

OFFICIAL

Council Meeting

Agenda

28 July 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.

Members of the public participating this meeting may be recorded. By participating in the meeting once the meeting commences, members of the public give their consent to being recorded, 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.

PUBLIC SUBMISSIONS

1. Due to COVID-19 restrictions around public gatherings the following has been put in place.
2. Public representations may be made on any items listed on the agenda in a Council Meeting apart from those listed in the confidential section.
3. 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.
4. If you would like to make your submission personally at the Virtual Council Meeting, please contact governance@ballarat.vic.gov.au to arrange this.

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The next Meeting of the Ballarat City Council will be held on Wednesday 25 August 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

1. Question time has been altered for the City of Ballarat's 28 July 2021 Council meeting due to the COVID-19 restrictions.
2. To ensure the public can still participate in question time, they are asked to now submit their questions in writing.
3. However, no person may submit more than two questions at the 28 July 2021 meeting.
4. The questions must be in English, must be 75 words or less and not include a preamble, other additional material, or multiple parts.
5. 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.
6. Question Time will be for a period of 30 minutes.
7. A question may be disallowed if the chair determines that it:
 - Relates to a matter outside of Council's 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.
8. 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.
9. 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.

7. CHIEF EXECUTIVE OFFICER REPORT

7.1. CHIEF EXECUTIVE OFFICER REPORT

Division: Executive Unit
Director: Evan King
Author/Position: Evan King – 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.

KEY MATTERS

Key achievements, projects and events delivered

3. Upgrade for Sebastopol's Marty Busch Reserve

Sebastopol's Marty Busch Reserve has fully upgraded changerooms and facilities thanks to a significant City of Ballarat investment.

The new facilities will reduce barriers to female and junior participation in sport and improve access for all participants.

The recent reserve upgrade works include upgraded football changerooms, new netball changerooms, new BMX track lighting and starting gates, and oval resurfacing and lighting. Project investment totalled \$700,000, fully funded by the City of Ballarat, and reinforces Council's commitment to providing access to modern sport and recreation facilities for all.

4. Official opening of Djila-tjarriu Park

The first Ballarat West Growth Area active open space Djila-tjarriu (jilla-ja-roo – "place of play") was officially opened in Alfredton. The park consists of four hectares of parkland, playground facilities, BBQ and shelter areas, skate, and scooter tracks.

In creating the park, the City of Ballarat consulted with its Aboriginal Liaison Officer and the Wadawurrung Traditional Owners Corporation to create a culturally safe and welcoming playground that also acknowledges our Aboriginal community.

The naming proposal then underwent a community and public consultation process in accordance with the current Naming Rules for Places in Victoria.

Council also worked with Aboriginal artist Tarni Jarvis from multimedia artwork company Kurrong Kalat to create park signage that best visualises Djila-tjarriu, which was a finalist in the 2021 HART (Helping Achieve Reconciliation Together) Awards which recognise initiatives by Victorian local governments and community organisations towards advancing reconciliation.

The opening was originally intended to occur in line with the park opening in 2020 but was postponed because of COVID-19 restrictions.

5. Ballarat Winter Festival

The City of Ballarat hosted an array of events for all ages throughout the Ballarat Winter Festival.

These included an ice-skating rink, a fantastic school holiday program hosted by Ballarat Libraries and a series of youth events, including the Fabric Forest – Recy'kool Art Installation, basket weaving, a shared wardrobe clothes shop and an upcycling workshop.

The Eureka Centre launched a free Children's Guide to Eureka, designed by acclaimed Ballarat artist and illustrator, Ben Sanders, along with pint-sized percussion workshops and 'Songcraft' with Ballarat musicians.

The Art Gallery of Ballarat had several fine art exhibitions including Robyn Stacey: *As still as life* and many workshops for all ages throughout the holiday period.

The Design Exchange Market showcased the handmade and creative wares of some of the best independent designers, artists, and creators over two inspiring days at the Mining Exchange.

6. National Refugee Week

The City of Ballarat marked National Refugee Week 2021 with a flag raising ceremony in Queen Victoria Square.

National Refugee Week celebrates and acknowledges the contributions of refugees and provides opportunity for people to learn about the experiences of people escaping oppression and seeking asylum.

The Refugee Council of Australia chose Unity: The Way Forward as the theme for Refugee Week 2021 with the aim of raising awareness of the issues affecting refugees, to promote harmony and togetherness and to broaden and promote the impact of Refugee Week in Australia.

7. Wendouree West Recreation Reserve upgrades

Local sporting clubs will have access to brand new soccer pitches and coaches' boxes and other sporting infrastructure thanks to completed upgrades at the Wendouree West Recreation Reserve.

The first phase of the Strengthening Wendouree Community Recreation Precinct project has seen the installation of three soccer pitches with new turf surfaces, upgraded drainage and irrigation, one synthetic cricket wicket between two pitches and new coaches' boxes.

The soccer pitches are the first phase of the wider precinct development project, which also includes BMX and skate facilities, street soccer zone, new sports pavilion and community hub, new Men's Shed and ReCranked Youth Shed.

The upgrades were made possible thanks to a \$7 million grant from the Victorian Government Local Sports Grant Program with \$1.5 million allocated to the soccer pitches specifically.

8. Ballarat's Best Ideas competition

A 'Paint the City' initiative, a bread delivery subscription service, and a cookbook of the city's most popular dishes have been named Ballarat's best ideas.

The ideas were provided to businesses and organisations in the Ballarat's Best Ideas competition.

The competition called for members of the community to share their positive ideas to support Ballarat businesses and organisations through the Suggest it platform.

The three winning ideas, selected from hundreds submitted by the Ballarat community, are:

- Haymes Paint Shop Ballarat received the idea to run a campaign to 'Paint the City', working with local organisations to repaint Ballarat's historical buildings on Sturt Street
- 1816 Bakehouse received the suggestion of creating a bread subscription service where orders are delivered weekly
- Plate Up Ballarat received the idea to create a cookbook of Ballarat venues' best dishes

The competition was run by Suggest it, in partnership with the City of Ballarat and supported by Commerce Ballarat, Federation University, Runway HQ, Ballarat Regional Tourism and The Ballarat Times.

9. Reactivating vacant Bridge Mall shopfronts

The City of Ballarat is reactivating vacant Bridge Mall shopfronts as part of a collaboration with the arts sector.

Council commissioned Ballarat Evolve, a bank of creatives, artists and makers to bring to life four empty shops in the Bridge Mall to draw more visitors to the shopping precinct and encourage them to stay longer.

The initiative involves giant vinyl decals on shop windows with key holes for shoppers to discover what's inside – a selection of mediums from visual artworks to ceramics and jewellery. Importantly, visitors will be able to access information to the artists' websites to buy any of their goods online.

Ongoing community consultation

10. Ballarat East Town Hall

Ballarat residents are being asked to share their stories about the Ballarat East Town Hall Gardens and surrounding environs, which can mean different things to different people.

All stories, photos and attachments may be published and used by City of Ballarat for purposes of informing the community of the site's history and showcasing community sentiment for the area. Stories, photographs or attachments can be shared through the City of Ballarat's mySay portal on our website.

OFFICER RECOMMENDATION

11. That Council:

11.1 Receive and note the CEO's Operational Report.

ATTACHMENTS

1. Governance Review [7.1.1 - 1 page]

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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 general or material interests need to be declared in relation to the matter of this report.

OFFICIAL

8. OFFICER REPORTS

8.1. EXTENSION OF GENERAL SERVICE AGREEMENT ART GALLERY OF BALLARAT

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Louise Tegart – Director Art Gallery of Ballarat

PURPOSE

1. The Art Gallery of Ballarat Board has had a three-year General Service Agreement with the Council which concluded at the end of June 2020. A 12-month extension was sought in 2020 under the current terms of the General Service Agreement to allow time for a Governance Review to be finalised so as to inform the next three-year General Service Agreement with Council.
2. The Governance Review is nearing completion and a presentation will be made to Council in August on the proposed model. A 6 month extension is sought of the GSA to allow the Governance Review to be finalised.

BACKGROUND

3. The Art Gallery of Ballarat is currently undergoing a Governance Review, looking at the activities of the Art Gallery of Ballarat Board and the Gallery Foundation. The extension of the General Service Agreement 2017-2020 (GSA) in its current form for a further 6 months allows the Governance Review to be completed and a resolution to be reached. A new GSA in 2021 would be entered into with the new entity.
4. The previous GSA was tied to the lease of the café space at the Gallery. In the new café tender which will go out in August it will be a City of Ballarat lease rather than a Board lease so there is no longer a tie to the terms of the GSA. The clauses relating to the ability of the Company to sub license thus need to be excluded from this six month extension.

KEY MATTERS

5. The Governance Review has included extensive consultation with the Art Gallery of Ballarat Board, Foundation and Association. All parties are committed to completion of the Review to ensure greater outcomes and efficiencies for the Art Gallery.
6. Positive Solutions and Harwood Andrews have been engaged to undertake the Governance Review and will present to a Council briefing in August.

OFFICER RECOMMENDATION

7. That Council resolves to:

- 7.1. Extend the current General Service Agreement 2017-2020 (GSA) with the Art Gallery of Ballarat (AGB) by a further 6 months.

- 7.2. Authorise the Chief Executive Officer to negotiate with the AGB Board on the basis of the following points;**
- 7.3. The financial obligation of Council for the extended GSA will be within Council's adopted budget.**
- 7.4. The term of the new GSA will be 6 months and a new GSA will be entered into prior to the end of the proposed GSA**
- 7.5. That clauses-**
 - 4.4.10 manage the Café sublet agreement with the café operator**
 - 9.11 sub licensing be removed from the 6 month GSA extension**

ATTACHMENTS

1. Governance Review Gallery 6 month GSA extension [8.1.1 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Council plan- A healthy, connected and inclusive community; A city that conserves and enhances our natural and built assets; a Council that provides leadership and advocates for its community
2. Art Gallery of Ballarat Strategic Plan 2019-2022

COMMUNITY IMPACT

3. A vibrant and effectively funded and managed Art Gallery is fundamentally important to every community and even more so to a city the size of Ballarat. The Council holds some responsibility for the arts and cultural prosperity for the local community and as the capital of Western Victoria, a significant regional population looks to the city as a leader in this sector. Therefore, it is important that the greatest outcome can be achieved from the available funding and resources.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. There are no climate or environmental sustainability implications.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. The Governance Review will clearly define the role of the Gallery Board and will ensure that fundraising is part of their remit. A fundraising strategy will be developed.

FINANCIAL IMPLICATIONS

6. The three-year GSA gives the Gallery the ability to have assurance of their forthcoming budget in order to plan exhibitions up to three years in advance which is industry standard. In theory the GSA allows the Gallery to view the three year budget holistically and spend when exhibitions fall rather than working within an allocated annual budget.

LEGAL AND RISK CONSIDERATIONS

7. Harwood Andrews have been engaged to draft new governance documentation.

HUMAN RIGHTS CONSIDERATIONS

8. 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

9. Extensive consultation has been undertaken with the Board, Foundation and Association. Other galleries undergoing similar reviews have also been consulted- Shepparton Art Museum and Murray Art Museum Albury.

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GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

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8.2. INNOVATE RECONCILIATION ACTION PLAN 2019 - MAY 2021 UPDATE

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Jenny Fink – Executive Manager Learning and Community Hubs

PURPOSE

1. This report provides an overview of the achievements the City of Ballarat's third Reconciliation Action Plan 2019 – 2021 (RAP). The current Reconciliation Action Plan was adopted by Council on March 13, 2019 and developed to provide a framework for Council to realise its vision for Reconciliation with Aboriginal and Torres Strait Islander peoples. This report formally concludes this RAP and the City of Ballarat will now commence work on the next RAP.
2. It should be noted that COVID 19 has had some impact on the RAP deliverables.

BACKGROUND

3. The Reconciliation Action Plan is the City of Ballarat's commitment to supporting the reconciliation process and articulates how Council and stakeholders will engage in reconciliation and contribute to greater unity within the Ballarat community. The plan outlines our innovative and aspirational strategies to further advance reconciliation while empowering Aboriginal and Torres Strait Islander peoples.
4. The City of Ballarat launched its first RAP in 2011 and has since had 2 subsequent RAPs. Prior to the initial RAP and over the past two decades the City of Ballarat has continued to develop and enhance positive relationships with the local Aboriginal and Torres Strait Islander community. The City of Ballarat Koorie Engagement Action Group (KEAG) assist with relationship building. The KEAG was established in 2010. The group's aim is to enhance the opportunities for Aboriginal and Torres Strait Islander residents of Ballarat to contribute, participate and benefit from Ballarat's community life.
5. The major priorities of the KEAG are to:
 - Advise the City of Ballarat on matters of engagement for Aboriginal and Torres Strait Islander people in the region (not including cultural heritage issues).
 - Oversee the implementation of a Reconciliation Action Plan.
6. The development of the current Innovate RAP was done in consultation with and endorsed by Reconciliation Australia. Reconciliation Australia is the peak body for Reconciliation.

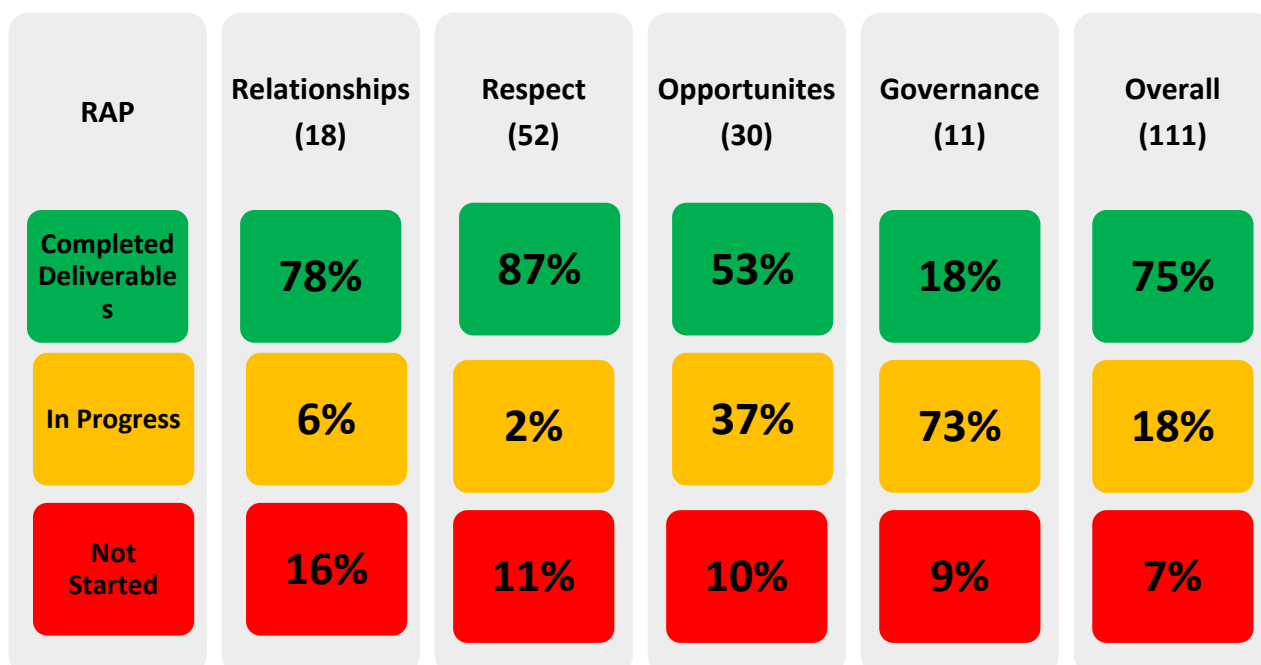
KEY MATTERS

7. The current RAP has 4 focus areas:
 - **Relationships** - This RAP focus area involves strengthening informal networks and engagement opportunities with community. It ensures that existing governance structures and formal engagement approaches are strengthened through ongoing relationships that engender trust and sharing of experiences. This

enables the City of Ballarat to deliver better outcomes and identify even more opportunities to support local activities.

- **Respect** – This focus area recognises the need to embed cultural safety and respect in all Council workplaces, specifically focused on the following areas of service delivery:
 - City of Ballarat Customer Service
 - Learning and Community Hubs
 - Family and Children's Services
 - Sports and Recreation
 - Parking and Infringements
 - Environmental Control
 - Parks and Gardens
 - Heritage and Cultural Landscapes
 - Place Naming
 - Infrastructure and Environment
- **Opportunities** – This focus area relates to environmental and park maintenance activities including Aboriginal land management practices. The area also seeks to strengthen workforce participation of Aboriginal and Torres Strait Islander peoples across all facets of City of Ballarat business.
- **Governance** – The Governance, tracking progress and reporting area of the RAP ensures that both Council through council reports and Reconciliation Australia are kept informed of RAP progress and review through the lifetime of the RAP.

- 8 **RAP Quick Facts** – Below is a snapshot of the City of Ballarat's progress against the 111 deliverables in the RAP. There are 26 rollover actions from this RAP.



9 RAP Key Achievements

Theme	Key Achievements
Relationships	<ul style="list-style-type: none"> Produced a Welcome to Country Acknowledgement Guide and Acknowledgement cards were distributed across the organisation. Successful internal National Reconciliation Week digital project featuring interviews with the Executive Leadership Team: https://www.youtube.com/watch?v=FNqeDFZyrBI Youth Services and Ballarat and District Aboriginal Cooperative (BADAC) partnered to deliver the Intercultural Celebration during Harmony Fest 2021. Featured a range of local performers and Mitch Tambo. KEAG Co-Chair and KEAG members speaking on a regular monthly radio segment on 3BA to share updates and provide information to the community. The second Survival Day Dawn Ceremony was held virtually with 1647 people watching online across Australia and internationally. 'Place-we-be' soundscape by deborahN with local artists and performers was produced for 26 January and funded by the Creative Victoria's Victorian Music Industry Recovery Program. Developed Koorie Resource Hub for internal staff, volunteers and Councillors. Developed Aboriginal Ballarat resource on the City of Ballarat website for whole of community to access.
Respect	<ul style="list-style-type: none"> KEAG committee meetings have been regularly attended by senior leadership team members including the Mayor, CEO, Councillors and Directors. Self-reflection Councillor induction session facilitated by Tal' Gardell Training and Consultancy along with local Torres Strait Islander community and KEAG member Deb Lowah Clark. National Sorry Day was acknowledged with an event hosted by Ballarat Libraries featuring local Stolen Generation member Uncle Murray Harrison as well as media coverage with City of Ballarat Mayor and BADAC CEO Karen Heap. A wide range of exhibitions were presented at the Art Gallery of Ballarat including Wadawurrung artist Kait James' <i>Hang us out to Dry</i> and Dr Carol McGregor's <i>Wreath for Oodgeroo</i>. The annual Heritage Festival included a focus on local Aboriginal creatives including Wadawurrung artist Tammy Gilson and the Craft Lab + Design Expo provided workshops and demonstration opportunities. This is in line with the UNESCO City of Crafts and Folk Art pillar which seeks to reinvigorate the skills of our Indigenous communities. Djila-tjarriu (play of play) artwork commissioned and produced by Djab Wurrung Gunditjmara artist Tarni Jarvis. Djila-tjarriu (play of play) was a finalist in the 2021 Reconciliation Victoria HART Awards (Helping Achieve Reconciliation Together).
Opportunities	<ul style="list-style-type: none"> Council's Procurement policy has been updated to reflect Aboriginal and Torres Strait Islander procurement measures.

	<ul style="list-style-type: none"> • Aboriginal Community Liaison Officer attending BADAC regularly to consult with community and share information and resources. • Self-care online workshops facilitated by Yolanda Finette were promoted to community members and funding was provided by National Indigenous Australians Agency (NIAA). • Aiming in all conversations with Aboriginal Community Controlled Organisations (ACCO) for shared purpose to ensure Indigenous family linkage through self determination to supportive program in early parenting as service options available locally in child health and immunisation. • Department of Health and Human Services (DHHS) funded online cultural safety training (10.25 hours) is currently in progress with Maternal and Child Health (MCH) nurses and Family and Children's Administration teams. Quality package recognised and content well received by MCH team with increased knowledge, awareness of Indigenous history and issues, and more questions from team on indigenous matters. Seeking follow up training package later in year from local indigenous organisation with this nurse group. • MCH have completed Indigenous cultural audit tool for City of Ballarat MCH as part of service improvement planning • Young Entrepreneur Indy Hayes (The Minority Co.) has been recruited as Youth Awards Ambassador 2021 • Annual Aboriginal Cultural Awareness Training with Youth Council Ballarat, training provided by Emma Leehane in 2020 and Bonnie Chew from Miriyu Consulting in 2021 via Zoom due to COVID lockdowns. • Promotion and recruitment processes targeting Aboriginal and Torres Strait Islander Community and agencies to encourage participation in volunteer, employment and participation opportunities including for Youth Council, SONIKA, TEAM, ENGAGE! Youth Facilitator Program, Girl Space and Young Men's Program. • Collaboration with Intercultural Employment Program (IEP) to explore and provide employment pathways for the Aboriginal and Torres Strait Islander Youth and Community. • Contractor engagement of Aboriginal youth as musicians and master of ceremonies (MCs) for youth events and as facilitators for workshops and programs.
Governance	<ul style="list-style-type: none"> • Annual RAP Impact Measurement Questionnaire completed. • Reported on RAP progress to KEAG. • Reported on RAP progress to Council.

10. Attachment 1 to this report provides a complete overview of the status of all actions in the current RAP and a factsheet detailing activity.

11. Overall, the implementation of the RAP has been successful with approximately 93% of actions either complete or underway. The remaining 7% of actions that have not been completed will roll over to the next RAP.

Next Reconciliation Action Plan

12. The City of Ballarat's commitment to Reconciliation will continue with the next RAP. The City of Ballarat proposes to continue to work with Reconciliation Australia to progress through the different RAP levels. Reconciliation Australia has recently reached out to Local Government as a whole and is interested in working more closely with Councils through the establishment of a Reconciliation Industry Network Group (RING) for Local Government. The City of Ballarat supports this initiative and will join this network to both share information and learn from other Councils about their Reconciliation journey.
13. There will be a time lag between this current plan and the next, however work on the 26 rollover actions of the future RAP will continue.

OFFICER RECOMMENDATION

14. That Council:

- 14.1 Acknowledge the work achieved from KEAG and groups, organisations and individuals towards achieving the outcomes of the City of Ballarat's Reconciliation Action Plan 2019-2021.**
- 14.2 Endorse the formal conclusion of the City of Ballarat's Reconciliation Action Plan 2019-2021.**
- 14.3 Approve Officers to work with Reconciliation Australia to develop the next Reconciliation Action Plan.**

ATTACHMENTS

1. Governance Review [8.2.1 - 3 pages]
2. Reconciliation Action Plan 2019-2021 [8.2.2 - 40 pages]
3. Attachment 1 - City of Ballarat Reconciliation Plan 2019-2021 Status [8.2.3 - 13 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The City of Ballarat Council 2017-2021 specifically states that the Reconciliation Action Plan 2019-2021 directly supports the goal of Liveability – Improve our community's quality of life.
2. The City of Ballarat is committed to reconciliation with Aboriginal and Torres Strait Islander peoples and acknowledges the Traditional Owners, the Wadawurrung and Dja Dja Wurrung people, and all Aboriginal and Torres Strait Islander peoples. The Reconciliation Action Plan is the City of Ballarat's commitment to supporting the reconciliation process and articulates how the organisation, Council and stakeholders will engage in reconciliation and contribute to greater unity within the Ballarat community.

COMMUNITY IMPACT

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

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. The City of Ballarat oversees a wide range of environmental and park maintenance activities and there is an opportunity to formalise land management practices and processes to ensure Aboriginal people are able to conduct cultural burning and traditional management practices.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. RAP actions involved reviewing and updating procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal and Torres Strait Islander businesses.

FINANCIAL IMPLICATIONS

6. The budget for KEAG and related Aboriginal and Torres Strait Islander activities lies within the Learning and Community Hubs unit, however all Council departments and units have contributed to facets of the RAP through departmental budgets.

LEGAL AND RISK CONSIDERATIONS

7. There are governance mechanisms written into the RAP to ensure that progress of the RAP is tracked, and updates are reported to both Council and Reconciliation Australia. Risk assessments are carried out for specific events and activities associated with the RAP.

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HUMAN RIGHTS CONSIDERATIONS

8. 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

9. An extensive consultation process was carried out to develop this RAP. A RAP working group was convened and number of workshops were held involving community members and members of the KEAG. This consultation process was ongoing across the life of the RAP.

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

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Innovate Reconciliation Action Plan
May 2019–May 2021





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STATEMENT OF RESPECT

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



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

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

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

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

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

INTRODUCTION

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

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

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

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

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

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

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

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

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



A MESSAGE FROM THE MAYOR

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

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

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

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

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

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

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

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

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



**City of Ballarat Mayor
Cr Samantha McIntosh**

OUR VISION FOR RECONCILIATION

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

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

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

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

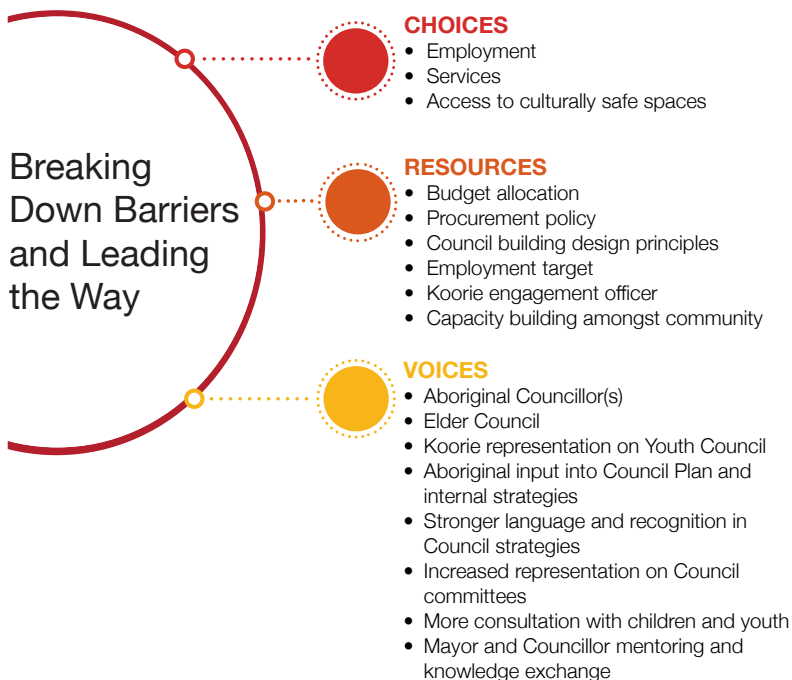
strong and courageous leadership in pursuing reconciliation activities across the organisation and within the community it serves.

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

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



OUR VISION FOR RECONCILIATION



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



Lal Lal Falls and Mt Buninyong, Ballarat region

OUR BUSINESS AND COMMUNITY

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

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

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

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

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

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



Aunty Marjorie Pickford – “Knowing our History”

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

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

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

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

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

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

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

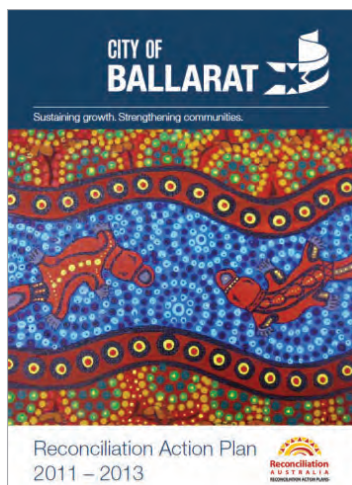


Tony Lovett and Marjorie Pickford present storytime at the Ballarat Library

OUR BUSINESS AND COMMUNITY

Our Reconciliation Action Plan Journey

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



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

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

See 'Opportunities' Action 18.

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

OUR BUSINESS AND COMMUNITY

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

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



Torres Strait Islander mother and daughter, Deborah and Mercy

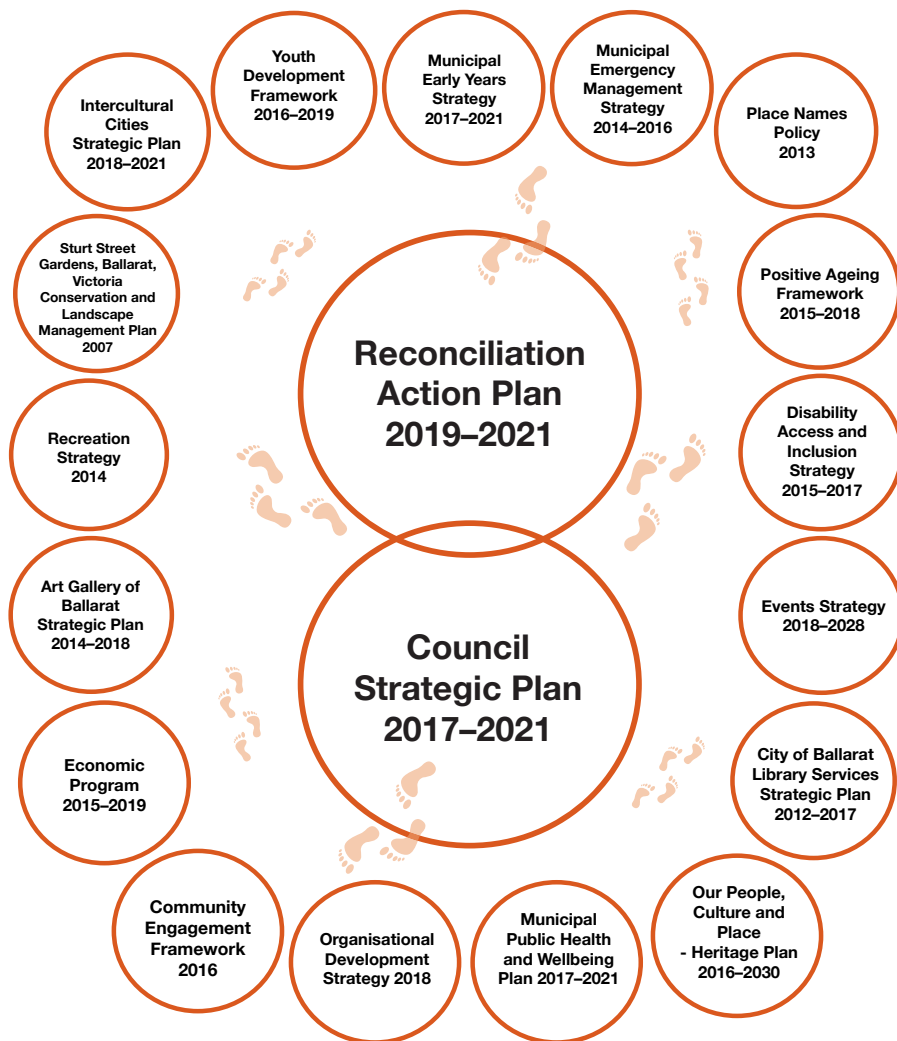
OUR BUSINESS AND COMMUNITY

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

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



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



OUR BUSINESS AND COMMUNITY

Our Reconciliation Action Plan Journey

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

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

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

Our RAP working group to develop this RAP included:

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

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



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



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

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

OUR BUSINESS AND COMMUNITY

Our Reconciliation Action Plan Journey

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

Our champions are:

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

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

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

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







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

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

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

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

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

Action Plan 2019–2021





RELATIONSHIPS

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

Focus Area

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

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

Opposite: Gundjtmara woman Marley Smith launches her artwork at the City of Ballarat 'Parent Place' facility. Accompanied by Cr Des Hudson and Cr Belinda Coates



RELATIONSHIPS

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



RELATIONSHIPS

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



RESPECT

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

Focus Area

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

- | | |
|--|--|
| <ul style="list-style-type: none"> • City of Ballarat Customer Service • Learning and Community Hubs • Family and Children's Services • Sports and Recreation • Parking and Infringements | <ul style="list-style-type: none"> • Environmental Control • Parks and Gardens • Heritage and Cultural Landscapes • Place Naming • Infrastructure and Environment |
|--|--|

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



RESPECT

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



RESPECT

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



RESPECT

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



RESPECT

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



RESPECT

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



RESPECT

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



RESPECT

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



OPPORTUNITIES

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

Focus Area

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

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



OPPORTUNITIES

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



OPPORTUNITIES

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



OPPORTUNITIES

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



OPPORTUNITIES

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



OPPORTUNITIES

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



GOVERNANCE, TRACKING PROGRESS AND REPORTING

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



GOVERNANCE, TRACKING PROGRESS AND REPORTING

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



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



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

For further information, contact
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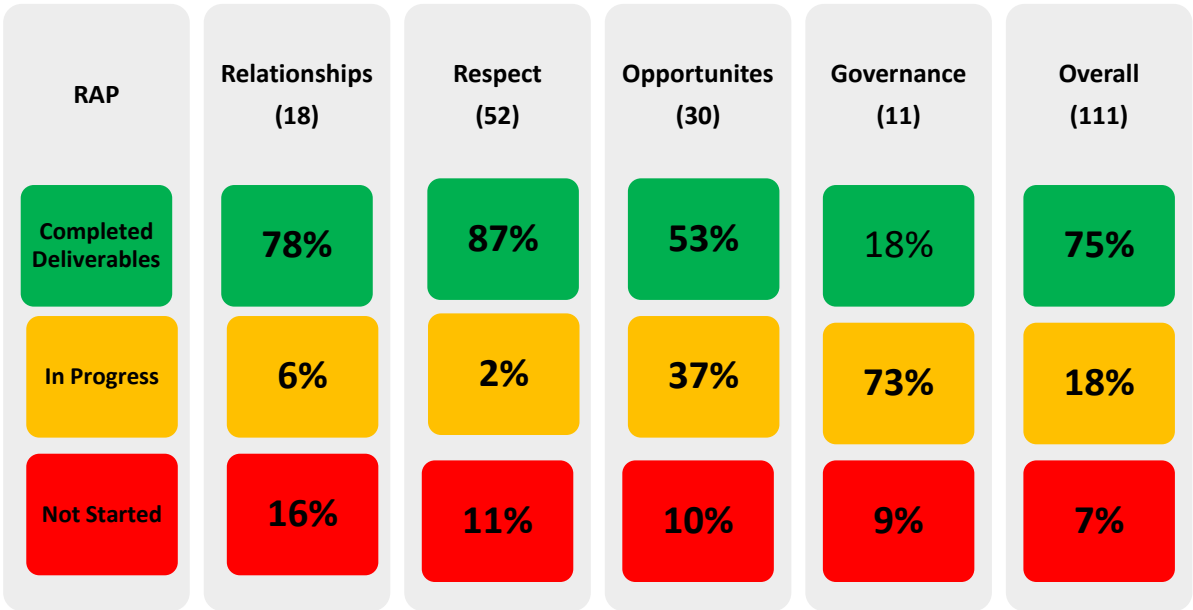
ATTACHMENT 1 – RAP Status update and Factsheet

City of Ballarat

Innovate Reconciliation Action Plan (RAP) Status Update

Please note that COVID-19 has had some impact on achieving deliverables.

RAP Quick Facts – Below is a snapshot of the City of Ballarat’s progress against the 111 deliverables in the RAP. There are 26 rollover actions from this RAP.



ACTION	DELIVERABLE	TIMELINE	ACTUAL PROGRESS	STATUS
RELATIONSHIPS				
1. RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting.	RWG oversees the development, endorsement and launch of the RAP.	May 2019	<ul style="list-style-type: none">Decision made not to convene separate RWG due to demands on Koorie Engagement Action Group (KEAG) members' time, especially with January 26 working group.	Completed/Ongoing
	Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG	October 2019, October 2020	<ul style="list-style-type: none">Decision made not to convene separate RWG due to demands on KEAG members' time, especially with Jan 26 working group.	Completed/Ongoing
	Meet at least twice per year to monitor and report on RAP implementation.	May 2019, October 2019, March 2020, October 2020	<ul style="list-style-type: none">Agreed to allocate within KEAG meetings and special meetings can be convened if needed.Updates July 2020 & March 2021.Key officers have attended KEAG regularly to report on deliverables in their areas.	Completed/Ongoing
	Establish Terms of Reference for the RWG	July 2019	<ul style="list-style-type: none">Decision made not to convene separate RWG due to demands on KEAG members' time, especially with Jan 26 working group.	Not started
2. Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians.	Organise at least one internal event for NRW each year.	May 2019, May 2020, May 2021	<ul style="list-style-type: none">Various activities across Council see Factsheet.	Completed/Ongoing
	Register all NRW events via Reconciliation Australia's NRW website.	May 2019, May 2020, May 2021	<ul style="list-style-type: none">All events registered	Completed/Ongoing
	Support an external NRW event.	May 2019, May 2020, May 2021	<ul style="list-style-type: none">Various activities across Council see Factsheet.	Completed/Ongoing

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	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Various activities across Council see Factsheet. May 2020 impacted by COVID 	Completed/ Ongoing
	The City of Ballarat will explore funding opportunities and facilitate community projects to celebrate and recognise NRW.	May annually	<ul style="list-style-type: none"> Because of Her We Can Portrait project Reflections on the Survival Day Dawn Ceremony video series small grants – Reconciliation Victoria May 2020 	Completed/ Ongoing
3. Encourage closer engagement between Council's Koorie Engagement Action Group (KEAG) and other City of Ballarat networks and committees (e.g. Advisory Committee, Better Outcomes for our Koorie Children's Network and Youth Council) via collaborative planning and work.	Organise and facilitate 4 yearly planning meetings.	November 2019, November 2020, March 2021	<ul style="list-style-type: none"> No formal meetings Better Outcomes meet bi-monthly, Sharelle Knight attends KEAG meetings Central Victoria Local Government Reconciliation Network. Meetings are held bi-monthly 	Completed/ Ongoing To review
	Facilitate 2 joint cultural celebrations.	September 2019, September 2020, May 2021	<ul style="list-style-type: none"> Various activities for NAIDOC 2019 including On Country bus tour, Ballarat Awards Night Mitch Tambo Youth event with BADAC and various partners (postponed 2020 to 2021) National Aboriginal and Torres Strait Islander Children's Day – annual activities (cancelled due to COVID 2020) 	Completed/ Ongoing
4. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders by 2019.	September 2019	<ul style="list-style-type: none"> Rollover to the next RAP as an action 	Not started Rollover action
	Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.	October 2019	<ul style="list-style-type: none"> Discussions have started presentation scheduled for Councillors in May 	Progressing/ Not achieved
	Invite Aboriginal and Torres Strait Islander Elders to KEAG meetings to ensure that actions and initiatives are undertaken in a respectful and culturally appropriate way.	July 2019, March 2020, February 2021	<ul style="list-style-type: none"> Rollover to the next RAP as an action 	Not started Rollover action
5. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector.	Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.	July 2019	<ul style="list-style-type: none"> Internal communications via staff update emails Intranet Koorie Resource Hub created by the Aboriginal Liaison Officer. Promotion across Council communications channels. 	Completed/ Ongoing
	Promote reconciliation through ongoing active engagement with all stakeholders.	May 2019, May 2020	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Explore opportunities for Aboriginal and Torres Strait Islander leaders to shadow the Mayor and/or the Councillors for a day or week to promote mutual learning, sharing and understanding.	May 2019, May 2020	<ul style="list-style-type: none"> Completed with Mayor Samantha McIntosh in 2018 and Cr Coates. 2020 postponed due to COVID. Currently in progress with Mayor Moloney 2021. 	Completed/ Ongoing
	Showcase RAP achievements and promote reconciliation across the region and beyond in partnership with KEAG by: <ul style="list-style-type: none"> using the City of Ballarat's social media and communication outlets to engage communities, promote key initiatives and highlight achievements. leveraging the City of Ballarat's networks i.e. key community leaders, government as well as non-governmental organisations and combining resources for successful implementation of the RAP deliverables. presenting in national, state and local conferences about the RAP's 	May 2019, September 2019, May 2020, December 2020, May 2021	<ul style="list-style-type: none"> The Aboriginal Liaison Officer has presented at different conferences in 2020 and 2021 promoting RAP achievements. RAP deliverables have been delivered in partnership and in consultation with various partners including Wadawurrung Corporation, BADAC, Federation University, CAFS, Ballarat Community Health, Ballarat Health Services. Regular social media content across City of Ballarat channels. 	Completed/ Ongoing

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	strategies, objectives and achievements. • participating in local stakeholder meetings, City of Ballarat and community information sessions to promote the RAP.			
RESPECT				
6. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.	Engage our senior leaders in the delivery of RAP outcomes by actively involving them in receiving appropriate cultural awareness training.	June 2019, June 2020	<ul style="list-style-type: none"> Delivered Cultural awareness Training to Councillors in 2018 Self-reflection sessions pending with Councillors as part of compulsory induction. 	Completed/ Ongoing
	Involving the key leaders in four KEAG meetings.	November 2019, November 2020	<ul style="list-style-type: none"> Councillors and senior management invited. Mayors have attended in 2020 and 2021. 	Completed/ Ongoing
	In partnership with the Aboriginal and Torres Strait Islander community, develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for City of Ballarat staff, which defines cultural learning needs of employees in all areas of our business and considers various ways of cultural learning which can be provided (online, face to face workshops or cultural immersion).	October 2019	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Deliver opportunities to work with local Traditional Custodians and Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.	June 2019	<ul style="list-style-type: none"> Development of online training. On Country bus tours have involved Traditional Custodians. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Provide opportunities for RWG members, RAP champions, People and Performance manager and other key leadership staff to participate in cultural training developed and delivered by appropriate Aboriginal and Torres Strait Islander People and or organisations.	October 2019, May 2020, April 2021	<ul style="list-style-type: none"> Opportunities for staff and KEAG members to participate in On Country Tour sessions. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Councillors to undertake cultural awareness training and cultural immersion activities as part of Councillor induction at the beginning of the four-year term.	October 2019	<ul style="list-style-type: none"> Delivered Cultural awareness Training to Councillors in 2021. Self-reflection sessions pending with Councillors as part of compulsory induction. 	Completed/ Ongoing
	Ensure that all staff undertake online cultural awareness training as a component of the City of Ballarat staff training program.	Oct 2019, May 2020, May 2021	<ul style="list-style-type: none"> Development of online training. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Continue to deliver compulsory cultural awareness training to all new Home and Community Care, and Commonwealth Home Support Program staff.	October 2019, May 2020, May 2021	<ul style="list-style-type: none"> Koorie Cultural Awareness is a commonwealth mandatory course Swinburne provide, required to stay accredited. Every 2 years the Koorie Services Hub deliver training. BADAC take the lead for Koorie Cultural Awareness for the network group in the Ballarat and District area. 	Completed/ Ongoing
	Deliver cultural awareness training to Youth Councillors as part of their volunteer training.	October 2019, May 2020, May 2021	<ul style="list-style-type: none"> Delivered Cultural Awareness Training for youth services volunteers and youth facilitators as part of their volunteer training. Cultural Awareness Training delivered on National Sorry Day, acknowledging this significant date. Wayapa Wuurk training provided by Yarn Bark to City of Ballarat Youth Volunteers at Camp in 	Completed/ Ongoing

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			2019 and for Victorian Youth Week event 'Thrive' in 2019.	
	Encourage staff to undertake cultural workshop learning and/or cultural immersion learning activities.	Oct 2019, May 2020, May 2021	<ul style="list-style-type: none"> Encouraged to attend On Country Bus Tours. Staff encouraged to participate and attend during NAIDOC, NRW and other activities such as the Survival Day Dawn Ceremony. 	Completed/ Ongoing
	Engage our senior Aboriginal and Torres Strait Islander leaders in the delivery of cultural awareness training as part of RAP outcomes.	July 2019, July 2020, May 2021	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
7. Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning.	Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country.	July 2019	<ul style="list-style-type: none"> Document was produced by the Aboriginal Liaison Officer. 	Completed
	Develop a list of key contacts to deliver a Welcome to Country and support maintaining respectful partnerships.	July 2019, July 2020	<ul style="list-style-type: none"> Document was produced by the Aboriginal Liaison Officer. 	Completed/ Ongoing
	Invite a Traditional Custodian to provide a Welcome to Country at significant events. ie. Harmony Fest, Cultural Diversity Week, Civic event for NAIDOC Week and Refugee Week, and at the commencement of the Ballarat Begonia Parade.	May 2019, July 2019, March 2020, May 2020, July 2020, March 2021, May 2021	<ul style="list-style-type: none"> Part of Council's ongoing protocols. 	Completed/ Ongoing
	Include an Acknowledgement of Country at the commencement of all important internal and external meetings, including Citizenship Ceremonies.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Part of Council's ongoing protocols. 	Completed/ Ongoing
	Encourage staff to include and understand Acknowledgement of Country at the commencement of all meetings.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Promoted internally via staff communications. 	Completed/ Ongoing
	Encourage an Acknowledgement of Country to be included at the commencement of key sporting events and announcements.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Part of Council's ongoing protocols. 	Completed/ Ongoing
	Install a further 5 Acknowledgment of Country plaques in the City of Ballarat offices and/or buildings.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Town Hall, Girrabanya, Phoenix, Ballarat Library. 	Completed/ Ongoing
	Purchase and install Aboriginal and Torres Strait Islander flags for all customer service sites.	July 2019	<ul style="list-style-type: none"> Part of Council's ongoing protocols. Aboriginal and Torres Strait Islander flags are required to be in all front facing sites and meeting rooms. 	Completed/ Ongoing
	Include a written Statement of Acknowledgement to Traditional Custodians in City of Ballarat's Strategies, Plans and other public documents.	June 2019, June 2020, May 2021	<ul style="list-style-type: none"> Acknowledgements are included in key documents and splash page on Council website. 	Completed/ Ongoing
8. Provide opportunities for Aboriginal and Torres Strait Islander staff to	Review People and Performance policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week.	July 2019, July 2020, May 2021	<ul style="list-style-type: none"> All staff are encouraged to attend NAIDOC Week and other Aboriginal and Torres Strait Islander events. 	Completed/ Ongoing

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engage with their culture and communities by celebrating NAIDOC Week.	Provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.	July 2019, July 2020	<ul style="list-style-type: none"> All staff are encouraged to attend NAIDOC Week and other Aboriginal and Torres Strait Islander events. 	Completed/ Ongoing
	Support an external NAIDOC Week community event.	July 2019, July 2020	<ul style="list-style-type: none"> Previously have contributed to events run by BADAC NAIDOC 2020 Holistic Self-care community workshops with Yolanda Finette 	Completed/ Ongoing Completed
9. Celebrate/recognise Aboriginal and Torres Strait Islander dates of significance.	Take a lead role in organising one external and culturally appropriate event during: <ul style="list-style-type: none"> National Sorry Day. Anniversary of the Federal Apology to the Stolen Generations. National Aboriginal and Torres Strait Islander Children's Day. Other significant dates as identified by the community. 	May 2019 – July 2019, May 2020 – July 2020	<ul style="list-style-type: none"> Feb 13, 2020 National Apology – contribution to event run by BADAC with some Councillors and Executive Management in attendance. National Aboriginal and Torres Strait Islander Children's Day is an annual activity Major annual activity in 2020 and 2021 was the 26 January, Survival Day Dawn Ceremonies 	Completed/ Ongoing
	Promote awareness of dates of significance in City of Ballarat media and publications.		<ul style="list-style-type: none"> Working closely with Council Social Media person to acknowledge dates of significance. 	Completed/ Ongoing
	Create a calendar of dates of significance.	May 2019, January 2020	<ul style="list-style-type: none"> Dates of significance on the free 'All of Us' Council calendar available in various locations. 	Completed/ Ongoing
10. Provide opportunities to promote and raise awareness of local and regional Aboriginal and Torres Strait Islander artists to the wider community.	Actively stage Aboriginal and Torres Strait Islander-themed programs or performances at Her Majesty's Theatre for each year of the RAP.	October 2019, September 2020	<ul style="list-style-type: none"> The Sapphires, Archie Roach. NRW2021 upcoming scheduled event. 	Completed/ Ongoing
	Provide opportunities to foster stronger awareness of theatre-based products within Aboriginal and Torres Strait Islander theatre.	October 2019, October 2020	<ul style="list-style-type: none"> Invitations and complimentary tickets provided to community members. 	Completed/ Ongoing
	Promote and raise awareness of local and regional Aboriginal and Torres Strait Islander art through exhibitions and programs at the Art Gallery of Ballarat.	September 2019, October 2020	<ul style="list-style-type: none"> Various exhibitions and education program for schools – see Factsheet. 	Completed/ Ongoing
	Acquire and display local Aboriginal and Torres Strait Islander peoples' artwork in the permanent collection.	October 2019, May 2020, May 2021	<ul style="list-style-type: none"> Various acquisitions and displays – see factsheet. 	Completed/ Ongoing
	Work with City of Ballarat's Art and Cultural Unit and First Nations' artists to seek further opportunities to interpret Aboriginal and Torres Strait Islander art through exhibitions of the permanent collection.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Identify and address barriers for Aboriginal and Torres Strait Islander artists to participate in local and state-wide art exhibitions	August 2019, October 2020, May 2021	<ul style="list-style-type: none"> This is reflected in the community art and exhibition project plans, including addressing culture as part of the application process as well as structuring dedicated exhibitions in the Art Space on Lydiard Street 	Completed/ Ongoing
	Invite Traditional Custodians and other local Aboriginal leaders to Gallery events.	September 2019, October 2020, May 2021	<ul style="list-style-type: none"> Part of Council's ongoing protocols 	Completed/ Ongoing
	Integrate work of Aboriginal and Torres Strait artists into mainstream gallery programming.	June 2019, October 2020, May 2021	<ul style="list-style-type: none"> See details in Factsheet 	Completed/ Ongoing

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	Assist in sourcing appropriate venues for artwork presentations.	July 2019, October 2020, May 2021	<ul style="list-style-type: none"> Underway, and the needs have been captured by working alongside with BADAC on their new creative arts spaces that they have had successfully funded through Creative Victoria. We are linking together with BADAC to ensure that skills grown in their spaces can be reflected and extended in the new Arts Incubator on Camp Street which we've also had successfully funded through Creative Victoria. 	Completed/ Ongoing
	Link the artists to the City of Ballarat's Arts and Cultural team.	June 2019, October 2020, May 2021	<ul style="list-style-type: none"> Completed with Arts and Culture 	Completed/ Ongoing
	Assist to identify relevant funding sources to progress individual artistic careers.	December 2019, October 2020	<ul style="list-style-type: none"> Opportunities are promoted on social media, raised at KEAG meetings and distributed through the Aboriginal Liaison Officer's email network 	Completed/ Ongoing
11. Increase the performances, participation and presence of Aboriginal and Torres Strait Islander artists and musicians into the City of Ballarat's Arts and Culture activities.	Commission the installation of significant and public Aboriginal and Torres Strait Islander artworks.	September 2019, September 2020, May 2021	<ul style="list-style-type: none"> Various commissions - see factsheet. 	Completed/ Ongoing
	Incorporate Aboriginal and Torres Strait Islander artists and events into the City of Ballarat Cultural Plan, Creative Arts and Community Events implementation plans.	June 2019, January 2020, January 2021	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Nominate a representative from the Aboriginal and Torres Strait Islander community to the Public Art Advisory Committee.	July 2019, July 2020	<ul style="list-style-type: none"> No current Public Advisory Committee. Public Art policy and the public art advisory committee are being reworked. Now seeking to develop an expert panel where we will be asking relevant commentators and advisors to join us on specific project development. This will be including a bank of Aboriginal and Torres Strait Islander leaders and commentators who have relevant and appropriate experience to provide their skills and knowledge on specific projects. 	Completed/ Ongoing
	Assist in developing Aboriginal and Torres Strait Islander-themed live music events, and the integration of Aboriginal and Torres Strait Islander musicians into City of Ballarat's overall live music programming.	December 2019, December 2020	<ul style="list-style-type: none"> Various events including Summer Sunday's program 2019 which featured Maylene Slater-Burns, Jayden Lillyst and Kee'ahn. Begonia Festival 2020, DeborahN. 	Completed/ Ongoing
	Support the integrated engagement of Aboriginal and Torres Strait Islander artists across all of City of Ballarat's Creative Arts and Community Events public programs and activities through membership on relevant City of Ballarat committees.	October 2019, October 2020	<ul style="list-style-type: none"> No collection of committees, but liaison occurs with KEAG and the Aboriginal Liaison Officer through representation of local artists and performers and consultation by the Creative Arts and Events teams. The Aboriginal Liaison Officer is very proactive in regularly distributing information throughout their networks 	Completed/ Ongoing
	Explore opportunities to encourage development of contemporary art practices, including media, sculpture, sound installations, virtual reality and literature.		<ul style="list-style-type: none"> Underway with traditional as well contemporary interpretations from Indigenous communities supported with voices and participation in commissions sought. 	Completed/ Ongoing

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12. Continue to inform and educate the wider community about Aboriginal and Torres Strait Islander cultures, histories and achievements.	Consult with Traditional Owners on the naming of streets, localities, and landscapes features including waterways.	July 2019, December 2020	<ul style="list-style-type: none"> Partnership with Wadawurrung Corporation on Djila Tjirru place naming in 2020 	Completed/ Ongoing
	Promote and provide information to the public regarding native plant species in local parks and gardens and to raise awareness of their traditional uses and applications.	May 2019, December 2020, May 2021	<ul style="list-style-type: none"> Native plant species information is available on the City of Ballarat website. Some traditional usage information is available in the native Australia Garden at the Botanic Gardens. 	Completed/ Ongoing
13. Promote involvement and inclusion of Aboriginal and Torres Strait Islander communities into City of Ballarat's cultural activities and in the involvement of its strategies.	Identify opportunities in consultation with Aboriginal and Torres Strait Islander peoples to include cultural information in City of Ballarat-owned public spaces to raise public awareness of Aboriginal heritage (e.g. Victoria Park).	October 2019, October 2020	<ul style="list-style-type: none"> Deanne Gilson's artwork is display in the Tourist Information Centre. 	Completed/ Ongoing
	Explore opportunities to develop and update the Koorie Heritage Art Trail, working in partnership with Traditional Custodians and local Aboriginal organisations and continue to commit development of Heritage North Garden and Sculpture Park.	November 2019, November 2020	<ul style="list-style-type: none"> Koorie Heritage Trail is currently being redeveloped by BADAC with a contribution from City of Ballarat. 	Completed/ Ongoing
14. Promote involvement and inclusion of Aboriginal and Torres Strait Islander communities into the City of Ballarat's cultural activities and in the involvement of its strategies.	Support and develop local Aboriginal and Torres Strait Islander creative industries through inclusion and involvement in the City of Ballarat's Creative City Strategy – across visual and performing arts, films, landscape design, education, business, entrepreneurship and other creative forms.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
15. Provide opportunities for local Aboriginal and Torres Strait Islander peoples to tell their own story and highlight their connection to Ballarat and its cultural heritage	Develop an Interpretation Framework and Toolkit to empower Aboriginal and Torres Strait Islander communities to tell their stories and link into cultural tourism and creative and cultural industry opportunities within the municipality.	December 2019	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
16. Advocate for emerging cultural activities being proposed by the local Aboriginal and Torres Strait Islander communities.	Provide opportunities for Aboriginal storytelling initiatives and activities through delivery of the City of Ballarat's Heritage Plan 2017–2030.	December 2019, December 2020	<ul style="list-style-type: none"> Ballarat Orphanage Project Koorie Heritage Trail Ballarat Heritage Weekend First Nations Programming Place Naming Goldfields World Heritage Bid 	Completed/ Ongoing
17. Promote the research and documentation of Aboriginal Heritage and management of Cultural Heritage Assets through delivery of the City of Ballarat's Heritage Plan 2017–2030.	Discuss opportunities for voluntary Aboriginal Cultural Heritage Land Management Plans with the City of Ballarat's Registered Aboriginal Parties, the Wadawurrung and Dja Dja Wurrung; Incorporate Aboriginal cultural heritage values into the City of Ballarat's land management protocols.	November 2019	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Include access and training on Aboriginal cultural heritage inventory and GIS (Geographic Information System) data in the Digital and Business Transformation Strategy for key City of Ballarat staff to enable and support the identification and management of Aboriginal cultural heritage issues.	October 2019	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Not started Rollover action

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OPPORTUNITIES				
18. Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace.	Complete an Inclusion and Diversity staff census to collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities.	June 2019	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Develop and implement an Aboriginal and Torres Strait Islander Employment and Retention strategy and complete a mapping exercise aiming at improving and increasing Aboriginal and Torres Strait Islander employment across the City of Ballarat, including exploring options to create targeted positions.	December 2019, December 2020	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.	August 2019	<ul style="list-style-type: none"> The Aboriginal Liaison Officer is in consultation on the Employment Strategy. 	Completed/ Ongoing
	Advertise all vacancies in Aboriginal and Torres Strait Islander media, including via the Ballarat and District Aboriginal Cooperative, City of Ballarat's KEAG Facebook page, and the Koori Mail.	May 2019, December 2020, May 2021	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Not started Rollover action
	Review People and Performance and recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander staff and future applicants participating within the City of Ballarat.	August 2019, August 2020	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Develop a business case and explore opportunities for the creation of an Aboriginal Cultural Liaison Officer position within the City of Ballarat.	September 2019	<ul style="list-style-type: none"> The City of Ballarat has an Aboriginal Liaison Officer. 	Completed
	Develop and implement Aboriginal and Torres Strait Islander peoples' employment pathways in collaboration with the Koorie Youth City of Ballarat, (e.g. traineeships or internships).	July 2019, November 2020	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Engage and facilitate work experience opportunities for Aboriginal and Torres Strait Islander school students.	November 2019, November 2020	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Support Aboriginal and Torres Strait Islander leadership development through training and mentoring pathways across City of Ballarat and the KEAG.	December 2019, December 2020	<ul style="list-style-type: none"> Intercultural Ambassador Program. KEAG. 	Completed/ Ongoing
	Facilitate secondment opportunities and programs with other LGAs or government departments to support career progression.	December 2019, December 2020	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
19. Scholarship to support studies/ research on Aboriginal Cultural Heritage and/ or Aboriginal Interpretation information.	Explore and facilitate application for at least one undergraduate/postgraduate scholarship in the identified area in consultation with KEAG.	October 2019, October 2020, May 2021	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Not started Rollover action
20. Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier	Review and update procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal and Torres Strait Islander businesses.	September 2019, September 2020	<ul style="list-style-type: none"> Procurement Working Group working to progress these items under a procurement policy. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action

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diversity within our organisation.	Develop a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services.	July 2019, July 2020	<ul style="list-style-type: none"> Procurement Working Group working to progress these items under a procurement policy. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Develop at least one commercial relationship with an Aboriginal and/or Torres Strait Islander owned business.	October 2019	<ul style="list-style-type: none"> Procurement Working Group working to progress these items under a procurement policy. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Provide opportunities to support and assist local Aboriginal and Torres Strait Islander businesses to engage with City of Ballarat's procurement processes.	December 2019, December 2020	<ul style="list-style-type: none"> Procurement Working Group working to progress these items under a procurement policy. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
	Investigate Supply Nation membership	June 2019	<ul style="list-style-type: none"> A suggestion for KEAG to review is Kinaway membership Procurement Working Group working to progress these items under a procurement policy. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action
21. Provide opportunities to increase participation of Aboriginal and Torres Strait Islander young people in City of Ballarat initiatives, networks and events.	Connect Aboriginal and Torres Strait Islander youth with Council committees and networks.	August 2019	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Continue to promote opportunities for Aboriginal and Torres Strait Islander young people to participate in training, community events and other leadership programs, such as the Koorie Youth Summit, street art projects, and the Ballarat Young Global Ambassadors Forum.	December 2019, December 2020	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Explore partnership opportunities to increase engagement of Aboriginal and Torres Strait Islander youth with City of Ballarat services, events and programs.	August 2019, December 2020	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
22. Explore opportunities to promote and strengthen traditional land practices on City of Ballarat owned land.	Work with Aboriginal and Torres Strait Islander peoples to identify and explore opportunities for inclusion of traditional land management practices on City of Ballarat-owned land, including supporting Aboriginal people to conduct burning activities on traditional lands.	August 2019, August 2020	<ul style="list-style-type: none"> Some traditional burning at Victoria Park was undertaken in 2018 April. When areas are identified for burning, traditional burning is considered as a possible method in liaison with the CFA. 	Completed/ Ongoing
23. Support Aboriginal and Torres Strait Islander sporting events.	Provide support for Aboriginal and Torres Strait Islander residents to participate in mainstream sports like soccer, athletics as well as AFL and unstructured physical activities by addressing barriers to engagement and participation.	November 2019, November 2020	<ul style="list-style-type: none"> Supported the annual Indigenous football netball carnival. 	Completed/ Ongoing
	Explore funding opportunities to facilitate payment of sports gear, uniforms and other relevant equipment through funding bodies like Vic Health, Victoria Responsible Gambling Foundation (VRGF) and others.	August 2019, August 2020, May 2021	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Not started Rollover action
	Provide appropriate sports facilities for Aboriginal and Torres Strait Islander specific events.	December 2019, December 2020	<ul style="list-style-type: none"> Support for the annual Indigenous football netball carnival 	Completed/ Ongoing
24. Continue to support positive outcomes for Aboriginal and	Coordinating and implementing the Reflections Action Plan 2016–2019 so that the City of Ballarat's service delivery is continuous, relevant and culturally appropriate.	July 2019, July 2020	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing

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Torres Strait Islander families and children.	Work in partnership with the Better Outcomes for our Koorie Children's Network in order to support children and their families in the early years of children's development.	May 2019, May 2020, May 2021	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
	Work in partnership with the Department of Education and Training to ensure alignment with Marrung Action Plan so that Koorie families and Aboriginal and Torres Strait Islander peoples from other parts of Australia, who come to live in Victoria, can easily access all learning and development services from early childhood onwards and that the services of the City of Ballarat are inclusive.	September 2019, January 2020, January 2021	<ul style="list-style-type: none"> Various activities across Council see Factsheet. 	Completed/ Ongoing
25. Continue to engage with Aboriginal and Torres Strait Islander residents in community services.	Continue to promote awareness of City of Ballarat Home and Community Care service, Family and Children's Services, Ballarat Libraries and Child Friendly Cities and Communities by imparting information and collaborating with Ballarat and District Aboriginal Co-operative and other relevant organisations.	June 2019, June 2020, May 2021	<ul style="list-style-type: none"> The Aboriginal Liaison Officer liaises across Council and the community and is attending BADAC on a monthly basis and inviting officers to also attend to share information and resources. 	Completed/ Ongoing
	Two information sessions organised yearly with local Aboriginal and Torres Strait Islander organisations and networks to strengthen existing City of Ballarat programs and services, including Parent Place, pre-school initiatives, Homework Clubs, and literacy programs.	July 2019, December 2019, July 2020, December 2020, May 2021	<ul style="list-style-type: none"> The Aboriginal Liaison Officer is attending BADAC on a monthly basis and inviting officers to also attend to share information and resources. 	Completed/ Ongoing
	Monthly meeting organised with local Aboriginal and Torres Strait Islander organisations and networks, especially via KEAG and other Council Meetings to strengthen access to programs, including Home and Community Care and Commonwealth Home Support services by collaboration and sharing of resources.	June 2019, December 2020, May 2021	<ul style="list-style-type: none"> The Aboriginal Liaison Officer attends a wide range of meetings and networks across Council and the community. The Aboriginal Liaison Officer is attending BADAC on regular basis and inviting officers to also attend to share information and resources. Officers from across Council are welcome and invited to attend monthly KEAG meetings. 	Completed/ Ongoing
26. Increased collaboration with the Ballarat and District Aboriginal Cooperative, and work with the Ballarat and District Aboriginal Cooperative in the development of recreational, health and well-being programs and planning strategies, both locally and regionally	Collaborate in the development of three culturally appropriate recreation, health and well-being programs and planning strategies, both locally and regionally for the duration of this RAP.	October 2019, October 2020, March 2021	<ul style="list-style-type: none"> Youth Conference partnership with BADAC with Mitch Tambo (postponed from 2020 to March 2021). Aquatic Centre promotional activities (postponed from 2020) NAIDOC Holistic Self-Care Workshops with Yolanda Finette 2021. Support for the annual Indigenous football netball carnival. BADAC is a key stakeholder of the City of Ballarat's Health and Wellbeing Plan. 	Completed/ Ongoing
GOVERNANCE				
27. Report RAP achievements, challenges and learnings to Reconciliation Australia.	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.	Sept, 2019, Sept 2020	<ul style="list-style-type: none"> Submitted. 	Completed/ Ongoing
	Investigate participating in the RAP Barometer.	May 2020	<ul style="list-style-type: none"> Cost is \$2900, to come out of KEAG budget if agreed Next one is in 2022 as completed every two years. Rollover to the next RAP as an action. 	Progressing/ Not achieved Rollover action

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	RWG to collect data for the RAP Impact Measurement Questionnaire.	July 2019, July 2020	<ul style="list-style-type: none"> Data collected internally and presented to KEAG. 	Completed/ Ongoing
	RWG to seek internal approval to submit the RAP Impact Measurement Questionnaire to Reconciliation Australia.	August 2019, August 2020	<ul style="list-style-type: none"> Data presented to KEAG in July 2020 which went into the RAP Impact Measurement Questionnaire. 	Completed/ Ongoing
28. Report RAP achievements, challenges and learnings internally and externally.	Publicly report our RAP achievements, challenges and learnings.	Dec 2019, Dec 2020	<ul style="list-style-type: none"> Regularly via all Council's communication channels . 	Completed/ Ongoing
	Develop a mechanism to report and review the RAP internally with different relevant City of Ballarat departments.	Dec 2019, Dec 2020	<ul style="list-style-type: none"> Annual Council Report. Liaison across Council. Reporting tool being developed. 	Completed/ Ongoing
29. Review, refresh and update RAP.	Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.	January 2020	<ul style="list-style-type: none"> Extension granted for this RAP period. Met with Reconciliation Australia twice in 2020. Ongoing liaison with Reconciliation Australia about how they are reviewing the local government context. 	Completed/ Ongoing
	Send draft RAP to Reconciliation Australia for review and feedback.	June 2020	<ul style="list-style-type: none"> Rollover to the next RAP as an action. 	Not started Rollover action
	Submit draft RAP to Reconciliation Australia for formal endorsement.	November 2020	<ul style="list-style-type: none"> Extension granted for this RAP period. 	Progressing
30. Measure the success and failure of the RAP and document the lessons learnt.	Set metrics to measure RAP success and impact.	August 2019, August 2020	<ul style="list-style-type: none"> Metrics set. 	Completed/ Ongoing To Review
	RAP Working Group to develop key metrics to report what has changed; key outcomes delivered as part of annual reporting.	August 2019, August 2020	<ul style="list-style-type: none"> Metrics set 	Completed/ Ongoing To Review

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RAP 2020-21 Achievements Factsheet**Relationships**

- Successful National Reconciliation Week 2021 launch event featuring St Alipius Parish School students. Largest turnout for this event with 120 people attending the flag-raising and 80 attended the morning tea.
- Successful internal National Reconciliation Week digital project featuring interviews with the Executive Leadership Team: <https://www.youtube.com/watch?v=FNqeDFZyrBI>
- Parent Place and Family Day Care program held activities to acknowledge National Reconciliation Week 2021.
- Produced a Welcome to Country Acknowledgement Guide and Acknowledgement cards were distributed across the organisation.
- Coordinated a National Reconciliation Week 2021 program of events held across Council: https://www.ballarat.vic.gov.au/sites/default/files/2021-05/Reconciliation%20Week%202021_ProgramofEvents.pdf (some cancelled or postponed due to Covid-19 lockdown).
- Youth Services and BADAC partnered to deliver the Intercultural Celebration during Harmony Fest 2021. Featured a range of local performers and Mitch Tambo.
- The annual Intercultural Welcome event during Harmony Fest 2021 featured local Traditional Custodian Tammy Gilson providing Welcome to Country and Smoking Ceremonies together with local cultural knowledge to welcome newly arrived migrants and internal students.
- Djab Wurrung Gunditjmara woman Tarni Jarvis is scheduled to shadow the Mayor in early July 2021.
- KEAG Co-Chair and KEAG members speaking on a regular monthly radio segment on 3BA to share updates and provide information to the community.
- The second Survival Day Dawn Ceremony was held virtually with 1647 people watching online across Australia and internationally.
- The annual fireworks event held on 26 January was cancelled out of respect to the Aboriginal and Torres Strait Islander community.
- 'Place-we-be' soundscape produced by DeborahN with local artists and performers was produced for 26 January and funded by the Creative Victoria's Victorian Music Industry Recovery Program.

Respect

- KEAG committee meetings have been regularly attended by senior leadership team members including the Mayor, CEO, Councillors and Directors.
- Self-reflection Councillor induction session facilitated by Tal' Gardell Training and Consultancy along with local Torres Strait Islander community and KEAG member Deb Lowah Clark.
- National Sorry Day was acknowledged with an event hosted by Ballarat Libraries featuring local Stolen Generation member Uncle Murray Harrison as well as media coverage with City of Ballarat Mayor and BADAC CEO Karen Heap.
- Archie Roach performed at Civic Hall with KEAG and community members provided opportunities to attend.
- Bangarra Theatre retrospective screening planned for Her Majesty's for National Reconciliation Week. (Covid-19 has had major impact on theatre productions). Delayed due to COVID.
- A wide range of exhibitions were presented at the Art Gallery of Ballarat including Wadawurrung artist Kait James' *Hang us out to Dry* and Dr Carol McGregor's *Wreath for Oodgeroo*.
- The annual Heritage Festival included a focus on local Aboriginal creatives including Wadawurrung artist Tammy Gilson and the Craft Lab + Design Expo provided workshops and demonstration opportunities. This is in line with the UNESCO City of Crafts and Folk Art pillar which seeks to reinvigorate the skills of our Indigenous communities.
- Heritage Festival included performances, *Facing Up* and *Where do I come from? I ask myself!*
- Public Art Policy Indigenous Consultation Session was held to focus on engagement with Aboriginal and Torres Strait Islander community members.
- 'Where's My Statue' panel event presented as part of the 'The Trouble with Heritage' series featured Wadawurrung artist Dr Deanne Gilson and was part of Heritage Festival 2021.
- Djila-tjarri (play of play) artwork commissioned and produced by Djab Wurrung Gunditjmara artist Tarni Jarvis.
- Djila-tjarri (play of play) was a finalist in the 2021 Reconciliation Victoria HART Awards (Helping Achieve Reconciliation Together).
- The Heritage team is working with BADAC on the planning and community engagement for the upgrades to the Koorie Heritage Trail is underway with delivery set for 2022.
- The Heritage team are developing internal training modules and system and process improvements to address a range of heritage matters, including on the Aboriginal cultural heritage inventory. These will be available for departments across the City of Ballarat to access from 2021/2022, to better identify and manage Aboriginal cultural heritage issues.
- Creative City team created new relationships with BADAC to ensure all relevant opportunities were offered to First Nations artists
- Assigned a curator to work directly one-on-one with identified First Nations artists for specific events and activities such as Craft Lab + Design Expo.
- Hosted dedicated First Nations consultations in the development of the Public Art Policy.
- Through all of the above proactive work, the Creative City team identified the need for additional mentoring and support for creatives and practitioners. Specific focus on business skills, admin skills and responses to briefs. This will result in specific training programs which will be developed.
- Initiated events and activities under the UNESCO Creative City program to integrate First Nations peoples into activities at the Gallery
- Funded the exhibition of possum skin cloak artwork produced by Dr Carol Macgregor.
- Funded and supported Aunty Esther Kirby to present on possum skin cloak making at the Art Gallery.
- Developed free exhibition opportunities in the centre of Ballarat through the opening of a new community exhibition space – Art Space on Lydiard Street.
- Developed new pathways to access the community gallery space on Unicorn Lane.
- Established an inaugural Craft Lab + Design Expo which aimed to show a target of 30% first Nations practitioners.
- We have a clear commitment to inclusion of Aboriginal and Torres Strait Islander artists into our implementation plans. The Creative City Strategy makes specific mention of "celebrating our indigenous and multicultural heritage" as part of the strategic objectives. There is a target that Indigenous programming will be evident in the at least "30 per cent of the City's creative and cultural events calendar by 2030".
- First Nations artists have participated as suppliers to the Begonia Festivals and Heritage Festivals specifically.
- Developed and issued out Expressions of Interest dedicated to First Nations artists for specific arts opportunities, including the design of permanent signage at Djila-tjarri, the reinstatement of the Alfred Deakin Place Campsite mural by Billy Blackall and Marley Smith.
- Promotion of First Nations artists and craftspeople on the Creative Ballarat website.

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- We have made commitment to inclusion of First Nations voices into the decision making of public art programs, with a requirement that all permanent art commissions must now operate with an Expert Project Group that must include First Nations knowledge.

Opportunities

- Procurement policy updates.
- Aboriginal Community Liaison Officer attending BADAC regularly to consult with community and share information and resources.
- Self-care online workshops facilitated by Yolanda Finette were promoted to community members and funding was provided by NIAA. Aiming in all conversations with ACCO organisations for shared purpose to ensure Indigenous family linkage through self determination to supportive program in early parenting as service options available locally in child health and immunisation.
- MCH continue to liaise frequently with indigenous midwife (BHS) and BADAC child health nurses. MCH share information with BADAC within guidance for best practice to support a family e.g. OOHIC notifications for indigenous children, domiciliary care for client who moves across to BADAC care, ISE requests and discussions for wellbeing and risk.
- DHHS funded online cultural safety training (10.25 hours) is currently in progress with MCH nurses and F&C admin teams. Quality package recognised and content well received by MCH team with increased knowledge, awareness of Indigenous history and issues, and more questions from team on indigenous matters. Seeking follow up training package later in year from local indigenous organisation with this nurse group.
- BADAC and MCH are both represented within Hospital Liaison Group that meets quarterly where service gaps are identified between maternity services/MCH and both agencies participate in discussion on solutions.
- Retained representation role for MCH/Immunisation on Better Outcomes for Indigenous children group.
- MCH have completed Indigenous cultural audit tool for City of Ballarat MCH as part of service improvement planning.
- We have purchased Indigenous artefacts and artwork for new MCH site (Wendouree) to complement existing program of consultation and purchases in all MCH facilities in recent years – recommendations from local indigenous advisors re content, meanings and folklore.
- Indigenous cultural safety training (short session) completed with Immunisation Nurses (2020).
- 2021 - exploring opportunity for scholarship/grant support for MCH students and indigenous learning.

Youth & Diversity

- Young Entrepreneur Indy Hayes (The Minority Co.) has been recruited as Youth Awards Ambassador 2021.
- Annual Aboriginal Cultural Awareness Training with Youth Council Ballarat, training provided by Emma Leehane in 2020 and Bonnie Chew from Miriyu Consulting in 2021 via Zoom due to COVID lockdowns.
- BADAC representatives has been recruited and engaged in youth sector steering groups/ committee: i.e. L2P Program, Ballarat Youth Services Network, MAST Crime Prevention Network, Keeping Youth in the Loop Action Group 2021.
- Promotion and recruitment processes targeting Aboriginal and Torres Strait Islander Community and agencies to encourage participation in volunteer, employment and participation opportunities including for Youth Council, SONIKA, TEAM, ENGAGE! Youth Facilitator Program, Girl Space and Young Men's Program etc.
- Collaboration with IEP program to explore and provide employment pathways for Aboriginal and Torres Strait Islander Youth and Community.
- Contractor engagement of Aboriginal youth as musicians and MC's for youth events, as facilitators for workshops and programs:
 - May Language Café in celebration of National Reconciliation Week 2021 was facilitated by Aboriginal youth leader Macaylah Johnson.
 - Intercultural Youth Gathering during Harmony Week 2021 co-EMCED by Aboriginal youth leader Macaylah Johnson.
 - DJ Liam Smith is engaged for VIC YOUTH WEEK Art Installation Launch.

Governance

- Annual RAP Impact Measurement Questionnaire completed.
- Reported on RAP progress to KEAG.
- Regular RAP reports to Council
- RAP meetings and updates with Reconciliation Australia.

8.3. CHILDREN'S CONSULTATION REPORT

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Sharelle Knight, Executive Manager Family & Children Services

PURPOSE

1. To provide information regarding the evaluation of a children's consultation completed in October 2020 during Children's Week.
2. Request that Council receive the 2020 Children's Consultation Report and note that it will be published on Council's website.

BACKGROUND

3. Children aged 13 or younger make up 20% of our population.
4. A broadscale children's consultation was carried out as part of Children's Week in October 2020. The consultation questions were developed in collaboration with an internal working group with members from key business units, and designed to inform other significant planning documents, including development of the new Council Plan.
5. Children aged 3-13 years and living in the City of Ballarat municipality were asked:
 - a. Why should adults listen to kids?
 - b. What do you love about Ballarat?
 - c. What makes a good neighbourhood?
6. The consultation was promoted via social media, through community networks including direct contact with schools and early years services. Responses were gathered using *mySay* and approximately 150 responses were received from children aged 3-13 years. Face-to-face engagement was not possible due to COVID-19 restrictions at the time.
7. As signatories to the Victorian Child Friendly Cities and Communities (CFCC) Charter, this work forms an important part of the Council's ongoing commitment to consulting with children and including the views of children in decision making processes.

KEY MATTERS

8. The key findings of the 2020 Children's Consultation Report are:
 - a. Children feel that they have unique perspective and deserve to be heard;
 - b. They feel strongly that they want to live in safe neighbourhoods where they are connected with friendly, helpful people;
 - c. Children love Ballarat for its community and its infrastructure (playgrounds & facilities).
9. The findings of this report have been used to inform the development and priorities of key strategic directions, including the draft Community Vision, Council Plan and the Municipal Health and Wellbeing Plan. The consultation data was also utilised in the

development of the Public Art Policy and will also be used to inform the development of a new Municipal Early Years Plan for the City of Ballarat.

10. This report highlights the importance of considering children's views when developing strategic planning documents and fulfilling our commitment as signatories to the CFCC Charter.
11. The report outlines key recommendations to ensure future, meaningful engagement with children, including business units embedding consultation with children in their engagement plans and connecting with the Early Year Partnerships team for support and advice.

OFFICER RECOMMENDATION

12. That Council:

- 12.1 Receive the Children's Consultation Report 2020 and note that it will be published on Council's website.**

ATTACHMENTS

1. Governance Review [8.3.1 - 2 pages]
2. FINA L- Children's Consultation infographic [8.3.2 - 1 page]
3. FINAL Children's Consultation Report HR [8.3.3 - 33 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Children's Consultation project was established with representatives from key business units, including staff from Strategic Planning and staff developing the Council Report. The Childrens' Consultation Report has been utilised in the development of the draft Council Vision, Council Plan and Municipal Public Health and Wellbeing Plan. The consultation data will also inform the development of a new Municipal Early Years Plan and other key strategies including the Public Art Policy.

COMMUNITY IMPACT

2. The report highlights the importance of considering children's voices when planning for the future. It demonstrates to community that Council considers broad community responses when developing key planning documents and is committed to its obligation to include children in decision making as signatories to the CFCC Charter.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no climate emergency and environmental sustainability implications.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications.

FINANCIAL IMPLICATIONS

5. There are no financial implications.

LEGAL AND RISK CONSIDERATIONS

6. There are no legal and risk considerations.

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. All children aged 3-13 and living in the City of Ballarat were invited to participate in a children's consultation. The three questions asked in the consultation were collaboratively developed by Council Officers.
9. The consultation responses were gathered online via mySay and hard copy templates distributed to schools, kindergartens and early childhood centres. Approximately 150 children responded.

OFFICIAL

OFFICIAL

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

OFFICIAL



CHILDREN AGED 13 OR YOUNGER ARE 20% OF OUR POPULATION

AND IN 2020 THERE ARE MORE THAN 20,000 KIDS.

WE WANT OUR CHILDREN TO BE ACTIVE CITIZENS, SO WE ASKED

CHILDREN WHAT MATTERS TO THEM. THEIR RESPONSES WERE

PASSIONATE AND THOUGHTFUL.



Children told us why they should be heard:

51%

We have unique perspective and knowledge

34%

We deserve the same respect as anyone else

19%

We have a huge stake in the future

"Our words are true and from the heart." Isabella, aged 11

"You have to listen to everyone, not just kids." Arkady, aged 4

"Because children still have an opinion and are part of our community." Anonymous, aged 11

"We're the ones that are going to live in adults (sic) choices" Millie, aged 12



Children want to live in neighbourhoods where they feel safe and connected to others, with:

67%

Friendly, helpful people

11%

Safe and quiet

11%

Space to ride bikes, walk and play

"A good neighbourhood is when you can rely on your neighbours to mind your belongings while your (sic) on vacation." Tyler, aged 11

"When it's really pretty and has roses and flowers and trees. People taking their dogs for a walk." Felicity, aged 4

"No naughty drivers. No noisy drivers. Hurts my ears. I like big, safe cars." Lexi, aged 3

"Kindness makes a great neighbourhood. Neighbours are a big part of where people live. If you have kind neighbours, you'd feel more welcomed. It's common sense, surely?" Madeleine, 12



Things children love about Ballarat are:

35%

The community

31%

Playgrounds, facilities and having lots of fun things to do

26%

Nature, parks and reserves

"Because everyone is connected" Emily, aged 12

"It's not too big and it has lots of things other places don't have" Thomas, aged 12

"I like the big playground that is near the lake. All the trees that grow." Eiley, aged 4

"I like the cold and rainy weather and how people just get along with each other and its (sic) just great" Finnigan 12

neighbourhood. Neighbours are a big part of where people live. If you have kind neighbours, you'd feel more welcomed. It's common sense, surely?" Madeleine, 12

For further information please contact
Amy Treyvaud
Coordinator Early Years Partnerships
✉ amytreuvaud@ballarat.vic.gov.au



CHILDREN'S CONSULTATION REPORT

PREPARED FOR THE CITY OF BALLARAT
DECEMBER 2020



***“Our words are true
and from the heart.”***

Isabella, aged 11

***“We’re the ones that are
going to live in adults
choices...”*** ***Millie, aged 12***



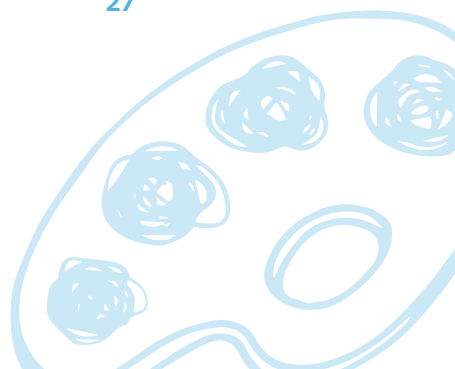
ACKNOWLEDGEMENTS

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.

We would also like to acknowledge the many children who contributed their time and shared their experiences as part of this consultation. We would also like to thank our program partners for sharing this consultation among their networks.

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EXECUTIVE SUMMARY

Ballarat is a signatory to the Victorian Charter for Child Friendly Cities and Communities¹. The charter recognises that without voting rights, the ability of children to influence the communities they live in is limited by the opportunities afforded to them by adults.

There are more than 20,000 children in Ballarat, and children aged 13 years and younger make up approximately 20% of our population². Including children in city planning and decisions alongside young people³ and adults is essential if the City of Ballarat is to address the priorities and needs of its entire electorate, and to be a truly Child Friendly City.

In October and November 2020, the City of Ballarat conducted a children's consultation, and received responses from 148 children aged from two to 13 years old, who shared their opinions and experiences on three issues:

1. Why adults should listen to children
2. What makes a good neighbourhood, and
3. What they love about Ballarat.

Children's written submissions via MySay and hard copy were were frank, passionate and articulate. Across all three consultation questions children demonstrated their strong engagement with the issue and their clarity about what was important to them. These written submissions were also accompanied by visual submissions by 14 children. These included drawings and photographs the children shared to express themselves and one was a screen shot of responses.

In their visual artworks, children shared many of the things they loved about Ballarat and were important to them. These responses strongly feature the landscape and nature, animals and people, and the beauty children identify in Ballarat. The complete visual submissions are included at appendix A.

It is hoped that future consultations will include the capability to accept video submissions.

WHAT WE LEARNED

CHILDREN HAVE A STRONG DESIRE TO BE HEARD

Children were able to provide a range of reasons why adults should listen to them, and these reasons reflected a number of fundamental principles. Half of children (51%) emphasised that children had unique knowledge or perspectives to and that adults would benefit from attending to these perspectives. One third (34%) of children identified their inclusion as an issue of justice on the basis of their personhood, seeing themselves as just as important as anyone else, and one in five (19%) felt that they were invested in the future at least as much, or more than, today's adults.

"That's a big, hard question. You have to listen to everyone, not just kids. maybe poor people too." Arkady, aged 7

"Because everyone has a say, it wouldn't be fair for kids not to have a voice in the world just because of their age" Brooke, aged 12

1. Victorian Local Government Authority (2013); Victorian Child Friendly Cities and Communities Charter; <https://www.vlga.org.au/sites/default/files/Victorian-Child-Friendly-Cities-and-Communities-Charter-2013.pdf>

2. Australian Bureau of Statistics, (2016); Census quick statistics – 3350; https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/POA3350?opendocument

3. City of Ballarat convenes a Youth Council of young people aged between 12 and 25 years who meet routinely and develop youth led projects, campaigns and advocate for young people in the Ballarat region.

WHAT CHILDREN LOVE ABOUT BALLARAT

Children identified a broad range of things that they loved about Ballarat. More than one third of children (35%) commented on the 'feel' of Ballarat – the strong sense of community, peacefulness and safety that they experienced. Slightly fewer (31%) told us about the public amenities they strongly enjoyed, particularly parks and libraries for younger children, and bicycle tracks, skate parks, shops, restaurants and cafes for older children. One quarter of children (26%) singled out the natural environment, parks and nature reserves as a feature of Ballarat that they particularly loved.

"Everyone is so friendly and kind. It seems everyone knows each other."

Josephine, aged 9

"I like playgrounds and I like water parks and I just love flying foxes."

Isla, aged 4

A smaller proportion of children identified Ballarat's size, its heritage, and their school, as things they loved about Ballarat.

WHAT MAKES A GOOD NEIGHBOURHOOD

Knowing your neighbours and having good relationships with them was identified by two thirds of children (67%) as critical to a good neighbourhood. Children wanted to feel safe in their neighbourhoods (11%) and be able to do everyday things such as playing, walking and riding bikes outside their property (11%).

"Well you have to be a good persons and say 'hello' and 'you're welcome' and 'thank you', and my favourite, 'are you okay?' We have to try and love everyone."

Isla, aged 4

"A good neighbourhood is a good place for riding bikes, skateboards and scooters."

Nive, aged 8

WHERE TO NEXT

There are a range of opportunities to further strengthen Ballarat as a Child Friendly City in the immediate term. These include:

- Ensuring business units across Council take time to engage with these findings and reflect on how well children's priorities are reflected in their work
- Business units embed consultation with children in their engagement plans
- Referring to the guide: Engaging Children in Decision Making
- Business units taking the opportunity to connect with the Early Years Partnership team for additional advice and support
- Engaging children in the development of the new Council Plan in 2021

BECOMING A LEADING CHILD FRIENDLY CITY

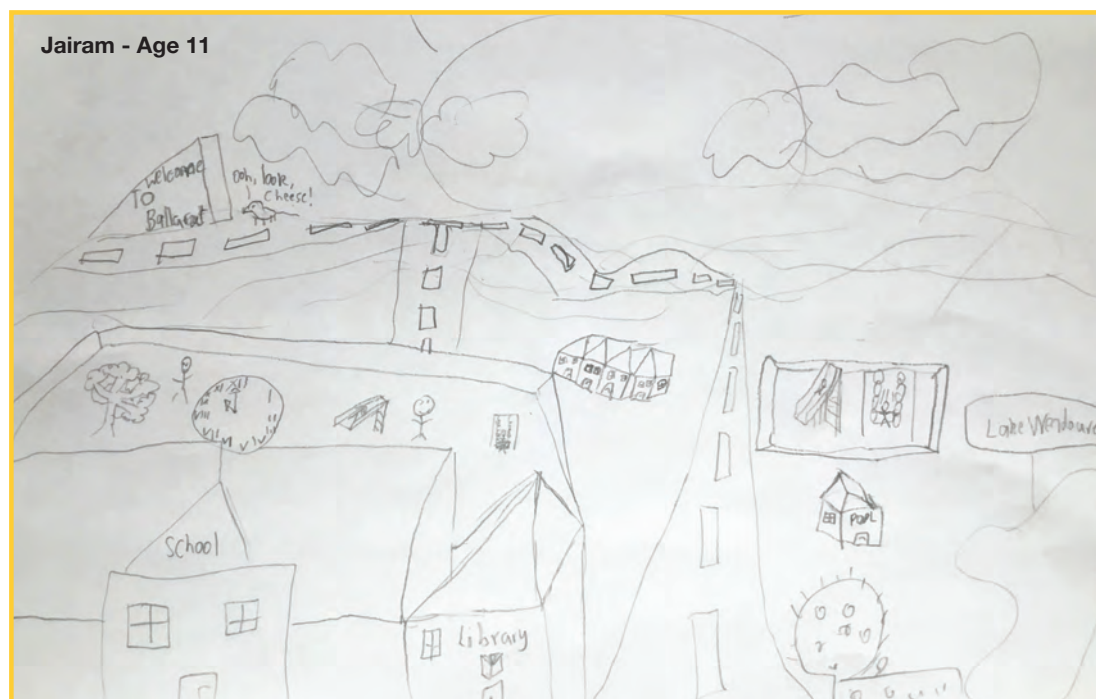
Ballarat City Council has an opportunity to become a leading Child Friendly City, to further empower our children as active citizens, and enjoy the benefits that will flow from having engaged children who learn from a young age that their voice is important, and develop into active citizens as youths and then adults.

Our vision is for Child Friendly Ballarat is:

Ballarat is a city where children thrive and are involved in the decisions that matter to them.

There are a range of ways that children's participation can be embedded more structurally in Council processes. These include:

- Embedding children's voices in Council plans, frameworks and strategies
- Convening a children's advisory group
- Letting children determine the issues for engagement
- Ensuring parents, teachers and those who support children are aware of opportunities for children to engage with Council
- Seeking to extend this work beyond Council, by advocating to schools and early childhood education centres to undertake more consultation with the children in their care.
- Seek alignment with school and kindergarten curricula to embed children's consultation through existing mechanisms. Investing in the Early Years Partnership team to engage more intensively with schools and ECEC has the opportunity to promote benefits for all involved, through activation of aspects of the civics and citizenship curriculum, adding a new dimension of engagement for student representative bodies, and as a strong demonstration of City of Ballarat's investment in being genuinely Child Friendly. The development of the new Council Plan for 2021 represents a sound opportunity to work with schools and ECEC in the development of a children's advisory group that can input to the Plan.
- Continue to develop the inclusivity of children's consultations through engaging with representative groups wherever possible.



1.

INTRODUCTION

In October and November 2020, the City of Ballarat conducted a children's consultation, to invite children to share their opinions and experiences on three issues:

4. Why adults should listen to children
5. What makes a good neighbourhood, and
6. What they love about Ballarat.

This report presents the findings of this consultation and identifies further opportunities to include children's perspectives in decision making at City of Ballarat, to become a leading Child Friendly City.

1.1 WHY CHILDREN'S VOICES MATTER

Children are recognised as having the same fundamental human rights as adults, as well as their own special class of rights, by the United Nations Convention on the Rights of the Child⁴ (to which Australia is a signatory). Children's rights recognise their fundamental dignity and humanity, as well as their importance to a healthy society, both now and in the future.

Amongst these, Article 12 of the Convention on the Rights of the Child expands on responsibilities of government to invite children's opinions and include their views in matters that affect them:

1. *States Parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.*
2. *For this purpose, the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative or an appropriate body, in a manner consistent with the procedural rules of national law.*

Including children in matters that affect them is considered important for multiple reasons, including:

- Recognition of **children's dignity** as individuals,
- Their **dependence** on families, communities and government to provide the conditions for nurturing their wellbeing, and rely on us to act in their interests,
- Children are not able to vote and without particular effort and attention are **at risk of being disenfranchised** from political and civic processes.
- Ensuring the **health and wellbeing of children** as they develop is an investment in our future society, with demonstrated ongoing social and economic benefits, and
- Children are particularly **future focussed** and bring **unique knowledge and perspectives** (as borne out in their responses to this consultation, see Section 2.2) and taking their views into account is a simple tactic for improving and future-proofing decision making.

There are more than 20,000 children in Ballarat, and children aged 13 years and younger make up approximately 20% of our population⁵. Including children in city planning and decisions alongside young people⁶ and adults is essential if the City of Ballarat is to address the priorities and needs of its entire electorate, and to be a truly Child Friendly City.

4. United Nations (1989); The Convention on the Rights of the Child; <https://www.unicef.org/child-rights-convention/convention-text>

5. Australian Bureau of Statistics, (2016); Census quick statistics – 3350; https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/POA3350?opendocument

6. City of Ballarat convenes a Youth Council of young people aged between 12 and 25 years who meet routinely and develop youth led projects, campaigns and advocate for young people in the Ballarat region.

1.2 BALLARAT IS A CHILD FRIENDLY CITY

Ballarat is a signatory to the Victorian Charter for Child Friendly Cities and Communities ⁷. The charter recognises that without voting rights, the ability of children to influence the communities they live in is limited by the opportunities afforded to them by adults. The charter builds on recognition of the importance of including children detailed in the Victorian Human Rights and Responsibilities Charter, and the National Early Years Learnings Framework for Australia, *Belonging; Being & Becoming* (2009).

These frameworks all recognise that children are experts about their own experiences and aspirations.

The Charter has three basic tenets. That children are entitled to:

- 1. Freedom for children to experience environments that consider their needs**
- 2. Respect and dignity for children to express their individual opinions, participate in and contribute to decisions about their communities and their wellbeing**
- 3. Equitable access to supportive environments and services for children regardless of gender, ethnicity, religion or ability**

The Ballarat community furthered the local understanding of what being a Child Friendly City means for Ballarat, as part of the development of the Municipal Early Years' Strategy (2015) ⁸, as a place that:

- 1. Has a community that actively engages in fulfilling the right of every child and their family**
- 2. Enables and ensures that children and families have access to, and receive, affordable services**
- 3. Builds an environment which encourages active community life**
- 4. Provides workplace environments that are flexible in meeting child and family needs**
- 5. Is safe in all dimensions**

7. Victorian Local Government Authority (2013); Victorian Child Friendly Cities and Communities Charter; <https://www.vlga.org.au/sites/default/files/Victorian-Child-Friendly-Cities-and-Communities-Charter-2013.pdf>

8. <https://www.ballarat.vic.gov.au/sites/default/files/2019-04/Municipal%20Early%20Years%20Plan%202015-18.pdf>

1.3 THE IMPORTANCE OF CHILDREN ACROSS CITY OF BALLARAT POLICIES AND FRAMEWORKS

An increase in consultation with children is one of six priorities identified for improving Liveability in the City of Ballarat Council Plan (2017-2021), and a Child Friendly Ballarat Advisory Committee has been appointed to advocate for and act as ambassadors for Ballarat as Child Friendly City.

The importance of engaging children is also recognised across the following policies and frameworks:

- City Prosperity Framework – recognises the importance of including children's visions of what they love about Ballarat, with suggestions including projecting children's artworks around the city
- Today Tomorrow Together, Ballarat Strategy 2040 – this Strategy acknowledges that it serves the children of Ballarat, who will occupy the Ballarat of the future. The principles of the Child Friendly City are embedded in the Strategy, which calls for long term decision making to be based on the needs of children and communities, particularly noting the impact of land use decisions on children.
- Ballarat as a 10 minute city recognises the value of children having a nearby services, for example primary schools to facilitate walking to school
- The importance of establishing a future urban forest now, for the benefits of today's children as adults as well as future children
- The importance of providing and protecting open green space and Ballarat's distinctive soundscape

The Ballarat Municipal Early Years Plan – the Plan represents the City's focus on children's wellbeing and includes five priority areas for the City of Ballarat to invest in:

- Healthy children, thriving families
- Lifelong learning
- Positive leadership for a Child Friendly City
- Information for and about families
- Planning for growth and change

Community Engagement Framework – includes children as stakeholders in their own right

In addition to these, the needs of children are identified and reflected across a breadth of Council strategies and plans, including

- Active Ballarat Strategy
- Ballarat Aquatic Strategy
- Ballarat Open Space Strategy
- Digital Services Strategy
- Disability Access & Inclusion Plan
- Good Food For All Food Strategy 2019-2022
- Intercultural City Strategic Plan 2018-2021
- Playspace Strategy
- Reconciliation Action Plan (RAP)
- Recreation Strategy
- Social Policy Framework

2. WHAT MATTERS TO CHILDREN IN BALLARAT IN 2020

2.1 WHAT WE DID

In October and November 2020, the City of Ballarat conducted a children's consultation, to understand the views and experiences of children across the municipality. The children's consultation was promoted via multiple means, including:

- City of Ballarat website
- Promotional video featuring local children in the target group
- City of Ballarat Facebook page
- Information and promotional materials emailed to partner organisations including schools, early education services (kindergartens and long day care), community organisations, the Department of Education and Training, the Department of Health and Human Services, family support services, Aboriginal community cooperatives and disability services.
- Newspaper article (The Courier)
- Word of mouth

Submissions were made via MySay on the City of Ballarat website between 26 October and 13 November. In total, 131 submissions were made with comments from 148 children⁹ aged from two to 13 years old.



⁹. Several submissions were made by entire school classes

2.2 WHAT CHILDREN IN BALLARAT TOLD US

Children's responses to the consultation questions were frank, passionate and articulate. Across all three consultation questions children demonstrated their strong engagement with the issue and their clarity about what was important to them.

2.2.1 CHILDREN HAVE A STRONG DESIRE TO BE HEARD

Children were able to provide a range of reasons why adults should listen to them, and these reasons reflected a number of fundamental principles. Half of children (51%) emphasised that children had unique knowledge or perspectives to and that adults would benefit from attending to these perspectives. One third (34%) of children identified their inclusion as an issue of justice on the basis of their personhood, seeing themselves as just as important as anyone else, and one in five (19%) felt that they were invested in the future at least as much, or more than, today's adults.

CHILDREN RECOGNISE THAT THEY HAVE UNIQUE KNOWLEDGE AND PERSPECTIVES

Children recognised that they had a unique perspective and were full of ideas and opinions. Several children reported that adults were aware that children held different views, and should understand the importance of seeking out children's perspectives.

“'cos they just have to and 'cos they just know that kids actually know stuff. My emotions, I don't know, they're my feelings and they are so important alright!” Abby, aged 4

“Because we sometimes notice thing adult's (sic) don't”
Gabe, aged 11

Some children emphasised that children held knowledge that adults were seen to lack, and that adults stood to gain from asking children to share what they knew. Older children were more likely to refer to holding knowledge that they sometimes felt frustrated that adults did not share.

“Because sometimes children can have ideas that are more relevant then adults ideas (sic). Children can have a different point of view then adults.” Libby, aged 10

“Kids know more about the present day and they want a great city in the future”
Thomas, aged 12

Other children did not think it mattered whether their input was more or less valuable than an adult's but was seen to be worthwhile simply for its uniqueness.

“Because we have opinions too and they might not always be good ones but we should still get an opinion” Blake, aged 10

CHILDREN RECOGNISE THEMSELVES AS IMPORTANT AND DESERVING OF RESPECT, EQUAL TO ADULTS

Children understood themselves as individuals deserving of rights because of their fundamental humanity, and they extended this rationale equitably across all people. Some went so far as to express irritation that they should even have to justify why adults should listen to them; it was seen as inherently just that they should do so.

“That’s a big, hard question. You have to listen to everyone, not just kids. maybe poor people too.” Arkady, aged 7

“Because everyone has a say, it wouldn’t be fair for kids not to have a voice in the world just because of their age” Brooke, aged 12

Some children identified a transactional justice, believing that adults should listen to children because children have to listen to adults.

“We give adults a say, kids should have those same rights”
Lucy, aged 11

Other children noted that while they might not be as experienced or knowledgeable as adults, they were no less important.

“Adults should listen to kids because there opinion is no more important then ours (sic). We are all human so why do adults have more input just because they have gone to school longer than us why does that mean that they are more important”
Harper, aged 11

YOUNGER CHILDREN PARTICULARLY RECOGNISED THEIR DEPENDENCE ON ADULTS TO ACT IN THEIR BEST INTEREST

Young children expressed that their agency was contingent on the support of the adults in their world, and identified a range of everyday needs that required adults to listen to them.

“Because I need to tell you something. Sometimes I need to talk. I want to know something. I want them to talk to me.” Annie, aged 3

“When I am home Mummy listens to me. Because I have to tell the teachers what happened so they can help me.” Tiffany, aged 4

Older children recognised their reliance on adults to act in their interests on broader social and civic issues as a key reason that adults should consider the perspectives and impact of their decisions on children into the future.

“We’re the ones that are going to live in adults (sic) choices we know what we want to live in and how we want the world to be”

Millie, aged 12

OLDER CHILDREN ARE PARTICULARLY DESIROUS TO SHAPE THE COMMUNITY THAT THEY LIVE IN

Older children recognised their own leadership qualities, and were desirous to contribute and influence their city. They felt belonging and ownership of Ballarat, regardless of age.

“Because we have a voice and we can lead too” Isabella, aged 11

Children saw a lot of opportunity to improve the world and their community, and did not want to wait until adulthood to start influencing the world around them. They also recognised that they would inherit long term problems unless they were addressed now, and some indicated that they had a stronger vested interest in the future that adults currently do. Children’s comments demonstrate that they already felt a responsibility, but also burden, to take custody of the world they live in.

“Because kids will be here after our parents” Isaac, aged 9**“Because kids are the future, in 50 years’ time, it will be our world” Rex, aged 12**

Older children in particular were passionate on this issue, and articulated clearly their desire to improve their world. Some children’s responses indicated that they held deep concern for the world, or referred to ‘saving’ it.

“I think adults should listen to kids because even though you have lots of choices and we depend on you, this world is going to be ours in a few decades, and us kids are the ones with the most recent information and the hardest time, because of global warming, overpopulation, poverty, the list goes on! But kids who might seem inexperienced, are the ones dealing with the trouble generations of people have caused, so please give us a say.” Kate, aged 10

2.2.2 WHAT CHILDREN LOVE ABOUT BALLARAT

Children identified a broad range of things that they loved about Ballarat. More than one third of children (35%) commented on the 'feel' of Ballarat – the strong sense of community, peacefulness and safety that they experienced. Slightly fewer (31%) told us about the amenities they strongly enjoyed, and one quarter of children (26%) singled out the natural environment, parks and nature reserves as a feature of Ballarat that they particularly loved.

A POSITIVE SENSE OF COMMUNITY

Children told us that they loved Ballarat's sense of community, where people were generally friendly and welcoming, and they felt connected to those around them.

"I love my family. I love all my friend. I love people I don't know. That makes me feel bit happy." Isaac, aged 4

"Everyone is so friendly and kind. It seems everyone knows each other." Josephine, aged 9

"I like the cold and rainy weather and how people just get along with each other and its just great" Finnigan, aged 12

Children also talked about Ballarat as a calm and peaceful place, which they valued, as well as their sense of belonging.

"It's a calm and happy town and I grew up here" Isobel, aged 10

"The reason why I love Ballarat is probably because of its diversity with both the environment and the residence/visitors, it is a peaceful place with lots to do!" Nivash, aged 12

A sense of safety was mentioned by older children, and many commented on Ballarat being a safe place to live.

"I love that it is a safe environment and I feel safe" Harper, aged 11

STRONGLY VALUING COMMUNAL SPACES AND PLACES

Children told us about the public amenities that they loved in Ballarat. For younger children this was often a favourite playground, water parks and the library.

“I like playgrounds and I like water parks and I just love flying foxes.” Isla, aged 4

“Playgrounds, parks, libraries” Juan, aged 4

Older children valued having a range of amenities available to them locally. This included the aquatic centre, sporting facilities, libraries, skate parts, bike tracks, shops and cinema.



“I love ballarat because it has everything you could possibly need and want”
Alyssa, aged 11

NATURE AND THE OUTDOORS AS PART OF DAILY LIFE

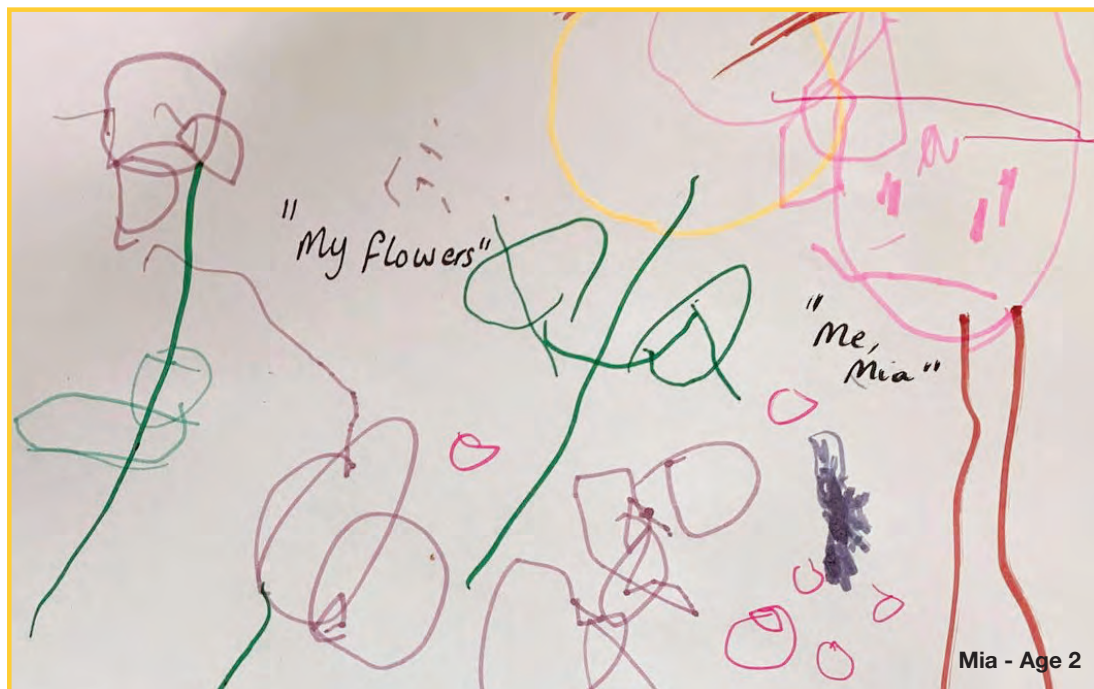
Children of all ages singled out the natural environment as something they loved about Ballarat. For children, their enjoyment of nature was aesthetic (it made the town more beautiful), but also tangible, as they talked about places they frequented as part of daily life. Children's responses demonstrated a sense of care towards the environment, that they would like to see preserved.

Many children mentioned Lake Wendouree in the things they loved about Ballarat, as well as the gardens, Yarrowee River, Black Hill, wetlands, and nature trails.

"I like the big playground that is near the lake. All the trees that grow."

Eiley, aged 4

"I also love that it has beautiful nature and is very inviting and you always feel welcome." Harper, aged 11



OTHER FAVOURITE THINGS

Approximately one in ten children (11%) told us about they loved the range of food available in Ballarat, and mentioned their favourite cafes and restaurants and foodie spots.

“The variety of food options” Anonymous, Grade 6 Sebastopol Primary School

“The thing that I love most about Ballarat is the shops and the restaurants”
Lincoln, aged 12

The importance of school was also apparent, with just fewer than one in ten (8%) singling out their school as a thing they loved about Ballarat.

“I love about ballarat the type of school that I go to, it’s really nice and has lots of nice people. My friends live really close to me.” Lillian, aged 5

Several older children (8%) commented on Ballarat’s size as a thing they loved. For most, this was about sensing that Ballarat was not too big and the familiarity and sense of connection this fostered, whilst still offering lots of amenity.

“It’s not too big and it has lots of things other places don’t have” Thomas, aged 12

HERITAGE

A few children highlighted Ballarat’s unique heritage something they particularly loved.

“I love Ballarat because of it’s scenery (sic), it is very unique and I love that we kept most of the old original buildings.”
Brooke, aged 12

2.2.3 WHAT MAKES A GOOD NEIGHBOURHOOD

Knowing your neighbours and having good relationships with them was identified by two thirds of children (67%) as critical to a good neighbourhood. Children wanted to feel safe in their neighbourhoods (11%) and feel able to do everyday things such as playing, walking and riding bikes outside their property (11%).

KNOWING YOUR NEIGHBOURS

A majority of children recognised that having good relationships with their neighbours was key to a good neighbourhood, and this was consistent across both younger and older children.

“Well you have to be a good persons and say ‘hello’ and ‘you’re welcome’ and ‘thank you’, and my favourite, ‘are you okay?’ We have to try and love everyone.” Isla, aged 4

“I believe having a good neighbourhood depends on the people around you. To have a good neighbourhood, you should have people you enjoy being around and people you can trust.”

Evie, aged 12

They referred to having friendly neighbours they could make small talk with, and rely on when needed, as things they appreciated in a neighbourhood. Children appreciated small acts of kindness and a sense of connection to those around them.

“A good neighbourhood is when you can rely on your neighbours to mind your belongings while your on vacation.”

Tyler, aged 11

Some children particularly valued having other children in their neighbourhood that they could make friends with, as a feature of a good neighbourhood.

“Friendly people and families that have kids (for everyone to get social with their neighbours)” Lucy, aged 11

A SENSE OF SAFETY AND BELONGING

Children told us they want to feel safe in their neighbourhood. They articulated this as an absence of unpleasantness including loud noises at night, and loud and scary traffic in their street. They also recognised clean and well kempt streets and houses as a signifier that the neighbourhood was nice and safe. That children noting the absence of these things in their unprompted responses suggests that these children were sometimes exposed to these elements in Ballarat and they had an impact on these children's sense of belonging and security in their neighbourhood.

"People to don't fight with other" Mia, aged 11

"The things that make a good neighbourhood is respect, a clean street and not being stupid" Quistis, aged 12

An ability to move freely beyond the bounds of their own home was valued by some children, who told us about having safe places to walk their dogs, ride their bikes and play in their neighbourhoods as important to a good neighbourhood.

"I like walking with my Mum." Eiley, aged 5

"A good neighbourhood is a good place for riding bikes, skateboards and scooters." Nive, aged 8

GREENERY, PLAYGROUNDS AND PARKS

Children sought connection to the natural world in their neighbourhoods. A good neighbourhood was seen as a place with an abundance of trees and nature, and green space such as attractive verges, parks and playgrounds. They also enjoyed the animal life in their neighbourhood, and appreciated seeing both wild and domestic animals.

“When it’s really pretty and has roses and flowers and trees. People taking their dogs for a walk.” Felicity, aged 4

A great neighbourhood is full of beautiful trees, nature and also great people.”
Tahlia, aged 11

Older, children’s appreciation of nature extended to seeing their neighbourhoods as free of pollution and an interest in the health of the natural environment.

“Well, kindness and teamwork as well as clean air and nature, actually”
Emily, aged 12

2.3 HOW THEY TOLD US

Children's written submissions via MySay and hard copy were highly articulate. These written submissions were also accompanied by visual submissions from 14 children. These included drawings and photographs the children shared to express themselves and one was a screen shot of responses.

In their visual artworks, children shared many of the things they loved about Ballarat and were important to them. These responses strongly feature the landscape and nature, animals and people, and the beauty children identify in Ballarat. The complete visual submissions are included at appendix A.

It is hoped that future consultations will include the capability to accept video submissions.



3. STEPS FOR STRENGTHENING AS A CHILD FRIENDLY CITY

3.1 BUILDING BLOCKS: ENGAGING CHILDREN ACROSS THE CITY OF BALLARAT IN 2021

Being consulted in decisions that affect them is a child's right. Embedding children's perspectives in our understandings of Ballarat and our decision making will further strengthen Ballarat as a Child Friendly City. The following are some tangible actions that can be taken in the short term to further implement and embed the Child Friendly Cities charter across all areas of Council.

3.1.1 WORK WITH THE FINDINGS OF THE 2020 CHILDREN'S CONSULTATION

Suggestions for working with the findings of this consultation include dedicating time to discuss these findings with your team and reflect on how well children's priorities (as distinct from adult's priorities for children) are incorporated in your work, as well as opportunities to improve on Ballarat's liveability for children.

3.1.2 EMBED CONSULTATION WITH CHILDREN IN ENGAGEMENT PLANS

If you don't already engage with children, suggestions to support consulting with children include:

- Ensure lists of stakeholders include children
- Embed consultation with children in your engagement plans (a step by step outline is provided below)
- Refer to the guide on Engaging Children in Decision Making for more detail on conducting a children's consultation

WHO SHOULD CONSULT WITH CHILDREN

Children are stakeholders in city life and should be consulted on a broad range of issues, including:

- City design
- Neighbourhood planning and engagement
- Communications and Marketing
- Learning and Community Hubs
- Strategic Planning
- Traffic and transport
- Sport and Active Living
- Heritage

WHEN TO CONSULT WITH CHILDREN

- Before developing plans, strategies and budgets
- Before designing any environments that children will use
- When developing, evaluating and reviewing environments, programs and services that children use
- When there is broad community consultation about issues that affect them
- During the review phase of planning (prior to implementation)
- Long term strategic planning (the Council Plan)

THINGS TO CONSIDER

- An inclusive consultation is designed to reach children of all ages, cultures and abilities
- Consulting with children can be a simple process
- The Early Years Partnership team is here to support you
- After consulting with, ensure you share back with children how you are working with what they've told you

3.1.3 ENGAGE CHILDREN IN THE DEVELOPMENT OF THE NEW COUNCIL PLAN

The development of a new Council Plan in 2021 is an opportunity to further strengthen Ballarat as a Child Friendly City. With children representing one fifth of our population, and many who will be approaching adulthood by the end of the Plan's life, the views of children are critical to ensuring the liveability and sustainability of our city now and into the future.

3.1.4 CONNECT WITH OUR TEAM FOR SUPPORT

The Early Years Partnership team are available to support your work in engaging with and consulting children.

Please reach out to us when you are planning a community consultation, and we can work with you to identify the most appropriate consultation methods for children, support to engage a diversity of children in the community, shape consultation questions and support analysis and interpretation. We can also connect you with our partners and networks to promote your consultation.

CONTACT:

Amy Treyvaud, *Coordinator Early Years Partnerships*

@ amytreyvaud@ballarat.vic.gov.au

☎ 0419 282 390

3.2 TOP OF THE CLASS: A VISION FOR BALLARAT AS A LEADING CHILD FRIENDLY CITY

VISION

City of Ballarat has an opportunity to become a leading Child Friendly City, to further empower our children as active citizens, and enjoy the benefits that will flow from having engaged children who learn from a young age that their voice is important, and develop into active citizens as youths and then adults.

Our vision is for Child Friendly Ballarat is:

Ballarat is a city where children thrive and are involved in the decisions that matter to *them*.

3.3 OPPORTUNITIES TO BE A LEADING CHILD FRIENDLY CITY

There are a range of ways that children's participation can be embedded more structurally in Council processes. These include:

EMBED CHILDREN'S VOICES IN COUNCIL PLANS, FRAMEWORKS, AND STRATEGIES

Having children's perspectives informing and reflected in Council plans, frameworks and strategies as standard practice will demonstrate that children are seen as meaningful stakeholders, and put the sentiments of a Child Friendly City into practice city-wide.

CONVENE A CHILDREN'S ADVISORY GROUP

A Children's Advisory Group would sit adjacent to the Youth Advisory Group, and provide input on matters that are important to children. The Children's Advisory Group could also have responsibility for supporting engagement with a wider cohort of children through promoting consultation opportunities with City of Ballarat.

LET CHILDREN DETERMINE THE ISSUES FOR ENGAGEMENT

In a leading Child Friendly City, children should have opportunity to tell council what matters to them, not just respond to requests. Developing and promoting a forum or mechanism by which children can bring issues to Council would allow children greater agency and influence.

PARENTS, TEACHERS AND THOSE WHO SUPPORT CHILDREN ARE AWARE OF OPPORTUNITIES FOR CHILDREN TO ENGAGE WITH COUNCIL

Children's participation is often contingent on the adults around them to facilitate opportunities. Opportunities for children to engage with City of Ballarat should include dedicated education and promotion to parents, teachers, child care workers and those who support children. This can also extend to a broader effort to increase awareness and understanding of Ballarat as a Child Friendly City, and what this entails.

SEEK TO EXTEND THIS WORK BEYOND COUNCIL

To continue to engage with schools, kindergartens, playgroups and community organisations and state government departments that work with children to understand children as stakeholders in their own right, and provide opportunities for children to have meaningful input on issues that matter to them. For example, increased consultation with ECEC and kindergartens can occur within individual centres, and include consulting children on their preferences for aspects of their curriculum such as excursions.

SEEK ALIGNMENT WITH SCHOOL AND KINDERGARTEN CURRICULA

Partnering with schools and kindergartens is an inclusive approach, as it is likely to reach a greater breadth of children than mechanisms which rely on individual parents and guardians to facilitate them.

There may be some opportunity to align civic participation of children with components of the primary school and kindergarten curriculum, to increase children's awareness of their civic rights and opportunities. Ideally with the support of the Department of Education and Training, this could include a municipality wide approach to embed children's consultations on key issues in alignment with the curriculum, facilitated by schools and kindergartens in partnership with Council. With additional capacity, the Early Years team could support a range of opportunities.

Suggestions for working with ECEC and kindergartens

Determining the best way for City of Ballarat to engage young children through ECEC and kindergartens could be explored through a co-design approach with providers in Ballarat, to develop processes for children to be consulted on civic issues.

Suggestions for working with primary schools

Engaging with schools should align with existing structures and curriculum, and the approach should deliver value both for the City of Ballarat and for the participating schools in achieving delivery of their core work.

Student representative bodies (such as junior school councils) provide an existing forum that could be engaged by City of Ballarat. Establishing a relationship with the key school staff who lead these bodies could enable Council issues to be considered by the student representatives, who may also have capacity to canvass the student body more broadly. This approach may be strengthened through formalisation and recognition of participating schools through an MOU between principals and council to participate in Council consultations and designation as a Children's Council signatory, or some alternative appellation (such as an Actively Civic school) that could be promoted on the school's website or other communications. This approach is likely to require active liaison and support by Council to maintain school participation.

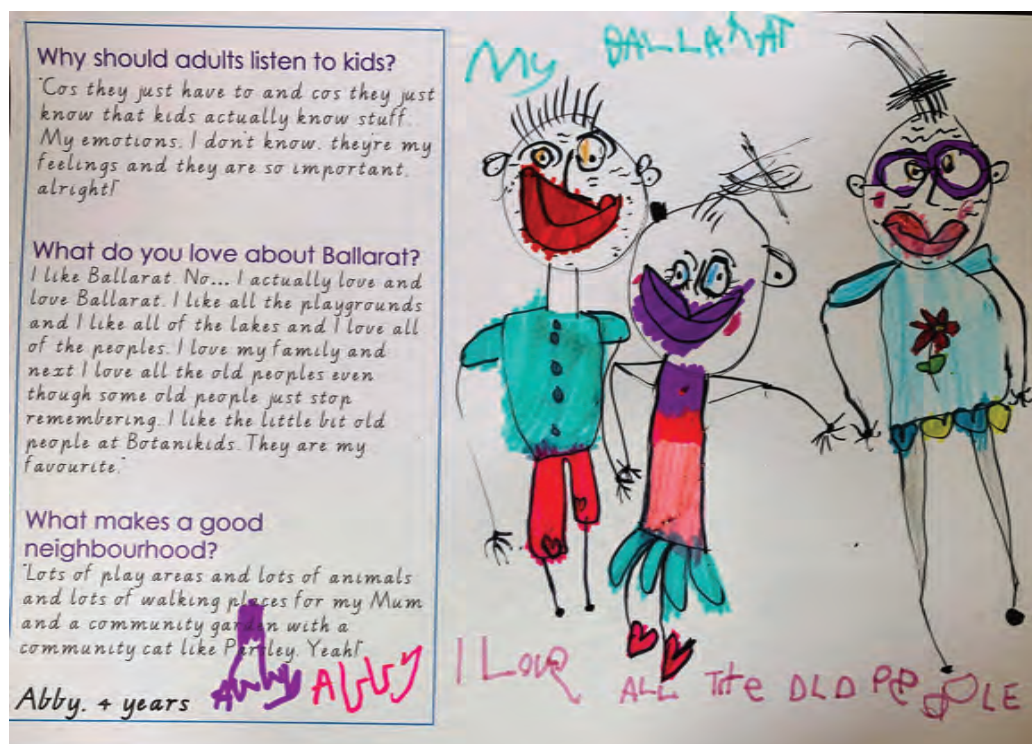
Further opportunities relate to aligning with school civics and citizenship curriculum. At levels 3 and 4 this curriculum requires that students:

- Identify features of government and law and describe key democratic values
- Identify how and why decisions are made democratically in communities
- Explain the roles of local government and some familiar services provided at the local level¹⁰

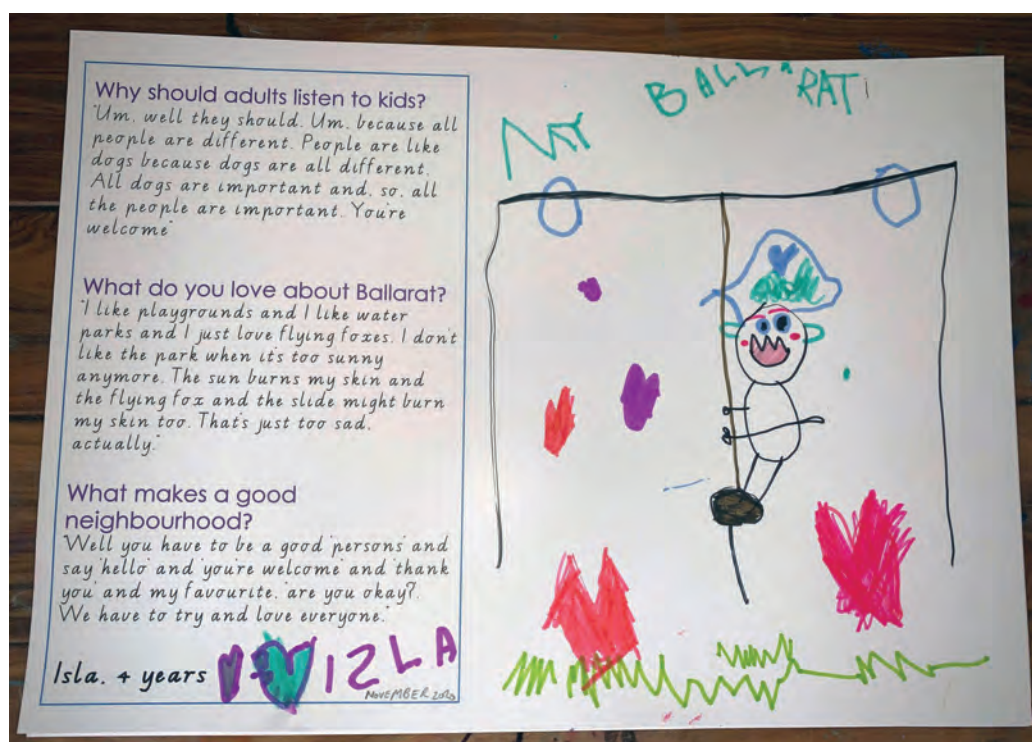
10. Victorian Curriculum and Assessment Authority; Civics and Citizenship: <https://victoriancurriculum.vcaa.vic.edu.au/the-humanities/civics-and-citizenship/curriculum/f-10>

4. APPENDIX A: VISUAL SUBMISSIONS





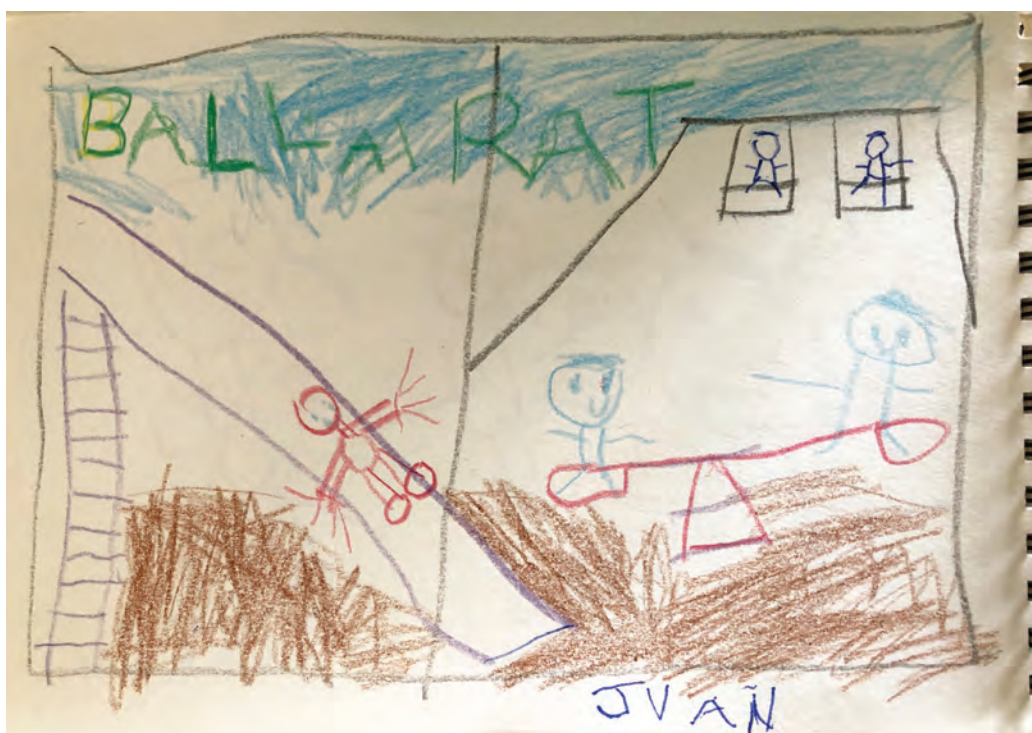
Abby - Age 4



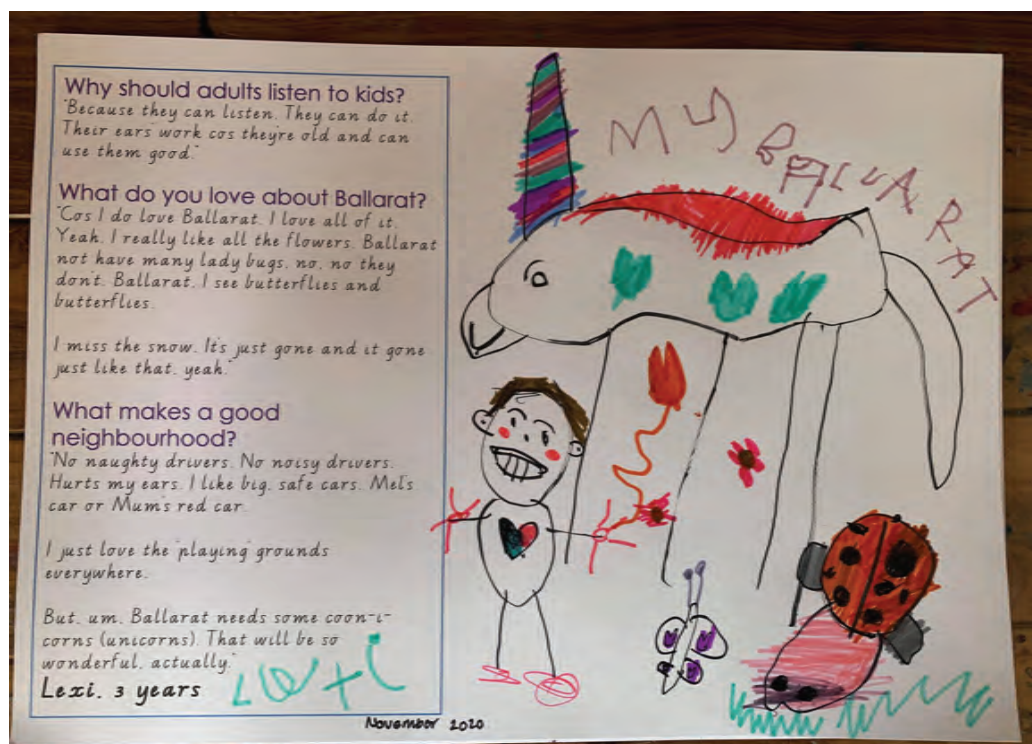
Isla - Age 4



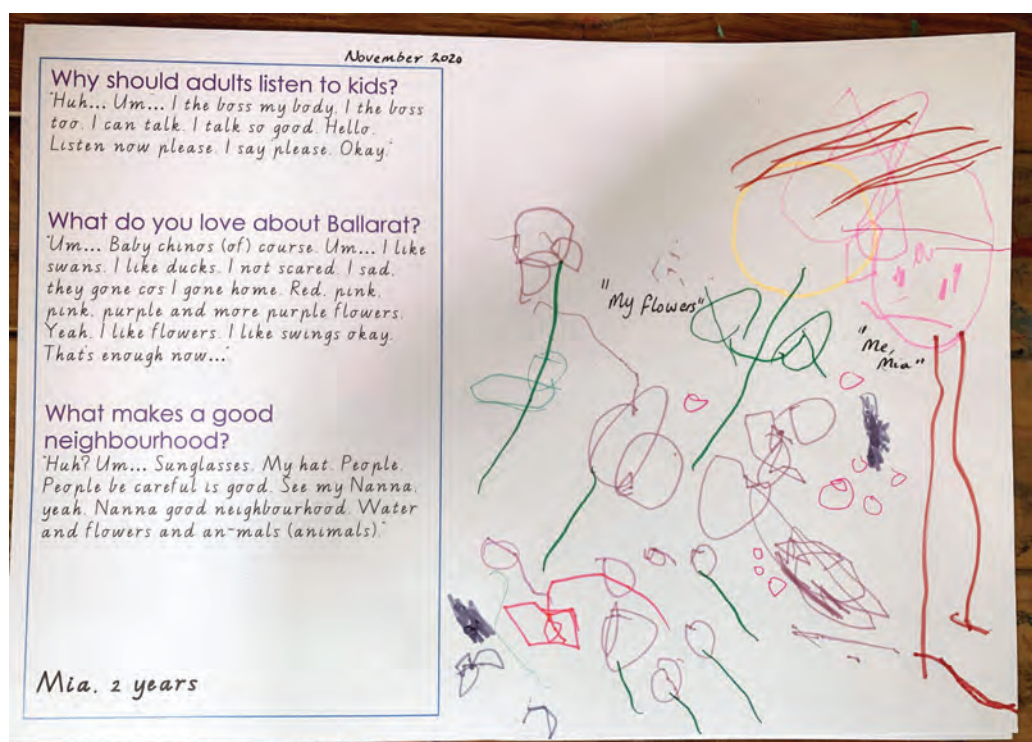
Jairam - Age 11



Juan - Age 4



Lexi - Age 3



Mia - Age 2



Ida - Age 5



Declan - Age 11



Dominic - Age 11



8.4. PROPOSED SALE - 187A SWINGLERS ROAD, INVERMAY

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

PURPOSE

1. This report is presented to Council following an approach by the Department of Education and Training (DET), to dispose of the land known as 187A Swinglers Road, Invermay. Council is requested to review the information as presented and consider that the land be deemed surplus to Council's requirements and resolve to sell this parcel of land to the Department of Education and Training.



BACKGROUND

2. The land is known as 187A Swinglers Road, Invermay being the land contained in Certificate of Title Volume 9290 Folio 105, Lot 1 on Title Plan 173027X. The area of the land is 2,117m².

3. The land is zoned Public Park and Recreation Zone with Environmental Significance Overlay – Schedule 1 and is designated in a bushfire prone area. This zoning has no impact on Council's authority to dispose of the site.
4. The site includes two aging asphalt paved tennis courts including steel posts and chain mesh fencing, and a concrete paved front car parking area providing approximately 13 single car spaces, adjoining the Invermay Primary School.
5. In 2004 Invermay School Council entered into a Licence agreement with Council to occupy the Council owned land for a peppercorn licence with a three year term, with a further licence term of year to year assessment.
6. Negotiations for the proposed sale began in early 2020 between Council and the Victorian School Building Authority (VSBA), and the Department of Education and Training (DET) as the site was identified as being underutilised and it would be practical for DET to have full control of this site. If this option was not achievable then Council may consider the offering of a further short-term tenure by way of a licence.
7. Joint instructions were provided to the Valuer-General Victoria (VGV) to determine the value of the site. The valuation report was completed on the 15 April 2021.
8. The market value of the property as at 15 April 2021 is assessed at \$150,000 (GST exclusive) based on its current Public Park and Recreation zoning.
9. To satisfy the statutory requirements a public notice of intention to sell land was published in the Ballarat Times and on Council's website on the 27 May 2021. No submissions were received in relation to this matter.
10. VSBA provided Council with an offer to purchase the property at market value, 10% deposit with a 45 day settlement.

KEY MATTERS

11. The land is underutilised and may be considered surplus to Council's requirements.
12. The land will be a great asset to the Invermay Primary School.
13. Property is zoned Public Park and Recreation Zone with an Environmental Significance Overlay and is designated in a bushfire prone area.
14. Offer received: purchase price of \$150,000 (GST Exclusive), 10% deposit and 45 day settlement.
15. Current market value as of 15 April 2021 is \$150,000.
16. Any development of this site would be subject to the approval of Council's Planning Department.
17. The site is currently developed as a tennis/outdoor recreation area with a failing condition and new tennis courts were constructed within the precinct some ten years ago to cater for the demand.
18. DET has had unencumbered access to this site for many years and it is likely that the perception of ownership would be with DET.

OFFICER RECOMMENDATION

19. That Council:

19.1 Deem the land known as 187A Swinglers Road, Invermay to be surplus to Council's requirements.

19.2 Having complied with s189 and s223 of the *Local Government Act 1989*; and

19.3 Received no submission in response to the public notice of Council's intention to sell the land as described as 187A Swinglers Road, Invermay published on 27 May 2021;

19.4 Sell the land to the Minister administering the Education and Training Reform Act 2006 (Schools) for the purchase price of \$150,000 plus GST.

19.5 Authorise the Chief Executive Officer to execute such documents as are necessary to satisfy this Resolution and the sale authorised by it.

ATTACHMENTS

1. Evaluation [8.4.1 - 2 pages]
2. Ballarat Times Notice - 27 May 2021 [8.4.2 - 1 page]
3. Title [8.4.3 - 1 page]
4. Title Plan [8.4.4 - 2 pages]
5. Plan 187 A Swinglers Road Invermay [8.4.5 - 1 page]
6. 187 a- Swinglers- Road- Invermay- Detailed- Property- Report [8.4.6 - 2 pages]

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The report supports the Council Plan 2017-2021 goals of prosperity and liveability by providing a positive economic and educational impact. The disposal of this site would enhance the enjoyment of the educational precinct and reduce ongoing maintenance costs and expectation to Council.

COMMUNITY IMPACT

2. Community impacts identified within the report relate to the improved education precinct rather than the existing aging infrastructure.

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. The proposal which has been received would offer a positive economic and educational impact for the precinct.

FINANCIAL IMPLICATIONS

5. A valuation has been obtained for the site and should this sale progress the funds will be deposited into the Council's property sales reserve.

LEGAL AND RISK CONSIDERATIONS

6. Council has complied with its statutory obligations pertaining to the sale of land process. By disposing of this parcel of land risks associated with failing infrastructure has been considered and this sale will mitigate ongoing 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 27 May 2021 to 23 June 2021. No public 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.

NOTICE BOARD

Mayor's message

This week we held the first of two community briefings about the City of Ballarat's 2021/22 Draft Budget at the Ballarat Town Hall.

The community briefings, which I am hosting together with City of Ballarat Chief Executive Officer Evan King, are a new opportunity for community members to hear an in-depth presentation about the draft budget and the draft revenue and rating plan.

Each year when we release our draft budget, we hold briefings for our local media to explain the detail and provide a chance to ask questions about what's in it. This year we are extending the same opportunity to everyone.

Community feedback through the Ballarat: Our Future project has helped shape this draft budget, and its focus on delivering key infrastructure and services while managing sustainable growth and prioritising our environment.

I encourage anyone who wants to know more to come to the second briefing next Monday 31 May, at Ballarat Town Hall, from 5.30pm to 6.15pm.

Registration is essential - you can register by visiting the mysay page of the City of Ballarat website, clicking the draft budget tab and entering your details on the registration form.

The community budget briefings are in addition to our usual draft budget submissions process. For anyone unable to attend the briefings, the draft budget is available in full on the mysay page of the City of Ballarat's website.

You'll find details there on how to make a written submission about the draft budget before 7 June, including if you would like to support a written submission verbally at the unscheduled Council meeting on 9 June.

Submissions received will help shape this and future City of Ballarat budgets.



Mayor
Cr Daniel Moloney

Tenders

Tender documents can be obtained from
eprocure.com.au/ballarat

Tender No	Tender Description	Closes Noon
2020/21-546	Installation of traffic signals in Nolan Street, Ballarat Central	2/06/2021
2020/21-572	Line marking services	2/06/2021
2020/21-578	Installation of dust suppressant on nominated roads	2/06/2021
2020/21-501	Maintenance Services for Heating, Ventilation and Air-Conditioning (HVAC)	9/06/2021
2020/21-502	Panel of Approved Suppliers for provision of Heating, Ventilation and Air-conditioning (HVAC) for new installations and upgrades	9/06/2021

How to Have Your Say on the 2021/22 Draft Budget

The 2021/22 draft budget is now live on the City of Ballarat website, and we want to hear your feedback. Submissions received will help shape this and future City of Ballarat budgets.

If you'd like to share your thoughts, you have a few options. Go to mysay.ballarat.vic.gov.au, click on the draft budget link, fill out the quick online form and submit. Or you can send a submission clearly marked "Draft Budget 2021/2022" via mail to PO Box 655 Ballarat Vic 3353, or email to governance@ballarat.vic.gov.au. Submissions must be received before 9.00 am on Monday 7 June 2021.

Council will consider all submissions about the 2021/22 Draft Budget at an Unscheduled Meeting of Council to be held at 6.30pm, Wednesday 9 June 2021 in the Council Chamber, Ballarat Town Hall. If you would like to support your submission by speaking in person at the meeting, please let us know as part of your submission.

Armstrong Street South - Temporary Road Closure

As part of the Ballarat Winter Festival, a pop-up ice-rink will be installed in the heart of the city, located in Armstrong Street South between the Town Hall and Myer.

Armstrong Street South from Sturt Street to the rear of the Town Hall will be temporarily closed for the ice-rink, including set-up and dismantle, from 6am on Tuesday 15 June to 9pm on Saturday 24 July 2021.

Access to Bath Lane and the car park at the rear of the Town Hall will be maintained, coming from the Dana Street direction. Access to the Myer loading dock will be unimpeded, as delivery vehicles will be able to access the loading dock via Dana Street (not Sturt Street). The Ballarat Information Centre long vehicle / caravan parking at rear (south) of the Town Hall will be temporarily relocated to the front of the Town Hall in Sturt Street. The Taxi Rank outside Myer will be temporarily relocated to two angled 1/4 hour car parks out the front of the Central Square Post Office, Phoenix Mail, Armstrong Street South.

Notice of intention to sell land

The City of Ballarat hereby gives notice of its proposal under Section 189 of the Local Government Act 1989 ("the Act") of its intention to sell Council owned land located at 187A Swingers Road, Invermay, and being the land comprised in Certificate of Title Volume 09290 Folio 105 described as Lot 1 on Title Plan 173027K as indicated on the diagram below (Proposals).

The Proposal is that the land be sold by private treaty to the Department of Education & Training.

Any person has a right to make a submission to Council on the Proposal in accordance with Section 223 of the Act.

Written submissions to Council under Section 223 of the Act must be received prior on 23 June 2021 and should preferably be email to info@ballarat.vic.gov.au, addressed to the Property Department, City of Ballarat and clearly marked "Submission - 187A Swingers Road Proposed Land Sale".

Alternatively, submissions can be posted to the Property Department, City of Ballarat, PO Box 655, Ballarat VIC 3353.

Your personal information will be collected by City of Ballarat for the purpose of processing your submission. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information.

For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au.

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, subject to COVID-19 restrictions, before a committee of Council, the day, time and place of which will be advised.

Submissions form part of the public record of the meeting (including any personal information you provide) and may be appended to any future Council report, which are then published on Council's website.

Should further information be requested please direct enquiries to Executive Manager Property Services and Facilities Management on 5320 5500



CITY OF BALLARAT DRAFT BUDGET 2021/22

Community Budget Briefing

Ask the Mayor and CEO about the
City of Ballarat's Draft Budget 2021/22.

Ballarat Town Hall Monday 31 May, 5.30-6.15pm

Registration is essential. To register visit mySay.ballarat.vic.gov.au
or call Customer Service on 5320 5500.



@BallaratCityCouncil



cityofballarat



@cityofballarat



TheCityofBallarat



ballarat.vic.gov.au



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**REGISTER SEARCH STATEMENT (Title Search) Transfer of
Land Act 1958**

Page 1 of 1

VOLUME 09290 FOLIO 105

Security no : 124086470567G
Produced 09/11/2020 01:38 PM

LAND DESCRIPTION

Lot 1 on Title Plan 173027X (formerly known as part of Crown Allotment 1A
Section H Parish of Ballarat).
PARENT TITLE Volume 08035 Folio 956
Created by instrument H131232 28/06/1978

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
BALLARAT CITY COUNCIL of 25 ARMSTRONG STREET SOUTH BALLARAT VIC 3350
AS076452H 09/04/2019

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section
24 Subdivision Act 1988 and any other encumbrances shown or entered on the
plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP173027X FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: "INVERMAY TENNIS COURTS" 187A SWINGLERS ROAD INVERMAY VIC 3352

ADMINISTRATIVE NOTICES

NIL

eCT Control 09847M BALLARAT CITY COUNCIL
Effective from 10/04/2019

DOCUMENT END



Imaged Document Cover Sheet

The document following this cover sheet is an imaged document supplied by LANDATA®, Victorian Land Registry Services.

Document Type	Plan
Document Identification	TP173027X
Number of Pages (excluding this cover sheet)	1
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TITLE PLAN		EDITION 1	TP 173027X						
Location of Land Parish: BALLARAT Township: Section: H Crown Allotment: 1A (PT) Crown Portion: Last Plan Reference: Derived From: VOL 9290 FOL 105 Depth Limitation: 30.48 m		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN							
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 04/10/1999 VERIFIED: EWA							
<table border="1"> <tr> <th colspan="2">TABLE OF PARCEL IDENTIFIERS</th> </tr> <tr> <td colspan="2">WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962</td> </tr> <tr> <td colspan="2">PARCEL 1 = CA 1A (PT)</td> </tr> </table>				TABLE OF PARCEL IDENTIFIERS		WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962		PARCEL 1 = CA 1A (PT)	
TABLE OF PARCEL IDENTIFIERS									
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PARCEL 1 = CA 1A (PT)									
LENGTHS ARE IN METRES	Metres = 0.3048 x Feet Metres = 0.201168 x Links	Sheet 1 of 1 sheets							





Property Report from www.land.vic.gov.au on 29 June 2021 11:08 AM

Address: 187A SWINGLERS ROAD INVERMAY 3352

Lot and Plan Number: Lot 1 TP173027

Standard Parcel Identifier (SPI): 1\TP173027

Local Government (Council): BALLARAT **Council Property Number:** 2047849

Directory Reference: VicRoads 562 G11

This property is in a designated bushfire prone area.

Special bushfire construction requirements apply. Planning provisions may apply.

Further information about the building control system and building in bushfire prone areas can be found in the Building Commission section of the Victorian Building Authority website www.vba.vic.gov.au

Site Dimensions

All dimensions and areas are approximate. They may not agree with the values shown on a title or plan.



Area: 2193 sq. m

Perimeter: 201 m

For this property:

— Site boundaries

— Road frontages

Dimensions for individual parcels require a separate search, but dimensions for individual units are generally not available.

For more accurate dimensions get copy of plan at [Title and Property Certificates](#)

State Electorates

Legislative Council: WESTERN VICTORIA

Legislative Assembly: WENDOUREE

Utilities

Rural Water Corporation: Southern Rural Water

Urban Water Corporation: Central Highlands Water

Melbourne Water: outside drainage boundary

Power Distributor: POWERCOR (Information about [choosing an electricity retailer](#))

Planning information continued on next page

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Planning Zone Summary

Planning Zone: PUBLIC PARK AND RECREATION ZONE (PPRZ)
 SCHEDULE TO THE PUBLIC PARK AND RECREATION ZONE (PPRZ)

Planning Overlay: ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)
 ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 1 (ESO1)

Planning scheme data last updated on 23 June 2021.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting [Planning Schemes Online](#)

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the *Planning and Environment Act 1987*. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to [Titles and Property Certificates](#)

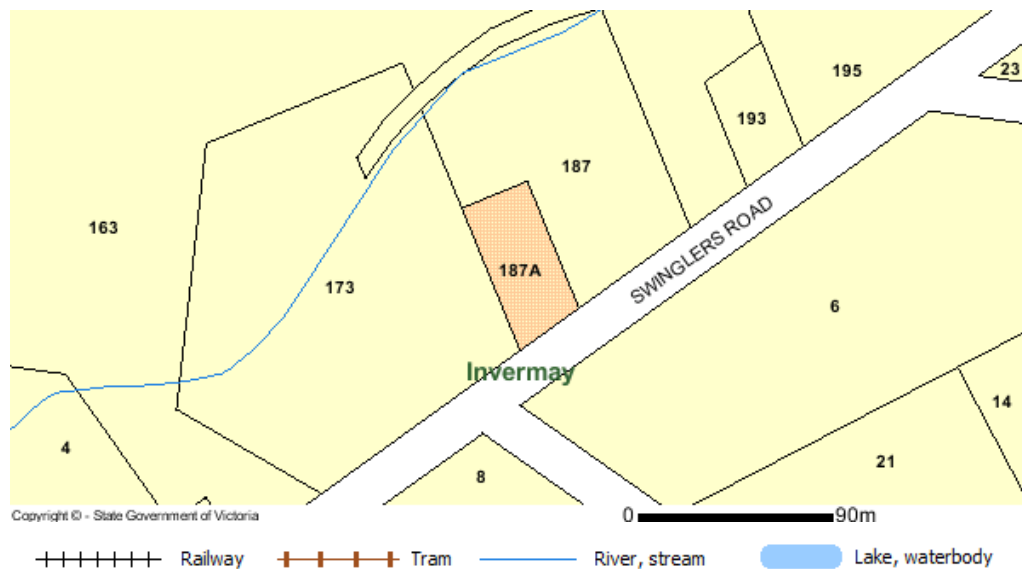
The Planning Property Report includes separate maps of zones and overlays

For details of surrounding properties, use this service to get the Reports for properties of interest

To view planning zones, overlay and heritage information in an interactive format visit [Planning Maps Online](#)

For other information about planning in Victoria visit www.planning.vic.gov.au

Area Map



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8.5. AUDIT AND RISK COMMITTEE REMUNERATION REVIEW

Division: Corporate Services
Director: Evan King
Author/Position: Tamara Dixon – Governance Administration Officer

PURPOSE

1. Advise Council of the findings of a review conducted in relation to fees paid to the Chair and Independent Members of Audit Committees at other municipalities.

BACKGROUND

2. Membership of Council's Audit and Risk Committee comprises of three Councillors and four Independent Members, one of which is the Chair of the Committee.
3. In accordance with Section 5.10 of the Audit and Risk Committee Charter, Independent Members will be remunerated at a per meeting rate set by Council. The Council will review the meeting rate annually by benchmarking against Councils of similar size and complexity. The meeting rate will be adjusted annually by at least the percentage movement in allowances for Councillors of the Ballarat City Council.
4. A review of remuneration paid to members of the Audit and Risk Committee (formerly Audit Advisory Committee) has not been conducted since February 2017.

KEY MATTERS

5. Council's Audit and Risk Committee meets four times per year, with authority to convene additional meetings as circumstances require. Additional meetings may only be called by the Chair of the Committee or at the request of the Mayor or Chief Executive Officer.
6. Independent Members and the Chair are currently equally paid \$800 per meeting (\$3,200 per annum based on the standard quarterly meeting schedule).
7. The Chair holds additional responsibility in management of the Audit and Risk Committee in conjunction with Council, with increased time demands incurred for each Committee meeting.
8. A review analysis has been undertaken based on a recent benchmarking exercise conducted by Moreland City Council across a total of forty-four Victorian municipalities, with findings from several Councils of similar size and complexity to the City of Ballarat tabled below:

Council	Chair	Independent Members
City of Ballarat	\$3,200	\$3,200
Golden Plains Shire Council	\$3,517	\$2,346
Greater Bendigo City Council	\$3,825	\$2,550
Greater Geelong City Council	\$12,500	\$10,000
Greater Shepparton City Council	\$5,480	\$4,335
Melton City Council	\$4,400	\$4,000

Pyrenees Shire Council	\$4,000	\$2,000
South Gippsland Shire Council	\$4,160	\$3,396
Wangaratta Rural City Council	\$3,000	\$2,500
Wodonga City Council	\$4,160	\$2,480
Yarra Ranges Shire Council	\$13,063	\$9,969
Average	\$5,277	\$4,048

9. The average surcharge in remuneration fees paid to the Chair in comparison to Independent Members across the above Councils was 23%. The surcharge across all forty-four benchmarked Councils was 31%.
10. Minutes of Council meetings indicate that Councillor allowances have increased by 6% since the last Audit and Risk Committee remuneration review was conducted in 2017.

OFFICER RECOMMENDATION

11. That Council:

- 11.1 Endorses a 6% increase in remuneration for the Independent Members of the Audit and Risk Committee to \$850 per meeting in line with Councillor allowance increases and to comply with the Audit and Risk Charter.
- 11.2 Endorses a 25% increase in remuneration for the Chair of the Audit and Risk Committee to \$1,000 per meeting to reflect both the above 6% increase for Independent Members and to bring the sitting fee paid to the Chair closer to those paid by comparative Councils.

ATTACHMENTS

1. Governance Review [8.5.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The review of the Audit and Risk Committee remuneration is a statutory requirement of Council and a requirement of the Audit and Risk Committee Charter.

COMMUNITY IMPACT

2. It is considered that the report does not have any community impact implications.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. It is considered that the report does not have any climate emergency or environmental sustainability implications.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. It is considered that the report does not have any economic sustainability implications.

FINANCIAL IMPLICATIONS

5. The financial implication of the Audit and Risk Committee remuneration review is an additional cost to Council of \$1,400 per annum, based on four Audit and Risk Committee meetings per year, the cost of which has been considered within the forthcoming budget.

LEGAL AND RISK CONSIDERATIONS

6. It is considered that the report does not have any legal or risk implications.

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. It is considered that the report does not have any economic sustainability implications.

GENDER EQUALITY ACT 2020

9. There are no gender equality implications identified for the subject of this report.

OFFICIAL

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CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

8.6. TENDER NO. 2021/22-002 MARS STADIUM, NORTH BALLARAT - GATE 1 ENTRY UPGRADES & NEW COMPLEMENTARY WORKS

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Trent Bursill - Project Manager

PURPOSE

1. To award Contract 2021/22-002 - Mars Stadium, Gate 1 Entry Upgrades & new complementary works.
2. The scope of this contract involves the gate 1 entry upgrade and construction of a food and beverage zone, behind goal camera platform and accessible seating improvements to the existing Western and Eastern stands.
3. The contract also includes a tender option to supply and install four (4) Abel Sports Net Posts and five (5) bays of netting to improve the safety of patrons attending events and the Stadium.

BACKGROUND

4. The upgrade work delivered through this contract will achieve the key Project Objective as outlined in the Project Charter approved by the Project Steering Committee. This being to:
'Enhance the gameday experience at the venue to better accommodate spectators attending major events at Mars Stadium and reduce the venue's reliance on temporary infrastructure'.
5. The Project works form the final component of the larger \$6.35m Stage 2 upgrades at the Stadium. The Stage 2 works involve several core deliverables which will be delivered independent of each other, but which together will constitute the delivery of the overall Project. The core deliverables are as follows:
 - Upgrading the Stadium's entrances including entrance 2, ticket boxes and covered entry area to gate 1.
 - Creation of additional fully accessible permanent toilets to reduce the need for temporary toilets on match days.
 - Improving disability access to seating in the Western and Eastern Stands of the Stadium.
 - Improved spectator standing areas to include viewing berms with formalised terracing.
 - Ensure that the existing change room facilities are female friendly compliant; and
 - Create permanent food and beverage areas,(collectively the Project).

KEY MATTERS

6. Two (2) tender submissions were received.
7. The tendered price (including the tender option) is in line with the planned budget for these works.
8. The project is fully funded by the Victorian Labour Government represented by Department of Jobs, Precincts and Regions (DJPR), following the 2018 State Election.

OFFICER RECOMMENDATION

9. That the Council:
 - 9.1 Resolves to enter into Contract Number 2021/22-002 for the provision of Mars Stadium, North Ballarat - Gate 1 Entry Upgrades & new complementary works with H Troon Pty Ltd for the total tendered price of \$1,773,647.00 (ex GST).
 - 9.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

ATTACHMENTS

1. Governance Review [8.6.1 - 4 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Charter of Human Rights and Responsibilities Act 2006
2. City of Ballarat Council Plan 2017 – 2021

COMMUNITY IMPACT

3. The upgrade work delivered through this contract will achieve the key Project Objective as outlined in the Project Charter approved by the Project Steering Committee. This being to:
'Enhance the gameday experience at the venue to better accommodate spectators attending major events at Mars Stadium and reduce the venue's reliance on temporary infrastructure'.
4. Upgrading game day infrastructure will improve the fan experience at Mars Stadium and increase the chances of Ballarat being able to attract other major sporting and cultural events to the venue.
5. The project will deliver many benefits including growth of the game in regional Victoria, continued economic growth in Ballarat and improved local business activity.
6. The Project works form the final component of the larger \$6.35m Stage 2 upgrades at the Stadium. The Stage 2 works involve several core deliverables which will be delivered independent of each other, but which together will constitute the delivery of the overall Project. The core deliverables are as follows:
 - Upgrading the Stadium's entrances including entrance 2, ticket boxes and covered entry area to gate 1.
 - Creation of additional fully accessible permanent toilets to reduce the need for temporary toilets on match days.
 - Improving disability access to seating in the Western and Eastern Stands of the Stadium.
 - Improved spectator standing areas to include viewing berms with formalised terracing.
 - Ensure that the existing change room facilities are female friendly compliant; and
 - Create permanent food and beverage areas,(collectively the Project).
7. Mars Stadium is the premier outdoor stadium located in Ballarat. The Stadium is the second home of the Western Bulldogs Football Club, hosts a range of other major sporting events such as AFL/AFLW, A-League Soccer, Super Rugby, Nitro Circus and is highly utilised by the local community.

However, Mars Stadium, does not currently deliver on contemporary fan expectations. High levels of temporary infrastructure are required to host AFL matches and other elite sporting events and there is an extremely limited corporate hospitality offering.

The temporary infrastructure currently required to host large events does not meet fan expectations and their experience is directly impacted by:

- Reliance on temporary toilets that are unable to cater for large crowds
- Limited food and beverage offering

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- An inability to provide a spectator environment that is comfortable and protected against all weather conditions.
8. Without an improved fan experience, growing or at least maintaining attendance numbers at Mars Stadium will be difficult. In addition, achieving a longer-term commitment by the Western Bulldogs Football Club to continue to play at Ballarat is also in jeopardy. A poor fan experience puts at risk the opportunity to host further AFL/AFLW matches and other sporting codes at Mars Stadium.
 9. Further to this, the infrastructure and supporting amenities required to host women's sports at the stadium are not currently in place, therefore limiting the opportunities for both elite and local women's sport to be played at the venue.
 10. The Mars Stadium Stage 2 upgrades will deliver amenity improvements to the stadium to better accommodate spectators, improve the overall event day experience and provide the necessary infrastructure and amenity upgrades required to showcase female friendly sport.
 11. The Western Bulldogs Football Club (WBFC), the City of Ballarat and the Victorian Government have all identified Mars Stadium as a vital sport and recreation asset in Victoria's West. AFL/AFLW and elite sporting events held at Mars Stadium offer regional families a chance to experience the game at the highest level without having to travel to Melbourne. Major sporting events at Mars Stadium also attract thousands of interstate and intrastate visitors to Ballarat, delivering significant economic benefits to the local community.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

12. The information presented within this report does not have any identifiable environmental implications in and of itself.

ECONOMIC SUSTAINABILITY IMPLICATIONS

13. Approximately 95% (\$1,433,850) of the total contract value will utilise labour, materials, plant, and equipment sourced from within the defined group of local municipalities.

FINANCIAL IMPLICATIONS

14. The tendered price (including the Tender Option) is in line with the \$1,997,000 planned budget for these works.
15. The tendered works are a core scope item of the Project as defined by the project deliverables outlined in the signed \$6,350,000 funding agreement between the State Government of Victoria represented by the Department of Jobs, Precincts and Regions (DJPR) and the City of Ballarat.

LEGAL AND RISK CONSIDERATIONS

16. Award of this contract does not have any significant effect on Council's risk profile. Risks present in this work are typical for construction of new public facilities and are expected to be adequately controlled through existing provisions.

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17. A Risk Management Plan has been developed and is reviewed by the Project Control Group at each scheduled meeting.

HUMAN RIGHTS CONSIDERATIONS

18. 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

19. Regional Roads Victoria has been consulted in the design of works relating to this contract.
20. The AFL, Western Bulldogs Football Club and the State Government of Victoria are represented on the Project Control Group for this project and have been involved throughout the design process and have approved final concepts.
21. Consultation with user groups is actively managed by Council's Sport and Active Living unit.
22. User groups will continue to be consulted throughout the project construction and will be provided with regular updates regarding the projects progress by Council's Sport and Active Living unit.
23. Additional updates on this project are being provided through Council's media department and through the State Government (funding partner) media unit as required.

GENDER EQUALITY ACT 2020

24. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

25. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

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8.7. TENDER NO. 2021/22-005 - ALFREDTON RECREATION RESERVE NEW SPORTS PAVILION

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Trent Bursill – Project Manager

PURPOSE

1. To award Contract 2021/22-005 - Alfredton Recreation Reserve New Sports Pavilion.
2. The scope of this contract includes the construction of a new community sports pavilion / changerooms and amenities / social rooms / kitchen and public toilets.
3. The contract also includes 2 tender options which were separated from the base scope as a cost control mechanism. The 2 tender options being accepted in this contract are tender option 3: construct small locker room 1 and locker room 2 and tender option 4: supply and install cool room.

BACKGROUND

4. The project seeks to provide a much-needed upgrade to the facilities and infrastructure available to the community and local sporting clubs situated within the Alfredton Recreation Reserve precinct.
5. Project works are to address the lack of appropriate social and supporting facilities for the Ballarat Memorial Sports Bowls Club (BMS) after their relocation to the Alfredton Recreation Reserve in 2009 following the amalgamation of Ballarat City and Serviceman's Memorial (SMBC) Bowling Clubs. The BMS currently share the existing facilities at the reserve with both the Ballarat Football Netball Club and the Ballarat Redan Cricket Club.
6. The existing change rooms used by the Ballarat Football Netball Club and Ballarat Redan Cricket Club do not currently meet the requirements for Local Level Facilities as outlined in the AFL Preferred Facility Guidelines. The project will demolish the existing changerooms and construct new purpose built changerooms and supporting amenities to replace the existing football changerooms and the cricket clubrooms. The new facilities are to be utilised by both the Ballarat Football Netball Club and the Ballarat Redan Cricket Club and must be female friendly and seek to achieve the minimum functional requirements as outlined in the AFL Preferred Facility Guidelines for Local Level Facilities.

KEY MATTERS

7. Three (3) submissions were received.
8. Total tender price (including tender options 3 & 4) is within project budget and inclusive of all required works, sub consultants and costs.
9. Contract includes tender option 3: construct small locker room 1 and locker room 2; and tender option 4: supply and install cool room in the total tendered price.

10. The project is fully funded by the State Government of Victoria represented by the Department of Jobs, Precincts and Regions (Local Sports Grants) and the City of Ballarat.
11. The tendered works are a core scope item of the Project as defined by the project deliverables outlined in the signed funding agreement.

OFFICER RECOMMENDATION

12. That Council:

- 12.1 Resolves to enter into Contract Number "2021/22-005" for the provision of "Alfredton Recreation Reserve - New Sports Pavilion" with CIQ Construction Management Pty Ltd for the total tendered price of \$3,559,925.00 (ex GST).
- 12.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council

ATTACHMENTS

1. Governance Review [8.7.1 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Charter of Human Rights and Responsibilities Act 2006
2. City of Ballarat Council Plan 2017 – 2021

COMMUNITY IMPACT

3. This project seeks to provide a much-needed upgrade to the facilities and infrastructure available to the community and local sporting clubs situated within the Alfredton Recreation Reserve precinct.
4. Project works are to address the lack of appropriate social and supporting facilities for the Ballarat Memorial Sports Bowls Club (BMS) after their relocation to the Alfredton Recreation Reserve in 2009 following the amalgamation of Ballarat City and Serviceman's Memorial (SMBC) Bowling Clubs. The BMS currently share the existing facilities at the reserve with both the Ballarat Football Netball Club and the Ballarat Redan Cricket Club.
5. The existing change rooms used by the Ballarat Football Netball Club and Ballarat Redan Cricket Club do not currently meet the requirements for Local Level Facilities as outlined in the AFL Preferred Facility Guidelines. The project will demolish the existing changerooms and construct new purpose built changerooms and supporting amenities to replace the existing football changerooms and the cricket clubrooms. The new facilities are to be utilised by both the Ballarat Football Netball Club and the Ballarat Redan Cricket Club and must be female friendly and seek to achieve the minimum functional requirements as outlined in the AFL Preferred Facility Guidelines for Local Level Facilities.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

6. The information presented within this report does not have any identifiable environmental implications in and of itself.

ECONOMIC SUSTAINABILITY IMPLICATIONS

7. Approximately 94% (\$3,171,303) 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 (including the tender option 3 and tender option 4) is in line with the \$4,025,789.00 planned budget for these works.
9. The tendered works are a core scope item of the Project as defined by the project deliverables outlined in the signed funding agreement between the State Government of Victoria represented by the Department of Jobs, Precincts and Regions (DJPR) and the City of Ballarat.

LEGAL AND RISK CONSIDERATIONS

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

HUMAN RIGHTS CONSIDERATIONS

12. 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

13. Site Stakeholders have been consulted in the design of works relating to this contract and are represented via a City of Ballarat Chaired Stakeholder Advisory Committee.
14. The site stakeholders and the State Government of Victoria are represented on the Project Control Group for this project and have been involved throughout the design process and have approved final concepts.
15. Consultation with user groups is actively managed by Council's Sport and Active Living unit.
16. User groups will continue to be consulted throughout the project construction and will be provided with regular updates regarding the projects progress by Council's Recreation Services unit.
17. Additional updates on this project are being provided through Council's media department and through the State Government (funding partner) media unit as required.

GENDER EQUALITY ACT 2020

18. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

19. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

OFFICIAL

8.8. COMMUNITY IMPACT GRANT ALLOCATIONS AND TOURISM EVENTS GRANT ALLOCATIONS DELEGATED COMMITTEES

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Kate McCluskey – Coordinator Community Participation

PURPOSE

1. To present for endorsement Terms of Reference and Instruments of Delegation for the Community Impact Grant Allocations Delegated Committee and the Tourism Events Grant Allocations Delegated Committee.

BACKGROUND

2. The former Community Grants Allocations Delegated Committee was responsible for assessing applications to both the Community Impact Grants program and the Tourism Events Grants program. Following changes to the Grants Policy (adopted by Council on June 23, 2021), grant applications will now be assessed by two separate Committees.

KEY MATTERS

3. A Community Impact Grant Allocations Delegated Committee will assess applications to the Community Impact Grant program. Membership will continue to comprise of three Councillors, one representative from United Way or the Ballarat Foundation and three community representatives. Four Council Officers will provide technical advice and support but do not have voting rights. A Terms of Reference (TOR) has been refreshed and a new C4 Instrument of Delegation is required to be endorsed.
4. A Tourism Events Grant Allocations Delegated Committee will be formed and will assess applications to the Tourism Events Grant program. This new Committee will comprise three Councillors with voting rights and four Council Officers from the Community Wellbeing division who will provide technical advice and support but do not have voting rights. A Terms of Reference (TOR) has been developed for the new Committee and a C4 Instrument of Delegation is required to be endorsed.

OFFICER RECOMMENDATION

5. That Council:
 - 5.1 Endorse the Terms of Reference for the following Delegated Committees:
 - Community Impact Grant Allocations Delegated Committee
 - Tourism Events Grant Allocations Delegated Committee
 - 5.2 Revoke the previous Terms of Reference for Community Grant Allocations Delegated Committee endorsed on 2 September 2020 (R223/20).

5.3. Nominate three Councillor Representatives for each Delegated Committee:

- Cr Des Hudson, Cr Daniel Moloney and Cr Mark Harris will be representatives for Community Impact Grant Allocations Delegated Committee
- Cr Tracey Hargreaves, Cr Peter Eddy and Cr Daniel Moloney will be representatives for Tourism Events Grant Allocations Delegated Committee

5.4 Nominate a designated Chairperson for each Delegated Committee:

- Cr Des Hudson, will be designated Chairperson for Community Impact Grant Allocations Delegated Committee
- Cr Tracey Hargreaves will be designated Chairperson for Tourism Events Grant Allocations Delegated Committee

5.5 Note the three (3) community representatives appointed for the Community Impact Grant Allocations Delegated Committee:

- David Harris
- Sofia Fiusco
- Samantha Fabry

5.6 Note the four (4) Council Officers appointed to provide technical advice and support to the Community Impact Grant Allocations Delegated Committee:

- Executive Manager Engaged Communities
- Coordinator Community Participation
- Community Development Support Officer
- Executive Manager Financial Services

5.7 Note the four (4) Council Officers from the Community Wellbeing Division to be appointed to provide technical advice and support to the Tourism Events Grant Allocations Delegated Committee:

- Arts and Events Executive Manager
- Events Manager
- Visitor Economy Executive Manager
- Coordinator Visitor Economy

5.8 Adopt the following C4 Instruments of Delegations to members of the Delegated Committees the powers, duties and functions set out in the attached delegations (the instruments)

- Community Impact Grant Allocations Delegated Committee
- Tourism Events Grant Allocations Delegated Committee

5.8.1. The Instruments:

- a. come into force immediately when the Common Seal of Council is affixed to the Instrument; and
- b. remain in force until Council determines to vary or revoke it.

5.8.2. The powers, duties and functions conferred on the members of the Delegated Committee by the Instruments must be exercised in accordance with any guidelines or policies Council may from time to time adopt.

5.8.3 The Instruments be sealed.

5.9 Revoke the C4 Instrument of Delegation for the Community Grants Allocations Delegated Committee endorsed by Council on 24 March 2021 (R60/21).

ATTACHMENTS

1. Governance Review [**8.8.1** - 2 pages]
2. Tourism Events Grant Allocations Delegated Committee TOR [**8.8.2** - 7 pages]
3. Community Impact Grants Allocation Delegated Committee TOR [**8.8.3** - 8 pages]
4. C4 Instrument of Delegation - Community Impact Grants Allocation Delegated Committee [**8.8.4** - 3 pages]
5. C4 Instrument of Delegation - Tourism Events Allocations Delegated Committee [**8.8.5** - 3 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The creation of the Community Impact Grant Allocations and the Tourism Events Grant Allocations Delegated Committees supports the Liveability, Prosperity and Accountability goals of the Council Plan 2017-2021 by promoting community-led programs, events that promote visitation and good governance of Council funds.
2. These Committees align with the Grants Policy.

COMMUNITY IMPACT

3. These Committees and their associated Terms of Reference and Instruments of Delegation will allow the funding of community-led programs that address community need and the funding of events that will service not only the local community but will attract visitation to the city.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. Both grant programs have the capacity to fund programs and events that promote environmental sustainability.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. The Tourism Events Grant Fund aims to support the visitor economy.

FINANCIAL IMPLICATIONS

6. Council funds are allocated to the Community Impact Grants Fund and the Tourism Events Grant Fund as part of annual Council budget development.
7. In 2021/2022, \$303,600 has been allocated to the Community Impact Grants Fund. There has been \$155,000 allocated to the Tourism Events Grant Fund.

LEGAL AND RISK CONSIDERATIONS

8. The Terms of Reference ensure compliance with the Grants Policy and Instruments of Delegation related to each Committee.

HUMAN RIGHTS CONSIDERATIONS

9. 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

10. There was no community engagement undertaken in the development of the Terms of Reference.

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GENDER EQUALITY ACT 2020

11. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

12. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

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Tourism Events Grant Allocations Delegated Committee

Terms of Reference

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Tourism Events Grant Fund Delegated Committee (Committee) pursuant to section 63 of the *Local Government Act 2020* (LGA). The Committee is established to facilitate, in an effective and appropriate manner, the disbursement of grant funding money to achieve positive outcomes for the Ballarat community and the visitor economy.
- 1.2. The members of a Delegated Committee have the powers, duties and functions of Council as set out in these Terms of Reference and the Instrument of Delegation. These Terms of Reference set out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3. These Terms of Reference are authorised by a resolution [insert resolution number after the Council meeting] of Council passed on [insert date of the Council meeting the ToR were endorsed, after the Council meeting].

2. Purpose

The Committee is established for the purpose of:

- 2.1 The disbursement of funds to;
 - a) Support the development and sustainability of tourism events;
 - b) Expand Ballarat's visitor economy and community connections via tourism events; and,
 - c) Implement structure and probity around the management of funds Council provides to the commercial and private sectors in the form of grants;
- 2.2 Clarifying the purpose and process, and strengthening the governance of the evaluation and allocation of these funds;
- 2.3 *Ensuring*
 - a) The objectives of the Ballarat Events Strategy 2018 – 2028 are met;
 - b) The total funds allocated for disbursement by the Reference Group is approved in the Council Budget each year.

3. Objectives

The objectives of the Committee are:

- 3.1 to maximise the economic impact of funding by achieving sustained and meaningful event outcomes in support of the visitor economy;
- 3.2 to recommend to Council the development and implementation of funding programs to meet evidenced visitor economy needs. This will include both major funding and responsive forms of small funding opportunities;

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- 3.3 to effectively manage and disburse funds on behalf of Council in accordance with the Committee's delegated powers, duties and functions and within established funding programs;
- 3.4 to examine and optimise opportunities to combine Council funding with other forms of government funding and funding associated with programs of other agencies and organisations;
- 3.5 to provide an effective means of communication between the tourism events sector and Council;

4. Roles and Responsibility

The role of the Committee is:

- 4.1 to exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference and as permitted by the Instrument of Delegation, for tourism event grants; and
- 4.2 to exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference and as permitted by the Instrument of Delegation;
- 4.3 to evaluate and disburse public funds for the growth and development of the tourism event sector;
- 4.4 to advocate on behalf of the Ballarat Events Strategies 2018 – 2028 which this grant program services;
- 4.5 to evaluate variation requests of funding allocations to grant recipients when requested;
- 4.6 to identify opportunities for commercial partnerships and collaboration to achieve greater economic and community benefits;
- 4.7 to promote the efficiency, effectiveness and economy of Council funding programs and recognising that the funds the Committee has delegated authority to distribute are Council funds;
- 4.8 to operate within the financial parameters approved by the Council in its annual budget;
- 4.9 so far as possible, to ensure all funds are allocated and disbursed each year (as funding is not carried over each year). Note: In exceptional circumstances grants may be committed forward into the following financial year; and,
- 4.10 to ensure all funds are allocated and disbursed on activities that are for the benefit of Council's residents and Municipal District.

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5. Delegation of Powers, Duties and Functions

- 5.1 In order to fulfil and carry out its purposes and objectives Council delegates to the members of the Delegated Committee, pursuant to section 11(1)(a) of the *Local Government Act 2020*, the powers, duties and functions set out in the Instrument of Delegation passed at Council on [# insert date and resolution number] and attached to these Terms of Reference.
- 5.2 The powers, duties and functions of Council conferred on the Committee by these Terms of Reference and Instrument of Delegation must be exercised in accordance with any guidelines or policies that Council may from time to time adopt.
- 5.3 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules and the Committee Policy.

6. Membership

- 6.1. *The Committee will consist of a minimum of seven (7) members comprising:*
 - 6.1.1 three (3) Councillors
 - 6.1.2 *four (4) Council officers from Community Wellbeing Division to provide technical advice and support, comprising,*
 - a) *Arts and Events Executive Manager,*
 - b) *Events Manager,*
 - c) *Visitor Economy Executive Manager,*
 - d) *Coordinator Visitor Economy*
- 6.2. Councillor Representatives of the Committee have and may exercise one equal vote on any question before the Committee for determination.
- 6.3. The Council Officers appointed from Community Wellbeing Division are to be considered as technical members only, to provide advice and support to the Committee and do not have voting rights.
- 6.4. Council will revise the membership and voting rights of each Committee member as it sees fit;
- 6.5. The Councillor appointed by the Council or the Mayor will be the Chairperson of the Committee in accordance with section 63(2)(a) of the *Local Government Act 2020*.
- 6.6. If the Chairperson is absent from a committee meeting, the Committee will select a Councillor in attendance as a temporary Chairperson to chair the Committee meeting.
- 6.7. All of the Committee members must submit primary and ordinary returns to Council in accordance with section 81 of the *Local Government Act 1989* and after 24 October 2020, initial personal returns and biannual personal returns in accordance with sections 133 and 134 of the *Local Government Act 2020*.

7. Meetings

Tourism Events Grant Fund Delegated Committee | 5

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- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
 - 7.1.1 *Council's Governance Rules;*
 - 7.1.2 section 61 *Local Government Act 2020*; and
 - 7.1.3 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet monthly as agreed by the Committee from time to time.
- 7.3 A quorum of the Committee will be half of the members plus one.
- 7.4 Voting will be by a majority of votes by a show of hands. Only voting members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.5 Sub committees may be appointed by the Committee and meet between general meetings and as authorised by the full Committee. Sub committees do not have any delegated powers.

8. Reporting

The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:

- 8.1 Council's Governance Rules;
- 8.2 the Committee's discretion, as exercised from time to time;
- 8.3 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.4 The Director Community Wellbeing is responsible for the co-ordination of an annual grants summary report to Council which will include information on monitoring, evaluation and reporting from across the organisation.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
 - 9.1.1 Committee is established; and
 - 9.1.2 powers, duties and functions of the Committee members, as set out in the Instrument of Delegation, are delegated.
- 9.2 These Terms of Reference and the Instrument of Delegation:
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.

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9.3 The Committee must be dissolved by a resolution of Council.

Dated: *[insert date of the Council meeting the ToR was endorsed, after the Council meeting]*

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Community Impact Grant Allocations Delegated Committee

Terms of Reference

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1. Background

- 1.1. By this Terms of Reference document, the Ballarat City Council (Council) establishes the Community Grant Allocations Delegated Committee (Committee) pursuant to section 63 of the *Local Government Act 2020* (LGA).
- 1.2. The members of a Delegated Committee have the powers, duties and functions of Council as set out in these Terms of Reference and the Instrument of Delegation. These Terms of Reference set out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3. These Terms of Reference are authorised by a resolution (XXXX) of Council passed on XXXX.

2. Purpose

The Committee is established for the purpose of:

- 2.1 the disbursement of funds to:
 - a. respond to community need; and
 - b. support the objectives of the Council Plan
- 2.2 implementing structure and probity around the management of funds Council provides to the community in the form of grants;

3. Objectives

The objectives of the Committee are:

- 3.1 to effectively manage and disburse funds on behalf of Council in accordance with the Committee's delegated powers, duties and functions and within established funding programs;
- 3.2 to maximise the community impact of the grants program by approving for funding activities that achieve meaningful community outcomes;
- 3.3 to ensure community viewpoints are considered in funding decisions
- 3.4 to review the existing fund streams and make recommendations to Council on possible modifications or innovations; and

4. Roles and Responsibility

The role of the Committee is:

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- 4.1 to exercise Council's powers and carry out Council's duties and functions, in accordance with these Terms of Reference and as permitted by the Instrument of Delegation;
- 4.2 to evaluate grant applications and disburse public funds to the community;
- 4.3 to ensure that funded activities align with the Council Plan and other Council strategies;
- 4.4 to evaluate variation requests over \$500.00 of funding allocations to grant recipients when requested;
- 4.5 to identify opportunities to connect funding across the community to achieve greater community benefits;
- 4.6 to promote the efficiency, effectiveness and economy of Council funding programs and recognise that the funds the Committee has delegated authority to distribute are Council funds;
- 4.7 to operate within the financial parameters approved by the Council in its annual budget;
- 4.8 to ensure regular and flexible meeting arrangements to meet critical funding needs;
- 4.9 to maintain confidentiality of applications, decisions and Committee discussions;
- 4.10 so far as possible, to ensure all funds are allocated and disbursed each year (as funding is not carried over each year). Note: In exceptional circumstances grants may be committed forward into the following financial year; and
- 4.11 to ensure all funds are allocated and disbursed on activities that are for the benefit of Council's residents and Municipal District.

5. Delegation of Powers, Duties and Functions

- 5.1 In order to fulfil and carry out its purposes and objectives Council delegates to the members of the Delegated Committee, pursuant to section 11(1)(a) of the *Local Government Act 2020*, the powers, duties and functions set out in the Instrument of Delegation passed at Council on XXXX (RXX/XX) and attached to these Terms of Reference.
- 5.2 The powers, duties and functions of Council conferred on the Committee by these Terms of Reference and Instrument of Delegation must be exercised in accordance with any guidelines or policies that Council may from time to time adopt.
- 5.3 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules and the Committee Policy.

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6. Membership

The Committee will consist of seven (7) members comprising:

- 6.1 Four (4) external representatives:
 - 6.1.1 one (1) Representative from United Way or The Ballarat Foundation; and
 - 6.1.2 three (3) Community Representatives.
- 6.2 Three (3) Councillors.
- 6.3 Council Officers to assist and advise the Committee when necessary:
 - 6.3.1 Executive Manager Engaged Communities
 - 6.3.2 Coordinator Community Participation
 - 6.3.3 Executive Manager Financial Services
 - 6.3.4 Community Development Support Officer; and
 - 6.3.5 Other Council Officers as approved by the Chief Executive Officer.
- 6.4 The tenure of Committee members shall be at the discretion of the Council, however:
 - 6.4.1 A Representative from United Way Ballarat or The Ballarat Foundation is appointed by their respective Board.
 - 6.4.2 Appointments made are for a period of four (4) years. Community Representatives can complete a maximum of one term of four (4) years.
 - 6.4.3 The Council shall select the independent Community Representatives based on a documented selection process, with reference to the position description and any other relevant criteria as determined by Council with the advice of the Committee and shall determine the final membership of the Committee.
 - 6.4.4 In selecting Community Representatives, the gender balance of the Committee will be considered.
- 6.5 Council Officers appointed under 6.3.3 and 6.3.4 who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.
- 6.6 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.

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- 6.7 Council Officers will manage all internal resourcing to support the Committee in the promotion of programs and administration of the Committee in carrying out their duties.
- 6.8 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 6.9 The Councillor appointed by the Council or the Mayor will be the Chairperson of the Committee in accordance with section 63(2)(a) of the *Local Government Act 2020*.
- 6.10 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 6.11 All of the Committee members must submit initial personal returns and biannual personal returns in accordance with sections 133 and 134 of the *Local Government Act 2020*.
- 6.12 Community Representatives will be selected on merit and expertise and appointed as individuals and not as representatives of a group or organisation.
- 6.12.1 Selection will be based on demonstrated skills and experience in the following areas:
- demonstrated experience in writing and delivering strategic plans and knowledge and understanding of how key actions can translate through a grant program;
 - proven ability to work cooperatively in advisory groups or selection panels.
- 6.13 All Delegated Committee members must assess, score and allocate funding in accordance with set operational parameters and methodologies. Decisions are made upon a majority vote, including the vote of the Chairperson. The Chairperson has a casting vote if appropriate.

7. Meetings

- 7.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 7.1.1 Council's Governance Rules;
- 7.1.2 section 61 of the *Local Government Act 2020*; and
- 7.1.3 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee will meet on at least five (5) occasions per financial year, or as required to process applications and achieve purpose.

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- 7.3 A quorum of the Committee will be a majority of the Committee membership with voting rights. This equates to four (4) Committee members, three of which must be community representatives.
- 7.4 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 7.5 Sub committees may be appointed by the Committee and meet between general meetings and as authorised by the full Committee. Sub committees do not have any delegated powers.

8. Reporting

- 8.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
- 8.1.1 Council's Governance Rules; and
 - 8.1.2 the Committee's discretion, as exercised from time to time.
- 8.2 Minutes of Committee meetings must be forwarded to the Statutory Compliance Unit immediately after adoption by the Committee.
- 8.3 The Director Community Wellbeing is responsible for the co-ordination of an annual grants summary report to Council which will include information on monitoring, evaluation and reporting from across the organisation.
- 8.4 The Committee may be included in Council's internal Annual Audit program.
- 8.5 A mid-year breakdown report is to be presented to the Delegated Committee using the breakdown as follows:
- Capital
 - Community events and programs
 - Equipment
 - Training and development
- 8.5.1 The mid-year report is to also provide a thematic split of grant allocations where applicable e.g. number of multicultural grants allocated.

9. Creation and Dissolution

- 9.1 By these Terms of Reference, the:
- 9.1.1 Committee is established; and

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- 9.1.2 powers, duties and functions of the Committee members, as set out in the Instrument of Delegation, are delegated.
- 9.2 These Terms of Reference and the Instrument of Delegation:
 - 9.2.1 come into force immediately when the resolution of Council adopting them is made; and
 - 9.2.2 remain in force until Council determines to vary or revoke it.
- 9.3 The Committee must be dissolved by a resolution of Council.
- 9.4 The Terms of Reference will be reviewed as required.

Dated: XXXXXX

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C4 Instrument of Delegation (Delegated Committees)

Ballarat City Council

Instrument of Delegation

Community Impact Grant Allocations Delegated Committee

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Instrument of Delegation

Ballarat City Council (**Council**) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on ## [##date] and known as the " Community Impact Grant Allocations Delegated Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on ## [##date];
2. a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee;
3. the delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
4. all members of the Delegated Committee will have voting rights on the Delegated Committee.

Date:

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

..... Mayor/Councillor

..... Chief Executive Officer

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**SCHEDULE****Powers and functions**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the community funds in the form of grants and for these purposes:

1. to function in accordance with the Council Terms of Reference;
2. the power to establish an evaluation framework and/or policy for the assessment of all applications for funding (to be approved by Council's Audit and Risk Committee);
3. to engage community expertise in the planning and development of funding programs;
4. the power to apportion and disburse all funds allocated to the Delegated Committee each year as part of Council's budget;
5. the power to evaluate variation request of funding allocations above \$500.00 to grant recipients as, and when, requested by grant applicants;
6. to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

Exceptions, conditions and limitations

The members of the Delegated Committee are not authorised by this Instrument to:

7. enter into contracts, or incur expenditure, for any amount which exceeds the approved budget; and;
8. exercise the powers which, by force section 11(2) of the *Local Government Act 2020*, cannot be delegated.

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C4 Instrument of Delegation (Delegated Committees)

Ballarat City Council

Instrument of Delegation

Tourism Events Grant Allocations Delegated Committee

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Instrument of Delegation

Ballarat City Council (**Council**) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on ## [##date] and known as the "Tourism Events Grant Allocations Delegated Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on ## [##date];
2. a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee;
3. the delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
4. all members of the Delegated Committee will have voting rights on the Delegated Committee.

Date:

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

..... Mayor/Councillor

..... Chief Executive Officer

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**SCHEDULE****Powers and functions**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Tourism Events Grant Allocation Delegated Committee, and for those purposes:

1. The disbursement of funds to;
 - Support the development and sustainability of tourism events;
 - Expand Ballarat's visitor economy and community connections via tourism events; and,
 - Implement structure and probity around the management of funds Council provides to the commercial and private sectors in the form of grants;
2. Clarifying the purpose and process, and strengthening the governance of the evaluation and allocation of these funds;
3. Ensuring
 - The objectives of the Ballarat Events Strategy 2018 – 2028 are met;
 - The total funds allocated for disbursement by the Reference Group is approved in the Council Budget each year.

Exceptions, conditions and limitations

The members of the Delegated Committee are not authorised by this Instrument to:

5. enter into contracts, or incur expenditure, for any amount which exceeds the approved budget; and;
6. exercise the powers which, by force section 11(2) of the *Local Government Act 2020*, cannot be delegated.

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8.9. GOVERNANCE POLICIES

Division: Executive Unit
Director: Evan King
Author/Position: Sophie Constable - Statutory Compliance Officer

PURPOSE

1. The purpose of this report is for Council to consider reviewed policies for adoption, namely the revised Committee Policy and Transparency Policy; and recommendation to Council the transition of the Nature Strip Policy to a guideline.

BACKGROUND

2. The City of Ballarat have a diverse number of documents in the form of policies, procedures and guidance material that help assist Council to meet their statutory obligations, but also drive delivery against Council's strategic goals. To ensure compliance and continuous improvement, the Committee Policy and Transparency Policy have been reviewed with minor amendments required.
3. The Nature Strip Policy was originally developed to set the policy position of nature strip gardens for the municipality as a deviation from previous policy position. This is now incorporated into the broader approach to the management of Council assets and similar to cross overs, this information is best suited when provided in the form of guidelines.

KEY MATTERS

4. The Committee Policy has been reviewed to include Advisory Committees and Stakeholder Reference Group sections as well as the amendment of key specifics such as Governance Team contact details.
5. In accordance with section 57 of the *Local Government Act 2020*, Council is required to adopt and maintain a Public Transparency Policy. As part of maintaining the Public Transparency Policy, a review has been undertaken where the following actions have been taken:
 - Removal of the Conflict of Interest register on Council's website;
 - More specific information within a register of Authorised Officers under the *Planning and Environment Act 1987* available on Council's website;
 - Amendment of Governance and Risk contact details within the Public Transparency Policy.
6. The current Nature Strip Policy is being managed by the Assets Business Unit and had been historically written to facilitate the adoption of nature strip gardens and granitic sand nature strips. However, following consultation with Council Officers in their application, it is recommended to Council that these requirements are now best administrated through guidelines. This would address:
 - The original policy contained conflicting information, and did not address the practical delivery of such nature strip alterations,
 - A policy level document is not required to administer these applications on nature strips, and this service could be better served through guidelines that can be

adjusted in keeping with any changing compliance obligations or conditions to ensure accurate and timely guidance is provided to the community, and

- The process is simplified and streamlined by having all the relevant information contained in the guidelines; no information is lost from the policy as all relevant points are included in the guidelines

OFFICER RECOMMENDATION

7. That Council:

7.1 Rescind the following policies:

- Committee Policy adopted by Ballarat City Council on 12 August 2020 (R206/20).
- Transparency Policy adopted by Ballarat City Council on 26 August 2020 (R211/20).
- Nature Strip Policy adopted by Ballarat City Council on 14 September 2016 (R258/16).

7.2 Adopt the following revised policies:

- Committee Policy
- Transparency Policy

ATTACHMENTS

1. Governance Review [8.9.1 - 1 page]
2. Public Transparency Policy [8.9.2 - 9 pages]
3. Committee Policy [8.9.3 - 11 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Governance Policies are a statutory requirement of Council to ensure compliance and continuous improvement, policies and procedures are regularly reviewed.

COMMUNITY IMPACT

2. In accordance with the *Freedom of Information Act 1982*, Council is required to make available certain documents such as Governance Policies on Council's website.

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. There are no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. In accordance with section 57 of the *Local Government Act 2020*, Council is required to adopt and maintain a Public Transparency Policy.

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. No community consultation and engagement are required for the subject of this report.

GENDER EQUALITY ACT 2020

9. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

10. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

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PUBLIC TRANSPARENCY POLICY

1.0 Purpose

This Public Transparency Policy (the Policy) supports Council in its ongoing drive for good governance and reinforces the importance of open and accountable conduct as well as providing guidance as to how Council information is to be made publicly available. Council must adopt and maintain a Public Transparency Policy under section 57 of the *Local Government Act 2020* (the Act). This Policy gives effect to the public transparency principles outlined in section 58 of the Act.

2.0 Scope

This Policy applies to all information and decision-making processes within Council and forms a part of Council's Integrity Framework.

3.0 Policy Statement

3.1 What is Public Transparency?

Transparency and accountability go hand in hand. Openness, accountability, and honesty define local government transparency and Council's obligation to share information with the community. Transparency is central to the ability of the community to hold its elected officials accountable.

Public transparency, in the local government context, requires that the decision-making processes of the Council be conducted openly, with information made freely and proactively available to individuals and participation in decision-making encouraged. There should be minimal exceptions and in accordance with legal requirements. An explanation should always be provided as to why information will not be released or why a decision cannot be made with full transparency.

3.2 Principles for Transparency

Council commits to the following principles for Public Transparency as detailed within the Act.

- a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- b) Council information must be publicly available unless—
 - i. the information is confidential by virtue of this Act or any other Act; or
 - ii. public availability of the information would be contrary to the public interest;
- c) Council information must be understandable and accessible to members of the municipal community;
- d) Public awareness of the availability of Council information must be facilitated.

3.3 What will Council be Transparent With?

To enact the principles for transparency, Council will apply them to:

3.3.1 Decision Making at Council Meetings

- Will be undertaken in accordance with the Governance Rules.

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- Will be conducted in an open and transparent forum, unless in accordance with the provisions in the Governance Rules.
- Will be informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy.

3.3.2 Council Information

Council delivers a range of services to residents, businesses and visitors to the municipality and our services and functions are documented. Council will publish information about Council services and administration activities on Council's website or will make this information available upon request.

Part II of the *Freedom of Information Act 1982* requires Council to publish a number of statements designed to advise individuals of the documents and information it keeps, and the way people can access these documents.

The categories of documents in Council's possession include:

Documents such as:

- Plans and Reports adopted by Council;
- Policies;
- Project and service plans;
- Grant application, tenders and tender evaluation material;
- Service agreements, contracts, leases and licences;
- Council leases, permits and notices of building and occupancy; and
- Relevant technical reports and / or research that informs decision making.

Procedural information such as:

- Practice notes and operating procedures;
- Application processes for approvals, permits, grants and access to Council services;
- Decision making processes;
- Guidelines and manuals;
- Community engagement processes; and
- Complaints handling processes.

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Council records including, but not limited to the details below will be made available where possible on Council's website:

- Council and Delegated Committee meeting agendas and minutes;
- Reporting from Committees in accordance with the Governance Rules;
- Details of Delegated Committees, Community Asset Committees and Advisory Committees;
- Registers of gifts, benefits and hospitality offered to Councillors or Council Staff;
- Registers of travel undertaken by Councillors or Council Staff;
- Submissions made by Council to State or Federal processes;
- Details of any Memorandums of Understanding entered into by Council that are not subject to confidentiality clauses;
- Registers of donations and grants made by Council;
- Registers of leases entered into by Council, as lessor and lessee;
- Register of Delegations;
- Register of S11A Authorised Officers approved by Council;
- Register of Election campaign donations;
- Summary of Personal Interests; and
- Any other Registers or Records required by legislation or determined to be in the public interest.

Council will make available the following records for inspection. Examples include but are not limited to:

- Summary of Personal Interests; and
- Summary of submissions received under Section 223 of the *Local Government Act 1989* until its repeal.

The information made available is subject to the provisions of:

- the *Privacy and Data Protection Act 2014*;
- the *Freedom of Information Act 1982*;
- the *Health Records Act 2001*; and
- Council's Privacy Policy.

Publications

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Ballarat. These can be downloaded from Council's website or by contacting Council for a copy. Some of these publications are available at Council's Libraries.

3.3.3 Council Data

Relevant Council data that has been assessed will be made available on Council's website or via data.vic.gov.au with regular reporting of key metrics that share Council's performance on areas of community interest. This includes performance data such as:

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- Biennial Local Government Performance Reporting Framework (LGPRF) data, including key service performance metrics.
- Service delivery data such as trees planted, visitations to our leisure centres and libraries.

This means that if we're able to share data – factoring in commercial copyright, security and privacy concerns – we will.

We do this because we believe in being a transparent organisation that makes it simple for the community to access information. It helps foster citizen collaboration and innovation and makes it easier for innovators to develop solutions and services that are relevant to the community.

3.4 When will we be Transparent?

Public transparency is a driving principle that will guide the work that we do, the decisions we make and the information we share – in everything that we do. This applies within both the political and administrative context of Council.

There will be circumstances where information cannot be shared, and these are outlined in 3.5.

3.5 When will we be Limited in our Transparency?

Some Council information that informs decision making by Council may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or in compliance with the *Privacy and Data Protection Act 2014*.

Public Interest Test

Council may refuse to release information if it determines that the harm likely to be created by releasing the information will exceed the public benefit in being transparent. When considering possible harm from releasing information, the Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the Council from performing its functions.

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Confidential Information

“Confidential information” is defined in section 3 of the Act. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that if released is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that if prematurely released is likely to encourage speculation in land values.
Law enforcement information	Information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets; or that if released would unreasonably expose the business, commercial or financial undertaking to disadvantage.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public under section 66(2)(a) of the Act.
Internal arbitration information	Confidential Information relating to internal arbitration about an alleged breach of the Councillor Code of Conduct as specified in section 145 of Act.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter. Information specified in section 169 of the Act.
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i> .

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law, in breach of contractual requirements or if releasing the information is likely to cause harm to any person or it is not in the public interest to do so.

Where information is not confidential, and not already available, Council will apply the principles of a public interest test with consideration also of the resources required to respond to the request.

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3.6 How will we be Transparent?

Council Meetings

Decisions made at Council meetings are generally informed by Council reports that are prepared by Officers and included in the agenda. Council meeting agendas are made available to the community in advance of each meeting in accordance with the Governance Rules.

Council meetings will be open to the public to attend or view the live broadcast on Council's website. The only circumstance in which the community will not be able to view a Council meeting will be if it has been closed for consideration of a confidential matter.

Council Reporting

Council reports that require a decision will address the Overarching Governance Principles as outlined in the Governance Rules and will be published in the Council Agenda unless they contain confidential information or decisions made in closed Council.

Access to Information

- Information will be made available and maintained on the Council website in a timely manner. Documents, Process Information and Records specified in section 3.3.2 will be made available where appropriate (including by being published on website as applicable) within 14 days of being finalised.
- Requests for information will be responded to in alignment with this Policy and the public transparency principles.
- Council may facilitate access to information in a variety of ways; and may include providing a hard copy, soft copy, arranging inspection or viewing at Council offices, or publishing on Council's website. An applicant may otherwise be advised that access to a document can be obtained via another method such as a statutory release scheme or for purchase.

Freedom of Information (FOI) Applications

The *Freedom of Information Act 1982* gives individuals a right to apply for access to documents held by Council. Council is committed to proactive and informal release of information in accordance with the *Freedom of Information Act 1982*, and the Professional Standards issued by the Office of the Victorian Information Commissioner can be found at www.ovic.vic.gov.au. Individuals are encouraged to contact Council prior to submitting an application under Freedom of Information. Council staff can advise what documents are available for inspection and in some instances can assist with providing the requested information informally.

All Freedom of Information requests should be made to the Freedom of Information Officer.

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3.7 Non-compliance with this Policy

If an individual wishes to question a decision about the release of information, this should be raised directly with the Officer handling the matter in the first instance. If the individual is still not satisfied and would like a review of the decision, this can be reported to the Freedom of Information Officer.

If an individual is not satisfied with Council's review of the request, their concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222 or via the website – www.ombudsman.vic.gov.au.

4.0 Roles and Responsibilities

Party/Parties	Roles and Responsibilities	Timelines
Council	Champion the commitment and principles for public transparency through leadership, modelling practice and decision-making.	Ongoing
Executive Leadership Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership. Monitor implementation of this policy.	Ongoing
Executive Management Team	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.	Ongoing
All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function. All staff respond to requests for information and facilitate provision of information in consultation with their Manager and in alignment with the policy.	Ongoing
Executive Manager Governance and Risk	Monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing

5.0 Monitoring, Evaluation and Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation.

A periodic review of this Policy will be undertaken to ensure any changes required to strengthen or update the Policy are made in a timely manner.

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6.0 Supporting documents and references

6.1 Rules and Policies

Council's:

- Governance Rules
- Public Transparency Principles
- Governance Framework
- Community Engagement Framework
- Community Engagement Policy
- Privacy Policy
- Open Data Policy

6.2 Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010*
- *Freedom of Information Act 1982*
- *Gender Equality Act 2020*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Professional Standards*

6.3 Definitions

Community	Community is a flexible term used to define groups of connected people. Council uses it to describe people of Ballarat generally, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality. More specifically, it can refer to everyone affiliated with the Ballarat municipality, or smaller groups defined by interest, identity or location, and not necessarily homogenous in composition or views. Different types of communities often overlap and extend beyond municipal boundaries. Communities may be structured, as in clubs or associations or unstructured, such as teens. Communities are flexible and temporary, subject individual identity and location.
Community consultation	This is a form of community engagement that relates to the tools and practices used by Council to enable public involvement in decisions and actions that shape the community.
Document	Document has the same meaning as in the <i>Freedom of Information Act 1982</i> .
Public participation	Public participation encompasses a range of public involvement, from simply informing people about what government is doing, delegating decisions to the public and community activity addressing the common good.

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- Stakeholder** An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.
- Transparency** A lack of hidden agendas or conditions, and the availability of all information needed in order to collaborate, cooperate and make decisions effectively. Importantly, “transparency” is also a human rights issue: that is, the right to have the opportunity, without discrimination, to participate in public affairs.

7.0 Human Rights Charter

This policy has been reviewed against and complies with section 13 of the *Charter of Human Rights and Responsibilities Act 2006*, as this policy aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 which recognises a person's right to participate in the conduct of public affairs.

8.0 Policy owner

The owner of this Policy is the Chief Executive Officer. All enquiries regarding this Policy should be initially directed to the Executive Manager Governance and Risk.

9.0 Applicability

The Policy applies to all Councillors, Council Officers and agents of the City of Ballarat.

10.0 Authorisation

Adopted by Ballarat City Council on XXXX

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COMMITTEE POLICY

1.0 Purpose

This Policy is intended to provide a consistent basis for the establishment and operation of Council Committees and provide:

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

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

2.0 Scope

In accordance with Section 63 of the *Local Government Act 2020* (the Act), Council may establish Delegated Committees to provide forums for the community to engage with Council, present views and support Ballarat City Council on issues relevant to Council activities.

In accordance with Section 65 of the Act, Council may establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.

Councillors, Delegated Committee members, Community Asset Committee members, Advisory Committee members, Stakeholder Reference Group members and Council Officers are to comply with this policy to meet legislative requirements.

3.0 Policy Statement

3.1 Delegated Committees

In accordance with section 63 of the Act, Council may establish one or more Delegated Committees. Council defines the purpose and membership of a Delegated Committee as a formally appointed Committee established under section 63 of the Act. The Council may formally delegate decision-making powers and responsibility to Delegated Committee members through an Instrument of Delegation. This Instrument spells out the Committee members' roles and enables them to exercise functions and powers of Council, within certain constraints.

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3.1.1 Terms of Reference

A standard Terms of Reference template creates a common ground for all Committees. The Terms of Reference will provide a framework within which the Committee operates. A template is available from the Governance and Risk team. The Terms of Reference for a Delegated Committee must:

- Be presented to Council for consideration and adoption;
- Include a clear statement of purpose and the Committee's objectives. Objectives should be supported by measurable outcomes that are reported to Council;
- Be reviewed by the Committee as it sees fit. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Committee and be presented to the Council for formal approval; and
- Be available on the Council's website and electronic document management system.

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

3.1.2 Membership, Period of Membership and Method of Appointment

As per Council's Governance Rules, Councillors are appointed to Delegated Committees annually. Council Officers are appointed to Committees at the discretion of the Chief Executive Officer.

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

Council may appoint or remove members of the Delegated Committees at any time pursuant to section 63(1)(b) of the Act and in accordance with the Terms of Reference. Membership changes need to be adopted by Council.

Council Officers are there to provide advice and support to the Committee where required.

Delegated Committee members are obliged to lodge Personal Interest Returns that disclose personal information that may give rise to Conflicts of Interest in certain circumstances to ensure compliance with section 133 and 134 of the 2020 Act.

3.1.3 Delegated Authority and Decision Making

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

The Instrument of Delegation is not effective until approval through a resolution has been received and the document is signed and sealed with Council's Common Seal, however, the previous Instrument of Delegation will remain in force until the seal has been fixed on the approved Instrument of Delegation. The Governance and Risk team will arrange for signing and sealing.

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3.1.4 Production of Agendas and Minutes

In accordance with Council's Governance Rules, an agenda must be prepared and distributed prior to each meeting of the Delegated Committee at least two business days before the meeting. The agenda serves to list the matters to be discussed at the meeting in order to keep the discussion focused and to assist with time management of the meeting. The agenda should address meeting formalities such as:

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

The Chairperson must prepare and circulate the minutes of all meetings and forward to the Committee members within 14 days of holding the meeting. The minutes of the Delegated Committee must:

- a) Contain details of the proceedings and resolutions made;
- b) Be clearly expressed;
- c) Be self-explanatory;
- d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process; and
- e) Resolutions made at the meeting must clearly state the intention and effect of the resolution.

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

In addition, the minutes must be provided to the Governance team by post, email or by hand to:

City of Ballarat – Governance
Governance@ballarat.vic.gov.au
PO Box 655
Ballarat, Vic 3353

Agendas and minutes are to be lodged in and made available on Council's electronic document management system and will be placed on Council's website unless details of the decisions are confidential.

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3.1.5 Dissolution

Delegated Committees may at any meeting agree to disband and return its responsibilities to Council. In this instance, Council requires immediate notification in writing of the Committee's intention before dissolution. Alternatively, if the Delegated Committee does not fulfil its obligations, Council may disband the Delegated Committee. In either case, the Chairperson is obliged to make the following arrangements within one month of disbanding:

- The Delegated Committee bank account must be closed, and the balance immediately forwarded to Council; and
- All keys to buildings must be returned to Council.

Dissolution requires a formal resolution of Council. In order for this to occur the Committee must pass a resolution to disband or change its status from a Delegated Committee to an Advisory Committee of Council. The Governance Team will be able to provide assistance and the following is required:

- Recommendation to endorse that the Delegated Committee disband or change its status from a Section 63 Delegated Committee to an Advisory Committee;
- Recommendation to revoke the Instrument of Delegation; and
- If changing status, recommendation to endorse the Advisory Committee Terms of Reference.

3.1.6 Council Expenses

In accordance with section 41 of the Act, Council must reimburse out of pocket expenses for Councillors and members of Delegated Committees.

3.1.7 Indemnity Provision

In accordance with section 43 of the Act, Council must indemnify and keep indemnified each Councillor, member of a Delegated Committee and member of a Community Asset Committee against all actions or claims whether arising during or after their term of office in respect of anything necessarily done or reasonably done or omitted to be done in good faith:

- In the performance of a duty or function or the exercise of power under this Act, the regulations or a Local Law or any other Act; or
- In the reasonable belief that the act or omission was in the performance of a duty or a function or the exercise of a power under the Act, the regulations or a Local Law or any other Act.

3.2 Community Asset Committees

The main function of a Community Asset Committee is to assist the Council in managing a community asset in the municipal district. A Community Asset Committee lifespan should be aligned with and be focussed on the Council Plan and Strategy. The Chief Executive Officer may by Instrument of Delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer to members of the Community Asset Committee.

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3.2.1 Terms of Reference

A standard Terms of Reference template creates a common ground for all Committees. The Terms of Reference will provide a framework within which the Committee operates. A template is available from the Governance and Risk team. The Terms of Reference for a Community Asset Committee must:

- Include a clear statement of purpose and the Committee's objectives. Objectives should be supported by measurable outcomes that are reported to the Council;
- Be reviewed by the Committee as seen fit. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Committee and be presented to the Council for formal approval; and
- Be available on the Council's website and electronic document management system.

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

3.2.2 Membership, Period of Membership and Appointment

In accordance with section 65(1) of the Act, Committee members are appointed by Council. Council Officers are appointed to Committees at the discretion of the Chief Executive Officer. The Chief Executive Officer may formally delegate decision-making powers and responsibility to Community Asset Committee members through an Instrument of Delegation. This Instrument spells out the Committee member's roles and enables them to exercise functions and powers of Council, within certain constraints.

All appointments to Community Asset Committees are subject to Council resolution and are not effective until that endorsement has been resolved.

Council may appoint or remove members in accordance with the Terms of Reference.

Council Officers are there to provide advice and support to the Committee where necessary and have no voting rights.

3.2.3 Delegated Authority and Decision-Making Powers

Community Asset Committee members have delegations from the Chief Executive Officer in accordance with section 47(1) of the Act. To comply with section 47(4) of the Act the delegation to the members of a Community Asset Committee is subject to the terms and conditions specified by the Chief Executive Officer, which must include the following:

- The specified limit on any financial delegation and the specified purpose for which the financial delegation may be used;
- Compliance with specified governance requirements to ensure appropriate standards of probity are met; and
- Specified monitoring and reporting of the activities and performance of the Community Asset Committee.

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3.2.4 Production of Agendas and Minutes

Agendas and minutes must be prepared for each meeting of a Community Asset Committee. The agenda must be provided to members of the Committee at least two days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting to be kept. The minutes of a meeting of a Community Asset Committee must:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self-explanatory; and
- In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at a subsequent meeting.

The minutes, once adopted at the next meeting are to be submitted to Council via the Governance team by post, email or by hand to:

City of Ballarat – Governance
Governance@ballarat.vic.gov.au
PO Box 655
Ballarat, Vic 3353

The Chief Executive Officer must submit an annual report in relation to the activities and the performance of the established Community Asset Committees.

3.2.5 Dissolution

Community Asset Committees may at any meeting agree to disband. In this event, Council requires immediate notification in writing of the Committee's intention before dissolution. Alternatively, if Council is in the view that the Community Asset Committee is no longer required, Council may disband the Community Asset Committee.

Dissolution requires a formal resolution of Council. The Governance Team will be able to provide assistance and the following is required:

- A record of the meeting disbanding needs to be forwarded to governance@ballarat.vic.gov.au;
- A Council report recommendation to endorse that the Community Asset Committee disband;
- A recommendation to revoke the Terms of Reference; and
- The Instrument of Delegation from the CEO would need to be revoked by the CEO.

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3.3 Advisory Committees

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

These Committees are usually comprised of community members and Councillors, and may sometimes include representatives of community organisations. These Committees are essential forums to provide input to the development of Council policy and decision making in their areas of focus. Advisory Committees no longer have any formal recognition or legislative requirements under the *Local Government Act 2020*.

3.3.1 Terms of Reference

A standard Terms of Reference template creates a common ground for all Committees. The Terms of Reference will provide a framework within which the Committee operates. A template is available from the Governance and Risk team. The Terms of Reference for an Advisory Committee must:

- Be presented to Council for consideration and adoption;
- Include a clear statement of purpose and the Committee's objectives. Objectives should be supported by measurable outcomes that are reported to Council; and
- Be reviewed by the Committee as it sees fit. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Committee and be presented to the Council for formal approval; and
- Be available on the Council's website and electronic record system.

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

3.3.2 Membership, Period of Membership and Appointment

As per Council's Governance Rules, Councillors are appointed to Advisory Committees annually. Council Officers are appointed to committees at the discretion of the Chief Executive Officer.

Advisory Committee members are appointed as per the Terms of Reference. All Advisory Committees established by Council will sunset on 30 June following each Council election, unless they have been re-established within the new Council Term in accordance with section 8.1.1(g) of Council's Governance Rules.

All appointments to Advisory Committees are subject to Council resolution and are not effective until that endorsement is given by a resolution of Council.

3.3.3 Delegated Authority and Decision-Making Powers

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

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3.3.4 Production of Agendas and Minutes

Agendas and minutes must be prepared for each meeting of an Advisory Committee. The agenda must be provided to members of the Committee at least two days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting to be kept. The minutes of a meeting of an Advisory Committee must:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self-explanatory; and
- In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at a subsequent meeting.

The minutes, once adopted at the next meeting are to be submitted to Council via the Governance Team by post, email or by hand to:

City of Ballarat – Governance
Governance@ballarat.vic.gov.au
PO Box 655
Ballarat, Vic 3353

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

3.3.5 Dissolution

Advisory Committees may at any meeting agree to disband. In this event, Council requires immediate notification in writing of the Committee's intention before dissolution. Alternatively, if Council is in the view that the Advisory Committee is no longer required, Council may disband the Advisory Committee.

Dissolution requires a formal resolution of Council. The Governance Team will be able to provide assistance and the following is required:

- A record of the meeting disbanding needs to be forward to governance@ballarat.vic.gov.au;
- A Council report recommendation to endorse that the Advisory Committee disband; and
- A recommendation to revoke the Terms of Reference.

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3.4 Stakeholder Reference Groups

The main function of Stakeholder Reference Groups is to provide a streamlined communication mechanism between identified stakeholders and Council Officers to ensure the views and opinions are considered within the decision-making processes of Council. Stakeholder Reference Groups are generally focused on matters more operational in nature.

3.4.1 Terms of Reference

A standard Terms of Reference template creates a common ground for all Committees. The Terms of Reference will provide a framework within which the Stakeholder Reference Group operates. A template is available from the Governance Team. The Terms of Reference for a Stakeholder Reference Group must:

- Include a clear statement of purpose and the Group's objectives. Objectives should be supported by measurable outcomes that are reported to the Council;
- Be reviewed by the Group as seen fit. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the Group and be presented to the Council for formal approval; and
- Be available on the Council's website and electronic record system.

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

3.4.2 Membership, Period of Membership and Appointment

Stakeholder Reference Group members are appointed as per the Terms of Reference and these membership appointments do not require Council approval.

3.4.3 Delegated Authority and Decision-Making Powers

Stakeholder Reference Groups act in a consultative capacity only and have no delegated authority to make decisions. Stakeholder Reference Groups provide a consultative forum to the Council to assist them in their decision making.

3.4.4 Production of Agendas and Minutes

Agendas and minutes must be prepared for each meeting of a Stakeholder Reference Group. The agenda must be provided to members of the Group at least two days before the time fixed for the holding of the meeting.

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The Chairperson must arrange for minutes of each meeting to be kept. The minutes of a meeting of a Stakeholder Reference Group must:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self-explanatory; and
- In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at a subsequent meeting.

The minutes, once adopted at the next meeting are to be submitted to Council via the Governance Team by post, email or by hand to:

City of Ballarat – Governance
Governance@ballarat.vic.gov.au
PO Box 655
Ballarat, Vic 3353

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

3.4.5 Dissolution

Stakeholder Reference Groups may at any meeting agree to disband. In this event, Council requires immediate notification in writing of the Group's intention before dissolution. Alternatively, if Council is in the view that the Stakeholder Reference Group is no longer required, Council may disband the Group.

Dissolution requires a formal resolution of Council. The Governance Team will be able to provide assistance and the following is required:

- A record of the meeting disbanding needs to be forwarded to governance@ballarat.vic.gov.au;
- A Council report recommendation to endorse that the Stakeholder Reference Group disband; and
- A recommendation to revoke the Terms of Reference.

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4.0 Supporting documents and references

4.1 Legislation

- *Local Government Act 1989*
- *Local Government Act 2020*
- *Local Government (General) Regulations 2015*
- *Gender Equality Act 2020*

4.2 Associated Documents

- Governance Rules
- Councillor Code of Conduct
- Employee Code of Conduct
- *The Role and Future of Citizen Committees in Australian Local Government 2013*

5.0 Policy owner

Executive Manager Governance and Risk

6.0 Authorisation

Adopted by City of Ballarat on xxxx

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8.10. S5 INSTRUMENT OF DELEGATION - COUNCIL TO CEO

Division: Executive Unit
Director: Evan King
Author/Position: Cameron Montgomery – Executive Manager Governance and Risk

PURPOSE

1. The purpose of the report is for Council to adopt the S5 Instrument of Delegation to the Chief Executive Officer.

BACKGROUND

2. In accordance with section 11(1) of the *Local Government Act 2020* (the Act), the S5 Instrument of Delegation to the Chief Executive Officer must be approved by Council.

KEY MATTERS

3. Changes within the *Environment Protection Act 2017* came into force on 1 July 2021 which allows specific delegations to be approved by Council and others to be approved by the Chief Executive Officer.
4. In order for the Chief Executive Officer to approve delegations within the *Environment Protection Act 2017*, Council must sub-delegate the powers to the Chief Executive Officer, therefore, the S5 Instrument of Delegation is required to be updated by Council (Attachment 2).
5. To ensure transparent compliance and good governance, it is recommended that Councillors approve and re-affirm the S5 Instrument of Delegation to the Chief Executive Officer following such substantial changes in legislation. This then allows the Chief Executive Officer after consideration of the relevant legislation to sub-delegate as required.

OFFICER RECOMMENDATION

6. In the exercise of the powers conferred by section 11(1)(b) of the *Local Government Act 2020*, Ballarat City Council resolves that:
 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.
 2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.
 3. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.

- 4. The duties and functions set out in the Instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

ATTACHMENTS

1. Governance Review [8.10.1 - 1 page]
2. S5 Instrument of Delegation [8.10.2 - 4 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The S5 Instruments of Delegation from Council to the Chief Executive Officer is a requirement of the *Local Government Act 2020* (the Act).

COMMUNITY IMPACT

2. There has been no community impact identified for the subject of this report.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

5. There have been no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. The endorsement of the revised S5 Instrument of Delegation ensures that the core operations of the Council are not impeded.

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. The S5 Instrument of Delegation from Council to the Chief Executive Officer does not require any community consultation and engagement.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

9. Council officers that have prepared the report do not have any general or material conflicts of interests.

OFFICIAL

OFFICIAL



S5 Instrument of Delegation to Chief Executive Officer

Ballarat City Council

Instrument of Delegation

to

The Chief Executive Officer

OFFICIAL

**CITY OF
BALLARAT** 

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Ballarat City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

1. this Instrument of Delegation is authorised by a Resolution of Council passed on [insert date]
2. the delegation
- 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 2.2 is subject to any conditions and limitations set out in the Schedule;
- 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 2.4 remains in force until Council resolves to vary or revoke it.

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

..... Chief Executive Officer

OFFICIAL



SCHEDULE

The power to

1. determine any issue;
 2. take any action; or
 3. do any act or thing
- arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract exceeding the value of \$250,000 (inclusive GST);
 - 1.2 making any expenditure that exceeds \$250,000 (inclusive GST) (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$250,000 (inclusive GST));
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 electing a Mayor or Deputy Mayor;
 - 1.5 granting a reasonable request for leave under s 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approving the Budget or Revised Budget;
 - 1.13 approving the borrowing of money;
 - 1.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;

S5. Instrument of Delegation to Chief Executive Officer

OFFICIAL

OFFICIAL



3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

8.11. S18 INSTRUMENT OF SUB-DELEGATION UNDER THE ENVIRONMENT PROTECTION ACT 2017

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis – Statutory Compliance Officer

PURPOSE

1. The purpose of the report is to review and adopt the S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* (the Act).

BACKGROUND

2. The amended *Environment Protection Act 2017* came into force on 1 July 2021 and allows the Environment Protection Authority by Instrument of Delegation to delegate certain powers and functions to the Council.
3. The Instrument of Delegation template was provided to Council following legal advice and officers have been delegated to sections within the Act following consultation with the appropriate managers.
4. It is imperative that Council staff have the correct delegation for dealing with matters under the current Acts and Regulations.
5. It is proposed that the Instrument of Delegation be granted to the positions of Council staff rather than to the individual staff member. This means that the delegation will still apply to the position should there be a change in personnel or any staff acting in the role.

KEY MATTERS

6. The S18 Instrument of Delegation can be found at attachment 2 which incorporates the new legalisation within the Act.
7. Through consultation with the relevant managers, the following position titles have been identified as needing delegations as outlined in the S18 Instrument of Delegation.

Abbreviation	Position
CO	Compliance Officer
CCPE	Coordinator Compliance and Parking Enforcement
CEH	Coordinator Environmental Health
DDG	Director Development and Growth
EHO	Environmental Health Officer
EMRS	Executive Manager Regulatory Services
LLEO	Local Laws Events Officers
TLEH	Team Leader Environmental Health
EOEH	Technical Officer Environmental Health

OFFICER RECOMMENDATION

8. In the exercise of the power conferred by 437(2) of the *Environment Protection Act 2017* and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Ballarat City Council Resolves that:
 - 8.1 There be delegated to the members of the Council staff holding, acting in or performing the duties of the officers or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.
 - 8.2. The Instrument comes into force immediately the common seal of Council is affixed to the instrument.
 - 8.3. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

ATTACHMENTS

1. Governance Review [8.11.1 - 2 pages]
2. S18 Instrument of Sub-Delegation [8.11.2 - 6 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instrument of Delegation is a statutory requirement of Council.

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. There are no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. The endorsement of the revised S18 Instrument of Delegation ensures that the core operations functions of the Council are not impeded.
7. Council's delegations are constantly maintained and periodically monitored to ensure that appropriated Council officers have the power to carry out their duties lawfully.

HUMAN RIGHTS CONSIDERATIONS

8. 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

9. There has been consultation with the relevant managers to ensure the correct delegations have included in the Instrument of Delegation.

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL



BALLARAT CITY COUNCIL

INSTRUMENT OF DELEGATION

S18 INSTRUMENT OF SUB-DELEGATION UNDER THE ENVIRONMENT PROTECTION ACT 2017

OFFICIAL

OFFICIAL



Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the Environment Protection Act 2017 ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

Abbreviation	Position
CO	Compliance Officer
CCPE	Coordinator Compliance and Parking Enforcement
CEH	Coordinator Environmental Health
DDG	Director Development and Growth
EHO	Environmental Health Officer
EMRS	Executive Manager Regulatory Services
LLEO	Local Laws Events Officer
TLEH	Team Leader Environmental Health
TOEH	Technical Officer Environmental Health

OFFICIAL

OFFICIAL



3. this Instrument of Sub-Delegation is authorised by #a resolution of Council passed on #date pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;

4. the delegation:

4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;

4.2 remains in force until varied or revoked;

4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and

4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

5. this Instrument of Sub-Delegation is subject to the following limitations:

5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:

5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and

5.1.2 noise from the construction, demolition or removal of residential premises;

6. the delegate must not determine the issue, take the action or do the act or thing:

6.1.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

6.1.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

6.1.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

6.1.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

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

..... Mayor/Councillor

..... Chief Executive Officer

OFFICIAL

OFFICIAL

Delegation Sources

- Environment Protection Act 2017

OFFICIAL

OFFICIAL

Ballarat City Council

S18 Instrument of Sub-Delegation under the Environment Protection Act 2017

Environment Protection Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 271	Power to issue improvement notice	CCPE, CEH, CO, DDG, EHO, EMRS, LLEO, TLEH, TOEH	
s 272	Power to issue prohibition notice	CCPE, CEH, CO, DDG, EHO, EMRS, LLEO, TLEH, TOEH	
s 279	Power to amend a notice	CCPE, CEH, CO, DDG, EHO, EMRS, LLEO, TLEH, TOEH	
s 358	Functions of the Environment Protection Authority	CCPE, CEH, CO, DDG, EHO, EMRS, LLEO, TLEH, TOEH	

OFFICIAL

OFFICIAL

Ballarat City Council

Environment Protection Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	CCPE, CEH, CO, DDG, EHO, EMRS, LLEO, TLEH, TOEH	
s 359(2)	Power to give advice to persons with duties or obligations	CCPE, CEH, CO, DDG, EHO, EMRS, LLEO, TLEH, TOEH	

8.12. S11B INSTRUMENT OF APPOINTMENT AND AUTHORISATION (ENVIRONMENT PROTECTION ACT 2017)

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis – Statutory Compliance Officer

PURPOSE

1. The purpose of the report is to adopt the S11B Instrument of Appointment and Authorisation under the *Environment Protection Act 2017*.

BACKGROUND

2. The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, through Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Environment Protection Act 2017* cannot be delegated by the Chief Executive Officer and must be made through a resolution of Council.
3. The *Environment Protection Act 2017* has given Council the power to appoint Authorised Officers under the Act.

KEY MATTERS

4. Following changes to the *Environment Protection Act 2017*, a review has been undertaken of officers who require an S11B Instrument of Appointment and Authorisation as follows:

Name	Position
Warren Swards	Technical Officer Environmental Health
Tyrone Marini	Coordinator Environmental Health
Nedim Beslagic	Team Leader Environmental Health
Sarah Walker	Environmental Health Officer
Katherine McDonald	Environmental Health Officer
Jenae Angove	Environmental Health Officer
Barbara Carrick	Environmental Health Officer
Brenda Carey	Executive Manager Regulatory Services
Rhett English	Coordinator Compliance and Parking Enforcement
Katherine Gertners	Local Laws Events Officers
Peter Jones	Compliance Officer
Jesse Sherman	Compliance Officer
Natalie Robertson	Director Development Growth

OFFICER RECOMMENDATION**5. That Council:**

5.1 Exercise the powers conferred by s242(2) of the *Environment Protection Act 2017* and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Ballarat City Council resolved that:

- a. The members of Council staff referred to in the instruments attached be appointed and authorised as set out in the instruments.
 - Warren Swards
 - Tyrone Marini
 - Nedim Beslagic
 - Sarah Walker
 - Katherine McDonald
 - Jenae Angove
 - Barbara Carrick
 - Brenda Carey
 - Katherine Gertners
 - Rhett English
 - Peter Jones
 - Jesse Sherman
 - Natalie Robertson
- b. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.
- c. The instrument be sealed.

ATTACHMENTS

1. Governance Review [8.12.1 - 2 pages]
2. S11B - Barbara Carrick [8.12.2 - 2 pages]
3. S11B - Brenda Carey [8.12.3 - 2 pages]
4. S11B - Jenae Angove [8.12.4 - 2 pages]
5. S11B - Jesse Sherman [8.12.5 - 2 pages]
6. S11B - Katherine Gertners [8.12.6 - 2 pages]
7. S11B - Katherine McDonald [8.12.7 - 2 pages]
8. S11B - Nedim Beslagic [8.12.8 - 2 pages]
9. S11B - Peter Jones [8.12.9 - 2 pages]
10. S11B - Rhett English [8.12.10 - 2 pages]
11. S11B - Sarah Walker [8.12.11 - 2 pages]
12. S11B - Tyrone Marini [8.12.12 - 2 pages]
13. S11B - Warren Swards [8.12.13 - 2 pages]
14. S11B - Natalie Robertson [8.12.14 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instrument of Appointments and Authorisations are a statutory requirement of Council.

COMMUNITY IMPACT

2. Council will make the register of authorised officers available on Council's website in accordance with Council's Public Transparency Policy.

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. There are no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. It is essential that Council's authorisations are constantly maintained and periodically monitored so that appropriate officers have the power to carry out their duties lawfully. This is a key component in Council meetings, as legislation requires Council to approve authorised officers under the *Environment Protection Act 2017*.

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. There has been consultation with relevant managers and officers to ensure the correct officers have been authorised to complete tasks.
9. The revocation and conferring of authorisations does not require any public consultation, however, Council is required to keep a register of all authorised officers available for public inspection.

OFFICIAL

OFFICIAL

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

OFFICIAL

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

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*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

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OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

OFFICIAL



Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)

In this instrument "**officer**" means -

Nedim Beslagic

By this instrument of appointment and authorisation, Ballarat City Council -

under s 242(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officer to be **an** authorised officer for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the [resolution] Ballarat City Council on [date]

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

..... Mayor/Councillor

..... Chief Executive Officer

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

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OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

OFFICIAL



Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)

In this instrument "**officer**" means -

Warren Swords

By this instrument of appointment and authorisation, Ballarat City Council -

under s 242(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officer to be **an** authorised officer for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the [resolution] Ballarat City Council on [date]

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

)
)
)

.....

Mayor/Councillor

.....

Chief Executive Officer

OFFICIAL



*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

CITY OF BALLARAT 

8.13. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987)

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis - Statutory Compliance Officer

PURPOSE

1. The report is to endorse the S11A Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* for Edmond Riley.
2. The report is to also revoke the S11A Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* for Jane Archer and Edwin Wyman.

BACKGROUND

3. The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, through Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated by the Chief Executive Officer and must be made through a resolution of Council.

KEY MATTERS

4. Edmond Riley holds the position of Principal Strategic Planner, and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.
5. At the Council Meeting held on 22 July 2020, Council resolved R181/20 to endorse the authorisation of Jane Archer under the *Planning and Environment Act 1987*. Jane Archer is no longer in the position of Senior Statutory Planner and the authorisation requires revocation by Council resolution.
6. At the Council Meeting held on 22 July 2020, Council resolved R181/20 to endorse the authorisation of Edwin Wyman under the *Planning and Environment Act 1987*. Edwin Wyman is no longer in the position of Compliance Officer and the authorisation requires revocation by Council resolution.

OFFICER RECOMMENDATION

7. That Council:

- 7.1 Exercise the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (the instrument), and that

- a. Edmond Riley be appointed and authorised as set out in the instrument.

b. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.

c. The instrument be sealed.

7.2. Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Jane Archer (R181/20).

7.3 Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Jane Archer (R181/20).

ATTACHMENTS

1. Governance Review [8.13.1 - 2 pages]
2. S11A Instrument of Appointment and Authorisation - Edmond Riley [8.13.2 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instrument of Appointments and Authorisations are a statutory requirement of Council.

COMMUNITY IMPACT

2. Council will make the register of authorised officers available on Council's website in accordance with Council's Public Transparency Policy.

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. There are no financial implications identified for the subject of this report.

LEGAL AND RISK CONSIDERATIONS

6. It is essential that Council's authorisations are constantly maintained and periodically monitored so that appropriate officers have the power to carry out their duties lawfully. This is a key component in Council meetings, as legislation requires Council to approve authorised officers under the *Planning and Environment Act 1987*.

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. There has been consultation with relevant managers and officers to ensure the correct officers have been authorised to complete tasks.
9. The revocation and conferring of authorisations does not require any public consultation, however, Council is required to keep a register of all authorised officers available for public inspection.

OFFICIAL

OFFICIAL

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

11. Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

In this instrument "**officer**" means -

Edmond Riley

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council
on [insert date and resolution]

Date:

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

..... Mayor/Councillor

..... Chief Executive Officer

8.14. OUTSTANDING QUESTION TIME ITEMS

Division: Executive Unit
Director: Evan King
Author/Position: Sarah Anstis – Statutory Compliance Officer

PURPOSE

1. This report provides Council with an update of responses to questions taken on notice and outstanding unanswered questions from public question time.

BACKGROUND

2. The City of Ballarat Governance Rules, section 3.7.1 calls for a standard agenda item at each Council Meeting that reflects unanswered questions from question time.

KEY MATTERS

3. Nil

OFFICER RECOMMENDATION

4. That Council:

4.1 Endorse the Outstanding Question Time report.

ATTACHMENTS

1. Outstanding Question Time Items [8.14.1 - 1 page]
2. QT18-21 Rodney Misfud [8.14.2 - 2 pages]
3. QT36-21 - Miriam Robinson [8.14.3 - 2 pages]
4. QT35-21 - John Barnes [8.14.4 - 2 pages]

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Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
28/04/2021 QT18/21	Closed	Rodney Mifsud	1.Do discussions constitute appropriate action by Officers to carry out the Resolutions of Council or rather, should they and/or have they done so as per the legal requirements of the Local Government Act and Planning and Environment Act in writing via a Statutory Process that is able to be documented in Minutes of Council Meetings? 2.Can we be provided with the Victoria Planning Report following the Hearing of Submissions made when the superseded Outline Development Plan stated that it had provided for growth for the next twenty years in Miners Rest?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth to provide a written response (see attached)
28/04/2021 QT20/21	Open	Elissa Hayes	1.Has the Resolution of Council on the 11th December 2019, to seek authorisation from the Minister for Planning been formally prepared, applied for and/or rejected? 2.Where is the written evidence that the Resolution to introduce the MRTPL LPP, FP, Rezone the GRZ areas of Miners Rest North to NRZ and insert a Schedule to the NRZ varying Clause 54 and 55, have been formally sought and/or rejected in writing?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth to provide a written response
23/06/2021 QT35/21	Closed	John Barnes	In relation to the misleadingly titled Item 8.1 Ballarat Airport Options, which does not canvass any more than one option. When this matter came before council on December 11, 2019, the author of the report was Natalie Robertson, and in the report, she said the following. "The project will be the subject of a detailed risk analysis and risk management plan if the funding application is successful." Neither of these things form part of the report or the governance review on tonight's agenda. 1) Has there been a risk analysis and management plan done over the past 18 months, and if not, why is the matter being put to council for consideration tonight, or if so, why is it being kept hidden from public gaze? 2) Can you confirm that an access road will need to be built prior to the works on the runway commencing, that the costs of the road are in the range of \$2m to \$14m (reported in The Courier), on top of the \$5m matching funding supplied by BCC, for a total exposure of \$7m to \$19m, and that heavier planes will still not be able to use the runway despite this investment?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth to provide a written response (see attached)
23/06/2021 QT36/21	Closed	Miriam Robinson	Ballarat Council's 'Carbon Neutrality and 100% Renewables Action Plan 2091-25' has been in place since 2019 and contains a list of actions the council plans to implement (pages 10-14). Can Council update us on where they are up to with this action plan? Can Council also update us on progress with formulating a plan for Ballarat to go net zero by 2030 Community-wide? For example, when will the plan be made public?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provide a written response (see attached)

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Date: 6 July 2021

Our Ref: NR:kr

Your Ref: QT18/21

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Mr Rodney Misfud

Email: [REDACTED]

Dear Mr Misfud,

RE: OUTSTANDING QUESTION TIME ITEM – QT18/21

Thank you for your questions:

- 1. Do discussions constitute appropriate action by Officers to carry out the Resolutions of Council or rather, should they and/or have they done so as per the legal requirements of the Local Government Act and Planning and Environment Act in writing via a Statutory Process that is able to be documented in Minutes of Council Meetings?*
- 2. Can we be provided with the Victoria Planning Report following the Hearing of Submissions made when the superseded Outline Development Plan stated that it had provided for growth for the next twenty years in Miners Rest?*

In response to your questions, Council does not have a legal requirement under the Local Government Act or Planning and Environment Act to secure in writing via a Statutory process that is able to be documented in the Minutes of Council Meetings in reference to seeking Authorisation from the Minister for Planning to exhibit an amendment. Similarly, there is no statutory timeframe in legislation within which resolutions of Council relating to Planning Scheme Amendments are to be referred to the Minister for Planning.

Upon receipt of an resolution of Council to seek authorisation to exhibit an amendment, it is normal practice to undertake discussion with regional Department of Environment, Land, Water and Planning offices to outline the form and content of planning scheme amendments and confirm alignment with State Government legislation, Planning Practice Notes and Ministerial Directions.

In discussions with DELWP, it was established that the approach to seek a Planning Scheme Amendment was inconsistent with PPN90 that requires (amongst other things) that... *planning authorities... Plan to accommodate projected population growth over at least a 15-year period and provide clear direction on locations where growth should occur. Residential land supply will be considered on a municipal basis, rather than a town-by-town basis*

Council is required to prepare a city-wide character and housing strategy. Planning for Miners Rest will be undertaken through the city-wide character and housing strategy to progress the planning components of the Township Plan alongside other Local Area plans rather than as a number of individual amendments.

A housing strategy discussion paper for the whole of the city, has been released and Council is seeking to prepared draft municipal-wide housing and settlement strategy alongside a character study.

In respect of your second question, Council does not have immediate access to the requested Victoria Planning Report following the Hearing of Submissions a Submission hearing report for the Shire of Ballarat's – Miners Rest Outline Development Plan (1994).

A request for hardcopy file will be required to be made through a Freedom of Information request to confirm if the Submissions report is on any archived file. Further information can be found here: <https://www.ballarat.vic.gov.au/freedom-information-covid-19-update>

If you require any further information please contact [REDACTED]
or [REDACTED]

Yours sincerely



Natalie Robertson
Director Development and Growth

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Date: 14 July 2021

Our Ref: BW:bk

Your Ref: QT36/21

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Email: info@ballarat.vic.gov.au

Ms Miriam Robinson
Extinction Rebellion Ballarat

Email: [REDACTED]

Dear Ms Robinson

RE: CITIZENS ASSEMBLIES ON CLIMATE

I refer to your questions asked at the Council meeting held on Wednesday 28 April 2021 as follows: *"Ballarat Council's 'Carbon Neutrality and 100% Renewables Action Plan 2091-25' has been in place since 2019 and contains a list of actions the council plans to implement (pages 10-14). Can council update us on where they are up to with this action plan?"*
https://www.ballarat.vic.gov.au/sites/default/files/2019-12/Carbon_Neutrality_%26_100pc_Renewables_Action_Plan_Final_%28CoB%29_1303_2019.pdf

Answer 1:

The Action Plan contains almost 60 actions to reduce the City of Ballarat's corporate greenhouse gas (GHG) emissions while also providing community support to achieve carbon emission reductions.

Actions that are currently underway to achieve net zero carbon emissions include:

- Participation in a power purchase agreement to support the purchase of 100% renewable energy from large scale renewable energy sources
- Ongoing investment in LED streetlights to enhance energy efficiency
- Waste reduction initiatives to reduce carbon emissions from landfill
- Urban Forest Strategy – which seeks to enhance our tree canopy cover to 40%
- Development of a net zero community emissions target

Other actions that will be progressed, and are actions in the plan include:

- Investing in more footpaths to get people into lower carbon transport options
- Facilities upgrades including investment in reducing carbon emissions and enhancing efficiency
- Analysis of sustainability opportunities to reduce carbon in capital works programs
- Progressing energy efficiency
- Identifying fleet improvements and options for green/electric vehicles

2.

Follow up: Can council also update us on progress with formulating a plan for Ballarat to go net zero by 2030 Community-wide? For example when will the plan be made public?"

Answer 2:

Over the past few months, Council Officers have been working on the project plan for development of the net-zero community emissions plan.

Council Officers recently engaged with the Regional Sustainability Alliance Ballarat to provide them with an overview of the draft project plan. Next steps with development of the community emissions plan include:

- Emission profiling
- Target setting
- Ongoing engagement with RSAB
- As well, broader community engagement on the plan is expected later in 2021 and into 2022

If you wish to discuss this matter further please feel free to contact Ching Tiong Tan, Council's Sustainability Officer – Carbon Neutrality, directly on [REDACTED] or email Tan via [REDACTED]

Yours sincerely



Bridget Wetherall
Director Infrastructure and Environment

CC: Mayor and Councillors
Agenda Preparation
Civic Support
Ching Tiong Tan, Sustainability Officer-Carbon Neutrality

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Date: 19 July 2021

Our Ref: NR:kr

Your Ref: QT35/21

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Mr John Barnes

Email: [REDACTED]

Dear Mr Barnes,

RE: OUTSTANDING QUESTION TIME ITEM – QT35/21

Thank you for your questions.

- 1. Has there been a risk analysis and management plan done over the past 18 months, and if not, why is the matter being put to council for consideration tonight, or if so, why is it being kept hidden from public gaze?*

The report of 11 December 2019 resolved to accept the report for the runway extension, authorise an application for the funding and make a budget forecast to allocate matching funding should the application be successful.

The Risk Management section of that report stated: if the grant is accepted by Council the project will be subject to a full risk analysis and risk management plan. This remains the case if Council chooses to go forward with recommendation this evening. The Project Management process will include: A Project charter and Governance Structure, managed by a Project Control Group who will be tasked with reporting to Council and the Regional Airport Program and will include the requirement to provide a:

A Risk Management Plan, Communications Plan, Engagement of Stakeholders plan, Design and Consultants brief through to tender and construction.

- 2. Can you confirm that an access road will need to be built prior to the works on the runway commencing, that the costs of the road are in the range of \$2m to \$14m (reported in The Courier), on top of the \$5m matching funding supplied by BCC, for a total exposure of \$7m to \$19m, and that heavier planes will still not be able to use the runway despite this investment?*

The access road will need to be finalised as part of the runway lengthening. Positive discussions continue with Development Victoria who are in the process of finalising their stage 2 which will require consideration of Airport Road and addressing Liberator Dr which is identified both within the BWEZ masterplan and the Airport Master plan as being integral to the lengthening of the runway.

There are several variations of how Liberator Dr can be delivered which ranges from a basic asphalt gravel shoulder road similar to the existing Airport Rd at approximately \$2M through to

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the ultimate design which is outlined in the BWEZ masterplan which caters to B Double Trucks at approximately \$14M.

I note that the recommendation is that Council will pursue this funding through Development Victoria and other sources.

And in response to the second question:

In order to determine the sequence of the various components of the Runway Upgrade Project and confirm the first and subsequent stages, four criteria (in order of importance) were developed: They are:

- There is Local community, local stakeholder and federal government tangible progress that the Ballarat Airport Runway Upgrade Project can progress,
- The funding available to us, meaning Stage 1 could only work to a target cost of \$10M,
- Staging is undertaken in a manner which would ultimately achieve the masterplan objectives as efficiently as possible and
- The staging minimises overall costs, temporary works and airport operational disruptions.

Using these criteria, the following stages were confirmed:

- Stage 1: Runway 18/36 Extension (including the proposed Southern Airport Access Road understanding the context of Liberator Drive).
- Stage 2: Runway 18/36 Strengthening.
- Stage 3a: Parallel Taxiway North with stage 3b – Parallel Taxiway South.

Yours sincerely



Natalie Robertson
Director Development and Growth

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9. NOTICE OF MOTION

Nil

10. REPORTS FROM COMMITTEES/COUNCILLORS

11. URGENT BUSINESS

12. SECTION 66 (IN CAMERA)

8.6 TENDER NO. 2021/22-002 MARS STADIUM, NORTH BALLARAT - GATE 1 ENTRY UPGRADES & NEW COMPLEMENTARY WORKS

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Trent Bursill – Project Manager

(confidential information)

8.7 TENDER NO. 2021/22-005 - ALFREDTON RECREATION RESERVE NEW SPORTS PAVILION

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Trent Bursill – Project Manager

(confidential information)

13. CLOSE