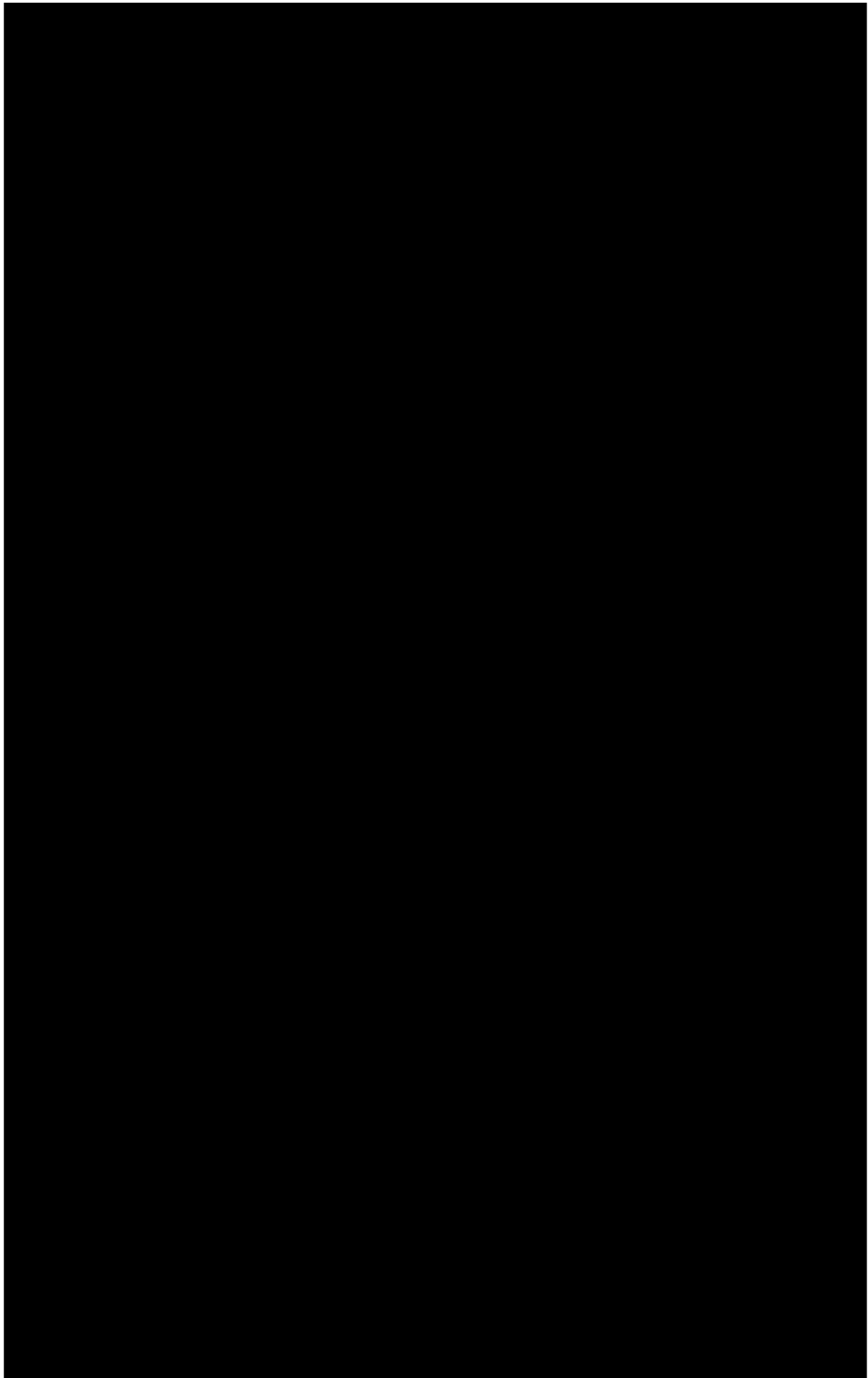


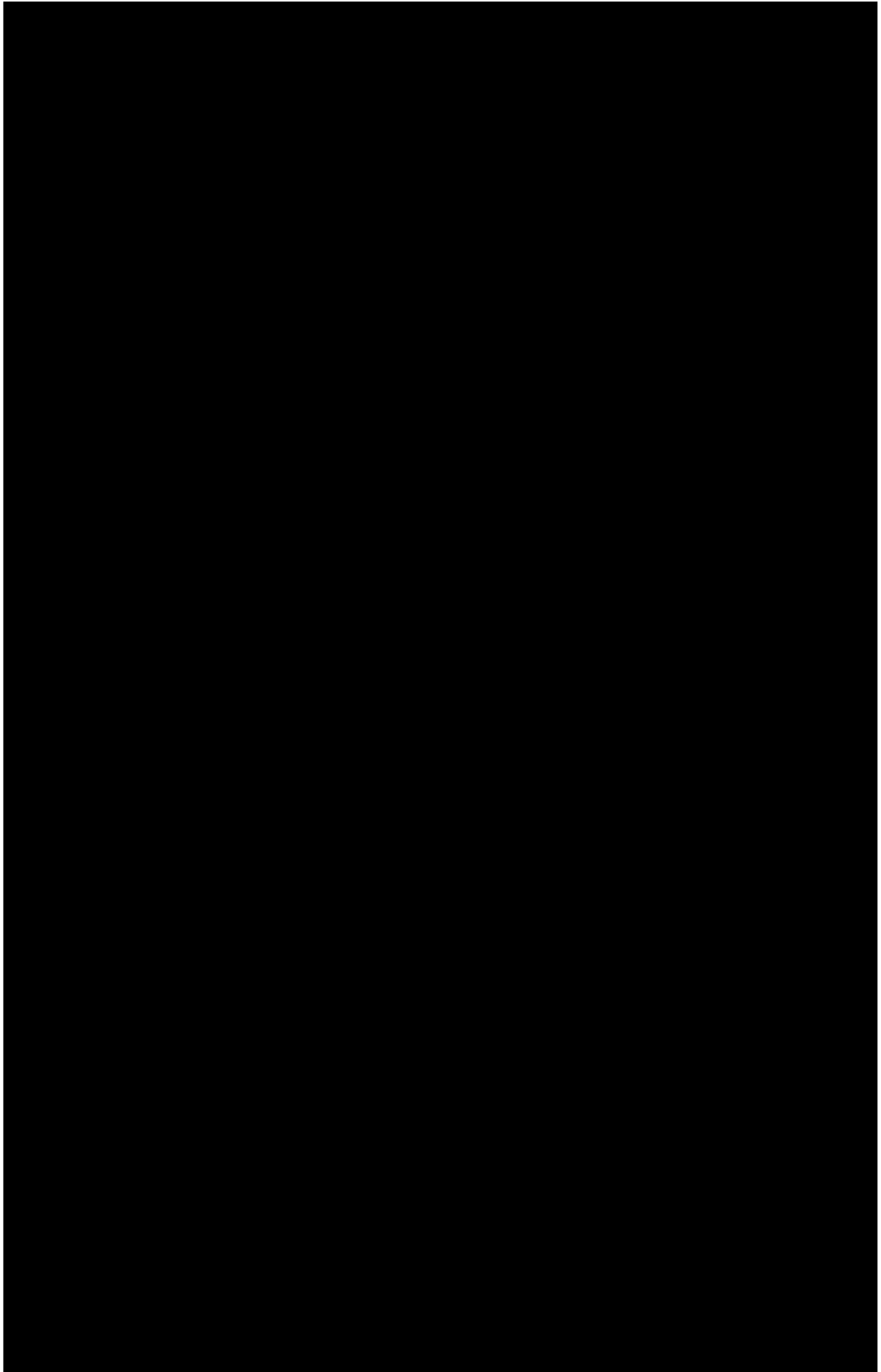


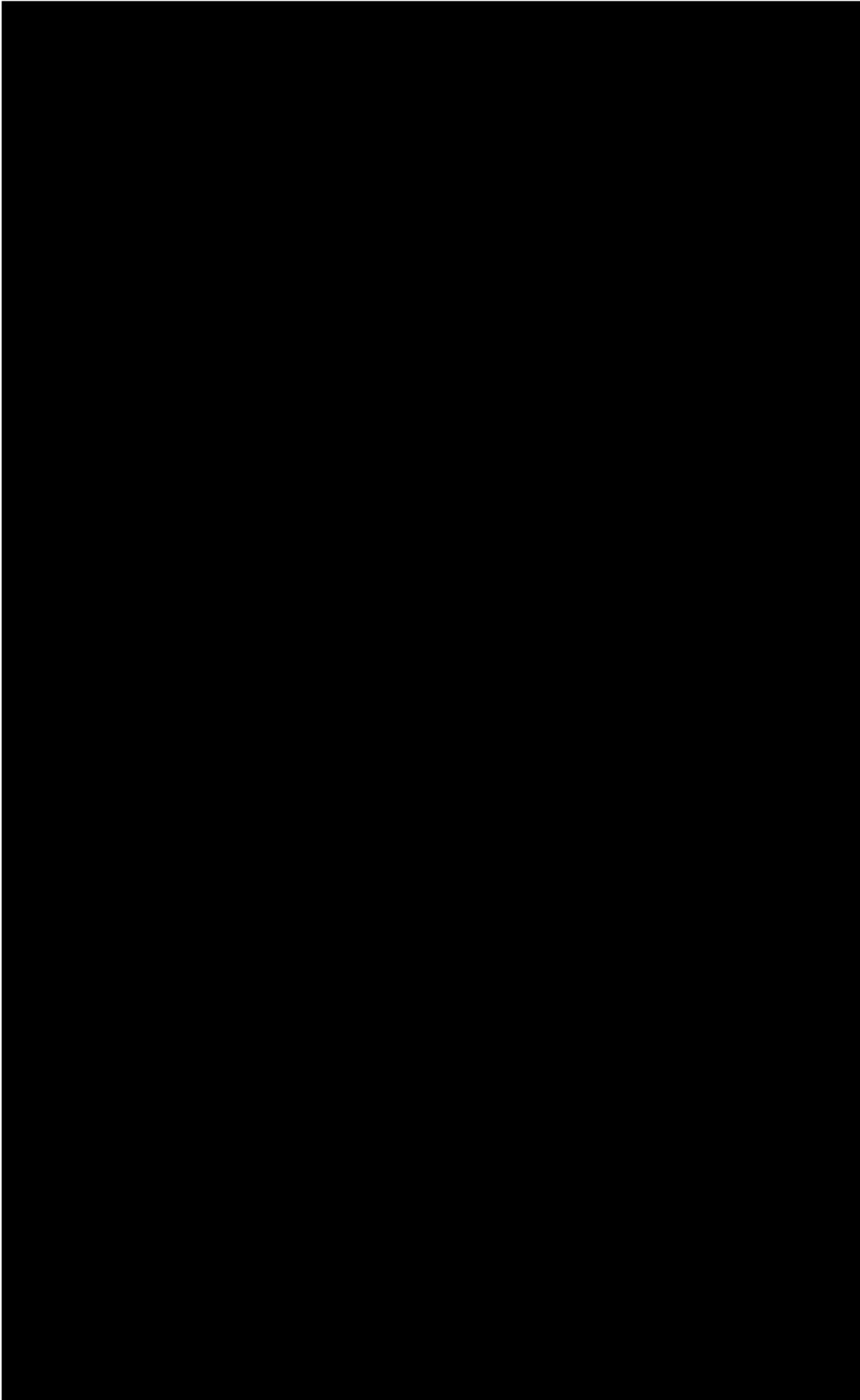
















8.3. COUNCIL COMMUNITY SATISFACTION SURVEY

Division: Corporate Services
Director: Sean Portelli
Author/Position: Matthew Swards – Manager Business and Service Improvement

PURPOSE

1. This report outlines the results from the 2020 Community Satisfaction Survey conducted in May 2020.

BACKGROUND

2. The Community Satisfaction Survey makes up part of the Local Government Performance Reporting Framework (LGPRF), an annual reporting framework which requires Councils to report 70 mandatory performance indicators.
3. The Community Satisfaction Survey includes three mandatory indicators that are included in the LGPRF. The three indicators are:
 - a. Indicator 2: Satisfaction with community consultation and engagement
 - b. Indicator 5: Satisfaction with Council decisions
 - c. Indicator 18: Satisfaction with sealed local roads
4. Due to the COVID-19 pandemic, Council chose to ask only the three mandatory indicators for 2020 to the minimum required 400 residents.
5. All performance indicators can be found on the Know Your Council website www.knowyourcouncil.vic.gov.au
6. Council will conduct a full Community Satisfaction Survey in 2021 to 800 residents.

KEY MATTERS

7. Indicator 2: Satisfaction with community consultation and engagement

The Ballarat community gave Ballarat City Council a rating of 63.0 for community consultation and engagement. This is an improvement of (+3.5) on the result from 2019.

8. Indicator 5: Satisfaction with Council decisions

The Ballarat community gave Ballarat City Council a rating of 61.1 for decisions made in the interest of the community. This is an improvement of (+5.3) on the result from 2019.

9. Indicator 18: Satisfaction with sealed local roads

The Ballarat community gave Ballarat City Council a rating of 55.3 for the condition of sealed local roads. This is a decrease of (-4.2) on the result from 2019.

OFFICER RECOMMENDATION

10. That Council:

10.1 Receive and note the 2020 Community Satisfaction Survey Results.

10.2 Note the development of the 2021 Community Satisfaction Survey to be undertaken in March 2021.

ATTACHMENTS

1. Governance Review [8.3.1 - 1 page]
2. Community Perceptions Survey Report - 2020 [8.3.2 - 11 pages]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report is in alignment with Council's commitment to Transparency.

COMMUNITY IMPACT

2. This report outlines the Communities Satisfaction with Council services, and provides key indicators for Council to utilise in improving its operations.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. No climate or environmental sustainability implications have arisen from the preparation of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. No economic sustainability implications have arisen from the preparation of this report.

FINANCIAL IMPLICATIONS

5. Council utilised a supplier who was procured in alignment with Councils procurement policy.

LEGAL AND RISK CONSIDERATIONS

6. It is considered no legal or risk considerations are associated with this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. Community consultation for the purpose of this survey was conducted via phone interviews to 400 Ballarat residents.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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



Community Perceptions Survey 2020

A report of findings from a survey of Ballarat community

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Executive Summary:

Each year Ballarat City Council obtains insight into the community's perceptions of life in Ballarat and the performance of Council in delivering services to the community via a survey. This report provides the findings from a telephone survey of 400 people residing in the Ballarat municipality conducted in May 2020.

Community consultations:

The Ballarat community gave Ballarat City Council a score of 63.0 for community consultation and engagement. This resulted an improvement of (+3.5) on the result from 2019.

Survey respondents were asked to rate their opinion of how Ballarat Council performed on community consultation and engagement over the last 12 months. A 6.6% year on year increase in the highest rating ('Very Good'), and a reduction in all other categories, resulted in an overall 3.5 increase on last year's weighted rating, representing a significant improvement in community perception of Ballarat Councils performance in this space.

Decisions made in the interest of the community:

The Ballarat community gave Ballarat City Council a score of 61.1 for decisions made in the interest of the community. This resulted an improvement of (+5.3) on the result from 2019.

Survey respondents were asked to rate their opinion of how Ballarat Council performed on decisions made in the interest of the community over the last 12 months and results showed a favourable increase in levels of satisfaction with the Council's performance. A 9.9% increase in participants offering a response of 'Very Good' was the main driver of this favourable result.

Condition of Sealed Roads:

The Ballarat community gave Ballarat City Council a score of 55.3 for the condition of sealed local roads. This resulted a decrease of (-4.2) on the result from 2019.

Survey respondents were asked how they would you rate the performance of Council for condition of sealed local roads in their area? A material year on year reduction in 'Good' and 'Average' responses from participants and a significant increase in 'Poor' and 'Very Poor' responses, resulting in an overall decrease in community sentiment relating to condition of sealed local roads in their area. Based on the survey results there has not been an improvement in the ratings for condition of sealed local roads, but rather a 4.2 unfavourable reduction in the community sentiment.

KPI Summary:

Figure 1 presents index values for the Key Performance Indicators.

Figure 1: Summary of KPI index scores

Measure	2016	2017	2018	2019	2020			
					Total	North Ward	Central Ward	South Ward
Community consultation and engagement	53.8	58.0	59.1	59.5	63.0	58.2	57.2	58.7
Decisions made in the interest of the community	51.0	56.5	55.1	55.8	61.1	54.0	55.4	56.0
Condition of sealed local roads	58.9	54.7	58.7	59.5	55.3	57.2	59.9	56.3



Introduction:

Background

Each year Ballarat City Council obtains insight into the community's perceptions of life in Ballarat and the performance of Council in delivering services to the community via a survey. The 2020 survey was significantly modified from prior years due to the impact of the COVID-19 pandemic to only include the mandatory questions as required through the Local Government Performance Reporting Framework (LGPRF).

Methodology

The 2020 survey was conducted via telephone, interviewing a total of 400 people residing in the Ballarat municipality. Interviews were collected in the month of May 2020.

Calculation of the indices was performed as per LGPRF Practice Note 2 – Conduct of Community Perception Survey, the relevant section of which is reproduced here.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	INDEX SCORE 60

Council's supplier is ISO20252 accredited for quality assurance. They are also members of the Australian Market and Social Research Organisation (AMSRO).



Demographics

The following Figures show the composition of respondents from the perspective of gender, age and ward the respondent resides in.

Figure 2: Survey respondents by gender and year

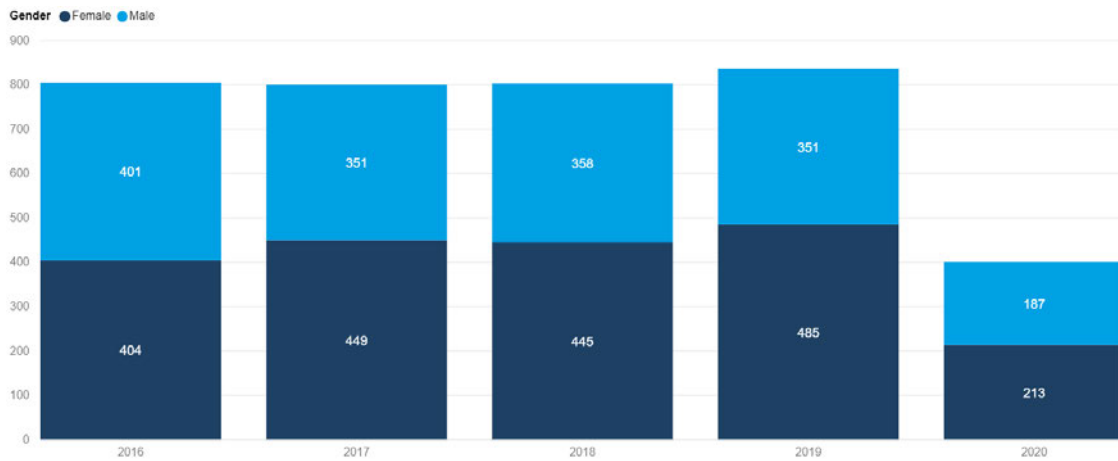


Figure 3: Survey average weight by gender 2020

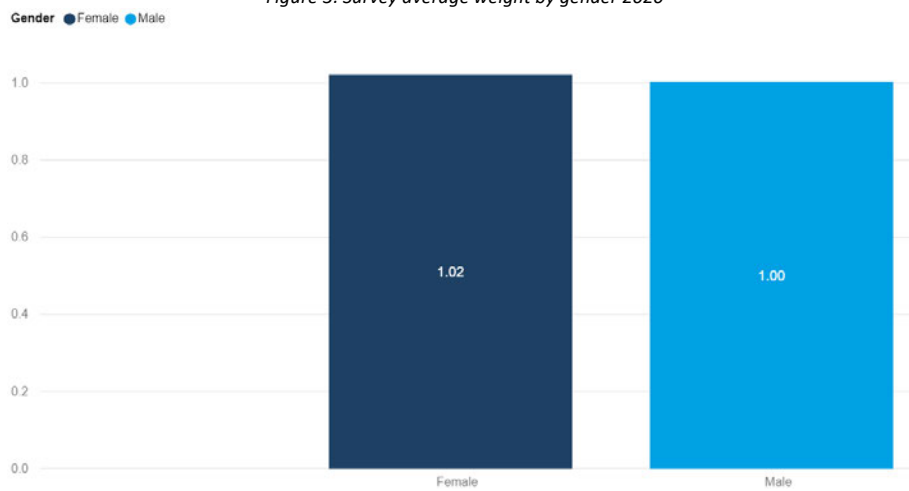




Figure 4: Respondents by age group 2020

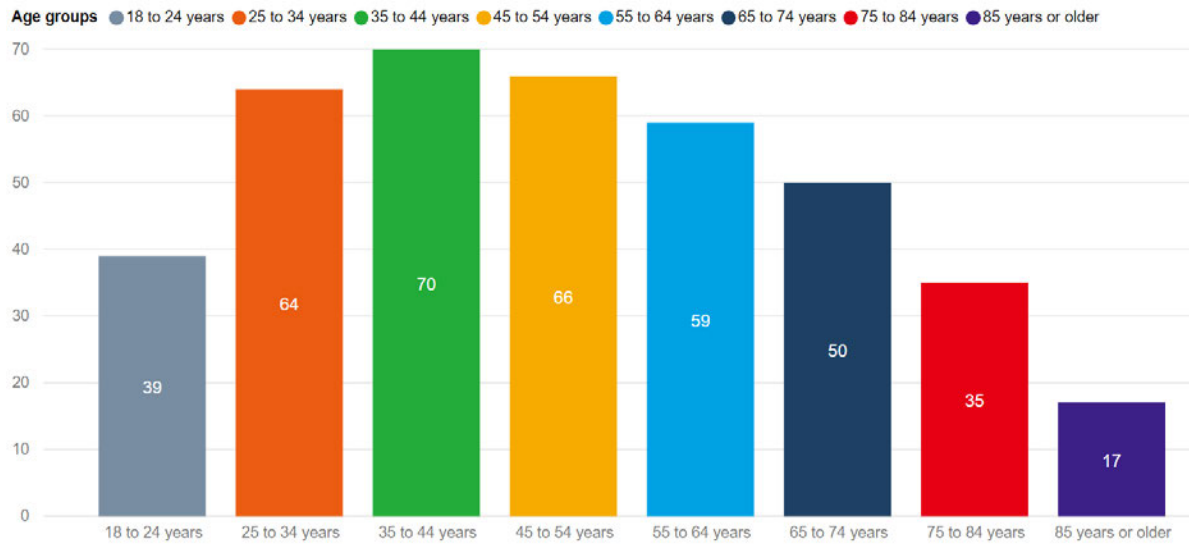


Figure 5: Average weighting by age group 2020

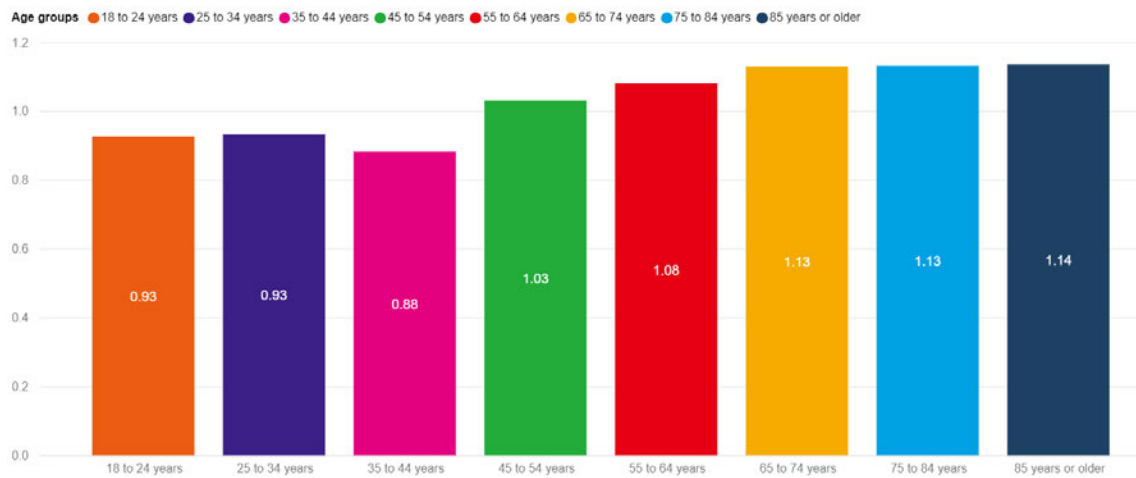




Figure 6: Respondents by ward 2020

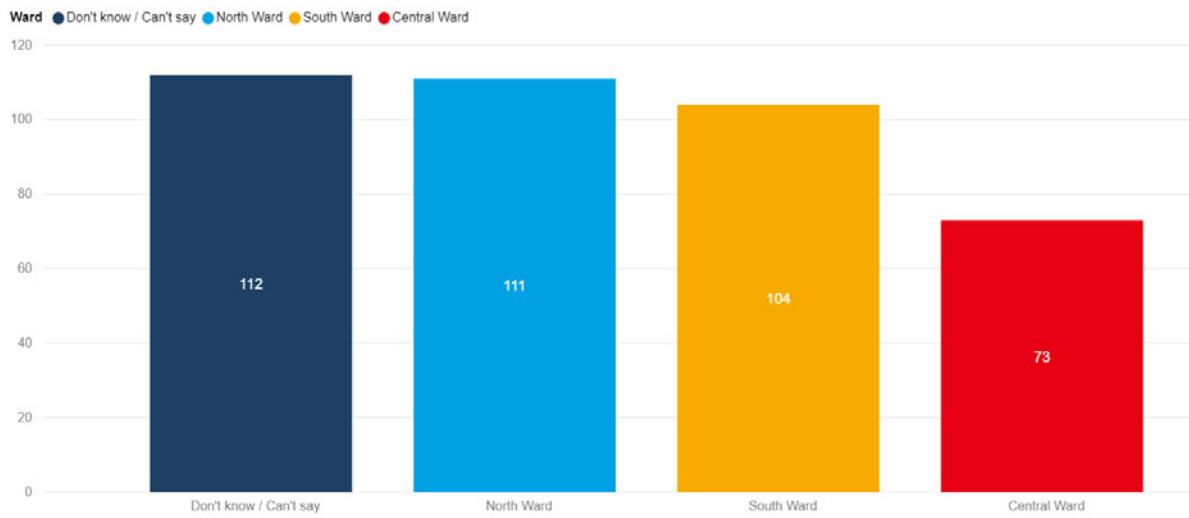
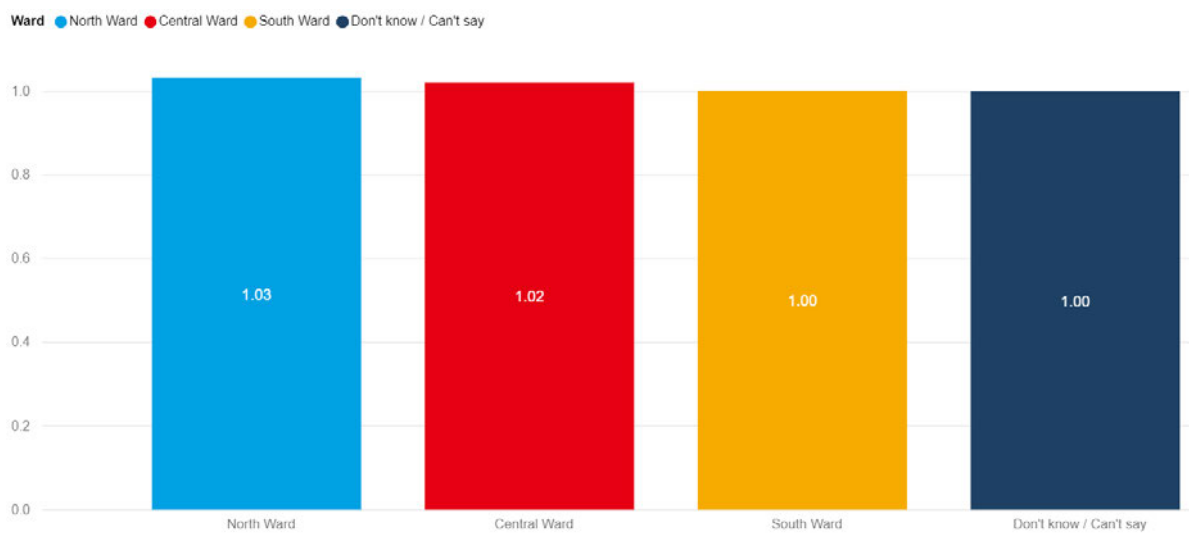


Figure 7: Average weighting by ward 2020





Survey Questions

Given the impact of COVID-19 the 2020 community perception survey was scaled down to meet the mandatory reporting requirements of the Local Government Performance Reporting Framework. The three mandatory performance indicators, are as follows:

- Indicator 2: Satisfaction with community consultation and engagement (refer Q.17A)
- Indicator 5: Satisfaction with council decisions (refer Q.17C)
- Indicator 18. Satisfaction with sealed local roads (refer Q.23D)

As a result of this, the three questions put to participants were as follows:

1. How has Ballarat Council performed on community consultation and engagement over the last 12 months?
2. How has Ballarat Council performed on decisions made in the interest of the community over the last 12 months?
3. How would you rate the performance of Council for condition of sealed local roads in your area?

The rating system or available answers, to the three questions, presented to participants were;

- Very Poor,
- Poor,
- Average,
- Good,
- Very Good, and
- N/A

Weighting

As the sample of Ballarat citizens did not perfectly represent the population, weighting was applied to two components of the demographics, gender and age group. Very little weight was applied to gender as the sample quite closely matched demographics obtained from the ABS, and weighting was applied to the age groups, as per Figure 5.



Community consultation and engagement:

Survey respondents were asked to rate their opinion of how Ballarat Council performed on community consultation and engagement over the last 12 months. Figure 8 shows a 7% year on year increase in the highest rating ('Very Good'), and a reduction in all other categories

Figure 8: Performance on community consultation and engagement 2020
 Q 1. How has Ballarat Council performed on community consultation and engagement over the last 12 months?

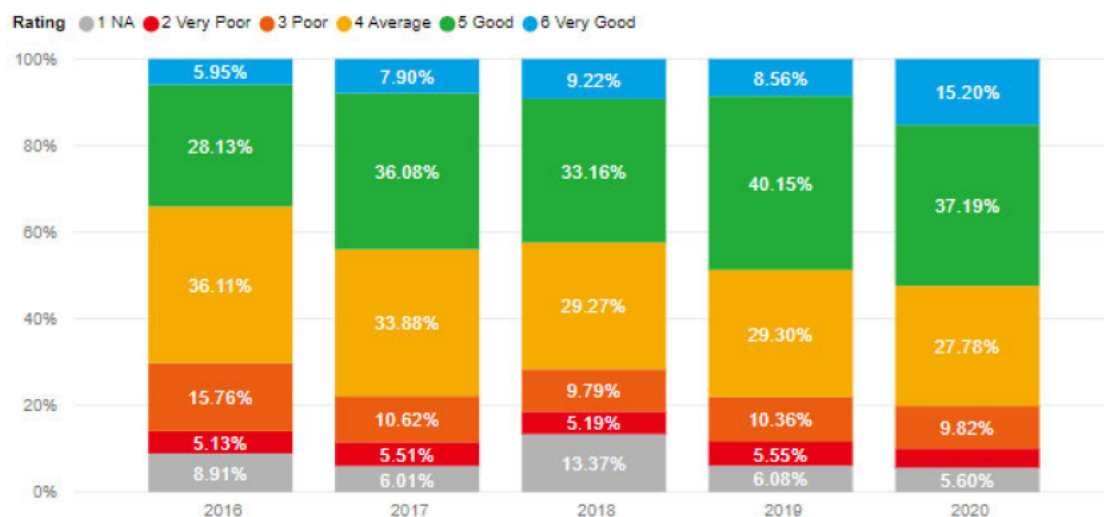


Figure 9 provides time series comparison with previous results. The table shows an increase of 3.5 on last year's result (index score), representing a significant improvement in community perception of Ballarat Councils performance in this space.

Figure 9: Performance on advocacy and engagement (index score) – including ward 2016-2020
 Q 1. How has Ballarat Council performed on community consultation and engagement over the last 12 months?

Measure	2016	2017	2018	2019	2020			
					Total	North Ward	Central Ward	South Ward
Community consultation and engagement	53.8	58.0	59.1	59.5	63.0	58.2	57.2	58.7



Decisions made in the interests of the community:

Survey respondents were asked to rate their opinion of how Ballarat Council performed on decisions made in the interest of the community over the last 12 months. Figure 10 shows that the Ballarat community had an increased level of satisfaction with the Council’s performance in relation to decisions made in the interest of the community. A 10% increase in participants offering a ‘Very Good’ response was the main driver of this favourable result.

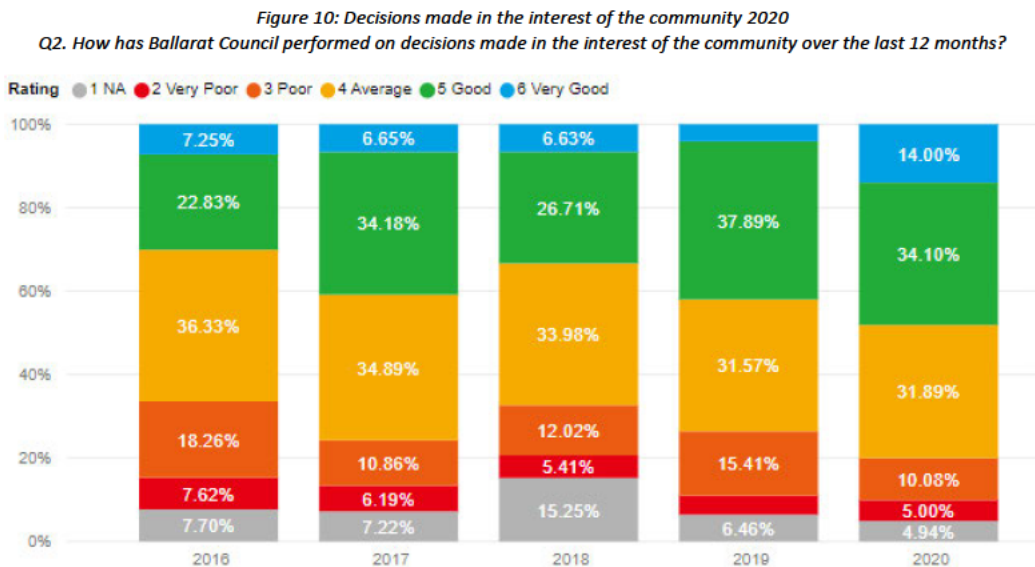


Figure 11 provides time series comparison with previous results. The table shows a 5.3% year on year improvement with respect to respondents view of Ballarat Councils decisions made in the interest of the community.

Figure 11: Decisions made in the interest of the community (index score) – including ward 2016-2020
 Q2. How has Ballarat Council performed on decisions made in the interest of the community over the last 12 months?

Measure	2016	2017	2018	2019	2020			
					Total	North Ward	Central Ward	South Ward
Decisions made in the interest of the community	51.0	56.5	55.1	55.8	61.1	54.0	55.4	56.0



Condition of sealed local roads:

Survey respondents were asked how would you rate the performance of Council for condition of sealed local roads in their area. Figure 12 shows a material year on year reduction in ‘Good’ and ‘Average’ responses from participants and a significant increase in ‘Poor’ and ‘Very Poor’ responses, resulting in an overall decrease in community sentiment relating to condition of sealed local roads in their area.

Figure 12: Performance of Council for condition of sealed local roads 2020
 Q3. How would you rate the performance of Council for condition of sealed local roads in your area?

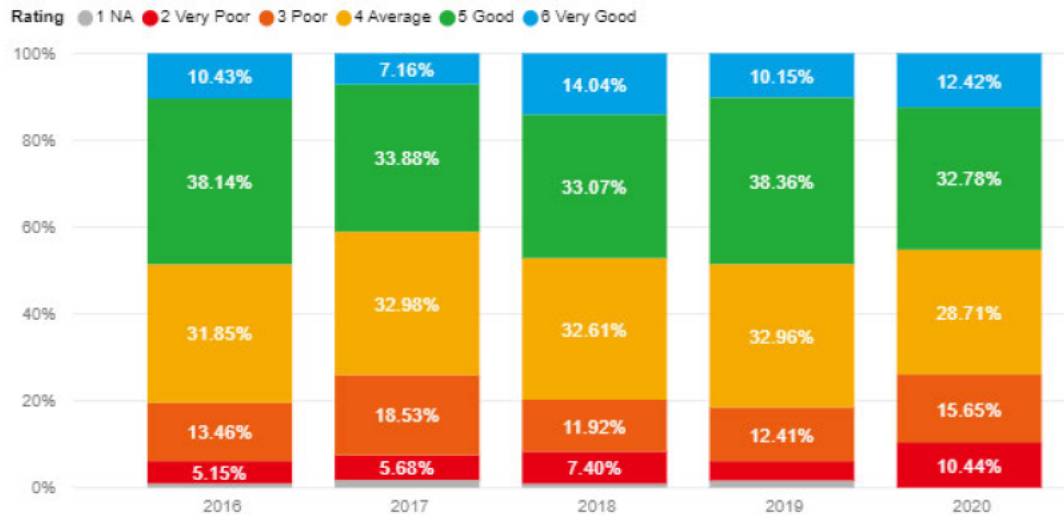


Figure 13 provides time series comparison with previous results. Based on these figures there has not been a statistically significant improvement in the ratings for condition of sealed local roads, but a 4.2% unfavourable movement in the community sentiment.

Figure 13: performance of Council for condition of sealed local roads (index score) – including ward 2016-2020
 Q3. How would you rate the performance of Council for condition of sealed local roads in your area?

Measure	2016	2017	2018	2019	2020			
					Total	North Ward	Central Ward	South Ward
Condition of sealed local roads	58.9	54.7	58.7	59.5	55.3	57.2	59.9	56.3

8.4. TENDER NO. 2020/21-263 NEW BUILD NETBALL CHANGEROOMS - ALFREDTON & MARTY BUSCH

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Mark Powell - Manager Capital Planning and Project Delivery

PURPOSE

1. To award Contract 2020/21 - 263 for the provision of New Netball Changeroom - Alfredton and Marty Busch and Reserves.
2. The scope of this contract involves the two (2) new female friendly netball change rooms and supporting spaces, these facilities will be new builds.

BACKGROUND

3. The new netball changerooms at Alfredton and Marty Busch Reserves are part of the City of Ballarat, Fast-Tracking Sport Infrastructure Program. The program will deliver a range of sporting infrastructure projects, including upgrades to soccer and netball facilities, upgraded female friendly change facilities and a major redevelopment at Victoria Park.
4. This project will deliver upgraded Female Friendly Facilities at Alfredton and Marty Busch Reserves for the netball and broader recreation communities.

KEY MATTERS

5. Three (3) tender submissions were received, two (2) of which were local companies.
6. The project is fully funded by City of Ballarat through the Fast-Tracking Sports Infrastructure program.

OFFICER RECOMMENDATION

7. That Council:

7.1 Enter into Contract Number 2020/21 - 263 for the provision of New Build Netball Changerooms - Alfredton and Marty Busch Reserves with CiQ Construction Management Pty Ltd for the total tendered price of \$1,294,139.00 (ex GST).

7.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

ATTACHMENTS

1. Governance Review [8.4.1 - 2 pages]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The report supports the Council Plan goals of prosperity and liveability by providing inclusive and accessible public spaces, quality services, and opportunities for our community to participate, feel safe and be active and healthy.
2. The report supports the aim of public sports recreation facilities and increase passive and active community participation.

COMMUNITY IMPACT

3. The ultimate outcome of the Alfredton and Marty Busch netball changeroom projects will be to create modern and female friendly amenities that will have substantial social and cultural benefits for the users of the facility and in the process help to encourage healthy lifestyles for members of the community.
4. The upgrades to the built environment, recreational reserve will see a targeted range of health promotion and participation initiatives to activate the community space.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

5. This project will provide the users of the facility with as far as practicable, compliant accessibility throughout.
6. All lighting throughout the facility will be upgraded to LED Technology.

ECONOMIC SUSTAINABILITY IMPLICATIONS

7. Approximately 100% (\$1,294,139.00) of the total project value will utilise labour, materials, plant and equipment sourced from within the defined group of local municipalities

FINANCIAL IMPLICATIONS

8. The tendered price is in line with the planned budget for these works.

LEGAL AND RISK CONSIDERATIONS

9. Award of this contract does not have any significant effect on Council's risk profile. Risks present in this work are typical for low risk recreational facility upgrades and are expected to be adequately controlled through existing provisions.
10. A Risk Management Plan has been developed and will be reviewed by the Project Control Group at each scheduled meeting.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

12. Consultation with user groups has been managed by Councils Recreation Services Unit.
13. User groups have been advised of proposed works and will continue to be consulted throughout the project design and construction and will be provided with regular updates regarding the projects progress.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

14. Council Officers affirm that no general or material interests need to be declared in relation to the matter of this report.

8.5. TENDER NO. 2020/21- 265 NEW BUILD SOCCER CHANGEROOMS PLEASANT ST & ROYAL PARK

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Mark Powell - Manager Capital Planning and Project Delivery

PURPOSE

1. To award Contract 2020/21 - 265 for the provision of New Build Soccer Changerooms - Pleasant Street and Royal Park Reserves for the total tendered price of \$1,430,906.00 (ex GST).
2. The scope of this contract involves the two (2) new female friendly soccer change rooms and supporting spaces, these facilities will be new builds.

BACKGROUND

3. The new soccer changerooms at Pleasant Street and Royal Park Reserves is part of the City of Ballarat, Fast-Tracking Sport Infrastructure Program. The program will deliver of a range of sporting infrastructure projects, including upgrades to soccer and netball facilities, upgraded female friendly change facilities and a major redevelopment at Victoria Park.
4. This project will deliver new Female Friendly Facilities at Pleasant Street and Royal Park Reserves for the soccer and broader recreation communities.

KEY MATTERS

5. Two (2) tender submissions were received with both being considered as conforming tenders and of which were local companies.
6. The project is fully funded by City of Ballarat through the Fast-Tracking Sports Infrastructure program.

OFFICER RECOMMENDATION

7. **That Council:**
 - 7.1 **Enter into Contract Number 2020/21 - 265 for the provision of New Build Soccer Changerooms - Pleasant Street and Royal Park Reserves with CiQ Construction Management Pty Ltd for the total tendered price of \$1,430,906.00 (ex GST).**
 - 7.2 **Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

ATTACHMENTS

1. Governance Review [8.5.1 - 2 pages]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The report supports the Council Plan goals of prosperity and liveability by providing inclusive and accessible public spaces, quality services, and opportunities for our community to participate, feel safe and be active and healthy.
2. The report supports the aim of public sports recreation facilities and increase passive and active community participation.

COMMUNITY IMPACT

3. The ultimate outcome of the Pleasant Street and Royal Park projects will be to create modern and female friendly amenities that will have substantial social and cultural benefits for the users of the facility and in the process help to encourage healthy lifestyles for members of the community.
4. The upgrades to the built environment, recreational reserve will see a targeted range of health promotion and participation initiatives to activate the community space.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

5. This project will provide the users of the facility with as far as practicable, compliant accessibility throughout.
6. All lighting throughout the facility will be upgraded to LED Technology.

ECONOMIC SUSTAINABILITY IMPLICATIONS

7. Approximately 100% (\$1,430,906.00) of the total project value will utilise labour, materials, plant and equipment sourced from within the defined group of local municipalities.

FINANCIAL IMPLICATIONS

8. The tendered price is in line with the planned budget for these works.

LEGAL AND RISK CONSIDERATIONS

9. Award of this contract does not have any significant effect on Council's risk profile. Risks present in this work are typical for low risk recreational facility upgrades and are expected to be adequately controlled through existing provisions.
10. A Risk Management Plan has been developed and will be reviewed by the Project Control Group at each scheduled meeting.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

12. Consultation with user groups has been managed by Councils Recreation Services Unit.
13. User groups have been advised of proposed works and will continue to be consulted throughout the project design and construction and will be provided with regular updates regarding the projects progress.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

14. Council Officers affirm that no general or material interests need to be declared in relation to the matter of this report.

8.6. TENDER NO. 2020/21-237 HAVELOCK STREET RECONSTRUCTION

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Robin Hand - Contracts Administration Officer

PURPOSE

1. To award Contract 2020/21-237 for the provision of Havelock Street Reconstruction from Landsborough Street to Norman Street with Enoch Civil Pty Ltd for the total tendered price of \$933,903.70 (ex GST).
2. The scope of this contract involves the reconstruction of Havelock Street from Landsborough Street to Norman Street with a narrowed carriageway and asphalt resurfacing and includes the construction of a roundabout at the intersection of Havelock Street and Landsborough Street which has been identified as a Blackspot Intersection.

BACKGROUND

3. Under Council's Road Hierarchy, Havelock Street is categorised as a Collector road providing connection from the end of Peel Street North to Norman Street.
4. This section of Havelock Street has an unsealed road shoulder with a wide carriageway.
5. The intersection of Landsborough Street has been subject to numerous vehicular crashes in recent years which has seen it qualify for treatment under the State Governments Blackspot Funding Program.
6. The project involves several components of work which were identified during the design stage including the following:
 - earthworks;
 - drainage construction;
 - kerb & channel construction;
 - pavement construction;
 - asphalt road surfacing;
 - concrete & gravel driveway reconstruction;
 - concrete footpath & kerb ramp construction;
 - lawn nature strip reinstatement;
 - line marking;
 - raised pavement markers;
 - signage, and ancillary works.
7. The prioritisation of this project and the extent of works was determined by recent years crash statistics for the intersection treatment and by using a weighted scoring methodology for the reconstruction between Landsborough Street and Norman Street. This weighting is based off specific scoring criteria as set out below:
 - Sustainable Service - Asset Management Plan requirement (whole of life), requirement for urgent treatment or service level not up to standard for application;

- Safety - Safety hazard reduction;
 - Financial benefit - Reduced costs, return on investment and revenue generation;
 - Hierarchy Level - Level of Importance in network;
 - Community Benefit - Improved local community access and equity, provides sustainable economic benefit for the community, satisfies ratepayer initiative and enhances streetscape.
8. This project was one of many that received high weightings and as such was placed on the 2020/21 Capital Works Program.

KEY MATTERS

9. Four (4) tender submissions were received with three (3) being considered as conforming tenders and evaluated by panel members.
10. The City of Ballarat have been successful in being awarded funding from the State Government for the treatment of Blackspot Intersections throughout the Municipality for this project along with forecast budgeting in the 2020/21 Capital Works Program.

OFFICER RECOMMENDATION

11. That the Contracts Approval Delegated Committee:

11.1 Enter into contract number 2020/21-237 for the provision of Havelock Street Reconstruction from Landsborough Street to Norman Street with Enoch Civil Pty Ltd for the total tendered price of \$933,903.70 (ex GST).

11.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

ATTACHMENTS

1. Governance Review [8.6.1 - 2 pages]
2. Vic Roads Pre Qual 1 [8.6.2 - 1 page]
3. Contract 202021-237 Construction Drawings (tender purposes only) (1) [8.6.3 - 37 pages]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report supports the Council Plan goals of liveability and sustainability by upgrading Council's Infrastructure and Assets throughout the municipal road network to provide safer passage for all affected users.

COMMUNITY IMPACT

2. The City of Ballarat has a charter to serve its local community. This project is providing the wider community with much needed upgrades to Council assets which will enable the users to have greater ease of vehicular access.
3. This project will provide enhanced user safety for the wider community as Havelock Street serves as a collector road between Peel Street North and Norman Street.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. There will not be any significant environmental implications resulting from this project. Environmental controls will be in place for the duration of the project. The recommended tenderer has the appropriate Environmental Management System to be able to cater for any environmental issues that may result during the construction of the project.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. The construction of this project will see Enoch Civil Pty Ltd responsible for maintaining six (6) current full-time local jobs over the period of the project along with ancillary employment from material suppliers and professional services.
6. Approximately 99.31% (\$927,500.00) of the total project value will utilise labour, materials, plant and equipment sourced from within the defined group of local municipalities.

FINANCIAL IMPLICATIONS

7. The tender price is \$933,903.70 (ex GST) which includes a provisional sum of \$124,820.00 approx. built into the contract for contingencies. This project has a combined budget of \$843,560.00. The remainder of the funds required for this project will be drawn from expected savings from other projects in the 2020/21 Capital Works Program.

The City of Ballarat have been successful in being awarded funding from the State Government for the treatment of Blackspot Intersections throughout the Municipality with this project having \$543,860.00 nominated to it.

There is \$299,700.00 allocated in the 2020/21 Capital Works Program for this project with a further \$90,343.70 required should all provisional items be expended.

LEGAL AND RISK CONSIDERATIONS

8. The project has been designed and will be constructed in accordance with all relevant design standards. The contract provides for management of traffic, pedestrians, property and environment during the delivery of the works, with stringent Occupational Health and Safety requirements. The recommended contractor in this instance has appropriate OHS systems operable to meet the requirements of this project.
9. Under Council's Road Hierarchy, Havelock Street is a Collector road. The practice which officers have adopted and included in the specification for this project is to require the contractors to meet pre-qualification standards to undertake extensive works on these status roads. This practice is intended to ensure that appropriate safety standards and history of operations in similar traffic conditions is inherent in the contractor's capability. For simplicity the City has adopted a VicRoads (Regional Road Victoria) standard for prequalification, and this was detailed in the specification which was published as part of the tender for this project. This risk analysis and identification of pre-qualification standard which was explicitly detailed in the tender specification is attached.

HUMAN RIGHTS CONSIDERATIONS

10. It is considered that this report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*. It is further considered that the works will enhance Freedom of Movement within the area in which a person may live.

COMMUNITY CONSULTATION AND ENGAGEMENT

11. Consultation with road users affected by this project has been undertaken by Council's Infrastructure & Environment Unit.
12. The Chief Executive Officer and the Communications and Marketing Unit of Council will participate in the media and communications associated with the delivery of works under this contract.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

13. Council Officers affirm that all associated material or general interests have been declared in relation to the matter of this Report and have been listed in the Tender Evaluation report attached.

Version 1 24/01/19	Road Classification	Definition	Type of works being undertaken																	Bluestone work	Kerb & Channel		Drainage			Bluestone Banding	Footpath		Vehicle Crossings	Bridges/Culverts (May require pre-qual B1-B3)		Traffic Signals		CBD locality
			Road							Construct new kerb & channel	Replace kerb & channel	Construct new underground	Alter existing underground	Open Drain	Construction	Reconstruction	Minor Works	Major Works	Maintenance Works		Installation of New													
			Construction	Reconstruction	Rehabilitation	Resurfacing	Shoulder works	Other																										
URBAN ROADS	Arterial Road	Arterial Roads are managed and funded by the State and / or Federal Governments and provide the main interconnecting freight and commuter road network. These are categorised as freeways (M), primary highways (A), secondary highways (B), and main roads (C). The responsibility for service roads accompanying Arterial Roads is delegated to Councils.	REFER TO VIC ROADS PRE-QUAL SPECIFICATIONS																															
	Link Road	Those roads which supplement the Arterial Road network by providing for through traffic movement to acceptable capacity limits that is sensitive to both roadway characteristics and abutting land uses. These roads typically link precincts or localities and would generally have a 60 km/h speed limit. (Council Managed and Council funded)	R3	R3	R3	R3	R2	R1	R3	R3	R3	R2	R2	R1	8	10	10	2	10	B1+	REFER TO PREFERRED SUPPLIER							R2						
	Collector Road	These are roads which collect traffic from local streets and distribute it to higher order roads. (Arterial & Link). The number of properties fronting or the number of vehicles using the route will generally determine this classification. A 50 km/h speed limit will normally apply. (Council Managed, and Council funded)	R2	R2	R2	R2	R2	R1	R2	R2	R2	R2	R2	R1	8	6	6	2	10	B1+	REFER TO PREFERRED SUPPLIER							R2						
	Access Road	The main function of local access roads is to provide access to abutting properties. An upper speed limit of 50 km/h would generally apply. (Council managed, and Council funded)	12	12	12	10	10	10	8	6	6	8	8	4	8	6	6	2	10	B1+	REFER TO PREFERRED SUPPLIER							10						
	Laneways	Access ways carrying local traffic only, typically providing secondary access to properties with more than one street frontage.	8	8	8	8	8	6	8	4	4	6	6	3	8	4	4	2	10	B1+	REFER TO PREFERRED SUPPLIER							10						
	Off Street Parking	Car parking areas controlled by Council or private interests servicing shopping centres or community facilities (Public Car Parks). Public off street parking areas are typically urban but may be built in a rural environment.	4	4	4	4	4	4	8	2	2	4	4	2	8	2	2	2	10	B1+	REFER TO PREFERRED SUPPLIER							10						
RURAL ROADS	Arterial Road	Arterial Roads are managed and funded by the State and / or Federal Governments and provide the main interconnecting freight and commuter road network. These are categorised as freeways (M), primary highways (A), secondary highways (B), and main roads (C). The responsibility for service roads accompanying Arterial Roads is delegated to Councils.	REFER TO VIC ROADS PRE-QUAL SPECIFICATIONS																															
	Link Road	Those roads which supplement the Arterial Road network by providing for through traffic movement to acceptable capacity limits that is sensitive to both roadway characteristics and abutting land uses. These roads typically link precincts or localities and would generally have a 60 km/h speed limit. (Council Managed and Council funded)	R3	R3	R3	R3	R2	R1	R3	R3	R3	R2	R2	R1	8	10	10	1	10	B1+	REFER TO PREFERRED SUPPLIER							0						
	Collector Road	These are roads which collect traffic from local access roads and distribute it to higher order roads. These are typically sealed roads but may be unsealed where traffic counts are low. (Council Managed, and Council funded)	R2	R2	R2	R2	R2	R1	R2	R2	R2	R2	R2	R1	8	5	5	1	10	B1+	REFER TO PREFERRED SUPPLIER							0						
	Access Road	The main function of local access roads is to provide access to abutting properties. These roads may be sealed or unsealed and would typically carry less than 500 vehicles per day. (Council managed, and Council funded)	10	10	10	8	8	8	8	5	5	6	6	4	8	5	5	1	10	B1+	REFER TO PREFERRED SUPPLIER							0						
	Laneways	Unsealed roads carrying only very local traffic, mostly providing secondary property access or access to otherwise landlocked parcels of land. (Council or privately managed and funded)	6	6	6	6	6	4	8	3	3	3	3	3	8	3	3	1	10	B1+	REFER TO PREFERRED SUPPLIER							0						
	Unmade Natural Surface	Unshaped road lacking imported pavement material, but graded occasionally (only used by a few vehicles per day). May be used for private or fire access. (Council or privately managed and funded)	2	2	2	2	2	2	8	1	1	1	1	1	8	1	1	1	10	B1+	REFER TO PREFERRED SUPPLIER							0						

MAP OF CBD

- R1 >35
- R2 >40
- R3 >45

Note:
 -To be used as a guide for Capital Program Tenders only.
 -Choose one item from each major column, then add up the points
 -The highest applicable level is to be used.

DRAWING # 2020 - 57

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33	PIT SCHEDULE
34	DESIGN ROAD PAVEMENT PROFILES KERB INLETS & TREE PLANTING DETAIL
35	SET OUT DATA
36	SET OUT DATA



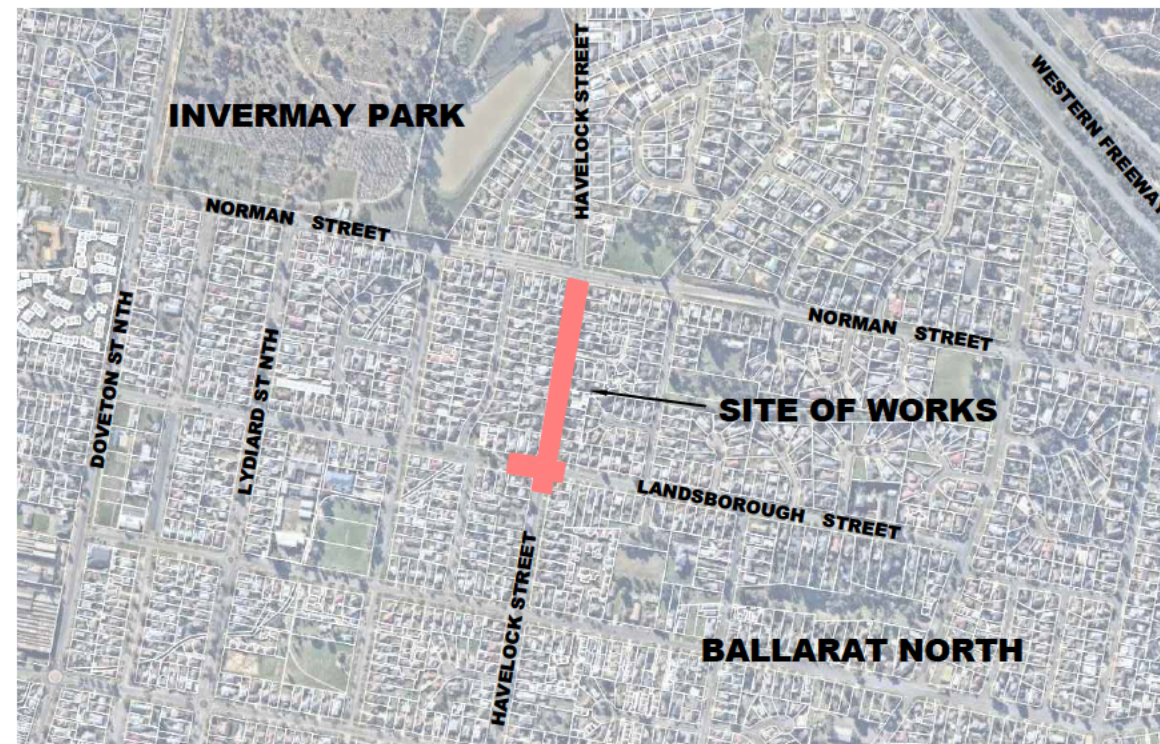
**HAVELOCK STREET RECONSTRUCTION
BALLARAT NORTH**

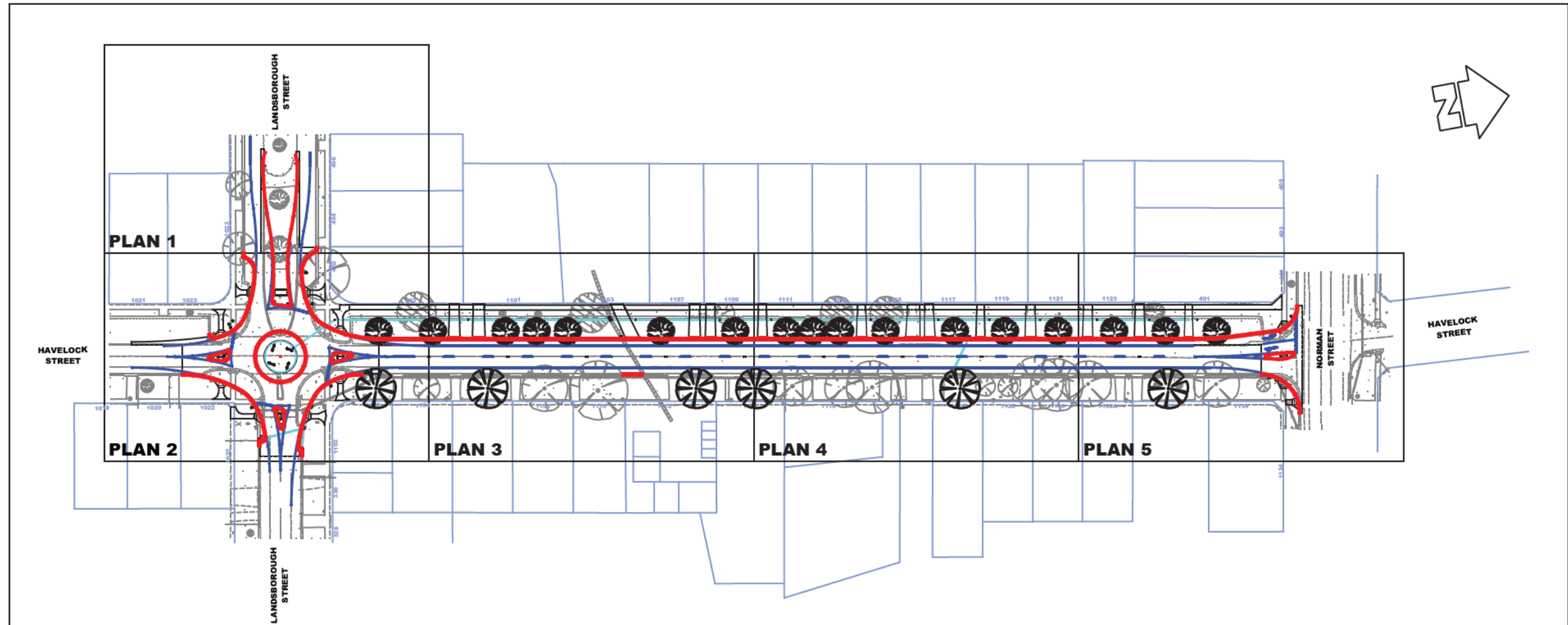
LANDBOROUGH STREET TO NORMAN STREET

CONSTRUCTION DRAWINGS



LOCALITY PLAN





DESIGN LEGEND

<p>ROAD PAVEMENT CONSTRUCTION (REFER DESIGN ROAD PAVEMENT PROFILES)</p> <p>EXISTING ROAD RESURFACING (ASPHALT) MIN. 40mm COMPACTED DEPTH, TYPE H, ASPHALT OVERLAY</p> <p>PEDESTRIAN KERB RAMP (CONCRETE) REFER BCC SD-C4</p> <p>SPLITTER ISLAND INFILL (CONCRETE) 100mm CONCRETE (25MPa) 50mm MIN. COMPACTED DEPTH 20mm CL.3 FCR BASE</p>	<p>FOOTPATH (CONCRETE) 100mm CONCRETE (25 MPa) + 1 LAYER OF F72 STEEL MESH 50mm MIN. COMPACTED DEPTH 20mm CL.3 FCR BASE REFER BCC SD-K3-1</p> <p>DRIVEWAY (CONCRETE) 125mm CONCRETE (25 MPa) + 1 LAYER OF F102 STEEL MESH 50mm MIN. COMPACTED DEPTH 20mm CL.3 FCR BASE</p> <p>DRIVEWAY (GRAVEL) 100mm MIN. COMPACTED DEPTH 20mm CL. 3 FCR BASE</p> <p>NATURE STRIP (LAWN) MIN. 75mm APPROVED TOP-SOIL & LAWN SEED REMOVE ALL UNSUITABLE MATERIAL</p>	<p>KERB & CHANNEL REFER DESIGN KERB PROFILES</p> <p>DRAINAGE PIPE REFER BCC SD-D8-1</p> <p>DRAINAGE PIT (REFER PIT SCHEDULE) EXIST PIT DESIGN JP / GEP DESIGN GRATED PIT</p> <p>SUB-SURFACE DRAIN REFER BCC SD-D2-1</p> <p>LINEMARKING (LONGLIFE PAINT)</p>	<p>NEW STREET TREE (WEST SIDE) (WITH WSUD KERB INLETS) SPECIES: <i>Lophostemon confertus</i> REFER TO (WSUB - KERB INLETS) DRAWING TREE PIT (1.2m. DIA.) TO BE EXCAVATE TO 500mm MIN. DEPTH AND BACKFILLED WITH LOOSE MIX OF TOP-SOIL & EARTH MATERIAL TO F.S.L. TREE PLANTING NOT PART OF CONTRACT WORKS</p> <p>NEW STREET TREE (EAST SIDE) SPECIES: <i>Angophora floribunda</i> TREE PLANTING NOT PART OF CONTRACT WORKS</p> <p>ROUNDAABOUT CENTRE ISLAND REINSTATEMENT (LAWN) MIN. 75mm DEPTH OF APPROVED TOP-SOIL & LAWN SEED REMOVE ALL UNSUITABLE ROAD PAVEMENT MATERIAL REFER BCC SD-L1</p> <p>ROUNDAABOUT CENTRAL ISLAND ANNULUS (CONCRETE) 200mm CONCRETE (25 MPa) + 2 LAYERS OF SL82 STEEL MESH 100mm MIN. COMPACTED DEPTH 20mm CL.3 FCR BASE</p>
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ISSUE	AMENDMENT	DATE

EVERY CARE HAS BEEN TAKEN TO ENSURE THAT THE INFORMATION SHOWN ON THIS DRAWING IS ACCURATE, HOWEVER SOME VARIATIONS FROM RECORDS MAY EXIST, AND COMPLETE ACCURACY CANNOT BE GUARANTEED.
DESIGN DETAILS SHALL BE VERIFIED DURING CONSTRUCTION WITHOUT APPROPRIATE APPROVALS: *Lophostemon confertus*

ALIGNMENT PLAN DESIGN LEGEND



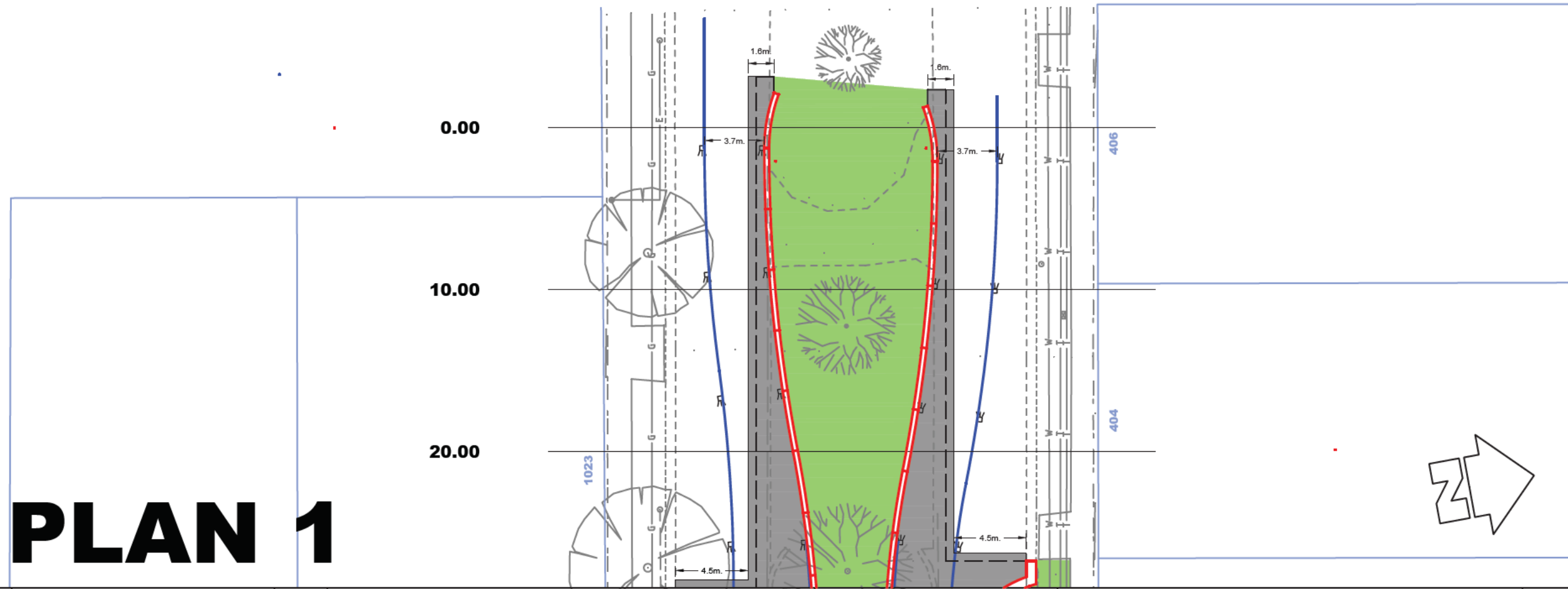
CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY R.B. DATE: 7 / 19	O-EKORD	APPROVED	DRAWING NUMBER
DRAWN G. R. DATE: 8 / 19	 		2020 - 57
DESIGNED G. R. DATE: 8 / 19	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	SHEET 1 OF 36 SHEETS
CAD FILES HAVEWALK10.MJO			

GENERAL NOTES:

1. AUTHORITY MAINS & SERVICES SHOWN ARE NOT GUARANTEED COMPLETE AND MUST BE VERIFIED & LOCATED ONSITE BY THE CONTRACTOR PRIOR TO THE START OF WORKS.
2. TITLE BOUNDARIES SHOWN ARE APPROXIMATE ONLY.
3. ALL AFFECTED AUTHORITY VALVE COVERS ARE TO BE RAISED OR LOWERED TO MATCH DESIGN FSL.
4. REMOVE AND DISPOSE OF ALL REDUNDANT KERB, PIPES, PITS, CONCRETE FOOTPATHS, PEDESTRIAN RAMPS, DRIVEWAYS, AND ROAD SEAL & PAVEMENT.
5. TRIM ALL PROPERTY TREES AND VEGETATION TO TITLE BOUNDARY WHERE PROPOSED FOOTPATH IS SHOWN.
6. SAW-CUT ALL PROPOSED ROAD PAVEMENT JOINTS AT EXISTING SEAL INTERFACE.
7. REMOVE ALL REDUNDANT SIGNAGE AND RELOCATE EXISTING SIGNS TO SUIT ALTERED KERB ALIGNMENT.

LANDBOROUGH STREET



PLAN 1

ISSUE	AMENDMENT	DATE

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DESIGN PLAN



WARNING: THE LOCATION OF UNDERGROUND SERVICES SHOWN IS BASED ON INFORMATION SUPPLIED BY OTHER AUTHORITIES AND SHOULD BE PROVEN ON SITE. ALL WORKS NEAR SERVICES SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY.

CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
 LANDBOROUGH STREET - NORMAN STREET
 BALLARAT NORTH

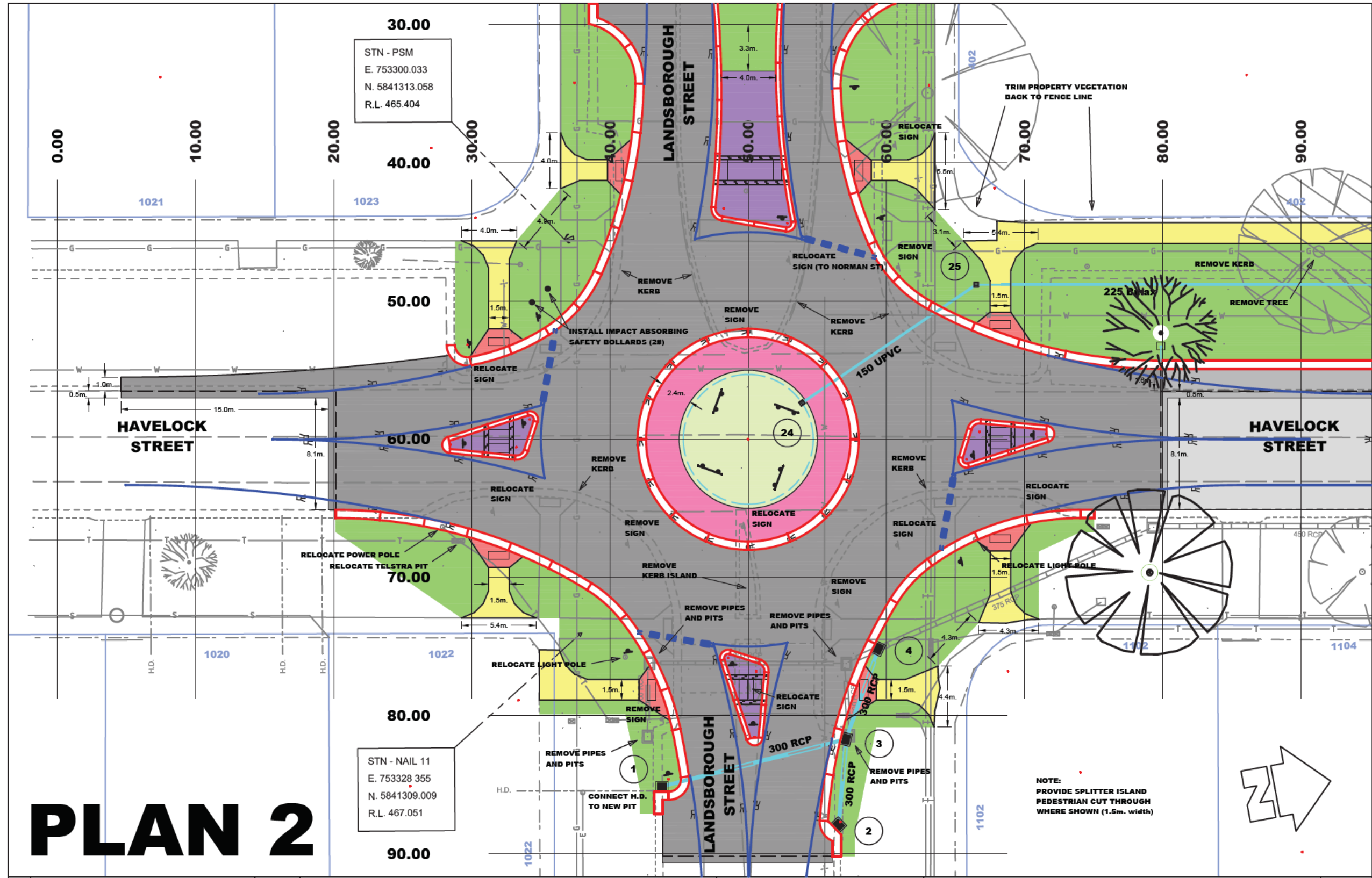


SURVEY	R.B.	DATE: 7 / 19
DRAWN	G.R.	DATE: 8 / 19
DESIGNED	G.R.	DATE: 8 / 19
CAD FILES	HAVEWALK9.MJO	

D-CHECKED
Pete Bats
 TEAM LEADER DESIGN & SURVEY

APPROVED
Kayla Nott
 MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER	2020 - 57
SHEET	2 OF 36 SHEETS



PLAN 2

STN - PSM
E. 753300.033
N. 5841313.058
R.L. 465.404

STN - NAIL 11
E. 753328.355
N. 5841309.009
R.L. 467.051

NOTE:
PROVIDE SPLITTER ISLAND
PEDESTRIAN CUT THROUGH
WHERE SHOWN (1.5m. width)

ISSUE	AMENDMENT	DATE

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DESIGN PLAN



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



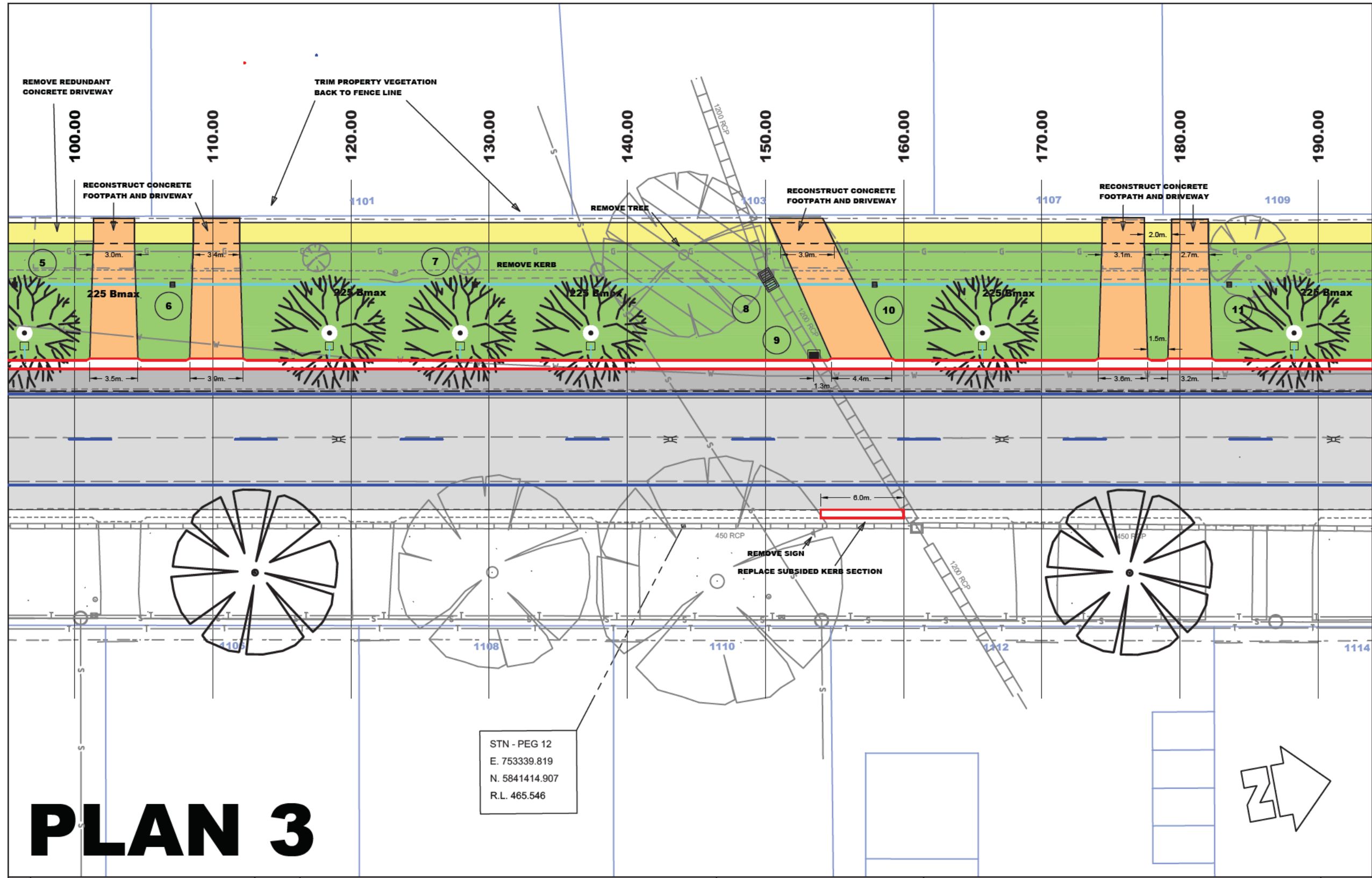
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SURVEY R.B. DATE: 7 / 19
DRAWN G.R. DATE: 8 / 19
DESIGNED G.R. DATE: 8 / 19
CAD FILES HAVEWALK10.MJO

DRAWN BY: *Pet Bats*
TEAM LEADER DESIGN & SURVEY

APPROVED: *Angela Nott*
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER
2020 - 57
SHEET **3** OF **36** SHEETS



PLAN 3

ISSUE	AMENDMENT	DATE

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DESIGN PLAN



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



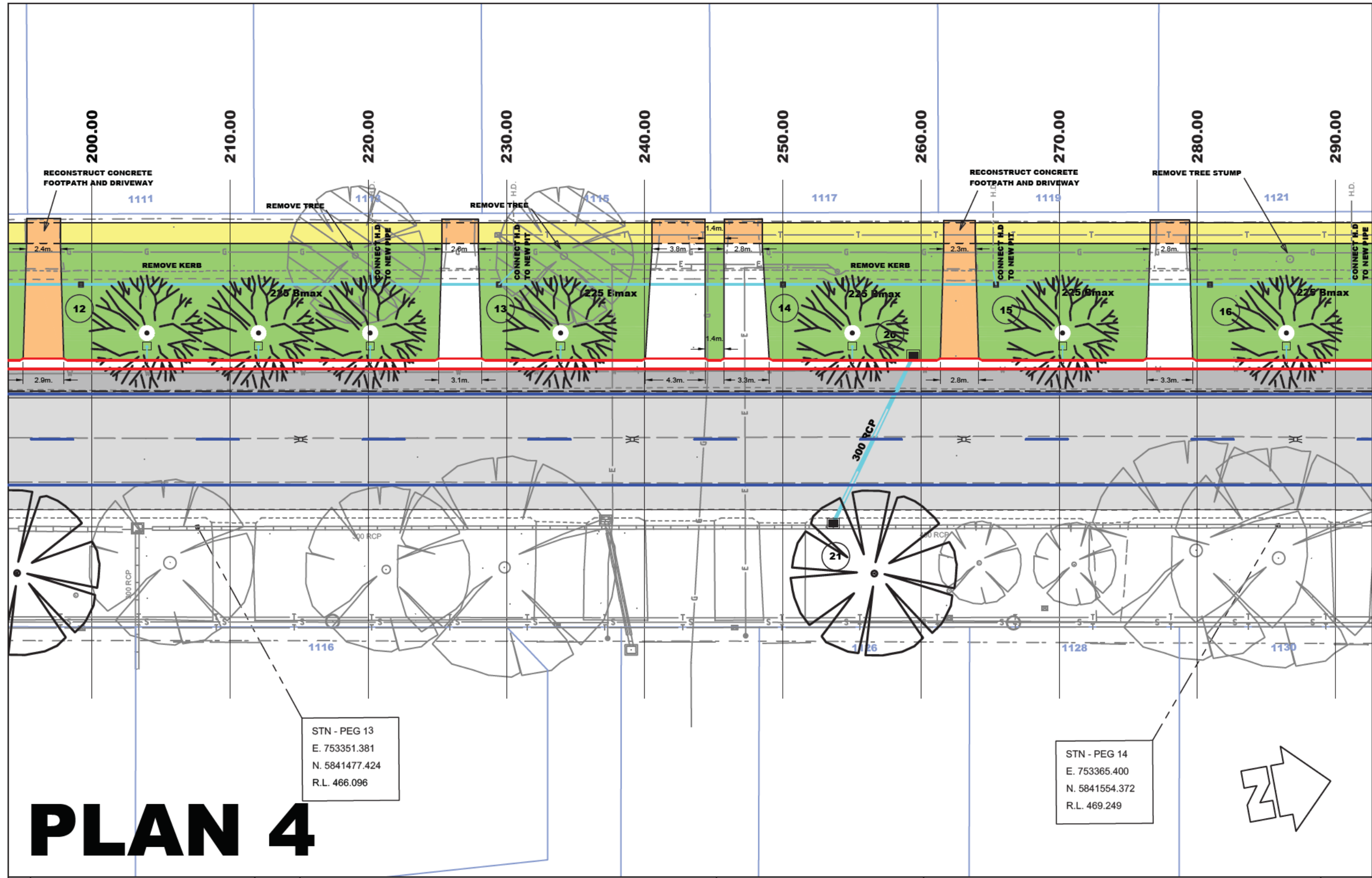
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SURVEY **R.B.** DATE: 7 / 19
DRAWN **G.R.** DATE: 8 / 19
DESIGNED **G.R.** DATE: 8 / 19
CAD FILES **HAVEWALK10.MJO**

DRAWN **Pete Bats**
TEAM LEADER DESIGN & SURVEY

APPROVED **Lynne North**
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER
2020 - 57
SHEET **4** OF **36** SHEETS



PLAN 4

STN - PEG 13
 E. 753351.381
 N. 5841477.424
 R.L. 466.096

STN - PEG 14
 E. 753365.400
 N. 5841554.372
 R.L. 469.249



ISSUE	AMENDMENT	DATE

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DESIGN PLAN

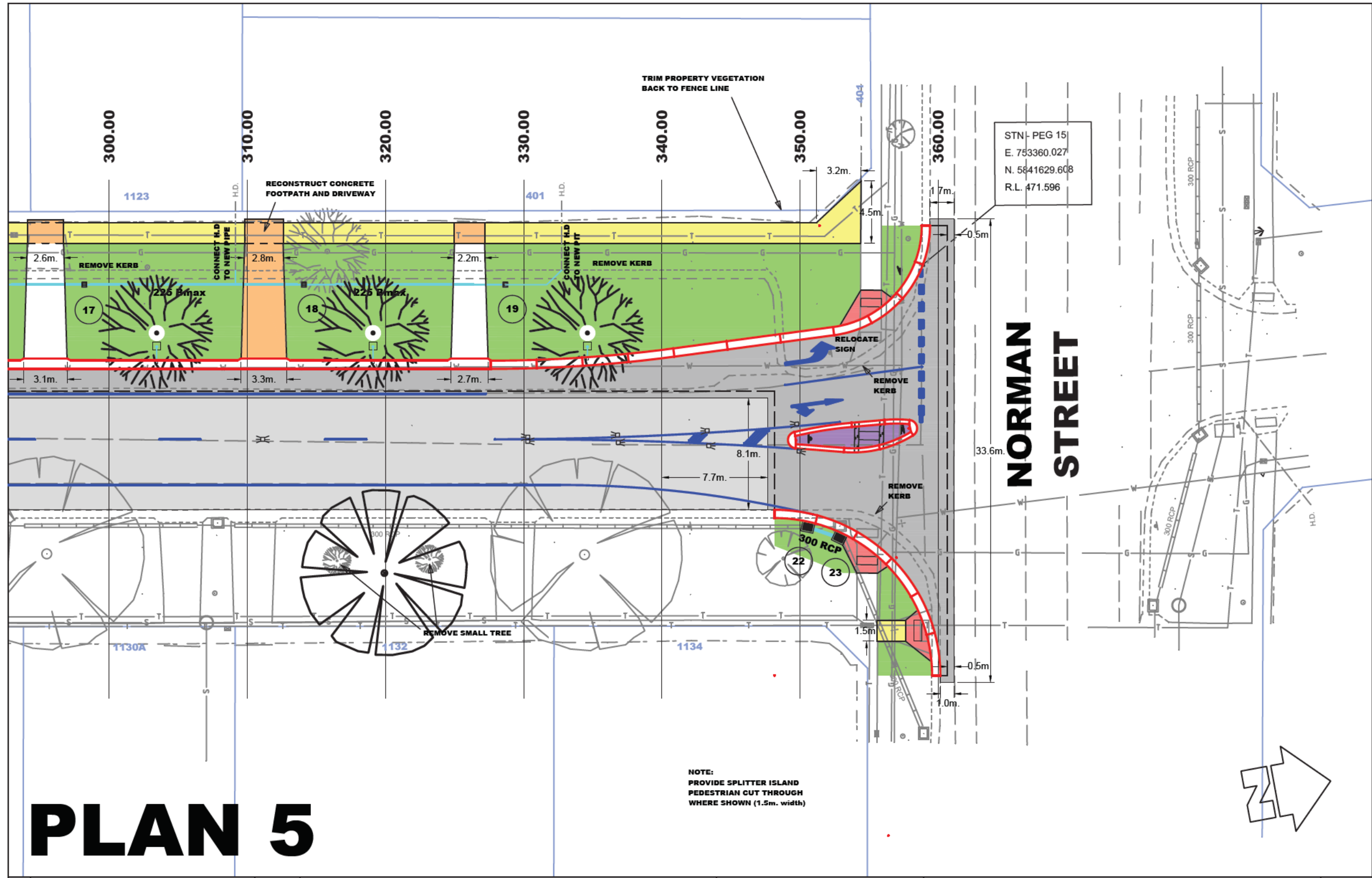


CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
 LANDBOROUGH STREET - NORMAN STREET
 BALLARAT NORTH

SURVEY: R.B. DATE: 7 / 19
 DRAWN: G.R. DATE: 8 / 19
 DESIGNED: G.R. DATE: 8 / 19
 CAD FILES: HAVEWALK9.MJO

O-EORDED: *Pet Bates*
 APPROVED: *Lynne North*
 TEAM LEADER DESIGN & SURVEY
 MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER: 2020 - 57
 SHEET 5 OF 36 SHEETS



PLAN 5

ISSUE	AMENDMENT	DATE

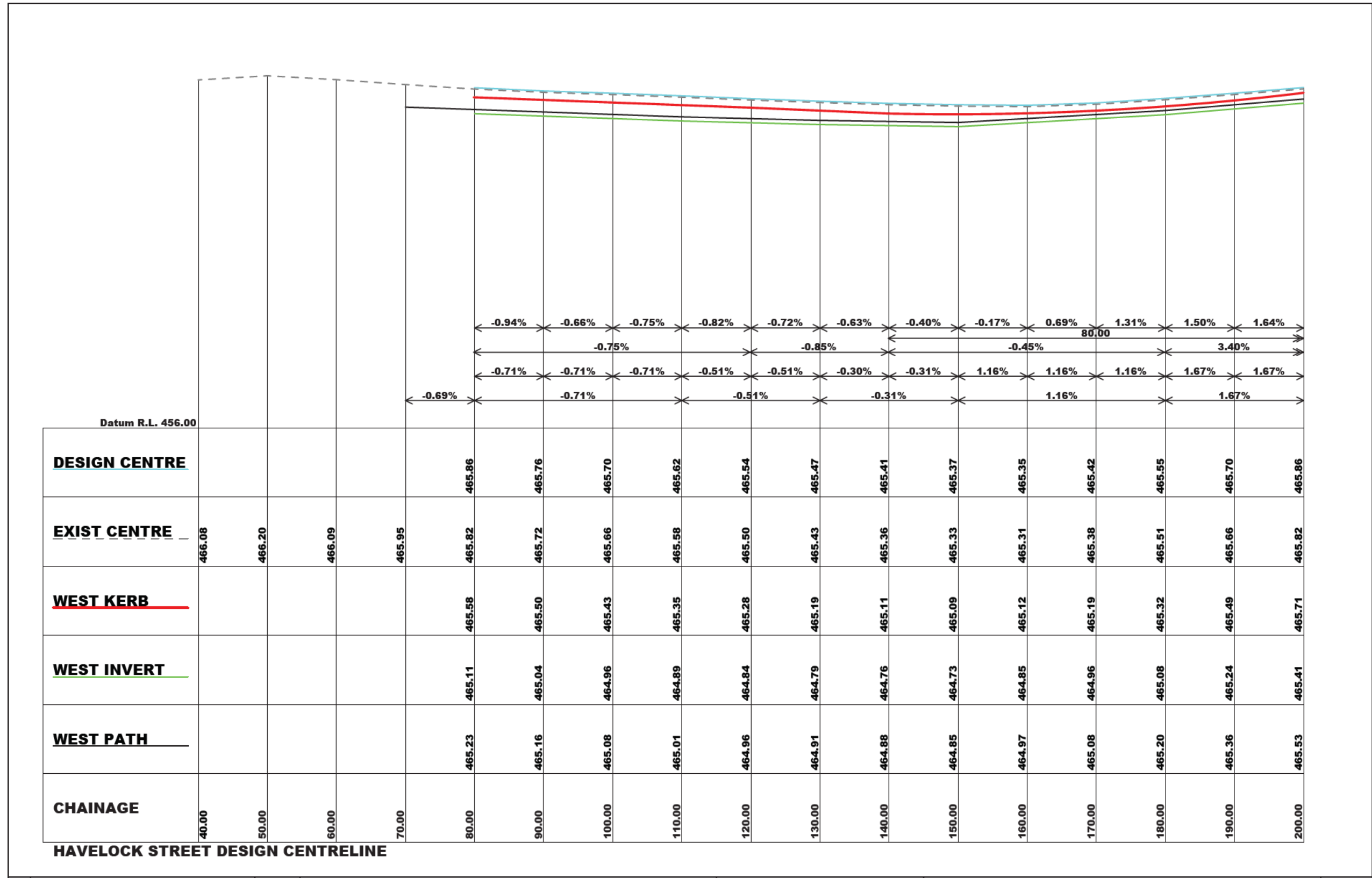
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DESIGN PLAN



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY	R.B.	DATE: 7 / 19	DRAWN	G. R.	DATE: 8 / 19	DESIGNED	G. R.	DATE: 8 / 19	CAD FILES	HAVEWALK9.MJO	TEAM LEADER DESIGN & SURVEY	APPROVED	<i>Pete Bats</i>	MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER	2020 - 57	SHEET	6	OF	36	SHEETS
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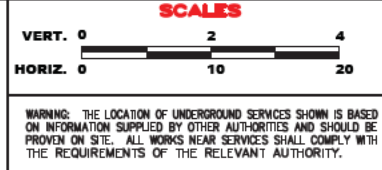


ISSUE	AMENDMENT	DATE

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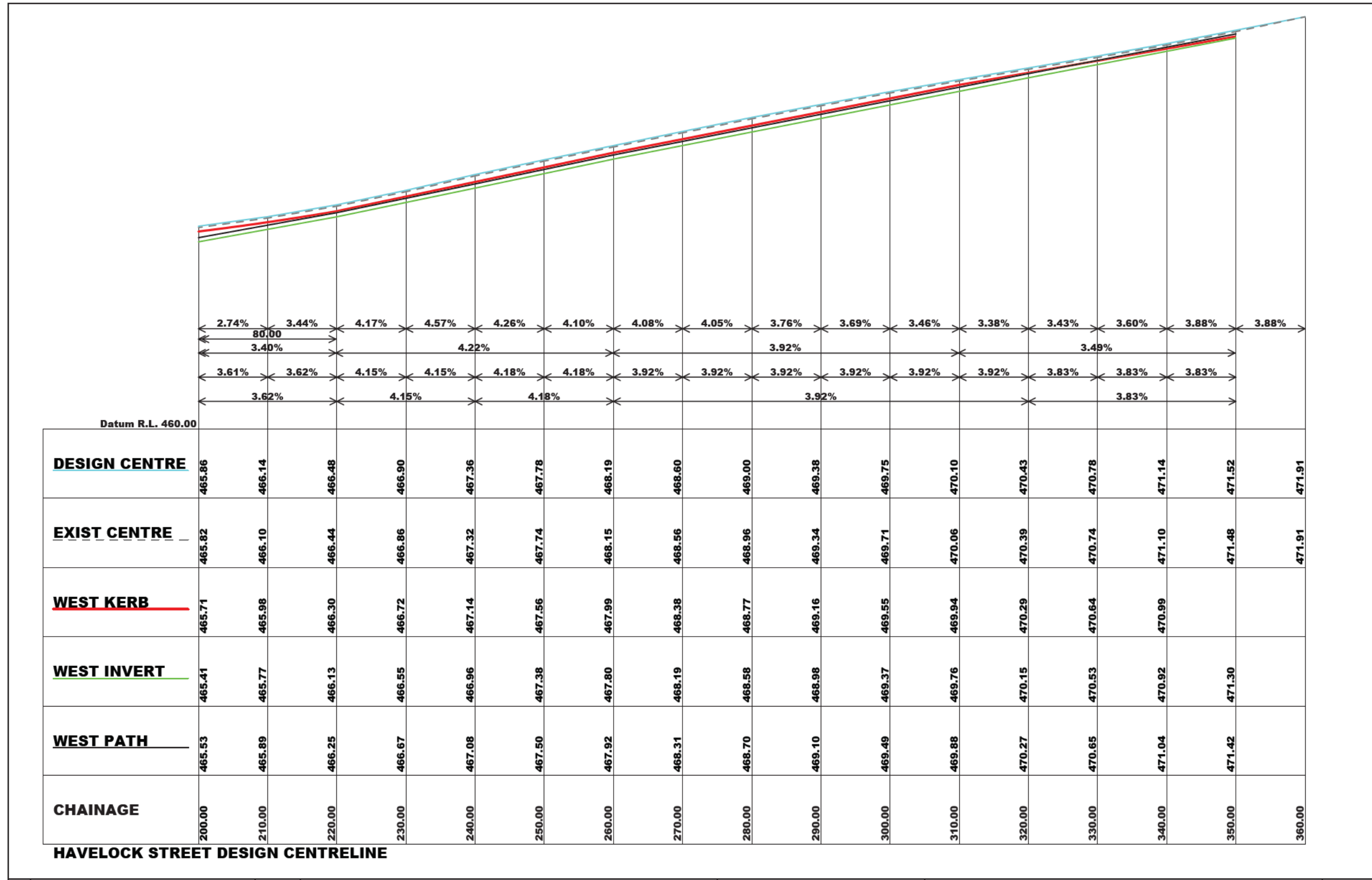
HAVELOCK STREET LONGITUDINAL SECTION



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY: R.B. DATE: 7 / 19	DRAWN: G.R. DATE: 8 / 19	DESIGNED: G.R. DATE: 8 / 19	CAD FILES: HAVEWALK9.MJO	D-CHECKED: <i>Pat Bates</i>	APPROVED: <i>Yough-North</i>	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT
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DRAWING NUMBER: **2020 - 57**
SHEET **7** OF **36** SHEETS



ISSUE	AMENDMENT	DATE

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HAVELOCK STREET LONGITUDINAL SECTION

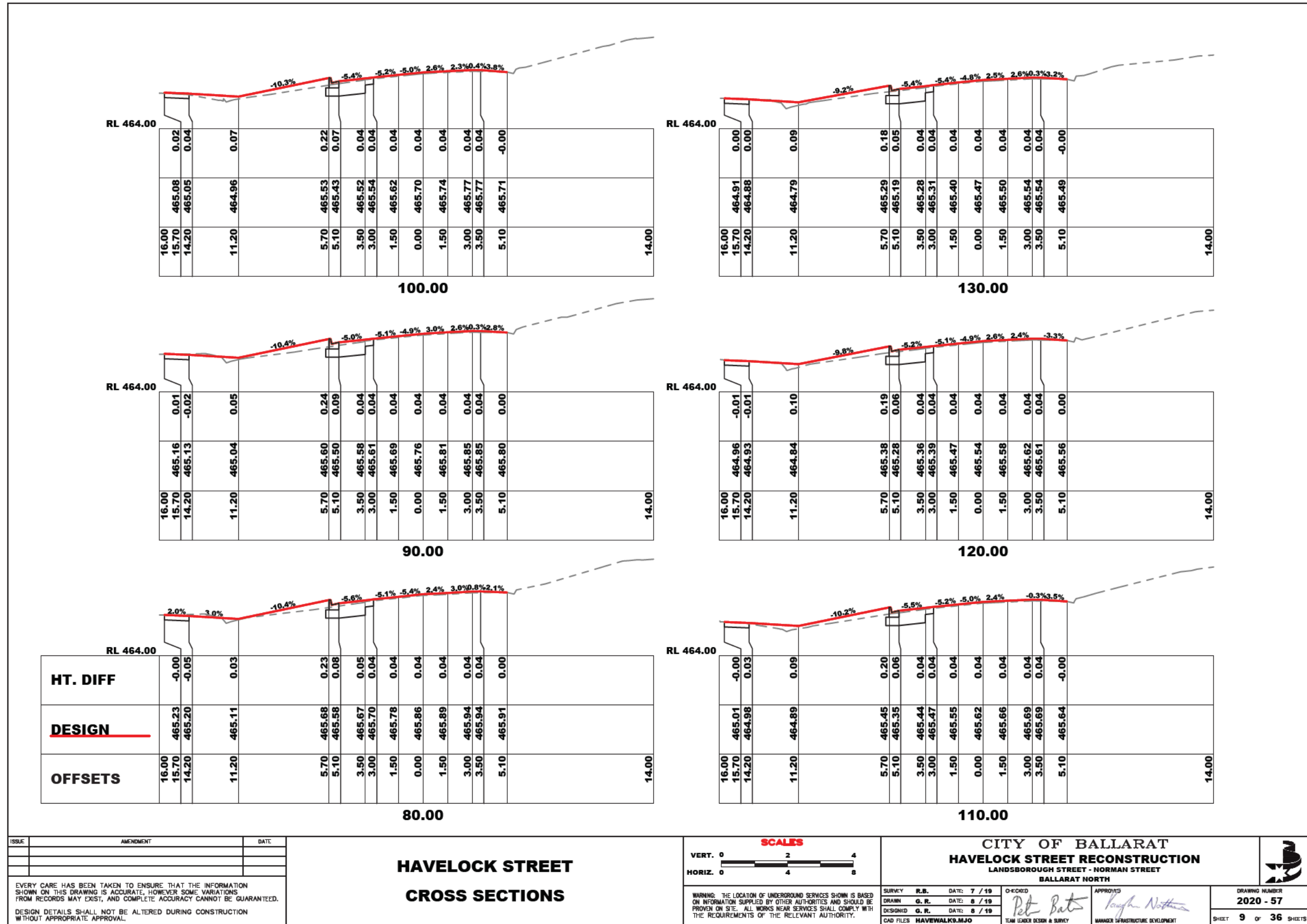
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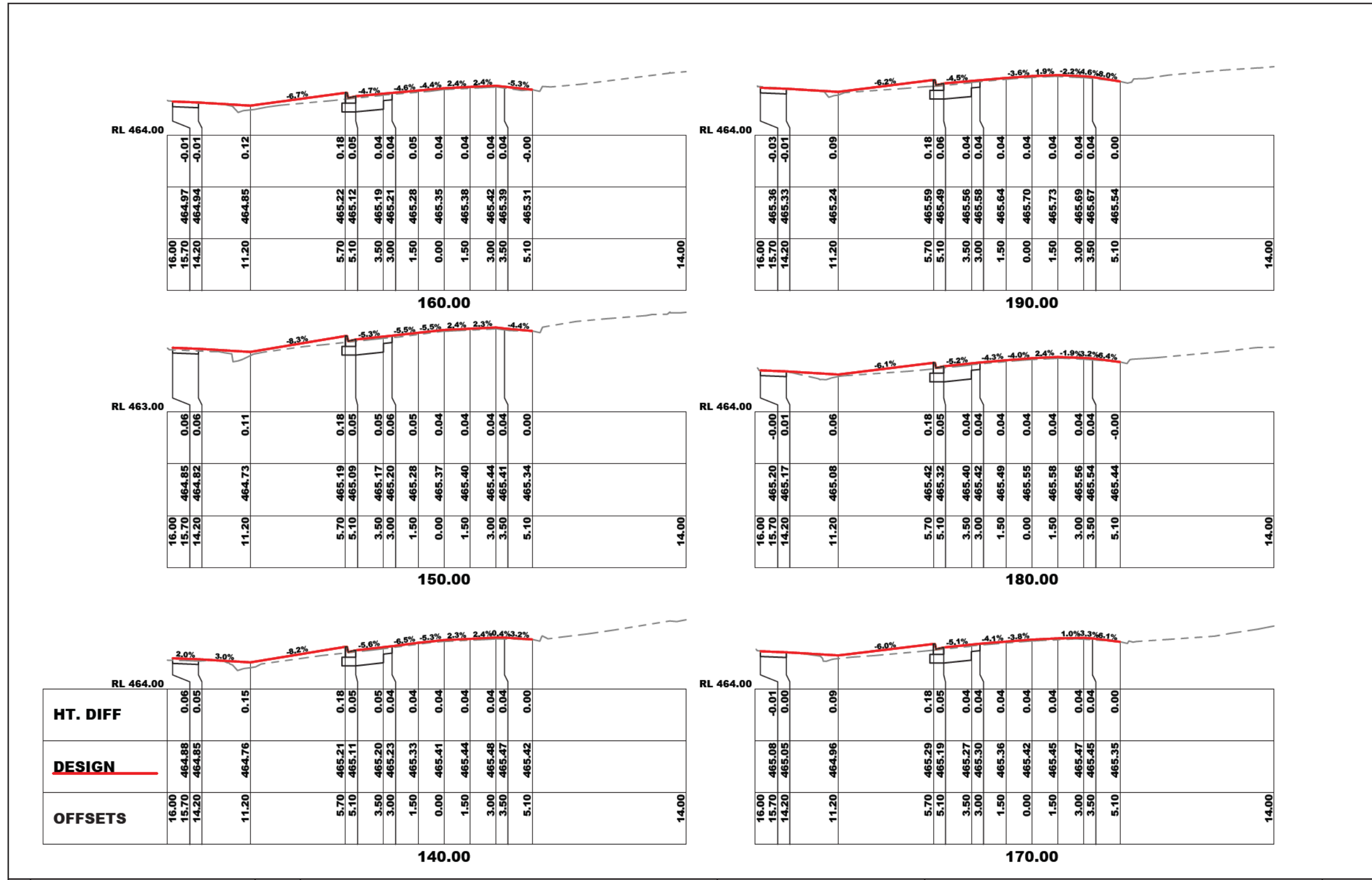
VERT. 0 2 4
HORIZ. 0 10 20

WARNING: THE LOCATION OF UNDERGROUND SERVICES SHOWN IS BASED ON INFORMATION SUPPLIED BY OTHER AUTHORITIES AND SHOULD BE PROVEN ON SITE. ALL WORKS NEAR SERVICES SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY.

CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY	R.B.	DATE: 7 / 19	DRAWN	G. R.	DATE: 8 / 19	DESIGNED	G. R.	DATE: 8 / 19	CAD FILES	HAVEWALK9.MJO	D-DRAWN		APPROVED		DRAWING NUMBER	2020 - 57
											 TEAM LEADER DESIGN & SURVEY		 MANAGER INFRASTRUCTURE DEVELOPMENT		SHEET 8 OF 36 SHEETS	

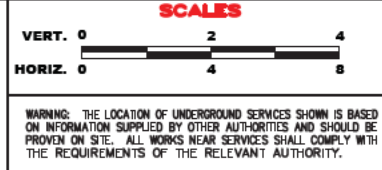




ISSUE	AMENDMENT	DATE

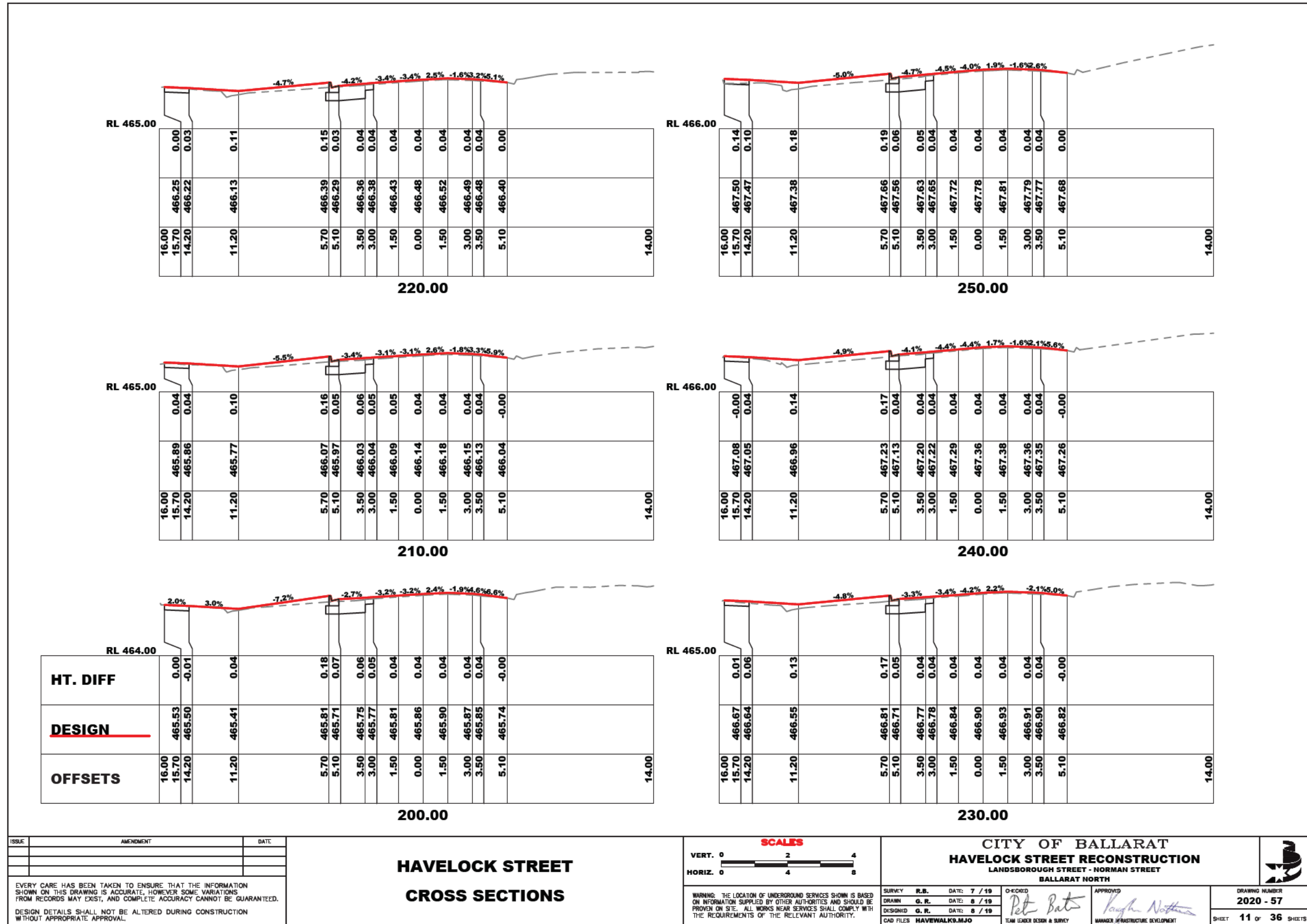
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HAVELOCK STREET CROSS SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY R.L. DATE: 7 / 19 DRAWN G. R. DATE: 8 / 19 DESIGNED G. R. DATE: 8 / 19 CAD FILES HAVEWALK9.MJO	O-E-C-R-D TEAM LEADER DESIGN & SURVEY	APPROVED MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER 2020 - 57 SHEET 10 OF 36 SHEETS
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ISSUE	AMENDMENT	DATE

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HAVELOCK STREET CROSS SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



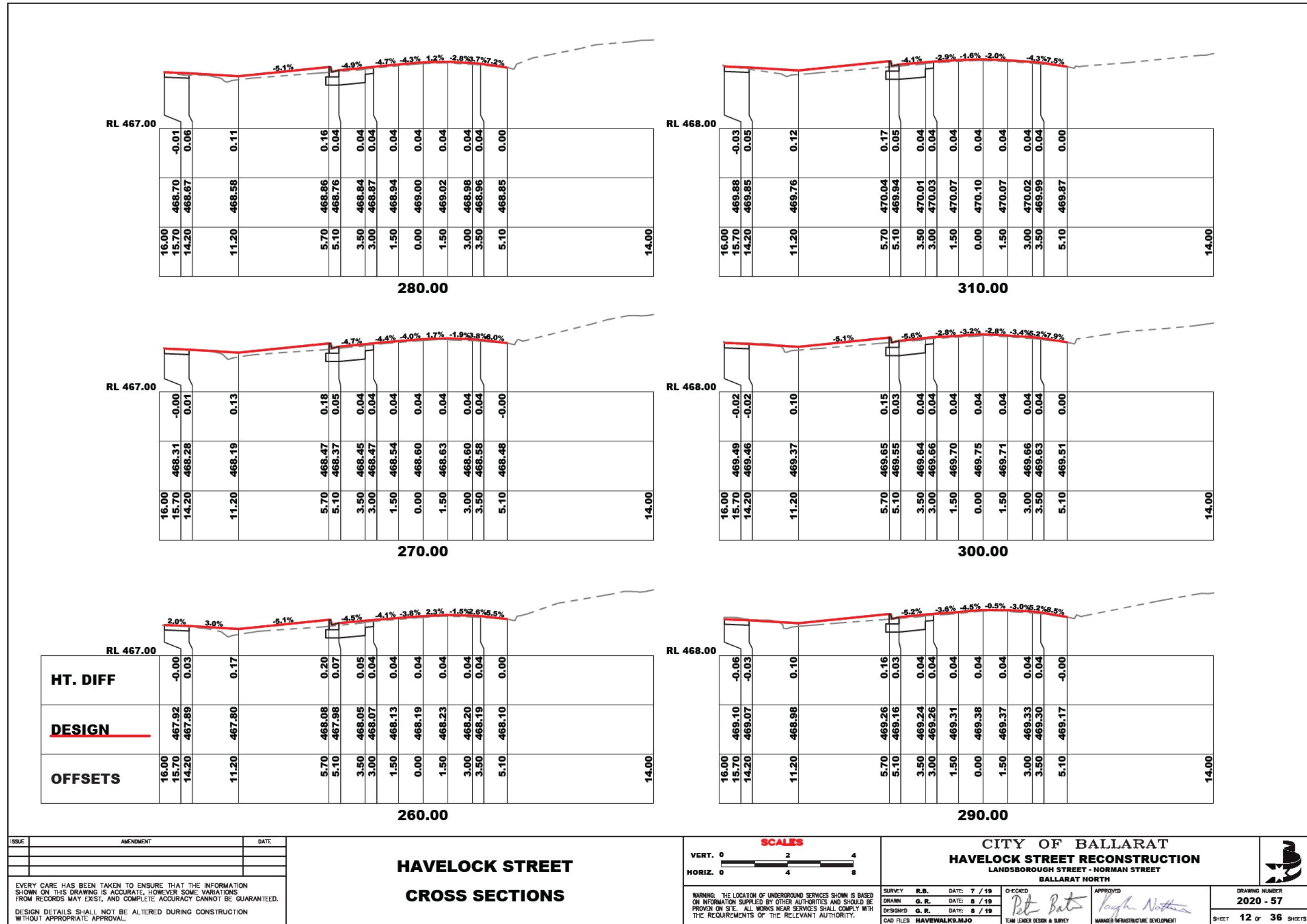
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SURVEY R.B. DATE: 7 / 19
DRAWN G.R. DATE: 8 / 19
DESIGNED G.R. DATE: 8 / 19
CAD FILES HAVEWALK9.MJO

DRAWN BY: *Pete Batts*
TEAM LEADER DESIGN & SURVEY

APPROVED: *Angela North*
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER: 2020 - 57
SHEET 11 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

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HAVELOCK STREET CROSS SECTIONS

SCALES

VERT. 0 2 4
HORIZ. 0 4 8

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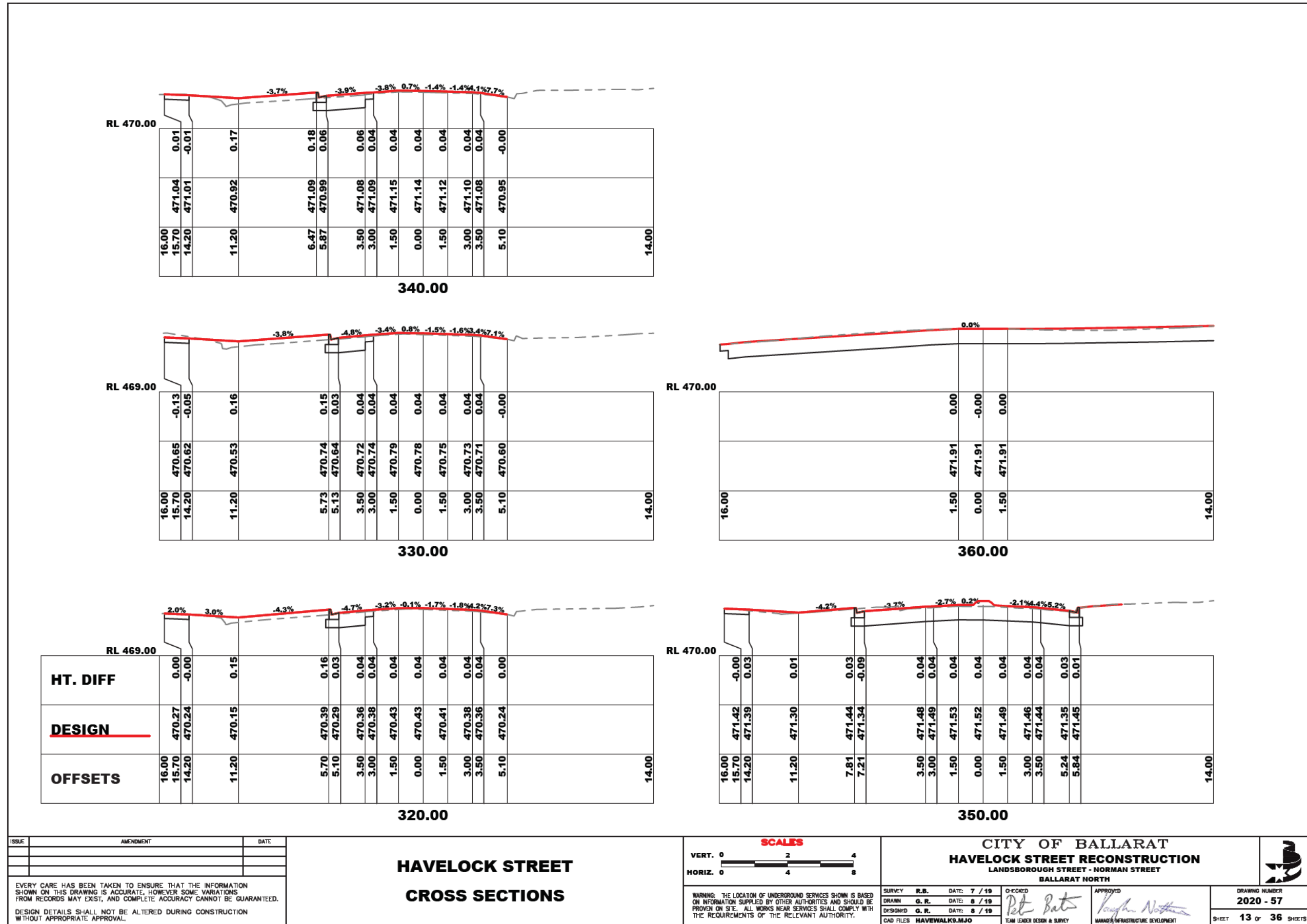
CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

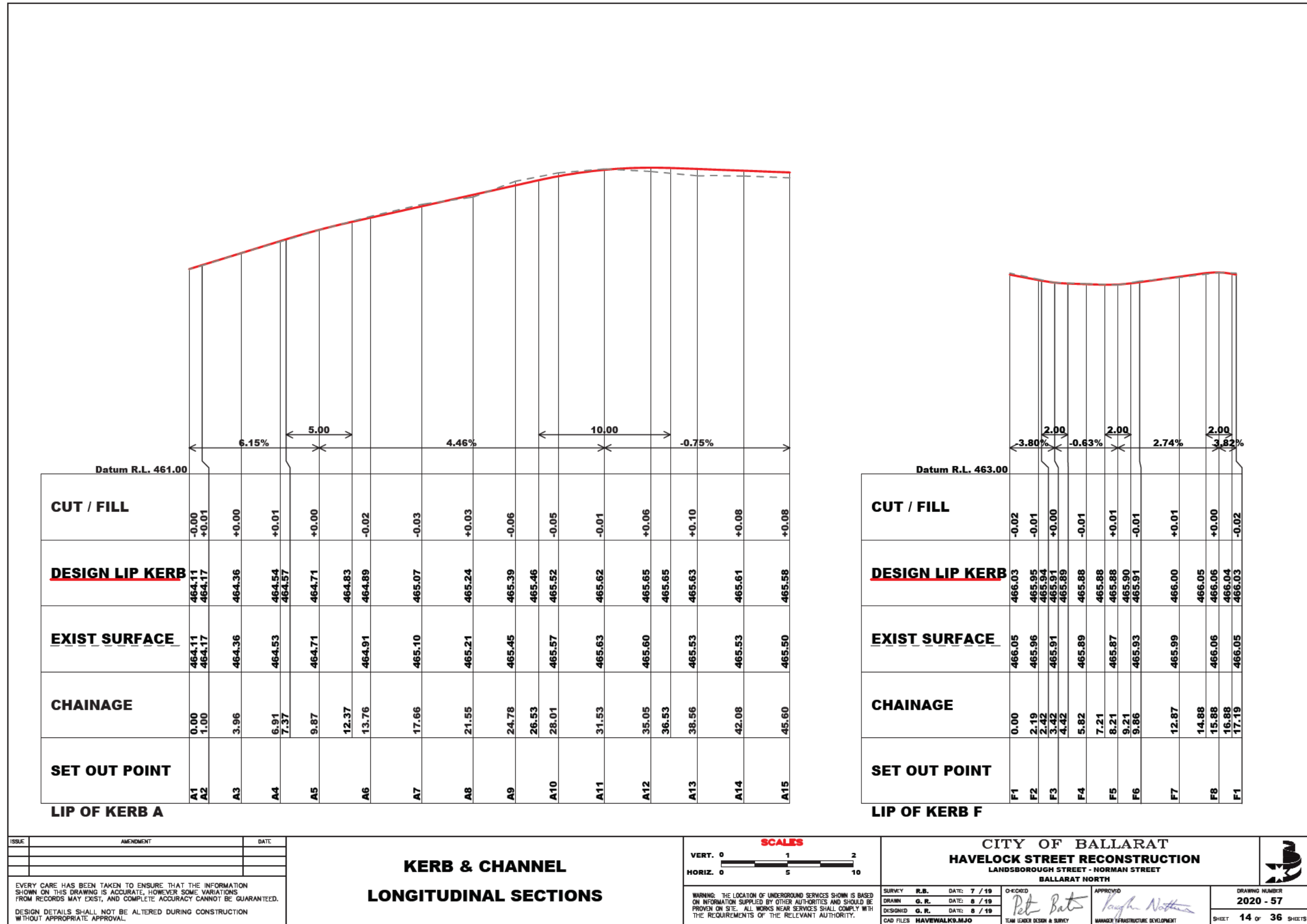
DESIGNED: G. R. DATE: 8 / 19
SURVEY: R.B. DATE: 7 / 19
CAD FILES: HAVEWALK9.MJO

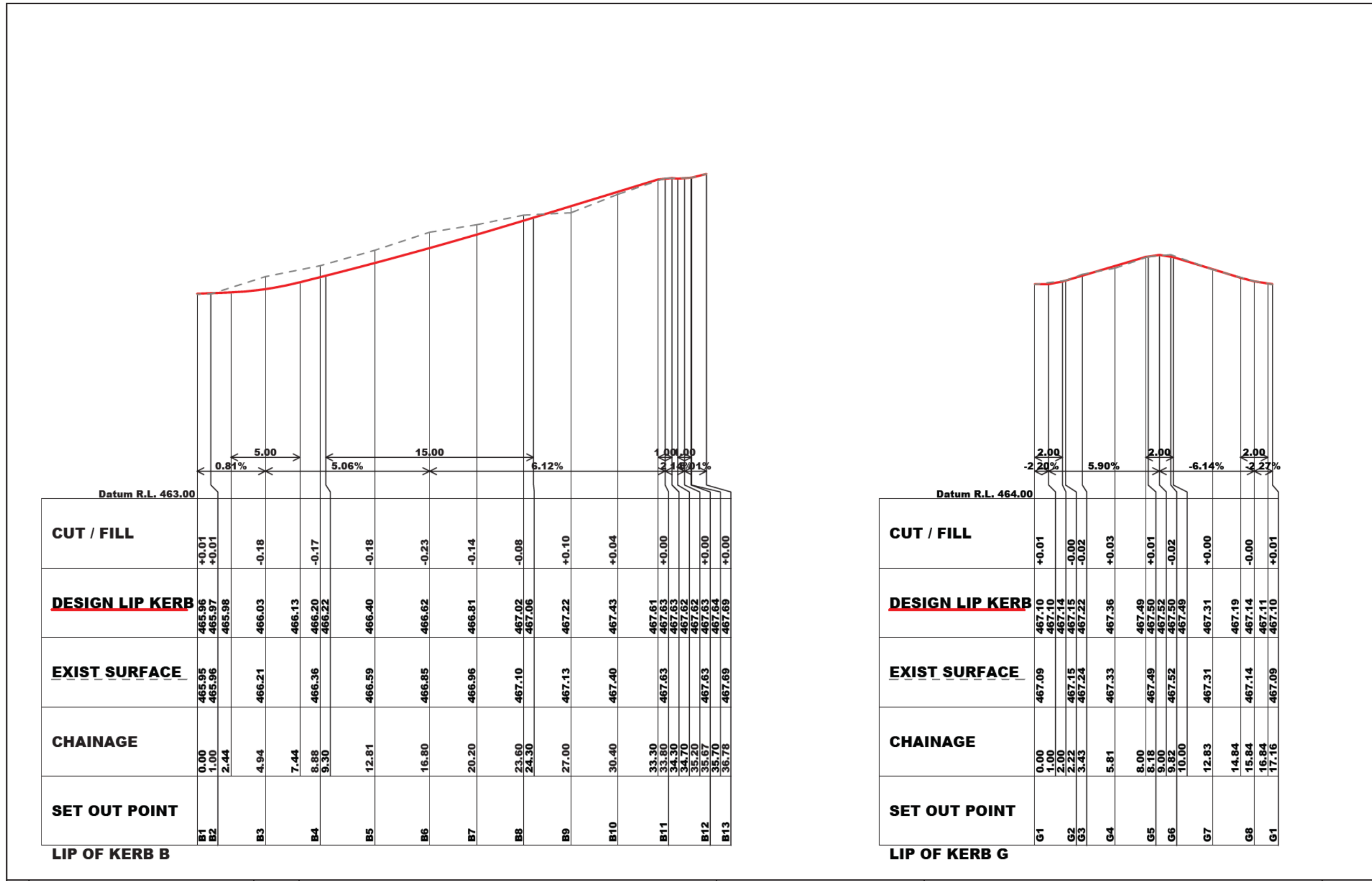
APPROVED: *Pet Bates*
TEAM LEADER DESIGN & SURVEY

APPROVED: *Angela North*
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER: 2020 - 57
SHEET 12 OF 36 SHEETS



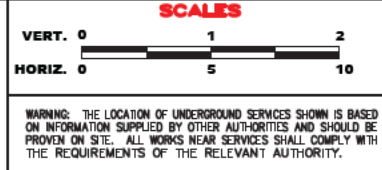




ISSUE	AMENDMENT	DATE

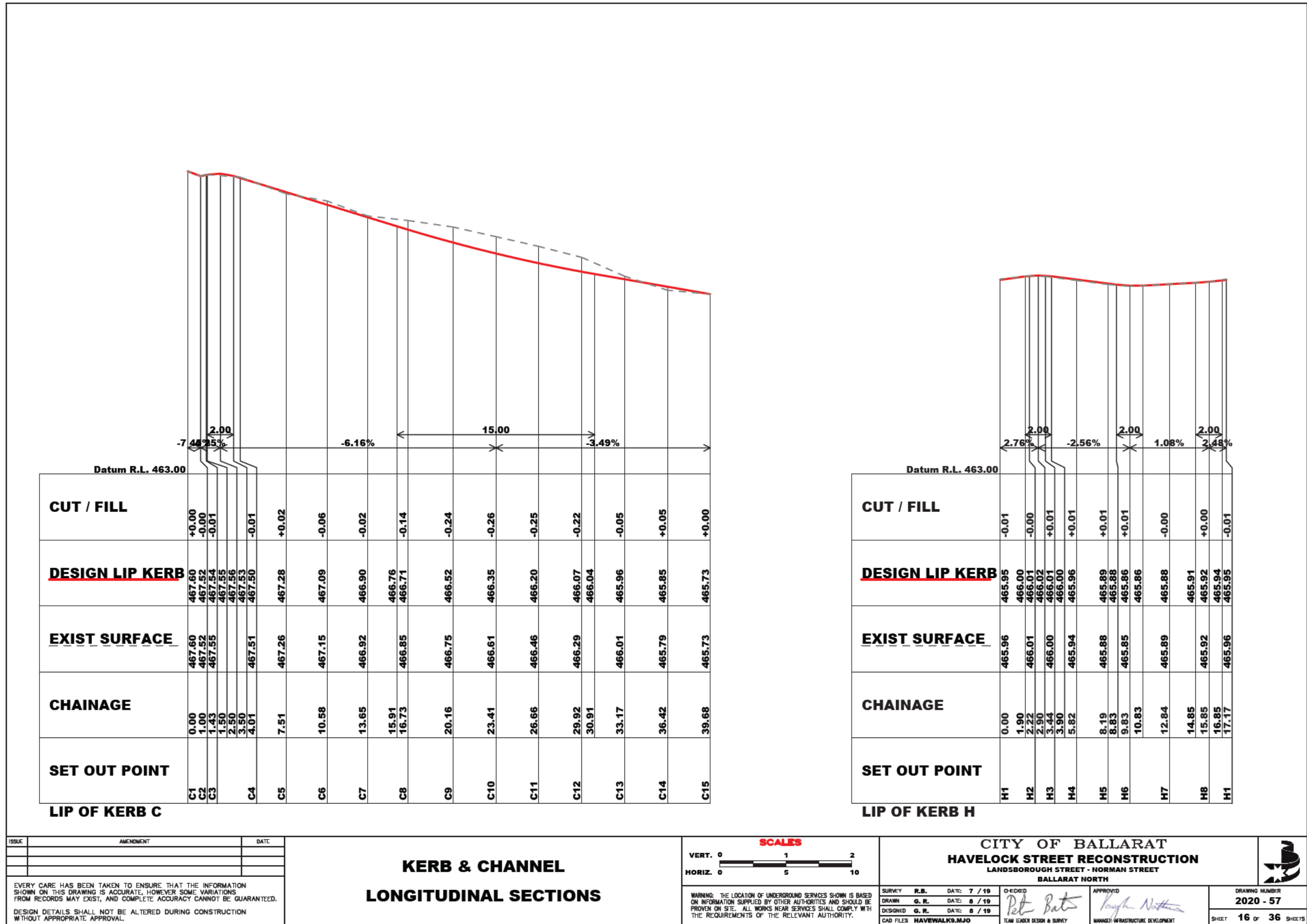
EVERY CARE HAS BEEN TAKEN TO ENSURE THAT THE INFORMATION SHOWN ON THIS DRAWING IS ACCURATE, HOWEVER SOME VARIATIONS FROM RECORDS MAY EXIST, AND COMPLETE ACCURACY CANNOT BE GUARANTEED.
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KERB & CHANNEL LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY R.B. DATE: 7 / 19	DRAWN G.R. DATE: 8 / 19	DESIGNED G.R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO
 TEAM LEADER DESIGN & SURVEY		 MANAGER INFRASTRUCTURE DEVELOPMENT	
DRAWING NUMBER 2020 - 57			SHEET 15 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

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KERB & CHANNEL LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



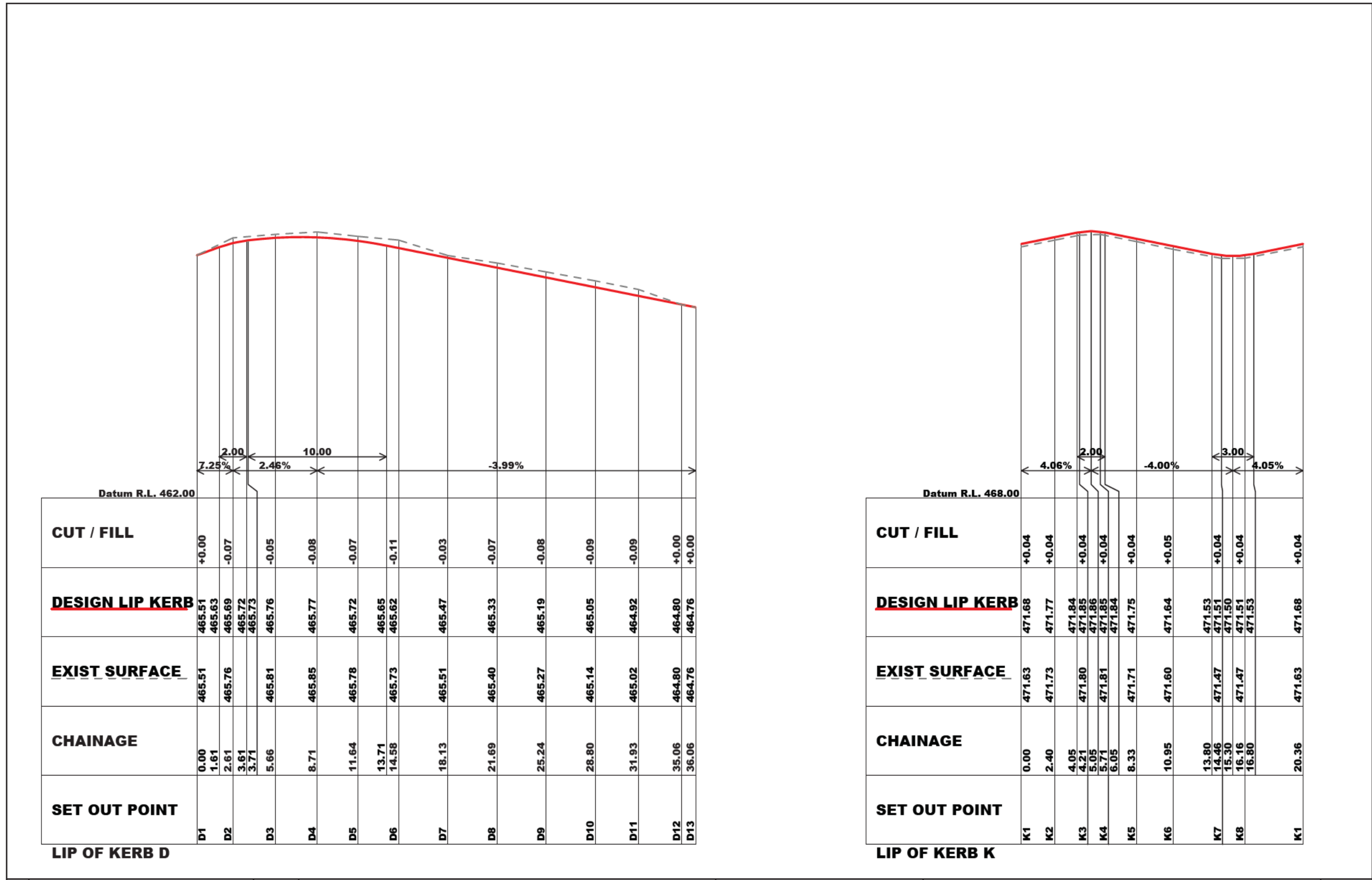
WARNING: THE LOCATION OF UNDERGROUND SERVICES SHOWN IS BASED ON INFORMATION SUPPLIED BY OTHER AUTHORITIES AND SHOULD BE PROVEN ON SITE. ALL WORKS NEAR SERVICES SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY.

SURVEY **R.B.** DATE: 7 / 19
DRAWN **G. R.** DATE: 8 / 19
DESIGNED **G. R.** DATE: 8 / 19
CAD FILES **HAVEWALK9.MJO**

D-ECOR
Pete Bats
TEAM LEADER DESIGN & SURVEY

APPROVED
Louise North
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER
2020 - 57
SHEET **16** OF **36** SHEETS

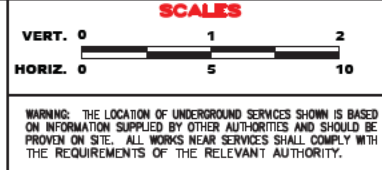


ISSUE	AMENDMENT	DATE

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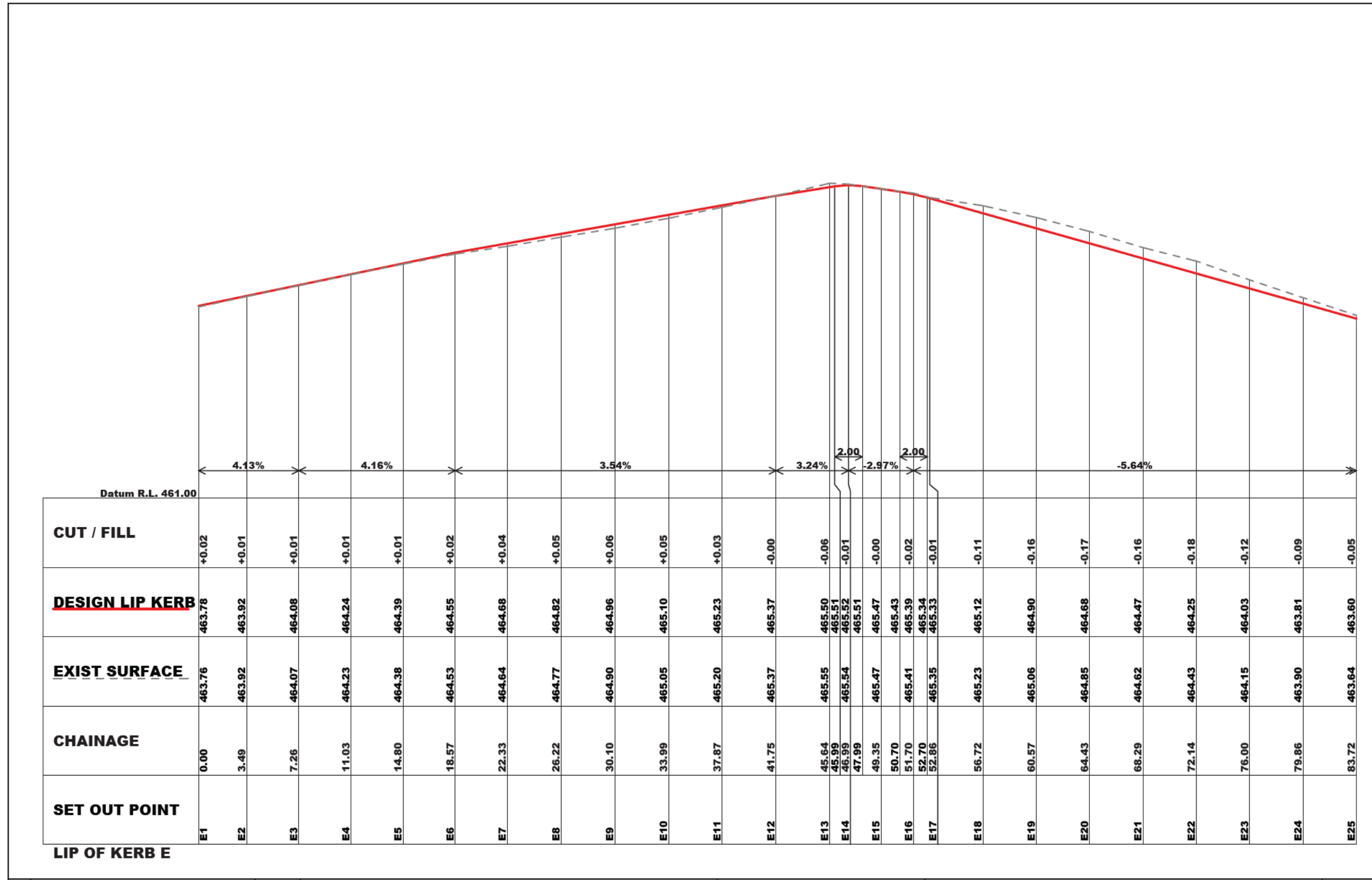
KERB & CHANNEL LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY	R.B.	DATE: 7 / 19	DRAWN	G. R.	DATE: 8 / 19	DESIGNED	G. R.	DATE: 8 / 19	CAD FILES	HAVEWALK9.MJO	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER	2020 - 57	SHEET	17 OF 36 SHEETS
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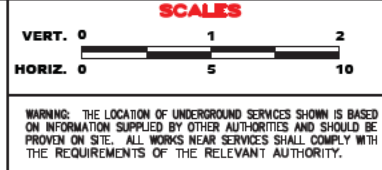
APPROVED
Pete Bats
Kayla North



ISSUE	AMENDMENT	DATE

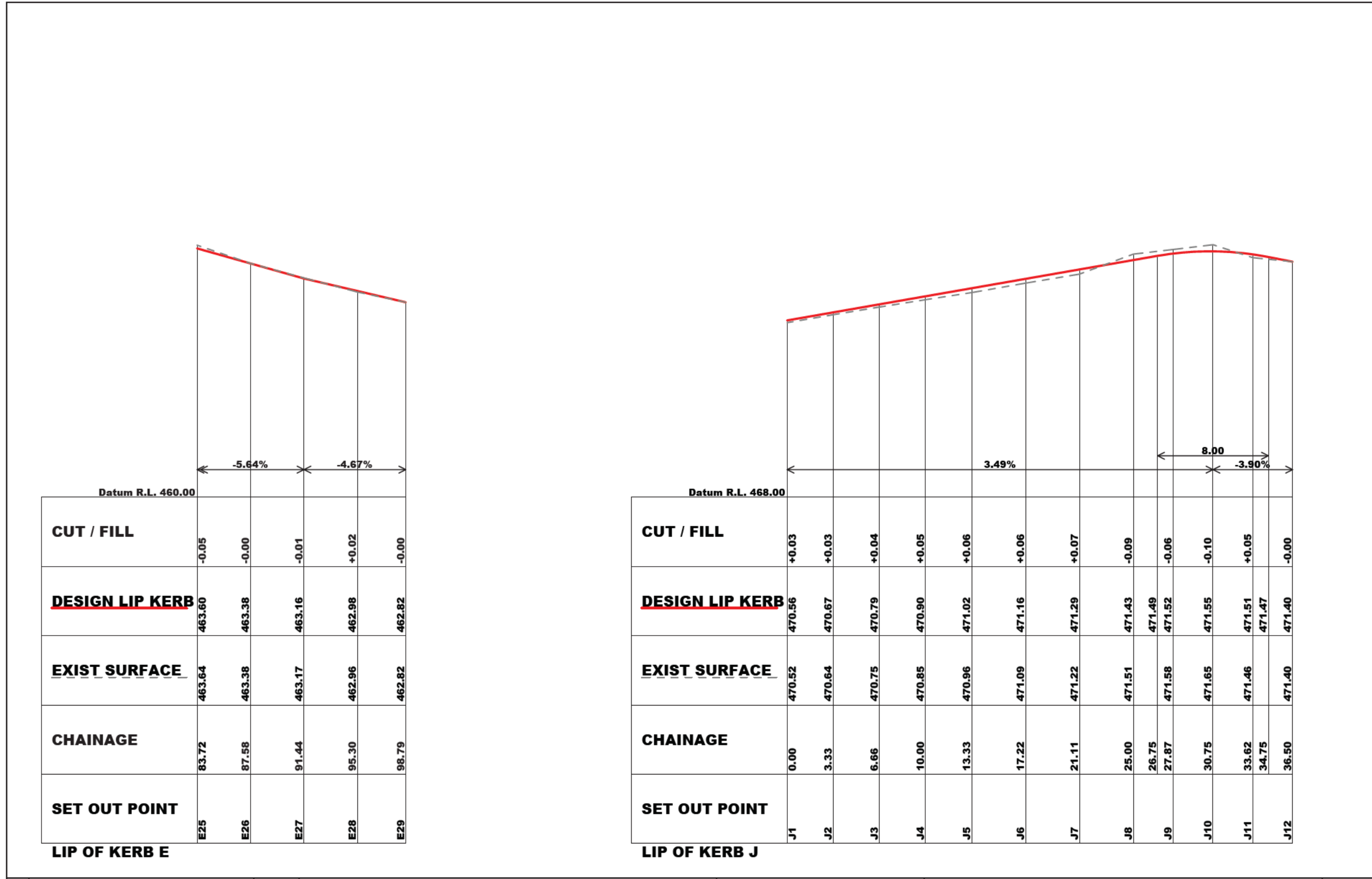
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KERB & CHANNEL LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

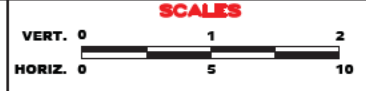
SURVEY R.B. DATE: 7 / 19	DRAWN G.R. DATE: 8 / 19	DESIGNED G.R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO
 TEAM LEADER DESIGN & SURVEY		 MANAGER INFRASTRUCTURE DEVELOPMENT	
DRAWING NUMBER 2020 - 57			SHEET 18 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

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KERB & CHANNEL LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



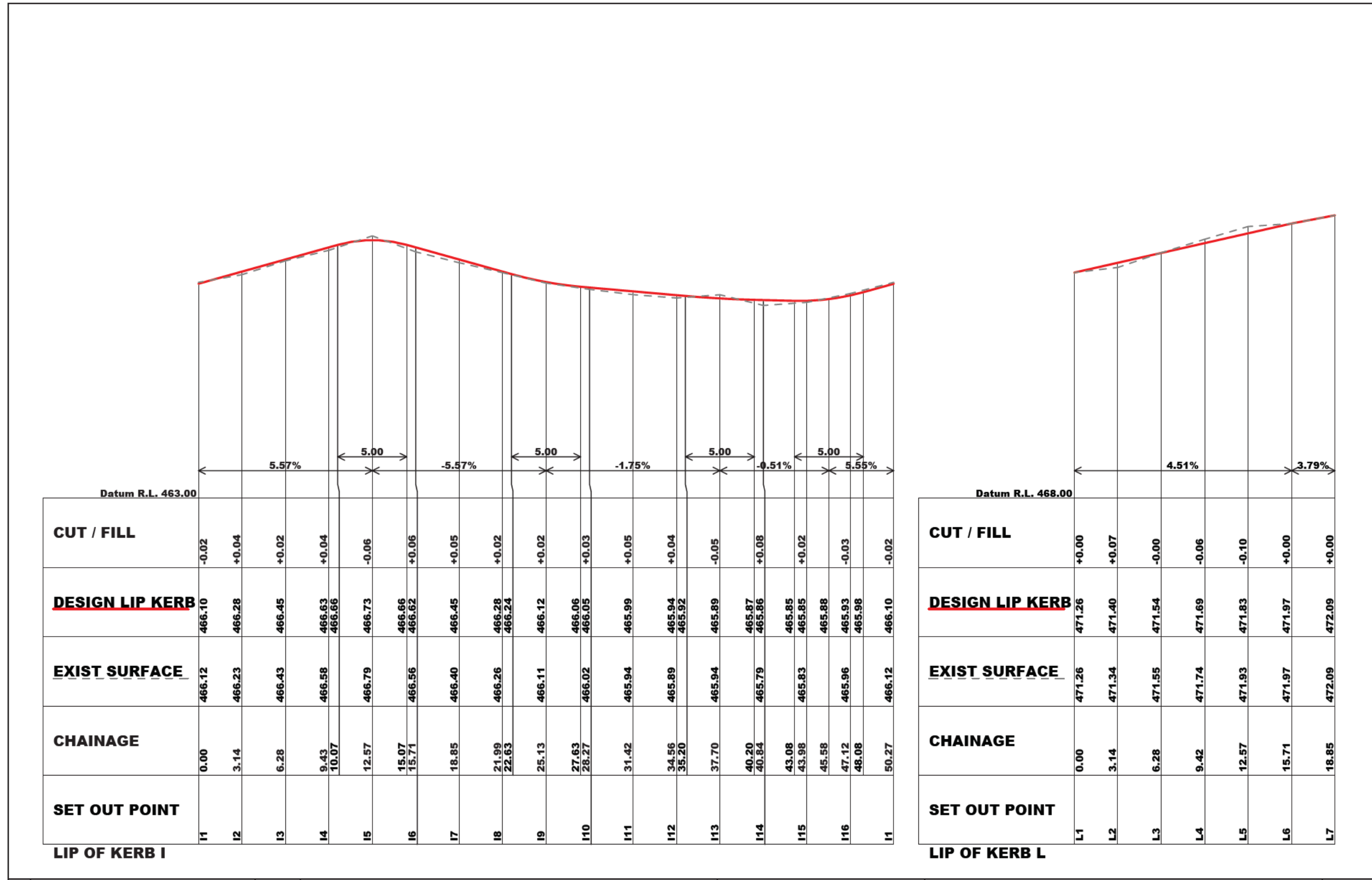
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SURVEY R.B. DATE: 7 / 19
DRAWN G.R. DATE: 8 / 19
DESIGNED G.R. DATE: 8 / 19
CAD FILES HAVEWALK9.MJO

D-CHECKED
Pete Batts
TEAM LEADER DESIGN & SURVEY

APPROVED
Kayla Northman
MANAGER INFRASTRUCTURE DEVELOPMENT

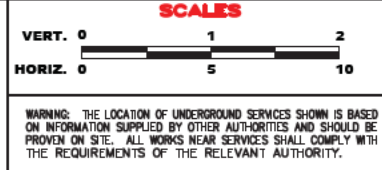
DRAWING NUMBER
2020 - 57
SHEET **19** OF **36** SHEETS



ISSUE	AMENDMENT	DATE

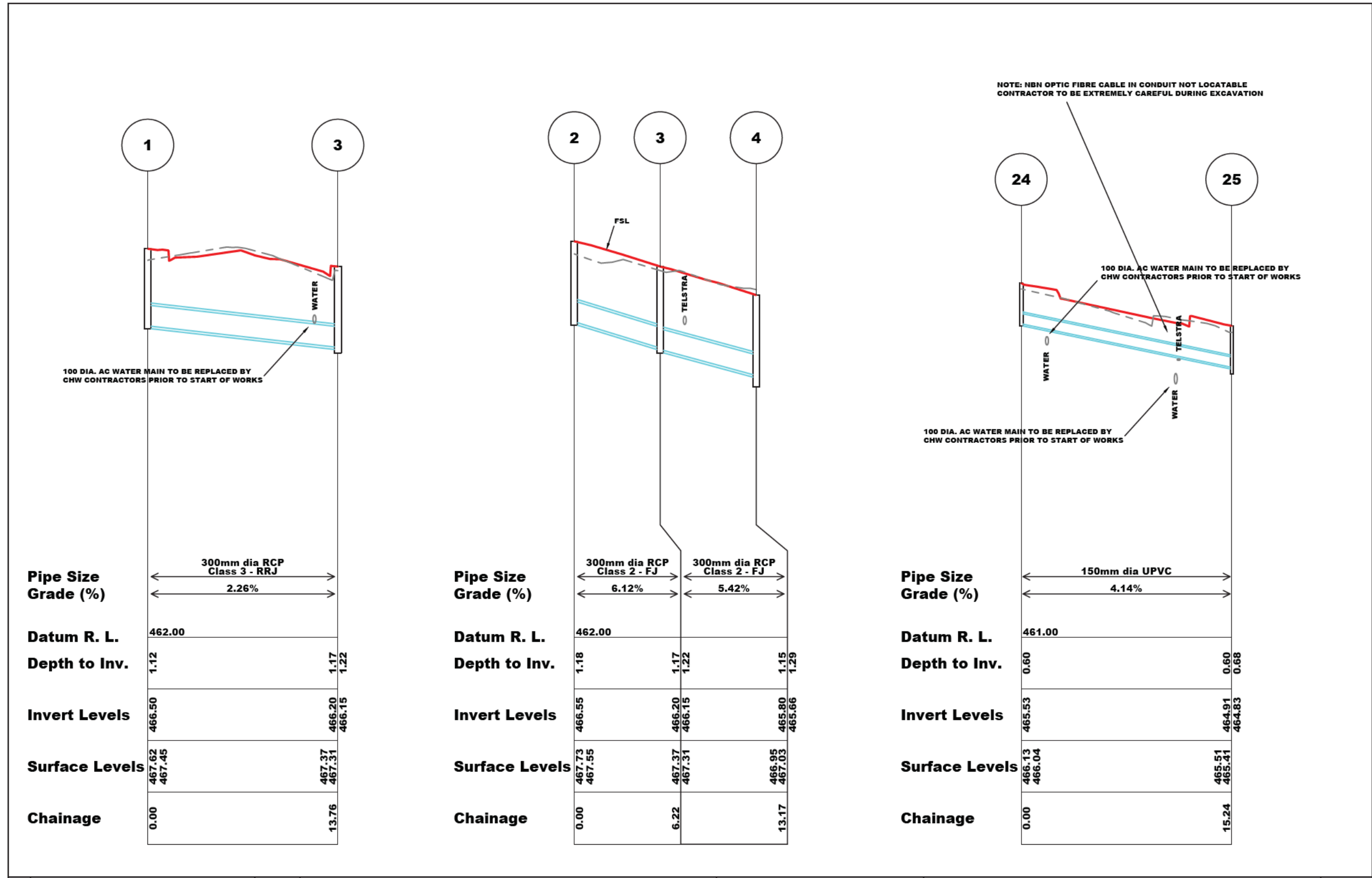
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KERB & CHANNEL LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

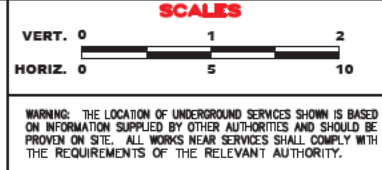
SURVEY R.B. DATE: 7 / 19	DRAWN G. R. DATE: 8 / 19	DESIGNED G. R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO	TEAM LEADER DESIGN & SURVEY
O-EORDED <i>Pete Bats</i>		APPROVED <i>Kayla North</i>		MANAGER INFRASTRUCTURE DEVELOPMENT
DRAWING NUMBER 2020 - 57				SHEET 20 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

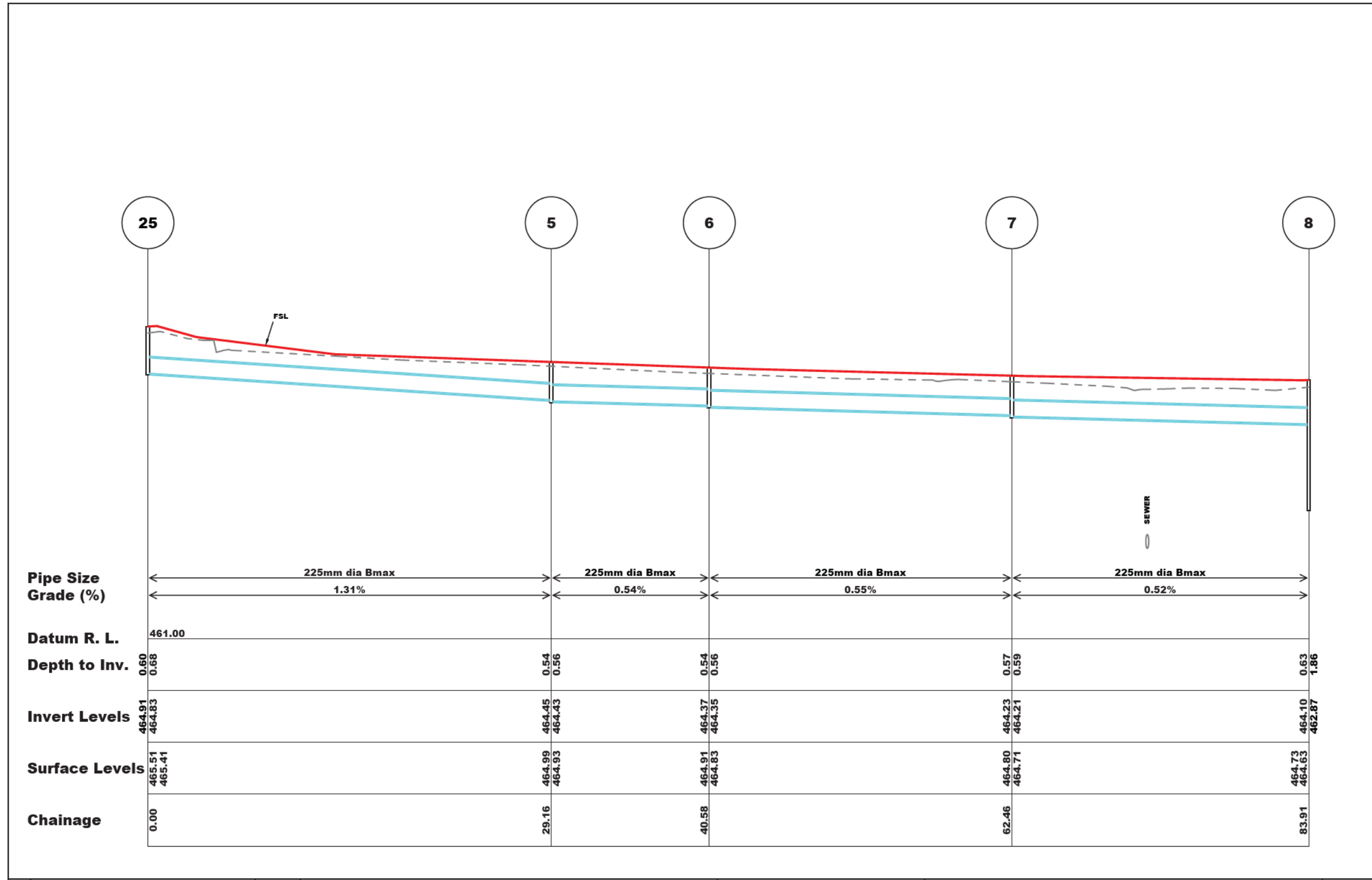
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PIPE DRAINAGE LONGITUDINAL SECTIONS



**CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION**
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY R.B. DATE: 7 / 19	DRAWN G. R. DATE: 8 / 19	DESIGNED G. R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO	D-CHECKED <i>Pet Bates</i> TEAM LEADER DESIGN & SURVEY	APPROVED <i>Kayla North</i> MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER 2020 - 57 SHEET 21 OF 36 SHEETS
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ISSUE	AMENDMENT	DATE

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PIPE DRAINAGE LONGITUDINAL SECTIONS

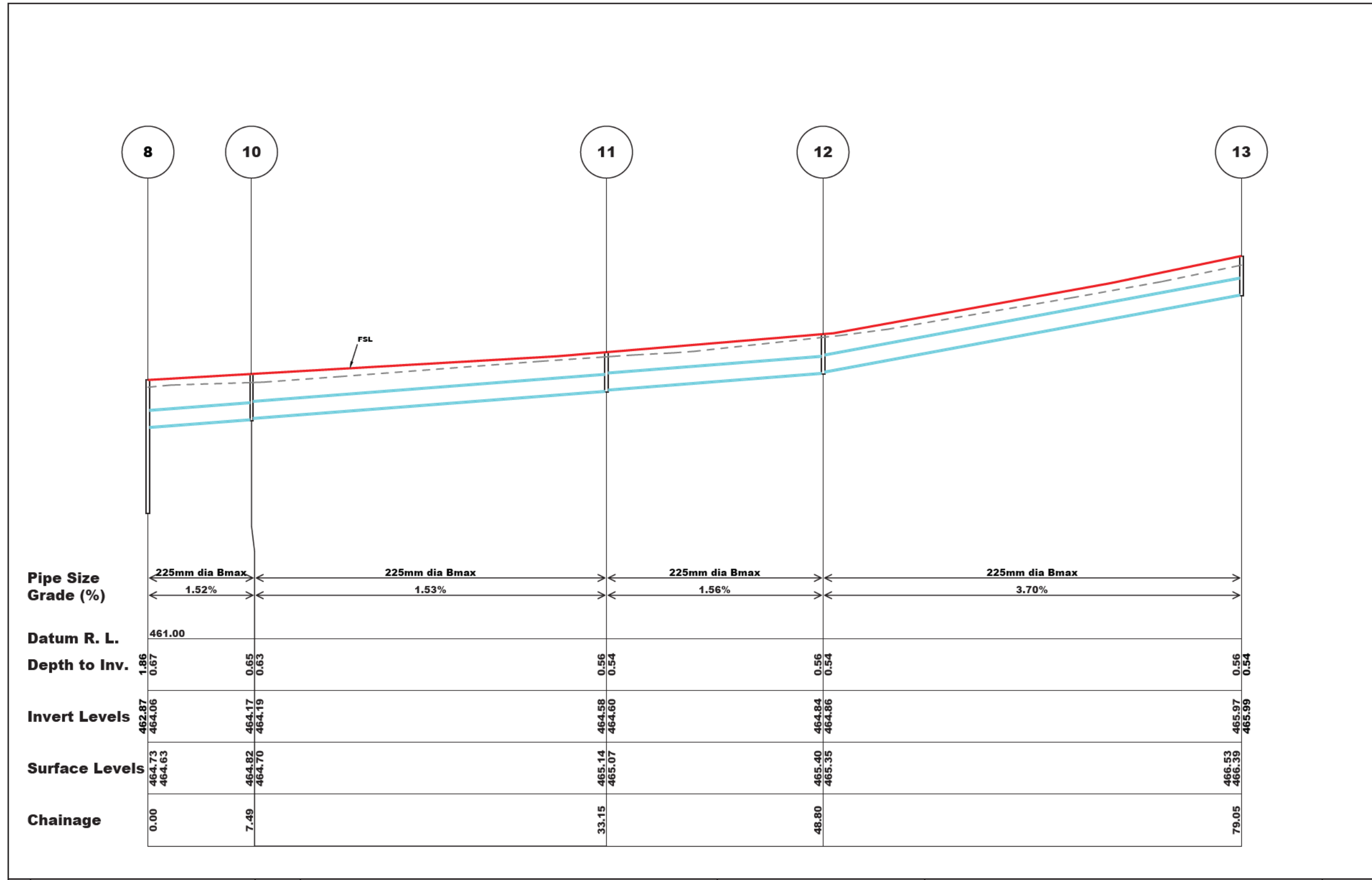
SCALES

VERT. 0 1 2
HORIZ. 0 5 10

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**CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH**

SURVEY R.B. DATE: 7 / 19	DRAWN G. R. DATE: 8 / 19	DESIGNED G. R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO	D-DRAWN <i>Pete Bats</i> TEAM LEADER DESIGN & SURVEY	APPROVED <i>Lynne North</i> MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER 2020 - 57 SHEET 22 OF 36 SHEETS
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ISSUE	AMENDMENT	DATE

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PIPE DRAINAGE LONGITUDINAL SECTIONS

SCALES

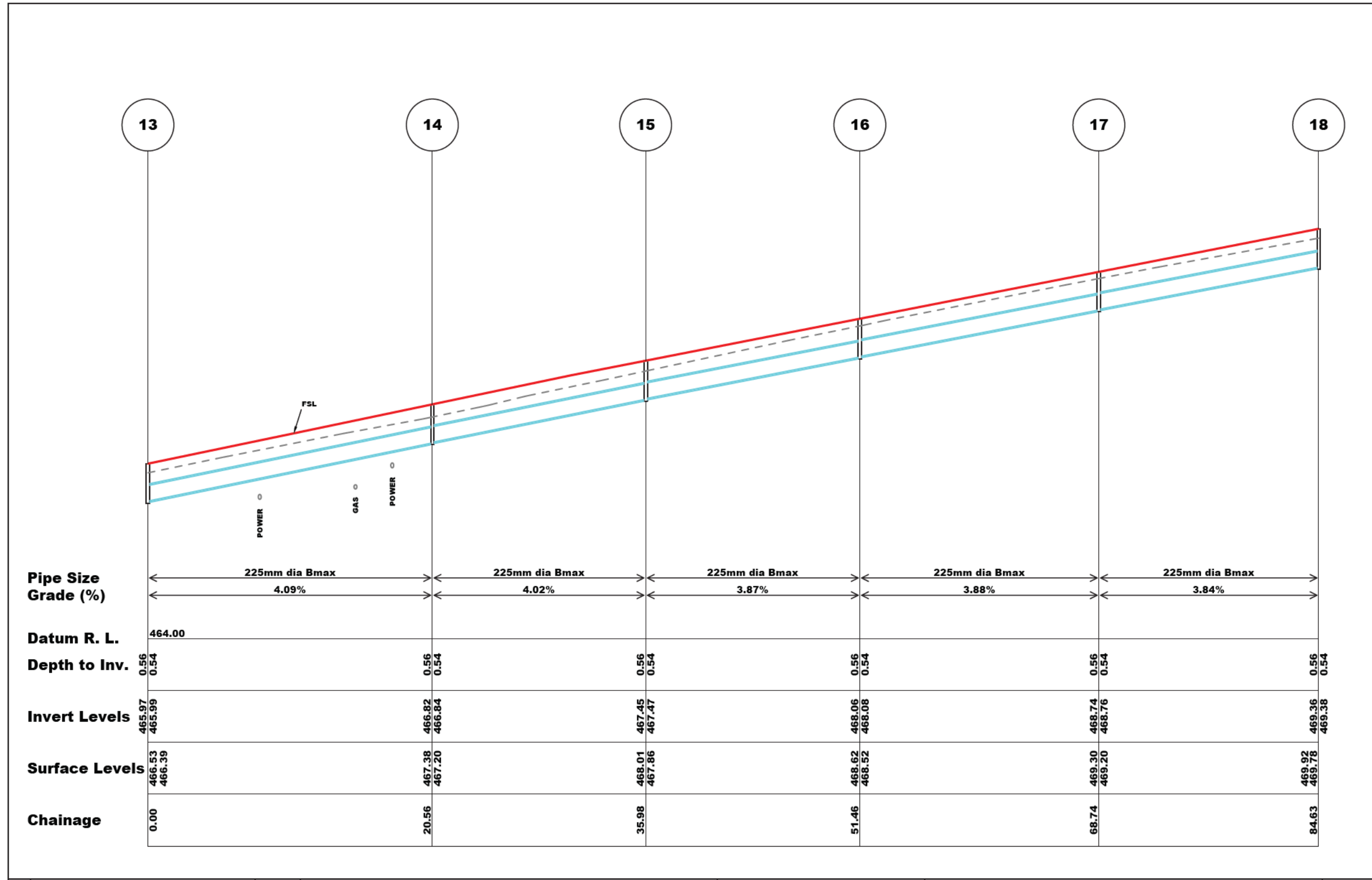
VERT. 0 1 2
HORIZ. 0 5 10

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CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY R.B. DATE: 7 / 19	DRAWN G. R. DATE: 8 / 19	DESIGNED G. R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO
DESIGNED BY: <i>Pete Bats</i>	TEAM LEADER DESIGN & SURVEY	APPROVED BY: <i>Lynne North</i>	MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER: 2020 - 57
SHEET 23 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

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PIPE DRAINAGE LONGITUDINAL SECTIONS

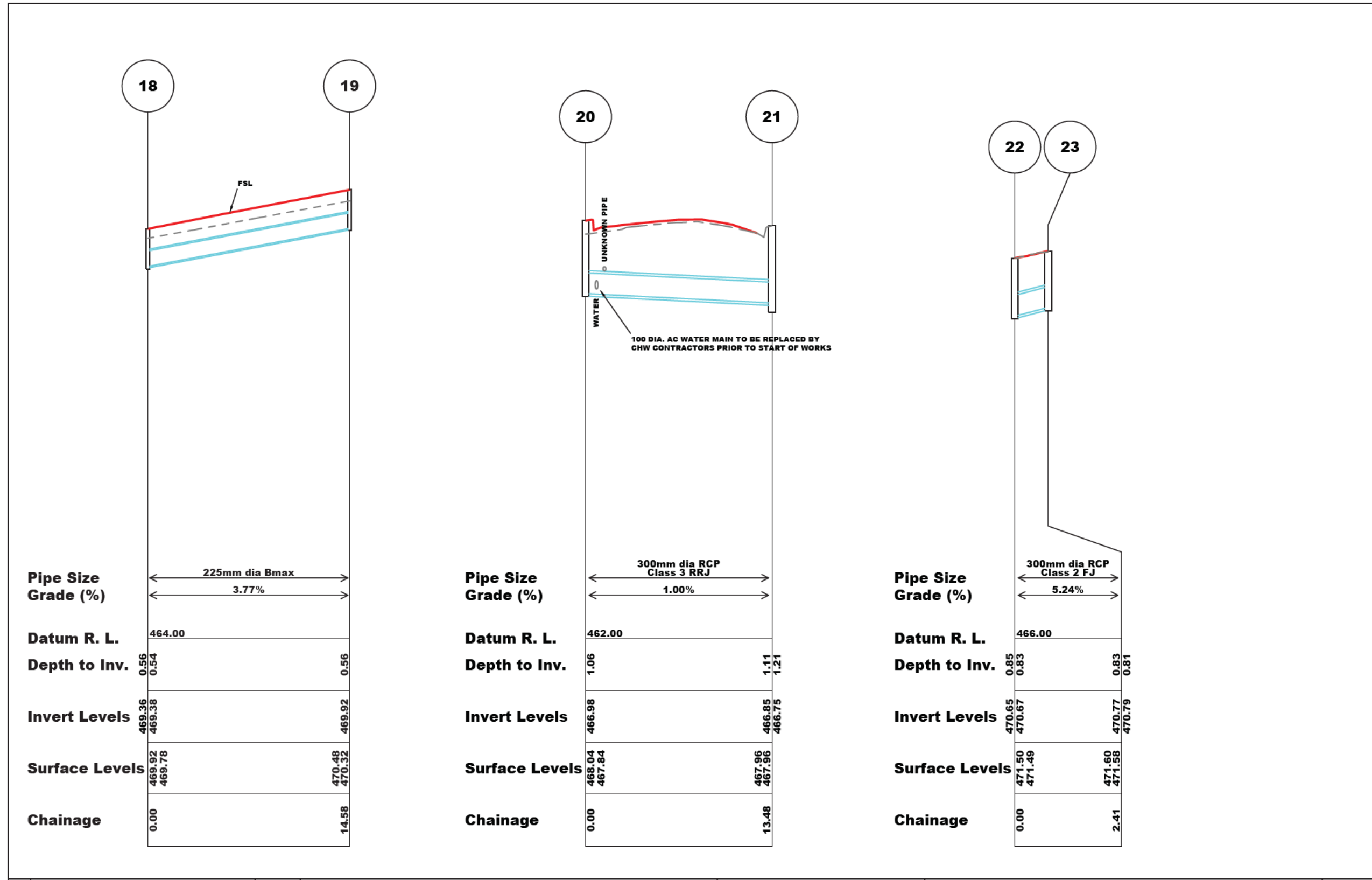
SCALES

VERT. 0 1 2
HORIZ. 0 5 10

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CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

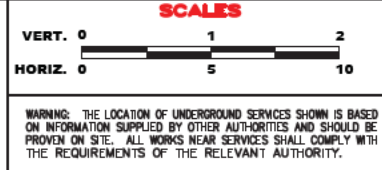
SURVEY	R.B.	DATE: 7 / 19	DRAWN	G. R.	DATE: 8 / 19	DESIGNED	G. R.	DATE: 8 / 19	CAD FILES	HAVEWALK9.MJO	TEAM LEADER DESIGN & SURVEY	APPROVED	<i>Pete Bats</i>	MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER	2020 - 57	SHEET	24 of 36 SHEETS
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ISSUE	AMENDMENT	DATE

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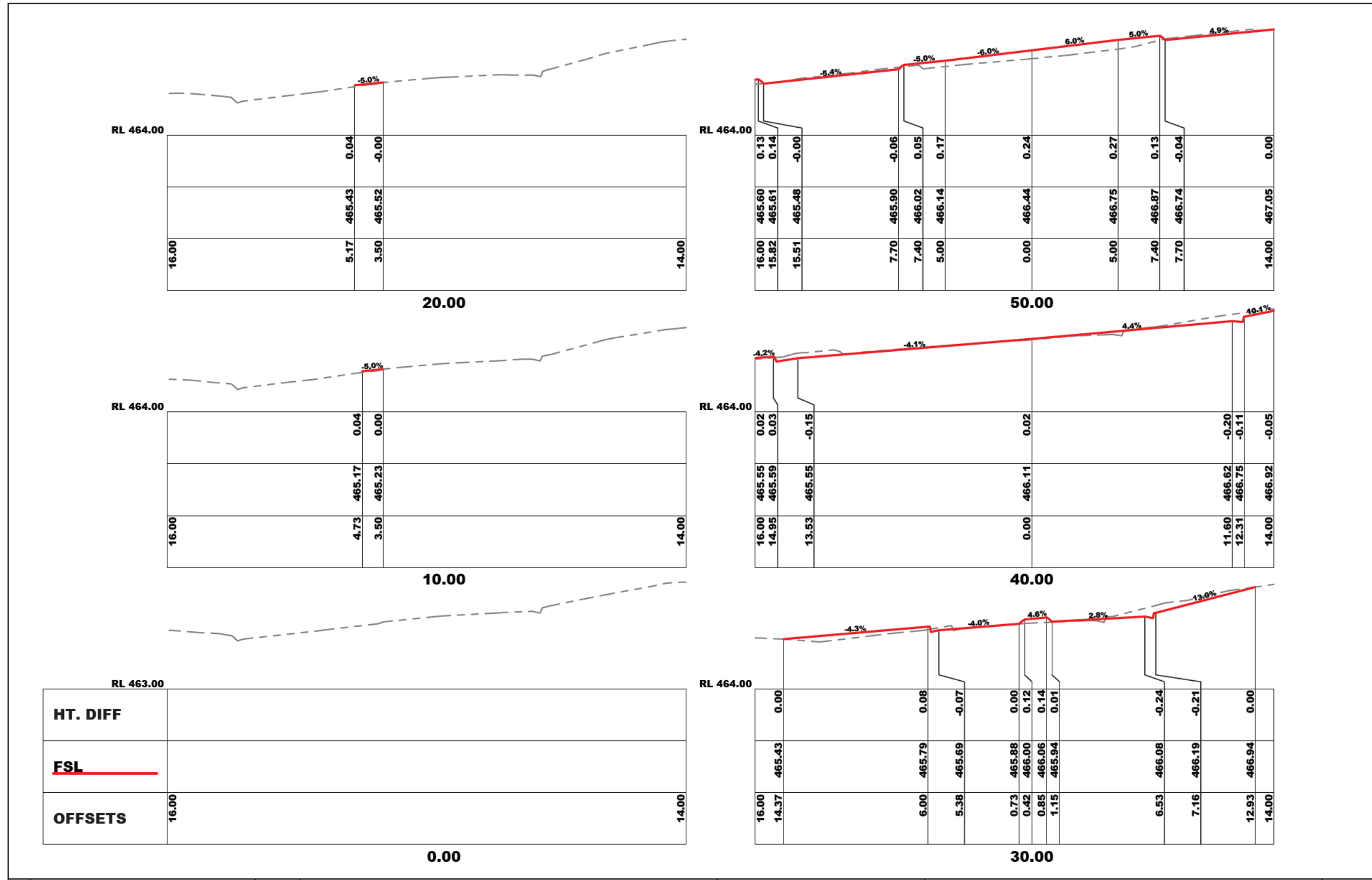
PIPE DRAINAGE LONGITUDINAL SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY	R.B.	DATE: 7 / 19	D-DRAWN	G. R.	DATE: 8 / 19
DESIGNED	G. R.	DATE: 8 / 19	APPROVED	<i>Pete Bats</i>	
CAD FILES	HAVEWALK9.MJO		TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	

DRAWING NUMBER	2020 - 57
SHEET	25 OF 36 SHEETS



HT. DIFF	
FSL	
OFFSETS	16.00 14.00

ISSUE	AMENDMENT	DATE

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ROUNDABOUT HAVELOCK STREET CROSS SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



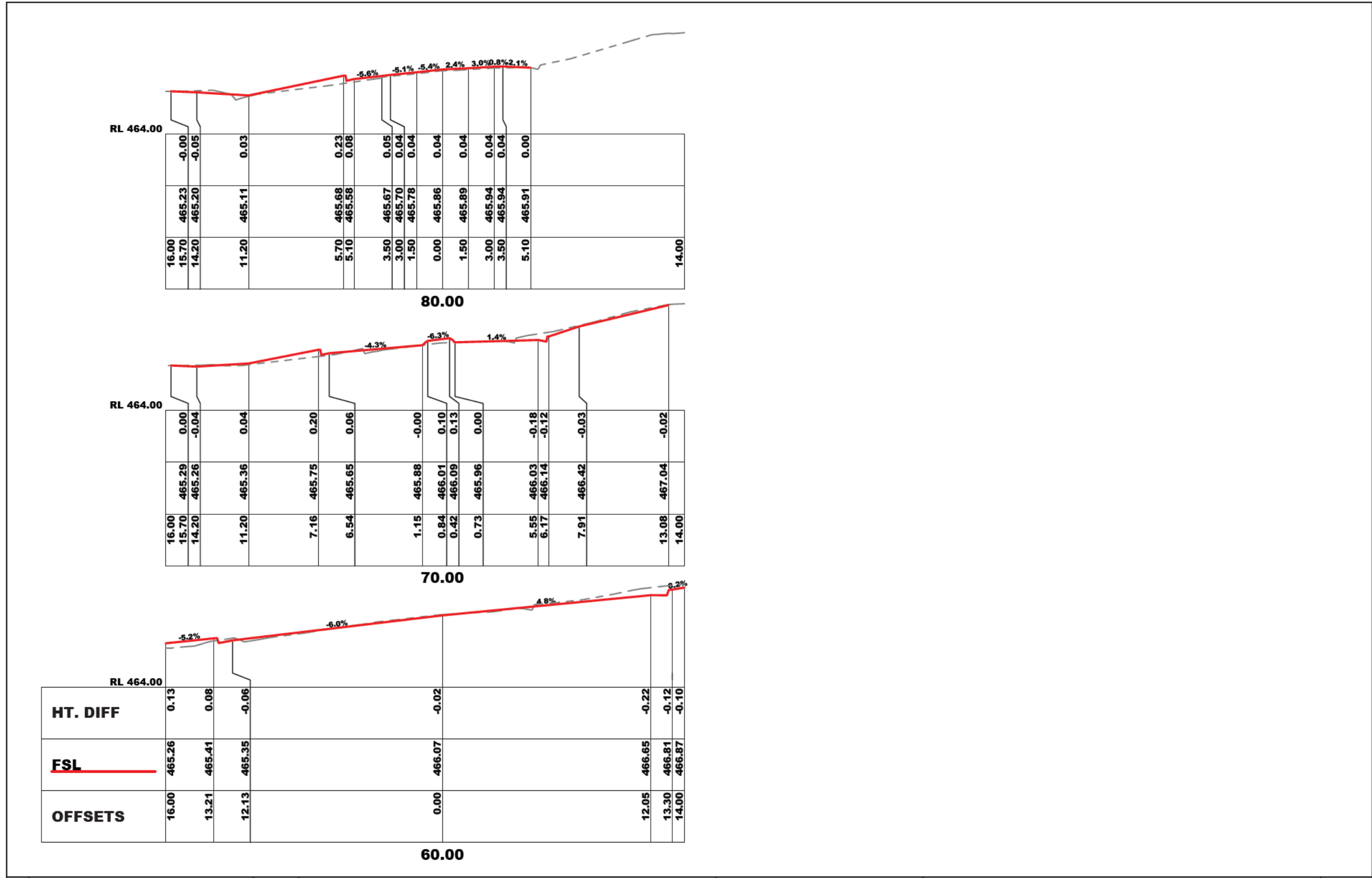
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SURVEY	R.L.	DATE: 7 / 19
DRAWN	G. R.	DATE: 8 / 19
DESIGNED	G. R.	DATE: 8 / 19
CAD FILES	HAVEWALK9.MJO	

D-DRAWN
Pete Bats
TEAM LEADER DESIGN & SURVEY

APPROVED
Louise North
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER	2020 - 57
SHEET	26 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

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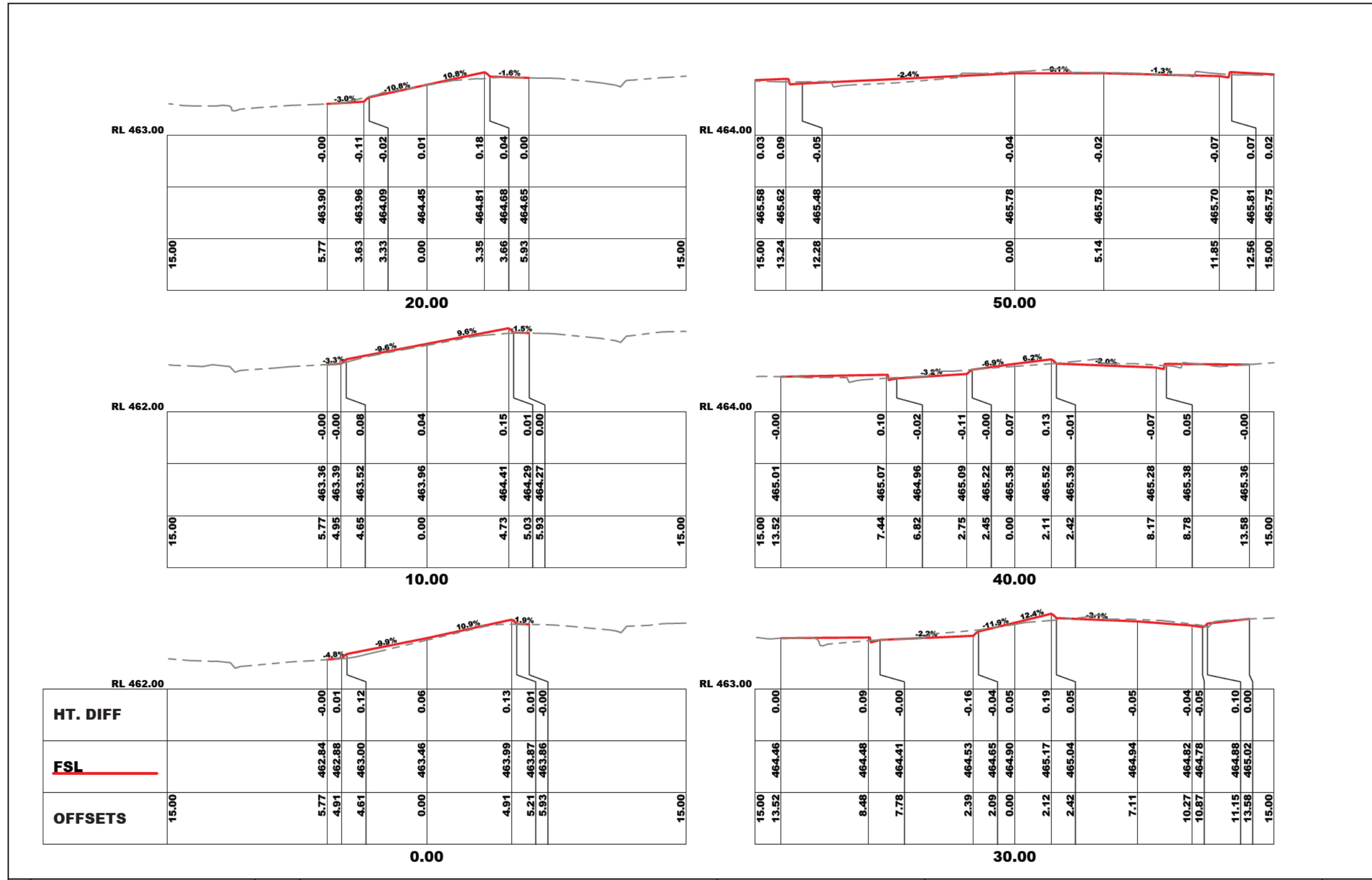
ROUNDAABOUT HAVELOCK STREET CROSS SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

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SURVEY	R.B.	DATE: 7 / 19	D-DRAWN		APPROVED	DRAWING NUMBER
DRAWN	G. R.	DATE: 8 / 19		<i>Pet Bates</i>	<i>Kayla Nott</i>	2020 - 57
DESIGNED	G. R.	DATE: 8 / 19				SHEET 27 of 36 SHEETS
CAD FILES	HAVEWALK9.MJO		TEAM LEADER DESIGN & SURVEY		MANAGER INFRASTRUCTURE DEVELOPMENT	



HT. DIFF	FSL	OFFSETS
		15.00
-0.00	462.84	5.77
0.01	462.88	4.91
0.12	463.00	4.61
0.06	463.46	0.00
0.13	463.99	4.91
0.01	463.87	5.21
-0.00	463.86	5.93
		15.00

ISSUE	AMENDMENT	DATE

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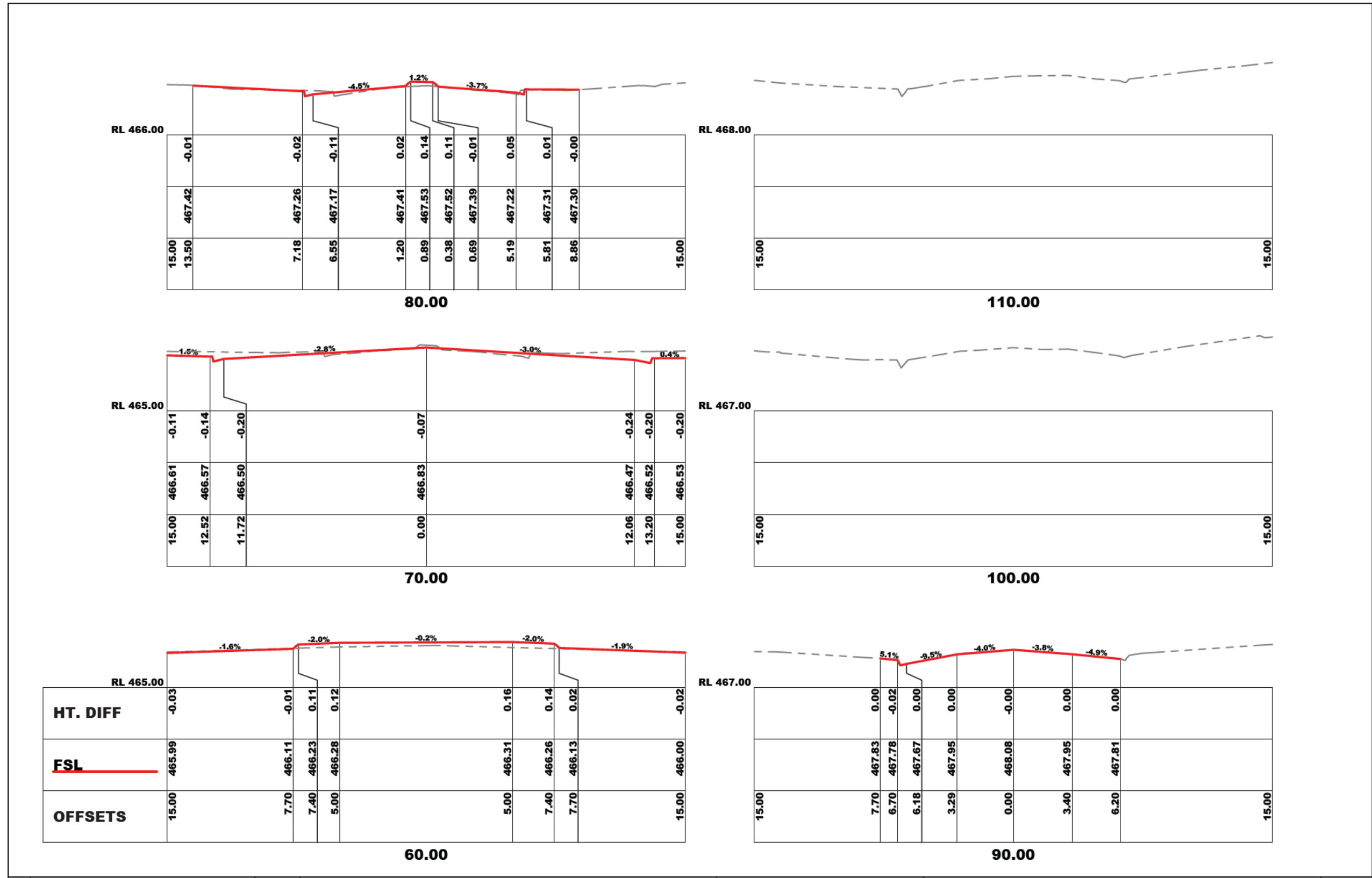
ROUNDAABOUT LANDSBOROUGH STREET CROSS SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH



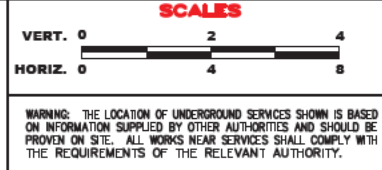
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ISSUE	AMENDMENT	DATE

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ROUNDAABOUT LANDSBOROUGH STREET CROSS SECTIONS

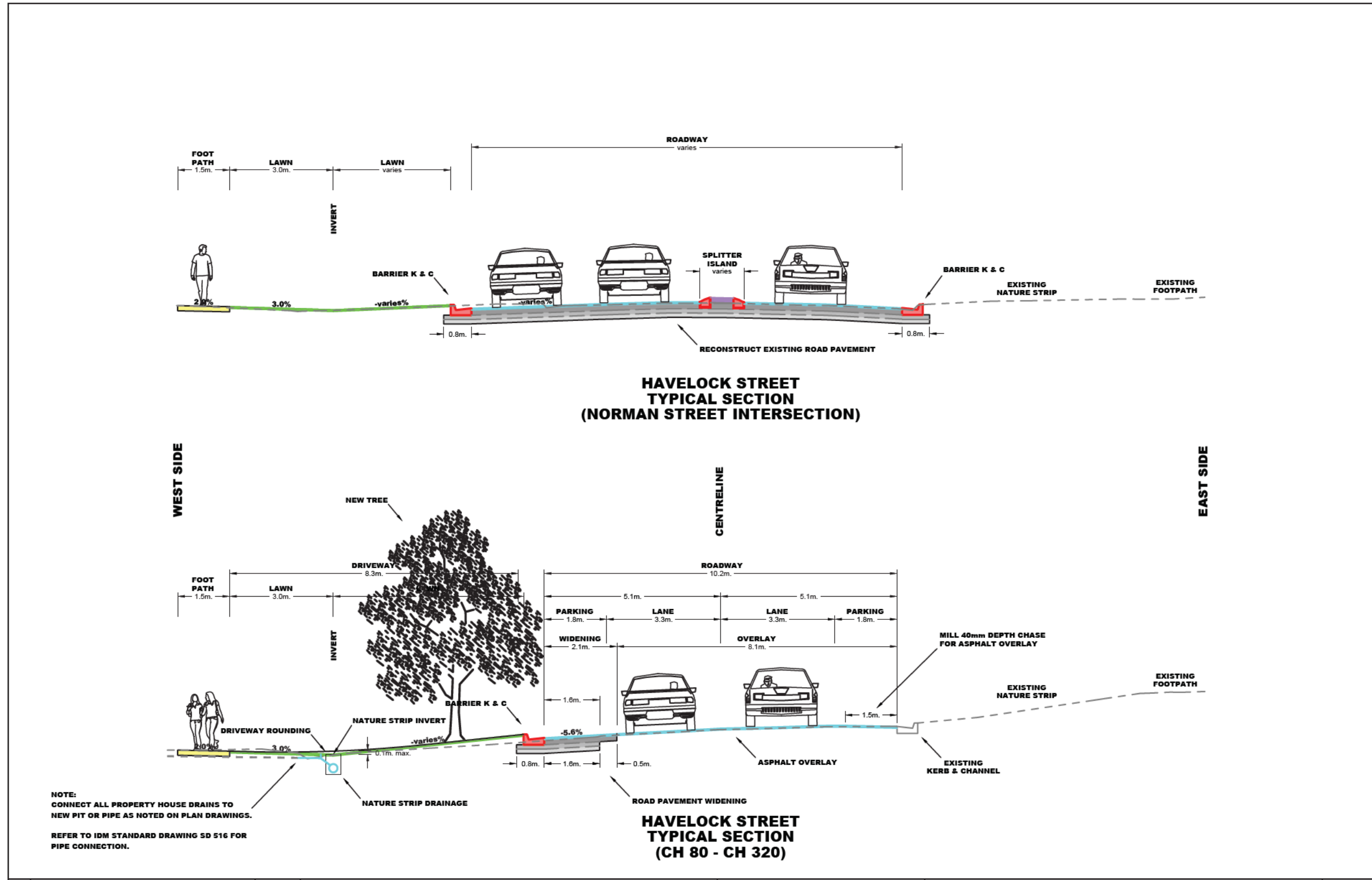


CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY	R.B.	DATE: 7 / 19	DRAWN	G. R.	DATE: 8 / 19
DESIGNED	G. R.	DATE: 8 / 19	CAD FILES	HAVEWALK9.MJO	

TEAM LEADER DESIGN & SURVEY: *Pete Bats*
MANAGER INFRASTRUCTURE DEVELOPMENT: *Angela North*

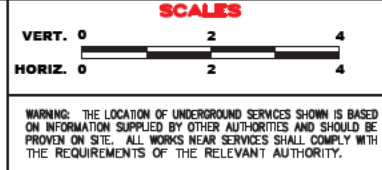
DRAWING NUMBER	2020 - 57
SHEET	29 of 36 SHEETS



ISSUE	AMENDMENT	DATE

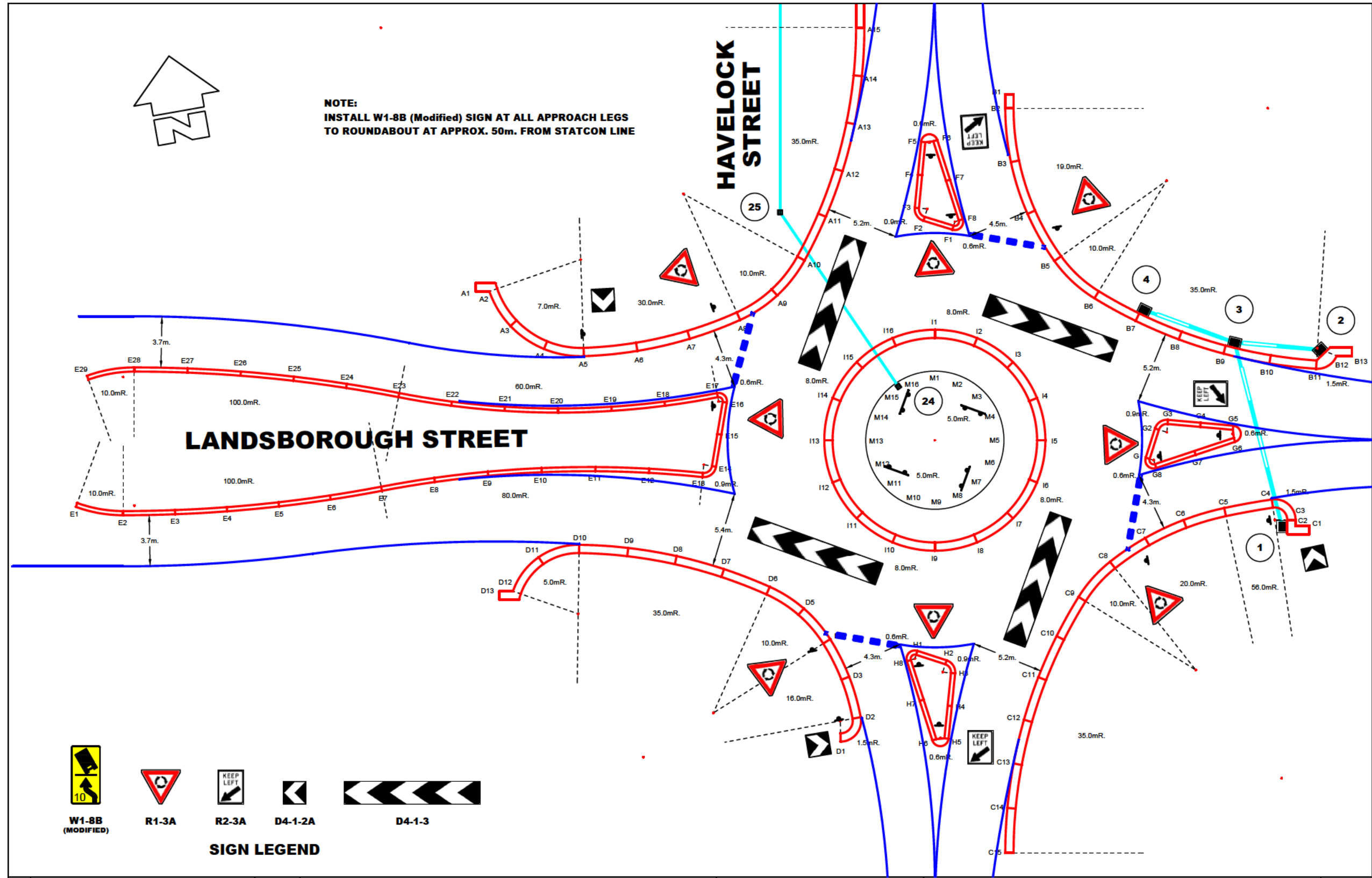
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HAVELOCK STREET TYPICAL CROSS SECTIONS



CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY R.B. DATE: 7 / 19	DRAWN G.R. DATE: 8 / 19	DESIGNED G.R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO	TEAM LEADER DESIGN & SURVEY
D-CHECKED <i>Pet Bats</i>		APPROVED <i>Lynda North</i>		MANAGER INFRASTRUCTURE DEVELOPMENT
DRAWING NUMBER 2020 - 57				SHEET 30 OF 36 SHEETS



ISSUE	AMENDMENT	DATE

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ROUNDABOUT SET OUT PLAN LINEMARKING AND SIGNAGE

SCALES

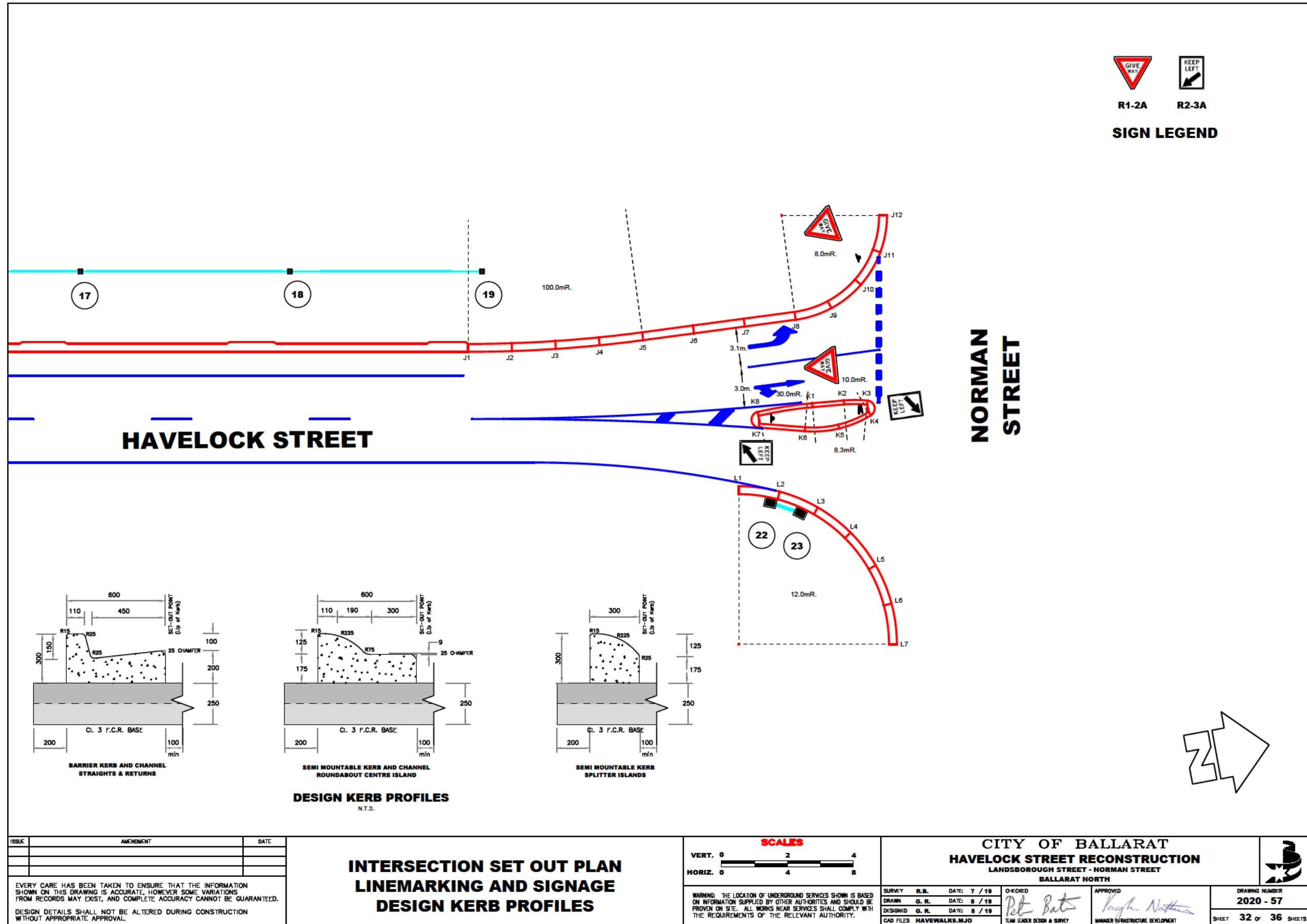
VERT. 0 2 4
HORIZ. 0 4 8

WARNING: THE LOCATION OF UNDERGROUND SERVICES SHOWN IS BASED ON INFORMATION SUPPLIED BY OTHER AUTHORITIES AND SHOULD BE PROVEN ON SITE. ALL WORKS NEAR SERVICES SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY.

CITY OF BALLARAT
HAVELOCK STREET RECONSTRUCTION
LANDSBOROUGH STREET - NORMAN STREET
BALLARAT NORTH

SURVEY	R.L.	DATE: 7 / 19	D-CHECKED	APPROVED
DRAWN	G. R.	DATE: 8 / 19	<i>Pet Bates</i>	<i>Lauren Nothman</i>
DESIGNED	G. R.	DATE: 8 / 19	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT
CAD FILES	HAVEWALKS.MJO			

DRAWING NUMBER	2020 - 57
SHEET	31 of 36 SHEETS

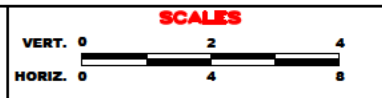


ISSUE	AMENDMENT	DATE

EVERY CARE HAS BEEN TAKEN TO ENSURE THAT THE INFORMATION SHOWN ON THIS DRAWING IS ACCURATE, HOWEVER SOME VARIATIONS FROM RECORDS MAY EXIST, AND COMPLETE ACCURACY CANNOT BE GUARANTEED.
 DESIGN DETAILS SHALL NOT BE ALTERED DURING CONSTRUCTION WITHOUT APPROPRIATE APPROVAL.

INTERSECTION SET OUT PLAN LINEMARKING AND SIGNAGE DESIGN KERB PROFILES

N.T.S.



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SURVEY R.B. DATE: 7 / 19	DRAWN G.R. DATE: 8 / 19	DESIGNED G.R. DATE: 8 / 19	CAD FILES HAVEWALK9.MJO	D-CHECKED	APPROVED	DRAWING NUMBER
				<i>Pete Bats</i>	<i>Wayne North</i>	2020 - 57
				TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	SHEET 32 OF 36 SHEETS