

Focus area 7: COMMUNICATION AND INFORMATION



> GOAL

Our ageing community can easily access information and advice they need to age well, stay informed and connect with the community.

> OUR PRIORITIES

- Provide timely, trusted, and relevant information that is easy to access and understand and connects residents to what they are looking for.
- Communicate and provide information on a regular basis and in a range of formats to enable our community to access it as they choose.
- Provide, support, and promote programs focused on increasing digital literacy and support and facilitate access to technology where needed.
- Promote opportunities that support people to remain active in their local community.
- Strengthen our understanding of preferred communication channels that keep older people connected, involved informed and engaged.
- Build individual and community capacity to support informed decision making through providing and promoting information and community education in a range of formats, forums, and other appropriate channels.



Focus area 8: COMMUNITY SUPPORT AND HEALTH SERVICES



> GOAL

Ballarat has appropriate community support and health services to assist residents as they need throughout their lives.

> OUR PRIORITIES

- Advocate for continuous improvement and further development of local service system, to address identified gaps in services and quality so residents have access to local services that enable them to stay active and maintain their independence.
- Provide information on community supports and services available locally.
- Actively collaborate at Regional, State and Federal level to address barriers and ensure older people have access to community support and services they need.



Focus area 9: LEADERSHIP AND ADVOCACY



City of Ballarat is committed to leading the development of an age friendly community and continuing the conversation with our residents and partnering across our community to work together to achieve this vision. As such, this additional focus area has been included.

> GOAL

The City of Ballarat is committed to becoming an age friendly city by leading and advocating for our community to enable positive and healthy ageing for all.

> OUR PRIORITIES

- Advocate on behalf of our community to create an age-friendly community to enable positive and healthy ageing for all.
- Develop and strengthen partnerships and collaboration with other tiers of government, key stakeholders, community-based organisations and facilitate local networks to encourage a collective approach in working towards an age friendly community.
- Encourage community organisations and local businesses to consider the needs and the benefits of including and welcoming people as they age.
- Support a whole of organisation approach and apply an age friendly lens over our work to incorporate the needs of our ageing community into everything that it does to ensure an integrated approach.



Implementing our approach

The strategy is intended to be a living document. It will be monitored and reviewed each year to ensure it remains relevant and will include:

- Annual progress reports to Council.
- Annual reporting on progress to the community.
- Feedback via community surveys (where relevant).
- Assessing the relevance of annual operational actions by regularly monitoring of the external environment, such as changes in the aged care sector, community demographics, new technologies and more.

Two-year action plans will be developed to complement the delivery of this strategy and will be reviewed annually. The action plan outlines specific actions to enable us to achieve our objectives, along with key indicators against each action area, and identifying City of Ballarat's role in delivery. This process allows actions to be considered on an annual basis, where relevant, as part of Council's annual budget process to prioritise the key actions to be taken in the year ahead. It is expected that actions will also be funded by applying an age-friendly focus to existing resources, through grants and partnering with local and community-based organisations. It is expected that many actions outlined in the action plans will be achieved within existing resources.

> Age friendly indicators and baseline assessment

In the first year of this strategy a key action area is to develop a framework and indicators to help establish a common understanding of our age friendliness in Ballarat. The indicators will allow us to measure our baseline level of age friendliness in Ballarat and will be used to monitor changes over time as relevant activities and interventions are implemented. It will allow us to measure the impact of our strategy and actions in a consistent way. This is considered a best practice approach under the WHO Age-Friendly Cities Framework. The indicators can also be leveraged to foster political and social commitment, which, in turn, can lead to further actions to promote and sustain age-friendly cities



Conclusion

In releasing this strategy, City of Ballarat is committing to work with the community for the benefit of all residents to ensure Ballarat is an age friendly city. We are committed to achieving the goals and priorities articulated in this strategy.

We are aiming for a whole of organisation approach to our ageing population and to ensure that all officers are thinking about their service areas with a focus on the needs and preferences of our ageing community as raised in our conversations with the community.

We are committed to regularly engaging with our residents so that we can learn as we go and continue to improve and respond to emerging community needs.

We are also committed to working in partnership and collaborating with external stakeholders and community-based organisations. Where possible, we will also collaborate with other local government organisations to deliver a regional approach to an age friendly community.

Acknowledgements:

We extend our gratitude to our residents and community members who took the time to contribute their valuable advice and share their views and experiences to directly shape the goals and priorities of the Ageing Well in Ballarat Strategy.

City of Ballarat would also like to acknowledge and thank the members of our Ageing Well in Ballarat Project Reference Group, who shared their expertise, lived experience, insights and ideas and those of their extensive community networks:

- Teresa Azzopardi representing Ballarat Regional Multicultural Council (BRMC).
- Jane Grimwood representing Central Highlands Association of Neighbourhood Houses.
- Yvette Golmer representing Vision Australia.
- Melissa Fox representing Ballarat & District Aboriginal Cooperative (BADAC).
- Lisa Robertson representing Uniting.Vic.Tas.
- Jan Armstrong and Pam Edwards representing CatholicCare Victoria.
- Jenni Horner and Alice Hayley representing Dementia Australia.
- Phillip Grant from University of the Third Age (U3A).
- Wendy Vorstenbosch from Ballarat Active Women's Network.
- Joyce Currie from Ballarat South Probus.
- Rosalie Silvey from Country Women's Association – Ballarat District Group.
- Richard Giles from Probus Club of Ballarat Central.
- Michael Landry from Ballarat East Men's Shed and Toastmasters.
- Pamela Johnson from Lake Gardens Progress Association and new resident.

- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Community Participation Team: communityengagement@ballarat.vic.gov.au.
- This document can also be found in other formats on our website www.ballarat.vic.gov.au.









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July 2022








City of Ballarat – Ageing Well in Ballarat Strategy














ACTION PLAN 2022–2024













 PLACES, SPACES AND BUILDINGS GOAL: OUR PLACES, SPACES AND BUILDINGS ARE SAFE, INCLUSIVE, EASY TO NAVIGATE AND ENCOURAGE REGULAR USE BY PEOPLE OF ALL AGES AND ABILITIES							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Plan, design, improve and maintain our spaces, places and buildings to secure universal access for all our residents and celebrate people of all ages and abilities	Develop a range of resources to support age friendly and dementia friendly assessment and approaches in our spaces, places and buildings.	Resources developed	 Partner  Deliver	2022-2023	Within approved budget allocation	 Ageing Well	Dementia Australia Bigger Hearts Dementia Alliance Ballarat Diversity Equity and Inclusion Working Group Engaged Communities City Design Infrastructure Operations Major Projects Recreation Services Property and Facilities Management
	Contribute to the development of a universal design policy to inform the inclusive implementation of City of Ballarat policies, programs and services and to ensure the needs of our ageing community are represented.	Attended working group meetings Input to policy provided Needs of ageing community visible in policy	 Partner	2022-2023	Within approved budget allocation	 Engaged Communities	Diversity Equity and Inclusion Working Group Ageing Well City Design Infrastructure Operations Major Projects Recreation Services Property & Facilities Management Early Years












PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Collaborate with our community so that people feel welcome and safe and have equitable access to our city's places, spaces and buildings	Partner with Engaged Communities and local organisations to host a community forum to explore actual and perceived safety issues experienced by older residents in Ballarat.	Forum held	 Partner  Deliver	2022-2023	Within already approved budget allocation	 Ageing Well  Engaged Communities	Community groups Victoria Police Neighbourhood houses
Encourage community connection in our public spaces and provide the opportunity for all people to enjoy	Promote the use and benefits of the Seniors Exercise Parks across Ballarat including upskilling health professionals to use the equipment with clients.	Regular activities held at park Annual training course for health professionals undertaken	 Partner  Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	ENJOY ambassadors Community Members National Ageing Research Institute Ballarat community Health professionals
	Research viability of additional sites for Seniors Exercise Parks to maximise opportunities and ensure equitable access for our ageing community across the whole municipality.	Research undertaken	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	Ballarat community















	TRANSPORT GOAL: OUR CITY HAS ACCESSIBLE, AFFORDABLE, INCLUSIVE AND RELEVANT TRANSPORT OPTIONS THAT ALLOW PEOPLE TO PARTICIPATE IN COMMUNITY LIFE WITH EASE.						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Advocate for improved transport services to resident's independence, mobility and access to services, supports and community life	Contribute to City of Ballarat's advocacy work seeking a review and overhaul of Ballarat's bus network to ensure the views of our ageing community are included.	Input provided Community feedback shared	 Advocate	2022-2023	Within already approved budget allocation	 Ageing Well  Advocacy and Lobbying	City Design Engaged Communities Youth services Community members
	Continue to explore barriers and solutions, to transport for our ageing community and advocate as needed.	Community feedback collected and shared as needed	 Advocate	2023-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Community members
Encourage and support our ageing community to use a range of transport options	In partnership with community-based organisations, develop &/or promote resources that provide information about the range of transport options in Ballarat ensuring they are accessible and in other languages as needed.	Resources developed and promoted	 Partner  Deliver	2023-2024	Within already approved budget allocation	 Ageing Well	Engaged Communities Ballarat Regional Multicultural Council
	Partner and facilitate community education sessions for residents focused on transport options including topics such as using public transport, safe driver program, mobility scooter safety practice.	Education sessions held	 Partner  Deliver	2023-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Vic Roads Department of Transport Community members













PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Encourage opportunities for innovative and cost-effective community and other transport options	Explore the feasibility of providing an appropriate community transport program for our ageing community members who struggle to use public transport for activities of daily living, and/are socially isolated and experiencing loneliness.	Feasibility study undertaken	 Deliver	2023-2024	Business case to be developed	 Ageing Well	Community members
Continue to address barriers to access that make it harder for people to move around our city including pedestrian, transport, and driver experiences.	Investigate and promote the new Accessible Parking permit options and assist resident to access the information needed to determine eligibility and to apply.	Permit options researched and promoted	 Partner  Deliver	2022-2023	Within already approved budget allocation	 Ageing Well	Customer Experience Community members
	Continue to explore and address the barriers to access based on community feedback from our ageing community and advocate as needed.	Community feedback shared	 Advocate	2023-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Community members











	HOUSING						
	GOAL: OUR CITY HAS APPROPRIATE, AFFORDABLE, INCLUSIVE AND ACCESSIBLE HOUSING OPTIONS TO MEET THE NEEDS OF RESIDENTS THROUGHOUT THEIR LIVES AND ENABLES PEOPLE TO AGE IN PLACE						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Advocate for housing diversity to ensure appropriate and affordable housing as older residents' lifestyle and needs change so that residents can age in place, in their home	Explore existing and emerging housing needs of our older residents through further data analysis to increase understanding of community needs.	Research undertaken and shared	 Advocate	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Health and Social Planning	Strategic Planning
	Contribute to the development of the Ballarat Housing Strategy to ensure the needs of our older residents are considered.	Input provided	 Deliver	2022-2023	Within already approved budget allocation	 Strategic Planning  Ageing Well	Development industry, Affordable housing providers, DELWP, COB Health and Social Planning, Community members
	Advocate for inclusion of safe social housing options including for older women who are homeless or at risk of homelessness.	Research undertaken and shared	 Advocate	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Health and Social Planning	Social & affordable housing providers, DFFH, Housing support & advocacy agencies
Improve the quality and diversity of affordable housing	Continue to connect with Strategic Planning team to ensure the needs of our older residents are considered as part of this work.	Meeting held with relevant team to discuss linkages	 Advocate	2022-2024 (Ongoing)	Within already approved budget allocation	 Strategic Planning  Ageing Well	Health and Social Planning Strategic Planning











 SOCIAL PARTICIPATION GOAL: OUR CITY HAS A RANGE OF INCLUSIVE OPPORTUNITIES TO ENCOURAGE PEOPLE TO STAY SOCIALLY CONNECTED AND PARTICIPATE IN THE COMMUNITY AS THEY AGE							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Provide, promote and support opportunities for people to participate in accessible, inclusive and affordable social, recreation, lifelong learning and cultural pursuits	Partner with Ballarat Libraries to provide programs and resources across libraries focused on promoting social connections and physical and mental wellbeing and promote programs offered by local organisations.	Collaborative programs established and delivered. Community programs promoted	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Libraries and Lifelong Learning	Library Users Ageing Well clients Neighbourhood Houses, BRMC, U3A and other local organisations
	Continue to contribute to and promote codesigned social connections programs through Ballarat Aquatic and Lifestyle Centre (BALC) that support and improve the health and wellbeing of residents.	Program of activities delivered and promoted	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Recreation Services	Ageing Well Community members
	Explore demand for increased social connection for older members of our LGBTI community, in partnership with community members.	Consultation with community undertaken	 Deliver	2022-2024	Within already approved budget allocation	 Ageing Well	LGBTIQA+ Advisory Committee Community members
	Facilitate and support the development of social activities and programs to reduce social isolation & improve physical activity and mental wellbeing using co-design principles which meet the diverse needs of our community, including by working with local organisations to develop and expand their programs.	Program of activities delivered and promoted Partnerships established Social activities developed/expanded and promoted	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Community members











PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Facilitate City of Ballarat led and community events and activities that are inclusive, accessible and age friendly	Host a Seniors Celebration Festival to celebrate our ageing community to encourage social and community connection across generations and acknowledge and celebrate the UN's International Day of Older Persons.	Event(s) planned, promoted & held	 Deliver	2022-2024 (Ongoing)	\$6,000 (funding from DFFH) Within already approved budget allocation	 Ageing Well	Early Years Youth Arts and Events Communications and Design
	Contribute to the development of guidelines to ensure that City of Ballarat events are age friendly, inclusive and accessible.	Input provided	 Deliver	2022-2023	Within already approved budget allocation	 Ageing Well  Engaged Communities	Diversity Access Equity and Inclusion Working Group Art and Events
Create, support and promote opportunities that encourage intergenerational connection	Partner with Early Years and Youth teams to investigate additional opportunities to encourage intergenerational connection.	Regular meetings held between teams to discuss opportunities, at least one activity a year held	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Family, Youth and Children's Services	Community members
Encourage our shared community facilities and settings to be inclusive, welcoming and facilitate social connection in the community	Support existing and emerging community groups, including Senior Citizens Clubs, to enable them to provide opportunities for older residents to be engaged in the community.	Requests for support considered in a timely manner Support provided as needed	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Senior Citizens Clubs, Community groups















 RESPECT AND SOCIAL INCLUSION GOAL: OUR AGEING COMMUNITY FEEL VALUED, RESPECTED AND INCLUDED AND THE COMMUNITY BENEFITS FROM THEIR CONTRIBUTION							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Celebrate and acknowledge the contribution that our ageing community have made and will continue to do so	Deliver an annual Seniors Awards program.	Awards program promoted Event held	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Communications and Design, Marketing, Civic Support
	Share residents' achievements and contributions through council communications such as newsletters, social media and publications.	Articles included in Council communications	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	City of Ballarat teams who develop newsletters for community, Communications and Design
Raise awareness and the community's capacity and responsibility to respond to issues of ageism	Seek to become an organisational member of the EveryAge Counts coalition and partner with community-based organisations to raise awareness of ageism and the EveryAge Counts campaign across the community.	Applied for membership, Campaign promoted	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Community members Ballarat Community Health Neighbouring LGAs Neighbourhood Houses
	Work with Ballarat Libraries to establish a range of intergenerational programs focused on building respect for people as they age, reducing ageism and elder abuse in the community.	Collaborative programs established and delivered	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Libraries and Lifelong Learning	Library Users Community members
	Contribute to the development of an image library which includes positive and age friendly images and encourage the use of these images across City of Ballarat publications, websites and social media.	Increase in use of age friendly images used	 Partner	2022-2024 (Ongoing)	Within already approved budget allocation	 Communications and Design	Ageing Well













PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Collaborate with government, key partners and the community to influence change and prevent elder abuse	Partner with community-based organisations to implement and promote initiatives focused on awareness, support services and prevention of elder abuse.	Partnerships established Joint initiatives developed and promoted	 Partner	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Central Highlands Integrated Family Violence Committee, Ballarat Community Health, Senior Rights Victoria, Ballarat & Grampians Community Legal Service, Neighbourhood houses, BRMC
	Continue to be an active member of the Central Highlands Elder Abuse Prevention Network.	Quarterly network meetings attended Relevant information shared	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	CH Elder Abuse Prevention Network members
Celebrate the diversity in our ageing community and develop partnerships with community groups and organisations to address barriers faced by members of our community	Increase awareness of the issues older LGBTI community members experience and promote inclusive practice.	Partnerships established Community conversations undertaken	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	LGBTIQA+ Advisory Committee, Community members
	Support and raise awareness of dementia friendly initiatives in Ballarat, including support for carers.	Partnerships established Initiatives/program promoted Community conversations undertaken	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Bigger Hearts Dementia Alliance, Dementia Australia, Carer Gateway, local service providers
	Strengthen relationships with organisations and community groups supporting our culturally, linguistically and religiously diverse residents including our Aboriginal and Torres Strait Islander residents.	Partnerships established Community conversations undertaken	 Partner  Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	Local community-based organisations including but not limited to local cultural associations/groups, BRMC, BADAC, Intercultural Advisory Group, Ballarat Interfaith Network















 CIVIC PARTICIPATION AND EMPLOYMENT GOAL: OUR AGEING COMMUNITY ARE EMPOWERED TO SHARE THEIR VIEWS, ARE ACTIVELY ENGAGED IN THE COMMUNITY THROUGH EMPLOYMENT, VOLUNTEERING OPPORTUNITIES, AND INVOLVEMENT IN COMMUNITY GROUPS AND ARE ENCOURAGED TO PARTICIPATE IN COUNCIL DECISION MAKING PROCESSES AS THEY CHOOSE							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Promote the rights and abilities of our ageing community to participate in civic life and support them to do so	Support teams across City of Ballarat to plan for and include our ageing community members in their community engagement activities.	Input provided	 Advocate	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Engaged Communities	Relevant teams across City of Ballarat
	Promote opportunities for training/education sessions focussed on leadership and civic participation to empower our residents to participate in civic life.	Training promoted	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Engaged Communities	Neighbourhood houses, BRMC, local training providers, community groups
Support, promote and develop opportunities for older people to access meaningful and paid employment	Participate in the review of City of Ballarat HR and workplace policies, procedures, and recruitment processes, to be inclusive of older workers.	Input provided	 Partner	2022-2023	Within already approved budget allocation	 Ageing Well  People and Culture	City of Ballarat staff












PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Provide, promote and support opportunities for lifelong learning and skill development	Collaborate with Ballarat Libraries to provide lifelong learning programs and resources to improve skills in adult literacies, digital literacies, financial literacies, health literacies and information literacies.	Regular meetings established Programs and resources provided	 Partner	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Libraries and Lifelong Learning	Community based & adult education providers, community members, library users
	Promote programs offered within the community including at Neighbourhood Houses, U3A and other local organisations providing adult education opportunities.	Programs promoted	 Partner	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well  Libraries and Lifelong Learning  Engaged Communities	Neighbourhood Houses, U3A, adult education providers
Promote the value and lifetime experience of workers and benefits of an intergenerational workforce	Contribute to the development of a mentorship program in City of Ballarat to connect workers across generations to share experiences and learn from each other.	Input provided, mentorship program developed	 Partner  Deliver	2023-2024	Within already approved budget allocation	 People and Culture	Ageing Well

PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Support, promote and develop opportunities for people to engage in volunteering that is relevant to their interests and skillset	Support the review of the City of Ballarat Volunteering Program to ensure the views and preferences of our residents over 55 years are considered.	Input provided	 Deliver	2022-2023	Within already approved budget allocation	 Ageing Well  People and Culture	Ageing Well
	Develop a volunteering program within Ageing Well team relevant to people's interests and skill set.	Program developed	 Deliver	2023-2024	Within already approved budget allocation	 Ageing Well	Community members
Provide a range of opportunities to ensure the voice of our ageing community is heard	Establish an Age Friendly Ambassador program to collaborate on age friendly initiatives across Ballarat and to ensure the community views are heard.	Program developed	 Deliver	2022-2023	Within already approved budget allocation	 Ageing Well	Intercultural Services People and Culture, Community members
	Support the establishment of a Community Panel and promote and encourage diverse representation on this group including from our ageing community.	Input provided, Panel invitation promoted through networks	 Deliver	2022-2023	Within already approved budget allocation	 Ageing Well  Engaged Communities	Community members

	COMMUNICATION AND INFORMATION GOAL: OUR AGEING COMMUNITY CAN EASILY ACCESS INFORMATION AND ADVICE THEY NEED TO AGE WELL, STAY INFORMED AND CONNECT WITH THE COMMUNITY.						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Provide timely, trusted and relevant information that is easy to access and understand and connects residents to what they are looking for	Provide a central point of relevant information and links to trusted sources of information on City of Ballarat website.	Webpage reviewed and updated	 Partner  Deliver	2022-2024	Within already approved budget allocation	 Ageing Well  Communications and Design	Community members
	Promote the City of Ballarat online community directory, encourage community organisations to update their details and review and update.	Directory promoted to community groups	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well  Customer Service	Engaged Communities, Community groups
Communicate and provide information on a regular basis and in a range of formats to enable our community to access it as they choose	Work with Communications and Design team to review current communication channels & formats to enable a greater reach into our ageing community including identifying and implementing accessibility improvements to the City of Ballarat website.	Review undertaken Website reviewed and updated Accessibility measures in place	 Partner  Deliver	2022-2024	Within already approved budget allocation	 Communications and Design	Ageing Well Engaged Communities Disability Advisory Committee
	Work with Intercultural team to improve access to information for our culturally and linguistically diverse older residents.	Regular meetings held to discuss areas for improvement	 Partner  Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Intercultural Services	Communications and Design Ageing Well Engaged Communities

PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Provide, support and promote programs focused on increasing digital literacy and support and facilitate access to technology where needed	Promote programs and resources available at Ballarat Libraries and within the community focused on developing knowledge and skills in digital literacy.	Programs and resources promoted	 Partner  Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well  Libraries and Lifelong Learning	Community members Neighbourhood Houses, BRMC, U3A and other local organisations
Promote opportunities that support people to remain active in their local community	Establish a network of residents & local community groups who connect focused on our ageing community to share information and ideas to remain active and connected.	Network established & promoted, 2 x Network meetings held/ year	 Deliver	2023-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	Local community groups and clubs, Community members
Strengthen organisational understanding of preferred communication channels that keep older people connected, involved informed and engaged	Explore preferred communication methods with our ageing community to ensure City of Ballarat is inclusive of all residents.	Research undertaken	 Deliver  Advocate	2022-2024	Within already approved budget allocation	 Ageing Well	Community members
Build individual and community capacity to support informed decision making through providing and promoting information and community education in a range of formats, forums and other appropriate channels	Develop and facilitate a schedule/program of community education sessions in partnership with City of Ballarat teams and community-based organisations focused on things such as navigating My Aged Care , work life balance, preparing for retirement, life planning etc,	Schedule of education sessions developed Sessions delivered	 Partner  Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	Community members

	COMMUNITY SUPPORT AND HEALTH SERVICES GOAL: BALLARAT HAS APPROPRIATE COMMUNITY SUPPORT AND HEALTH SERVICES TO ASSIST RESIDENTS AS THEY NEED THROUGHOUT THEIR LIVES.						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Advocate for continuous improvement and further development of local service system, to address identified gaps in services and quality so residents have access to local services that enable them to stay active and maintain their independence	Continue to advocate for the best outcomes for residents during the implementation of the new Commonwealth aged care reforms.	Advocacy work undertaken	 Advocate	2022-2023	Within already approved budget allocation	 Ageing Well	Community members
	Determine a future directions model for our ageing community.	Decision made and implemented	 Deliver	2022-2023	Within already approved budget allocation	 Ageing Well	Community members
	Work in partnership with aged care reform service providers to ensure seamless approach to funded supports are achieved for individuals.	Partnerships established	 Partner	2022-2023	Within already approved budget allocation	 Ageing Well	Aged Care Reform service providers Community members
Provide information on community supports and services available locally	Provide support as needed to residents to understand and navigate the new Commonwealth Support at Home program transition, through dedicated Council Officers.	Support provided	 Partner  Deliver	2022-2024	Within already approved budget allocation	 Ageing Well	Community members
	Contribute to the Intercultural Services Directory.	Input provided	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Intercultural Services	Ageing Well
Actively collaborate at regional, state and national level to address barriers and ensure older people have access to community support and services they need	Work with agencies in Central Highlands region to collectively advocate on behalf of municipal community.	Partnerships established	 Partner	2022-2023	Within already approved budget allocation	 Ageing Well	Local agencies and service providers, Community members

	LEADERSHIP & ADVOCACY GOAL: OUR COUNCIL IS COMMITTED TO BECOMING AN AGE FRIENDLY CITY BY LEADING AND ADVOCATING FOR OUR COMMUNITY TO ENABLE POSITIVE AND HEALTHY AGEING FOR ALL.						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
Advocate on behalf of our community to create an age-friendly community to enable positive and healthy ageing for all	Develop age friendly performance measures and undertake baseline assessment to measure progress over time.	Measures developed Baseline assessment undertaken	 Deliver	2022-2023	\$20,000 (Within already approved budget allocation)	 Ageing Well	Community members, Engaged Communities
Develop and strengthen partnerships and collaboration with other tiers of government, key stakeholders, community-based organisations and facilitate local networks to encourage a collective approach in working towards an age friendly community	Establish local Age friendly Partnership Network to enable shared understanding and collaborative effort across agencies in the region.	Network established 2 meetings held/ year	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	Relevant Community based organisations
	Apply to become a member of the WHO Global Network for Age Friendly Cities and Communities.	Application completed	 Deliver	2023-2024	Within already approved budget allocation	 Ageing Well	Community members, Council
Support a whole of organisation approach and apply an age friendly lens over our work to incorporate the needs of our ageing community into everything that it does to ensure an integrated approach	Establish internal working group to oversee organisations age friendly approach through the life of the strategy.	Working Group established 2 meetings held/ year	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	Relevant teams across City of Ballarat
	Embed age friendly approaches across the organisation from the earliest possible stage of planning for engagement, projects and programs including via internal advocacy.	Resources developed &/or shared via EPMO process Advice provided as needed	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	Engaged Communities Enterprise Project Management Office (EPMO)

8.6. 2022-2023 COUNCIL PLAN ACTION PLAN

Division: Corporate Services
Director: John Hausler
Author/Position: Peter Donohue – Acting Manager Business Improvement

PURPOSE

1. Present Council with the proposed 2022-2023 Council Plan Action Plan that will progress delivery of the Council Plan 2021-2025.

BACKGROUND

2. The Council Plan 2021-2025 adopted at the 25 August 2021 Council meeting outlines Council's Strategic Direction, Objectives and Strategies for achieving the objectives and strategic indicators as per Sect 90 of the *Local Government Act 2020*. It included the 2021/22 annual plan to achieve the strategic objectives.
3. The 2022-2023 Council Plan Action Plan reflects the actions that will be completed by the City of Ballarat in 2022/23 to achieve the strategic objectives. The 2022/23 Action Plan outlines the Council's initiatives and priorities for services, infrastructure and amenity that were approved within the 2022-2023 Annual Budget and that will progress delivery of the Council Plan 2021-2025.

KEY MATTERS

4. The 2022-2023 Council Plan Action Plan initiative descriptions have been gathered in consultation with business unit managers.
5. The 2022-2023 Council Plan Action Plan initiatives align with the six Goals and the 41 Strategic Objectives of the Council Plan 2021-2025.
6. The 2022-2023 Council Plan Action Plan aligns with the 2022-2023 Annual Budget approved 22 June 2022.
7. Updates will be provided on the progress of delivery of the 2022/23 actions on a quarterly basis.

OFFICER RECOMMENDATION

8. That Council:

8.1 Endorse the 2022-2023 Council Plan Action Plan.

8.2 Note that updates on progress of delivery of the 2022-2023 Action Plan will be provided on a quarterly basis.

ATTACHMENTS

1. Governance Review **[8.6.1 - 2 pages]**
2. Annual Plan Actions 2223 Final (1) **[8.6.2 - 43 pages]**

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The 2022-2023 Council Plan Action Plan outlines the initiatives and priorities that will progress delivery of the Council Plan 2021-2025.

COMMUNITY IMPACT

2. This annual Action Plan describes what will be delivered to the community.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. Investment in climate and sustainability initiatives are a focus of this current council.
4. Individual initiatives will manage environmental considerations as appropriate.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. Individual initiatives will manage economic stability as appropriate.

FINANCIAL IMPLICATIONS

6. The initiatives that require funding have been included within the 2022-2023 Annual Budget approved 22 June 2022.

LEGAL AND RISK CONSIDERATIONS

7. Individual initiatives will manage any legal and risk considerations as appropriate.

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*.
9. Individual initiatives will consider Human Rights as appropriate.

COMMUNITY CONSULTATION AND ENGAGEMENT

10. Initiatives align with the Council Plan 2021-2025 which was supported by community consultation.
11. Individual initiatives will include community consultation as appropriate.

GENDER EQUALITY ACT 2020

12. Individual initiatives will undertake a Gender Impact Assessment as appropriate.

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CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

13. Individual initiatives will manage any conflict of interest as appropriate.

PROCUREMENT COLLABORATION

(For Contracts Only)

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CITY OF BALLARAT
Council Plan 2021–2025



Goal 1: An environmentally sustainable future

1.1 Transition towards zero emissions

Development of an Environmental Sustainable Design (ESD) Policy and Framework for Council assets

Electric Vehicle Transition Plan - installation of Electric Vehicle charging stations

Educational programs for children with focus on electricity/water saving

Participate in opportunities towards transitioning to zero emissions

Support solar energy efficiencies installations on community buildings



CITY OF BALLARAT
Council Plan 2021–2025



1.2 Transition towards zero waste

Exploration of nappy waste solutions with the Environmental Sustainable Design team

Implement "in-truck" reporting and data management system

Update the Resource Recovery and Waste Management Strategy

Development of the Kerbside Transition Plan to align with Recycling Victoria Policy 2020

Participate in opportunities towards transitioning to zero waste

Explore opportunities to retain the value of waste materials locally

Continue to work with the Victorian Government to progress a circular economy precinct of regional significance

CITY OF BALLARAT
Council Plan 2021–2025



1.3 Support Communities to be adaptive and resilient to a changing climate

Ongoing promotion of Council's nappy and sanitary product rebate program with family, youth and children's programs

Delivery of the Nature Stewards program for Spring / Summer

Continue partnership with Central Highlands Water to implement improved access to recycled and storm water for sports grounds

Implement and report on the new Ballarat Municipal Emergency Management Plan 2022

1.4 Provide lower carbon transport options

Electric Vehicle Transition Plan - develop a transition plan for Council fleet to Electric Vehicles

In conjunction with the objectives of the Integrated Transport Action Plan, identify future capital works that help to best deliver lower carbon transport options



CITY OF BALLARAT
Council Plan 2021–2025



Continue to review the Smarter Parking Initiative and align it to strategic planning for future infill development and smarter transport networks

Deliver annual capital projects that expand the City's footpath and bicycle path networks

Develop an Integrated Transport Plan which will identify future capital works that help to deliver lower carbon transport options across the City

1.5 Improved stewardship of our natural resources and protection and enhancement of biodiversity

Continue to work with developers and builders on ensuring the implementation of appropriate construction management plans

Development of a 3 year Biodiversity Strategy in conjunction with the Ballarat community



CITY OF BALLARAT
Council Plan 2021–2025



1.6 Adopt more sustainable practices for our core business

Continue to progress the work towards a new Ballarat Animal Shelter that is aimed towards sustainable building outcomes

Deliver sustainable heating, cooling and insulation solutions in community facilities throughout building via our asset renewal program

Implementation of recycle & co-mingle recycle in Lucas Community Hub

Sustainable Procurement Evaluation Framework to be developed

Development of an Environmental Management System to reduce and manage environmental impacts and responsibilities while operating efficiently

Complete masterplan for the Ballarat Regional Landfill

Pursue road construction techniques with less reliance on virgin quarry materials

 CITY OF BALLARAT
Council Plan 2021–2025



Delivery of year 1 actions of Elevating Integrated Water Ballarat

Completion of Cell I Stage 2 at the Ballarat Regional Landfill



CITY OF BALLARAT
Council Plan 2021–2025



Goal 2: A healthy, connected and inclusive community

2.1 Provide a socially equitable response to municipal growth and change

Carry out a feasibility study on the use of a flexible mobile vehicle to expand provision of outreach programs and services in community locations

Develop an Affordable Housing Strategy

Implementation of universal access to three-year-old kindergarten

Implement Active Women and Girls Action Plan

Implementation of Community Infrastructure Plan action plan and continued funding and advocacy for facilities and programs that meet the needs of our growing community

Complete feasibility study on development of new integrated youth hub

CITY OF BALLARAT **Council Plan 2021–2025**



Complete a business case for the expansion of the public library services at the Eureka Centre, in addition to the Ballarat Research Hub at Eureka services for the Ballarat East community

Commence construction of Alfredton Community Hub

Implement Year One of Council's new Community Infrastructure Plan 2022-2037

2.2 Enhance social cohesion, address isolation and loneliness, and support vulnerable communities

Develop and implement a marketing and promotions plan which uses a variety of media and communication channels to increase awareness and understanding of available library services

Complete annual Children's consultations



CITY OF BALLARAT
Council Plan 2021–2025



Implement actions from Council's new Gambling Harm Minimisation Policy 2022

Complete scoping of new online Community Directory

Continue to engage with other local, state and federal departments to identify strategies to assist with supporting better social cohesion, isolation/loneliness and vulnerable communities across all areas of regulatory services

Continue provision of community drop-in and outreach programs at Parent Place e.g. lactation support, family violence and legal aid

Develop a new Ballarat Libraries website to provide a seamless online experience for library users and increase the use of online resources and services

Implement and embed Multi-Agency Risk Assessment and Management (MARAM) framework and Child Safe Standards across all City of Ballarat services, policies and frameworks

Implement Ballarat Aquatic and Leisure Centre (BALC) inclusion Program

CITY OF BALLARAT
Council Plan 2021–2025



Deliver inclusive creative events, culture and social connection programs to young people 12 -25

Celebrate and encourage diversity and stimulate cross-cultural conversation and understanding

Establish and strengthen partnerships with aligned service and cultural organisations and deliver a series of culturally based programs

Engage secondary schools/flexible learning options in respectful relationships and bullying prevention initiatives

Continue provision of programs that support vulnerable communities including supported playgroups and parent groups

Develop and deliver, in collaboration with aligned community partners, lifelong learning programs and resources to build capacity in adult literacies, digital literacies, financial literacies, health literacies, information literacies and civic literacies

CITY OF BALLARAT **Council Plan 2021–2025**



Connect with our older residents to assist them to connect with relevant activities and to participate, to partner with community groups, and other organisations so that a complimentary suite of opportunities are available across Ballarat which address our ageing community's needs
Provide assistance to understand My Aged Care system

Develop, deliver and/or host a range of reading, social and lifestyle programs that appeal to a wide cross-section of the Ballarat community

Investigate the City of Ballarat becoming a United Nations Educational, Scientific and Cultural Organisation (UNESCO) Learning City

2.3 Support and improve community learning, community health and wellbeing

Implementation of Maternal Child Health (MCH) Sleep and Settling program initiative

Co-ordinate implementation and evaluation of Year Two of Council's Public Health & Wellbeing Plan 2021-2025

Partnership with Ballarat Community Health Achievement Program and Smiles for Miles including dental visits for 3- and 4-year-old kindergarten

CITY OF BALLARAT **Council Plan 2021–2025**



Engage in opportunities for community education programs - responsible pet ownership programs, developer/builder education programs, education programs through the Ballarat Animal Shelter

Activation and delivery of the Live4Life program (youth mental health and wellbeing program) to Ballarat secondary schools

Implement Active Ballarat Action Plan

2.4 Enhance a sense of pride and belonging for residents

Engage with community around local laws and continue to provide education to achieve compliance

2.5 Prioritise reconciliation with Aboriginal and Torres Strait Islander Peoples

Collaborate with Aboriginal and Torres Strait Islander elders and the community to inform adoption of the Aboriginal and Torres Strait Islander Library Information and Resource Network (ATSILIRN) Protocols for Libraries, Archives, and Information Services

Indigenous naming of community rooms at Lucas Community Hub (in liaison with Traditional Owners)

CITY OF BALLARAT
Council Plan 2021–2025



Establish a program to acknowledge traditional custodians at new sporting facilities and redevelopments

Event celebrating Aboriginal and Torres Strait Islander Children's Day

Participate in opportunities to support reconciliation with Aboriginal and Torres Strait Islanders

Continue acknowledgements in early years programs, creating safe spaces and ensure Reconciliation Week, National Aborigines and Islander Day Observance Committee (NAIDOC) Week and Harmony Day are celebrated as core program activities

Deliver the Cultural Awareness Program

Delivery of child and family initiatives in the Reconciliation Action Plan (RAP)

CITY OF BALLARAT **Council Plan 2021–2025**



Implement and report on Year One of Council's new Reconciliation Action Plan 2022-2024

Cultural Audit of Children's Services to continually assess program and practice

Delivery of cultural competency training to youth volunteers

2.6 Provide opportunities for children, young people and families

Deliver the Child Safe Awareness and Training Program

Implement Year 1 of Municipal Early Years Plan and Youth Strategy plans

Continue the delivery of the PlaySpace Strategy

Upgrade skate parks in accordance with Teen and Tween Strategy

CITY OF BALLARAT
Council Plan 2021–2025



Continue to work with Department of Transport to ensure that the school crossing program is the most effective based on need

Continue to strengthen partnerships with the youth services team, youth councils/advisory groups and with relevant community organisations and agencies

Work in partnership with Family and Children's services to ensure that all early years literacy programs are evidence based in all libraries

Increase opportunities for children and adults with additional needs to access library programs (by working with people and groups with lived experience)

CITY OF BALLARAT **Council Plan 2021–2025**



2.7 Support our ageing community

Establish a range of intergenerational programs focused on outcomes of building respect, reducing ageism and elder abuse in the community

Continue delivery of facility maintenance and renewal programs such as public toilets, painting, playground, open space and street furniture

Implementation of Year One actions in Ageing Well in Ballarat strategy, continue to support residents through the delivery of the Commonwealth Home Support Program, undertake a baseline assessment to determine Ballarat's Age Friendly Communities status and develop an awareness and education campaign to address Ageism in our community

Participate in opportunities to support our ageing community

Work with Council business units and community organisations to provide Ageing Well library programs and resources that promote social connections and physical and mental wellbeing



CITY OF BALLARAT
Council Plan 2021–2025



2.8 Enhance Ballarat as a diverse, inclusive and compassionate community

Deliver a Gender Equality, Diversity and Inclusion Awareness Program

Embed universal design in all project planning and delivery

Continue implementation of BALC inclusion program

Participate in opportunities to enhance a diverse, inclusive and compassionate community

Implement and report on Year One of Council's new Inclusion Framework 2022

Implement and report on Year One of Council's new Disability Access & Inclusion Plan 2022-2026

Implement and report on Year One of Council's new Intercultural Strategic Plan 2022-2026

CITY OF BALLARAT **Council Plan 2021–2025**



Implement and report on Year One of Council's new LGBTIQ+ Inclusion Plan 2022-2024

2.9 Prepare proactively for emergencies and natural disasters

Continue to proactively maintain high risk areas to reduce asset and property damage during natural disaster events


Deliver the facility Gutter Cleaning Program across Council facilities

Develop flood modelling to progress with new flood overlays

Continue to work with community and surrounding municipalities to support animal care and welfare during natural emergencies and in response to incidents of domestic violence and at request of Grampians Health




Continue to provide assistance in response to emergency and natural disaster events

Lead Council's Preparedness, Response, Recovery and Reporting for all emergency management incidents



CITY OF BALLARAT

Council Plan 2021–2025





Goal 3: Fostering sustainable growth

3.1 Ensure housing supply, diversity and affordability can meet the needs of our growing and changing community

Progress redevelopment opportunities for 5 Peel St South

Progress of Housing Strategy and Housing Needs Analysis

3.2 Facilitate opportunities for infill residential development

Ensure parking strategies are appropriate for infill residential development

Develop a Central Business District (CBD) Urban Design Framework

Develop an Employment Lands Strategy

Develop a Building Conversation Guide encouraging shop top living

CITY OF BALLARAT
Council Plan 2021–2025



3.3 Ensure urban growth planning delivers high quality communities

Continue to work with builders/developers to ensure construction management plans are implemented in accordance with local laws

3.4 Ensure environmental sustainability outcomes are embedded in new developments

Prepare an ESD planning policy and work towards incorporating into the planning scheme

Ensure that building works are in accordance with the Building Act and Building Code of Australia

Consider Environmental Sustainable Design (ESD) initiatives in all planning and delivery of projects

Include Environmental Sustainable Design principles in precinct structure plans

CITY OF BALLARAT
Council Plan 2021–2025



3.5 Achieve better quality sustainable design outcomes in both Council and private developments

Central Business District (CBD) and Bridge Mall Built form Guidelines and Structure Plan

3.6 Unlock potential in major brownfield redevelopment sites

Provide technical advice and support as required in relation to contaminated sites

3.7 Create great precincts and places for people

Commission concept design work for a future Delacombe Town Centre Library and Community Hub

Review and update the Ballarat Major Events Precinct Masterplan

Continue to develop master plans at Brown Hill Reserve, City Oval master Plan and Marty Busch Reserve

Support and participate in opportunities in support of the creation of great precincts and places for people

CITY OF BALLARAT
Council Plan 2021–2025



Commission concept design work for a future Wendouree Library and Community Hub

Completely refurbish the current Ballarat Library by 2023

Deliver Stage 1 of the Ballarat Visitor Arrival masterplan

Initiate the Aquatic Strategy Review

Plan and implement updates to the Ballarat Botanical Gardens Master Plan



Goal 4: Maintain, enhance and conserve our natural and built assets

4.1 Reduce the renewal gap of existing assets

Continual improvement of the City of Ballarat asset management framework including new Asset Management Strategy and Asset Management Plans and procedures

Deliver the 2022/2023 asset maintenance program

Review and enhance the City of Ballarat's asset management framework including development of an updated Asset Management Strategy and associated plans

Continue to work with the Traffic and Transport team and City Design team to influence good parking strategies and outcomes

Review and update the building Asset Management Plan

CITY OF BALLARAT **Council Plan 2021–2025**



4.2 Respect, conserve and celebrate our rich heritage

Work in partnership with other heritage and cultural organisations to preserve the City of Ballarat's historical collections and stories and increase the accessibility of these collections

Continue to progress World Heritage listing for the Central Victorian Goldfields

Develop 10-year capital works plan

Continue to progress with Heritage Gaps analysis and work towards a planning scheme amendment to ensure that our built form controls can better balance heritage and urban change

Continue to maintain our natural and built assets in accordance with associated master plans, conservations plans and heritage requirements

Participate in opportunities to respect, conserve and celebrate our rich heritage

Deliver the annual Ballarat Heritage Festival



CITY OF BALLARAT
Council Plan 2021–2025



4.3 Deliver quality and targeted capital works projects to address growth pressures

Deliver the Operations capital program

Plan for and deliver foundation infrastructure to protect Ballarat and surrounds from flooding and treat our storm water to best practice standards

Deliver the Property and Facilities Capital Works Program

Develop the business case for future stages of the Ballarat Western Link Road

Participate in opportunities to ensure capital works programs are consistent with the smarter parking initiative and strategies

Implement Sports Infrastructure Improvement Program



CITY OF BALLARAT
Council Plan 2021–2025



4.4 Maintain and conserve our open space and natural assets

Continue to advocate for upgrades to the Western Highway at Brown Hill and Warrenheip to freeway standard including connection upgrades to Ballarat's local road network

Engage with community groups to deliver shared objectives in natural resources

Develop an Open Space Strategy which provides better guidance for the future provision of open space

Participate in planning around open public space and consider the opportunities for off leash dog areas (unfenced)



Manage trees in accordance with the tree management plan and continue to build our databases of tree assets

Undertake vegetation clearances around electric lines as per the electric line clearance regulations



CITY OF BALLARAT

Council Plan 2021–2025





CITY OF BALLARAT
Council Plan 2021–2025



Goal 5: A strong and innovative economy and city

5.1 Deliver ongoing COVID-19 recovery response across the business and the community

Participate in the Grampians Public Health bi-weekly huddles and reactivate the Health Protection Working Group as required

Continue to hold Council's Pandemic Taskforce meetings as required to ensure our workforce and community are in line with State and National Public Health Strategies

Continue to deliver streetscaping and infrastructure works in commercial, creative and hospitality focussed areas to facilitate greater access, usage (for example outdoor dining) and visitation

5.2 Support local business to explore, innovate and adapt to emerging economic opportunities

Deliver the 2022/2023 Visitor Economy Engagement Plan

Facilitate a program of initiatives to support local business to harness opportunities such as: a circular economy business program; and facilitation of a whole-city project to assist local employers access greater levels of skilled migration in addressing existing workforce shortages



CITY OF BALLARAT
Council Plan 2021–2025



Continue to measure the amount of Local Content in the procurement of goods and services

Participate in outdoor dining working groups to ensure program is consistent with outdoor dining policy and smarter parking initiative

5.3 Actively attract and facilitate new business development and investment to Ballarat

Environmental Health, Building and Local Laws continue to work closely with businesses to ensure that legislative requirements are satisfied

Provide an ongoing investment facilitation service, supported by an integrated marketing campaign to encourage the skilled people we need to invest, live, work and study in Ballarat

Deliver the Visitor Economy Local Area Plan and Region Wide Visitor Economy Destination Management Plan

CITY OF BALLARAT
Council Plan 2021–2025



5.4 Deliver a comprehensive events calendar to strengthen civic pride and enhance Ballarat's reputation as a destination of choice

Deliver our 2022/23 Events Calendar, continue to implement the Tourism Events Grants Program

Implement Sports Acquisition Program

Work with Events team and Economic Development to ensure events and activities are supported and that the legislative framework is being addressed

5.5 Actively promote Ballarat as a year-round destination of choice

Implement priorities of the Ballarat Events Strategy 2018 - 2028

Implement priorities from the Destination Marketing Plan

Participate in opportunities to promote Ballarat as a destination of choice

CITY OF BALLARAT
Council Plan 2021–2025



Implement priorities from the 2030: A vision for the Eureka Centre

5.6 Facilitate increased vibrancy in the CBD and other key business precincts

Implement actions from, and continue seeking funding for, Creative City Masterplan

Support the delivery of the Outdoor Street Furniture Program

Continue to deliver the Bakery Hill Urban Renewal Plan, while assisting traders to take advantage of new opportunities

Continue to review outdoor dining policy, parking initiatives and other policies to support vibrancy in the Central Business District

5.7 Facilitate the growth of the creative sector and actively promote Ballarat as a Creative City

Implement priorities from the Creative City Strategy

 CITY OF BALLARAT
Council Plan 2021–2025



5.8 Support social and economic inclusion to build the wealth throughout our Community

Continue to work with others to ensure that legislative framework is satisfied in support of social and economic inclusion

Deliver a program of business development and support to encourage more social enterprises to establish and thrive in Ballarat

Encourage Social Procurement opportunities in accordance with Council's Procurement Policy



Goal 6: A Council that is accountable, transparent and advocates for its community

6.1 Ensure the effectiveness and efficiency of Council services

Work closely with associated community organisations to support Ballarat City Council's strategic objectives in relation to Community Engagement, Family and Children Services, Youth Services, Ageing Well and Intercultural Services

Continue to review operational services to provide the most effective and efficient service to the community

Continue to identify opportunities for business improvements in processes and policies and implement those strategies

Strengthen and build collaborations and partnerships in the Central Highlands Libraries region to develop community focused services

Continue to review operational services

Continue to improve our Corporate Strategic Planning processes

CITY OF BALLARAT **Council Plan 2021–2025**



Grow and develop the knowledge, skills, and capabilities of library staff so they are familiar with, and demonstrate best contemporary practice, in provision of public library services

Deliver the Human Resources Transformation Project

6.2 Council to be known as a workplace of choice

Generate a People Capability Framework linked to Learning Plans

Participate in opportunities to provide students avenues to gain experience and mentoring to sustain future workforce for City of Ballarat

Completion of Department of Education and Training Innovation Grant partnership with Federation Uni providing professional support to new early childhood teacher graduates

CITY OF BALLARAT
Council Plan 2021–2025



Complete an Employee Value Proposition & Employee Benefits Review

Explore opportunities to enhance universally accessible careers expo

Develop an all-Staff Professional Development Program built into the flow of work

Explore TAFE/Higher Education Micro-Qualification Pathways

Continue to complete regular Employee/Staff Engagement Pulse Surveys



CITY OF BALLARAT
Council Plan 2021–2025



6.3 Advocate on behalf of our Community

Develop a centre lead Volunteer Program

Actively seek external funding through Grant opportunities

Develop and implement targeted advocacy campaigns for community and Council priorities

Take feedback from community and implement such feedback into reviews of policies and procedures and implement improvements accordingly

Develop and regularly update an advocacy pipeline of City of Ballarat projects guided by Council-adopted master plans, strategies and frameworks

Develop and implement strong and targeted advocacy campaigns for upcoming elections

Develop and implement strong advocacy campaigns for state and federal budgets

CITY OF BALLARAT
Council Plan 2021–2025



6.4 Communicate and be transparent with our Community

Create considered, authentic and accessible communications for our community

Continue to communicate information on the delivery of Major Projects through a range of different channels

Continue to release open data and community dashboards

Continue to work with the community and keep them well informed of progress on delivery of actions

Continue to strengthen, monitor and report on Council's community engagement practice

Deliver the annual customer satisfaction survey



CITY OF BALLARAT
Council Plan 2021–2025



6.5 Be innovative and forward thinking

Deliver a Talent Management Framework and Talent Pools

Continuously improve by reviewing how our key software systems service the organisation

Implement fit-for-purpose contact centre system to improve efficiency and customer experience

Complete a Workforce Diversity Profile

Review and develop the City of Ballarat website to meet the needs of our community

Pilot smart city technologies that will improve services to the community and business operations

CITY OF BALLARAT Council Plan 2021–2025



6.6 Be accountable with our resources

Ensure our team are working within our standard policies and procedures at all times and provide feedback when not

Regularly monitor and report on financial performance compared to budget

Implement Council's new Partnerships and Grants Policy and Programs 2022

6.7 Ensure Good Governance and Leadership

Complete a 2023 Enterprise Bargaining Agreement

Complete tendering and procurement review to ensure Council delivers best practice procurement processes



CITY OF BALLARAT
Council Plan 2021–2025



Continue to deliver operational services in accordance with governance and risk policies

Deliver the Annual Compliance Training Program

Deliver the Annual Leadership Development Program



8.7. DRAFT INTERCULTURAL PLAN 2022 - 2026

Division: Community Wellbeing

Director: Matthew Wilson

Author/Position: Frances Salenga, Intercultural Services Coordinator

PURPOSE

1. To update Councillors regarding the development of the draft Intercultural Plan 2022 – 2026 and to seek approval to place the Strategy on public exhibition for feedback prior to presenting for adoption at a future meeting.

BACKGROUND

2. The draft Intercultural Plan 2022-26 aligns with Federal and State policies which provide guidance on actions to improve the lives of culturally, linguistically and religiously diverse (CALD) backgrounds.
3. The draft Intercultural Plan 2022-26 must be prepared for the purpose of:
 - a) Achieving Council's vision of an inclusive intercultural community that celebrates diversity and is welcoming to people of all cultures.
 - b) Guiding effective service planning, partnership development, community participation and engagement.
 - c) Providing clear direction in terms of growing Council's capacity for fully supporting the principles of 'intercultural practice'.
4. This is the City of Ballarat's third Intercultural Strategy with the last one concluding last year.
5. This is a four-year plan with an initial two-year action plan.

KEY MATTERS

6. The Intercultural Advisory Committee (IAC) has been instrumental in guiding the engagement process and development of the plan.
7. The Inclusive Ballarat engagement process took place between early April and early May 2022, with 886 people providing input across a range of engagement tools.
8. This data (along with engagement with City of Ballarat staff) has informed the development of the following documents:
 - Inclusion Framework
 - Reconciliation Action Plan
 - Intercultural Plan

- LGBTIQA+ Inclusion Plan
 - Disability Access and Inclusion Plan
 - Ageing Well Strategy
9. Key findings from engagement with respondents to the community survey who identified as from culturally, linguistically, and religiously diverse background:
- Racial discrimination is a common issue experienced by the CALD community.
 - Acceptance is different from inclusion.
 - Council to reflect a culturally and linguistically diverse workforce.

Further information is in the attached engagement summary.

10. This Plan forms part of the draft Inclusion Framework, Council's whole-of-organisation approach to inclusion.
11. The following key principles underpin the Inclusion Framework:
- a) Our diversity is our strength
 - b) Equity
 - c) Intersectionality
 - d) Diversity and inclusion = business as usual
 - e) Strong partnerships
 - f) Inclusive engagement

And a further three key principles are specific to the Intercultural Strategy:

- a) Demonstrated intercultural practice facilitates social inclusion.
 - b) Engagement of the community in communication, interaction, and exchange.
 - c) Striving for best practice.
12. The Intercultural Strategy is anchored on the following intercultural guideposts: Commitment, Intercultural lens, Gender Impact Assessments, Mediation and Conflict Resolution, Language, Media and Communication, International Outlook, Intelligence and Competence, Welcoming Newcomers, Leadership and Citizenship, Anti-Discrimination, Interaction, Participation.
13. The draft Intercultural Plan has four priority areas:
- Responsive services: "I can access the services and programs I need easily."
 - Active citizenship "I can participate in public life."
 - Leadership and advocacy "We (City of Ballarat) are recognised as a strong advocate for CALD communities."
 - Maximising and valuing diversity "We (City of Ballarat) with the community acknowledge and celebrate the various contributions of our CALD communities."
14. Action Plan priorities for the next two years predominantly involve developing resources and building staff capacity to increasingly provide more accessible and inclusive services, programs, initiatives and events.

OFFICER RECOMMENDATION

15. That Council:

15.1 Approve the public exhibition of the draft Intercultural Plan 2022 – 2026 for a period of four weeks from 26 August to 23 September 2022.

ATTACHMENTS

1. Governance Review [8.7.1 - 3 pages]
2. Engagement summary Intercultural Plan (1) [8.7.2 - 4 pages]
3. Intercultural Plan 2022–2026 [8.7.3 - 25 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The draft Intercultural Strategy 2022-26 has been developed with input from the Intercultural Advisory Committee (IAC) including representatives from City of Ballarat key business units to ensure alignment with other plans and strategies, such as People and Culture, Communications and Design, Business Improvement, Arts and Events, Recreation Services, Engaged Communities, Libraries and Lifelong Learning and Family, Youth and Children's Services.
2. Alignment with the Council Vision, Council Plan (specifically Goal 2: A healthy, connected and inclusive community), strategies and policies is explicit throughout the Intercultural Plan; it builds upon the work of the previous Intercultural City Strategic Plan 2018-21; and links with other plans and strategies in the City of Ballarat strategic framework, including:
10 Year Horizon Community Vision 2030
 Health and Wellbeing Plan 2021-2031
 Community Infrastructure Plan 2021-2036
Four Year Horizon The Council Plan (2021- 2025)

Other relevant plans, strategies, and frameworks:

Ballarat Strategy 2015
 Ballarat Planning Scheme Community Engagement Framework
 Libraries and Learning Strategy 2022-2027
 Circular Ballarat Framework 2021
 Intercultural Strategic Plan 2022-2026
 Gender Equality Action Plan 2021-2025
 Disability Access and Inclusion Plan 2022-2024
 LGBTIQA+ Inclusion Plan 2022-2024
 Active Women and Girls Strategy 2018
 Active Ballarat Strategy 2020
 Ballarat Creative City Strategy 2019
 Ballarat Cycling Action Plan 2017-2025
 Ballarat Event Strategy 2018-2028
 Ballarat Heritage Plan 2017-30
 Food Strategy 2019-2022

COMMUNITY IMPACT

3. 11.3 % of the population was born overseas of at least 89 different nationalities and more than 30 languages spoken now call Ballarat their home. The draft Intercultural Plan supports the identification of priorities and planning to meet the diverse needs of our culturally and linguistically and religiously diverse population, with a strong focus on social inclusion.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. Environmental sustainability is one of the principles of the draft Intercultural Plan which identifies multiple actions related to climate change awareness and education.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. There are no economic sustainability implications identified.

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FINANCIAL IMPLICATIONS

6. There is an allocated budget by Council towards the delivery of the Intercultural Action Plan. The action plan also identifies links to business cases to be developed in line with other strategic plans eg. Reconciliation Action Plan and other associated Council Plans as highlighted in the strategy.

LEGAL AND RISK CONSIDERATIONS

7. There are no immediate risks that have been identified.

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*.
9. It is considered that the Intercultural Plan will address issues in reference to the following:
 - Charter of Human Rights and Responsibilities Act 2006
 - Equal Opportunity Act 2010
 - Multicultural Victoria Act 2011
 - Racial and Religious Tolerance Act 2001
 - The People of Australia – Australia's Multicultural Policy 2011
 - National Anti-Racism Strategy 2012

COMMUNITY CONSULTATION AND ENGAGEMENT

10. During the Intercultural Summit held in 2021 45 community leaders, program partners, stakeholders and agencies contributed to the evaluation of the last strategy and the reshaping of the new one.
11. The Inclusive Ballarat consultation attracted a broad participation of community representatives and the wider community.

GENDER EQUALITY ACT 2020

12. There are gender equality implications identified for the subject of this report. Specifically, it is recommended that the Intercultural Plan:
 - Includes the following specific key principles
 - i. co-design with people with culturally, linguistically, and religiously diverse backgrounds
 - ii. accessible communication and universal design
 - Recognises key sources of discrimination such as negative community attitudes, reduced access to decision making opportunities, inaccessible information and communication methods, difficult employment or pathways to employment, and public events and activities that are not accessible and/ or inclusive.
 - Includes the development of a Universal Design Policy to guide future practice at the City of Ballarat, along with staff training and associated guidelines relating to engagement, information provision, events and community buildings.
-

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- Incorporates broader community engagement to build trust and awareness of any changes to the local context, or impacts on particular genders or communities Is produced in formats that are more accessible for culturally, linguistically, and religiously diverse people, but also meets broader accessibility requirements where possible.
- In addition, it is recommended that the implementation of the action plan:
Applies a gender lens that recognises:
 - i. the importance of safety including cultural sensitivity, safety, physical safety and social safety
 - ii. barriers to accessibility, and considers times, physical space, communication methods, available transport options, comfort, visibility of diversity etc. for more inclusive programming
- Is operationalised using an intersectional lens to understand and seek to improve inclusion more broadly
- Occurs in collaboration with members of the Intercultural Advisory Committee whenever possible.
- This recommendation will deliver more equitable, inclusive and accessible services, programs and policies for people with disability, their families and carers. This recommendation will also contribute to broader inclusion work including increased community participation at future events and activities, more accessible buildings and public spaces, more accessible information and increasingly accessible employment opportunities resulting in a more diverse workforce.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

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Inclusive Ballarat engagement summary

The Inclusive Ballarat consultation engagement process was open from early April until early May 2022. This engagement process was designed to inform the following plans:

- Inclusion Framework
- Disability Access and Inclusion Plan
- LGBTIQ+ Inclusion Plan
- Ageing Well Strategy
- Reconciliation Action Plan
- Intercultural Plan

The engagement process was a two-phased engagement which attempted to engage the general community (particularly regarding general inclusion sentiment) and to target the specific groups for which the plans listed above apply. Therefore, there are a greater proportion of respondents from each of those target groups that would normally be seen for an engagement process targeted at the general community.

A range of methods were employed including a survey, community-led conversations, a mapping tool, a community poll and interactive activities. Engagement methods were chosen to allow inputs from people in written word, spoken word, through drawings, identifying places on a map and in a range of languages.

Consultation findings were analysed using a combination of quantitative analysis and qualitative thematic analysis, grouping responses into overarching themes that shaped priorities.

Demographics

Eight hundred and eighty-six (886) people provided input to the Inclusive Ballarat engagement process with the online survey and community-led conversations proving to be the most popular avenues for engagement (Table 1).

Table 1: Engagement by method

Inclusive Ballarat tools	Number of people providing input
Surveys*	256
Conversation Kits	269
Interactive boards	74
Town planning activity*	25
Mapping tool	17
Activity sheets*	29
Written submissions	1
Quick poll	70
First Nations school group consultation	15
Reconciliation Action Plan (RAP) Postcards	19
Internal RAP workshops	30
Internal RAP survey	102
Total number of people providing input	886
*Town planning activity and activity sheets were both completed by a class of 21 school students. This number has only been counted once in the final sum. One survey was submitted on behalf of 20 people.	

Demographic information is only available for the online survey, which accounts for approximately 29 per cent of respondents. This is a trade-off between gathering full demographic data and the provision of a range of methods requiring different levels of input to encourage the broadest possible engagement across the community.

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Two-hundred and thirty-six survey respondents that provided demographic information as summarised in Table 2:

Table 2: Demographic characteristics of survey respondents

Characteristic	Proportion of survey respondents
Gender	58.9% woman 27.5% man 7.2% non-binary 2.5% self-described 4.2% prefer not to answer
Age group	12-17 years: 0.8% 18-24 years: 3.8% 25-34 years: 9.3% 35-49 years: 34.6% 50-59 years: 19.4% 60-69 years: 17.7% 70-84 years: 11.4% 85+ years: 0.4% Prefer not to answer: 2.5%
Aboriginal and/or Torres Strait Islander person	4.6%
Person with disability	25.3%
LGBTIQA+ person	24.5%
Cultural background other than Australian	25%
Parent to a child/children aged 17 years or less	30.4%

Key Findings

Presented here are the general inclusion results from the Inclusive Ballarat engagement. Summaries have also been prepared in relation to feedback relevant to the:

- Disability Access and Inclusion Plan
- Reconciliation Action Plan
- LGBTIQA+ Inclusion Plan
- Intercultural Plan

Survey respondents were asked to rate their level of agreement with a range of statements. Results are summarised in the table below:

Table 3: Survey respondent agreement with inclusion statements

Statement	Proportion of survey respondents that 'agree' or 'somewhat agree' with the statement
Ballarat is an inclusive city	57%
I feel accepted and valued in Ballarat	58%
I feel safe in Ballarat	58%
I don't feel welcome in Ballarat	21%
I have experienced discrimination in Ballarat	50%
Council services are inclusive	50%
Council sport and recreation facilities are inclusive	43%
Council is an inclusive workplace	21% (42% did not know)
Council information is accessible and inclusive	48%
Council buildings are inclusive	43%

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People were asked several questions about inclusion. The key responses are outlined below:

When I am included, I feel...

- Respected and valued
- Safe, supported and cared for
- That I belong
- That I am seen, heard and my needs are considered
- That I can be actively involved and contribute to my community

"When I am included, I feel that I am being heard and I am making a difference."
Community survey response

When people were asked how they felt when they were included, they frequently commented that they felt valued and respected. A sense of safety was often raised, along with feeling supported and cared for. They felt that they belonged in the Ballarat community. Many people commented about feeling as though they had been seen and heard, with their needs considered, when they were included. Comments were also made about feeling like they could contribute to the community when they were included.

Inclusion means...

- Everyone has the opportunity to contribute and participate
- That I am accepted as I am
- That I can have a say and that I am listened to
- That I am respected and valued
- That I feel safe

"Inclusion means a safe space where I can be who I am without fear, I feel valued and can contribute to the best of my abilities to make everyone feel welcome and feel the same."
Community survey response

When asked what inclusion means to them, respondents overwhelmingly commented that it means that all people have the opportunity to contribute and participate. For a lot of people, inclusion means being accepted as they are and that they can voice their ideas and opinions. Feeling respected, valued and safe were also common responses.

Inclusion is important because...

It creates a more cohesive, vibrant and safer community

- It makes people feel valued and is important for good health
- There are serious individual and community consequences when people are excluded
- All people have the right to feel safe, welcome and accepted in their community

"Inclusion is important because it strengthens the community by giving as many people as possible opportunities to be involved in society and in decision making. It helps foster social responsibility, confidence and wellbeing."
Community survey response

When asked why inclusion was important, the most common response was about the positive societal impacts of an inclusive community. Following the same train of thought, many people made comments referencing the positive impacts on individuals when they are included. The negative

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impacts on individuals and the broader community (such as mental health impacts) were also cited as reasons why inclusion is important.

Key Findings – Intercultural Strategic Plan

Presented here are the general inclusion results from the Inclusive Ballarat engagement relevant to the Intercultural Strategic Plan:

- Release a clear statement against racism and discrimination
- Establish the Intercultural Garden for communities to come together
- Advocate and promote the benefits of a diverse workforce
- Demonstrate diversity within its own workforce by ensuring that people from all communities and gender identities are employed across Council units
- Consider developing and offering education/awareness sessions in cultural sensitivity to ensure inclusive service delivery
- Provide capacity building initiatives via pathways to education and employment
- Continue to progress the successful Intercultural Ambassador Program
- Encourage the multicultural community to participate at decision making levels
- Facilitate contact/communication between the multicultural community groups/organizations and newly arrived communities/individuals
- Encourage mainstream communities to participate in multicultural events
- Advocate for Aboriginal and Torres Strait Islander Peoples, Refugees, existing, new and emerging communities.

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CITY OF BALLARAT
**Intercultural Plan
2022–2026**





—
The City of Ballarat acknowledges the Traditional Owners 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 Peoples.
—



**Our vision: Ballarat,
the Intercultural City**
An inclusive intercultural city that celebrates
diversity and is welcoming to people of
all cultures.



"We celebrate the diversity of our city and recognise the significant contributions made by successive waves of migrants over time.

We recognise the important leadership and advocacy role we play in promoting wellbeing and cohesion for all. This means providing opportunities for everyone to participate fully in life and fulfil their own aspirations, regardless of their cultural, linguistic or religious background.

For our city to flourish, we must truly embrace and harness our cultural diversity to ensure our community lives in harmony and every resident feels a strong sense of belonging.

It is in the best interests of all of us."

Cr Daniel Moloney
Mayor, City of Ballarat



Defining an Intercultural City

An Intercultural City is where ‘diversity’ is deemed to be the norm. It is a place where there is communication, interaction and exchange between different cultural groups. People from diverse backgrounds respectfully communicate, understand and learn from each other and establish ‘connections’. All these ‘connections’ spur understanding, creativity, innovation and growth by bringing together people of all cultures for the benefit of the whole community.

‘Ballarat: an inclusive intercultural city’ is a community that looks at what its people already have in common. We may all come from different backgrounds and cultures, but as a community, we share the same schools, businesses, workplaces, public spaces and much more. Our Intercultural City builds on the concept of ‘all of us’ living together in a vibrant, diverse and harmonious community.



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“There are no losers in this. Everybody will benefit.”

Community-led conversation



Why do we have this plan?

As the level of government closest to the people, local government has the greatest opportunity to lead tangible change in attitudes and practices that discriminate against or disadvantage people from diverse cultural or religious backgrounds.

The City of Ballarat acknowledges our responsibility to lead the development of inclusive policies and plans that recognise, respect and value cultural, linguistic, ethnic and religious diversity.

We are committed to taking practical actions to support everyone who lives in the municipality to be able to participate fully in life and to feel welcome, included, accepted, visible and heard.

“Story telling – our community is rich with people but we are not disseminating these stories.”

Community survey

This plan provides a clear structure for our work with established and recently arrived culturally, linguistically and religiously diverse communities.

This plan also demonstrates the fundamental values of interculturalism, that of creating opportunities for the direct connection of First Nations people and other Australian-born people with our residents who were born overseas.

As cultural, linguistic and faith diversity underpins our population, the plan forms part of Council's Inclusion Framework - a roadmap for collaborative and intersectional inclusion action.

The plan commits us to do better in removing the barriers to access and inclusion and making sure the voices and aspirations of people from culturally and religiously diverse backgrounds are reflected within our organisation: in our policies, plans and programs and in the decision-making that affects our city and community.

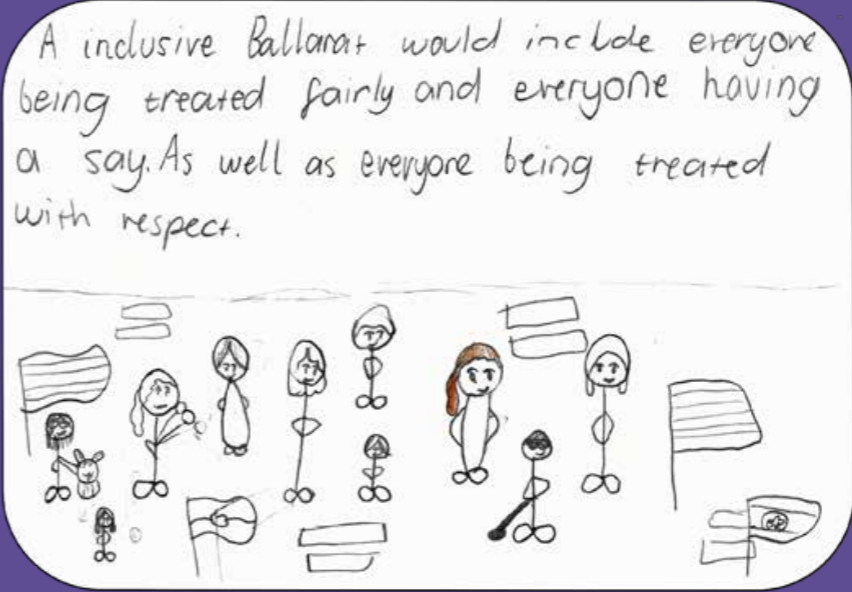
This is the City of Ballarat's second Intercultural Plan. It builds on our progress from investment in inclusive practices to date. It was developed working with people with lived experience, knowledge and expertise.



What is inclusion?

Inclusion exists when:

- people can see themselves in their community.
- people feel visible and represented.
- people feel safe, included, welcome and accepted in all parts of their lives.
- diversity is celebrated and its value is recognised.
- places, spaces, programs, services and events are accessible, safe and welcoming for everyone.
- everyone can participate fully in life and reach their potential.



Jas K, grade 5/6

“Inclusion means removing barriers that stop people from participating or achieving their best.”

Community survey

“Workplaces are a great place to contribute to inclusion, promote respect and learning.”

Community consultation

“‘We’ is great as long as people don’t have to give up who they are.”

Community consultation

“Things have changed in the last 10–15 years with a lot of community groups being set up, allowing communities to come together and to discuss issues.”

Community consultation

How we talk about inclusion

The words and language we use are important in making sure we are being inclusive in our actions. Below are some terms that are useful to understand when reading this framework.

Inclusion

When people from diverse backgrounds and life circumstances feel valued and respected and are given the support, resources, opportunities they need to learn, work, have a voice and participate fully in life.

Diversity

The differences between people in factors such as age, caring responsibilities, cultural backgrounds, disability, gender, Indigenous background, sexual orientation and socioeconomic background.

Equality

When people are given equal amounts of support based on the assumption that everyone starts with the same levels of resources, opportunities and power. Without first addressing existing imbalances, this approach will result in different outcomes for different people or groups.

Equity

When the distribution of support, resources and opportunities is based on the recognition that different people or groups start with different levels of resources, opportunities and power, face different barriers, and have different needs, life experiences and access to decision-making. This approach acknowledges that these imbalances should be addressed and that different people or groups may require different considerations to ensure that outcomes are equitable for all.

Intersectionality

An approach to understanding how different parts of a person’s identity can overlap, exposing them to compounding forms of discrimination and marginalisation. Some of these intersecting identities include gender, ability, Indigenous background, sexual orientation, ethnicity, language, faith, socioeconomic status, or age.

Equality – same treatment

One bike fits all



"I can't ride at all"



"Fine for me"



"I can't reach the pedals"

Equity – tailored approach

Different bikes based on needs



"I can ride"



"I can ride"



"I can ride"

Why is this plan important?

Some groups in our community face greater challenges than others: in learning, working, voicing their opinions and participating fully in life.

They are more likely to experience discrimination and exclusion, leading to poorer individual health and social outcomes. Beyond individual impacts, the broader community misses out on the skills, talents and contributions that people can share when they are part of an inclusive community.

Inequity occurs when equal treatment for different groups doesn't result in the same outcomes or opportunities. We need to take a different approach to address barriers to inclusion for these groups to make sure everyone has the same opportunity to reach their potential.

The City of Ballarat recognises that the experiences of people from diverse cultural and religious backgrounds vary significantly from person to person and group to group.

"Inclusion is important because the diversity of our community makes it a better, more interesting and equitable place to live."

Community survey

Different people have different needs

We have a responsibility to help people receive the support they need to be able to participate fully in life and ensure that no one is left behind.

Inclusion is vital to social wellbeing

According to the World Health Organisation, inclusion is vital to social wellbeing: *"Being included in the society in which one lives is vital to the material, psychosocial and political empowerment that underpins social wellbeing and equitable health."*

Diversity enriches and strengthens our community

Ballarat's diverse communities bring a wealth of ideas, experiences, knowledge, creativity and world views that enrich the social, civic, economic and cultural fabric of our city. Everyone has valuable ideas and perspectives, and a wide range of skills, talents and abilities to share.



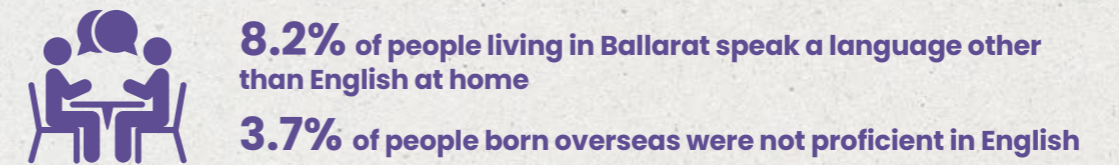
Ballarat is a changing and diverse community

Ballarat is becoming a more culturally diverse community, with one in nine born in another country, 8.2 per cent speak a language other than English at home, and four per cent practise a faith different to Christianity.

Eleven per cent of the population was born overseas which is slightly lower than the regional Victorian average and people of at least 89 different nationalities have made Ballarat their home.



Main countries of birth (other than Australia)
UK (3078), India (1846), NZ (969), China (677), Philippines (631), Netherlands (495), US (314), Germany (310), South Africa (268), Malaysia (249), Sri Lanka (249), Nepal (212)



More than 30 languages spoken
Main languages spoken (other than English):
Mandarin (968), Punjabi (764), Malayalam (466), Hindi (387), Urdu (233), Spanish (227), Filipino (221), Tagalog (220), Nepali (213), Sinhalese (206), Italian (191), Arabic (187), Vietnamese (186), German (172), Cantonese (165), Greek (151), Japanese (151), Tamil (149), Thai (139), French (136)



Source for all the above: ABS Census 2021: <https://www.abs.gov.au/census>

Recent settlement numbers:



2206
new migrants arrived in Australia
between January 2016–December
2021 and were living in Ballarat as
of December 2021



65%
through the
skilled migration
stream



34%
through the
family migration
stream



1%
through the
humanitarian
stream

Source: Department of Home Affairs: Settlement Reports data.gov.au/data/dataset/settlement-reports



What are the key issues for our communities of diverse cultural and religious backgrounds?

Ballarat’s culturally and religiously diverse communities bring a wealth of ideas, experiences, knowledge, creativity, innovation and world views. Ballarat’s emerging cultural diversity is recognised as enriching the social, civic, economic and cultural fabric of our city

People who were born in another country, speak a language other than English or practise a faith different to the majority of the community are more likely to experience greater health and social challenges.

Discrimination and intolerance can create barriers to participation in the community, in employment and in accessing health and social services.

Many culturally and religiously diverse residents struggle to find meaningful employment because previous qualifications, education or training are not always recognised.

Those who speak no English or English as an additional language face challenges when accessing services, employment and social opportunities.



What is our approach?

“We will progress our vision statement as an Intercultural and Welcoming City by providing leadership, advocacy and culturally inclusive services.

We will achieve this through communication, exchange, interaction, understanding and learning.

We will take practical actions that are responsive to the needs of our culturally, linguistically and religiously diverse communities, both within our organisation and in the areas in our community where we have influence. This includes providing inclusive community facilities and public spaces, delivering culturally sensitive services and promoting diversity in our workforce.

We will continue to engage and collaborate with our diverse communities as we work to foster a truly inclusive and cohesive Ballarat.”

Evan King
Chief Executive Officer,
City of Ballarat



The operation of the following groups demonstrates our commitment to equity, diversity and inclusion.

City of Ballarat Gender Equity, Diversity and Inclusion Committee

This group is chaired by the City of Ballarat Chief Executive Officer and draws on participation from across Council teams.

It oversees the organisation’s high-level inclusion work and ensures that legislative requirements are met.

City of Ballarat Diversity, Access, Equity and Inclusion Reference Group

This group was established in 2021. It is made up of staff responsible for the priority group-specific plans that sit within the Inclusion Framework.

It works to ensure that an intersectional approach to inclusion is taken in the implementation of each plan that sits under the framework.

City of Ballarat Intercultural Advisory Committee

This group was established in 2008 to provide support and advice on inclusion for people from diverse cultural and religious backgrounds, particularly in relation to City of Ballarat policies, strategies, services and activities. It is made up of people with lived experience, who work or volunteer with our CALD community or who have expertise in this area.

This group will be instrumental in driving the implementation of the actions in this plan.

City of Ballarat Intercultural Ambassadors Program

This program was established in 2008 to train and support individuals to represent their communities and build capacity. There are currently 10 Intercultural Ambassadors. We have trained and engaged 60 Ambassadors to date since the program commenced. The Ambassadors actively assisted in shaping social connections and inclusion within the city due to their knowledge of the importance of the need to bring people together.

This group will work to ensure that an intersectional approach is taken in our inclusion work.

The City of Ballarat Inclusion Framework

The City of Ballarat have developed an Inclusion Framework to guide our inclusion work across a range of priority groups. This involves a whole-of-organisation approach to inclusion. It also involves understanding that people often fit in to several priority groups and that we need to address all the different ways that people face discrimination and exclusion. This plan forms part of the Inclusion Framework.

The City of Ballarat Inclusion Framework







Our vision for inclusion

Ballarat is an inclusive city where diversity is not only accepted but welcomed and celebrated.

Our city values the contribution of all people and our spaces, places, programs, events and services are designed to be welcoming and accessible to all.

We recognise that not everyone has the same experience and we work to make sure that people receive the support they need to ensure that no one is left behind.

Inclusion principles

-  **Our diversity is our strength**
-  **Equity**
-  **Intersectionality**
-  **Diversity and inclusion is business as usual**
-  **Strong partnerships**
-  **Inclusive engagement**

Areas for action



Priority groups and plans

Children and families Municipal Early Years Plan 2022-2026	Young people Youth Strategy 2022-2026
Older people Ageing Well in Ballarat Strategy 2022-2026	Women Gender Equality Action Plan 2021-2025
Aboriginal and Torres Strait Islander People Reconciliation Action Plan 2022-2024	LGBTIQA+ people LGBTIQA+ Inclusion Plan 2022-2026
People from diverse cultural and religious backgrounds Intercultural Plan 2022-2026	People with disability Disability Access and Inclusion Plan 2022-2026

There is currently no separate plan for the financially vulnerable priority group. This group is considered in the development of each of the plans above.

Inclusion principles

Our principle are the foundational ideas that shape to our planning and decision making for our inclusion work.



Our diversity is our strength

Recognising that diversity enriches our organisation and our city, we will support every person to be able to participate and make a valuable contribution.



Equity

We will provide different levels of support to different people based on need to help achieve a level playing field for all.



Intersectionality

Recognising that people have multiple aspects to their identity which can expose them to multiple layers of discrimination and marginalisation, we will consider the multiple layers of disadvantage that may be experienced by priority groups.



Diversity and inclusion is business as usual

We will work towards organisational change to ensure that diversity and inclusion are embedded in our policies, processes, programs and services.



Strong partnerships

We will support and strengthen existing partnerships and seek to form new ones with those working to promote inclusion in the community. We acknowledge the immense amount of work already being done in this area.



Inclusive engagement

We will engage meaningfully with our community, ensuring that our engagement processes are inclusive and that we engage directly with priority groups on issues that affect them.

In addition to our overarching inclusion principles, the following principle applies to our work in interculturalism.

- Be founded on **universal norms** established to promote democracy, human rights and the rule of law. Must embody the recognition of the equality of human dignity of all individuals within the society regardless of their legal status.
- Be grounded in an understanding of **human mobility** as a reality and a projection of the country’s population changes in a medium-term perspective. It is also to ensure access to services, rights for newcomers, and to facilitate social integration and positive intercultural relations.
- Be inspired by **shared responsibility**: this is a multistranded approach in which public institutions and all citizens should participate, acknowledging challenges to be addressed at individual, social, and collective levels.
- Fostered by **citizen’s participation** by engaging people in the conception, monitoring and evaluation of the strategy.
- Promoted by a **culture of innovation** where policies are assessed whether they foster mixing, interaction and pluralism.
- Ensured by **transparency and effective communication** between different institutions, levels of government, and towards the wider public.





Common areas for action

Our overarching focus for the next four years will be to build organisational knowledge and capacity building to improve inclusive practice in our organisation and promote inclusion in the broader community. To achieve this, we will focus our work on seven key areas which have been developed based on feedback from our community



1. We will commit to building organisational knowledge and capacity

We will conduct assessments to understand areas for improvement. We will seek advice from priority groups about how to deliver improvements. We will evaluate our progress and seek to continually fine-tune and improve our practice.

2. We will lead and advocate

We advocate for our priority groups and the issues affecting them. We will role model inclusive practice.

3. We will provide a diverse and inclusive workplace

We will ensure our staff and volunteer recruitment and workplace policies promote a diverse, safe and welcoming workplace. We will build an inclusive culture and provide inclusive work sites.

4. We will provide welcoming and inclusive spaces

We will design and operate our facilities and public spaces to promote safety and inclusion.

5. We will provide welcoming and inclusive services and programs

We will work to ensure our services, programs, projects and events are inclusive and welcoming.

6. We will listen to our community

We will work to ensure our engagement practices are inclusive. We will work to ensure that all priority groups have opportunities to advise us directly on the design of inclusive processes, projects, programs and services.

7. We will connect our community

We will support opportunities for people to connect with others, with places and with the services they need.

Specific actions that will deliver these capability improvements are detailed in the action plan which can be found on page 36-42.



What our community told us

In 2022, a broad collaborative community engagement process ‘Inclusive Ballarat’ was undertaken.

Inclusive Ballarat used a two-phased approach that involved consultation with the broader community and targeted engagement with the culturally, linguistically and religiously diverse community and stakeholders via local networks and groups.

Two Intercultural Forums were facilitated and four-story telling circles were driven at the Ballarat Library with young people and community members.

A range of engagement methods and tools were used such as a community survey, community-led conversations and interactive engagement tools.

This plan and its two-year action plan have been informed by the key findings from Inclusive Ballarat.

We heard...

How can the City of Ballarat act as a leader and role model in promoting a safe, inclusive and welcoming intercultural city?

'We know the importance of the Intercultural Ambassador Program – the Ambassadors helped us during the Covid crisis.'

"We need community sports to feel included like other Australian ladies."

"We enjoy multicultural events, observe national days of independence with flag raising ceremonies."

"Encourage local business to employ people from diverse backgrounds."

"Activities of Council can be accessed by the majority."

"The Extravaganza was good to bring all of people cultures and children together to enjoy the music."

"The awards to recognise people at the Intercultural Gala was inspiring to make us work hard for others."

"We like lessons at the Aquatic Centre."

How can the City of Ballarat support people from diverse cultural and religious backgrounds to be involved in the Ballarat community?

"We need safe places where we can be ourselves, no discrimination."

"Harmony Fest events and the Extravaganza was enjoyed by families."

"We love the sports (e)specially basketball, soccer, cricket and we like to learn fishing too!"

"Continue Harmony Fest events. The Extravaganza was a good event which included our children – so enjoyable!"

"How about the Intercultural Garden – will we see that in a visible spot and not hidden among thick trees away from the public?"

"The Intercultural Ambassador Program and the employment pathways program were successful in bringing people forward to get involved in the community."

Priorities identified by our community

- A whole-of-organisation approach to building intercultural relationships and social cohesion
- The empowerment of City of Ballarat staff to engage in genuine intercultural consultation with CALD people. Better consultation will result in a greater understanding of the issues, opportunities, and challenges of living in Ballarat
- The strengthening of long-term partnerships and collaborations with government, agencies, community groups, organisations and local businesses to promote social inclusion and intercultural understanding
- The allocation of resources to implement this plan on the ground and to deliver effective, tailored programs to meet needs of local CALD communities and to facilitate interactions which will result in intercultural exchange and understanding
- The provision of resources to various Council departments identified in the Intercultural Cities Benchmarking Report as opportunities to embrace the advantage of diversity







What are the priorities for the 4-year plan?

Priority areas

Informed by community engagement, research and benchmarking both locally and abroad, our intercultural work over the coming four years will be focused on the following four priority areas.

A two-year action plan outlining actions under each priority area can be found on page 36.

A second two-year action plan will be developed in 2024 and will build on the progress of this first action plan.

Priority areas	
	Priority 1: Responsive services “I can access the services and programs I need easily.”
	Priority 2: Active citizenship “I can participate in public life.”
	Priority 3: Leadership and advocacy “We (City of Ballarat) are recognised as a strong advocate for CALD communities.”
	Priority 4: Maximising and valuing diversity “We (City of Ballarat) with the community acknowledge and celebrate the various contributions of our CALD communities.”


How will we track our progress?


We will monitor and review our progress against the actions detailed in this plan to ensure it remains relevant and responsive to the needs of our culturally, linguistically and religiously diverse communities. Our progress will be reported annually to Councillors and made public.


A review of this plan will be undertaken every four years and it will be updated to reflect our improved knowledge, skills and practices. A mid-plan review will inform the development of the next two-year action plan.


2-year action plan


This action plan covers 2022/23 (Year 1) and 2023/24 (Year 2).


	Priority 1: Responsive Services “I can access the services and programs I need easily.”	
	We will achieve this by:	We will:
1. Providing services / programs with easy access points for Aboriginal, culturally, linguistically and religiously diverse and newly arrived communities		Provide information on various services and in different languages that Aboriginal and culturally, linguistically and religiously diverse communities can access across Council website, outlets, and networks
		Update Council's Intercultural Services Directory on a yearly basis
		Advocate for more English Language classes for newly arrived migrants and refugees
		Publish and provide easy access to Council's 'All of Us' yearly calendar
		Collaborate with the Ballarat Regional Multicultural Council (BRMC) and other settlement agencies in the provision of migrant welcome and access to settlement services information
2. Enhancing coordination and delivery of local services		Facilitate Council's Reconciliation Action Plan including the coordination of culturally, linguistically and religiously diverse and First Nations activities
		Advocate for improved public transport, appropriate food services, access to social activities of diverse elderly, migrants, and refugees
		Collaborate with BRMC in various initiatives and in the provision of 'Welcome Packs' for new migrants and refugees
		Co-deliver Migrant Welcome to Country initiatives with settlement agencies to create intercultural relationships and networks and an understanding of Aboriginal and Torres Strait Islander Peoples' culture


	Priority 1: Responsive Services “I can access the services and programs I need easily.”	
	We will achieve this by:	We will:
3. Increasing intercultural competence / sensitivity of Council staff and service providers		Facilitate the delivery of Cultural Awareness / Intercultural Competence Training for Council staff, public interface agencies and industry
		Facilitate the collection of Council data relating to cultural identity, languages spoken to demonstrate workplace diversity and to promote culturally, linguistically and religiously diverse employment participation
		Acknowledge and promote businesses that accommodate diverse workers / employees / suppliers
4. Raising awareness of available inclusive, culturally safe and gender sensitive services		Monitor public spaces and recreation spaces to accommodate gender / cultural safety, sensitivities to ensure better use of facilities
		Advocate for a CoB recruitment plan that will encourage / accommodate a diverse workforce
5. Advocating to other Council areas to measuring the benefits of an inclusive and diverse workforce		Explore partnerships across Council to adapt the 'Diversity Atlas' as a tool to measure Council's diversity agility
		Advocate for a CoB recruitment plan that will encourage / accommodate a diverse workforce

		Priority 2: Active Citizenship “I can participate in public life.”	
We will achieve this by:		We will:	When
1. Creating opportunities for culturally, linguistically and religiously diverse people with other communities to exercise their rights and responsibilities and to influence public life	Partner with the Australian Electoral Commission (AEC) to deliver voter’s education sessions	Year 2	
	Extend information to aspiring community leaders relating to sessions / training for Councillor candidacy	Year 2	
	Collaborate with CoB committees to propose for the development of spaces for intercultural exchange, learning, recreation, interaction across various communities for example the IAC - Intercultural Garden proposal	Year 2	
2. Promoting across the globe that Ballarat is a place where people can exercise their rights and responsibilities	Sustain Council’s membership to the Intercultural Cities Programme – Council of Europe (ICC) and Welcoming Cities Network	Year 2	
	Deliver and support network membership initiatives of Intercultural Cities – Asia Pacific Region such as meetings, training, global exchanges / conferences, research, Intercultural Summits	Year 1	
	Gather diversity and intercultural relations data to inform policy formulation in all contexts, not only within designated ‘multicultural’ spheres	Year 2	
	Support Council’s Sister City relationship with Inagawa, Japan	Year 1	
	Extend support to Council’s Friendship City Agreements with Ainaro in Timor Leste, Nanjing in China, Kunshan Province in China, Jiangjin City in China, Yang Zhou Municipality in China, and Peterborough in the United Kingdom	Year 2	
	Strengthen advocacy support relating to Council’s commitment as a Refugee Welcome Zone	Year 1	
	Support ‘Peace Building’, collaborate and facilitate connections with cultural groups, Compassionate Ballarat and Mayors for Peace	Year 2	

		Priority 3: Leadership and Advocacy “We (City of Ballarat) are recognised as a strong advocate for CALD communities.”	
We will achieve this by:		We will:	When
1. Providing training / education opportunities toward the development of leadership across diverse groups		Deliver and resource the Intercultural Ambassador Program	Year 1
		Promote social, cultural, education and training activities that highlight intercultural learning and exchange driven by State, LGAs and Service Agencies	Year 2
		Mentor, collaborate and link diverse groups to other agencies to facilitate delivery of their events / activities or encourage CALD people to undertake training to enable them to take on committee positions	Year 1
		Deliver ‘Preventing Violence Against Women’ Workshops to the Intercultural Ambassadors, CoB-IS Committee members / community leaders within Intercultural Services Working Groups	Year 2
2. Building capacity of culturally, linguistically and religiously diverse and the Aboriginal and Torres Strait Islander Peoples to work as effective partners of Council		Resource Council’s Koorie Engagement Action Group (KEAG), Intercultural Advisory Committee (IAC), Ballarat Friends of Ainaro Community Committee (BFACC) to enable them to drive individual and joint activities	Year 1
		Support the Ballarat Interfaith Network and other public interfaith initiatives / engagement within and beyond Ballarat	Year 1
		Engage regularly with culturally diverse groups and to keep them updated with Council actions and initiatives, services and publications	Year 1

	Priority 3: Leadership and Advocacy “We (City of Ballarat) are recognised as a strong advocate for CALD communities.”	
	We will achieve this by:	We will:
3. Representing and supporting culturally, linguistically and religiously diverse communities and other residents on issues impacting them to governments and the broader community		Promote networking opportunities with National, State, Local Government, Service Agencies, and Industry such as: BRMC, Victorian Local Government Multicultural Issues Network, Victorian Multicultural Commission (VMC), VMC-Regional Advisory Committee, Asylum Seeker Resource Center (ASRC), Committee of Ballarat, Salvation Army and Uniting Care
		Co-deliver Anti-Racism Training with partners of Council to staff and Community Leaders / Groups
		Release a clear statement that takes a stance against racism and discrimination. Such a statement could be widely reinforced in all Council communications.
4. Engaging diverse communities and other residents in finding solutions to addressing specific community needs		Collaborate with other services and agencies to support participation in intercultural activities such as sport and recreation
		Consider creating pathways for improving multicultural community participation at decision making levels by the implementation of a Community Consumer Participation Plan using Arnstein’s Ladder of Citizen Participation

	Priority 4: Maximising and Valuing Diversity “We (City of Ballarat) with the community acknowledge and celebrate the various contributions of our CALD communities.”	
	We will achieve this by:	We will:
1. Celebrating the ‘diversity advantage’ of the Ballarat Intercultural City		Deliver Aboriginal and Torres Strait Islander events on dates of significance such as Survival Day Dawn Ceremony, Anniversary of the National Apology – 13 February, National Sorry Day, Reconciliation Week, Children’s Week, NAIDOC Week
		Deliver Cultural Diversity Week – Harmony Fest community initiatives, Refugee Week, National Day Flag Ceremonies, cultural and interfaith events of significance
		Document a historical multicultural community profile of Ballarat to highlight the various contributions of migrant communities to the region
		Feature multicultural elements in major Council events such as Begonia Festival, Heritage Week and Summer Sundays
		Raise capacity of CALD groups by facilitating training opportunities in the following areas: employment interview / job-ready skills development, technology for all ages, Australian workplace culture, Community Safety, Mental Health
2. Enhancing diverse community participation in social, employment, education, training, arts, sports, and recreation opportunities		Continuous engagement with local employers on the competitive advantage and the benefits of workplace diversity and inclusion.
		Promote business ownership by people born overseas as these businesses are more likely to survive after year 5 and will be able to employ more people over time especially other community members who may be experiencing employment discrimination

	Priority 4: Maximising and Valuing Diversity “We (City of Ballarat) with the community acknowledge and celebrate the various contributions of our CALD communities.”	
	We will achieve this by:	We will:
2. Enhancing diverse community participation in social, employment, education, training, arts, sports, and recreation opportunities		Consider embedding within Council’s health promotion work, education / awareness sessions regarding culturally responsive service delivery to local organisations and business
		Enhance awareness and understanding through training on environmental sustainability issues including environment, biodiversity, water, waste and climate change
		Provide opportunities for cultural exchange between children and young people such as through Library story times, school holiday programs or youth services activities.
3. Providing opportunities for all residents and visitors to enjoy an intercultural, cosmopolitan Ballarat		Enhance intercultural understanding and interaction, cultural awareness, networking, and cooperation by supporting celebrations across cultures – flag raising activities, observance of national and significant cultural / religious days such as Ramadan, Harvest Festival, Festival of Lights, Chinese New Year etc.
		Establish a cultural learning program for communities to come together, share, learn, contribute, and connect. Such a program could emerge in collaboration with Council teams responsible for the Active Ballarat Strategy, Creative City Strategy, and Environment strategies.
		Promote Council’s strong advocacy and public support to key multicultural groups through visible signages and posters, ‘Welcome’ in different languages and ‘Racism it Stops with Me’ during public and sports events
		Explore communication strategies to promote the attendance of mainstream community members to attend CALD driven events

Appendices

Where this fits within the wider policy context

International conventions and Commonwealth and Victorian legislation and guidelines are in place to ensure that human rights are upheld and to safeguard against discrimination and promote rights and equality for people from culturally, linguistically, and religiously diverse backgrounds.



Commonwealth

- *The People of Australia – Australia’s Multicultural Policy 2011*
- *National Anti-Racism Strategy 2012*



Victoria

- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010*
- *Multicultural Victoria Act 2011*
- *Racial and Religious Tolerance Act 2001*

This plan aligns with national and state plans which provide guidance on actions to improve the lives of people from culturally, linguistically, and religiously diverse backgrounds.

A list can be found on page 47.

Collaboration and partnerships

We are a member of national and international networks

Our membership of the following networks demonstrates our commitment to equity, diversity and inclusion and commits us to working in a manner which meaningfully and deliberately brings together migrants and existing communities to create harmonious relationships.

- Compassionate Ballarat
- Council of Europe’s Intercultural Cities Programme – *City of Ballarat has been chosen to be one of 4 Intercultural Cities namely: Sabadell (Spain), Sherbrooke (Canada) and Salisbury (Australia) being compared in an international study relating to their delivery of the intercultural model*
- Intercultural Cities Australasia Network
- Mayors for Peace
- Welcoming Cities Australia

Ballarat is Australia’s first Intercultural City.

We are committed to a collaborative approach

Community, business, government and non-government partnerships and collaborations will play a crucial role in supporting the City of Ballarat to achieve quality outcomes in all key priority areas of this plan. We will continue to engage and collaborate with our CALD communities and stakeholders to promote a “WE” culture to progress diversity, equality, interaction, and participation.

A list of our partners in action can be found on page 44-45.

Our partners

The City of Ballarat acknowledges the following government and non-government entities, communities, service providers, committees and organisations who are potential partners in implementing this plan.

Australian Catholic University
 Australian Football League Goldfields
 – Indigenous and Multicultural Steering
 Committee
 Ballarat African Association
 Ballarat Community Health Services
 Ballarat & District Aboriginal Co-operative
 Ballarat and District Soccer Association
 Ballarat Friends of Ainaro Community
 Committee
 Ballarat Indian Association Inc
 Ballarat Interfaith Network
 Ballarat Keralites' Foundation of Australia
 Ballarat Region Indonesian Community
 Ballarat Irish Association
 Ballarat Italian Association
 Ballarat Malayalee Association Inc
 Ballarat Neighbourhood Centre
 Ballarat Health Services Ballarat Regional
 Multicultural Council
 Ballarat Regional Multicultural Council
 (BRMC)
 Ballarat Regional Settlement and
 Advocacy Committee
 Child and Family Services Ballarat
 Central Highlands Sports Assembly
 Centre for Multicultural Youth

Centrelink
 Chinese Australian Cultural Society of
 Ballarat Inc
 Compassionate Ballarat
 Department of Human Services
 Department of Immigration and Border
 Protection
 Department of Education and Training
 Department of Economic Development,
 Jobs, Transport and Regions
 Ethnic Communities' Council of Victoria
 Federation of Ethnic Communities'
 Council of Australia
 Federation University
 Filipino Australian Association of Ballarat
 Inc
 Filipino Australian Sports Club of Ballarat
 Inc
 iGen Foundation Limited
 Inagawa Board of Education
 Inagawa International Association
 Islamic Society of Ballarat
 Intercultural Ambassadors – City of
 Ballarat
 Intercultural Cities Network
 Intercultural Advisory Committee
 Koori Engagement Action Group

Koori Services Hub
 Local Government Victoria
 Municipal Association of Victoria
 Multicultural Arts Victoria
 Mt Clear College
 Office of Multicultural Affairs and
 Citizenship
 Refugee Support Service Network
 Regional Development Victoria
 Rotary Club of Alfredton
 Rotary Club Ballarat South
 Settlement Humanitarian and Refugee
 Enhancement Working Group
 Sri Lankan Australian Association of
 Ballarat Inc
 The Ballarat Courier

The Ballarat Times
 Victoria Police
 Victorian Local Government Multicultural
 Issues Network
 Victorian Multicultural Commission
 Victoria Togolese Association
 Victorian Multicultural Commission –
 Regional Advisory Committee
 Voice FM - 99.9
 Wadawurrung Traditional Owners
 Aboriginal Corporation
 Welcoming Australia Ltd.
 Western Bulldogs
 Women's Health Grampians

Acknowledgements

This plan is informed by detailed research and policy analysis together with community engagement to ensure that it reflects the needs and aspirations of the diverse communities living in Ballarat.

The City of Ballarat sincerely thanks everyone who contributed to this plan.

We would like to acknowledge the input of the community and the following groups and organisations in the development of this plan:

- Ballarat Regional Settlement and Advocacy Committee (BRSAC)
- 45 community leaders, program partners, stakeholders and agencies who participated in the Intercultural Summit held in 2021
- City of Ballarat’s Intercultural Ambassadors
- City of Ballarat Intercultural Advisory Committee
- Koorie Engagement Action Group
- Ballarat Friends of Ainaro Advisory Committee
- Ballarat Regional Multicultural Council
- Ballarat Community Health
- Ballarat Interfaith Network
- Centre for Multicultural Youth

This plan aligns with the following national and state plans and policy frameworks:

- National Settlement Framework
- National Settlement Services Outcomes Standards
- National Youth Settlement Framework
- The People of Australia: Australia’s Multicultural Policy
- Victorian Multicultural Policy Statement: ‘Victorian and Proud of it’

Sources

- Australian Bureau of Statistics, Census of Population and Housing, 2022
- Model Framework for An Intercultural Integration Strategy at the National Level Intercultural Integration Strategies: Managing diversity as an opportunity, Council of Europe, 2021
- Building Social Cohesion in our Communities (Online Resource) Australian Centre of Excellence for Local Government for the Australian Human Rights Commission, 2015
- Local Government Act 2020
- Settlement Data Base 2022, Department of Home Affairs
- The Intercultural City Step by Step, Council of Europe, January 2018
- Stakeholder Consultation Report – Intercultural City Plan 2022–2026, January 2022, Myriad International Consulting Services

Glossary

CALD Culturally, linguistically and religiously diverse.

- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Community Participation Team: communityengagement@ballarat.vic.gov.au.
- This document can also be found in other formats on our website www.ballarat.vic.gov.au.



The Phoenix | 25 Armstrong Street South, Ballarat, VIC 3350
City of Ballarat | PO Box 655, Ballarat, VIC, 3353

☎ 03 5320 5500 🌐 ballarat.vic.gov.au
Intercultural Services @ interculturalservices@ballarat.vic.gov.au

August 2022

8.8. TENDER 2021/22-721 CONSTRUCTION OF BALLARAT AIRPORT RUNWAY EXTENSION

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Alison Tonkin - Manager Major Projects

PURPOSE

1. To enter into Contract Number 2021/22-721 for the provision of Ballarat Airport Runway Construction with Fulton Hogan Industries Pty Ltd for the adjusted tender sum of \$5,356,465.87 (ex GST) plus a \$50,000 provisional sum (ex GST) for a total of \$5,406,465.87 (ex GST). The contract Term is for approximately 6 months with the provision of 1 year defects liability period.

BACKGROUND

2. Ballarat Airport is an important strategic and economic asset for the region, providing an aviation and commercial role for the local community, Council, and industry. Its value to the region is significant, generating \$10 million in output per annum and commercial businesses on-site employing 90 Full Time Equivalent (FTE).
3. The airport also provides an important cultural and heritage role to the community, as it is used by the Ballarat Aviation Museum and several other community groups. There are commercial and aviation opportunities that the airport will realise via infrastructure improvements to support long- term growth that are in keeping with the Airport Masterplan.
4. The state of the primary runway is identified as a major weakness limiting future growth in aviation and commercial activities. Upgrading the runway will provide for expansion of airport operations and stimulate significant economic activity for the region. Runway 18/36 is a code 3C runway and is currently 1,245 metres long, 30 metres wide and has a maximum take-off weight (MTOW) restriction of 5,700kg. City of Ballarat has identified the preferred design option to both extend the primary runway to 1,800 metres in length and increase pavement strength to a MTOW of 20,000kg to facilitate take-off and landing for aircraft such as SAAB-340, Dash 8-300 and emergency services aircraft such as Convair CV-580. This would support the following aviation activities:
 - Large firefighting/emergency services aircraft
 - Regular Passenger Transport (RPT) services
 - Larger commercial freight aircraft
 - Corporate aircraft operators / private charter services
 - New aviation businesses to the airport including increased flight training and maintenance opportunities
 - To remove the current limiting factors preventing certain types and volumes of aircraft.
5. This report is to provide Council with a construction contractor to deliver the Ballarat Airport Runway Construction Project (Stage 1).

KEY MATTERS

6. Seven submissions were received.
7. Project Budget Allocation for construction is \$6,265,000.00 (FY 2022/23).
8. The tender was within the allocated budget for these works at \$5,406,465.87.
9. The recommended submission demonstrates company experience and performance in projects of similar value and complexity.
10. The recommended submission shows an experienced project and construction team allocated to the project.

OFFICER RECOMMENDATION

11. That Council:

11.1 Resolves to enter into Contract Number 2021/22-721 for the provision of Ballarat Airport Runway Construction with Fulton Hogan Industries Pty Ltd for the adjusted tender sum of \$5,356,465.87 (ex GST) plus a \$50,000 provisional sum (ex GST) for a total of \$5,406,465.87 (ex GST). The contract Term is for approximately 6 months with the provision of 1 year defects liability period.

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

ATTACHMENTS

Governance Review Ballarat Airport Runway Extension Construction Award

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The project was highlighted in the Ballarat Airport Master Plan 2013-2033 and is considered by Council to be a critical component for the future viability of the airport.
2. Project Budget Allocation is \$6,265,000 (FY 2022/2023).

COMMUNITY IMPACT

3. Ballarat Airport is an important strategic and economic asset for the region providing an aviation and commercial role for the community, Council, and industry.
4. Its value to the region is significant, generating \$10 million in output per annum with commercial businesses on site also employing ninety fulltime employees. The airport also provides an important cultural and heritage role to the community as it is used by the Ballarat Aviation Museum and a variety of local community groups.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

5. It is intended the works for the Ballarat Airport Runway Upgrade Stage 1 will provide the best infrastructure outcome, compliant to current aviation and infrastructure standards and be of minimal environmental impact with consideration to the implementation of renewable energy solutions where practical, use of non-toxic and sustainable materials and the use of recycled materials where applicable.

ECONOMIC SUSTAINABILITY IMPLICATIONS

6. The airport's existing facilities are suitable for current operations. However, there are significant commercial and aviation opportunities that the airport will realise via infrastructure improvements to support long-term growth. The state of the primary runway is identified as a major weakness limiting future growth in aviation and commercial activities. Therefore, upgrading the runway will expand opportunities for airport operations and generate significant financial and economic benefits for the Council and Ballarat region, including increasing City of Ballarat revenue, generating employment, and increasing economic output.

FINANCIAL IMPLICATIONS

7. Council approved a budget of \$5m in June 2021. Other funding sources are discussed below.
8. City of Ballarat submitted a Regional Airport Program (RAP) grant application in July 2021 for Stage 1: Runway 18/36 Extension. The grant was executed in March 2022 based on 50% of the eligible Runway Extension cost only to the value of \$3,829,898.
9. The recommended contract sum of \$5,356,465.87 (ex GST) plus a \$50,000 provisional sum (ex GST) for a total of \$5,406,465.87 (ex GST) for the construction of the runway extension is under the planned budget of \$6,265,000 for construction works.

OFFICIAL

OFFICIAL

LEGAL AND RISK CONSIDERATIONS

10. Award of this construction contract does not have any significant effect on Council's risk profile. However, risks will be identified and adequately controlled through the Construction phase.
11. A Risk Register 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. The extension of the runway is in keeping with the community consultation and subsequent recommendations of the Ballarat Airport Masterplan.
14. Regular updates are provided at the Airport Advisory Committee.
15. A stakeholder Engagement Plan is being developed as required under the Project Charter.
16. User groups have been consulted throughout the design process and will continue to be consulted throughout the construction phase and will be provided with regular updates regarding project progress.

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

19. Officers considered this procurement for collaboration with other Councils and Public Bodies and deemed it not suitable.
20. The construction of a runway extension at Ballarat Airport has its own dedicated location and timeframe and therefore not deemed suitable for procurement collaboration.

OFFICIAL

8.9. TENDER 2021/22-766 TAIT STREET RECONSTRUCTION

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Robin Hand – Contract Administration Officer

PURPOSE

1. To award Contract Number 2021/22-766 for the reconstruction of Tait Street (Crown Street to Walker Street) with Pipecon Pty Ltd for the total tendered price of \$2,040,902.56 (ex GST).

BACKGROUND

2. This project will see the reconstruction of approximately 880 metres of existing road pavement in Tait Street, between Crown Street and Walker Street.
3. The project involves several components of work which were identified during the design stage including the following:
 - earthworks.
 - drainage construction.
 - kerb & channel construction.
 - road pavement stabilisation.
 - road pavement construction & sealing.
 - asphalt road surfacing.
 - line marking.
 - signage, and ancillary works.

KEY MATTERS

4. The evaluation panel noted that five (5) tender responses were received with four (4) being evaluated in full.

OFFICER RECOMMENDATION

5. That Council:

5.1 Enter into Contract Number 2021/22-766 for the provision of Tait Street reconstruction (Crown Street to Walker Street) with Pipecon Pty Ltd for the total tendered price of \$2,040,902.56 (ex GST).

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

ATTACHMENTS

1. Governance Review [**8.9.1** - 2 pages]
2. CONTRACT 202122-766 CONSTRUCTION DRAWINGS (tender purposes only) [**8.9.2** - 47 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report supports the Council Plan goals of livability and sustainability by upgrading Council's Infrastructure and Assets to improve current road infrastructure connecting to new development precincts in the western growth zone.

COMMUNITY IMPACT

2. The City of Ballarat has a charter to serve its local community. This project is providing much needed upgrades to Council assets which support development growth and increased traffic.
3. This project will see the reconstruction of approximately 880 metres of existing road pavement in Tait Street, between Crown Street and Walker Street.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. The construction of this project will see Pipecon Pty Ltd Industries responsible for maintaining eight (8) and creating three (3) full-time local jobs over the period of the project along with ancillary employment from material suppliers and professional services.
6. Approximately 90.2% (\$1,840,400.00) of the total project value will utilize labor, materials, plant, and equipment sourced from within the defined group of local municipalities.

FINANCIAL IMPLICATIONS

7. The tender price is \$2,040,902.56 (ex GST) which includes a provisional sum of \$237,346.75 approx. built into the contract for contingencies.
8. There is \$2,693,285.00 allocated from Development Contributions for the construction of this project.

OFFICIAL

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LEGAL AND RISK CONSIDERATIONS

9. The project has been designed and will be constructed in accordance with all relevant design standards. The contract provides for management of traffic, pedestrians, property, and environment during the delivery of the works, with stringent Occupational Health and Safety requirements. The recommended contractor in this instance has appropriate OHS systems operable to meet the requirements of this project.

HUMAN RIGHTS CONSIDERATIONS

10. 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

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

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT


14. Council officers affirm that all perceived conflicts of interest have been declared in relation to the matter of this report.

OFFICIAL

DRAWING # 2022 - 04

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1	LAYOUT PLAN - DESIGN LEGEND
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3	DESIGN PLAN
4	DESIGN PLAN
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9	DESIGN PLAN
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12	ROAD LONGITUDINAL SECTION
13	ROAD CROSS SECTIONS
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15	ROAD CROSS SECTIONS
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20	ROAD CROSS SECTIONS - DESIGN KERB PROFILES
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31	DRAINAGE LONGITUDINAL SECTIONS
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44	TYPICAL ROAD CROSS SECTION
45	SET OUT DATA
46	SET OUT DATA

CITY OF
BALLARAT




TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

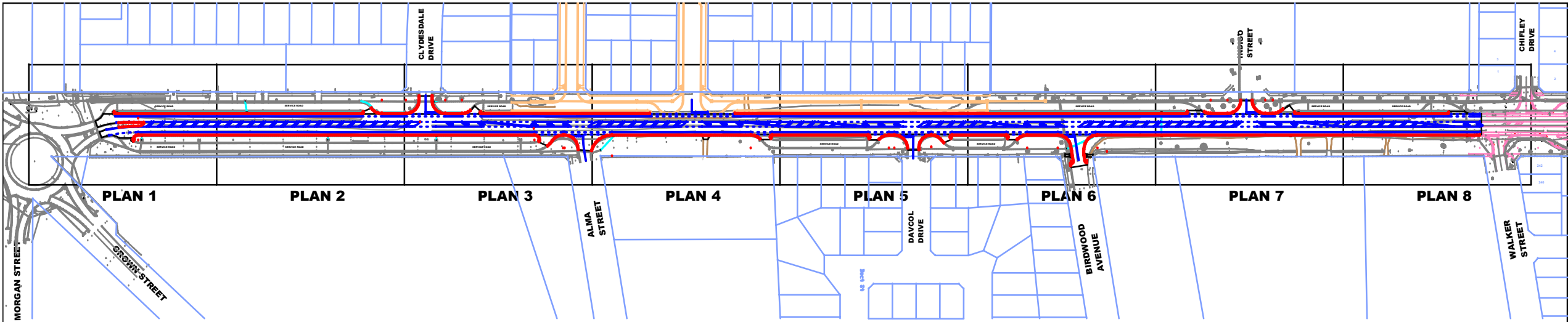
(BONSHAW & SEBASTOPOL)

TENDER DRAWINGS

LOCALITY PLAN



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ALIGNMENT PLAN

- GENERAL NOTES:
- 1. AUTHORITY MAINS SHOWN ARE NOT GUARANTEED COMPLETE & ACCURATE & MUST BE LOCATED ONSITE BY THE CONTRACTOR PRIOR TO START OF WORKS.
 - 2. TITLE BOUNDARIES SHOWN ARE APPROXIMATE ONLY.
 - 3. ALL SIGNS & GUIDE POSTS ARE TO BE RELOCATED TO SUIT NEW ROADWAY WIDTH.

DESIGN LEGEND

ROAD PAVEMENT CONSTRUCTION (SEALED) REFER TO TYPICAL ROAD CROSS SECTIONS DESIGN ROAD PAVEMENT PROFILE 1	PEDESTRIAN KERB RAMP (CONCRETE) REFER TO BCC SD-C4	INSTALL PRE-CAST / IN-SITU CONCRETE PIT Refer PIT SCHEDULE	KERB & CHANNEL REFER DESIGN KERB PROFILE
ROAD PAVEMENT ASPHALT RESURFACING / OVERLAY (SEALED) REFER TO TYPICAL ROAD CROSS SECTIONS DESIGN ROAD PAVEMENT PROFILE 2	PEDESTRIAN FOOTPATH (CONCRETE) REFER TO BCC SD-K3-1	BIKE LOGO (LONGLIFE PAINT)	DRAINAGE PIPE REFER BCC SD-D8-1
NATURE STRIP (LAWN) REFER TO TYPICAL ROAD CROSS SECTIONS	CENTRE MEDIAN INFILL (ASPHALT) 40mm COMPACTED DEPTH TYPE N ASPHALT 100mm COMPACTED DEPTH CL 3 F.C.R. BASE	NEW STREET TREE (WEST SIDE) SPECIES: Eucalyptus viminalis - Manna Gum TREE PLANTING NOT PART OF CONTRACT WORKS	SUB-SURFACE DRAIN REFER BCC SD-D2-1
OUTER SEPERATOR (GRANITE SAND) REFER TO TYPICAL ROAD CROSS SECTIONS		NEW STREET TREE (EAST SIDE) SPECIES: Eucalyptus torquata - Coral Gum TREE PLANTING NOT PART OF CONTRACT WORKS	LINEMARKING & RAISED PAVEMENT MARKERS (LONGLIFE PAINT)
DRIVEWAY (GRAVEL) 100mm MIN. COMPACTED DEPTH 20mm CL 3 FCR BASE		NEW STREET TREE (EAST SIDE) SPECIES: Corymbia citriodora - Dwarf Lemon Scented Gum TREE PLANTING NOT PART OF CONTRACT WORKS	PREVIOUS ROADWORK STAGE COMPLETED WORKS
			FUTURE RIVULET ESTATE KERB & CHANNEL - PIPE DRAINAGE

ISSUE	AMENDMENT	DATE

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

DESIGN DETAILS SHALL NOT BE ALTERED DURING CONSTRUCTION WITHOUT APPROPRIATE APPROVAL.

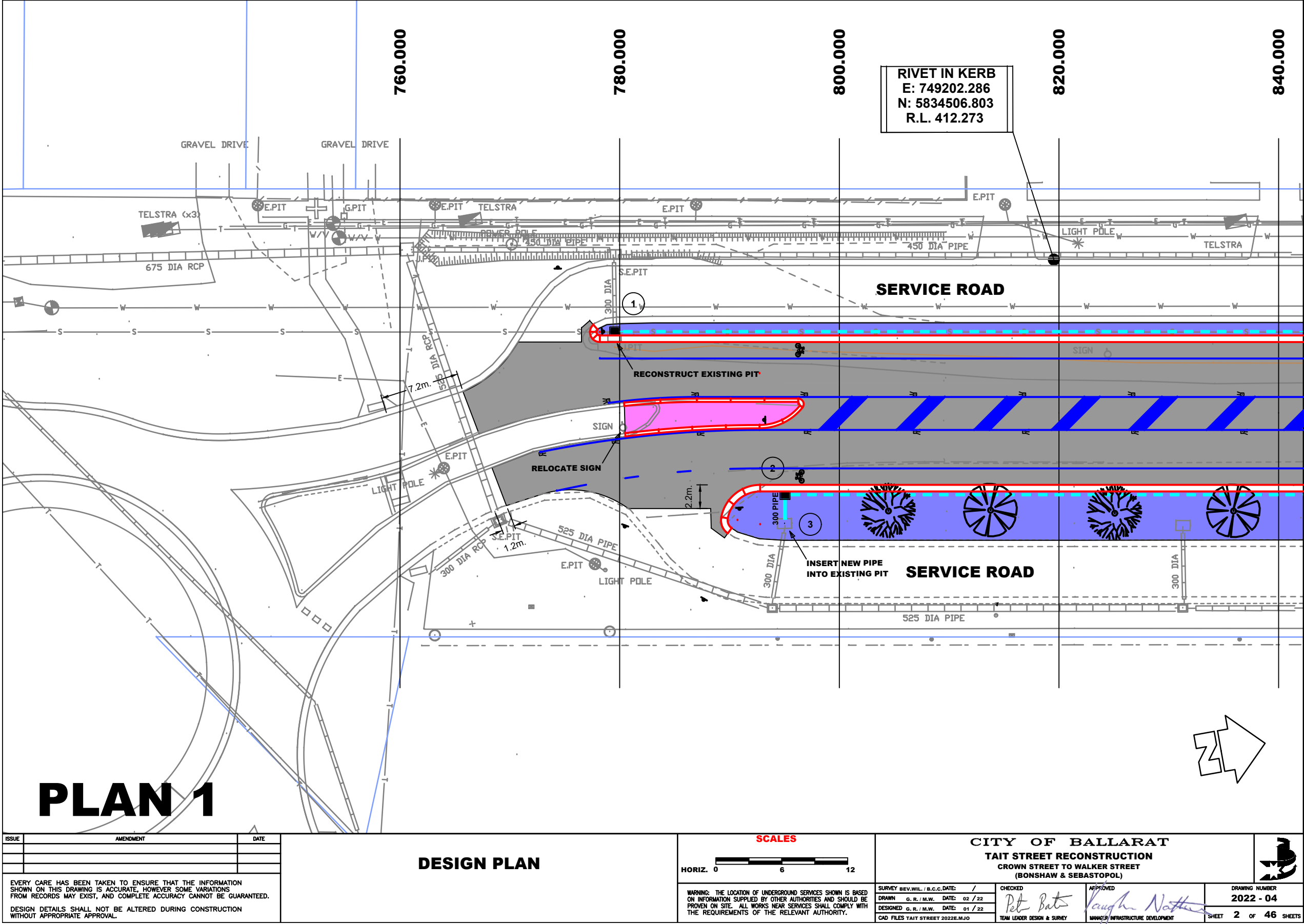
ALIGNMENT PLAN
DESIGN LEGEND

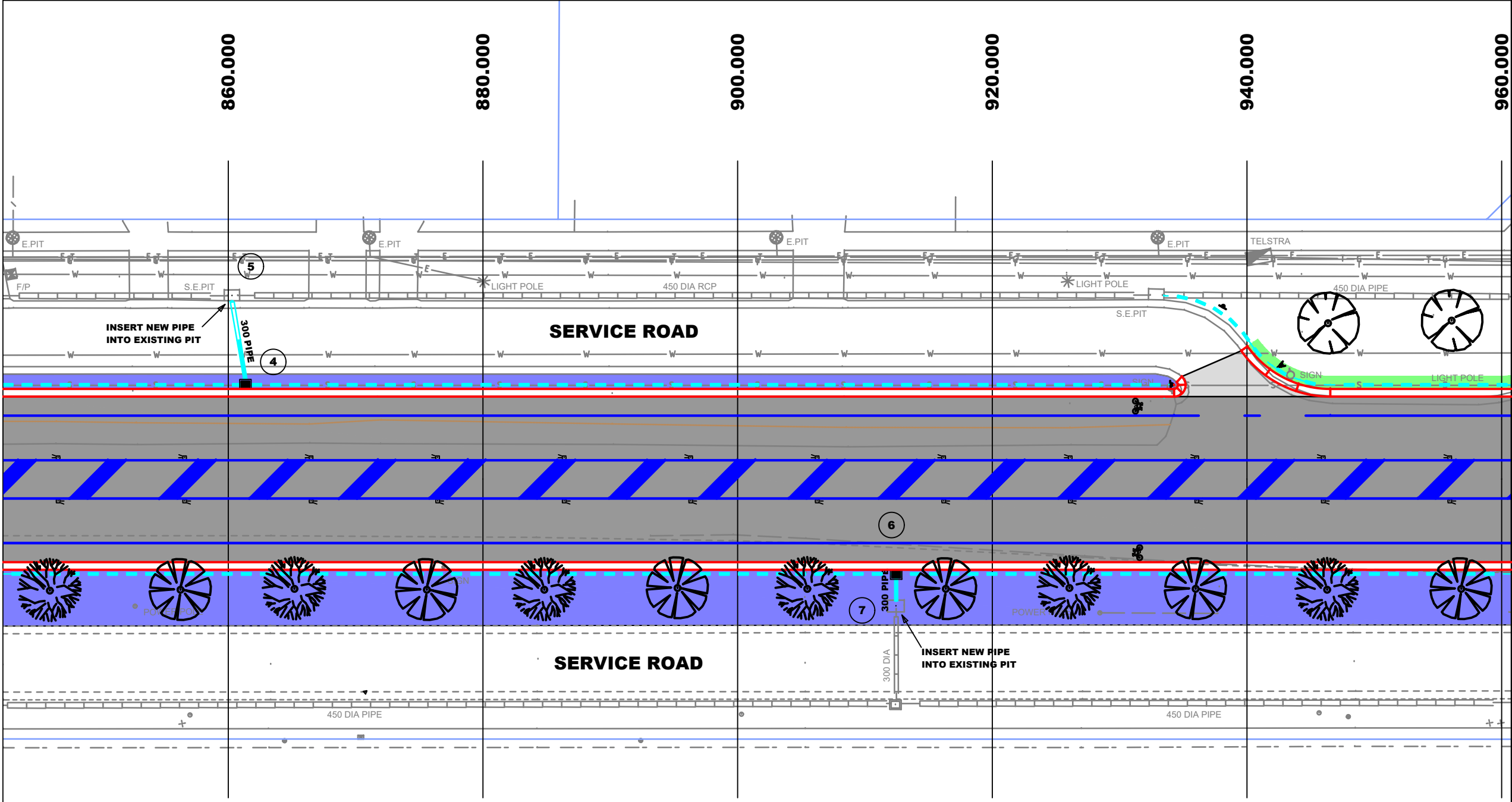
SCALES

HORIZ. 0 50 100

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

CITY OF BALLARAT TAIT STREET RECONSTRUCTION CROWN STREET TO WALKER STREET (BONSHAW & SEBASTOPOL)		
SURVEY BEV.WIL. / B.C.C. DATE: /	CHECKED: <i>Pet Bats</i>	
DRAWN G.R. / M.W. DATE: 02 / 22	APPROVED: <i>Naughton</i>	
DESIGNED G.R. / M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	
CAD FILES TAIT STREET 2022E.MJO		MMW/ET INFRASTRUCTURE DEVELOPMENT
DRAWING NUMBER 2022 - 04		SHEET 1 OF 46 SHEETS





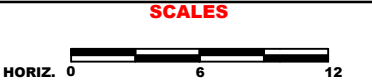
PLAN 2

ISSUE	AMENDMENT	DATE

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

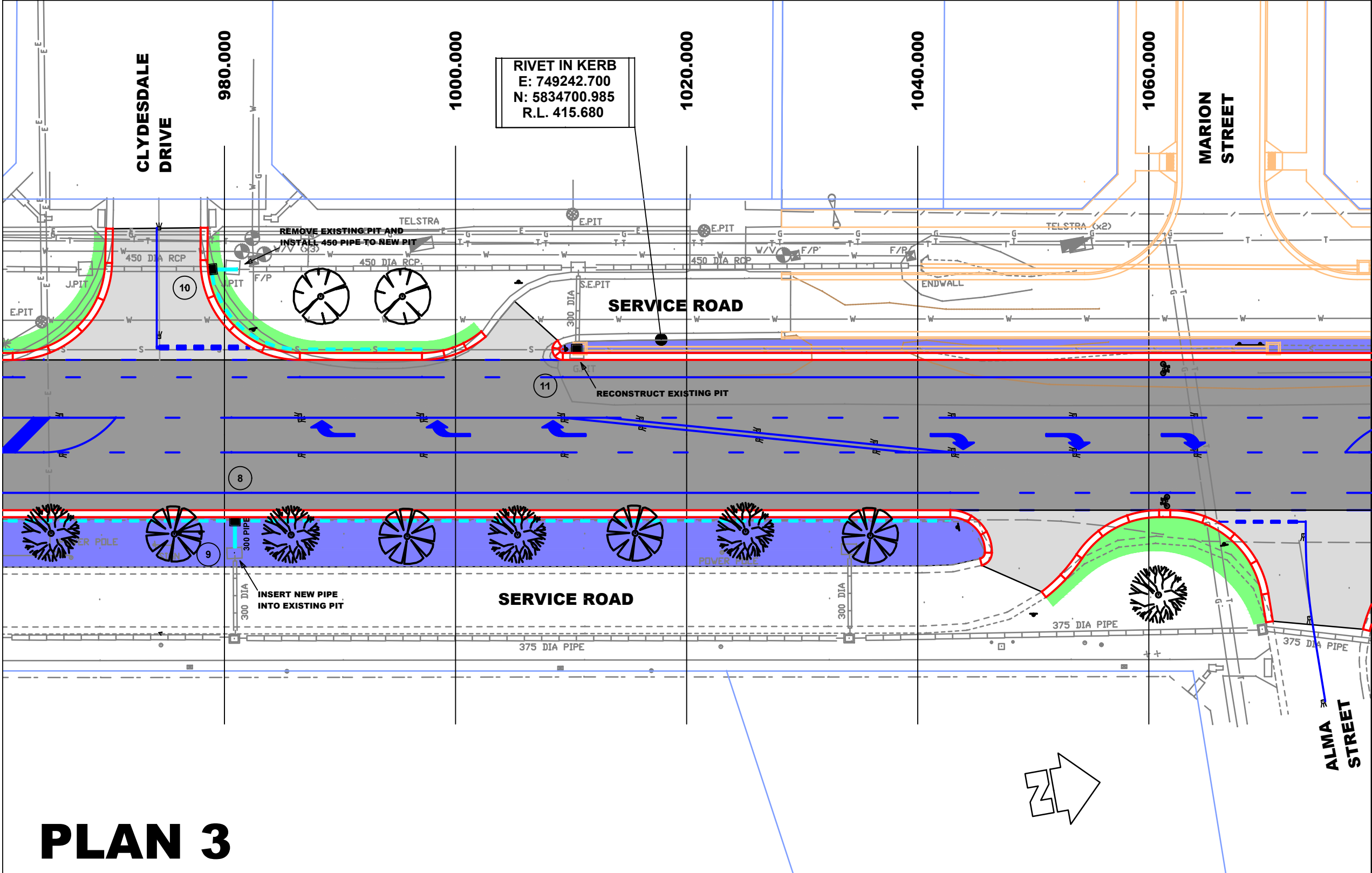
DESIGN DETAILS SHALL NOT BE ALTERED DURING CONSTRUCTION WITHOUT APPROPRIATE APPROVAL.

DESIGN PLAN



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

CITY OF BALLARAT TAIT STREET RECONSTRUCTION CROWN STREET TO WALKER STREET (BONSHAW & SEBASTOPOL)			
SURVEY BEV.WIL./B.C.C. DATE: /	CHECKED	APPROVED	DRAWING NUMBER
DRAWN G.R./M.W. DATE: 02 / 22	Pet Bates	Naughton	2022 - 04
DESIGNED G.R./M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	SHEET 3 OF 46 SHEETS
CAD FILES TAIT STREET 2022E.MJO			



PLAN 3

ISSUE	AMENDMENT	DATE

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

DESIGN DETAILS SHALL NOT BE ALTERED DURING CONSTRUCTION WITHOUT APPROPRIATE APPROVAL.

DESIGN PLAN

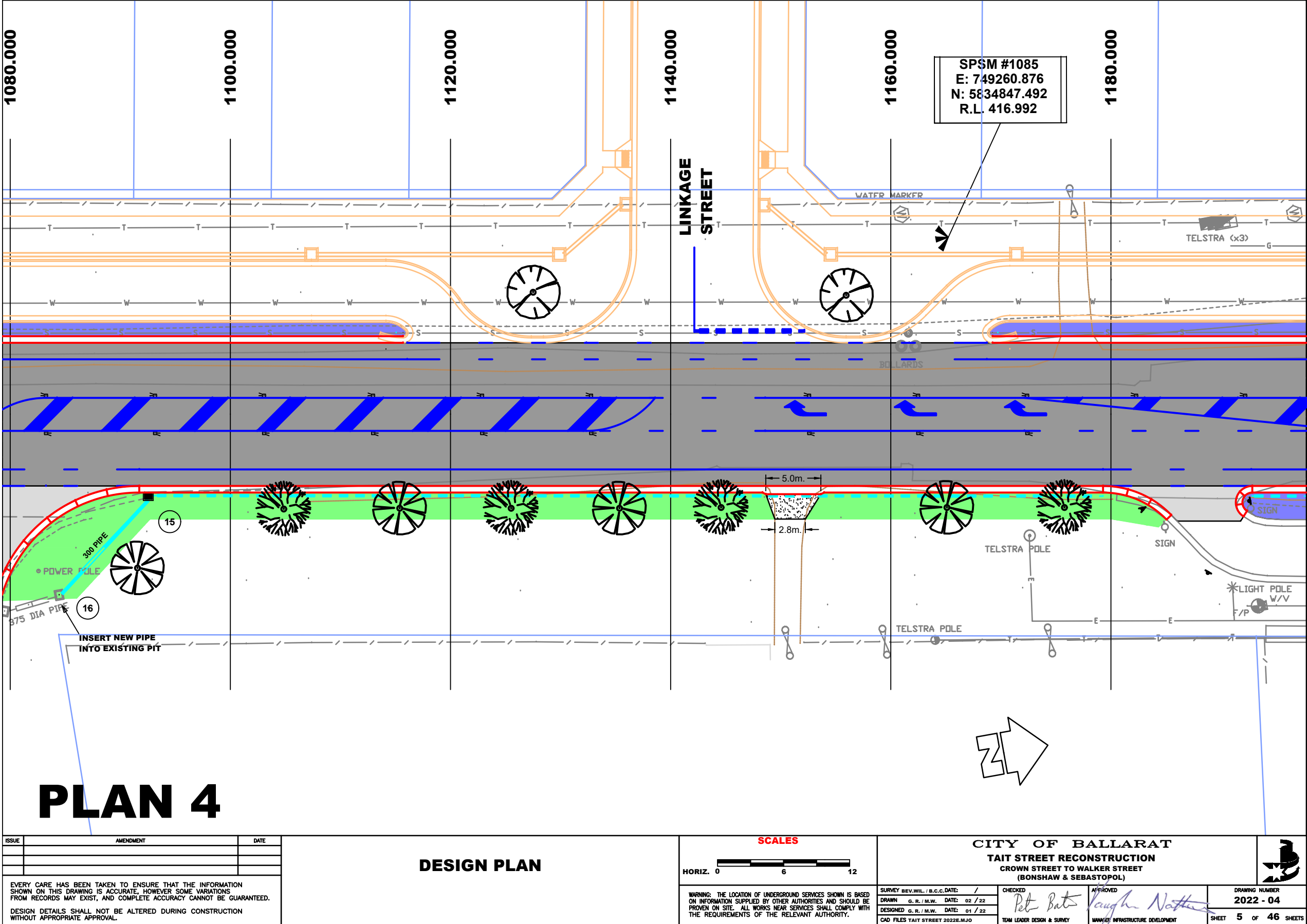
SCALES

HORIZ. 0 6 12

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

CITY OF BALLARAT
TAIT STREET RECONSTRUCTION
CROWN STREET TO WALKER STREET
(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /	CHECKED: <i>Pete Bates</i>	APPROVED: <i>Lauren Nether</i>	DRAWING NUMBER: 2022 - 04
DRAWN: G.R. / M.W. DATE: 02 / 22	DESIGNED: G.R. / M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT
CAD FILES TAIT STREET 2022E.MJO			SHEET 4 OF 46 SHEETS



ISSUE	AMENDMENT	DATE

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

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DESIGN PLAN

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SURVEY BEV.WIL./B.C.C. DATE: / /

DRAWN G.R./M.W. DATE: 02 / 22

DESIGNED G.R./M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022E.MJO



CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

CHECKED *Pet Bates*

TEAM LEADER DESIGN & SURVEY

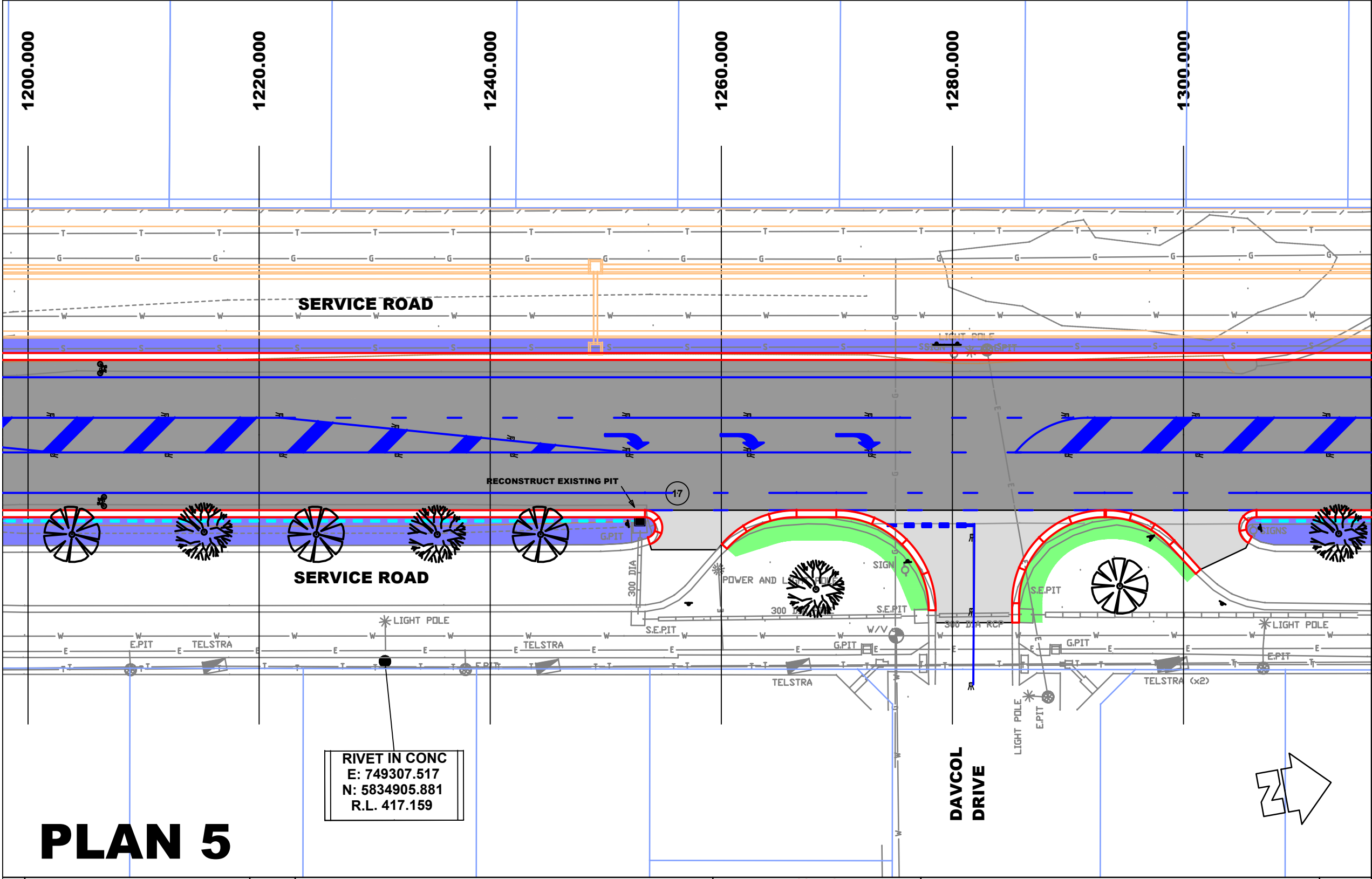
APPROVED *Lauren Nether*

MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET 5 OF 46 SHEETS



ISSUE	AMENDMENT	DATE

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

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DESIGN PLAN

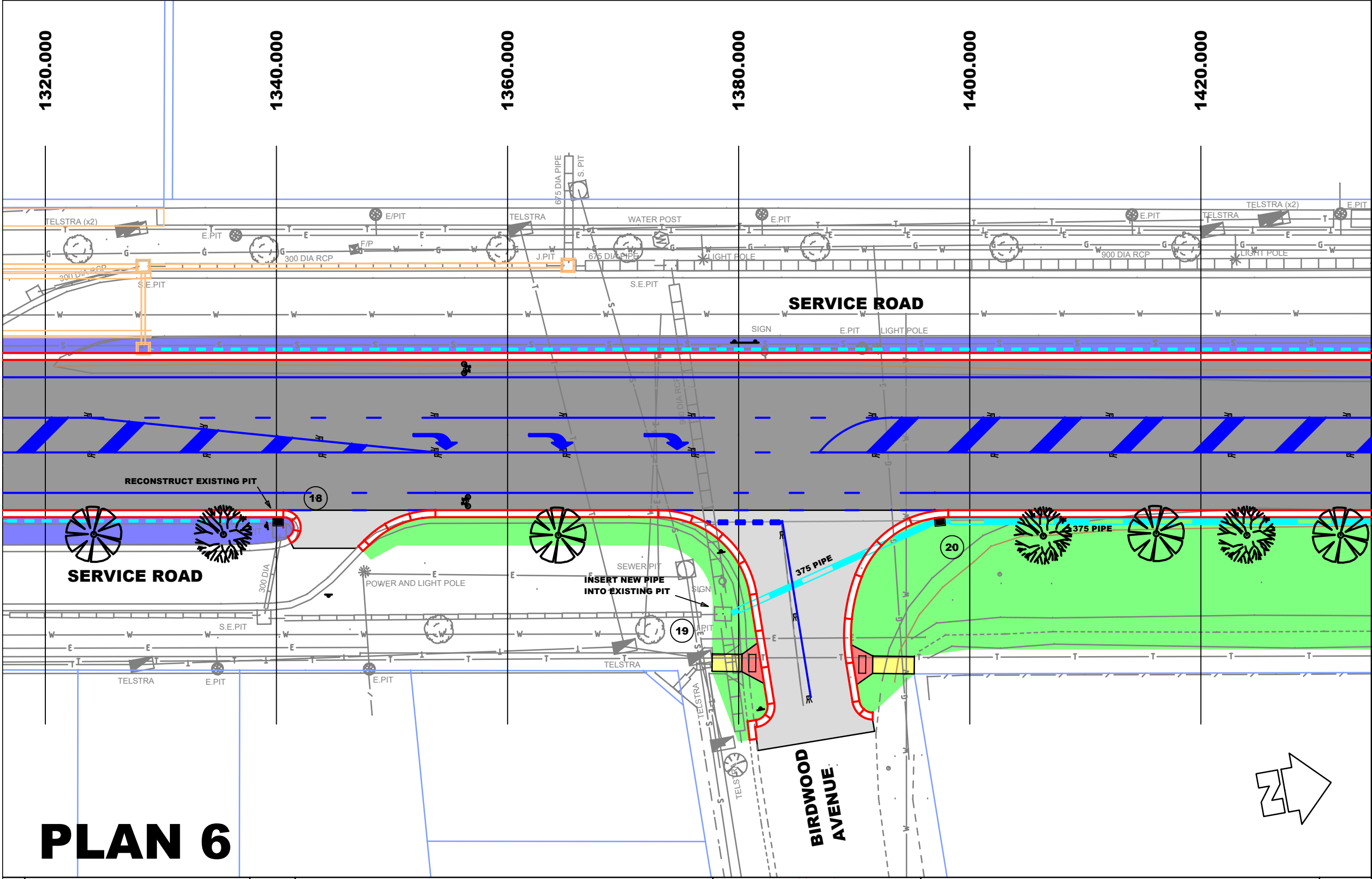
WARNING: THE LOCATION OF UNDERGROUND SERVICES SHOWN IS BASED ON INFORMATION SUPPLIED BY OTHER AUTHORITIES AND SHOULD BE PROVEN ON SITE. ALL WORKS NEAR SERVICES SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY.

SCALES

HORIZ. 0 6 12

CITY OF BALLARAT
TAIT STREET RECONSTRUCTION
CROWN STREET TO WALKER STREET
(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL./B.C.C. DATE: /	CHECKED: <i>Pete Butts</i>	APPROVED: <i>Lauren Nether</i>	DRAWING NUMBER 2022 - 04
DRAWN G.R./M.W. DATE: 02 / 22	DESIGNED G.R./M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	MMW/ET INFRASTRUCTURE DEVELOPMENT
CAD FILES TAIT STREET 2022E.MJO			SHEET 6 OF 46 SHEETS



ISSUE	AMENDMENT	DATE

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

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DESIGN PLAN

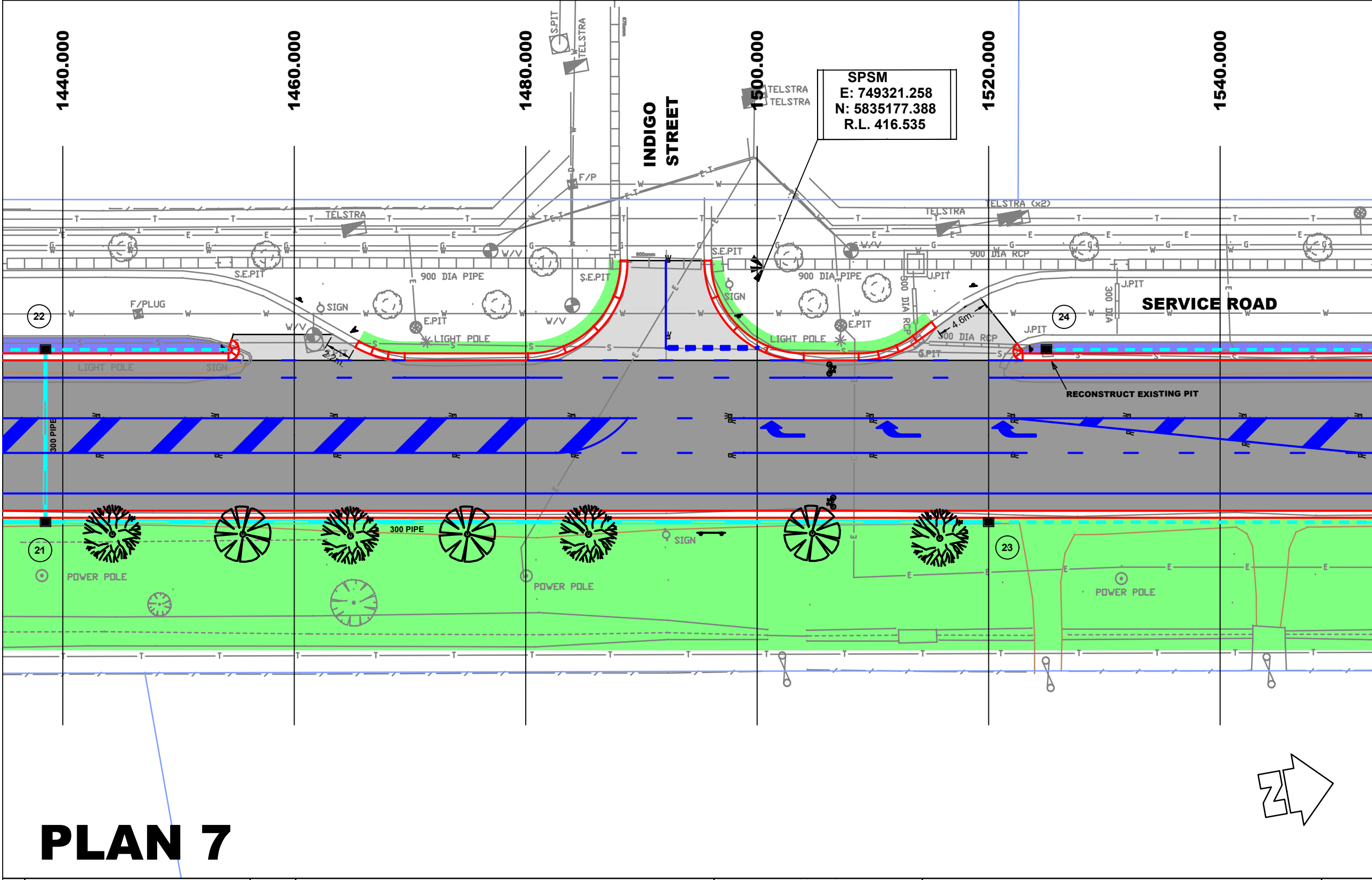
SCALES

HORIZ. 0 6 12

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

CITY OF BALLARAT
TAIT STREET RECONSTRUCTION
CROWN STREET TO WALKER STREET
(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /	CHECKED: <i>Pete Bate</i>	APPROVED: <i>Vaughan Nathan</i>	DRAWING NUMBER: 2022 - 04
DRAWN: G.R. / M.W. DATE: 02 / 22	DESIGNED: G.R. / M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT
CAD FILES TAIT STREET 2022E.MJO			SHEET 7 OF 46 SHEETS



PLAN 7

ISSUE	AMENDMENT	DATE

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

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DESIGN PLAN

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

SCALES

HORIZ. 0 6 12

CITY OF BALLARAT
TAIT STREET RECONSTRUCTION
CROWN STREET TO WALKER STREET
(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /

DRAWN G. R. / M.W. DATE: 02 / 22

DESIGNED G. R. / M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022E.MJO

CHECKED

Pete Bates

TEAM LEADER DESIGN & SURVEY

APPROVED

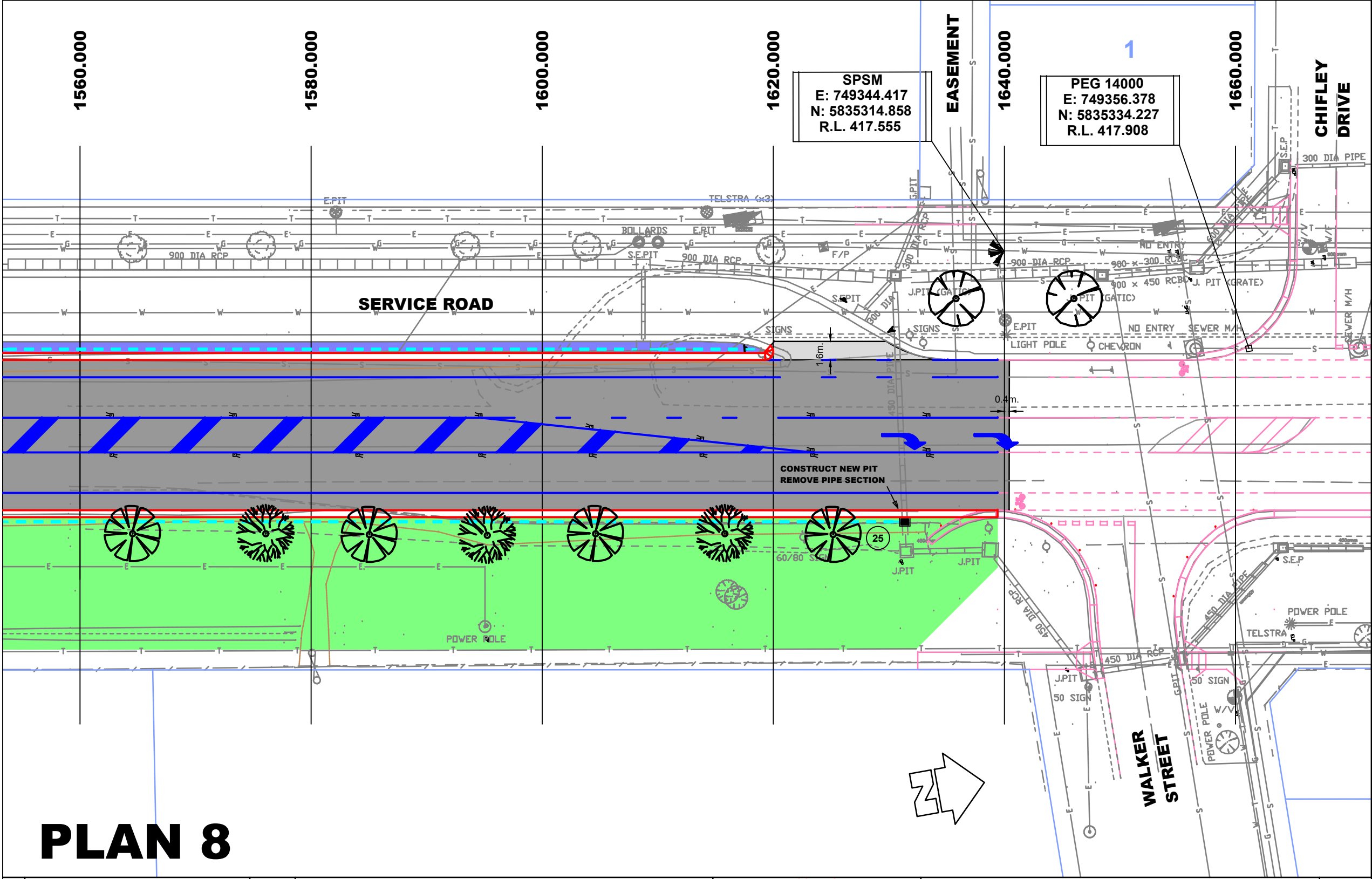
Vaughan Nathan

MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET 8 OF 46 SHEETS



PLAN 8

ISSUE	AMENDMENT	DATE

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

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DESIGN PLAN

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

SCALES

HORIZ. 0 6 12

CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL./B.C.C. DATE: /

DRAWN G.R./M.W. DATE: 02 / 22

DESIGNED G.R./M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022E.MJO

CHECKED

Pet Butts

TEAM LEADER DESIGN & SURVEY

APPROVED

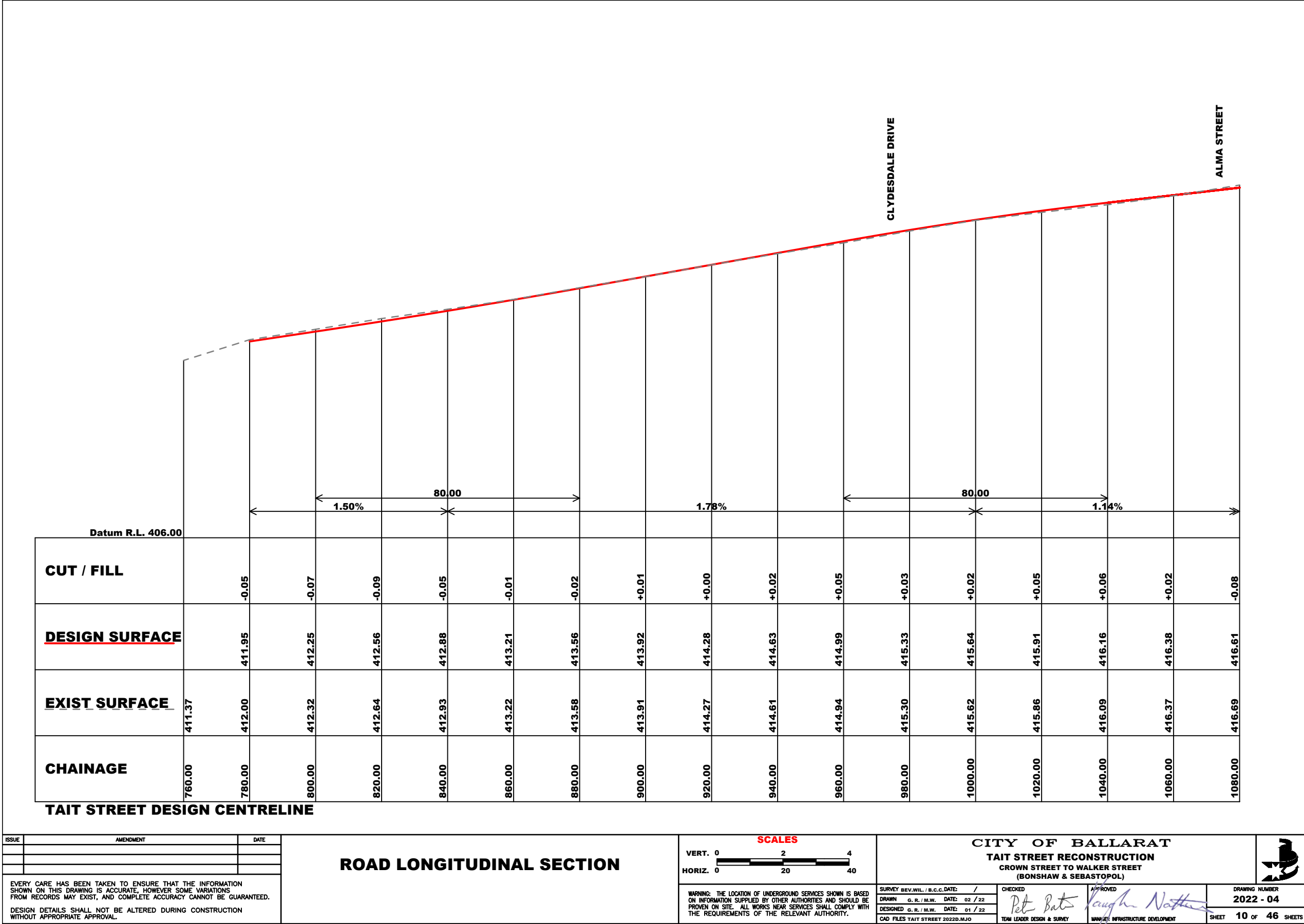
Vaughn Nathan

MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

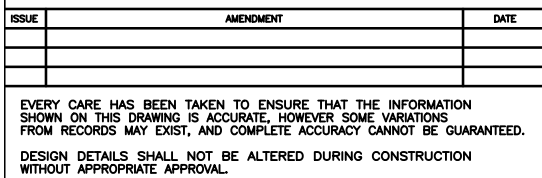
2022 - 04

SHEET 9 OF 46 SHEETS









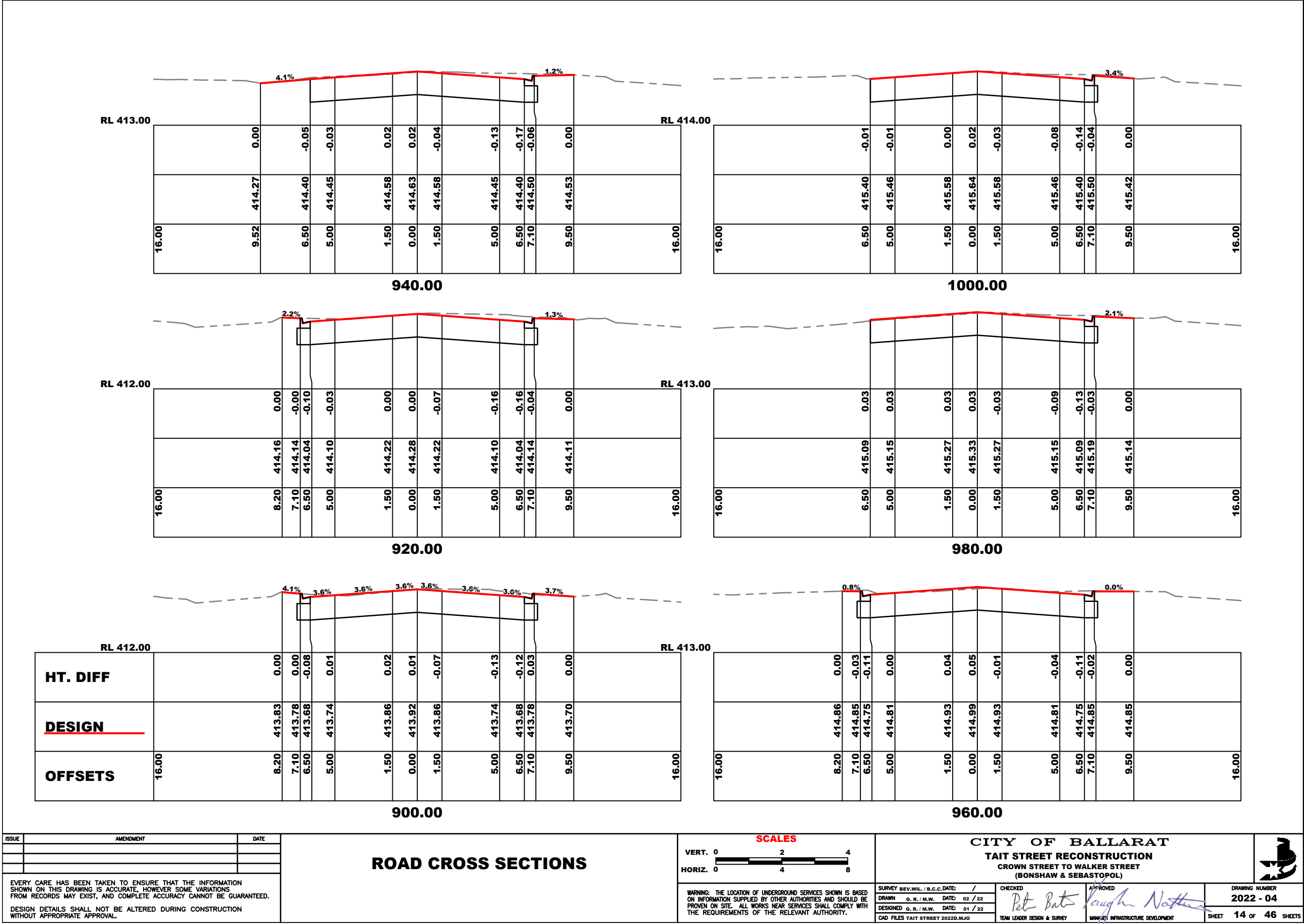
SCALES

VERT.	0	2	4
HORIZ.	0	4	8

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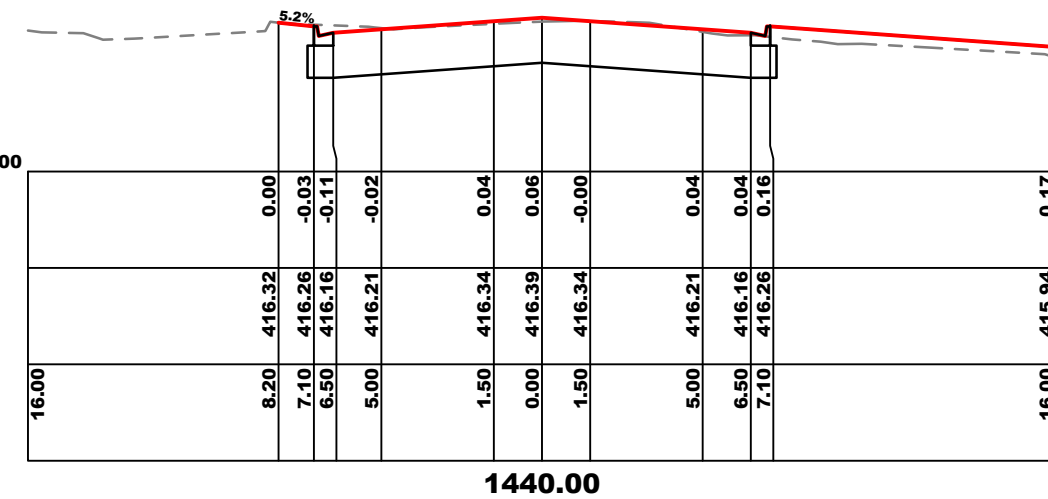
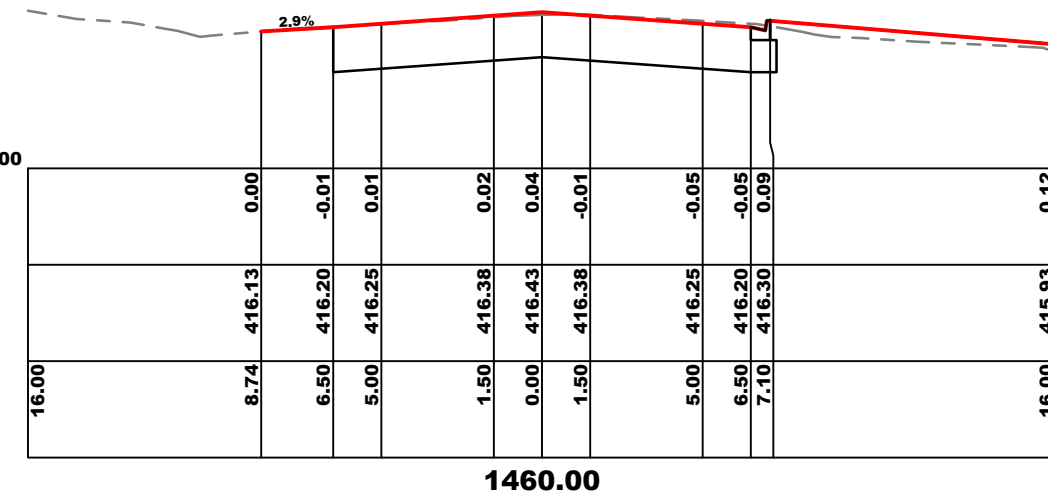
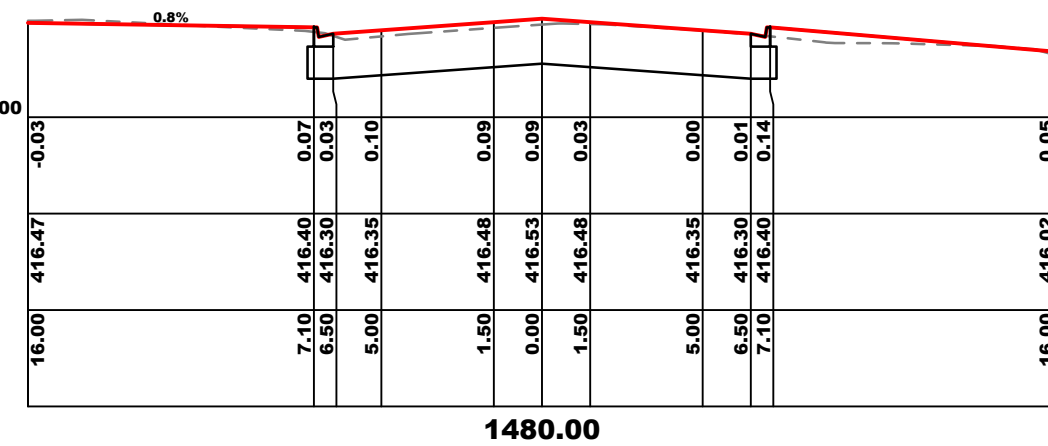
SURVEY BEV./W. / B.C.C. DATE: /	CHECKED	APPROVED	DRAWING NUMBER
DRAWN G. R. / M.W. DATE: 02 / 22	<i>Pete Bates</i>	<i>Lauren Natter</i>	2022 - 04
DESIGNED G. R. / M.W. DATE: 01 / 22			
CAD FILES TAIT STREET 20220.MJJO	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	SHEET 13 of 46 SHEETS











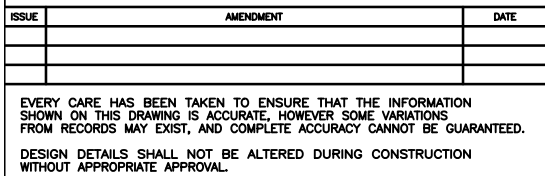
ROAD CROSS SECTIONS

ROAD CROSS SECTIONS



DRAWING NUMBER
2022 - 04

SHEET **18** OF **46** SHEETS



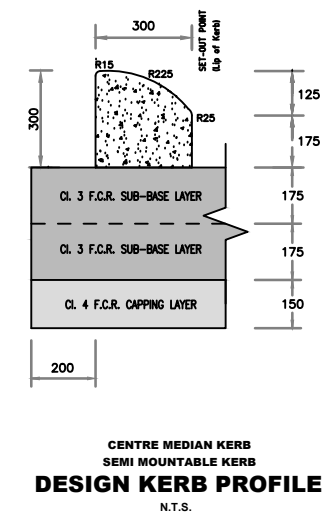
SCALES

VERT. 0 2 4

HORIZ. 0 4 8

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SURVEY BEV.WIL./ S.C.C.DATE: / DRAWN G. R. / M.W. DATE: 02 / 22 DESIGNED G. R. / M.W. DATE: 01 / 22 CAD FILES TAIT STREET 20220.MJO		CHECKED  TEAM LEADER DESIGN & SURVEY		APPROVED  MANAGER INFRASTRUCTURE DEVELOPMENT		DRAWING NUMBER 2022 - 04 SHEET 19 OF 46 SHEETS	
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ISSUE	AMENDMENT	DATE

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ROAD CROSS SECTIONS

DESIGN KERB PROFILES

SCALES

VERT. 0 2 4

HORIZ. 0 4 8

CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

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

CAD FILES TAIT STREET 200226 M.J.D.

SURVEY BEV.WIL./B.C.C. DATE: /

DRAWN G.R./M.W. DATE: 02 / 22

DESIGNED G.R./M.W. DATE: 01 / 22

CAD FILES TAIT STREET 200226 M.J.D.

CHECKED

Pet Bates

TEAM LEADER DESIGN & SURVEY

APPROVED

Lauren Nether

MUNICIPAL INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET

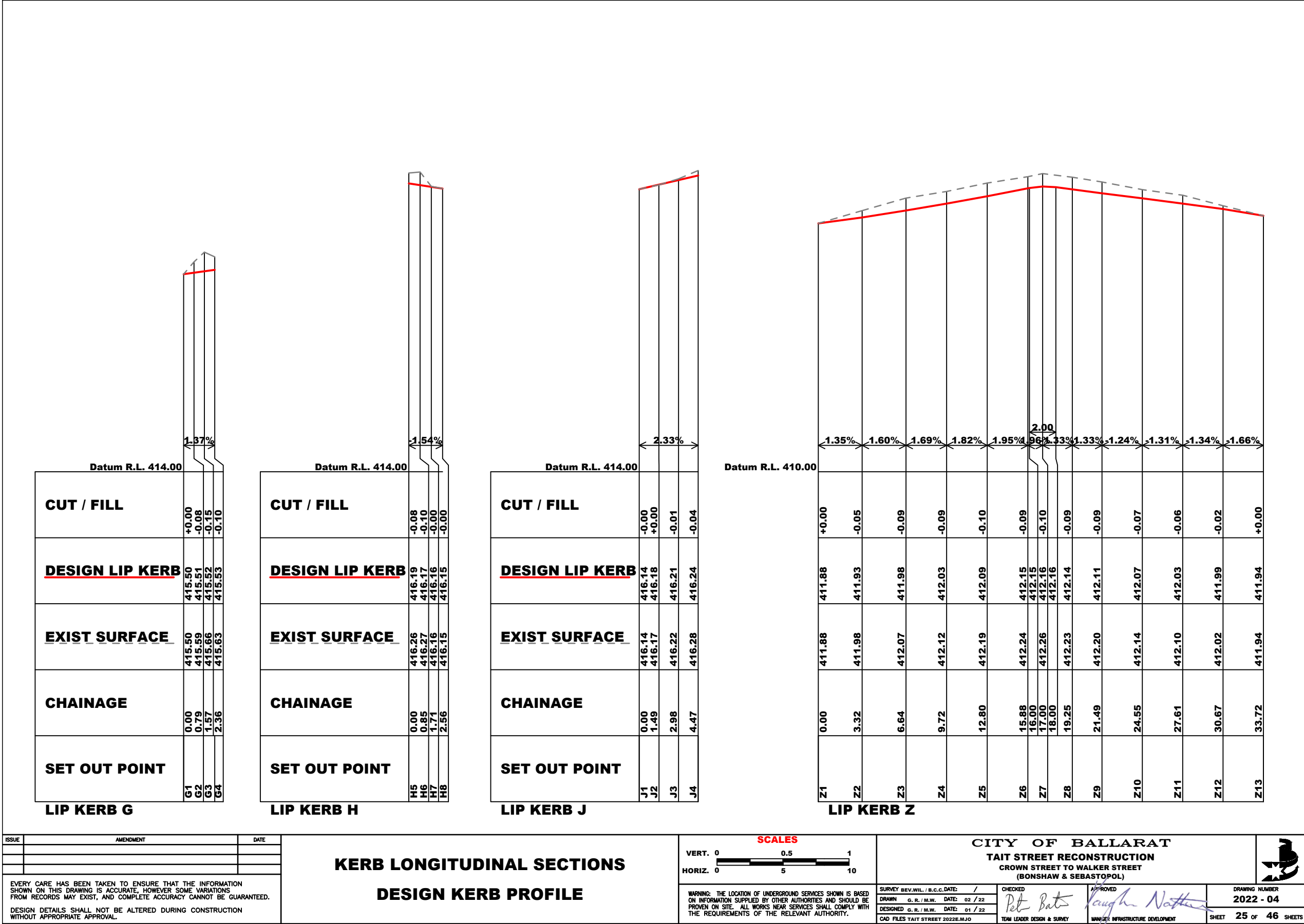
20 OF 46 SHEETS

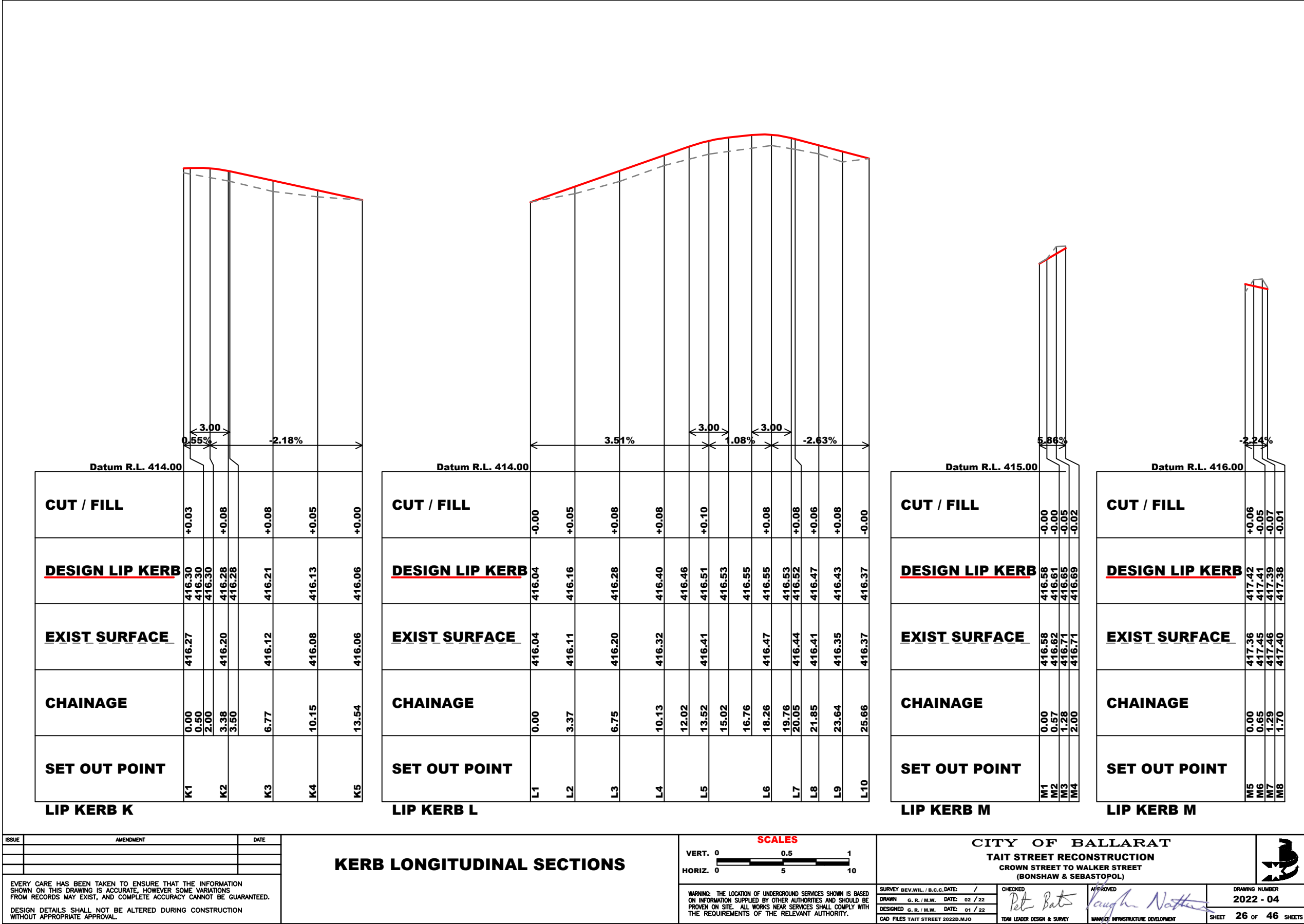


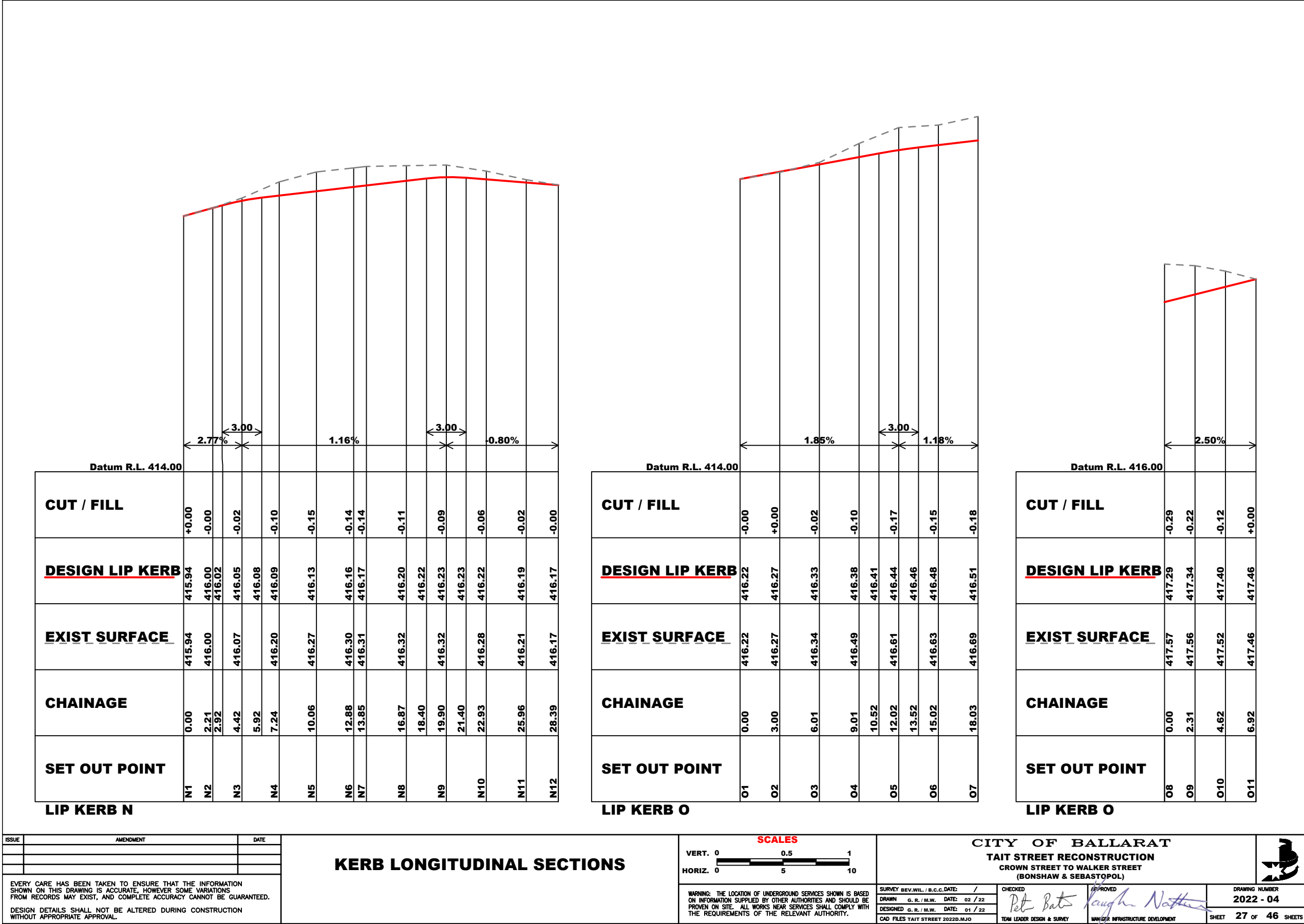






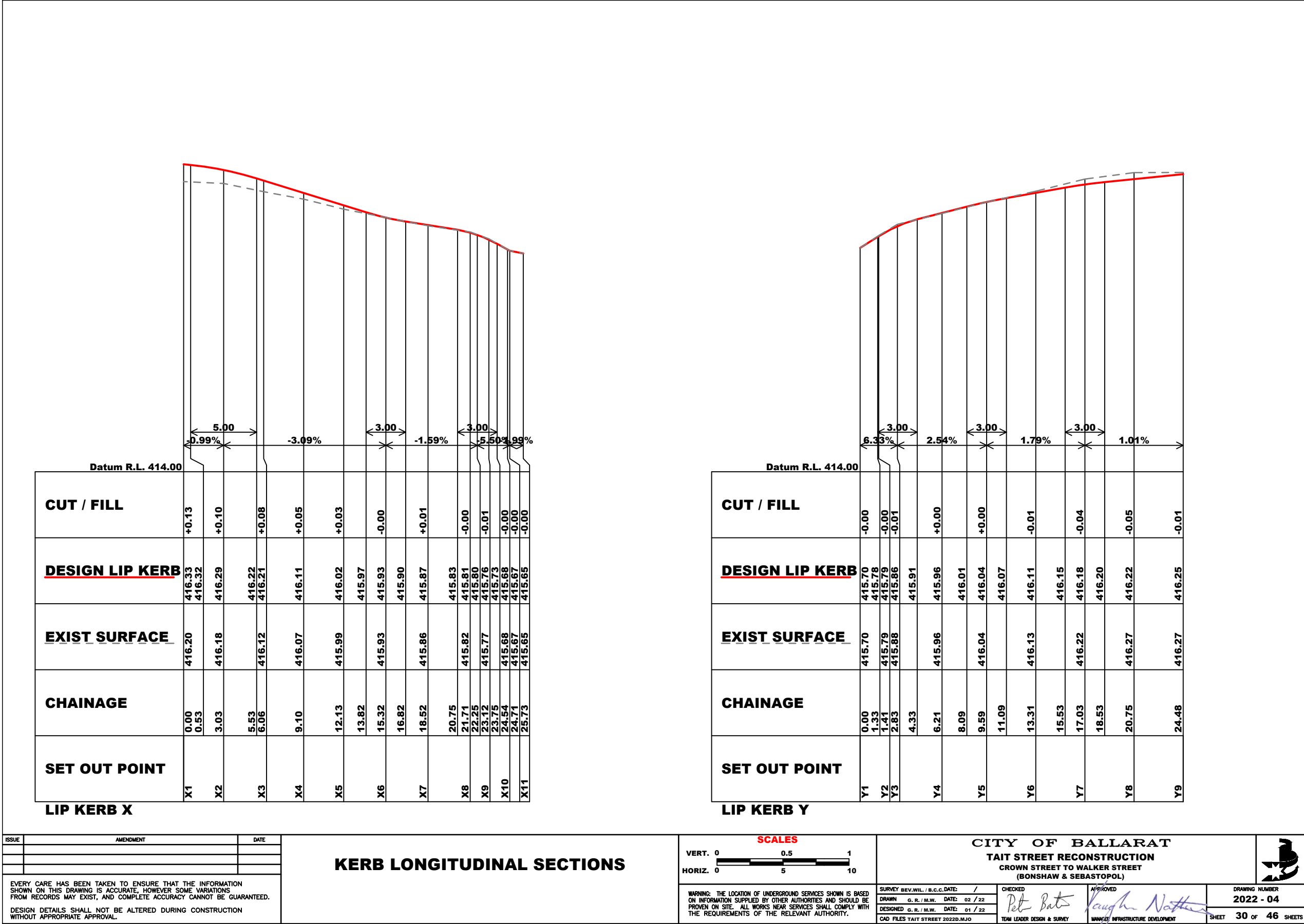


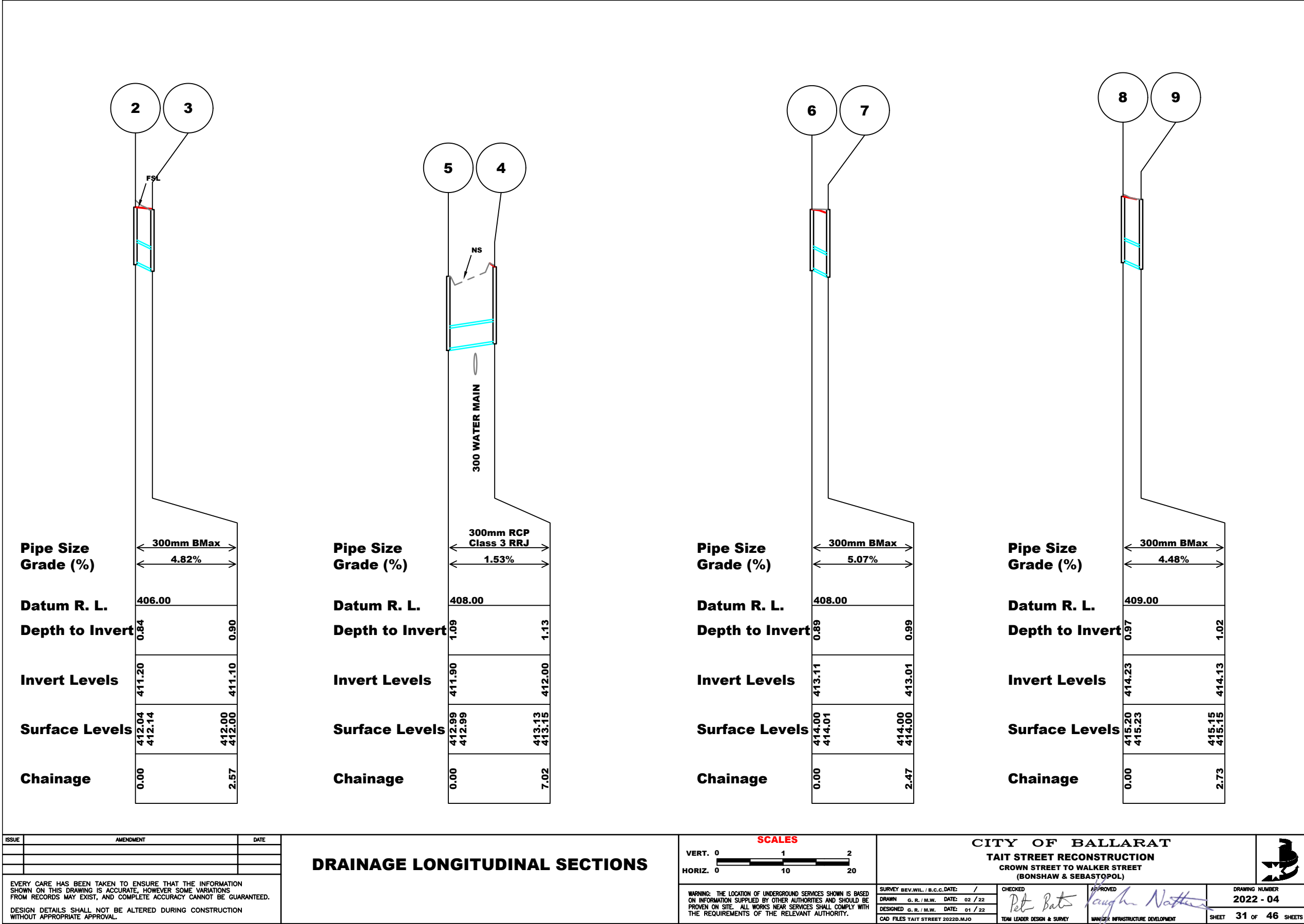


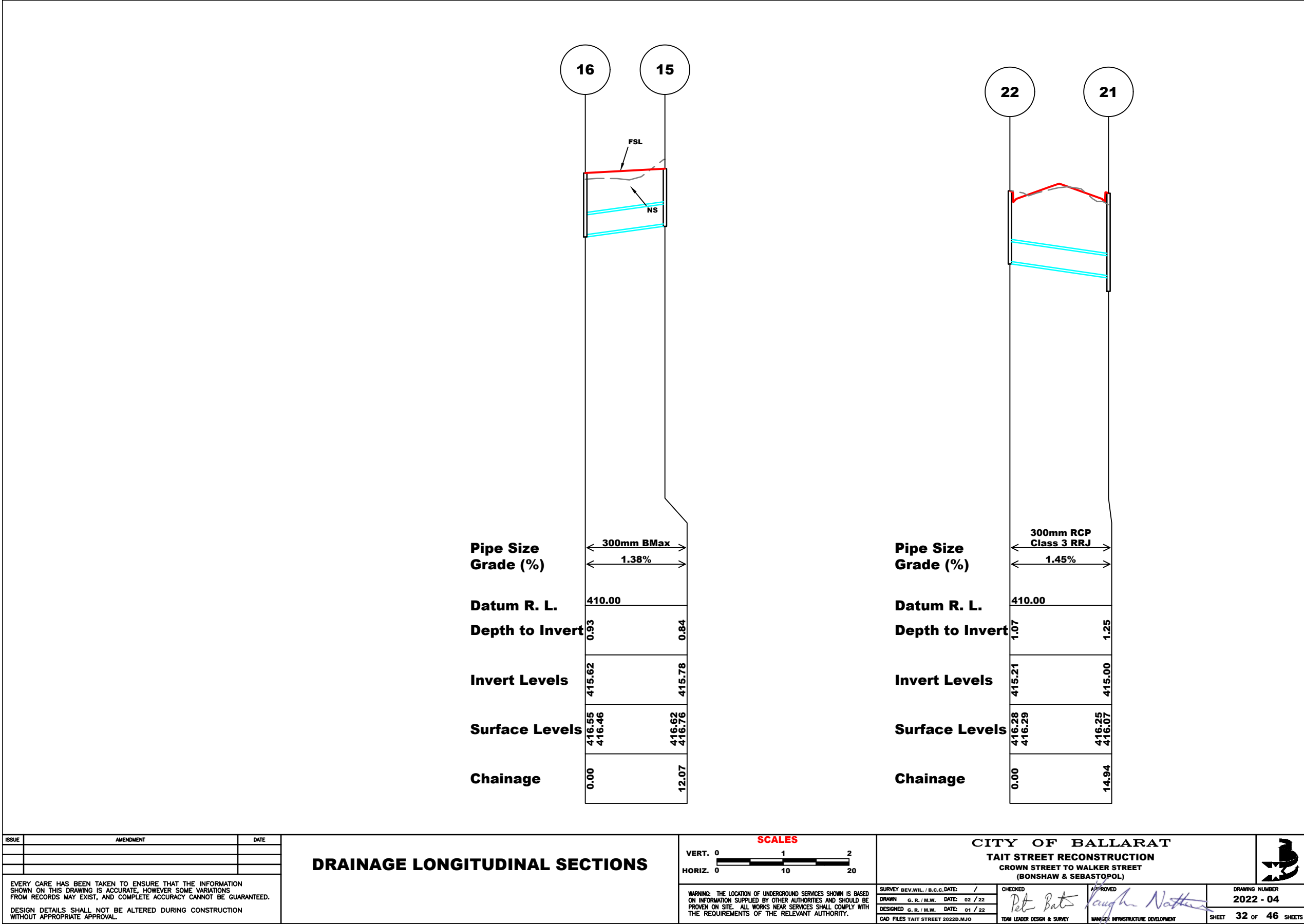


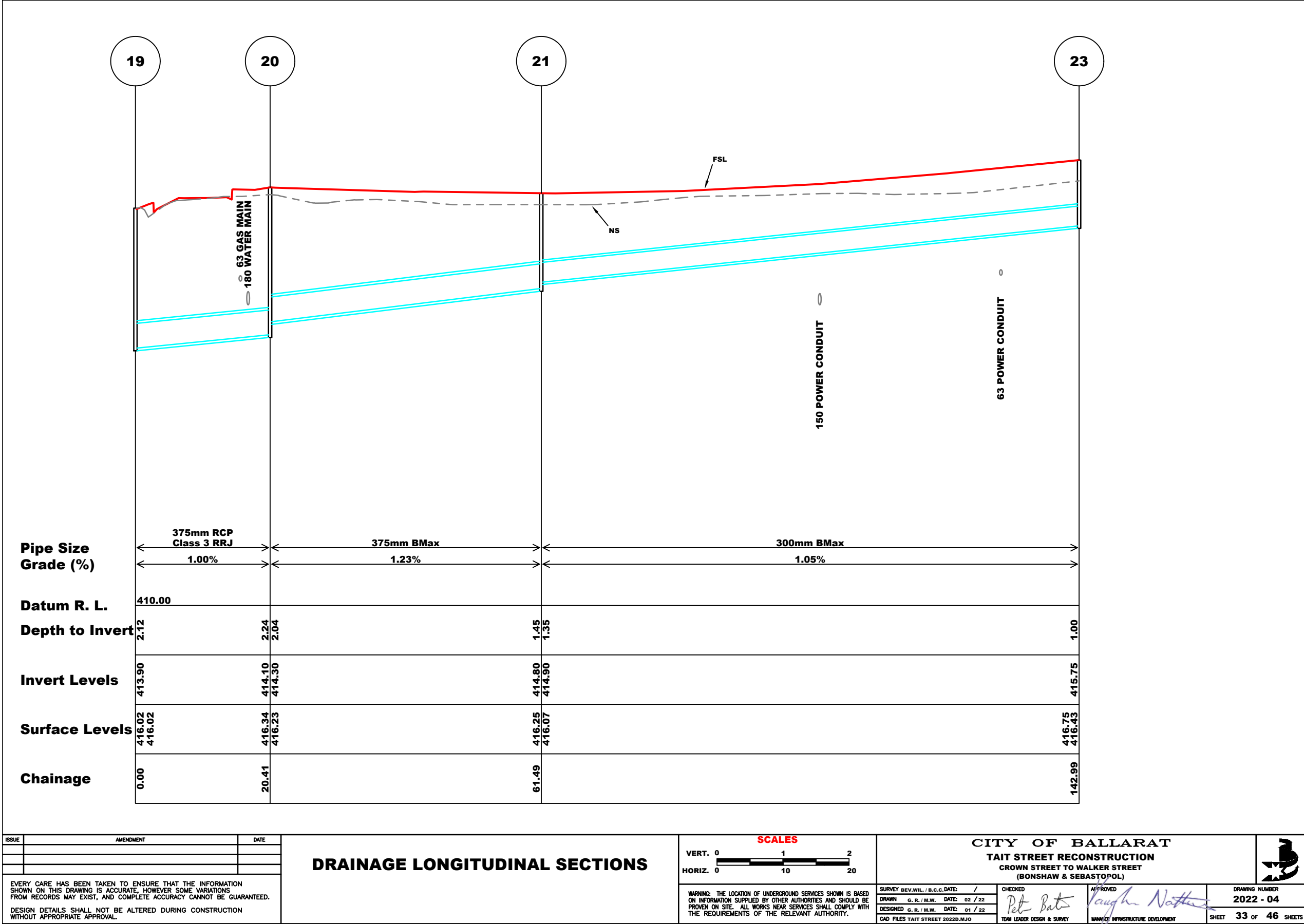







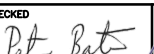



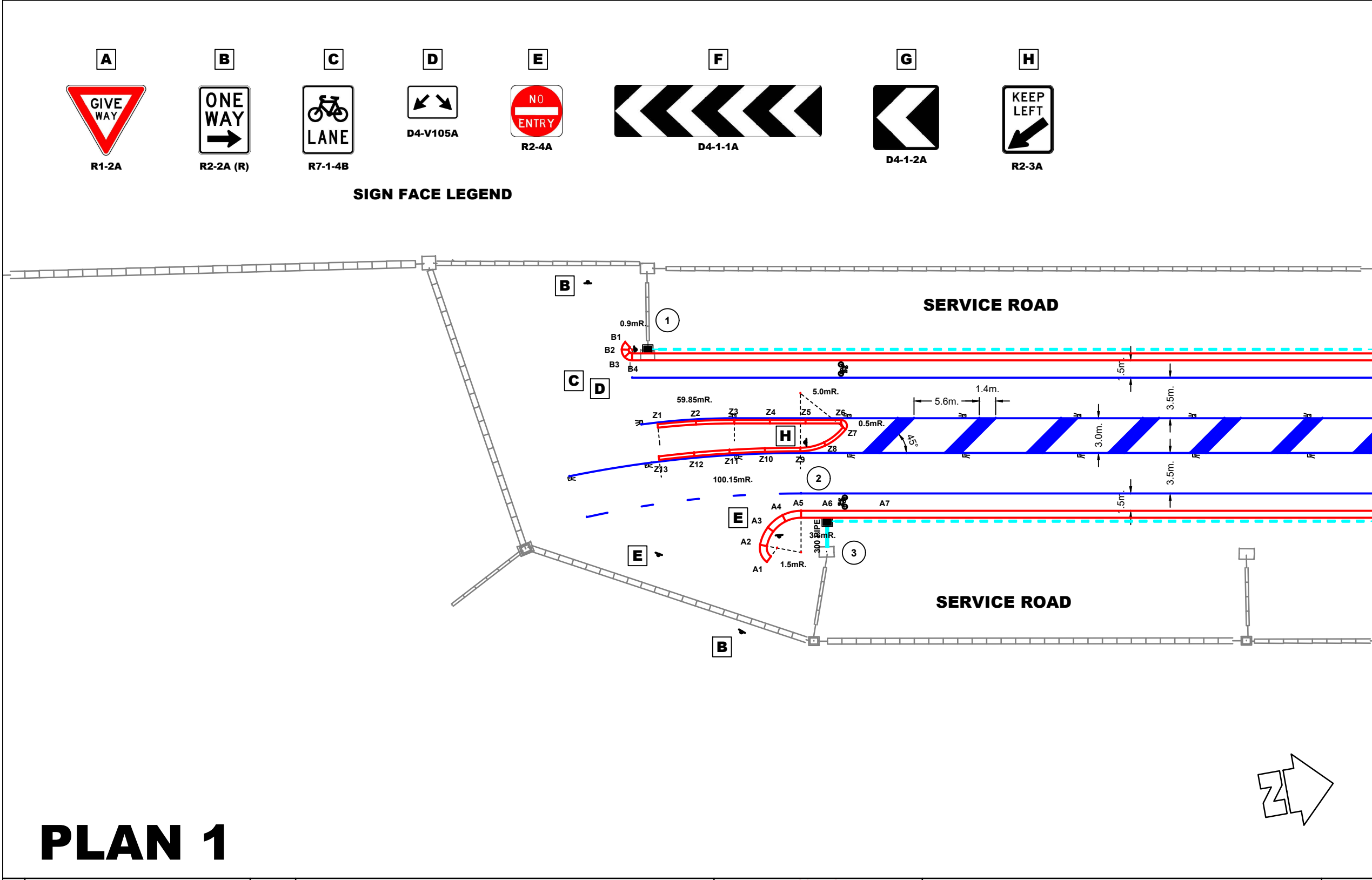




PIT SCHEDULE													
Pit No.	Type	Pit Size	Inlet1	Inlet1 R.L.	Inlet2	Inlet2 R.L.	Inlet3	Inlet3 R.L.	Outlet	Outlet R.L.	F.S.L	Depth to invert	Remarks
		mm	mm	m	mm	m	mm	m	mm	m	m	m	
1	S.E.P.	900 x 750	-	-	-	-	-	-	300	410.67	411.80	1.13	REFER TO B.C.C. SD-P1-1/2
2	S.E.P.	900 x 750	-	-	-	-	-	-	300	411.20	412.04	0.84	REFER TO B.C.C. SD-P1-1/2
3	G.P.	EXISTING	300	411.10	-	-	-	-	300	411.00	412.00	1.00	EXISTING PIT
4	S.E.P.	900 x 750	-	-	-	-	-	-	300	412.00	413.13	1.13	REFER TO B.C.C. SD-P1-1/2
5	S.E.P.	EXISTING	300	411.90	450	411.56	-	-	450	411.52	412.99	1.47	EXISTING PIT
6	S.E.P.	900 x 750	-	-	-	-	-	-	300	413.11	414.00	0.89	REFER TO B.C.C. SD-P1-1/2
7	G.P.	EXISTING	300	413.01	-	-	-	-	300	412.91	414.00	1.09	EXISTING PIT
8	S.E.P.	900 x 750	-	-	-	-	-	-	300	414.23	415.20	0.97	REFER TO B.C.C. SD-P1-1/2
9	G.P.	EXISTING	300	414.13	-	-	-	-	300	414.03	415.15	1.12	EXISTING PIT
10	S.E.P.	900 x 900	450	413.29	-	-	-	-	450	413.27	414.84	1.57	REFER TO B.C.C. SD-P1-1/2
11	S.E.P.	900 x 900	-	-	-	-	-	-	300	414.32	415.62	1.30	REFER TO B.C.C. SD-P10-1/2
15	S.E.P.	900 x 750	-	-	-	-	-	-	300	415.78	416.62	0.84	REFER TO B.C.C. SD-P1-1/2
16	J.P.	EXISTING	300	415.62	-	-	-	-	375	415.56	416.55	0.99	EXISTING PIT
17	S.E.P.	900 x 900	-	-	-	-	-	-	300	415.02	417.10	2.08	REFER TO B.C.C. SD-P1-1/2
18	S.E.P.	900 x 750	-	-	-	-	-	-	300	415.41	416.56	1.15	REFER TO B.C.C. SD-P1-1/2
19	J.P.	EXISTING	375	413.90	300	414.26	900	413.81	900	413.78	416.02	2.24	EXISTING PIT
20	S.E.P.	900 x 900	375	414.30	-	-	-	-	375	414.10	416.34	2.24	REFER TO B.C.C. SD-P1-1/2
21	S.E.P.	900 x 900	300	415.00	300	414.90	-	-	375	414.80	416.25	1.45	REFER TO B.C.C. SD-P1-1/2
22	S.E.P.	900 x 750	-	-	-	-	-	-	300	415.21	416.28	1.07	REFER TO B.C.C. SD-P1-1/2
23	S.E.P.	900 x 750	-	-	-	-	-	-	300	415.75	416.75	1.00	REFER TO B.C.C. SD-P1-1/2
24	S.E.P.	900 x 750	-	-	-	-	-	-	300	415.69	416.73	1.04	REFER TO B.C.C. SD-P1-1/2
25	S.E.P.	900 x 750	450	415.96	-	-	-	-	450	415.96	417.64	1.68	REFER TO B.C.C. SD-P1-1/2

NOTE: ALL PIPE INLETS & R.L.'s SHOWN IN RED REFER TO EXISTING PIPES

ISSUE	AMENDMENT	DATE	PIT SCHEDULE	SCALES	CITY OF BALLARAT TAIT STREET RECONSTRUCTION CROWN STREET TO WALKER STREET (BONSHAW & SEBASTOPOL)			
EVERY CARE HAS BEEN TAKEN TO ENSURE THAT THE INFORMATION SHOWN ON THIS DRAWING IS ACCURATE, HOWEVER SOME VARIATIONS FROM RECORDS MAY EXIST, AND COMPLETE ACCURACY CANNOT BE GUARANTEED. DESIGN DETAILS SHALL NOT BE ALTERED DURING CONSTRUCTION WITHOUT APPROPRIATE APPROVAL.				WARNING: THE LOCATION OF UNDERGROUND SERVICES SHOWN IS BASED ON INFORMATION SUPPLIED BY OTHER AUTHORITIES AND SHOULD BE PROVEN ON SITE. ALL WORKS NEAR SERVICES SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUTHORITY.	SURVEY BEV.WIL. / B.C.C. DATE: / DRAWN G. R. / M.W. DATE: 02 / 22 DESIGNED G. R. / M.W. DATE: 01 / 22 CAD FILES TAIT STREET 2022D.MJO	CHECKED  TEAM LEADER DESIGN & SURVEY	APPROVED  MANAGER INFRASTRUCTURE DEVELOPMENT	DRAWING NUMBER 2022 - 04 SHEET 34 OF 46 SHEETS



PLAN 1

ISSUE	AMENDMENT	DATE

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

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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0 6 12

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CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /

DRAWN G. R. / M.W. DATE: 02 / 22

DESIGNED G. R. / M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022E.MJO

CHECKED

Pete Bats

TEAM LEADER DESIGN & SURVEY

APPROVED

Lauren Natter

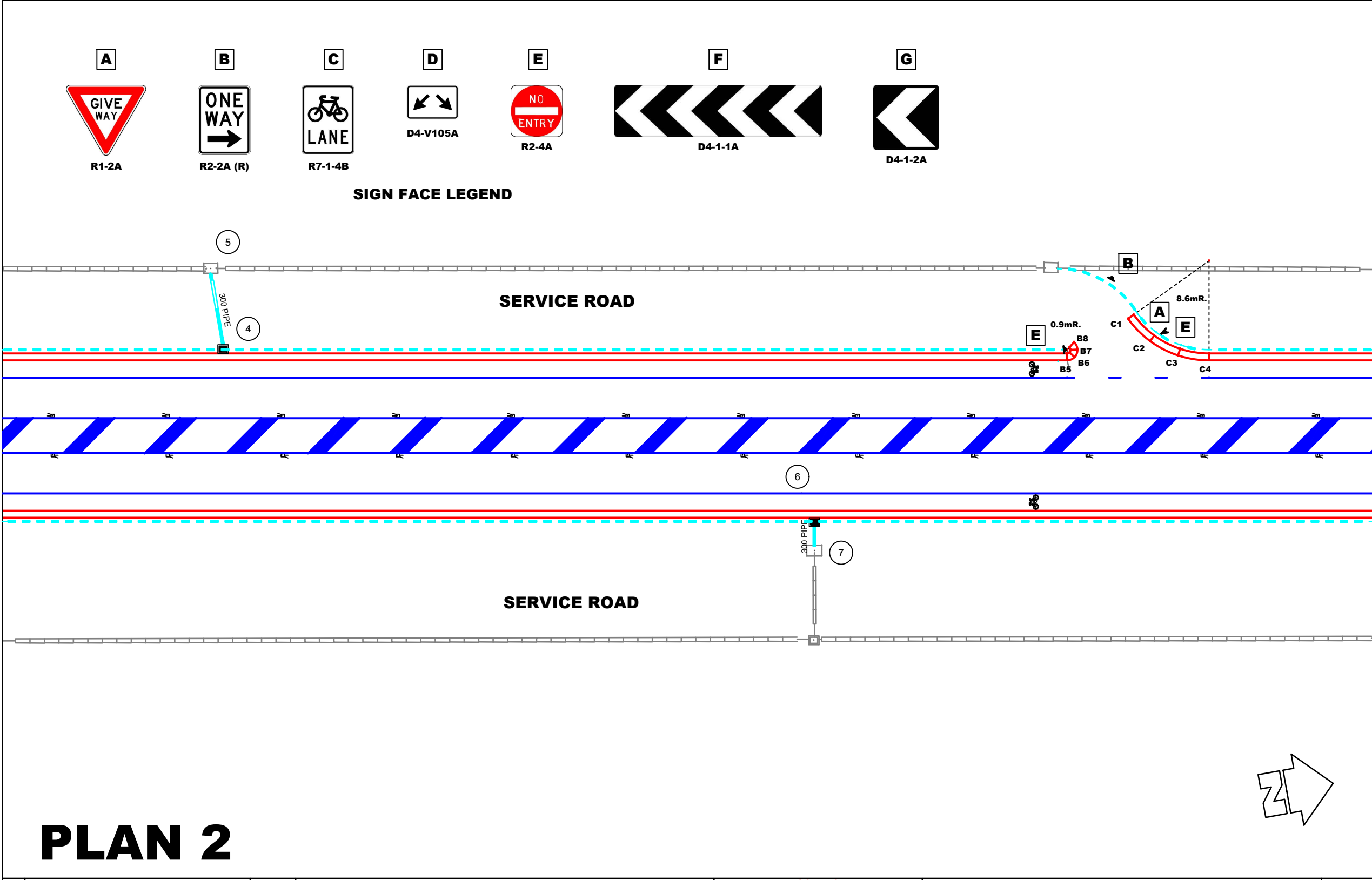
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET

35 of 46 SHEETS



PLAN 2

ISSUE	AMENDMENT	DATE

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

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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0 6 12

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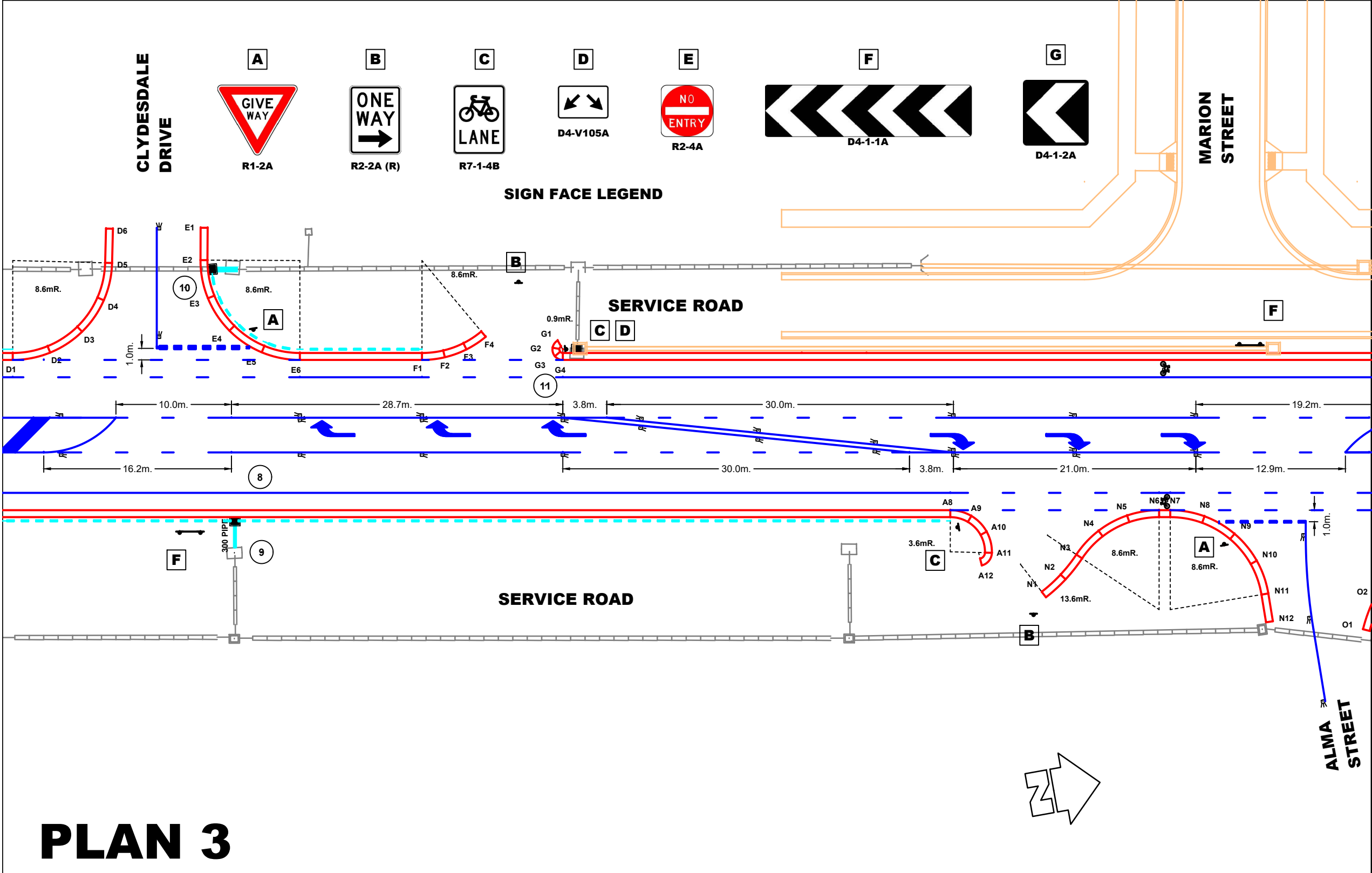
CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /	CHECKED	APPROVED	DRAWING NUMBER
DRAWN G.R. / M.W. DATE: 02 / 22	<i>Pet Butts</i>	<i>Naughton</i>	2022 - 04
DESIGNED G.R. / M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT	SHEET 36 of 46 SHEETS
CAD FILES TAIT STREET 2022D.MJO			



PLAN 3

ISSUE	AMENDMENT	DATE

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LINEMARKING & SIGNAGE PLAN
DRAINAGE & KERB SET OUT PLAN

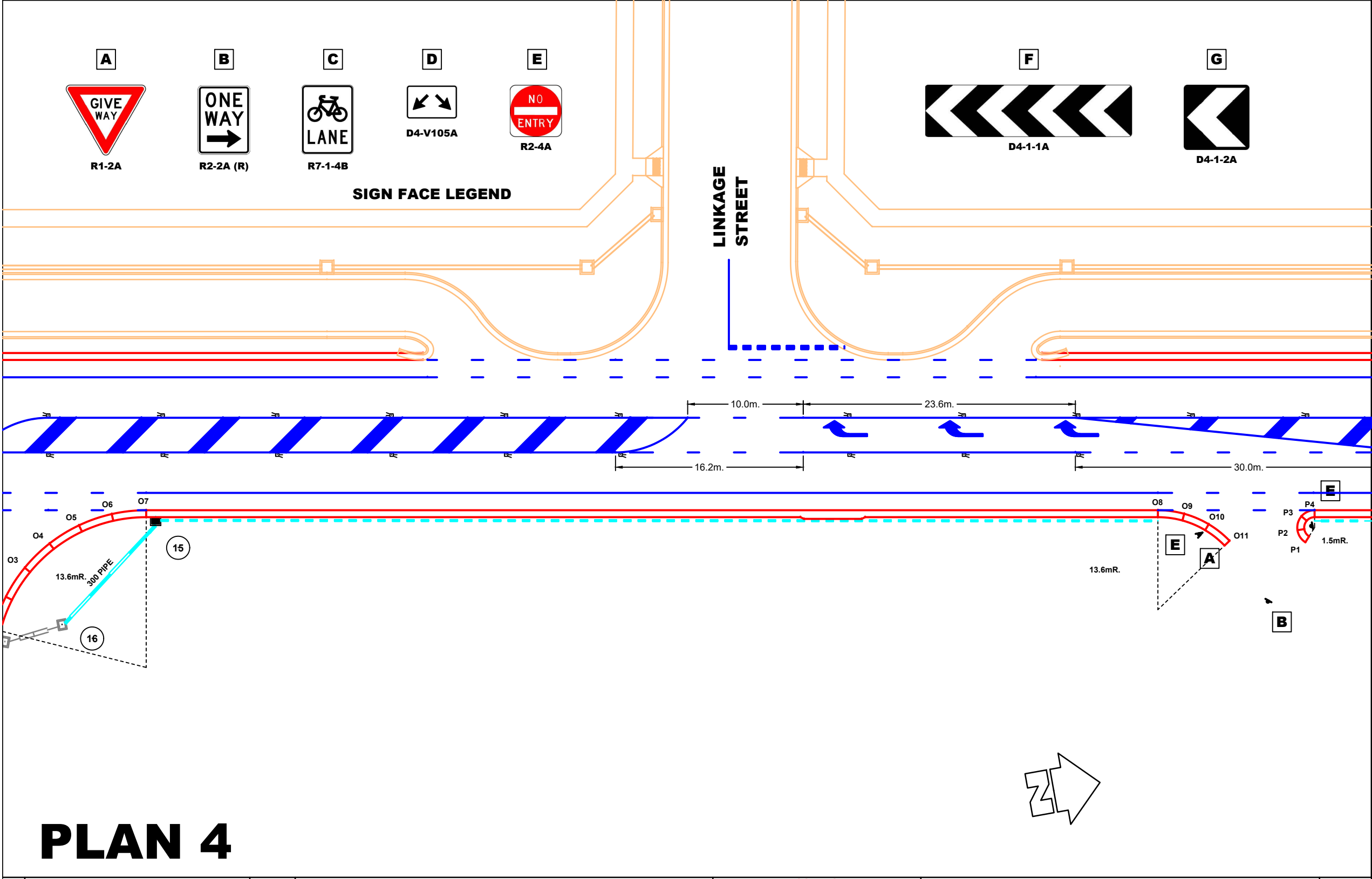
SCALES

HORIZ. 0 6 12

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CITY OF BALLARAT
TAIT STREET RECONSTRUCTION
CROWN STREET TO WALKER STREET
(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL./B.C.C. DATE: /	CHECKED: <i>Pete Bats</i>	APPROVED: <i>Pauline Nathan</i>	DRAWING NUMBER: 2022 - 04
DRAWN: G.R./M.W. DATE: 02 / 22	DESIGNED: G.R./M.W. DATE: 01 / 22	TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT
CAD FILES TAIT STREET 2022D.MJO	SHEET 37 of 46 SHEETS		



PLAN 4

ISSUE	AMENDMENT	DATE

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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0612

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CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /

DRAWN G. R. / M.W. DATE: 02 / 22

DESIGNED G. R. / M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022D.MJO

CHECKED

Pete Bates

TEAM LEADER DESIGN & SURVEY

APPROVED

Naughton

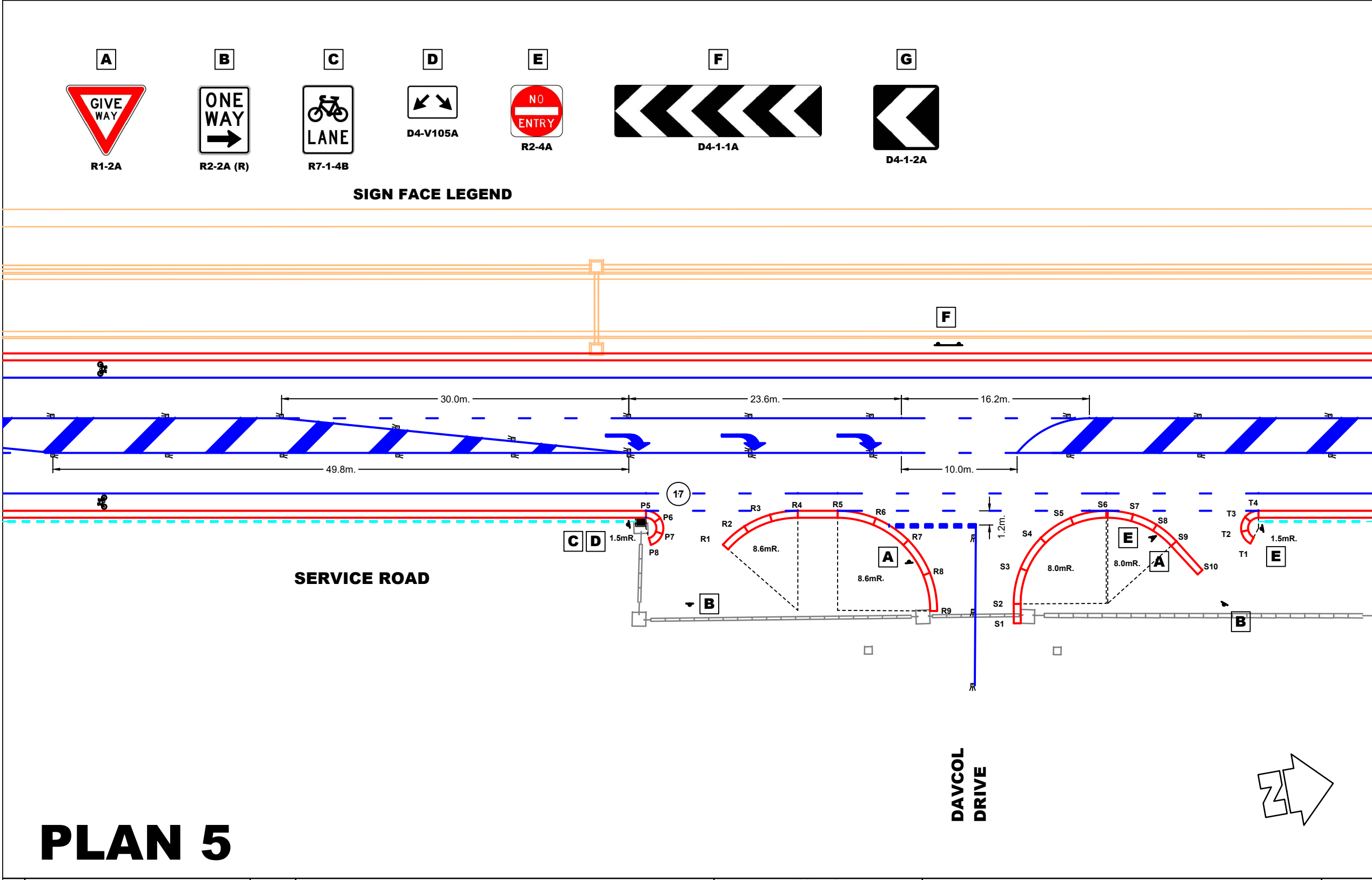
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET

38 of 46 SHEETS



ISSUE		AMENDMENT	DATE
EVERY CARE HAS BEEN TAKEN TO ENSURE THAT THE INFORMATION SHOWN ON THIS DRAWING IS ACCURATE, HOWEVER SOME VARIATIONS FROM RECORDS MAY EXIST, AND COMPLETE ACCURACY CANNOT BE GUARANTEED.			
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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0612

CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL./B.C.C. DATE: /

CHECKED

APPROVED

DRAWN G. R. / M.W. DATE: 02 / 22

DESIGNED G. R. / M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022D.MJO

TEAM LEADER DESIGN & SURVEY

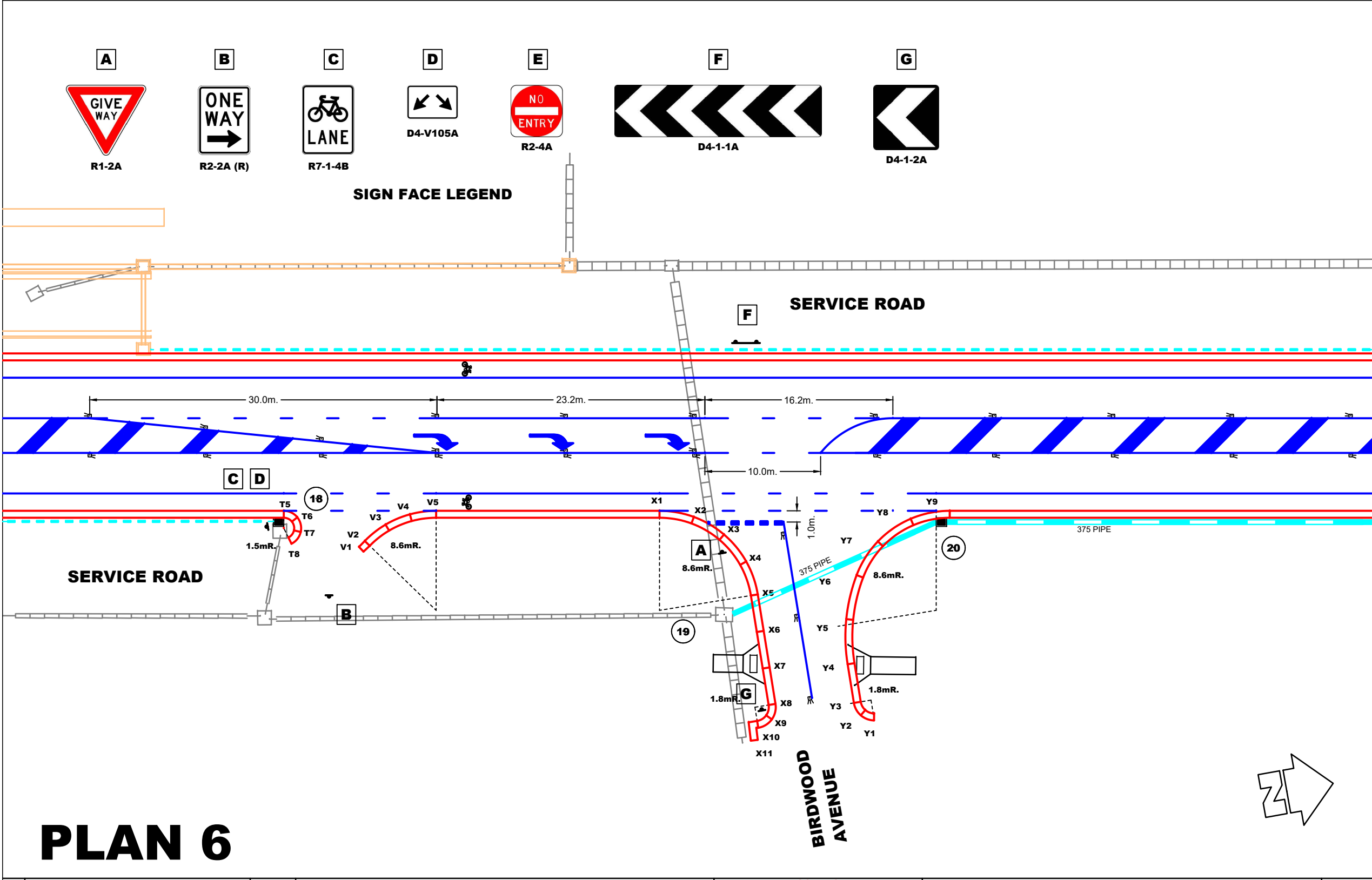
MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET

39 of 46 SHEETS



ISSUE		AMENDMENT		DATE	
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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0612

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CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /

DRAWN G. R. / M.W. DATE: 02 / 22

DESIGNED G. R. / M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022D.MJO

CHECKED

Pete Bate

TEAM LEADER DESIGN & SURVEY

APPROVED

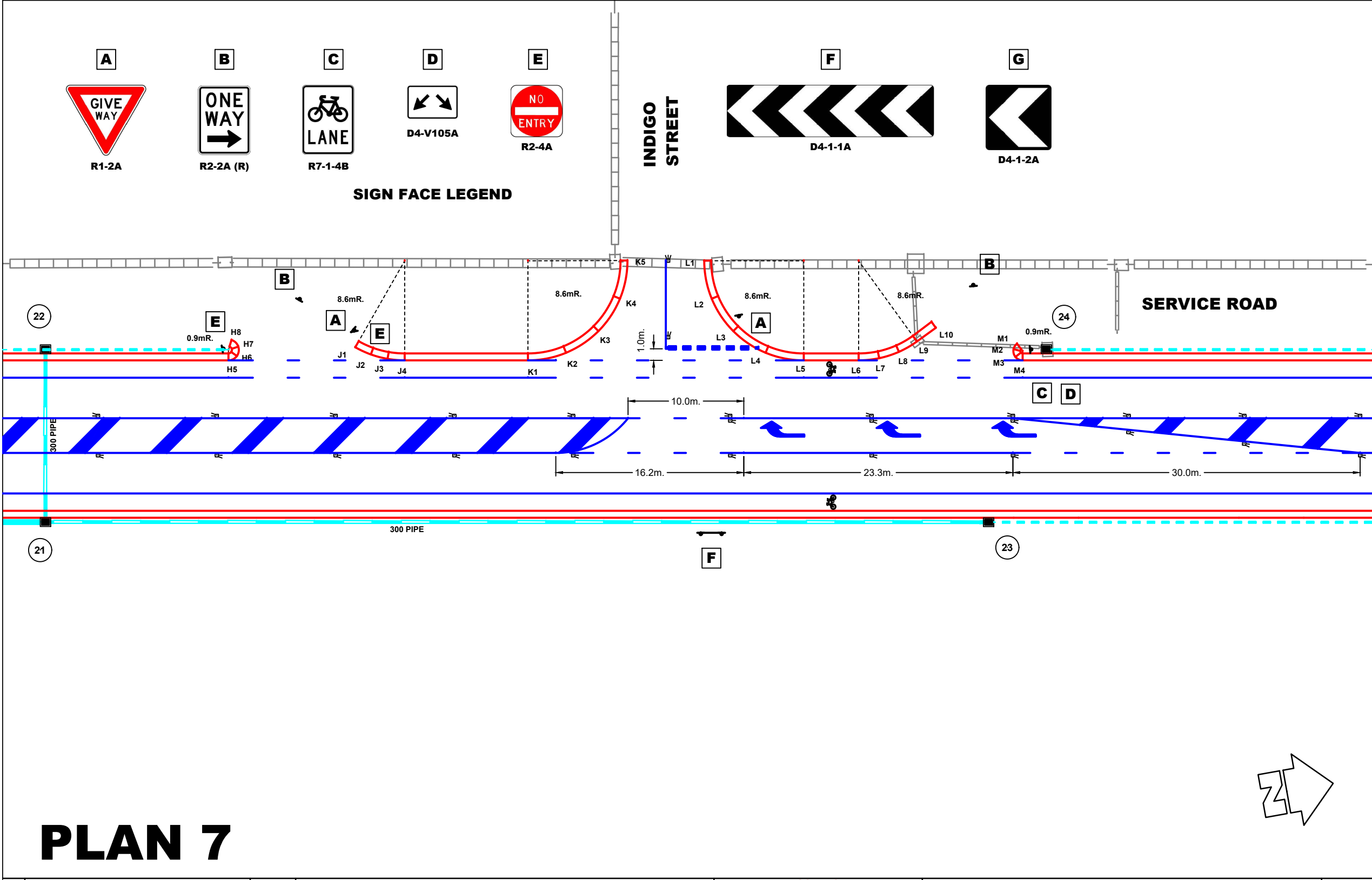
Vaughan Nether

MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04

SHEET 40 of 46 SHEETS



ISSUE		AMENDMENT		DATE	
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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0612

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CAD FILES TAIT STREET 2022D.MJO

CHECKED

Pete Bates

TEAM LEADER DESIGN & SURVEY

APPROVED

Naughton

MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER

2022 - 04


SHEET 41 of 46 SHEETS

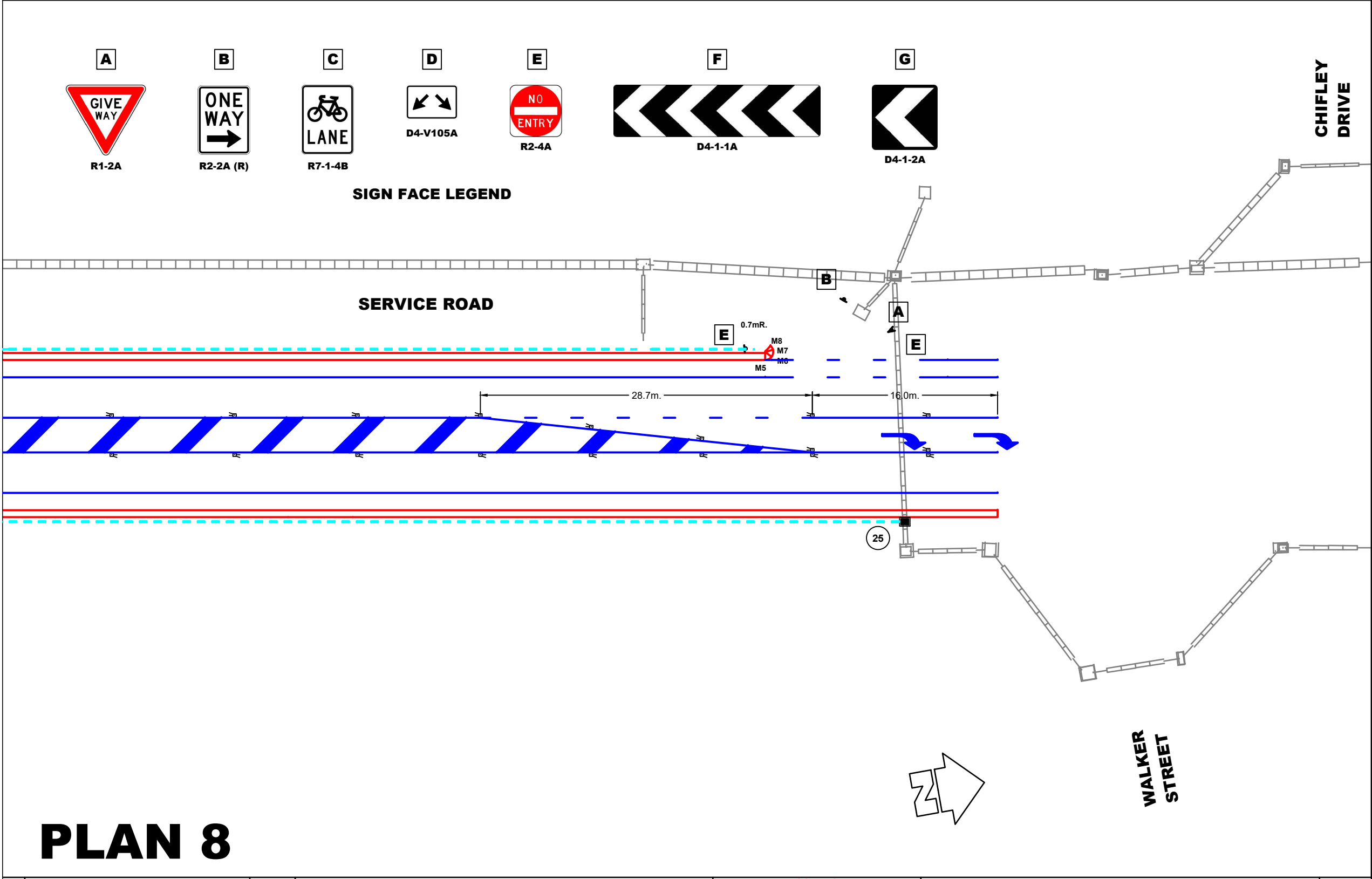
CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET

(BONSHAW & SEBASTOPOL)





PLAN 8

ISSUE	AMENDMENT	DATE

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LINEMARKING & SIGNAGE PLAN

DRAINAGE & KERB SET OUT PLAN

SCALES

HORIZ. 0 6 12

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CITY OF BALLARAT

TAIT STREET RECONSTRUCTION

CROWN STREET TO WALKER STREET (BONSHAW & SEBASTOPOL)

SURVEY BEV.WIL. / B.C.C. DATE: /

DRAWN G. R. / M.W. DATE: 02 / 22

DESIGNED G. R. / M.W. DATE: 01 / 22

CAD FILES TAIT STREET 2022D.MJO

CHECKED

Pete Butts

TEAM LEADER DESIGN & SURVEY

APPROVED

Vaughan Nathan

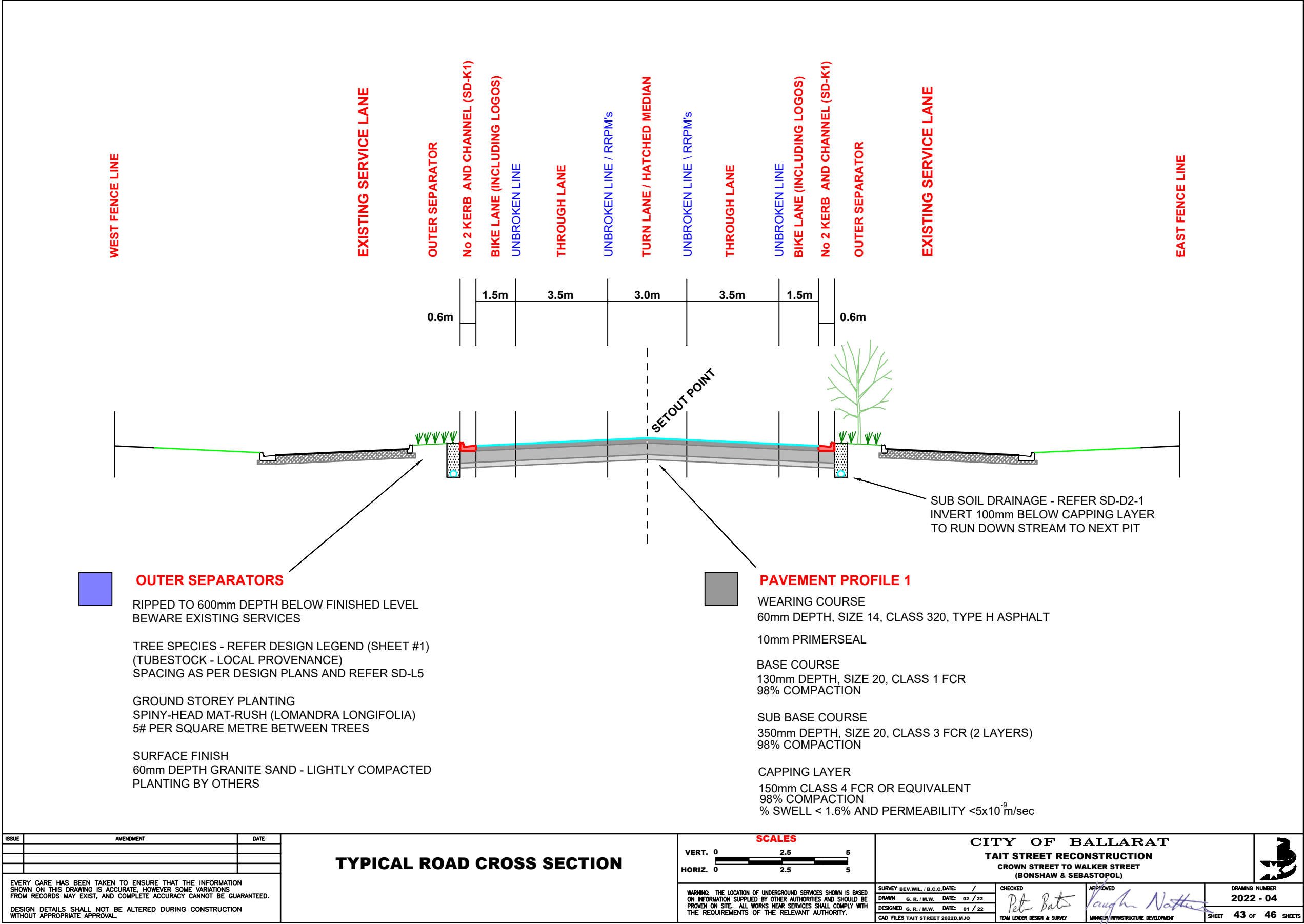
MANAGER INFRASTRUCTURE DEVELOPMENT

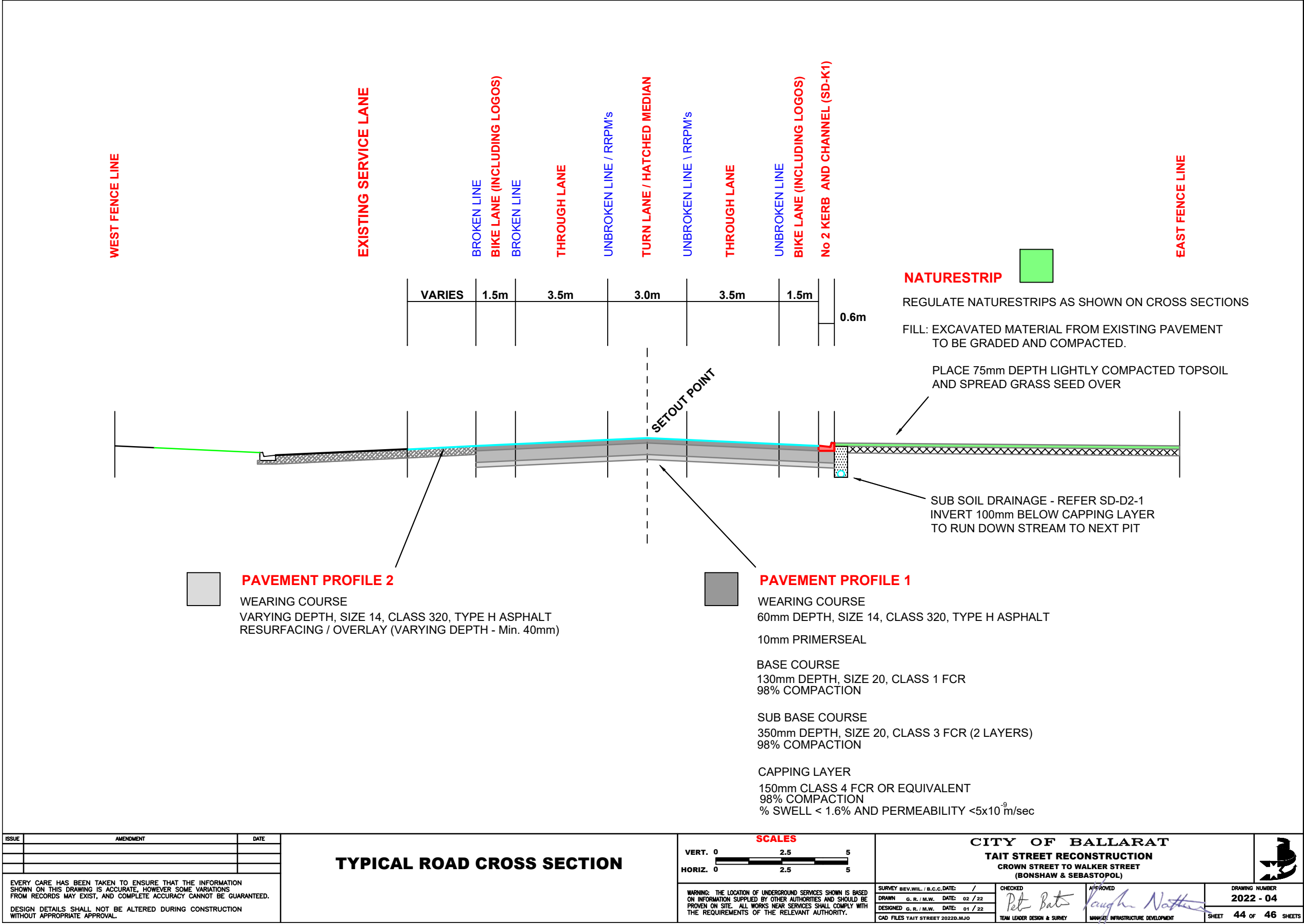
DRAWING NUMBER

2022 - 04

SHEET

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TAIT STREET DESIGN CENTRELINE SET OUT DATA			
EASTING	NORTHING	LEVEL	CHAINAGE
749205.586	5834445.737		760.00
749209.097	5834465.427		780.00
749212.607	5834485.116	412.25	800.00
749216.117	5834504.806	412.56	820.00
749219.627	5834524.495	412.88	840.00
749223.138	5834544.185	413.21	860.00
749226.648	5834563.874	413.56	880.00
749230.158	5834583.564	413.92	900.00
749233.669	5834603.254	414.28	920.00
749237.179	5834622.943	414.63	940.00
749240.689	5834642.633	414.99	960.00
749244.199	5834662.322	415.33	980.00
749247.710	5834682.012	415.64	1000.00
749251.220	5834701.701	415.91	1020.00
749254.730	5834721.391	416.16	1040.00
749258.241	5834741.080	416.38	1060.00
749261.751	5834760.770	416.61	1080.00
749265.261	5834780.459	416.84	1100.00
749268.771	5834800.149	417.07	1120.00
749272.282	5834819.839	417.29	1140.00
749275.792	5834839.528	417.44	1160.00
749279.302	5834859.218	417.52	1180.00
749282.813	5834878.907	417.53	1200.00
749286.323	5834898.597	417.47	1220.00
749289.833	5834918.286	417.34	1240.00
749293.343	5834937.976	417.21	1260.00
749296.854	5834957.665	417.07	1280.00
749300.364	5834977.355	416.93	1300.00
749303.874	5834997.044	416.81	1320.00
749307.384	5835016.734	416.70	1340.00
749310.895	5835036.423	416.61	1360.00
749314.405	5835056.113	416.54	1380.00
749317.915	5835075.803	416.48	1400.00
749321.426	5835095.492	416.42	1420.00
749324.936	5835115.182	416.39	1440.00
749328.446	5835134.871	416.43	1460.00
749331.956	5835154.561	416.53	1480.00
749335.467	5835174.250	416.70	1500.00
749338.977	5835193.940	416.90	1520.00
749342.487	5835213.629	417.09	1540.00
749345.998	5835233.319	417.26	1560.00
749349.508	5835253.008	417.41	1580.00
749353.018	5835272.698	417.54	1600.00
749356.528	5835292.387	417.66	1620.00
749360.039	5835312.077	417.83	1640.00
749363.549	5835331.767		1660.00

INDIGO STREET DESIGN CENTRELINE SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749332.605	5835166.744	416.58	0.00
749329.159	5835167.358	416.45	3.50
749327.682	5835167.622	416.38	5.00
749323.440	5835168.378	416.21	9.31
749319.197	5835169.134	416.17	13.62
BIRDWOOD AVENUE DESIGN CENTRELINE SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749316.517	5835059.415	416.48	0.00
749319.063	5835058.961	416.41	2.59
749319.965	5835058.814	416.38	3.50
749321.457	5835058.633	416.34	5.00
749323.854	5835058.499	416.28	7.40
749326.751	5835058.453	416.20	10.30
749332.062	5835058.369	416.06	15.61
749336.448	5835058.300	415.95	20.00
749337.820	5835058.278	415.91	21.37
749341.632	5835058.218	415.81	25.18
DAVCOL DRIVE DESIGN CENTRELINE SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749298.657	5834959.232	417.00	0.00
749302.102	5834958.617	416.88	3.50
749303.579	5834958.354	416.82	5.00
749308.368	5834957.500	416.63	9.86
749313.157	5834956.646	416.43	14.73
ALMA STREET DESIGN CENTRELINE SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749262.100	5834754.184	416.48	0.00
749265.546	5834753.570	416.45	3.50
749267.023	5834753.307	416.43	5.00
749269.164	5834752.925	416.41	7.17
749273.199	5834752.374	416.37	11.25
749277.266	5834752.154	416.32	15.32
CLYDESDALE DRIVE DESIGN CENTRELINE SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749241.688	5834656.782	415.17	0.00
749238.242	5834657.396	415.05	3.50
749236.766	5834657.659	415.00	5.00
749232.469	5834658.425	414.86	9.37
749228.172	5834659.191	414.73	13.73
749225.552	5834659.658	414.66	16.39

DESIGN LIP OF KERB SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749221.576	5834473.195	411.95	A1
749220.012	5834472.879	411.96	A2
749218.644	5834473.800	411.97	A3
749217.831	5834475.233	411.96	A4
749217.741	5834476.878	411.95	A5
749218.138	5834479.104	411.94	A6
749219.006	5834483.976	412.02	A7
749261.624	5834723.023	415.95	A8
749262.433	5834724.732	415.98	A9
749263.998	5834725.795	415.99	A10
749265.886	5834725.918	415.96	A11
749266.804	5834724.867	415.93	A12
749200.724	5834464.485	411.69	B1
749201.298	5834464.071	411.69	B2
749201.993	5834464.200	411.70	B3
749202.381	5834464.792	411.70	B4
749229.775	5834618.450	414.30	B5
749229.618	5834619.136	414.32	B6
749229.015	5834619.499	414.34	B7
749228.335	5834619.317	414.36	B8
749227.158	5834624.270	414.25	C1
749229.393	5834625.808	414.34	C2
749231.037	5834627.964	414.42	C3
749231.928	5834630.526	414.51	C4
749234.584	5834645.423	414.78	D1
749234.529	5834648.725	414.81	D2
749233.233	5834651.763	414.81	D3
749230.887	5834654.089	414.75	D4
749227.838	5834655.358	414.67	D5
749224.933	5834655.952	414.60	D6
749226.184	5834663.438	414.64	E1
749228.936	5834662.936	414.71	E2
749232.300	5834662.991	414.81	E3
749235.385	5834664.332	414.93	E4
749237.719	5834666.755	415.08	E5
749238.946	5834669.887	415.19	E6
749240.800	5834680.290	415.36	F1
749240.920	5834682.279	415.36	F2
749240.580	5834684.243	415.37	F3
749239.796	5834686.075	415.38	F4
749241.208	5834692.145	415.50	G1
749241.745	5834691.606	415.51	G2
749242.503	5834691.671	415.52	G3
749242.940	5834692.293	415.53	G4

ISSUE	AMENDMENT	DATE
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SET OUT DATA

SCALES

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DRAWN G.R./M.W. DATE: 02 / 22
DESIGNED G.R./M.W. DATE: 01 / 22
CAD FILES TAIT STREET 2022D.MJO

CHECKED <i>Pet Bates</i>	APPROVED <i>Kaughan Northey</i>
TEAM LEADER DESIGN & SURVEY	MANAGER INFRASTRUCTURE DEVELOPMENT

DRAWING NUMBER 2022 - 04
SHEET 45 of 46 SHEETS



DESIGN CENTRE OF PIT SET OUT DATA			
EASTING	NORTHING	LEVEL	POINT
749201.658	5834466.292	411.80	1
749219.097	5834478.933	412.04	2
749221.623	5834478.438	412.00	3
749216.015	5834546.823	413.13	4
749208.996	5834547.004	412.99	5
749239.702	5834594.508	414.00	6
749242.134	5834594.059	414.00	7
749251.717	5834661.902	415.20	8
749254.401	5834661.376	415.15	9
749229.896	5834663.827	414.84	10
749242.191	5834693.646	415.62	11
749271.287	5834771.810	416.62	15
749278.680	5834762.272	416.46	16
749299.463	5834929.715	417.11	17
749314.769	5835015.565	416.56	18
749329.406	5835052.064	416.02	19
749324.821	5835071.949	416.34	20
749332.034	5835112.396	416.25	21
749317.323	5835115.020	416.28	22
749346.348	5835192.623	416.75	23
749332.493	5835200.161	416.73	24
749365.906	5835302.273	417.65	25

334

8.10. PARTNERSHIPS AND GRANTS POLICY

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Pete Appleton - Executive Manager Engaged Communities

PURPOSE

1. To respond to the Council Resolution R49/22 from 27 April 2022 to:
 - a. Defer consideration of the applications for strategic partnerships until after a review of the Strategic Partnerships Policy with recommendations for improvements to the program presented at a future meeting of Council; and
 - b. Receive a report from officers on the matter no later than the scheduled meeting of Council in August 2022.
2. To seek endorsement for proposed changes to Council's Grants Policy that enable implementation of improvements, including renaming the policy to Partnerships and Grants Policy.
3. To confirm arrangements for the roll out of the new City Partnerships Program.
4. To confirm a response to the existing five (5) applications that were deferred until the review of the Strategic Partnership Policy had been undertaken and presented to Council.

BACKGROUND

5. The revised Partnerships and Grants Policy follows a workshop between Officers and Councillors and a series of follow up Councillor briefings. The workshop specifically focused on the Strategic Partnerships Program and covered topics such as greater alignment with the current Council Plan, strengthening and clarifying eligibility and ineligibility, unpacking the difference between applications from not-for-profit and charitable sector and those in the private sector.
6. During the review period the Victorian Auditor General's Office produced a *Fraud Control Over Local Government Grants Report* that examined a selection of grant programs from the last five years across six local government areas. The VAGO report recommended that all Victorian Councils develop eligibility and assessment criteria for all their grants programs and exclude Councillors from assessing and making recommendations on grant applications. The recommendations from the VAGO Report have been considered in the development of proposed changes to the Partnerships and Grants Policy.

KEY MATTERS

7. The proposed policy will apply to all new City Partnerships moving forward. Existing Strategic Partnerships and Commercial Agreements will not be impacted given that they have individual existing agreements already in place.

8. The new policy proposes the following arrangements be implemented for City Partnerships.

Community and Commercial Streams.

The introduction of two streams for the program; a community stream and a commercial stream

Community Stream:

- Available exclusively for Not-For-Profit and Charitable Organisations.
- Open for applications between 01 October and 01 March.
- Organisations based primarily in Ballarat.
- Funding range: \$20,000 - \$100,000 per applicant each financial year.
- Maximum funding agreement available is for three (3 years).
- Assessment based on alignment with current Council Plan, Project Need, Use of local suppliers, Community Benefit (participation rates and community inclusion), value for money, contribution from applicant.
- Confirmation of new partnerships will take place following the conclusion of the annual budget process.

Commercial Stream:

- Open to Businesses and Not-For-Profit and Charitable Organisations.
- Open for applications between 01 October and 01 March.
- Funding range: Applications greater than \$20,000.
- Maximum funding agreement available is for three (3 years).
- Assessment based on alignment with current Council Plan, Project Need, Economic Return on Investment, Community Benefit (community inclusion).
- Confirmation of new partnerships will take place following the conclusion of the annual budget process.

Existing commercial partnerships that are currently included in Council's budget can be negotiated for renewal as they fall due and will align to the assessment criteria in the Commercial Stream above. Any new commercial partnerships being applied for will be received and considered through the timeframe outlined above.

Assessment and Recommendations.

Assessment and recommendations of City Partnership applications will be carried out by a panel of Council Officers. Council Officers will submit an assessment report with recommendations to a delegated Committee of Council comprising of all Councillors. At the City Partnerships Delegated Committee meeting Councillors will review the officer recommendation for each application and confirm which applications progress through for consideration as part of the annual budget process.

Minutes from the City Partnerships Delegated Committee will be made public by a Committee Report to Council, noting that any commercial in confidence information provided by applicants will be considered under Section 66 of the Local Government Act 2020, as a confidential attachment.

Final endorsement of the budget for each individual new City Partnership supported by the delegated Committee will take place as part of the annual Council budget process.

Program Guidelines.

Whilst not included within the Partnership and Grants Policy a new set of guidelines will be produced for the City Partnerships Program. The new guidelines will specifically reference close alignment to the current Council Plan and request that all applicants demonstrate how they will assist Council implement one or more of the adopted goals of the Council Plan.

As part of the new process the following eligibility criteria is being proposed. Eligible organisations include businesses and Charitable and Not-for-Profit organisations.

The following organisations would be **INELIGIBLE** to apply:

- Government Agencies and Organisations.
- Individuals, sole traders, family trusts, public trading trusts.
- All Organisations that have not yet finalised or reported on any previous grant funding received from the City of Ballarat.

Funding would also **NOT** be provided for the following project and activity types:

- Activities that are the clear responsibility of other government levels or other local government areas.
 - Activities initiated by other government levels but subsequently defunded.
 - Capital works and maintenance activities on City of Ballarat or State Government owned property.
 - Activities that are deemed to be duplicating existing Council or Community services.
 - Operational Costs (Insurance, Utilities or Rent).
 - Activities that occur outside of the Ballarat municipality including Interstate or International Travel and Accommodation.
 - Prizes or gift purchases.
 - Political or gaming related activities.
 - Organisation or an Individuals fundraising activities.
 - Applications seeking to fund activities retrospectively.
9. Council resolved at the 27 April 2022 Council Meeting to defer consideration of five (5) applications for strategic partnerships until after this review has been presented to Council.
10. The five (5) applications are as follows:
- a. Committee for Ballarat – Future Shapers Community Leadership Program
 - b. WestVic Academy of Sport – Wellbeing Network
 - c. Ballarat Foundation – The Vital Signs project
 - d. Western Victoria Primary Health Network – Staff member for Ballarat Suicide Prevention Place Based Trial
 - e. Ballarat Astronomical Society – Ballarat Dark Sky Community project
11. It is recommended that the five (5) applicants be invited to apply, subject to eligibility, under the terms of the new City Partnerships Program.

OFFICER RECOMMENDATION

12. That Council:

12.1 Adopt the Partnerships and Grants Policy.

12.2 Support the new program arrangements for the City Partnerships Program.

12.3 Invite the five Strategic Partnership applicants from April 2022, to apply to the City Partnerships Program as per the new policy and program arrangements.

ATTACHMENTS

1. Governance Review [8.10.1 - 2 pages]
2. Partnerships and Grants Policy 2022 (1) [8.10.2 - 6 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The intent of the Partnerships and Grants Policy is to ensure that recipients are able to deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City.
2. The assessment process for all Council partnership and grant programs has direct alignment to the current Council Plan. The new City Partnership guidelines will specifically reference close alignment to the current Council Plan and request that all applicants demonstrate how they will assist Council implement one or more of the more adopted goals of the Council Plan.

COMMUNITY IMPACT

3. Community Impact remains an important assessment consideration across all Council partnership and grant programs.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. Whilst there is not a specific individual environmental / sustainability grant program, environmental / sustainability-based applications are eligible across all the proposed partnerships and grants programs in the revised policy.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. The intent of Council's partnership and grant programs is to stimulate further investment in the Ballarat economy through matched funds, investment from local participants and visitors to the city.

FINANCIAL IMPLICATIONS

6. There are no new financial implications from the revision of the policy.
7. The proposed process for the City Partnerships Program is that all new partnerships will be subject to endorsement within the annual Council budget process.

LEGAL AND RISK CONSIDERATIONS

8. The 2020 Grants Policy review featured significant policy revisions based on the completion of an internal audit process.
9. The 2022 Partnership and Grants Policy stipulates the requirement to produce an annual partnership and grants report to Council at the conclusion of each financial year. The annual report will include findings and recommendations from audits and evaluations undertaken as part of a continuous improvement process.

HUMAN RIGHTS CONSIDERATIONS

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10. 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

11. Council Officers receive regular feedback on partnerships and grants processes from several sources including applicants, community organisations, industry groups and Councillors and this information has been used to develop changes recommended in the revised policy.

GENDER EQUALITY ACT 2020

12. In response to the Gender Equality Act 2020, it is expected that all applications for funding will demonstrate that they have considered how people of different genders may be impacted by their proposed program, activity or event. This includes demonstrating that they have made attempts, where relevant, to provide an equitable opportunity.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

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PARTNERSHIPS AND GRANTS POLICY

1.0 Purpose

The intent of the Partnerships and Grants Policy is to ensure that recipients are able to deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City.

2.0 Scope

The Partnerships and Grants Policy applies to three (3) funding programs and provides for a consistent approach to administering partnerships and grants.

In addition to the programs listed within this policy, Council may also provide for contributions within its annual budget to groups, organisations and businesses that align with the Council Plan, Council strategies and the purposes/principles in this policy via specific individual service agreements.

3.0 Policy Statement

3.1 Partnership and Grant Programs

3.1.1 City Partnerships Program

City Partnerships exist to fund organisations or businesses to deliver Council-identified priorities. City Partnerships are for strategically planned projects and programs which may occur over multiple financial years. City Partnerships can be applied for between 1 October and 1 March. A set of guidelines will be published on Council's website to assist all potential applicants including details of ineligible organisations and project areas.

Two streams of the City Partnerships exist with applicants requested to select which partnership stream they are applying to.

a). Community Stream:

- Available exclusively for Not-For-Profit and Charitable Organisations.
- Organisations based primarily in Ballarat.
- Funding range: \$20,000 - \$100,000 per applicant per financial year.
- Maximum funding agreement available is for three (3) years).
- Assessment based on alignment with current Council Plan, Project Need, Use of local suppliers, Community Benefit (participation rates and community inclusion), value for money, contribution from applicant.

b). Commercial Stream:

- Open to Business and Not-For-Profit Charitable Organisations.
- Funding range: Applications greater than \$20,000
- Maximum funding agreement available is for three (3) years).
- Assessment based on alignment with current Council Plan, Project Need, Economic Return on Investment, Community Benefit (community inclusion).

**Assessment and Decision Making:**

Assessment and recommendations for all City Partnerships will be carried out by a panel of Council Officers consisting of representatives from across the organisation.

Council Officers will submit an assessment report with recommendations to a delegated Committee of Council comprising of all Councillors. At the delegated Committee meeting Councillors will confirm which applications will progress through to the annual budget process.

Minutes from the delegated Committee will be made public by a Committee Report to Council, noting that any commercial in confidence information provided by applicants will be considered under Section 66 of the *Local Government Act* as a confidential attachment.

Final endorsement for projects supported by the delegated Committee will take place as part of the annual Council budget process.

All City Partnerships will have consistent reporting and contractual agreements. Recipients are required to enter into a Funding Agreement with Council that outlines reporting requirements and a mutually agreed evaluation framework that focuses on performance and outcome measures.

The Director Community Wellbeing is responsible for the co-ordination of the overall program.

3.1.2 Tourism Events Grants Program

The Tourism Events Grants Program is directly linked to the implementation of Council's Ballarat Events Strategy 2018-2028 and the Visitor Economy Strategy. Program funding is for festivals, events (including sporting events) or activities which advance and encourage increased visitation, participation and yield and / or contribute to the presentation or marketing of Ballarat as a tourism destination of choice. Applications from not-for-profit and for-profit organisations and businesses will be considered for up to \$20,000, including a small grants option for applications under \$5,000. Applications will be considered throughout the financial year until the annual budget has been allocated. Tourism Events Grants are not available over multiple years and groups are required to fully acquit grants within a twelve-month period.

Assessment:

There are two (2) phases of the assessment process:

Phase 1 – Applications are forwarded each month to members of Council's Grant Allocations Delegated Committee.

Phase 2 - Council's Grant Allocations Delegated Committee will determine projects to be funded and the level of funding to be provided for the project. Applicants will be advised of the outcome of their application within one week of the panel meeting.

It is expected that the assessment process will be completed within a period of one to five weeks depending on when in the month an application is received.

The Director Community Wellbeing is responsible for the program with support from the Executive Manager Events and the Arts.



3.1.3 Community Impact Grants Program

Community Impact Grants are for local community projects and initiatives which increase community participation, encourage connected communities, promote healthy lifestyles and build resilient communities. Applications from not-for-profit organisations will be considered for up to \$20,000, including a small grants option for applications under \$2,000. Applications will be considered on a rounds basis with up to four rounds per year. All grants are required to be acquitted within a twelve-month period. Community Impact Grants are not available over multiple years, although groups are welcome to submit multiple applications for different projects up to a maximum of \$20,000 of grant funding each financial year. Applications will be considered by Council's Grant Allocations Delegated Committee.

Assessment:

The Community Impact Grants Program has up to four rounds of funding per year. Dates of grant round opening and closure will be published in advance. Rounds will cease when all allocated funds for the program for the year have been distributed.

There are two (2) phases of the assessment process:

Phase 1 - The application is forwarded to Council's Grant Allocations Delegated Committee for assessment in accordance with the criteria relevant to the program.

Phase 2 - The Grant Allocations Delegated Committee will determine projects to be funded and the level of funding to be provided for the project. Applicants will be advised of the outcome of their application within two weeks of the determination of the Grant Allocations Delegated Committee.

It is expected that the assessment process will be completed within eight weeks of the grant round closing.

The Director Community Wellbeing is responsible for the program with support from the Executive Manager Engaged Communities.

3.2 Budget and Timing

The City Partnerships Program will be open for applications between 01 October and 01 March. All supported projects via the delegated Committee will progress through for consideration as part of the annual budget process. Groups will receive notification of the outcome of their application following the adoption of Council's budget.

Tourism Event Grants Program will be open from the first Monday in July at the start of the new financial year. The program has a dedicated annual budget and will close once the annual budget has been exhausted.

The Community Impact Grants Program will be run over a maximum of four rounds per financial year. The program has a dedicated annual budget and will close once the annual budget has been exhausted.



3.3 Equity of Grant Distribution

To ensure an equitable distribution of funding through each funding program and to extend the benefits of Council funding most broadly across the community, the following limits to the number of applications will apply:

- Organisations applying to the Tourism Event Grants Program are welcome to submit multiple applications as long as the funding is sought for different and unrelated events or activities.
- Groups are welcome to submit multiple applications to the Community Impact Grants Program for different projects and can access up to a maximum \$20,000 each financial year.
- In response to the Gender Equality Act 2020, it is expected that all applications for funding will demonstrate that they have considered how people of different genders may be impacted by their proposed program, activity or event. This includes demonstrating that they have made attempts, where relevant, to provide an equitable opportunity.

3.4 Fundraising Events

Events that have a primary purpose to raise funds and where the majority of profits generated are distributed to third-party organisations, agencies or charities without limited direct benefits to City of Ballarat residents, are not eligible for funding from the Council.

Where an event includes fundraising as a secondary purpose to a community event or activity with high local and visitor attendance (e.g. tourism event) and the fundraising will directly benefit City of Ballarat residents, align with the Council Plan or are seed funding, it may be considered.

3.5 Ongoing Funding

None of the grant programs are designed for continuous ongoing funding. Whilst available over multiple years, City Partnerships can only operate over a maximum of three financial years. Both the Tourism Event Grants Program and the Community Impact Grants Program operate a twelve-month acquittal process. All grant recipients are encouraged to ensure the appropriate conclusion or ongoing sustainability of projects at the end of the Council funding commitment.

3.6 Grant Conditions

- Funded organisations will be required to sign a funding agreement prior to commencement of any funded project.
- All funded projects must be based in the City of Ballarat or otherwise provide evidence that the project/event/activity will involve and support a significant amount of people from the municipality.
- Council funding must be used in accordance with the project approved by the Council as detailed in the funding agreement. Where funds are used for non-approved purposes, it is expected that funds will be repaid to Council.
- All funded projects must include all relevant and required consents, permits or approvals prior to commencement.
- Funded organisations are required to meet all relevant legislative requirements (e.g. Occupational Health & Safety, Risk, Equal Opportunity, Child Safety Standards, Workers Compensation).
- The support of the City of Ballarat for funded projects must be acknowledged as detailed in the funding agreement and the City of Ballarat provided with an opportunity to speak at launches and openings.



- Funded organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance as detailed in the funding agreement.
- Funds are required to be expended within 12 months of the signing of the funding agreement, unless otherwise provided for within that agreement.
- Funds not expended within the agreed timeframe are to be returned to the City of Ballarat unless a written extension is obtained from Council.
- Funded organisations will be required to provide Council with a tax invoice if they are registered for GST, or an invoice if they have an ABN but not registered for GST, or an invoice and signed 'statement by supplier' if they do not have an ABN.

3.7 Schedule of Payments

The schedule of payments for funded projects shall include:

- City Partnership payments will be paid on an annual basis, subject to the submission of satisfactory annual milestone reports.
- All one-off grant payments over \$10,000 will receive a maximum of 50% of the grant up-front. The remainder of the funding will be provided upon completion of the project and on receipt of a satisfactory acquittal.
- For projects receiving \$10,000 or less in Council funding, recipients will receive a single full payment. All projects of \$10,000 or less will still be required to submit a satisfactory acquittal upon completion of a project.

3.8 Acquittals

- Funded organisations must submit a signed acquittal report to Council within one month of completion of the funded project as detailed in the funding agreement. Organisations who fail to provide an acquittal report will not be eligible to make any further funding applications until the outstanding acquittal is approved.
- Where organisations fail to acquit a grant, City of Ballarat may request that the funding be returned.
- Acquittals are required from all grant recipients. All acquittals should be submitted using the official City of Ballarat template and include evidence of agreed expenditure.
- Completion of the official acquittal assessment form is to be completed by Council officers upon receipt of acquittal documents from grant recipients.
- Acquittals are subject to an ongoing audit process whereby each individual grant is reviewed with the aim of ensuring a consistent approach to the grants policy, processes and documentation.
- A summary of all acquittal documents be provided to Councillors on an annual basis via a Council Report as part of an overall grants summary report.

3.9 Checklists, Monitoring, Evaluation and Reporting

- The production of an annual partnership and grants report to Council at the conclusion of each financial year which includes the findings and recommendations from audits and evaluations undertaken as part of a continuous improvement process.
- The SmartyGrants online platform is to be used across all funding programs, including the filing and retention of all documentation within the platform. This includes but is not limited to: application forms, quotes, supporting letters, assessment reports, Committee or Council decisions, milestone reports, variations, acquittals and general correspondence.



- The use of a full detailed checklist charting all phases of documentation requirements within the grant process shall be subject to an internal annual review.
- On occasions the figure allocated to an organisation via a City Partnership may change from the original application as a result of discussion in the Council Chamber. Where this is the case the Council meeting minutes should reflect the change and the rationale or reasoning for the variation in the grant award.
- Satisfactory annual milestone reports for City Partnerships grants funded over multiple years are required before recipient's drawdown additional years of funding. Milestone reports should be submitted using the official City of Ballarat template and include evidence of agreed expenditure.

3.10 Ensuring Community Capacity to apply for grants

Council will promote the availability of grants and the process through Council publications, website, videos, social media and information sessions.

All grant applications must be made online using the SmartyGrants platform.

Council support will be available to organisations and individuals who have difficulty in accessing the Council's website and navigating the SmartyGrants platform.

4.0 Supporting documents and references

4.1 Legislation

- *Local Government Act 2020*
- *Gender Equality Act 2020*

4.2 Associated Documents

- *Council Plan 2021-2025*

5.0 Policy owner

Chief Executive Officer. Enquiries regarding this policy can be directed to the Executive Manager Engaged Communities.

6.0 Authorisation

8.11. DRAFT GOVERNANCE RULES

Division: Corporate Services
Director: John Hausler
Author/Position: Cameron Montgomery – Executive Manager Governance and Risk

PURPOSE

1. The purpose of the report is to present Council with the proposed City of Ballarat Governance Rules for consideration.

BACKGROUND

2. Section 60 of the *Local Government Act 2020* requires Council to develop, adopt and keep in force Governance Rules. Council adopted (R211/20) its first Governance Rules on 26 August 2020, in accordance with requirements of the Act.
3. The development and implementation of the Governance Rules was undertaken as part of a staged implementation of the new Act, where a review was foreshadowed to be undertaken within 12 months of their adoption.
4. In 2021 Council undertook a community engagement process to receive feedback with regards to proposed changes to the Governance Rules.
5. This 2021 engagement process resulted in a revised draft of the Governance Rules being provided to Council at the 24 November 2021 Council meeting for consideration. The item was deferred pending the outcome of the Regulatory Legislation Amendment Bill, which has recently been given Royal Assent.
6. The Victorian Government introduced the Regulatory Legislation Amendment (Reform) Bill 2021 (the Bill) into Parliament on 30 November 2021 seeking to make measures permitting Council meetings and Councillor participation and attendance to be recorded by electronic means permanent.
7. Royal Assent was recently given to the *Regulatory Legislation Amendment (Reform) Act 2022*. As such, it amends the *Local Government Act 2020*.
8. On 2 September 2022, the amendments to the *Local Government Act 2020* take effect enabling provisions for:
 - Holding meetings by electronic means;
 - Requesting and approving attendance at Council meetings by electronic means.
9. The result of the change to the *Local Government Act 2020* provides permanently for the holding of hybrid meetings to take place provided that Councils include provisions within their respective Governance Rules.
10. In line with giving consideration to these electronic means provisions in Councils Governance rules, Council resolved (R100/22) at its 27 July 2022 Council Meeting to:

- Endorse the draft proposed new section of the rules regarding electronic means, for public consultation from 28 July 2022 to 9:00am, 12 August 2022.
 - Note that a further report will be presented to the 24 August 2022 Council Meeting to consider feedback received during the community consultation and to formally endorse the Governance Rules.
11. At the close of submissions at 9:00am on Friday, 12 August 2022, Council received 2 submissions (one written and one verbal).
12. A key focus of the submissions was that they were supportive of the proposed changes to enable holding by electronic means, with consideration of:
- a. Ensuring investment in:
 - i. reliable equipment and technology; and
 - ii. training in use of technology and platforms.
 - b. Access to support for Councillors and Delegated Committee members.

KEY MATTERS

13. In response to the public consultation conducted on the Governance Rules in 2021 and the most recent consultation on the use of electronic means and in order to respond to legislative change, the following changes are proposed and are included in Attachment 2:
- Permitting the holding of Council and Delegated Committee Meetings by electronic means; and recording of attendance by a Councillor whom attends remotely.
 - Clarification of business for the conduct of the Election of Mayor with:
 - the removal of election report as this is managed externally and not required to be completed in time for initial Mayoral election;
 - removal of rule to elect temporary Chairperson as this is inconsistent with the Act, that requires the Chief Executive Officer to preside over the election of the Mayor.
 - Changes to Public Question Time and public representations to balance and enhance the communities opportunity to ask questions and make representations to Council in writing and in person:
 - Bringing forward the registration time for public questions by 4.5hrs for members of the community that wish to provide the question in advance to ensure a properly researched answer. This change does not exclude members of the public attending the meeting to seek to ask their questions in person, within the allotted time on the agenda, if they do not meet the registration time;
 - Bringing forward the registration time for public representations by 2.5hr for public representations to facilitate Council Meeting run sheet preparation.
 - A new provision supporting members of the public that are unable to attend, which provides for public questions and representations to be read out.
 - Changes to management of conflict of interest register to ensure coherent approach with principles and statutory obligations;
 - Clarity on Advisory committees reporting obligations to be directed by the relevant Terms of Reference instrument and Committee Policy.

OFFICER RECOMMENDATION

14. That Council:

14.1 Note that the development of the Draft Governance Rules has complied with Council's Community Engagement Policy in respect to written submissions made by respondents.

14.2 Amend and adopt the Governance Rules as shown in Attachment 2.

14.3. Publish the revised Governance Rules on Council's website.

14.4. Revoke the Governance Rules endorsed on the 26 August 2020 (R211/20)

ATTACHMENTS

1. Governance Review [8.11.1 - 2 pages]
2. DRAFT Governance Rules 2022 [8.11.2 - 63 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Governance Rules are a statutory requirement of the *Local Government Act 2020* (the Act)

COMMUNITY IMPACT

2. Council's Governance Rules outlines how the community can participate in Council Meetings.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND RISK CONSIDERATIONS

6. In accordance with section 60(1) of the Act, Council must develop, adopt and keep in force Governance Rules.
7. In accordance with section 60(4) of the Act, Council must ensure that the process of community engagement is followed in developing or amending its Governance Rules.

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. Proposed new section of the Council's Governance Rules will be put on public exhibition from 28 July 2022 to 9.00am, 12 August 2022 to seek public feedback.

GENDER EQUALITY ACT 2020

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

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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.

PROCUREMENT COLLABORATION

(For Contracts Only)

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Governance Rules

2022





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

Commitment

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

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



CHAPTER 1 - INTRODUCTION

Purpose

These Governance Rules determine the way in which Council will:

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

The Governance rules also include:

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

Principles

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

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



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

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



CHAPTER 2 - CONTEXT

2.1 Affected Persons Rights and Interests

In any matter in which a decision must be made by Council (including person acting with the delegated authority of Council), Council must consider:

- fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
- on the merits, free from favouritism or self-interest and without regard to irrelevant considerations.

Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered).

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

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

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

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

Section 60(2) of the Local Government Act 2020

The Governance Rules must provide for a Council to—

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

2.2 Context

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

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

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

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



2.3 Definitions and Notes

2.2.1 In these Governance Rules:

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

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

- a) The Council; or
 - b) a member of Council staff who has been delegated a power, duty or function of the Council;
- that is not a Delegated Committee.

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

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

Chamber means any room where Council holds a Council Meeting;

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

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

Committee Meeting means a Meeting of a Delegated Committee;

Common Seal means the Common Seal of Council;

Council means Ballarat City Council;

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

Council Meeting conducted remotely means a Council Meeting or a joint meeting of Council which is attended by one or more Councillors by electronic means of communication and conducted in accordance with rule 3.14.

Councillor means a Councillor of the Council;

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

Delegated Committee has the same meaning as in the Act;

Delegated Committee Meeting means a Meeting of a Delegated Committee;

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

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

- a) interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;
- b) making comments that are defamatory, malicious, abusive or offensive;



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

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

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

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

Meeting means a Council Meeting or a Delegated Committee Meeting;

Minutes means the official record of the proceedings and decisions of a meeting;

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

Municipal District means the municipal district of Council;

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

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

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

Officer means an employed member of Council staff;

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

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

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

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

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

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

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

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

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



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

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

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

2.2.2 Definitions provided by the Act:

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

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

Confidential information means the following information:

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

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



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

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



CHAPTER 3 – MEETING PROCEDURE

3.1 Purpose of Council Meetings

- 3.1.1** Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.
- 3.1.2** Council is committed to transparency in decision making and, in accordance with the Act, Council and Delegated Committee meetings are open to the public to attend. Meetings will only be closed to members of the public if:
- a) there are clear reasons for particular matters to remain confidential; or
 - b) a meeting is required to be closed for security reasons; or
 - c) it is necessary to enable the meeting to proceed in an orderly manner.
- 3.1.3** If a meeting is closed to the public for the reasons outlined in sub-rule 3.1.2 b) or 3.1.2 c), the meeting will continue to be live broadcasted. In the event live broadcast is not available the meeting may be adjourned, or a recording of the proceedings may be available on Council website.
- 3.1.4** For the avoidance of doubt, if a meeting is open to the public and the live broadcast is not available, a meeting that has not commenced will proceed as scheduled and a meeting that has commenced will continue.
- 3.1.5**

3.2 Meeting Roles

Overview:

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

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

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

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

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

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



3.2.1 Chairperson and Members

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

3.2.2 Mayor to take the Chair

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

3.2.3 Delegated Committee Chairperson

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

3.2.4 The Chairperson's Duties and Discretions

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

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

**3.2.5 Chief Executive Officer**

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

3.2.6 Councillors and members of Delegated Committees

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

3.2.7 Community

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

3.2.8 Apologies and absences

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



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

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

3.3 Notices of meetings and delivery of agendas

Overview:

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

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

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

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

3.3.1 Date, time and place of meetings

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

3.3.2 Unscheduled meetings

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



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

3.3.3 Notice of Meetings

Council Meetings

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

Unscheduled Meetings

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



3.4 Quorum

Overview:

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

3.4.1 Inability to gain quorum to commence

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

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

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

3.4.2 Inability to gain quorum

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

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

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

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

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

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

3.4.4 Delegation due to conflicts of interests

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

- a) By the Chief Executive Officer; or
- b) By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.

A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.



3.4.5 Adjournment

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

3.4.6 Adjourned meetings

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

Quorum Calculation

Section 61(4) of the Act provides that a quorum at a meeting must be at least a majority of the Councillors or members of the Delegated Committee.

<i>Number of Councillors/Committee Members</i>	<i>Number required for Quorum</i>
11	6
10	6
9	5
8	5
7	4



3.5 Election of the Mayor

Overview:

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

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

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

Section 25 - Election of Mayor

25 Election of Mayor

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

Section 26 – When is a Mayor to be elected

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

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

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



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

3.5.2 Role and Election of Deputy Mayor

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

3.5.3 Method of Voting for Mayor

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

3.5.4 Procedure for Election of the Mayor

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

In an election for the Mayor:

- e) If there is only one (1) nomination, the candidate is declared elected.
- f) If two (2) candidates have been nominated, a vote must be taken and the candidate who receives the number of votes equal to greater than half the Councillors of the Council must be declared elected;



- g) Two (2) candidates have been nominated and no candidate receives the number of votes equal to greater than half the Councillors of the Council, a second vote will be conducted;
- h) Where, after a second vote, two candidates have been nominated and no candidate receives the number of votes equal to greater than half the Councillors of the Council, the Chief Executive Officer will seek the meeting to resolve to conduct a new election at a meeting to be held at 6 pm the following day;

More than two candidates

- i) If more than two (2) candidates have been nominated and no candidate receives the number of votes equal to or greater than half the Councillors of the Council:
 - i) the candidate with the fewest number of votes cast must be eliminated;
 - ii) the names of the remaining candidates must be put to the vote again; and
 - iii) the procedure in sub-rules i) and,ii) above must be continued until there remain only two candidates, at which point the candidate to be declared elected is to be determined by the procedures outlined in sub-rule f).
- j) In the event of two or more candidates having an equal amount of votes and one of them having to be declared a defeated candidate (where there are three or more candidates with equal votes);
- k) The Chief Executive Officer will conduct a vote for one candidate to be defeated.

3.5.5 Procedure for Election of the Deputy Mayor

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



3.6 Conduct and Business of Meetings

Overview:

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

3.6.1 Time limits for Council meetings

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

3.6.2 The order of business

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

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

3.6.3 Change to order of business

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

3.6.4 Urgent Business

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



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

3.7 Public Questions, Representations and Submissions

Overview:

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

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

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

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

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

3.7.1 Public Question Time

- a) There shall be a public question time at every meeting to enable members of the public to submit questions to Council. Question time will be for a period of 30 minutes. Council may resolve to alter this time period.
- b) There will be no public question time held at unscheduled meetings or during the local government election caretaker period.
- c) Questions submitted to Council must be prefaced by the name and suburb of the person submitting the question.
- d) Questions submitted to Council must be submitted in writing by 12:00pm on the day of the Council Meeting:
 - i. In the form approved; or
 - ii. by email to Council's prescribed email address; or
 - iii. in person during normal office hours at the Council Offices at 25 Armstrong Street South, Ballarat.
- e) A person having complied with Rule 3.7.1 d) may register to attend the public gallery and present their questions in person during Public Question Time to Council.



- f) If a person submitting a question is not present in the gallery during Public Question Time, their questions will be read out and a response provided at the meeting and a written response provided after the Meeting.
- g) Once all registered public questions have been asked and the allocated time for Public Questions Time, including time extensions has not expired, the Chairperson in their discretion may call from the gallery any unregistered person come forward to submit up to two questions at the meeting.
- h) Questions submitted in accordance with Rule 3.7.1 d) that are not able to be considered in the allotted public question time at the meeting, will be referred to the relevant department to provide a response in writing.
- i) Like questions may be grouped together and a single answer provided.
- j) No person may submit more than two questions at any meeting. If a person has submitted more than two questions to a meeting, the third and further questions:
 - i) may, at the discretion of the Chairperson, be deferred until all other persons who have asked a question have had their questions asked and answered; or
 - ii) may not be asked if the time allotted for public question time has expired.
- k) A question may be disallowed by the Chairperson if the Chairperson determines that it:
 - i) relates to a matter outside the duties, functions and powers of Council;
 - ii) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - iii) deals with a subject matter already answered;
 - iv) is aimed at embarrassing a Councillor or a member of Council staff;
 - v) relates to personnel matters;
 - vi) relates to the personal hardship of any resident or ratepayer;
 - vii) relates to industrial matters;
 - viii) relates to contractual matters;
 - ix) relates to proposed developments;
 - x) relates to legal advice;
 - xi) relates to matters affecting the security of Council property; or
 - xii) relates to any other matter which Council considers would prejudice Council or any person.
- l) All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
- m) The Chairperson may nominate a Councillor or the Chief Executive Officer to respond to a question.
- n) A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, the answer to it must be recorded in the minutes of Council. A written copy of the answer must be sent to the person who asked the question. It is expected that responses to questions will be within Council service levels for correspondence.
- o) Council will have a standard agenda item (with a report) that reflects unanswered questions from question time. This will keep a sequential dated record of questions asked and responses.



- p) A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

3.7.2 Public representations

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

- a) Presentation's must be submitted in writing, not more than 500 words by 2:00pm on the day of the relevant meeting:
 - i. In the form approved; or
 - ii. by email to Council's prescribed email address;.or
 - iii. in person during normal office hours at the Council Offices at 25 Armstrong Street South, Ballarat.
- b) No unregistered public presenters will be allowed to speak;
- c) The presenter will be given 3 to 5 minutes to address the relevant agenda item(s). Extension of this time is at the discretion of the chair;
- d) If a person submitting a presentation is not present in the gallery, their presentation will be read out subject to the time limits a rule 3.7.2 c);
- e) Any Councillor can ask questions of the public presenter; and
- f) All representations must relate to items on the agenda and be heard prior to each respective agenda item being considered by Council.

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

- a) Council may, by resolution, determine that the Chief Executive Officer must develop a procedure that enables the submission of questions and statements by members of the public who are not in attendance but are viewing the live broadcast to be admitted to the meeting;
- b) A procedure developed in accordance with sub-rule a) must give consideration to:
 - i) Accessibility;
 - ii) Community members in attendance at the meeting; and
 - iii) Relevance of the question or representation to an item on the agenda for the meeting.

3.7.4 Petitions and Joint Letters

- a) A petition or joint letter received by the Council or an individual Councillor must be lodged with the Chief Executive Officer.
- b) A petition must be on the specified form published by Council available on Councils website and must:
 - i) be in legible and permanent writing;
 - ii) have the full name, address and signature of all individual signatories;
 - iii) not be defamatory, indecent, abusive or objectionable in language or content;
 - iv) not relate to matters beyond the powers of the Council; and
 - v) include the whole of the request of the petitioners or signatories on each page.



- c) The Chief Executive Officer must arrange for petitions to be submitted to the next practicable meeting following their receipt.
- d) Only the petitioner's request and the number of signatories will be included in the agenda for the Council meeting at which it will be considered.
- e) If a petition is addressed to an individual Councillor, and listed on the agenda, that Councillor may read the petition out at the Council meeting without speaking to it. Other petitions will be read by the Chief Executive Officer or his/her delegate.
- f) The only motions that may be considered for any petitions are:
 - i) that the petition be received; and
 - ii) that the petition be referred to the Chief Executive Officer for consideration and response; or
 - iii) that the petition be referred to the Chief Executive Officer for a report to a future Council meeting.
- g) If the petition relates to any item already on the agenda for the Council meeting at which the petition is submitted, the matter may be dealt with in conjunction with that agenda item.
- h) If the petition relates to an operational matter, the Council must refer it to the Chief Executive Officer for consideration.
- i) If the petition relates to:
 - i) a planning matter which is the subject of a public notification process under the *Planning and Environment Act 1987*; or
 - ii) a statutory matter which is the subject of a public submission process; the petition will be treated as a joint submission in relation to the planning matter or statutory matter (as the case may be).
- j) A petition may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended contact person, the Council may reply to the first signatory who appears on the petition.
- k) Any petitions that do not comply with these Governance Rules:
 - i) can be referred to relevant Councillors by the Chief Executive Officer for their information; and
 - ii) can be tabled as a joint letter at a Council Meeting.
- l) Nothing in this sub-rule shall prevent the Chief Executive Officer from determining that an electronic or online petition will be submitted to a Council meeting or the Council resolving to consider a petition as urgent business under rule 3.6.4.

3.7.5 Deputations and presentations

- a) Deputations to be referred to Mayor.
- b) Summary of submissions:
 - i) A deputation must lodge with the Chief Executive Officer, a written submission detailing the subject matter of the deputation prior to the deputation addressing Council.
- c) A deputation wishing to be heard by Council may make a written request to the Chief Executive Officer who must refer the request to the Mayor.
- d) Consideration of request:



The Mayor may:

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

3.7.6 Public addressing the meeting

- a) Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.
- b) Council may suspend standing orders in accordance with rule 3.12, to hear from a community member or representative of an organisation, on matters of significance to the Council, only if prior arrangements have been made by written request to the Mayor or Chief Executive Officer.

3.7.7 Prohibited items

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



3.7.8 Chairperson may remove

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

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

3.7.9 Chairperson may adjourn disorderly meeting

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



3.8 Motions and Debate

Overview:

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

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

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

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

3.8.1 Councillors may propose Notices of Motion

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

3.8.2 Notices of Motion

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



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



3.8.3 Introducing a motion at a Council meeting

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

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

3.8.4 Unacceptable motions at a Council meeting

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

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

must not be accepted by the Chairperson.

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

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

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

3.8.6 Right of reply

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

- a) The mover of a motion has a right of reply to matters raised during debate.
- b) The mover of a motion loses his or her right of reply if an amendment to the motion is carried.



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

3.8.7 Moving an amendment to a motion

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

3.8.8 Agreed alterations to a motion or amendment

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

3.8.9 Who may propose an amendment

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

3.8.10 Who may debate an amendment

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

3.8.11 How many amendments may be proposed

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

3.8.12 An amendment to a motion once carried

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

3.8.13 An amendment to a motion if lost

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



- b) A Councillor who has already spoken to the original motion must not speak again unless to continue the debate as if the amended motion had not been put.

3.8.14 Withdrawal of motions

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

3.8.15 Chairperson may allow motions to be moved in a block

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

3.8.16 Priority of address

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

3.8.17 Motions in writing

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

3.8.18 Debate must be relevant to the question

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

3.8.19 Speaking times

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

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

3.8.20 Addressing the Council Meeting

If the Chairperson so determines:

- a) Any person addressing the Chairperson must refer to the Chairperson as:

Madam Mayor; or

Mr Mayor; or

Madam Chair; or

Mr Chair; or



as the case may be.

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

3.8.21 Foreshadowing motions

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

3.8.22 Right to ask questions

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

3.8.23 Procedural motions

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



PROCEDURAL MOTIONS TABLE

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



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



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

3.8.24 Notice of Rescission or Amendment

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

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

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

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



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

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

3.8.25 Notice of Rescission or Amendment if lost

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

3.8.26 If not moved

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

3.8.27 May be moved by any Councillor

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

3.8.28 When not required

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

3.8.29 Changes to Council Policy

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



3.9 Voting

Overview:

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

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

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

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

3.9.1 How a motion is determined

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

3.9.2 How a motion is determined

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

3.9.3 By show of hands

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

3.9.4 Procedure for a division

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



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

3.9.5 No discussion once declared

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

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

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

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

3.10 Points of Order

Overview:

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

3.10.1 Points of Order

A point of order may be raised in relation to:

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

3.10.2 Procedure for point of order

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



3.10.3 Chairperson to decide

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

3.10.4 Chairperson may adjourn to consider

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

3.10.5 Dissent from Chairperson's ruling

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

3.10.6 Contradiction or Opinion

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

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

3.10.7 Disorderly Conduct by a Councillor

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



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

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

3.11 Minutes

Overview:

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

3.11.1 Keeping of minutes

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



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

3.11.2 Confirmation of minutes

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

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

3.11.3 No debate on confirmation of minutes

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

3.11.4 Deferral of confirmation of minutes

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

3.11.5 Recording of meetings

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

3.11.6 Records of Council meetings

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



3.12 Suspension of Standing Orders

Overview:

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

3.12.1 Suspension of Standing Orders

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

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

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

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

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

Overview:

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

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

3.13.1 Meetings closed to the public

- a) The Chief Executive Officer may determine to advertise that a meeting will be closed to members of the public if:
 - i) There is reason to believe the safety or security of Councillors, Council staff or members of the public will be at risk if the meeting is open to the public; or
 - ii) All matters to be considered at the meeting are confidential in nature.
- b) Council may resolve to close a meeting to members of the public if:
 - i) There is reason to believe the safety or security of Councillors, Council staff or members of the public is at risk; or
 - ii) A meeting, has become, or is at risk of becoming so disorderly that the business of Council cannot be conducted; or



- iii) The matter to be considered relates to confidential matters.
- c) Having closed the meeting in accordance with sub-rule b), Council may resolve that its decision or any report considered, or any part of its decision or part of any report considered, may be released to the public, to provide clarity that a Councillor or Council staff member who discusses those elements resolved to be released is not releasing confidential information.

3.13.2 Designated Confidential information

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

3.14 Meetings conducted remotely

Overview:

Council is permitted by the Act to hold meetings by electronic means, and a Council meeting will be open to the public if members of the public are able to attend it in person, or if it is broadcasted live on Council's website.

Where a meeting is conducted remotely, the Rules will be modified in accordance with this Part 3.14.

3.14.1 Requests to attend Council Meeting by electronic means

- a) Councillors and members of Delegated Committees who wish to attend a Meeting by electronic means, may submit a request in writing to the Chairperson.
- b) The submission must state the reason requesting attendance by electronic means.
- c) The request must be made at least 8 hours prior to the meeting(s) that will be attended via electronic means.
- d) The Chairperson must consider request for attendance by electronic means.
- e) The Chairperson will provide a response to the request by no later than 4 hours prior to commencement of the Meeting and notify the rest of the members of the meeting of this decision.
- f) It will remain the responsibility of the Councillor or member of Delegated Committee attending electronically to ensure that they have the required access and environment suitable for electronic communications.
- g) Requests for attending by electronic means for Delegated Committee meetings can be done annually for a maximum period of 12 months

**3.14.2 Council Meetings conducted remotely**

- a) Where a Councillor attends a Council Meeting conducted remotely, they must be able to:
 - i) hear the proceedings of the Council Meeting;
 - ii) see all Councillors also attending the Council Meeting at least when they are speaking;
 - iii) be seen at all times by all Councillors, members of Council staff and members of the public also attending the Council Meeting; and
 - iv) be heard when they speak.
- b) If the conditions of sub-rule a) cannot be met by one or more Councillors attending a Council Meeting conducted remotely, but a quorum is still present, the:
 - i) Council Meeting will proceed; and
 - ii) Councillor (or Councillors) will be treated as being absent from the Council Meeting, unless the Council Meeting is adjourned in accordance with these Rules.
- c) Nothing in rule 3.14.1 prevents a Councillor from remotely joining a Council Meeting at the time that they achieve compliance with sub-rule a), even if that Council Meeting has already commenced.
- d) The Chief Executive Officer must ensure that a Council Meeting conducted remotely is broadcasted live continuously on Council's website.
- e) Nothing in sub-rule d) requires any portion of a Council Meeting conducted remotely that is closed to the public under section 66(1) of the Act to be broadcasted live on Council's website.
- f) If the live broadcast of a Council Meeting conducted remotely is interrupted for any reason, the Chief Executive Officer must immediately inform the Council Meeting and the Council Meeting must be adjourned and, except for a resolution of Council made under sub-rule f) ii), no further business can be conducted until:
 - i) the live broadcast can be reinstated; or
 - ii) such later date and time fixed by resolution of Council, in which case rule 3.4.6 applies.



CHAPTER 4 – DELEGATED COMMITTEES

Overview:

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

Delegated Committee

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



CHAPTER 5 – CONFLICTS OF INTEREST

Overview:

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

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

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

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

5.1 Obligations with regard to conflict of interest

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

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

5.2 Councillors and Members of Delegated Committees

5.2.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.

5.2.2 When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.

5.2.3 All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee meeting.

5.3 Procedure at a Council or Delegated Committee meeting

5.3.1 At the time indicated in the agenda, a Councillor with a conflict of interest in regards to an item on that agenda must indicate they have a conflict of interest by clearly stating;

- a) The item for which they have a conflict of interest; and
- b) Whether their conflict of interest is general or material; and
- c) The circumstances that give rise to the conflict of interest.

5.3.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.

5.3.3 A Councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner that is required for the declarations of conflicts of interest at sub-rule 5.3.1 prior to leaving the meeting.

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



5.4 Procedure at Advisory Committee Meetings and other meetings organised, hosted or supported by Ballarat

- 5.4.1** A Councillor or a member of an Advisory Committee who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or the subject of a decision to be made by a member of staff acting under delegation.
- 5.4.2** At the time indicated on the agenda, a Councillor or a member of an Advisory Committee with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- 5.4.3** If there is no agenda, a Councillor or a member of an Advisory Committee with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- 5.4.4** At the time for discussion of that item, the Councillor or a member of an Advisory Committee will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- 5.4.5** The existence of a conflict of interest will be recorded in the minutes of the meeting.
- 5.4.6** If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Governance team for recording in the conflicts of interest register.
- 5.4.7** The meeting minutes or record will also record the duration of the discussion and whether the Councillor or a member of an Advisory Committee left the meeting.
- 5.4.8** Meeting records and reports will be presented to Council for noting and inclusion on the public record.

5.5 Council staff

- 5.5.1** Must act in accordance with the Employee Code of Conduct.
- 5.5.2** Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- 5.5.3** May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at rule 5.6 and the Employee Code of Conduct.

5.6 Procedure for disclosures of conflicts of interest by Council Staff

- 5.6.1** Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- 5.6.2** All conflicts of interest disclosed by Council staff will be provided to the Governance team for recording in the conflicts of interest register.
- 5.6.3** A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
 - a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - c) The staff member's Director determines that the conflict of interest has not influenced the advice provided; and
 - d) The existence of the conflict of interest is documented in all advice provided by that staff member, including any Council Report(s) and in the case of verbal advice, is documented by the decision maker.



5.7 Contractors and Consultants

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

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

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

The Act has specific provisions governing conflicts of interest:

Section 127 of the Act - General conflict of interest

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

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

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

128 Material conflict of interest

- (1) *Subject to section 129, a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.*
- (2) *The benefit may arise or the loss incurred—*
 - (a) *directly or indirectly; or*
 - (b) *in a pecuniary or non-pecuniary form.*
- (3) *For the purposes of this section, any of the following is an affected person—*
 - (a) *the relevant person;*
 - (b) *a family member of the relevant person;*
 - (c) *a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;*
 - (d) *an employer of the relevant person, unless the employer is a public body;*
 - (e) *a business partner of the relevant person;*
 - (f) *a person for whom the relevant person is a consultant, contractor or agent;*
 - (g) *a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;*
 - (h) *a person from whom the relevant person has received a disclosable gift.*



CHAPTER 6 – DELEGATIONS

Overview:

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

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

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

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

6.1 Delegations

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



CHAPTER 7 – JOINT COUNCIL MEETINGS

Overview:

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

7.1 Collaboration through partnership

7.1.1 Council may resolve to participate in a joint Council meeting to consider:

- a) Matters subject to discussion of the [insert existing alliance];
- b) Collaborative projects;
- c) Collaborative procurement; or
- d) Emergency Response.

7.1.2 If Council has resolved to participate in a joint Council meeting, the Chief Executive Officer (or delegate) will agree on governance rules with the participating Councils.

7.2.3 Where Ballarat is the lead Council on a matter to be brought for consideration at a joint Council meeting, the Mayor will be nominated to Chair the joint Council meeting.

The Act has specific provisions governing joint meetings of Councils:

Section 62 of the Act – Joint meetings of Councils

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



CHAPTER 8 – WHAT INFORMS DECISION-MAKING

Overview:

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

These committees, 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.

Reporting of these committees to Council is a transparency mechanism.

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

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

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

8.1 Advisory Committees

8.1.1 Role and Term of Advisory Committees

- a) In the first year of each Council term, Council will establish its Advisory Committees for the next four years;
- b) Advisory Committees established by Council will be consulted for input on related policy, strategy or major operational proposals.
- c) Advisory Committees established by Council will be chaired by a Councillor appointed in accordance with rule 8.1.2;
- d) Each Advisory Committee will be established in accordance with a model terms of reference determined by the Chief Executive Officer that at a minimum will prescribe:
 - i) Membership terms that provide for renewal of membership and continuity of contribution, with provision for initial appointments to support rotation of memberships;
 - ii) Inclusive and transparent recruitment processes for community member membership and participation;
 - iii) Requirements for disclosures of conflicts of interest; and
 - iv) A description of the roles of members including attendance and participation requirements, role of the committee, Councillor chair, reporting requirements, and confidentiality.
- e) Any person appointed to an Advisory Committee that nominates for election to Council, State Parliament or Federal Parliament must take leave of absence from their Committee position from the time of declaring they have nominated (or intend to nominate). Upon election, they will be deemed to have resigned from the Committee.



- f) In order to maintain transparency of Advisory Committee operations, the following information is to be published on Council's website in respect of each Advisory Committee:
 - i) The Terms of Reference
 - ii) The names of all members *
 - iii) Reports of Committee activities (in minutes of Council meetings)
- g) All Advisory Committees established by Council will sunset on 30 June following each Council election, unless they have been re-established in the new Council term.

8.1.2 Appointment of Councillors to Committees, Delegated Committees and Boards

- a) At least by the last Council Meeting of the calendar year, the Council must resolve to:
 - i) allocate Councillors to nominated Advisory Committees, Delegated Committees or board positions; and
 - ii) remove Councillors from Advisory Committees, Delegated Committees or board positions.

Notwithstanding sub-rule i), Council may, by resolution, allocate Councillors to, and remove Councillors from, nominated Advisory Committees, Delegated Committees and board positions at any other time.

8.1.3 Reports by Advisory Committees

- a) A Councillor who is the Chairperson of an Advisory committee; appointed by Council as a member of an Advisory Committee; community consultative committee; reference group; or to an external body may provide to the next practicable Council meeting a written account of the most recent discussions of the committee or body.

8.1.4 Hearing Committees

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

8.5 Council Reports

- a) The Chief Executive Officer will determine the form of reports to Council prepared for inclusion in the agenda for a Council or Delegated Committee meeting.
- b) Reports presented to Council for consideration and decision will address where relevant:



- i) Alignment with the Community Vision, Council Plan, strategies and policies;
- ii) Community impact;
- iii) Climate emergency and environmental sustainability implications;
- iv) Economic sustainability implications;
- v) Financial implications;
- vi) Legal and risk considerations;
- vii) Human Rights considerations;
- viii) Community consultation and engagement;
- ix) *Gender Equality Act 2020*; and
- x) Conflicts of interest that have arisen in the preparation of the report.



CHAPTER 9 – COUNCIL RECORDS

Overview:

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

9.1 Records of meetings held under the auspices of Council

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

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

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

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

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

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

9.2 Councillor Attendance Record

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



CHAPTER 10 – COMMUNITY ASSET COMMITTEES

Overview:

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

Community Asset Committee

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

Section 65 of the Act – Community Asset Committee

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

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

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

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



CHAPTER 11 – ELECTION PERIODS

Overview:

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

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

11.1 Election Periods Generally

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

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

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

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

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

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

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

Section 69 of the Act – Governance Rules to include election period policy

- (1) A Council must include an election period policy in its Governance Rules.
- (2) An election period policy must prohibit any Council decision during the election period for a general election that—
 - a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
 - b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
 - c) the Council considers could be reasonably deferred until the next Council is in place; or
 - d) the Council considers should not be made during an election period
- (3) An election period policy must prohibit any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to

11.2 Election Period Policy

**11.2.1 Purpose**

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

11.2.2 Scope

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

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

The provisions in this policy apply throughout the election period unless otherwise stated.

This policy has been written to provide a guide only for Councillors, candidates, Delegated Committee Members and Council staff and is not a substitute for legal advice. Individuals should seek their own independent advice if they are unsure about any aspect of the Act in relation to the election period.

11.2.3 Policy Statement

In the lead up to a general election, the Local Government sector adopts a caretaker period to avoid actions and decisions that may be interpreted as inappropriate and to ensure there is no inappropriate use of resources during the election period that appear to influence voters or bind an incoming Council.

11.2.4 Council Business

The Chief Executive Officer must ensure as far as possible that:

- a) No later than 30 days prior to the commencement:
 - i) all Councillors, Managers and Council officers are informed of the requirements and application of this policy; and
 - ii) a copy of this policy is given to all Councillors.
- b) Matters of Council business requiring significant decisions are scheduled for Council to consider prior to the commencement of the election period; or deferred where appropriate for determination by the incoming Council.
- c) All Candidates are familiar with the policy.

11.2.5 Prohibited Decisions

During the election period, section 69 of the Act prohibits any Council and Delegated Committees from making a decision during the election period for a general election that:

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



If Council considers that there are extraordinary circumstances where the Ballarat and wider community would be significantly disadvantaged by Council not making a particular major policy decision, Council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 177 of the Act. The request for exemption is not automatically granted.

11.2.6 Guidance on Decisions

During the election period, Council will follow procedures to prevent making decisions that would affect voting at an election or decisions that may unreasonably bind an incoming Council and could reasonably be deferred until after the election.

Examples of inappropriate decisions include:

- Allocating community grants or other direct funding to community organisations;
- Major planning scheme amendments;
- Changes to strategic objectives and strategies identified in the Council Plan;
- Adopting policy; and
- Setting advocacy positions.

All documentation prepared for Council or Delegated Committee meetings will be carefully vetted by the Chief Executive Officer or Delegate to ensure that no agenda item is included that could potentially influence voters' intentions at the general election or could encourage Councillor candidates to use the item as part of their electioneering.

11.2.7 Consideration for Officers with Delegated Authority

Before making decisions under delegated authority during the election period, Council staff should consider the following:

- a) Whether the decision is 'significant';
- b) The urgency of the issues (can it wait until after the election? or it cannot be reasonably deferred without major negative repercussions);
- c) Whether the decision is likely to be controversial; and
- d) Whether the decision is in the best interests of Council.

It is the responsibility of the Chief Executive Officer to determine if a matter is significant and if it is urgent.

11.2.8 Business at Council and Delegated Committee meetings

Council and Delegated Committee meeting papers will be reviewed to ensure that no agenda item is included that could potentially influence voters' decision at the election or give rise to a prohibited major decision or inappropriate decision.

11.2.9 Community Engagement

Community engagement is an integral part of Council's policy development process and operations. During the election period, however, Council will undertake procedures to limit this consultation to reduce the perception that this may influence voting. Councillors acknowledge that issues raised through the consultation, and decisions that follow, may also unreasonably bind the incoming Council.

No public consultation will be undertaken during the election period unless authorised by a Council decision that acknowledges the application of this policy and justifies to the Ballarat



community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

There will be no Public Question and Submission Time during the election period.

11.2.10 Council Resources

Public resources must not be used in a manner that would influence the way people vote in elections. Council will ensure that Council resources are not used inappropriately during a Council election and comply with the requirements of the Act.

Council resources, including offices, Council staff, hospitality services, equipment, electronic equipment and stationery will be **used exclusively for normal Council business** during the election period, and will not be used in connection with any electioneering activity.

Equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.

11.2.11 Council Information

Information and briefing material prepared by Council staff for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.

Access to historical briefings and workshop papers will be suspended for the duration of the election period.

An **Information Request Register** will be established by the Executive Manager, Governance and Risk and maintained by the Statutory Compliance unit, commencing on the 1st day of the election period. This register will be a public document (available for inspection) that records all requests for information **by all candidates**, and the responses given to those requests.

Responses to candidates' requests will only be provided by Managers, Executive Managers, Directors or the Chief Executive Officer.

11.2.12 Council Communication

Council communication **will not be used in any way** that might influence the outcome of a Council election.

Publicity of Council events will be restricted to the communication of normal Council activities.

Media inquiries regarding the election or possible election outcomes will only be responded to by the Chief Executive Officer or the Manager, Communications and Marketing.

In the election period no media releases will be issued quoting or featuring the Councillor(s). When media releases are issued, these will contain facts only.

Councillor correspondence will be managed in the usual process. Correspondence addressed to councillors will not be responded to regarding any election matter during the election period. All correspondence responded to by councillors will not reference any election matter and will be restricted to normal Council business.

11.2.13 Council Publications

The Act places limitations on Council from printing, publishing or distributing publications during the election period. This is to ensure that Council does not utilise public funds that may influence, or be seen to influence, people's voting intentions.



During the election period Council's website will not contain material which is precluded by this policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process. Profiles of the current Mayor and Councillors will be removed from Council's website during the Election Period, but the website will retain their contact details for their day-to-day role as Councillor.

Any new material published on Council's website during the election period that **may** be considered to be an advertisement, handbill, pamphlet or notice must also be subject to the certification process. Council agendas, minutes and the annual report are considered exempt from certification.

The Annual Report will be compiled during the election period and will not contain any material that could be regarded as electioneering or that inappropriately promotes individual Councillors. Information about Councillors will be restricted to names, contact details, titles, membership of Delegated Committees and other bodies to which they have been appointed by the Council.

Council's newsletter 'myBallarat' will not be produced or distributed during the election period.

Any publication of comments or new content on social media sites that are managed by Council must be certified by the Chief Executive Officer during the election period. At the commencement of the election period, Council will advise social media subscribers that comments containing electoral matter will be deleted.

11.2.14 Council Events

During the election period, Council will undertake procedures to limit the scheduling of Council events during this period. Councillors acknowledge that the scheduling of Council events in the lead up to elections may raise concerns over their potential use by sitting Councillors for electioneering purposes.

No Council event will be scheduled during the election period unless authorised by a Council decision that acknowledges the application of this Policy and justifies to the Ballarat community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

Councillors should refrain from delivering speeches or keynote addresses at Council-organised or sponsored events and functions during the election period other than protocol speeches, such as short welcome and thank you speeches.

Any speech or address should have prior approval of the Chief Executive Officer or Manager Communications and Marketing. Councillors may continue to attend events and functions which are staged by external organisations during the election period.

11.12.15 Assistance to Candidates

The Council affirms that all candidates for the Council election will be treated equally, fairly and without discrimination. Any assistance, information and advice to be provided to candidates as part of the conduct of the Council election will be provided and made accessible equally to all candidates.

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or a designated Council staff.

11.12.16 Electoral Signs



Councillors and prospective candidates must comply with City of Ballarat Community Local Law 2017 for the placement of advertising / electoral signs within the City of Ballarat municipality.

8.12. OUTSTANDING QUESTION TIME ITEMS

Division: Corporate Services
Director: John Hausler
Author/Position Cameron Montgomery – Executive Manager Governance and Risk

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 [8.12.1 - 1 page]

OFFICIAL

Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
27/07/2022 QT45/22	Open	Felipe Fernandez	Can you please speak to the status of implementation for the 2019 Wendouree Station master plan. The plan's development of the south side of the station with a forecourt, bus interchange and south side station access were a very positive step in making the area pedestrian friendly, Wendouree station is an important access point for people coming to visit the Ballarat's gardens precinct and this plan should be implemented so that the stations access and surround area matches the importance of this function. Ballarat only has two train stations lets not forget about one of them.	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth to provide a written response.
27/07/2022 QT46/22	Closed	Barbara Clark	I recently read the article on the cost blow-outs of the Lake Lighting Project and am concerned by this project blow-out being absorbed into our Council budget as carry-over. In addition to this unplanned Capital Expense (CAPEX) request, I would like to submit a question to council to clarify what the ongoing Operational Expense (OPEX). As we have recently seen, the two "sample" poles were recently cleaned due to insect activity. Providing this new ongoing service across all 255 poles, as well as ongoing maintenance will have extra costs that will impact on the existing OPEX budgets. I would like to have these additional OPEX costs articulated for full transparency.	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Belinda Clarke (see response attached).
27/07/2022 QT46/22	Closed	Michael	I recently read the article on the cost blow-outs of the Lake Lighting Project and am concerned by this project blow-out being absorbed into our Council budget as carry-over. In addition to this unplanned Capital Expense (CAPEX) request, I would like to submit a question to council to clarify what the ongoing Operational Expense (OPEX). As we have recently seen, the two "sample" poles were recently cleaned due to insect activity. Providing this new ongoing service across all 255 poles, as well as ongoing maintenance will have extra costs that will impact on the existing OPEX budgets. I would like to have these additional OPEX costs articulated for full transparency.	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Michael (see response attached).
27/07/2022 QT47/22	Closed	Stuart Kelly	My questions relate to the recent cleaning of dead insects and spider webs from the 2 trial lights at Lake Wendouree. 1. Can I get a description of the technique used in cleaning these lights particularly any measures taken to ensure that vehicles used did not cause soil compaction in root zones to the detriment of nearby trees? 2. Based upon the costs involved in this recent cleaning of 2 lights what is the estimated ongoing annual cost of such necessarily regular cleaning of all 225 of the proposed lights?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Stuart Kelly (see response attached).
27/07/2022 QT48/22	Closed	Daniel Murphy	1. The requested \$370,000 for the project that is being charged to ratepayers – is this the final increase, or will there be further costs incurred by ratepayers before completion? 2. Standard procurement procedures normally dictate that an increase of a project's cost over 10% prior to commencement automatically requires a re-tender. As the increase of \$370,000 is well over that margin, at what point will the tender be re-advertised?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Daniel Murphy (see response attached).
27/07/2022 QT49/22	Closed	Scott Gallop	1. How does the installation of 225 lights fit in with the councils Environmentally Sustainable Development policy? 2. With the P class soil and many larger holes required and possible soil issues does the increase in the contractors price include any amounts for the additional excavation and the supply of extra concrete for these foundations?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Scott Gallop (see response attached).
27/07/2022 QT50/22	Closed	Jason Gross	Why was the contract not signed with the successful tenderer after it was approved that the CEO will have it signed and has this failure to sign for the last six months exposed the ratepayers to cost increases? I would like to ask the councillors to remove their councillor hats for one moment and put themselves as a ratepayer and ask yourselves is it the time that council should concede that it might possibly be wrong with the choice of lighting particularly now with the cost blowouts and prior to any holes being dug?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Jason Gross (see response attached).
27/07/2022 QT51/22	Closed	Heather Lewis	Has ongoing costing of maintenance been assessed with other options such as lighting at ground level? For example: Cleaning/Repairs/Replacement. Impact on Wildlife. For example: Such as possums live in trees and come out to feed after dusk. Feeding times will alter for those affected, particularly in Winter. How much investigation has been done on the impact on Wildlife using different options of lighting?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Heather Lewis (see response attached).

OFFICIAL

8.13. CONTRACTS APPROVAL DELEGATED COMMITTEE MINUTES

Division: Corporate Services
Director: John Hausler
Author/Position: Lorraine Sendall – Executive Assistant Director Corporate Services

PURPOSE

1. The purpose of this report is to provide Council with copies of minutes of Council's Contracts Approval Delegated Committee in accordance with the adopted Terms of Reference. At the meeting of this Committee held on 6 July 2022 a decision to join a Municipal Association Victoria (MAV) tender was approved by the Committee. This report provides a copy of the minutes of this meeting as well as the meeting of 3 August 2022 and provides a detailed summary information in relation to these minutes.

BACKGROUND

2. To ensure good governance and transparent decision making, minutes of meetings of the Delegated Committees are presented to Council and kept in accordance with the adopted Terms of Reference and Common Seal and Conduct at Meetings Local Law. This report advises that minutes of the Contracts Approval Delegated Committee (the Committee) are attached to this report for the meetings held on 6 July, 2022 and 3 August, 2022.
3. The Committee has been established to more effectively facilitate Council's Capital Works Program. To that end, the Committee meets fortnightly, as required, in order to provide Council Officers with necessary decisions of Council to enable procurement processes to be completed.

KEY MATTERS

4.

Decision to join tender	Outcome
MAV EC8310-2022 Small NG	Small Market Natural Gas

Contract	Award to	Value	Outcome	Local Content
2021/22-767	Fulton Hogan Industries Pty Ltd	\$1,049,022-49 (excluding GST)	Roundabout construction at Eureka St / Navigators Rd / Warrenheip Rd	Yes

OFFICER RECOMMENDATION

5. That Council:

5.1 Note, as per the *Local Government Act 2020* Section 66 that the material contained in the Contracts Approval Delegated Committee agenda has been designated confidential.

5.2 Receive the Contracts Approval Delegated Committee minutes of the meetings held on 6 July 2022 and 3 August 2022.

ATTACHMENTS

1. Confirmed Signed Contracts - Minutes of meeting held Wednesday 6 July 2022.docx
[8.13.1 - 5 pages]
2. Signed Confirmed Contracts Minutes of meeting held Wednesday 3 August 2022
[8.13.2 - 5 pages]

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***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

6 July 2022

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**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 6 JULY 2022 AT 12:30PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr John Hausler (Director Corporate Services)
Mr Rod Leith (Manager, Revenue and Procurement)
Mr Trevor Harris (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Cr Tracey Hargreaves

RESOLUTION:

That the apology of Cr Hargreaves be received.

Moved Cr Ben Taylor
Seconded Cr Mark Harris

CARRIED

ACKNOWLEDGEMENT TO COUNTRY

Acknowledgement to Country was read by the Chair.

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts Committee meeting held on 25 May, 2022 as circulated, be confirmed.

Moved Cr Mark Harris
Seconded Cr Ben Taylor

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Mark Harris
Seconded Cr Ben Taylor

CARRIED

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Contracts Special Committee Minutes

6 July, 2022

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6.2 UPDATE ON TENDER STATUS (RO JOHN HAUSLER / TREVOR HARRIS)	5

Contracts Special Committee Minutes

6 July, 2022

6.1 MAV TENDER – SUPPLY OF SMALL MARKET GAS TO COUNCIL SITES
(RO – John Hausler / Lorraine Sendall)**SUMMARY**

1. This report seeks approval to have Council join the committed volume contract, facilitated by the Municipal Association of Victoria (MAV), for Small Market Natural Gas.
2. This report seeks to have Contracts Committee approve the Chief Executive Officer (CEO) to appoint the MAV as its agent to conduct a tender for the Small Market Natural Gas.

BACKGROUND

3. Council previously had a Contract for the supply of gas to its small sites through a MAV contract with Weston Energy which was due to expire 30 June, 2024.
4. On 23 May, 2022 Council received an email from Weston Energy advising that it had been suspended from retail operations and that they can no longer operate as Council's gas retailer.
5. Subsequently, Council's gas sites were immediately transferred by the network operator to AGL under retail rates as part of a Retailer of Last Resort process that applies when providers are suspended from their operations.

KEY MATTERS

6. The evaluation process will be conducted by the MAV Tender Evaluation Panel made up of representatives from the MAV and the project's energy advisory Trans-Tasman Energy Group and Market Assessment (TTEG), as well as other nominated representatives.
7. The MAV will oversee the probity of the tender process.
8. The tender process run by MAV for small sites will be separate to the MAV large site gas tender, which Contracts Committee has recently endorsed our participation with.

RESOLUTION

9. **That the Contracts Approval Delegated Committee:-**
 - 9.1 **Resolves to authorize the Chief Executive Officer to appoint MAV as its agent for the purpose of joining a committed Tender No EC8310-2022-Small NG for Small Market Natural Gas on its behalf and that the MAV Tender Evaluation Panel will review and accept/reject the tender recommendation on behalf of all participating Councils.**

Moved Cr Ben Taylor
Seconded Cr Mark Harris

CARRIED

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Contracts Special Committee Minutes

6 July, 2022

6.2 UPDATE ON TENDER STATUS

(RO – John Hausler / Trevor Harris)

SUMMARY

1. This report outlines the status of tenders – planning, advertising, evaluating or reports being prepared for final approval.
2. This report is provided once per month to increase transparency regarding the status and progress of tenders.

KEY MATTERS

3. The report gives a snapshot of the tender status at a set date.
4. The report lists the estimated budget at the time of the Request of Tender. This value will not necessarily be the final amount submitted for approval.
5. The level of approval indicated in the report is based on the budget estimate and may change dependent on the final prices submitted.

RESOLUTION

6. **That the Contracts Approval Delegated Committee receive and note the tender status report.**

Moved Cr Mark Harris

Seconded Cr Ben Taylor

CARRIED**SECTION 66 MATTERS****RESOLUTION:****That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.**

Moved Cr Ben Taylor

Seconded Cr Mark Harris

CARRIED**General Business**

Mr Hausler, Director Corporate Services advised that Mr Trevor Harris, Contracts Co-ordinator has resigned from the City of Ballarat and thanked him for his efforts over the past years. Cr Ben Taylor also thanked Trevor.

There being no further business, the Chairperson declared the meeting closed at 12.33pm

Confirmed this 3rd day of August, 2022*Cr Ben Taylor***Cr Ben Taylor
Chairperson**

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***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

3 August 2022

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**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 3 AUGUST 2022 AT 12:30PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris
Cr Tracey Hargreaves

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr John Hausler (Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Mr Matthew Clark (Contracts Administrator)
Mr Rod Leith (Manager, Revenue and Procurement)
Mr Vaughn Notting (Executive Manager Infrastructure)
Ms Lorraine Sendall (Minutes)

ACKNOWLEDGEMENT TO COUNTRY

Acknowledgement to Country was read by the Chair.

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts Committee meeting held on 6 July, 2022 as circulated, be confirmed.

Moved Cr Tracey Hargreaves
Seconded Cr Mark Harris

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

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Contracts Special Committee Minutes

3 August, 2022

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	(RO BRIDGET WETHERALL /MATTHEW CLARK)	4

**6.1 TENDER 2021/22-767 EUREKA STREET / WARRENHEIP ROAD /
NAVIGATORS ROAD ROUNDABOUT CONSTRUCTION**
(RO – Bridget Wetherall / Matthew Clark)

SUMMARY

1. This report seeks to award a contract for the provision of intersection works (roundabout construction) at Eureka Street, Navigators Road and Warrenheip Road.

BACKGROUND

2. This project will see the construction of a roundabout at the intersection of Eureka Street, Navigators Road and Warrenheip Road.
3. The project involves several components of work which were identified during the design stage including the following:
 - earthworks;
 - drainage construction;
 - kerb and channel construction;
 - road pavement stabilisation;
 - road pavement construction and sealing;
 - asphalt road resurfacing;
 - gravel driveway reinstatement;
 - line marking;
 - signage and ancillary works.

KEY MATTERS

4. Four tender responses were received and evaluated in full.

RESOLUTION

5. That the Contracts Approval Delegated Committee:-
 - 5.1 Enter into Contract 2021/22-767 for the provision of Eureka Street / Navigators Road / Warrenheip Road – Intersection works (Roundabout construction) with Fulton Hogan Industries Pty Ltd for the total tendered price of \$1,049,022.49 (excluding GST).
 - 5.2 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

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Contracts Special Committee Minutes

3 August, 2022

Moved Cr Tracey Hargreaves
Seconded Cr Mark Harris

CARRIED

General Business

There being no further business, the Chairperson declared the meeting closed at 12.33pm

Confirmed this 17th day of August, 2022

Cr Ben Taylor

**Cr Ben Taylor
Chairperson**

9. NOTICE OF MOTION

10. REPORTS FROM COMMITTEES/COUNCILLORS

11. URGENT BUSINESS

12. SECTION 66 (IN CAMERA)

13. CLOSE