

# **Council Meeting**

## **Agenda**

**26 October 2022 at 6:30pm**

**Council Chamber, Town Hall, Sturt Street,  
Ballarat**





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

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

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

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

## **PUBLIC SUBMISSIONS**

- Public representations may be made on any items listed on the agenda in a Council Meeting apart from those listed in the confidential section.
- Presentations 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.
- If a person submitting a presentation is not present in the gallery, their presentation will be read out subject to the time limits.

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**The next Meeting of the Ballarat City Council will be held on Wednesday 23 November 2022**

## 1. OPENING DECLARATION

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

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

## 2. APOLOGIES FOR ABSENCE

## 3. DISCLOSURE OF INTEREST

## 4. MATTERS ARISING FROM THE MINUTES

## 5. CONFIRMATION OF MINUTES

## 6. PUBLIC QUESTION TIME

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

### QUESTION TIME

- Questions must be in English and must be 75 words or less and not include a preamble, other additional material, or multiple parts.
- Questions must be submitted by email to [governance@ballarat.vic.gov.au](mailto:governance@ballarat.vic.gov.au), no later than 12:00pm on the day of the Council Meeting.
- **Please note:** no person may submit more than two questions at each meeting; questions may not be allowed if the time allotted for public question time has finished.
- 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.

## 7. CHIEF EXECUTIVE OFFICER REPORT

### 7.1. CHIEF EXECUTIVE OFFICER REPORT

**Division:** Executive Unit  
**Director:** Evan King  
**Author/Position:** Evan King – Chief Executive Officer

#### PURPOSE

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

#### BACKGROUND

2. The Council of the City of Ballarat is responsible for setting the municipality's strategic direction. The CEO of the City of Ballarat is the sole employee of the Council and is responsible for establishing the organisational structure and resource allocation to achieve the objectives set by the Council. This operational report provides greater detail about organisational activities and issues involved with service delivery.

#### KEY MATTERS

3. **Ramping up road repairs and rebuild programs**  
The City of Ballarat will commence repair and resurface work on more than 170 residential roads across the municipality this spring and summer, while 27 projects will include complete reconstruction of roads as well as major intersection upgrades. Tenders will soon be released for the repair and resurfacing of local roads across the municipality, covering about 8.6 per cent of the City of Ballarat's total sealed road network. This includes 91 roads, covering 367,015 square metres, targeted for resealing and 82 roads, covering 29,110 square metres, targeted for major patching. An additional 27 projects include the reconstruction of 15 kilometres of sealed and unsealed roads. The roads set to be upgraded under the City of Ballarat's annual capital works program were selected based on the City of Ballarat's proactive and reactive inspections as well as community feedback.
4. **Mars Stadium and the Ballarat Regional Soccer Facility prove a winner during busy sporting seasons**  
The final siren has sounded on another successful season of winter sport in Ballarat, the city's premier sporting facilities the star centre pieces. Mars Stadium and the Ballarat Regional Soccer Facility (BRSF) hosted dozens of football and soccer matches in front of tens of thousands of spectators this winter with City of Ballarat grounds team providing significant support. A total of 30 football matches were played at Mars Stadium since the start of August, while 27 matches were played using the three pitches at BRSF. There were also 187 training sessions held at the Pleasant Street soccer facility in that same period. Mars Stadium saw almost 20,000 people through the gates over four different days of Ballarat Football Netball League and Central Highlands Football Netball League deciders. Despite heavy rain and constant foot traffic City of Ballarat crews worked hard to restore the turf to near-perfect

conditions for AFLW matches less than two weeks later at Mars Stadium, while the Morshead Park playing surface was also presented in excellent condition for the female soccer carnival at the end of September.

**5. Ballarat Animal Shelter continues to find cats their 'forever' homes**

The Ballarat Animal Shelter's recent cat drive saw dozens of cats find their perfect new families, with the initial campaign sparking so much community interest that the drive was extended through to the end of September. The Ballarat Animal Shelter almost reached capacity for appointments at times during the initiative, with an offering of a special adoption rate of \$50 per adult cat – down from the standard adoption fee of \$140. The drive was part of the ongoing commitment of the staff to rehome all long-term adult cats, with all cats that were rehomed having spent more than two months at the Ballarat Animal Shelter. Over the last financial year, the Ballarat Animal Shelter facilitated adoptions of 374 cats and 418 kittens.

**6. Ballarat thrilled to host A-League Women fixtures**

The City of Ballarat is thrilled to welcome Western United Football Club back to Ballarat for two A-League Women matches for the upcoming season. The recently announced matches, to be played for premiership points, will be held at the Ballarat Regional Soccer Facility (BRSF). The 2022/23 Liberty A-League Women season will be the first time Western United has fielded a female side in Australia's elite competition, with the club having been part of the men's competition since the 2019/20 season. The matches will be against Perth Glory and Sydney FC on 4 February and 5 March respectively. The Western United men's side has already been locked in to play two Ballarat matches at Mars Stadium for the upcoming 2022/23 season, set to host Newcastle Jets on January 15 and Central Coast Mariners on April 7.

**7. Ballarat culinary experience showcased by esteemed chef**

The City of Ballarat is partnering with the team at Melbourne restaurant Victoria by Farmer's Daughters to promote Ballarat's thriving food and drink scene to the wider Melbourne market. This is the first full region in residence program for the team from Farmer's Daughters to unveil the phenomenal produce Ballarat and surrounds has to offer. The dining experience led by Executive Chef Alejandro Saravia was brought together by exploring the region, meeting the farmers, growers, artists and chefs who all helped shape the menu at Victoria by Farmers Daughters. The experience is designed to inspire Melbournians to discover more of Ballarat's and surrounds thriving hospitality scene. In a nod to the UNESCO Creative City for Crafts and Folk Arts, the restaurant is also celebrating Ballarat's art scene by using an exclusive range of bespoke ceramic commissions, and the venue will be adorned with hand-made feature artworks by local Ballarat artists including videography and first nations weaving. Exciting projects like this align with the City of Ballarat's Council Plan 2021 – 2025, strategic objective, to "actively promote Ballarat as a year-round destination of choice". Victoria by Farmer's Daughters is open through to 13 November 2022, with ala carte and set menu offerings designed to share, as well as Meet the Winemaker, Bar takeovers and masterclasses to highlight the excellent winemakers, chefs and hospitality Ballarat has.

## OFFICER RECOMMENDATION

**8. That Council:**

**8.1 Receive and note the CEO's Operational Report.**

## ATTACHMENTS

Nil



## 8. OFFICER REPORTS

### 8.1. ANNUAL REPORT

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

#### PURPOSE

1. The purpose of this report is for Council to consider and note the City of Ballarat Annual Report 2021/22 (Annual Report) in accordance with its obligations under Section 98 of the *Local Government Act 2020* (The Act).
2. The Annual Report is the final step in the statutory annual reporting process.

#### BACKGROUND

3. The Annual Report documents Council's activities, highlights and challenges in its performance including financial position for the financial year 2021-2022; and represents the first year of progress and work against the 2021-25 Council Plan.
4. The Annual Report is required to comply with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* (Regulations) which outline the matters to be included in the Annual Report.

#### KEY MATTERS

5. The Annual Report has been prepared in accordance with the Act and Regulations.
6. The Annual Report includes the Financial Report and Performance Statement. As at the time of completion of the agenda the Financial Report and Performance Statement were with the Auditor General for final sign-off. As soon as final approval is provided by the Auditor General they will be incorporated into the Annual Report and included online with the agenda.
7. Since the Financial Report and Performance Statement were approved in principle by Council, at the Unscheduled Council meeting on 12 October, an alteration has been made to the revaluation increment for infrastructure assets, following recommendation by the Auditor General. This has resulted in the following key changes to the Financial Report and Performance Statement, previously approved in principle by Council:
  - Financial Report - A \$93.675 million reduction in the net asset revaluation increment in the Comprehensive Income Statement, which reduces the 2021/22 Comprehensive Result.
  - Financial Report – A \$93.675 million reduction in the Property, infrastructure, plant and equipment asset, which reduces the amount of Non-Current and Total Assets.

- Financial Report – A \$93.675 million reduction in the 2022 Net asset revaluation increment, reducing both the Revaluation Reserves and the Total Equity.
  - Performance Statement - Performance Indicator C2 has been updated to reflect the updated value of infrastructure.
8. The change relates to the initially assumed increase in value Councils infrastructure assets, the revaluation amount of \$209.982 million, being too high. Further assessment of current infrastructure unit rates with representatives of the Auditor General, which guide the expected amount of replacing infrastructure assets in the future, has resulted in a decrease in the amount of the revaluation, to \$116.307 million.
9. In accordance with sections 100 and 18(1)(d) of the Act, the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public within four months of end of the financial year.
10. During this financial year there are a number of highlights to note, including:
- Ballarat chosen as one of four regional hubs for the Victoria 2026 Commonwealth Games.
  - Launch of Ballarat. Now and Into the Future 2022; an influential City of Ballarat-driven co-operative campaign between nine key Ballarat organisations representing health, education, tourism, commercial, local government and advocacy sectors.
  - The completion of a 6,750 streetlight replacement program across the municipality with energy efficient LED lights, with estimated savings of \$9.8 million over 20 years and 2000 less tonnes of carbon each year.
  - Significant work progressed on the re-zoning of land for three new urban growth areas, which will help ensure Ballarat can accommodate the projected population of 185,000 people by 2041.
  - The completion of \$5.2 million second stage works at Selkirk Stadium, with new facilities increasing youth sport options and delivering long term social, recreational and economic benefits.
  - \$3.4 million invested in improving our city's sealed road network, including \$1.4 million in asphaltting and stabilisation patching works and \$2 million towards a re-seal program.
  - Continuing pandemic related recovery initiatives including the waiving of footpath trading fees, extending outdoor dining infrastructure support and the continuation of City of Ballarat's Community and Business Support package.
  - Stage 2 works completed at MARS Stadium including the stadium's entrances, additional fully accessible permanent toilets, improved disability access seating in the western and eastern stands, improved spectator standing areas and female-friendly compliant changeroom facilities.
  - Commencement of works on the \$3.7 million Sturt Street upgrade project which will see the complete rehabilitation of Sturt Street between Dawson Street and Grenville Street and includes pedestrian nibbings at the intersections, a shared cycle path on the south side of the centre median, new street trees and traffic signal upgrades and a new asphalt overlay. Due for completion by the end of 2022.

- The City of Ballarat's The Way Forward program aims to improve organisational culture. Key achievements include the development of a Workforce Plan and Gender Equality Action Plan, the review and reinforcement of Codes of Conduct for staff and Councillors.

## OFFICER RECOMMENDATION

### 11. That Council:

**11.1** Note the City of Ballarat Annual Report 2021/22 in accordance with Section 98 of the *Local Government Act 2020*.

**11.2** Acknowledge the achievements of Council during this reporting period and its achievements against the first year of the 2021-25 Council Plan.

## ATTACHMENTS

1. Governance Review Annual Report [8.1.1 - 2 pages]

\*Annual Report to be incorporated once final approval provided by Auditor General for the Financial Report and Performance Statement.

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. City of Ballarat Council Plan 2021-2025 is the guiding instrument for the Annual Report 2021-22. The report provides an update on our activities, achievements, and focus areas, under the four strategic goal focus areas.

**COMMUNITY IMPACT**

2. The Annual Report identifies Council's achievements and issues faced in overall performance for the financial year 2021/22, providing accountability to the community.
3. The Annual Report becomes a historical record for future generations' reference, capturing the major achievements, issues and decisions made throughout the past financial year.
4. The Annual Report is provided to the State Library for reference and archival purposes.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

5. The City of Ballarat will publish the Annual Report online as a full version. Only minimal copies of the Annual Report have been produced in hard copy to satisfy the requirements of the *Local Government Act 2020* (the Act).

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

6. The Annual Report outlines all the achievements, highlights and challenges of the Council for the past financial year. In doing this, all economic benefits and outcomes for the City are covered and reported on in detail.

**FINANCIAL IMPLICATIONS**

7. The Annual Report includes Council's financial statements which contain details of Council's financial performance for the financial year ending 30 June 2021.
8. There are no financial implications arising from the recommendations in this report.

**LEGAL AND RISK CONSIDERATIONS**

9. The Annual Report is required to be prepared in accordance with section 98(1) *Local Government Act 2020* (the Act); and the *Local Government (Planning and Reporting) Regulations 2020* (Regulations) which outline the matters to be included in the Annual Report.

**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*.

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#### **COMMUNITY CONSULTATION AND ENGAGEMENT**

11. All business units were required to contribute information regarding the achievements, issues and events that occurred that were specific to their areas of responsibility.

#### **GENDER EQUALITY ACT 2020**

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

#### **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 matters contained in this report.

#### **PROCUREMENT COLLABORATION**

**(For Contracts Only)**

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## 8.2. INCLUSION FRAMEWORK - FINAL

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

### PURPOSE

1. To update Councillors on community feedback regarding the Inclusion Framework 2022 - 2026.
2. To seek the adoption of the Inclusion Framework 2022 - 2026.

### BACKGROUND

3. The City of Ballarat has resourced a range of inclusion-related portfolio areas including child, family and youth services, ageing well, disability access and inclusion, LGBTIQ+ inclusion, gender equity, intercultural services and reconciliation with Aboriginal and Torres Strait Islander Peoples.
4. Recognising that over the course of life people fit in to several of these groups, it is important that the City of Ballarat take a coordinated approach to ensuring that our organisation and community are inclusive.
5. The Inclusion Framework 2022 – 2026 provides a structure for each of these areas to progress in a coordinated and aligned manner and encourages consideration of the impacts that possessing a number of these characteristics and identities can have on a person's experience.
6. The Inclusion Framework was drafted with reference to the Inclusive Ballarat engagement process that took place between early April and early May 2022, with 886 people providing input across a range of engagement tools.

### KEY MATTERS

#### Consultation process

7. The draft Inclusion Framework was approved for public exhibition at the August 2022 Council Meeting.
8. A combined engagement process was undertaken for the following documents:
  - a) Inclusion Framework
  - b) Disability Access and Inclusion Plan
  - c) LGBTIQ+ Inclusion Plan
  - d) Intercultural Plan
  - e) Reconciliation Action Plan
  - f) Ageing Well in Ballarat Strategy.
9. Community engagement took place for a period of four weeks between August 25 and September 21.

10. The Framework and plans were published on Council's online engagement platform and hard copies were also available at the Phoenix Customer Service Centre and all libraries.
11. Public exhibition and consultation for the Plan was promoted through local print media, on the City of Ballarat home page and social media channels and via email to a range of networks.
12. Consultation methods included:
  - Online survey
  - Hard copy survey available at libraries and the Phoenix Building
  - Four drop-in sessions at various times, days, and locations
  - Receipt of submissions in a variety of other forms including via text messages, written submissions and emails, and face to face discussions

### **Community response**

13. There were more than five hundred (n=538) visitors to the online engagement platform and 284 downloads of documents. Forty-two people attended the drop-in sessions to learn more about the plans. Eight written submissions were received and there were sixty-two (62) survey respondents.
14. One survey response was received regarding the Inclusion Framework. This wasn't specific to the plan but outlined the need for play equipment suitable for young children in a particular park.
15. A number of wording and grammatical amendments have been made to the Framework to correct errors or to improve clarity following Council Officer review.

### **OFFICER RECOMMENDATION**

#### **16. That Council:**

##### **16.1 Endorse and adopt the Inclusion Framework 2022 - 2026.**

### **ATTACHMENTS**

1. Governance Review **[8.2.1 - 3 pages]**
2. COB Inclusion Framework 2022–2026 **[8.2.2 - 38 pages]**

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. This Framework provides a roadmap for the City of Ballarat to implement the inclusion-related components of the Community Vision. The inclusion vision statement of the Inclusion Framework 2022 - 2026 is drawn directly from the Community Vision.
2. This Framework aligns our inclusion work with other work being undertaken in the health and wellbeing space with the priority groups outlined in the 10-year Health and Wellbeing Plan.
3. This Framework and the plans within outline the actions that will work towards meeting goals 2 and 6 of the Council Plan:
  - a. Goal 2: A healthy, connected, and inclusive community
  - b. Goal 6: A Council that provides leadership and advocates for its community
4. This Framework brings together eight strategic plans that were previously unlinked to ensure that Council's inclusion work is undertaken in a cohesive way that considers intersectionality.

**COMMUNITY IMPACT**

5. This Framework will impact most Ballarat residents given that across the life course, most people will fit in to one or more of the priority groups. Furthermore, promoting an inclusive organisation and community promotes community connection and a sense of belonging.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

6. There are no climate emergency or environmental sustainability implications identified.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

7. There are no economic sustainability implications identified.

**FINANCIAL IMPLICATIONS**

8. There are no financial implications identified as each of the plans contained within the Framework were pre-existing and resourced, with the exception of the LGBTIQA+ Inclusion Plan which is the first for Council. This portfolio area is resourced with staffing and budget.

**LEGAL AND RISK CONSIDERATIONS**

9. The Inclusion Framework assists Council to abide by a range of Commonwealth and Victorian legislation including:
  - Age Discrimination Act 2004
  - Australian Human Rights Commission Act 1986
  - Disability Discrimination Act 1992

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- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Disability Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Gender Equality Act 2020 (Vic)
- Multicultural Victoria Act 2011 (Vic)
- Racial and Religious Intolerance Act 2001 (Vic)
- Victorian Child Safety and Wellbeing Act 2005 (Vic)
- Local Government Act 2020 (Vic)

**HUMAN RIGHTS CONSIDERATIONS**

10. The Inclusion Framework assists Council to uphold the following human rights, as identified in the *Charter of Human Rights and Responsibilities Act 2006*:
- a. Freedom of thought, conscience, religion, and belief
  - b. Protection of families and children
  - c. Cultural rights

**COMMUNITY CONSULTATION AND ENGAGEMENT**

11. A significant community engagement campaign was undertaken to inform the Inclusion Framework and several of the plans within. Each plan included in the Inclusion Framework has been informed by community engagement.
12. The draft Inclusion Framework was on public exhibition for a period of four (4) weeks from 25 August until 21 September 2022. One submission was received that was not specific to the Framework.

**GENDER EQUALITY ACT 2020**

13. There are gender equality implications identified for the subject of this report.

Specifically, it was recommended that the Inclusion Framework:

- Include women as a priority group
- Include LGBTIQ+ people as a priority group and to consider gender beyond the man and woman binary.
- Be developed in a way that promotes the consideration of intersectionality.
- Includes the following key principles:
  - Equity – understanding that people require different supports to achieve an even playing field
  - Intersectionality – that the possession of multiple characteristics and identities can compound discrimination and exclusion

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- Strong partnerships – with existing groups and services to strengthen a community approach to inclusion
- Inclusive engagement – ensuring we are consistently listening to those who are most affected by decisions or actions, and those who face exclusion and/or discrimination. We must also consider how to effectively engage with people who are more likely to experience discrimination and exclusion as part of our everyday engagement practice.
- Recognise 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

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

14. 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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CITY OF BALLARAT  
**Inclusion Framework  
2022–2026**







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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.

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

Community-led conversation

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## Elements of this framework

This framework outlines how the City of Ballarat will work to promote inclusion.

There are five different elements in this framework:



## **Our vision for inclusion**

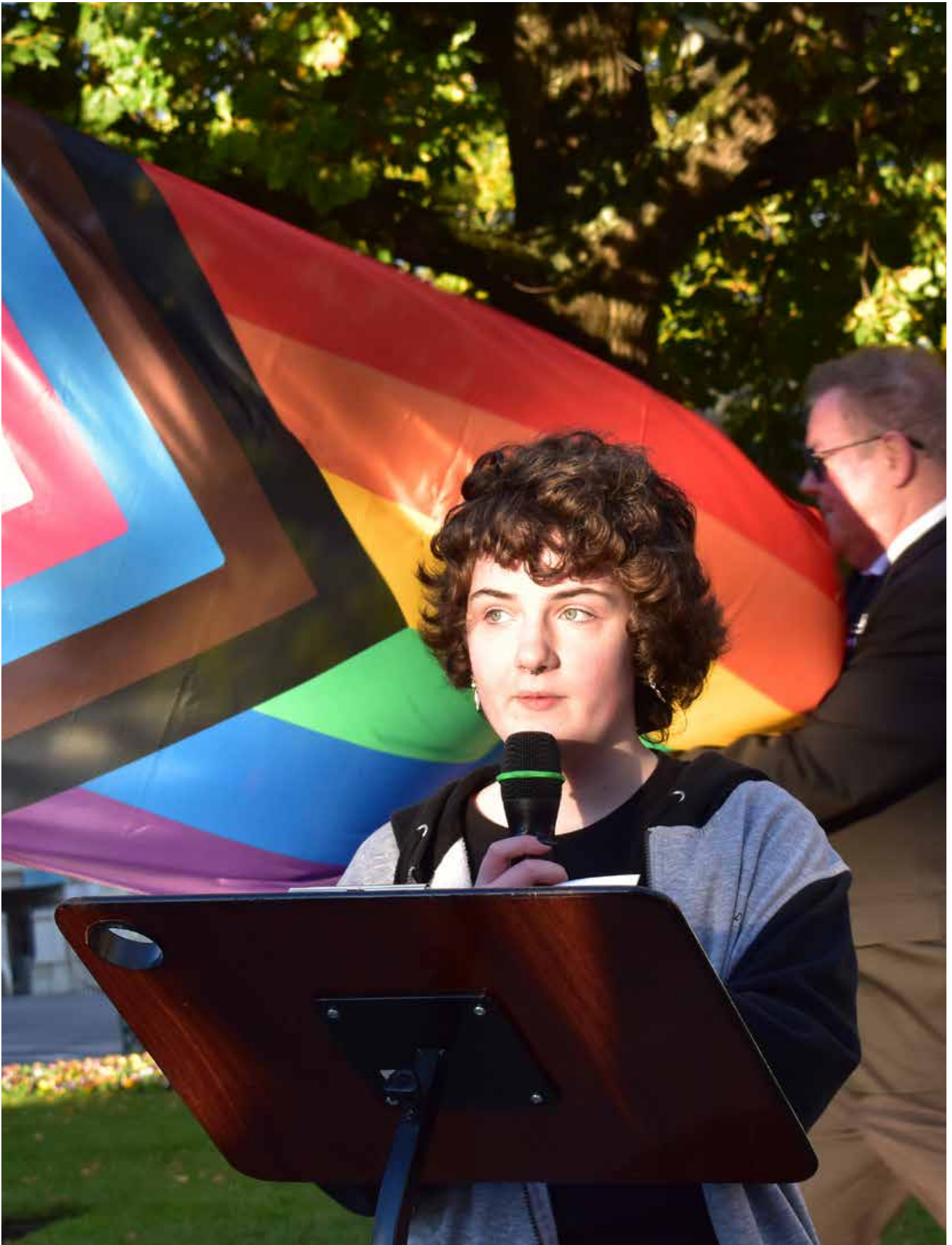
**Ballarat is an inclusive city where diversity is not only accepted but welcomed and celebrated.**

**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.**

**Our vision for an inclusive Ballarat draws directly from the City of Ballarat Community Vision – a community-driven statement that highlights inclusion as a key part of our city's thriving future.**







**Community quotes and illustrations from the Inclusive Ballarat engagement process can be found throughout this plan...**

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

Community survey

*"Inclusion means being seen, heard, and able to feel safe enough to contribute to conversations and community."*

Community survey

*"People can be included, but not necessarily accepted. This is not true inclusion."*

Community-led conversation

*"Inclusion means feeling part of the community and not an 'add on' or 'burden'. It should be common practice."*

Community survey

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*“We recognise diversity as a strength. It enriches our community and makes us better.*

*We will invest in inclusion and equity for groups within our community that presently face greater challenges, discrimination, exclusion or disadvantage than others. For the benefit and wellbeing of all.”*

**Cr Daniel Moloney**  
**Mayor, City of Ballarat**

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## Why do we have this framework?

Local governments are required by law to protect, improve and promote the health and wellbeing of their communities. Inclusion in community, work, learning and decision making is vital to good health.

This framework provides the roadmap for how the City of Ballarat will work to achieve our vision for inclusion. It provides a clear structure for our work with and for priority groups and describes the coordinated approach we will take across our organisation.

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**The Framework commits us to do better in removing the barriers to access and inclusion and making sure the voices and aspirations of our diverse communities are reflected within our organisation: in our policies, plans, services and programs and in the decision-making that affects our city and community.**

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## Policy context

In addition to the requirement to protect and promote the health of the community, the City of Ballarat is required to abide by a range of Commonwealth and Victorian legislation that aim to uphold human rights and safeguard against discrimination.



### Commonwealth

- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*



### Victoria

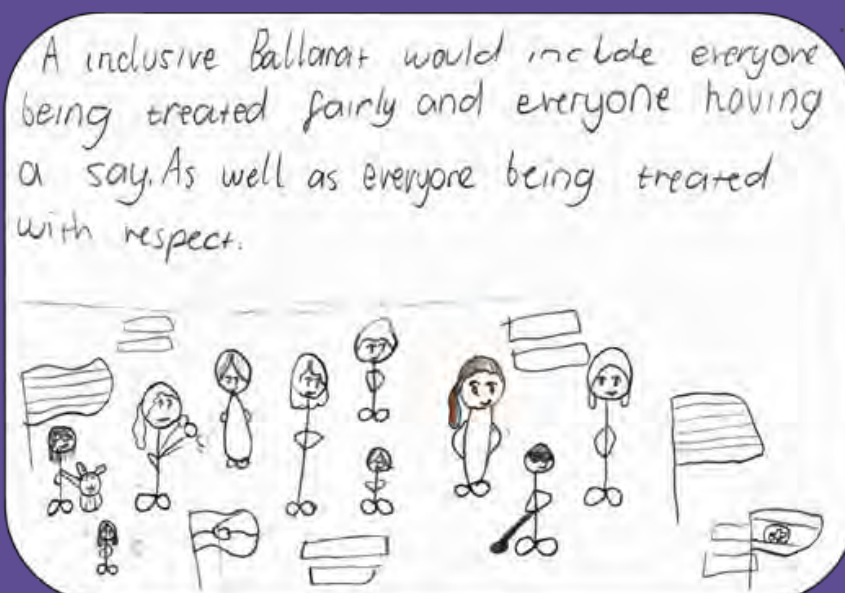
- *Charter of Human Rights and Responsibilities Act 2006*
- *Disability Act 2006*
- *Equal Opportunity Act 2010*
- *Gender Equality Act 2020*
- *Multicultural Victoria Act 2011*
- *Racial and Religious Intolerance Act 2001*
- *Victorian Child Safety and Wellbeing Act 2005*
- *Local Government Act 2020*



## What is inclusion?

### Inclusion exists when:

- people can see themselves in their community and beyond.
- 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 has the opportunity to participate fully in life and reach their potential.



Jas K, grade 5/6



## 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, life stages or ages, 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 gender, ability, Indigenous background, sexual orientation, ethnicity, language, faith, socioeconomic status, or age.

### Equality

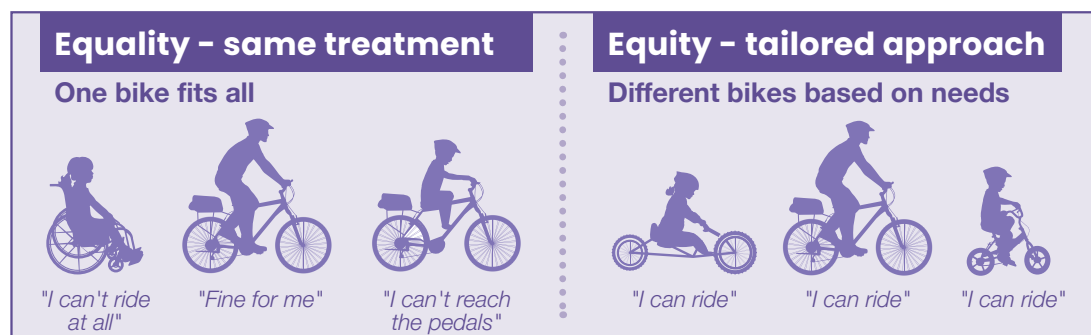
When people are given equal amounts of support based on the assumption that everyone starts with the same levels of resources, opportunities and power. Without first addressing existing imbalances, this approach will result in different outcomes for different people or groups.

### 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.





## Why is this framework 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.

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**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 for community involvement.**

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The City of Ballarat recognises that there is significant diversity within priority groups as well as cross-over between groups. We also recognise that experiences vary from person to person, and that individual and group requirements are not static and can change over time and across different settings.

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## **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.

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*"We need to be a world designed for everyone."*

Interactive message board

*"Inclusion means not only making places accessible for those with additional or diverse needs but making it part of the norm."*

Community survey

*"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

*"Be your own unique self."*

School consultation – Year 5/6 student

## Ballarat is a changing and diverse community

Ballarat's population is becoming more diverse, and we can expect this trend to continue as our population grows and changes. In the five years to 2021, our population grew by more than 12,000 people. In 2006, 8.6 per cent of Ballarat residents were born overseas. In 2021, this had grown to more than 11 per cent. Approximately 10 per cent of Ballarat residents identify as LGBTIQ+ which is significantly greater than the Victorian average of 5.7 per cent. Aboriginal and Torres Strait Islander People make up 1.8 per cent of the population compared to an average of one per cent across Victoria. One in six residents live with disability, equating to approximately 19,000 people. Ballarat has a lower proportion of people in their 30s and 40s (compared with the Victorian average) but a greater proportion of young people aged 10-20 years and people aged 65 and older.



**1.8%**  
of residents in  
Ballarat identify  
as Aboriginal  
and / or Torres  
Strait Islanders  
*2021 Census*



**11.3%**  
of residents were  
born overseas  
(89 different  
nationalities)  
*2021 Census*



**7%**  
Households that  
speak a language  
other than English  
at home  
*2021 Census*



**76**  
different  
languages  
spoken by  
Ballarat residents



**5.8%**  
are babies  
and preschool  
aged children  
*2021 Census*



**9%**  
are primary  
school aged  
children  
*2021 Census*



**17%**  
are young  
people aged  
12-25 years  
*2021 Census*



**22.6%**  
are aged  
17 years  
and under  
*2021 Census*



**24.7%**  
are aged  
60+ years  
*2021 Census*



**1 in 6**  
residents live  
with disability  
*Australian Institute of  
Health and Wellbeing,  
2022, People with  
disability in Australia*



**32%**  
of residents living  
with disability,  
have profound  
disability  
*Australian Institute of  
Health and Wellbeing,  
2022, People with  
disability in Australia*



**9.6%**  
of the residents in  
Ballarat identify  
as LGBTIQ+  
*Victorian Population  
Health Survey*



**18.6%**  
of households  
earn less than  
\$650 per week  
*2021 Census*





## Priority groups

There are some groups in the community that face discrimination and can have fewer resources and opportunities to participate in all areas of life.

To achieve greater social and health equity, some members of these groups need extra support. This support can look different from group to group and within groups.

The City of Ballarat has identified nine priority groups and these are outlined on the following pages.

To meet the distinct needs of each priority group we have developed a plan for each which includes the practical actions we will take over the next four years to achieve our vision for inclusion. The intersections between the different groups have been considered in the development of these plans.

## Children and families

Children aged under 12 years make up 15 per cent of Ballarat's population, which is similar to the Victorian average. A healthy start in life is a key factor for ongoing wellbeing. Investing in the early years is recognised as a key contributor to better outcomes in family strengthening, education, health, justice and other areas.

Starting a family is a major life transition. For many families in Ballarat this brings new challenges such as isolation, the potential for mental health issues and increased barriers to employment and study which can lead to reduced income and housing insecurity. Food insecurity and limited housing affordability and accessibility are anecdotally impacting local families. The rate of family violence in Ballarat is typically greater than the Victorian average. During 2020-2021, at the peak of COVID lockdowns, this rate increased by a third. Approximately 36 per cent of reported family violence incidents are witnessed by children. Almost eight per cent of children aged up to 14 years live with disability. The Australian Early Development Census provides a snapshot of children's development over five domains. Results show that Ballarat children are more vulnerable than the average Victorian child in the physical, emotional and language domains, and that a greater proportion of children are vulnerable in two or more domains.

## Young people

Young people aged 12 to 25 years make up 17 per cent of Ballarat's population. This is slightly higher than the Victorian average, potentially reflecting that Ballarat has two universities. Young people move through a range of critical life transition periods and significant life experiences within a short period of time.

Young people face a multitude of personal, community and societal challenges.

Key personal challenges include coping with stress, mental and physical health conditions, body image concerns, bullying, trouble with friends and forming respectful relationships. More than nine per cent of people aged 15-24 years live with disability. Within this community in Ballarat, major issues include bullying, poor mental health, alcohol and other drugs and a sense of personal safety. Young people are also concerned about the lack of action by government on climate change and the environment, the impacts of COVID-19 on education and future prospects, and issues of equity and discrimination in the community.

## Older people

Twenty-five per cent of Ballarat's population are aged 60 years or older, compared with the Victorian average of 23 per cent. The population is ageing - in 2001 only 18 per cent of the population was aged 60 years or older. Everyone has different experiences of ageing and different aspirations and hopes for how they live their life.

Challenges for people as they age may include increasing financial and physical vulnerability and insecurity around income, health and housing. Fifty per cent of people aged over 65 years live with disability. A significant risk to ageing well is the loss of meaningful relationships and social networks that leads to social isolation and loneliness. Ageism is becoming increasingly recognised as a significant issue and an inhibitor to ageing well. Healthy ageing is about creating environments and opportunities that enable people to be able to do what they value throughout their lives. It extends across the lifespan and is relevant to everyone.





### Financially vulnerable people

Almost 20 per cent of households in Ballarat earn less than \$650 per week, higher than the Victorian average of 15.4 per cent. Financial wellbeing is essential for ongoing positive health and social outcomes.

Financial vulnerability reduces options in relation to healthy food access, education and employment prospects, transport and housing and impacts participation in society. Financial vulnerability is not experienced equally across the municipality. There are particular areas of the city where people experience greater disadvantage. Sebastopol-Redan and Wendouree are the most socio-economically disadvantaged areas in Ballarat and two of the more disadvantaged areas in Australia. In 2021, 27 per cent of households in Wendouree and Sebastopol-Redan earned less than \$650 per week. Thirteen per cent of households in Ballarat experience housing stress. This increases to 19 per cent in Sebastopol-Redan and 16 per cent in Wendouree.

### Women

Gender inequities in business, government, sport and recreation, home and caring duties, and media and communications limit women's access to resources and power.

Major employment and income inequities faced by women include the gender pay gap, lower representation and fewer opportunities in leadership roles, reduced superannuation and inflexible working conditions. Caring roles and responsibilities can lead to fewer working hours, increased load at home, insecure work and financial vulnerability throughout life. Gender inequity is a leading driver

of family violence with 1 in 6 women experiencing violence from a partner. Family violence is also a key cause of homelessness for women and children. In Ballarat, women make up 58 per cent of people accessing specialist homelessness services. The impact of gender inequity can be amplified in women who experience other forms of discrimination such as racism, homophobia, biphobia, transphobia and ableism.

### Aboriginal and Torres Strait Islander People

Aboriginal and Torres Strait Islander People make up 1.8 per cent of the population in Ballarat compared to an average of 2 per cent in regional Victoria.

The impact of colonisation, intergenerational trauma and racism have resulted in poorer health and social outcomes for First Nations People including lower average levels of education, employment, income and housing quality compared to the rest of the Australian population. Poorer outcomes are experienced in maternal and child health, child safety, self-reported health, chronic disease, levels of psychological distress, self-harm and life expectancy alongside over-representation in the justice system.

### LGBTIQA+ people

Approximately 10 per cent of the population of Ballarat (more than 11,000 people) are LGBTIQA+ compared with the state average of 5.7 per cent.

LGBTIQA+ people are more likely to experience discrimination, express lower satisfaction with life, experience high or very high psychological distress and experience greater rates of anxiety and depression. They are more likely to





experience family violence and have two or more chronic diseases. They are also more likely to live with disability. As a diverse group of people, there are sub-groups of the community that experience greater discrimination and challenges to participating fully in life including older people, young people, non-binary and transgender people.

### **People from diverse cultural and religious backgrounds**

Ballarat is becoming more culturally diverse. People of 89 different nationalities have made Ballarat their home. Eleven per cent of the population was born overseas, compared to 7 per cent in 2001. Since 2011 almost 70 per cent of migrants living in Ballarat have come to Australia through a skilled migration program. Around 800 residents do not speak English well or at all.

People who were born in another country, speak a language other than English or practise a faith different to the majority of the community often face greater health and social challenges. Discrimination and intolerance can reduce their ability to participate in the community and employment and can provide a barrier to accessing health and social services. Many culturally and religiously diverse residents struggle to find meaningful employment, with previous qualifications, education or training not always recognised. Those who speak no English or English as an additional language face challenges to accessing services, employment and social connection opportunities.

### **People with disability**

There are approximately 19,000 people living with disability in Ballarat, including more than 6,200 people with severe or profound disability. Disability is a very broad term that covers a range of physical, emotional, intellectual, sensory and neurological conditions. People with disability are a diverse group and, subsequently, individual needs are diverse.

Most people will be affected by disability to varying degrees at some stage in their life on a temporary, transient or permanent basis. People with disability are more likely to experience poorer physical health and mental health, with one in three reporting high or very high levels of psychological distress and many reporting problems gaining timely access to appropriate services. A third of people with disability reported avoiding interactions with family or friends, businesses, work, transport and public spaces in the previous 12 months due to their disability. Opportunities to participate in sport, recreation, events and community groups can be limited unless specific interventions are provided to increase accessibility and inclusion. Other factors which can negatively impact the health and wellbeing of people with disability include inappropriate or insecure housing, lower rates of workforce participation, lower levels of education, poor public transport access, cost of public transport, and lack of pathway connections. People with disability are more likely to experience sexual or physical violence, intimate partner violence, emotional abuse or sexual harassment at some point in their lives. Almost half of people with disability have experienced physical violence, and people with disability under the age of 15 years are twice as likely to have experienced abuse. Women with particular disability types can be at even higher risk of violence.



## What is our approach?

“We recognise the important leadership role we play in ensuring that everyone who lives in the municipality has the opportunity to participate in all aspects of community life and fulfil their own aspirations.

The City of Ballarat’s commitment to equity, diversity and inclusion is demonstrated by our whole-of-organisation approach backed by leadership support.

We will take practical actions within our organisation and in the areas in our community where we have influence, to support everyone as we work to foster a truly inclusive Ballarat.

This includes providing community facilities and public spaces, delivering services that meet the needs of everyone and employing people who represent our diverse community within our organisation.”

Evan King  
Chief Executive Officer,  
City of Ballarat

## Alignment with key City of Ballarat strategic plans

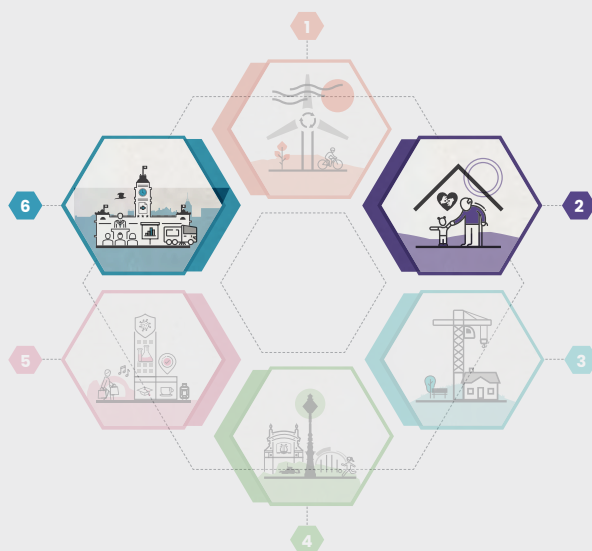
### The Inclusion Framework delivers on our community's vision for an inclusive Ballarat

This framework provides the roadmap for how we will deliver on our **Community Vision 2021–2031** – a community-driven statement that came out of the extensive 'Ballarat: Our Future' community engagement process undertaken in 2021 that resulted in almost 2,000 responses from the community and the crafting of priorities by a deliberative community panel:

**Ballarat, Victoria's heritage city: leading the way as a sustainable, innovative and inclusive community.**

The Inclusion Framework sets out how we will implement the 'inclusion' principle of both the Vision and the **Council Plan**. It demonstrates how we will provide support to the priority groups identified in the **Health and Wellbeing Plan 2021–2031**.

**The Inclusion Framework is key to the implementation of Goal 2 and Goal 6 in the Council Plan 2021–2025.**



1. An environmentally sustainable future
2. **A healthy, connected and inclusive community**
3. A city that fosters sustainable growth
4. A city that conserves and enhances our natural and built assets
5. A strong and innovative economy and city
6. **A Council that provides leadership and advocates for its community**

## City of Ballarat's Role

Council plays three key roles in the promotion of inclusion in Ballarat:



### > Provider

We provide services, programs and infrastructure. We are the workplace provider for approximately 1,100 staff.



### > Partner

We partner with key stakeholders and community groups to deliver initiatives.



### > Advocate

We advocate to other levels of government and decision-makers to deliver initiatives.

The following groups work to ensure leadership support and a whole-of-organisation approach to equity, diversity and inclusion at the City of Ballarat:

### 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.

**This group works to ensure that an intersectional approach to inclusion is taken in the implementation of each plan that sits under the Inclusion Framework.**

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*"Work around discrimination and prejudice (both implicit and explicit) is an important step, and it is important for the City of Ballarat and associated organisations to lead this."*

Community-led conversation

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## 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 principles are the foundational ideas that shape to our planning and decision-making for our inclusion work.**



### **Our diversity is our strength**

We understand that every person can make valuable contributions, and that diversity strengthens our organisation and our community.



### **Equity**

We understand that providing a level playing field means providing different supports to different people, based upon need.



### **Intersectionality**

We acknowledge that people are complex with multiple aspects to their identity. Different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation. We will consider the multiple forms of discrimination and disadvantage that may be experienced by our 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, facilities, 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.

## Common areas for action

Our overarching focus for the next four years will be to build organisational knowledge and capacity 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 will 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.





## What our community told us

In 2022, a broad collaborative community engagement process titled '**Inclusive Ballarat**' was undertaken.

Inclusive Ballarat used a two-phased approach that involved consultation with the broader community and targeted engagement with priority groups via local networks and groups. A range of engagement methods and tools were used such as a community survey, community-led conversations and interactive engagement tools.

This Inclusion Framework and the various plans that sit within it have been informed by the key findings from Inclusive Ballarat.

> More than 880 responses were received through the Inclusive Ballarat engagement process.



Rhys, grade 5/6



## We heard...

*"Inclusion means that I am seen and I belong. And I see leaders and decision makers that are actually like me – not just words and statements!"*

Community survey

*"Inclusion means creating a safe space for all people from all walks of life with no judgement."*

Community survey

*"I'm a novelty [in Ballarat] and that's exhausting. Make me 'normal' by using people with disability in your marketing."*

Community-led conversation

*"Inclusion means making everybody feel welcome, culturally safe, able to express ideas and opinions without judgement, creating spaces and events which are accessible to all."*

Community survey

*"Inclusion means awareness and understanding and celebration of all forms of human diversity."*

Community survey

*"Inclusion means allowing people to feel comfortable just as they are, with no preconceived ideas about what they need or how they need to be."*

Community survey

## How will we track our progress?

We will monitor and review our progress against the actions detailed in the various action plans that sit within this framework to ensure it remains relevant and responsive to our community's needs. Our progress will be reported annually to Councillors and made public.

A review of this framework will be undertaken every four years and it will be updated to reflect our improved knowledge, skills and practices.



Tayla, grade 5/6

## Acknowledgements

This framework is informed by 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 Inclusion Framework.**

We would like to acknowledge the input of the community and the many groups and organisations in the development of this framework including:

- City of Ballarat Disability Advisory Committee
- Bigger Hearts Dementia Alliance – Carer Support Group
- Ballarat Mental Health Collective
- Ballarat Working Together Group
- Central Highlands Regional Advisory Group
- Ballarat High School Pride Group
- City of Ballarat LGBTIQ+ Advisory Committee
- Rainbow Coffee Group
- Speak
- Victorian Pride Lobby
- Woodmans Hill Secondary College Pride Group
- Grade 5/6B Ballarat North Primary School
- Youth Advisory Board
- Woodman's Hill First Nations Group
- City of Ballarat Intercultural Advisory Committee
- Filipino Australian Sports Club of Ballarat
- Ballarat Indian Association
- Gurudwara Ballarat
- Ballarat Malayalee Association
- Filipino Australian Association of Australia
- Ballarat African Association
- Ballarat Regional Settlement and Advocacy Committee (BRSAC)
- City of Ballarat's Intercultural Ambassadors
- Koorie Engagement Action Group
- Ballarat Friends of Ainara Advisory Committee

- Ballarat Regional Multicultural Council
- Ballarat Community Health
- Ballarat Interfaith Network
- Centre for Multicultural Youth

#### **Sources**

- Australian Bureau of Statistics – Census 2016
- Australian Bureau of Statistics – Census 2021
- Australian Bureau of Statistics – Experiences of violence and personal safety of people with disability 2018
- Australian Early Development Census 2021
- Australian Government Guidelines on the Recognition of Sex and Gender
- Australian Institute of Health and Wellbeing – People with Disability in Australia 2020
- Crime Statistics Agency 2020-21
- Forecast.id Ballarat
- Generation NOW Youth Survey – City of Ballarat
- Local Government Act 2020 (Vic)
- Pride in our Future: Victoria's LGBTIQ+ Strategy 2022–2032
- Private Lives 3 - The health and wellbeing of LGBTIQ people in Australia 2020
- Public Health and Wellbeing Act 2008 (Vic)
- The health and wellbeing of lesbian, gay, bisexual, transgender, intersex and queer population in Victoria – Findings from the Victorian Population Health Survey 2017
- World Health Organisation – Closing the gap in a generation: health equity through action on the social determinants of health

- This document can be found in PDF format on our website [ballarat.vic.gov.au](https://ballarat.vic.gov.au)
- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Engaged Communities Team: [communityengagement@ballarat.vic.gov.au](mailto:communityengagement@ballarat.vic.gov.au).



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City of Ballarat | PO Box 655, Ballarat, VIC, 3353

☎ 03 5320 5500 🌐 [ballarat.vic.gov.au](https://ballarat.vic.gov.au)

October 2022



### 8.3. LGBTIQ+ INCLUSION PLAN - FINAL

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

#### PURPOSE

1. To update Councillors regarding the development of the LGBTIQ+ Inclusion Plan 2022 - 2026 and changes made as a result of the consultation process and feedback received.
2. To seek adoption of the LGBTIQ+ Inclusion Plan 2022 - 2026.

#### BACKGROUND

3. The LGBTIQ+ Inclusion Plan (Plan) is an important tool to promote inclusion for LGBTIQ+ people in the City of Ballarat municipality.
4. This is the City of Ballarat's inaugural LGBTIQ+ Inclusion Plan following the establishment of the LGBTIQ+ Advisory Committee in 2021. It is a four-year plan with an initial two-year action plan.
5. The Plan forms part of the draft Inclusion Framework, Council's whole-of-organisation approach to inclusion.
6. The Plan was developed in reference to the Inclusive Ballarat engagement process that took place between early April and early May 2022, with 886 people providing input across a range of engagement tools.
7. The LGBTIQ+ Advisory Committee was heavily involved in the development of the Plan.

#### KEY MATTERS

##### Consultation process

8. The draft LGBTIQ+ Inclusion Plan was approved for public exhibition at the August 2022 Council Meeting.
9. A combined engagement process was undertaken for the following documents:
  - Inclusion Framework
  - Disability Access and Inclusion Plan
  - LGBTIQ+ Inclusion Plan
  - Intercultural Plan
  - Reconciliation Action Plan
  - Ageing Well in Ballarat Strategy.
10. Community engagement took place for a period of four weeks between August 25 and September 21.

11. The plans were published on Council's online engagement platform and hard copies were also available at the Phoenix Customer Service Centre and all libraries.
12. Public exhibition and consultation for the Plan was promoted through local print media, on the City of Ballarat home page and social media channels, via email to a range of networks and via the LGBTIQ+ Advisory Committee.
13. Consultation methods included:
  - Online survey
  - Hard copy survey available at libraries and the Phoenix Building
  - Four drop-in sessions at various times, days and locations
  - Receipt of submissions in a variety of other forms including via text messages, written submissions and emails, and face to face discussions

### **Community response**

14. There were more than five hundred (n=538) visitors to the online engagement platform and 284 downloads of documents. Forty-two people attended the drop-in sessions to learn more about the plans. Eight written submissions were received and there were sixty-two (62) survey respondents.
15. Forty-eight (48) survey responses and four (4) written submissions were received regarding the LGBTIQ+ Plan. The LGBTIQ+ Advisory Committee also provided feedback as did five community members that attended one of the drop-in sessions.
16. The feedback can be summarised into the following key messages:
  - LGBTIQ+-related language is sometimes contentious and frequently changing.
  - There is a need to provide choice in safe facilities for women, children, transgender and gender diverse people and this should be considered in implementation of the actions in the Plan.
  - There are diverse needs and perspectives within the LGBTIQ+ community that should be considered in implementation of the actions within the Plan.
  - Implementation of actions in the Plan should be informed by LGBTIQ+ people and existing frameworks such as the Rainbow Tick and Rainbow Ready resources.
  - Actions should be included that recognise the intersection of LGBTIQ+ identity with disability, cultural diversity and Aboriginality.
17. There were also some very specific actions suggested including:
  - The signing of the Darlington Statement for the rights of intersex people in Australia and New Zealand.
  - The appointment of a full-time LGBTIQ+ Inclusion Officer.
  - The installation of a permanent LGBTIQ+ art installation.
  - Development of an online guide for LGBTIQ+ tourists to the area.
  - Implementation of a survey to gauge LGBTIQ+ experiences and safety, health and wellbeing concerns.
  - Promoting opportunities for LGBTIQ+ artists and musicians to be involved in events.

## Amendments to the Plan

18. A number of amendments have been made to the document following the consultation period and Council Officer review.

## Body of document

19. The following changes have been made in the body of the Plan:

- Addition of statistics that outline the intersectionality between LGBTIQ+ identity and other characteristics.
- Addition of headings to summarise consultation findings more clearly.
- Links have been added to the table of contents so that readers can easily navigate to the relevant sections.
- Definitions have been removed from the Plan.
- A number of minor wording and grammatical changes have been made for clarity or to correct errors.

## Action plan

20. The following changes have been made to the Action Plan:

Change	Priority	Objective	Action
Amendment to existing action	2	1	'Signing statements' has been added to the action about being 'responsive and proactive regarding current LGBTIQ+ issues at state and federal levels'
Amendment to existing action	2	2	The action to 'audit Council workplaces to ensure they are LGBTIQ+ inclusive' has been amended to add that we will use 'guiding tools such as the Rainbow Tick Framework and Rainbow Ready resources'
New action	4	1	'Review Council services for opportunities to be more inclusive, using guiding tools such as the Rainbow Tick Framework and Rainbow Ready resources'
New action	4	1	'Convene an annual joint meeting of the Koorie Engagement Action Group, Intercultural Advisory Committee, Disability Advisory Committee and LGBTIQ+ Advisory Committee to identify collaboration opportunities'
New action	4	2	'Provide opportunities for community consultations with and through the LGBTIQ+ Advisory Committee.'
New action	4	2	'Develop and conduct a community survey to gauge LGBTIQ+ experiences and safety, health and wellbeing concerns.'
Amendment to existing action	4	2	The action to 'develop and implement guidelines to ensure City of Ballarat engagement and associated data collection practices are accessible and inclusive' has been amended to include that association data collection is also inclusive.

Amendment to existing action	3	2	<p>The action to 'support the installation of a temporary art display for Pride Month 2024' has been amended to 'Explore opportunities for a planned creative installation in the city for Pride month in 2024.'</p> <p>This is the result of internal feedback that the temporary art program has not yet been resourced or developed. This is due to happen in the coming year and any temporary art installation would need to be assessed as part of that program.</p> <p>In addition to this amendment, a further two arts-related actions have been added. See below.</p>
New action	3	2	'As part of the development of the Public Art Curatorial Framework, identify gaps in Council's public arts collection and ensure that new acquisitions and commissioning opportunities include opportunities for LGBTIQA+ public art and artists'
New action	3	2	'Encourage LGBTIQA+ artists to apply for temporary art programs and planned creative installations.'

## OFFICER RECOMMENDATION

### 21. That Council:

#### 21.1 Endorse and adopt the LGBTIQA+ Inclusion Plan 2022 - 2026.

## ATTACHMENTS

1. Governance Review [8.3.1 - 3 pages]
2. LGBTIQA+ Inclusion Plan 2022–2026 [8.3.2 - 38 pages]



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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The LGBTIQ+ Inclusion Plan (Plan) was drafted with close reference to the following:
  - Inclusion Framework 2022 – 2026 (Draft)
  - Reconciliation Action Plan 2022-2024 (Draft)
  - Intercultural Plan 2022 – 2026 (Draft)
  - Disability Access and Inclusion Plan 2022 – 2026 (Draft)
  - Ageing Well Strategy and Action Plan 2022 – 2026 (Draft)
  - Municipal Early Years Plan 2022-2026
  - Youth Strategy 2022-2026 (Draft)
2. The Plan outlines the key work that will be undertaken with one of the priority groups outlined in Council's 10-year Health and Wellbeing Plan and is therefore key to meeting health and wellbeing goals for this priority group.
3. This Plan outlines the actions that will work towards meeting goals 2 and 6 of the Council Plan:
  - Goal 2: A healthy, connected, and inclusive community
  - Goal 6: A Council that provides leadership and advocates for its community

**COMMUNITY IMPACT**

4. Approximately 1 in 10 people in Ballarat identify as being LGBTIQ+.
5. Stigma and discrimination results in LGBTIQ+ people being at higher risk of poorer health and wellbeing outcomes, including mental health ramifications.
6. This Plan seeks to support a culture of inclusion and celebration of our LGBTIQ+ communities.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

7. There are no climate emergency or environmental sustainability implications identified.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

8. There are no economic sustainability implications identified.

**FINANCIAL IMPLICATIONS**

9. Any projects identified from the implementation of the action plan that fall outside of recurrent budget will be subject to a business case approval process.

**LEGAL AND RISK CONSIDERATIONS**

10. The LGBTIQ+ Inclusion Plan assists Council to abide by a range of Commonwealth and Victorian legislation including:
  - Australian Human Rights Commission Act 1986
  - Sex Discrimination Act 1984

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- Australian Government Guidelines on the Recognition of Sex and Gender
- Marriage Amendment Act 2017
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Gender Equality Act 2020 (Vic)

**HUMAN RIGHTS CONSIDERATIONS**

11. 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**

12. The Inclusive Ballarat engagement process took place between early April and early May 2022, with 886 people providing input across a range of different engagement tools.
13. Engagement with City of Ballarat staff and LGBTIQ+ Advisory Committee members was instrumental in developing the two-year action plan.
14. The draft LGBTIQ+ Inclusion Plan was approved for public exhibition at the August Council Meeting. Community engagement took place for a period of four weeks between August 25 and September 21.
15. Forty-eight (48) survey responses and four (4) written submissions were received regarding the LGBTIQ+ Plan. The LGBTIQ+ Advisory Committee also provided feedback as did five community members that attended one of the drop-in sessions.

**GENDER EQUALITY ACT 2020**

16. There are gender equality implications identified for the subject of this report.
17. Specifically, it is recommended that the LGBTIQ+ Inclusion Plan 2022 - 2026:
  - 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.
  - Recognise that the LGBTIQ+ umbrella term is inclusive of a very diverse mix of people, some of whom are more vulnerable to exclusion and discrimination than others.
  - Recognise the impact of intersectionality on the experiences of LGBTIQ+ people.
  - 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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18. In addition, it is recommended that the implementation of the action plan:

- Applies a gender lens that recognises the importance of safety including cultural safety, physical safety and social safety, barriers to accessibility, and considers times, physical space, communication methods, available transport options, comfort, visibility of diversity etc. for more inclusive programming
- Is implemented using an intersectional lens to understand and seek to improve inclusion more broadly

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

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

**PROCUREMENT COLLABORATION**

**(For Contracts Only)**

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CITY OF BALLARAT  
**LGBTIQA+**  
**Inclusion Plan**  
**2022–2026**

CITY OF  
BALLARAT







—

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 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.**

**Our vision for an inclusive Ballarat draws directly from the City of Ballarat Community Vision – a community-driven statement that highlights inclusion as a key part of our city's thriving future.**



**Community quotes from the Inclusive Ballarat engagement process can be found throughout this plan...**

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

Community survey

*"Kids are taught that gender diversity exists, but not always taught that it's also perfectly OK."*

Community-led conversation

*"When I am included I feel treated with respect, safe to identify as LGBTQIA+, welcomed and recognised, involved in meaningful discussions and decisions that affect me."*

Community survey

*"I don't only want to be known as the 'queer kid'."*

Community Conversation



**"We aspire to be an inclusive city that celebrates diversity and is safe and welcoming to LGBTIQA+ people.**

**We recognise the significant contribution our LGBTIQA+ community makes to Ballarat being a vibrant community and we celebrate the diversity of our city.**

**For our city to flourish, we must truly embrace and harness diversity and ensure that our LGBTIQA+ communities feel supported, connected, visible and, above all, a strong sense of belonging.**

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

**Cr Daniel Moloney  
Mayor, City of Ballarat**





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

Community-led conversation

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## Why do we have this plan?

Local governments are required by law to protect, improve and promote the health and wellbeing of their communities. Inclusion in community, work, learning and decision making is vital to good health.

As the level of government closest to the people, local government has the greatest opportunity to lead tangible local change by challenging discrimination, and championing increasingly inclusive attitudes and practices that support and celebrate LGBTIQA+ people.

The City of Ballarat acknowledges our responsibility to lead the development of inclusive policies and plans that recognise, respect and value 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 safe, welcome, visible and included.

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*“Community safety is deeper than rainbow stickers.”*

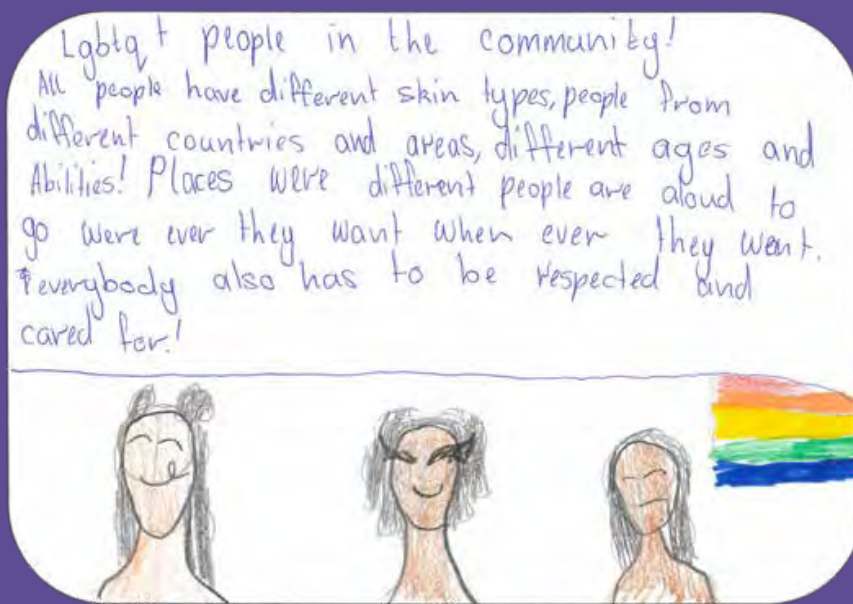
Community-led conversation

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## 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.



Mikayla, grade 5/6



*"Inclusion means removing barriers that stop people from participating or achieving their best."*

Community survey

*"More acceptance of diverse choices, interests and styles – less staring at people who seem different."*

Community-led conversation

*"Stepping away from assuming heteronormativity."*

Community survey

*"We need to be a world designed for everyone."*

Community survey





## 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.

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

LGBTIQA+ people may need a range of supports to make sure they have the same opportunity to participate and to address discrimination.

The City of Ballarat recognise that there is significant diversity within LGBTIQA+ communities. We also recognise that experiences vary from person to person, and that individual and group requirements are not static and can change over time and across different settings.

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## **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. We have a thriving and growing LGBTIQ+ community in Ballarat. They are active in organising arts and cultural initiatives, providing social opportunities to connect, and establishing LGBTIQ+ organisations and networks that support inclusion.

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## Ballarat is a changing and diverse community

About 11,000 people in Ballarat identify as LGBTIQA+. This is approximately 10 per cent of our population and almost double the Victorian average of 5.7 per cent.\*



### 9.6% of the residents in Ballarat identify as LGBTIQA+

*Victorian Population Health Survey*



ALMOST  
**3 in 5**

**LGBTQ+ Victorians have faced unfair treatment based on sexual orientation**

*Victorian Government 2022*



JUST OVER  
**1 in 4**

**LGBTIQA+ sporting participants had come out to or talked about their sexual identity or gender identity with their teammates**

*La Trobe University*



JUST OVER  
**2 in 5**

**LGBTIQA+ employees had come out to their co-workers**

*La Trobe University*



ALMOST  
**6 in 10**

**LGBTIQA+ people 'agreed' or 'strongly agreed' that they feel a part of the Australian LGBTIQ community**

*La Trobe University*



**1 in 3**

**LGBTQ+ people from multicultural backgrounds feel they have faced unfair treatment based on their ethnicity, cultural identity or heritage over a 12 month period**

*Victorian Government 2022*



**38%**

**of LGBTQ+ people identify as having a disability or long-term health condition**

*Victorian Government 2022*

\*Victorian Population Health Survey 2017

## **What are the key challenges for LGBTIQA+ people?**

LGBTIQA+ people are more likely to face barriers to inclusion and experience poorer social and health outcomes than the general population.

They are more likely to experience discrimination, express lower satisfaction with life, experience high or very high psychological distress and experience greater rates of anxiety and depression.

They are more likely to experience family violence, have two or more chronic diseases, live with disability, and experience disadvantage and inequity in employment and financial and housing insecurity.

They are also more likely to experience social isolation due to barriers to participation such as not feeling safe, welcome or accepted.

**The City of Ballarat acknowledges the diversity of LGBTIQA+ communities and that individuals within the communities face specific challenges, experience greater discrimination or are more marginalised than others.**

- Rates of psychological distress and discrimination are highest for trans and gender diverse people.
- LGBTIQA+ culturally and linguistically diverse people face multiple forms of discrimination in the workplace and feel less comfortable to be 'out' at work.
- LGBTIQA+ Aboriginal and Torres Strait Islander People report higher rates of interpersonal violence and can face a lack of acceptance in their own cultural communities.
- LGBTIQA+ people with disability report difficulties in managing multiple identities and forms of service provision.
- The cumulative effects of lifelong discrimination impact on LGBTIQA+ older people. The Royal Commission into Aged Care Quality and Safety recognised that older LGBTIQA+ people, along with others from diverse backgrounds, may have varied life experiences and face challenges accessing aged care services that meet their particular needs.
- Younger LGBTIQA+ people report feeling unsafe or uncomfortable in educational settings such as high school, especially in rural and regional areas, and report higher levels of poor mental health and homelessness.







## What is our approach?

"We recognise the important leadership role we play in ensuring that everyone who lives in the municipality has the opportunity to participate in all aspects of community life and fulfil their own aspirations.

We will take practical actions within our organisation and in the areas in our community where we have influence, to support our LGBTIQA+ communities and foster a truly inclusive Ballarat.

This includes providing inclusive community facilities and public spaces, delivering inclusive services and employing people that represent our diverse community."

Evan King  
Chief Executive Officer,  
City of Ballarat





The following groups are critical to the implementation of this plan.

### **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 consists primarily of staff responsible for a broad range of portfolio areas that focus on priority populations for the City of Ballarat including children and families, young people, older people, women, people from diverse cultural and religious backgrounds, people with disability, Aboriginal and Torres Strait Islander People and LGBTIQ+ people. The reference group members are responsible for plans that sit within City of Ballarat's Inclusion Framework. Representatives from other relevant Council areas such as recreation, libraries and strategic planning also sit on the reference group.

**This group works to ensure that an intersectional approach to inclusion is taken in the implementation of each plan that sits under the Inclusion Framework.**

### **City of Ballarat LGBTIQ+ Advisory Committee**

This group was established in 2021 to provide support and advice on inclusion for LGBTIQ+ people, particularly in relation to City of Ballarat policies, strategies, services and activities. It consists of people with lived experience, those who work or volunteer with LGBTIQ+ people and those who have expertise in this area.

**This group has been instrumental in the development of this plan and play an important role in informing the implementation of the actions in it.**

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## **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 into several priority groups and that we need to address the many ways that people face discrimination and exclusion.

This plan forms part of the Inclusion Framework.

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## 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

#### LGBTQIA+ people

LGBTQIA+ 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 principles are the foundational ideas that shape our planning and decision-making for our inclusion work.**



### Our diversity is our strength

We understand that every person can make valuable contributions, and that diversity strengthens our organisation and our community.



### Equity

We understand that providing a level playing field means providing different supports to different people, based upon need.



### Intersectionality

We acknowledge that people are complex with multiple aspects to their identity. Different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation. We will consider the multiple forms of discrimination and disadvantage that may be experienced by our 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, facilities, 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 LGBTIQA+ inclusion.**



### Safety

We recognise that safety is a core requirement to enable LGBTIQA+ inclusion. We will work to promote safety in all environments to ensure that LGBTIQA+ people can participate in all areas of life without fear or risk of discrimination.



## Common areas for action

Our overarching focus for the next four years will be to build organisational knowledge and capacity 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 will 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.

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**Specific actions that will deliver these capability improvements are detailed in the action plan which can be found on page 30.**

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## What our community told us

In 2022, a broad community engagement process titled '**Inclusive Ballarat**' was undertaken.

Inclusive Ballarat used a two-phased approach that involved consultation with the broader community and targeted engagement with people from LGBTIQA+ communities and those connected to them via local networks and groups.

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

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



## We heard...

**75%** of LGBTIQA+ respondents have experienced discrimination in Ballarat

**55%** of LGBTIQA+ respondents feel safe in Ballarat

*"(Language used) Don't use mum and dad all the time. Say can you take that back to your grown up? Don't assume my wife is my mother, sister, friend. Ask me."*

Community survey

*"Roll out inclusion reviews of all Council facilities."*

Community survey

*"Partnering with existing queer owned and run orgs to understand community priorities and to support these through council activities."*

Community survey

*"Work around discrimination and prejudice (both implicit and explicit) is an important step, and it is important for the City of Ballarat and associated organisations to lead this."*

Community-led conversation



*"Consider intersectionality... and embedding LGBTIQA+ inclusion in all areas and not just always creating separate spaces for these conversations."*

Community-led conversation

*"As with other marginalised groups, please consult extensively, work collaboratively and endeavour to understand the feedback and different world views."*

Community survey

*"Normalise and promote indicators of allyship – pronouns, rainbow flags, stickers, gender neutral toilets and language."*

Community survey

*"Staff need to be trained in how to address people – all people."*

Community survey

*"A place is safe and welcoming when I know there are people who will call out discrimination (including staff and others)."*

Community-led conversation

## We heard...

### The experiences of LGBTIQA+ people are diverse

LGBTIQA+ is not a catch-all category – LGBTIQA+ communities are diverse and intersectional and some LGBTIQA+ people and groups are more marginalised and/or isolated such as young people, older people and trans people.

### Advocacy is important

Advocacy for LGBTIQA+ inclusion by the City of Ballarat must be undertaken at local, state and federal levels and be underpinned by continuous engagement and consultation with LGBTIQA+ communities.

### Education is important to promote safety

Education and inclusivity training are essential to create safer spaces for LGBTIQA+ people.

### Visibility is important

LGBTIQA+ visibility and representation through public art and displays, events, photos, communications, flags, stickers and a diverse workforce are important to normalise gender diversity.

### There is a need for local information about supportive places and spaces

LGBTIQA+ friendly information needs a home base to connect LGBTIQA+ people with supportive services, businesses, events and each other.

### Accountability is important

Suitable auditing and reporting mechanisms and up-to-date data are crucial for accountability in LGBTIQA+ inclusive plans, services and infrastructure.

**Consultation findings from the Inclusive Ballarat engagement process were analysed and responses were grouped into themes that shaped the priority areas. Actions in the two-year action plan were then selected based on priority, feasibility and resourcing.**





## What are the priorities for the 4-year plan?

### Priority areas

Informed by community engagement, research and review of Victoria's LGBTIQ+ Strategy, our LGBTIQA+ inclusion 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 30.

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

Priority areas	
	<b>Priority 1: Safety</b> "I feel safe and accepted."
	<b>Priority 2: Advocacy and culture</b> "The City of Ballarat is recognised as an advocate for LGBTIQA+ people."
	<b>Priority 3: Visibility</b> "I am visible and can see myself represented in my community."
	<b>Priority 4: Inclusion</b> "I am supported, consulted and connected with others."


## **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 our community's needs. 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


	<b>Priority 1: Safety</b> <b>“I feel safe and accepted.”</b>	
We will achieve this by:	We will:	When
<b>1. Building the capacity of our staff to promote LGBTIQ+ safety</b>	Audit existing inclusivity training practices and resources available	Year 1
	Develop and implement general inclusivity training for new staff as part of the onboarding process	Years 1 and 2
	Develop a model of training that provides both general and specific training as required	Year 2
<b>2. Creating LGBTIQ+ safe spaces</b>	Develop a Universal Design Policy to inform the inclusive planning and implementation of Council policies, programs, facilities and services	Year 1
	Include standards for accessible, inclusive and safe facilities, buildings and amenities in City of Ballarat’s Community Infrastructure Guidelines	Year 1
	Demonstrate City of Ballarat’s commitment to access and inclusion by publicising a statement of commitment across a range of settings (such as facilities, website, social media)	Year 2
	Assess organisational digital safety practices and monitor and respond promptly to any LGBTIQ+ discrimination on Council’s social media	Years 1 and 2
	Provide input into planned upgrades of public spaces, buildings and amenities to ensure they are LGBTIQ+ safe and inclusive	Years 1 and 2
	Remove discriminatory graffiti promptly	Years 1 and 2
	Review Council’s Public Toilet Strategy to ensure appropriate provision of facilities for all genders	Years 1 and 2
<b>3. Tracking and reporting mechanisms for unsafe behaviour</b>	Working with Victoria Police’s LGBTIQ Liaison Officer, provide information on safety incidents in the community	Years 1 and 2
	Review and then promote Council’s complaints process to ensure that it is clear that it can be used for a range of issues including those related to diversity, equity and inclusion	Year 1


	<b>Priority 2: Advocacy and culture</b> <b>“The City of Ballarat is recognised as an advocate for LGBTIQA+ people.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>1. Advocating on key issues for LGBTIQA+ communities</b>	Facilitate partnerships with existing business networks, community organisation networks and service networks to promote LGBTIQA+ inclusion	Years 1 and 2
	Be responsive and proactive regarding current LGBTIQA+ issues at state and federal levels (by providing input into submissions, applying for relevant funding, signing statements etc.)	Years 1 and 2
	Participate in relevant LGBTIQA+ networks such as the LGPro Rainbow Special Interest Group and LGBTIQA+ Rural/Regional Network	Years 1 and 2
<b>2. Promoting an inclusive workplace</b>	Establish baseline data from staff regarding cultural identity, languages spoken, LGBTIQA+ identity, gender, Aboriginal and Torres Strait Islander identity and disability to understand the diversity of the organisation	Year 1
	Review Council's human resources and workplace policies to ensure they are inclusive	Years 1 and 2
	Audit Council workplaces to ensure they are LGBTIQA+ inclusive using guiding tools such as the Rainbow Tick Framework and Rainbow Ready resources	Years 1 and 2
	Provide Pride flag option on email signature	Year 1
	Review Council's Anti-Discrimination and Anti-Harassment Policy	Year 1
	Seek opportunities to showcase diversity in Council staffing	Years 1 and 2
	Establish an internal Pride Working Group for staff to learn about and provide input into LGBTIQA+ inclusion	Year 1
	Recognise City of Ballarat-led initiatives that have demonstrated excellence in embedding access and inclusion for LGBTIQA+ people to promote positive reinforcement	Years 1 and 2

	<b>Priority 3: Visibility</b> <b>“I am visible and can see myself represented in my community.”</b>	
We will achieve this by:	We will:	When
<b>1. Ensuring LGBTIQA+ people are visible and represented in Council spaces</b>	Create a calendar of inclusion-related days of significance and resources to promote a whole-of-organisation approach to marking the day	Years 1 and 2
	Develop and implement guidelines to ensure that information provided by the City of Ballarat is inclusive and accessible	Year 1
	Develop a library of images representing our diverse community for use in Council publications and communications	Year 1
	Explore current facility audit tools and ways to incorporate more inclusive assessments	Year 1
	Review accessibility and inclusivity of City of Ballarat facilities, such as the libraries, early years services, Ballarat Aquatic and Lifestyle Centre and the Art Gallery.	Years 1 and 2
	Feature LGBTIQA+ welcoming signage in Council buildings and facilities	Year 2
<b>2. Ensuring LGBTIQA+ people are visible and represented in public spaces</b>	Host Council celebrations of selected LGBTIQA+ Days of Significance	Years 1 and 2
	Support community to celebrate LGBTIQA+ days of significance by publicising avenues to book flag raisings, Lake Wendouree fountain lightings and Town Hall clock lightings	Years 1 and 2
	Ensure LGBTIQA+ representation in cultural or other days of significance	Years 1 and 2
	Increase the visibility of LGBTIQA+ reading resources, with an emphasis on intersectionality and diversity	Years 1 and 2
	Investigate opportunities to attract events to Ballarat that highlight and promote inclusivity	Years 1 and 2
	Research and provide content to support LGBTIQA+ tourists with their visit to Ballarat	Years 1 and 2

	<b>Priority 3: Visibility</b> <b>“I am visible and can see myself represented in my community.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>2. Ensuring LGBTIQA+ people are visible and represented in public spaces</b>	Encourage LGBTIQA+ artists to apply for temporary art programs and planned creative installations	Years 1 and 2
	As part of the development of the Public Art Curatorial Framework, identify gaps in Council’s public arts collection and ensure that new acquisitions and commissioning opportunities include opportunities for LGBTIQA+ public art and artists	Years 1 and 2
	Explore opportunities for a planned creative installation in the city for Pride month in 2024	Years 1 and 2
	In line with the Municipal Early Years Plan, identify opportunities for publications, public art and other initiatives for child audiences that celebrate diverse children and families	Years 1 and 2



	<b>Priority 4: Inclusion</b> <b>“I am supported, consulted and connected with others.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>1. Supporting LGBTIQA+ people to connect and participate</b>	Review grant programs for opportunities to be more inclusive	Year 1
	Promote Council grant programs to LGBTIQA+ organisations	Year 1
	Review Council services for opportunities to be more inclusive, using guiding tools such as the Rainbow Tick Framework and Rainbow Ready resources	Year 2
	Develop Inclusive Event Guidelines to ensure Council events are inclusive	Year 1
	Develop Inclusive Event Guidelines for community event organisers	Year 2
	Create an LGBTIQA+ section on the Ballarat myCommunity Community Directory website	Year 1
	Investigate opportunities to promote targeted support for LGBTIQA+ groups that are more likely to be marginalised and isolated (such as older people, parents of trans and gender diverse children, etc.)	Years 1 and 2
	Create LGBTIQA+ inclusive programming in Council services	Years 1 and 2
	Trial LGBTIQA+ swim and gym nights at the Ballarat Aquatic & Lifestyle Centre	Year 1
	Convene an annual joint meeting of the Koorie Engagement Action Group, Intercultural Advisory Committee, Disability Advisory Committee and LGBTIQA+ Advisory Committee to identify collaboration opportunities	Years 1 and 2

	<b>Priority 4: Inclusion</b> <b>“I am supported, consulted and connected with others.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>2. Ensuring that LGBTIQA+ people are informed and consulted</b>	Continue to support the LGBTIQA+ Advisory Committee	Years 1 and 2
	In line with the Municipal Early Years Plan, ensure that online information for families, children and young people is LGBTIQA+ inclusive	Years 1 and 2
	Develop and implement guidelines to ensure City of Ballarat engagement and associated data collection practices are accessible and inclusive	Year 1
	Identify and implement accessibility improvements to the City of Ballarat website	Years 1 and 2
	Develop an organisational Language Services Policy	Years 1 and 2
	Provide opportunities for community consultations with and through the LGBTIQA+ Advisory Committee	Years 1 and 2
	Develop and conduct a community survey to gauge LGBTIQA+ experiences, and safety, health and wellbeing concerns	Year 2

## Appendices

### Policy context

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 LGBTIQA+ people.



#### Commonwealth

- *Age Discrimination Act 2004*
- *Australian Government Guidelines on the Recognition of Sex and Gender*
- *Disability Discrimination Act 1992*
- *Marriage Amendment Act 2017*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984 (amended 2013)*



#### Victoria

- *Change or Suppression (Conversion) Practices Prohibition Act 2021*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010 (amended 2011)*



## Acknowledgements

This plan is informed by 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 High School Pride Group
- City of Ballarat LGBTIQ+ Advisory Committee
- Rainbow Coffee Group
- Speak
- Victorian Pride Lobby
- Woodmans Hill Secondary College Pride Group

This plan aligns with:

- Pride in our Future: Victoria's LGBTIQ+ Strategy 2022–2032 and related Rainbow Ready Roadmaps

This plan also acknowledges and draws from the following:

- Federation University's FedPride Strategy 2021–2024
- Rainbow Health Australia's Rainbow Tick Standards
- The Victorian Local Government Association's Rainbow Resource
- The Victorian Pride Lobby initiatives

### **Sources**

- Australian Institute of Health and Welfare, 2021, Older Australians who identify as lesbian, gay, bisexual, transgender or intersex
- Edith Cowan University, 2021, Breaking the Silence Report 2021
- O'Shea et al, 2020, Deakin University, More than Ticking a Box: LGBTIQ+ People With Disability Talking About Their Lives
- Diversity Council Australia, 2020, Pride in Diversity
- Victorian Government, 2022, Pride in our Future: Victoria's LGBTIQ+ Strategy 2022–2032
- LaTrobe University, 2020, Private Lives 3 - The Health and wellbeing of LGBTIQ people in Australia 2020
- Lyons et al, 2019, Recent versus lifetime experiences of discrimination and the mental and physical health of older lesbian women and gay men,
- Victorian Agency for Health and Information, 2017, The health and wellbeing of lesbian, gay, bisexual, transgender, intersex and queer population in Victoria – Findings from the Victorian Population Health Survey
- LaTrobe University, 2021, Writing Themselves in 4 Report



- This document can be found in PDF format on our website [ballarat.vic.gov.au](https://ballarat.vic.gov.au)
- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Engaged Communities Team: [communityengagement@ballarat.vic.gov.au](mailto:communityengagement@ballarat.vic.gov.au)



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October 2022

#### 8.4. INTERCULTURAL STRATEGIC PLAN - FINAL

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Frances Salenga – Coordinator Intercultural Services

##### PURPOSE

1. To update the Councilors regarding the development of the Intercultural Strategic Plan 2022-26 (ISP) and the changes made as a result of the consultation process and feedback received.
2. To seek endorsement and adoption of the Intercultural Strategic Plan (ISP).

##### BACKGROUND

3. The Intercultural Strategic Plan (ISP) is not a legislative requirement but is a tool to support planning and track improvement of actions.
4. This is the second ISP with the last plan concluding in 2021.
5. The ISP focuses particularly on the culturally, linguistically, and religiously diverse sectors.
6. This is a four-year plan highlighted by an action/implementation plan with indicators to be developed.
7. The ISP Action Plan has four priority areas: Responsive Services, Active Citizenship, Leadership and Advocacy, Maximising and Valuing Diversity.
8. At the commencement of the ISP consultation process, participants indicated that the ISP Action Plan focus on opportunities for intercultural events to promote inclusion and mixing between CALD communities and the larger Ballarat society.
9. In the development of the ISP the Council listened to the culturally, linguistically and religiously diverse communities (CALD), so the ISP embodies an action plan addressing issues that impact them, their aspirations and hopes for a genuine intercultural Ballarat.
10. Action Plan priorities for the next two years are focused on accessible services, advocacy, community engagement, leadership, capacity building and celebrating the various contributions made by the CALD communities.

##### KEY MATTERS

###### Consultation Process

11. A combined engagement process was undertaken for the Inclusion Framework, Disability Access and Inclusion Plan, LGBTIQ+ Inclusion Plan, Intercultural Plan, Reconciliation Action Plan and the Ageing Well in Ballarat Strategy.

12. The draft Intercultural Strategic Plan (ISP) was available for viewing and comment from Thursday 25 August until Wednesday 21 September.
13. The ISP was published on Council's online engagement platform and hard copies were also available at the Phoenix Customer Service Centre and all libraries.
14. Four drop-in sessions were held at a range of locations, times and days over the four-week consultation period.
15. The consultation was promoted through local print media, on the City of Ballarat website home page, social media, and via email to a range of networks. Surveys were completed online or in hard copy.

### **Community Response**

16. There were more than five hundred (n=538) visitors to the online engagement platform and 284 downloads of documents. Forty-two people attended the drop-in sessions to learn more about the plans. Eight written submissions were received and there were sixty-two (62) survey respondents.
17. Three individuals (2) Intercultural Advisory Committee (IAC) members provided feedback and one email submission was provided on the draft ISP.
18. The council has had the opportunity to consider the submissions and note some changes to the draft plan to be included in the final ISP.
19. The Proposed changes are outlined as follows:
  - a) Under Priority 1 Goal 1 deleted the action since it is no longer relevant: More English language classes for newly arrived migrants are now being offered.
  - b) Under Priority 1 Goal 5 action deleted, incorporated into Goal 4.
  - c) Under Priority 2 Goal 2 added: Sustain Council's membership to the Intercultural Cities Programme – Council of Europe (ICC) and Welcoming Cities Network by completing the accreditation process for both programs.
  - d) Under Priority 2 Goal 2 added: Strengthen advocacy support relating to Council's commitment as a Refugee Welcome Zone by building partnerships and working collaboratively with local community groups and service providers to enhance support for refugees settling in Ballarat.
  - e) Under Priority 3 Goal 1 added: Deliver and resource the Intercultural Ambassador Program and explore collaborative opportunities for maximising the role and the reach of Intercultural Ambassadors across communities and sectors.
  - f) Under Priority 3 Goal 3 rephrased: Co-design/deliver events and cultural celebrations, spearheaded by CALD community leaders.
  - g) Under Priority 3 Goal 4 added: Collaborate with other services and agencies to support and increase CALD participation in intercultural activities such as arts, sport, and recreation.
  - h) Under Priority 4 Goal 1 reworded and added: Deliver Cultural Diversity Week – Harmony Fest community initiatives, Refugee Week, National Day Flag Ceremonies, cultural and interfaith events of significance. Initiate additional cultural celebrations outside of Harmony Fest calendar.
  - i) Under Priority 4 Goal 1 deleted action is not relevant: Document a historical multicultural community profile of Ballarat to highlight the various contributions of migrant communities to the region.

- j) Under Priority 4 Goal 1 reworded to: Recognise the efforts of existing volunteers; promote/support volunteering opportunities for emerging and established CALD community members.
- k) Under Priority 4 Goal 2 action deleted and replaced with: Continuous engagement with local employers on the competitive advantage and benefits of workplace diversity and inclusion.
- l) Under Priority 4 Goal 2 action reworded: Explore potential for strengthening coordinated employment strategies to attract migrant workers to the region through Ballarat Regional Settlement and Advocacy Committee (BRASAC).
- m) Under Priority 4 Goal 2 action deleted: 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.
- n) Under Priority 4 Goal 2 new action added: Promote businesses that recognise and support migrants in the community.
- o) Under Priority 4 Goal 2 action deleted: Consider embedding within Council's Health promotion work, education / awareness sessions regarding culturally responsive service delivery to local organisations and business.
- p) Under Priority 4 Goal 2 reworded action: Explore opportunities for local employers to engage with potential migrant employees.
- q) Under Appendices added 2 Commonwealth Policies: - Australian Human Right Commission Act 1986 and Racial Discrimination Act 1975.
- r) General wording and formatting changes throughout the plan to increase readability and provide additional clarity where required.

## OFFICER RECOMMENDATION

### 20. That Council:

#### 20.1 Endorse and adopt the Intercultural Strategic Plan 2022-26.

## ATTACHMENTS

1. Governance Review [8.4.1 - 3 pages]
2. Summary of feedback and related changes made to the Intercultural Plan [8.4.2 - 6 pages]
3. Intercultural Plan 2022–2026 [8.4.3 - 50 pages]



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**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.

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

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

5. 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**

6. There are no economic sustainability implications identified.

**FINANCIAL IMPLICATIONS**

7. 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**

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

**HUMAN RIGHTS CONSIDERATIONS**

9. It is considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.
10. 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**

11. 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.
12. The Inclusive Ballarat consultation attracted a broad participation of community representatives and the wider community.

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**GENDER EQUALITY ACT 2020**

13. 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.
- Incorporates broader community engagement to build trust and awareness of any changes to the local context or impacts on 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:

  - iii. the importance of safety including cultural sensitivity, safety, physical safety and social safety
  - iv. barriers to accessibility, and considers times, physical space, communication

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**

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

**PROCUREMENT COLLABORATION**

**(For Contracts Only)**

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**Summary of feedback and related changes made to the Draft Intercultural Strategic Plan****Background**

A combined engagement process was undertaken for the Inclusion Framework, Disability Access and Inclusion Plan, LGBTIQ+ Inclusion Plan, Intercultural Plan, Reconciliation Action Plan and the Ageing Well in Ballarat Strategy. The documents were available for viewing and comment from Thursday 25 August until Wednesday 21 September. The plans were published on Council's online engagement platform and hard copies were also available at the Phoenix Customer Service Centre and all libraries.

Four drop-in sessions were held at a range of locations, times and days over the four-week consultation period. The consultation was promoted through the local print media, on the City of Ballarat website home page and social media, and via email to a range of networks. Surveys could be completed online or in hard copy. There were more than five hundred (n=538) visitors to the online engagement platform and 284 downloads of documents. Forty-two people attended the drop-in sessions to learn more about the plans. Eight written submissions were received and there were sixty-two (62) survey respondents.

Plan	Survey responses*
Inclusion Framework	1
LGBTIQ+ Plan	48
DAIP	5
Intercultural Plan	1
RAP	6
Ageing Well in Ballarat	6

\*People could provide feedback on more than one plan so the number of responses by plan is more than the number of overall survey respondents.

**Intercultural Strategic Plan feedback**

Two members of the Intercultural Advisory Committee (IAC) and one individual provided feedback.

These have been embedded alongside other feedback in the summary table.

In total, three people and the Ballarat Regional Multicultural Council provided a submission.

**Key messages**

The following key themes emerged:

- Support in the provision of welcome and settlement services to new migrants
- Recognise and take more active measures in relation to the CoB commitments as an Intercultural City, Welcoming City and Refugee Welcome Zone
- Maximise the role and reach of Intercultural Ambassadors across communities and sectors
- Incorporate cross actions relevant to the Inclusion Framework.

In addition, some word/terminology changes were suggested for clarification and better suitability.

A summary of changes is listed in the table below.



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Theme	Information shared/ feedback	Adaptation/ response	Action completed
Multiculturalism vs Interculturalism	Intercultural City History and methodology defined	In 2016, the City of Ballarat became an intercultural city after self-assessment and accreditation by the Council of Europe.  In its most basic form, multiculturalism means a lot of different cultures. Interculturalism is about building on multiculturalism and creating a society for the long term - not just welcoming	Two paragraphs added on page 5
Identification of Intercultural Ambassadors	ISP cover photo to name ambassadors	Names to be inserted after acknowledgement	Design team to update
Priority 1 Removed/replaced action	Priority 1 (1) More English language classes for newly arrived migrants - No longer relevant. Recently changed from 500 free hours to unlimited	Action replaced with 'Develop and implement guideline to ensure that information provided by the City of Ballarat is inclusive and accessible'.	Removed/replaced action
Priority 1	Delete repeated action: Advocate for a CoB recruitment plan that will encourage / accommodate a diverse workforce	Delete action 5 Incorporate	Removed action
Priority 1 (1) Providing services	Need for more Welcome Activities for new migrants	New action: Provide welcome activities for new migrants in partnership with BRMC and other settlement agencies.	Inserted new action
Priority 1 (2) Delivery of services	Delete repeated action: Collaborate with BRMC in various initiatives and in the provision of 'Welcome	Delete action 3	Removed action

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	Packs" for new migrants and refugees.		
Priority 1 (3) Intercultural Competence	Delete action 2	New action: Establish baseline data from staff regarding cultural identity, languages spoken. LBGTIQA+ identity, gender, Aboriginal and Torres Strait Islander identity and disability to understand the diversity of the organisation	Inserted new action
Priority 1 (4)	Delete Goal 4	Replace with: 'Promoting accessible services, spaces, and facilities.	Goal replaced
Priority 1 (4) Action added	Delete action 1	New cross - action: 'Include standard for assessable and safe facilities in the City of Ballarat community Infrastructure Guidelines'.	Inserted new action
Priority 1 (4) Action added	Delete action 2	New cross - action: 'Explore current facility audit tools and ways to incorporate more inclusive assessments.	Inserted new action
Priority 1 (5)	Delete Goal 5	Replace with: 'Promoting a diverse workplace'	Goal replaced
Priority 1 (5) Action added		New action: 'Review City of Ballarat's Anti-Discrimination and Anti-Harassment policies	Inserted new action
Priority 1 (5) Action added		New action: 'Seek opportunities to showcase diversity in Council staffing'	Inserted new action
Priority 1 (5) Action added		New action: 'Review City of Ballarat human resources and workplace policies to	Inserted new action

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		ensure they are inclusive'	
Priority 2 (2) Promoting across globe	Need for accreditation to Welcoming cities	<p>Added to action:</p> <p>by completing the accreditation process for both programs.</p> <p>So that it now reads:</p> <p>Sustain Council's membership to the Intercultural Cities Programme – Council of Europe (ICC) and Welcoming Cities Network by completing the accreditation process for both programs.</p>	Added to action to show we will get accreditation to Welcoming Cities and updated ICC accreditation
Priority 2 (2) Promoting across globe	Recognise and take more active measures in relation to the CoB commitments as a Refugee Welcome Zone	<p>Extended existing Action (Strengthen advocacy support) so that it now reads:</p> <p>Strengthen advocacy support relating to Council's commitment as a Refugee Welcome Zone by building partnerships and working collaboratively with local community groups and service providers to enhance support for refugees settling in Ballarat</p>	Added to action according to feedback
Priority 3 (1) Providing training/education opportunities	Explore collaborative opportunities for maximising the role and reach of Intercultural Ambassadors across communities and sectors.	<p>Extend existing action (Ambassador Program) so that it now reads:</p> <p>Deliver and resource the Intercultural Ambassador Program, and explore collaborative opportunities for</p>	Added to action according to feedback

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		maximising the role and the reach of Intercultural Ambassadors across communities and sectors.	
Priority 3 (2) Capacity Building		New action: 'Develop pathways for people from diverse communities to be involved in Council engagement processes'	Action added
Priority 3 (3) Representing and support	Give CALD community members leadership roles in the delivery of events and cultural celebrations.	Co-design/deliver events and cultural celebrations, spearheaded by CALD community leaders.	Inserted new action in a new box
Priority 3 (4) Engaging diverse communities	Goal and two actions deleted.		Goal and actions deleted
Priority 4 (1) Celebrating the diversity advantage	Host a refreshed annual cultural celebration at a different time of year to March, benchmarked against regional examples of best practice	Add to existing action (Cultural Diversity Week) so that it now reads:  Deliver Cultural Diversity Week – Harmony Fest community initiatives, Refugee Week, National Day Flag Ceremonies, cultural and interfaith events of significance. Initiate additional cultural celebrations outside of Harmony Fest calendar	Added to existing action:  Initiate additional cultural celebrations outside of Harmony Fest calendar
Priority 4 (1) Celebrating the diversity advantage	Not relevant to current Intercultural Plan	Remove action:  Document a historical multicultural community profile of Ballarat to highlight the various contributions of migrant communities to the region	Delete action
Priority 4	Recognise the efforts	Recognise the efforts	Added new action



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(1) Celebrating the diversity advantage	of existing volunteers: promote/support volunteer opportunities for CALD community members emerging and established	of existing volunteers; promote/support volunteering opportunities for emerging and established CALD community members	
Priority 4 (2) Enhancing diverse community participation	Feedback from community that this could be changed or re-worded.	Remove action:  Continuous engagement with local employers on the competitive advantage and benefits of workplace diversity and inclusion	Delete action
Priority 4 (2) Enhancing diverse community participation	Feedback from community that this could be changed or re-worded.	Explore potential for strengthening coordinated employment strategies to attract migrant workers to the region through BRSAC	Added new action
Priority 4 (2)	Priority 4 (2) action 2 replaced with Priority 3 (4) action 1	New action: 'Collaborate with other services and agencies to support participation in intercultural activities such as sport and recreation'	Action replaced
Add to Appendices	Add Australian Human Rights Commission Act 1986 and Racial Discrimination Act 1975 to list of Commonwealth policies in Appendices.	- Australian Human Rights Commission Act 1986  - Racial Discrimination Act 1975	Added to appendices
Changes to words/terminologies across the plan	Feedback from the community	Replaced words/terminologies as needed	Updated words/terminologies across the plan



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

*Ballarat is Australia's first Intercultural City*







—  
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.



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## **Our vision: Ballarat, an Intercultural City**

**An inclusive intercultural city that celebrates  
diversity and is welcoming to people of  
all cultures.**

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"We celebrate the diversity of our city and recognise the significant contributions made by our First Nations People and 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

In 2016, the City of Ballarat became an intercultural city after self-assessment and accreditation by the Council of Europe.

In its most basic form, multiculturalism means a lot of different cultures. Interculturalism is about building on multiculturalism and creating a society for the long term – not just welcoming migrants and refugees into a community but preparing the community for arrival and then creating structures for full inclusion and participation.

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’ facilitate 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.



**Community quotes from the Inclusive Ballarat engagement process can be found throughout this plan...**

*“People can be included, but not necessarily accepted. This is not true inclusion.”*

Community-led conversation

*“I was at an exhibition in the gallery representing cultures – “the next day it was on the newspapers front page, I was wearing a red hijab and I was proud.”*

Community consultation

*“Poster of a woman of colour feels inclusive. Warms your heart.”*

Community consultation

*“Inclusion means feeling connected.”*

Interactive message board

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

Community-led conversation

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**Cover image:** City of Ballarat - Intercultural Ambassadors 2022-25. Left to right, (top row) Hien Blackmore, Yaqoob Kazan and Lokan Ravi, (second row down) Yilin Liu and Victor Barrantes, (third row down) Lucien Ibrahim, Anam Umar and Maridel Martinez Andanar, (front row) Lilly Wright and Antonella Cupello.





## 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.

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

Community survey

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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.

This plan forms part of Council's Inclusion Framework - a roadmap for collaborative and intersectional inclusive action.

This plan commits us to do better in removing the barriers to access and inclusion. It commits us to ensuring that 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.

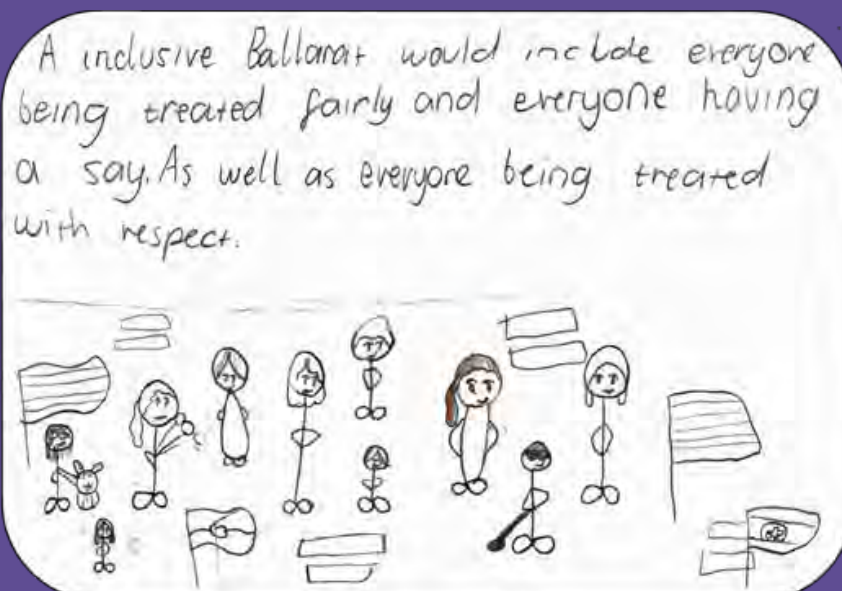
*This is the City of Ballarat's second Intercultural Plan. It builds on our progress from investment in inclusive practices to date. It was developed working with people with lived experience, knowledge and expertise.*



## 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, life stages or ages, 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 gender, ability, Indigenous background, sexual orientation, ethnicity, language, faith, socioeconomic status, or age.

### Equality

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

### Equity

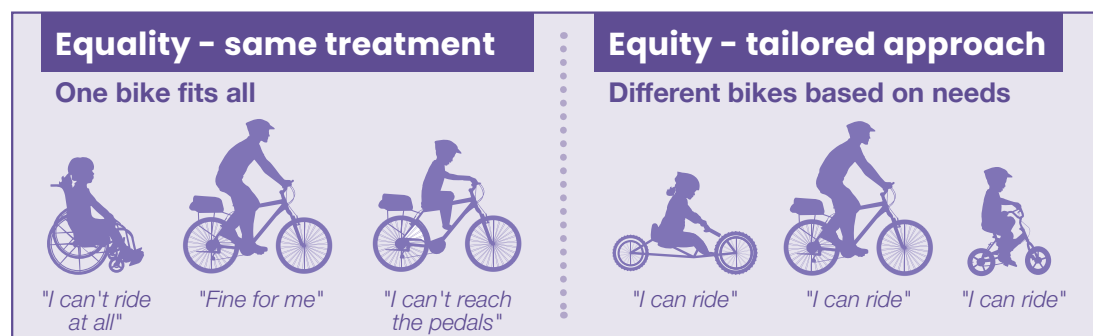
When the distribution of support, resources and opportunities is based on the recognition that different people or groups start with different levels of resources, opportunities and power, face different barriers, and have different needs, life experiences and access to decision-making. This approach 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.

### CALD

Culturally, linguistically and religiously diverse.



## 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 full 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.

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

Community survey

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## **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.

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## Ballarat is a changing and diverse community

Ballarat is becoming a more culturally diverse community with one in nine people born overseas, seven per cent speaking a language other than English and four per cent practicing a non-Christian faith.

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.



**113,763**

population of Ballarat at August 2021



**12,880**

residents were born overseas (89 different nationalities)



**29%**

of residents had at least one parent born overseas



**57%**

of residents from overseas arrived in Australia since 2001



**7,976**

residents were from non-English speaking backgrounds

### Main countries of birth (other than Australia)

UK (3078), India (1846), NZ (969), China (677), Philippines (631), Netherlands (495), USA (314), Germany (310), South Africa (268), Malaysia (249), Sri Lanka (249), Nepal (212)



**7%** of people living in Ballarat speak a language other than English at home

**10%** of those that speak another language are not proficient in English

### More than 30 languages spoken

#### Main languages spoken (other than English):

Mandarin (968), Punjabi (764), Malayalam (466), Filipino/Tagalog (441), Hindi (387), Urdu (233), Spanish (227), Nepali (213), Sinhalese (206), Italian (191), Arabic (187), Vietnamese (186), German (172), Cantonese (165), Greek (151), Japanese (151), Tamil (149), Thai (139), French (136)



**65%**

of migrants living in Ballarat came to Australia through a skilled migration program since 2016



#### Christianity (42%) is the major religious denomination in Ballarat

however 48% have no religion or secular beliefs. There are also over 4000 people affiliated with other religions: Hinduism (1320), Buddhism (873), Islam (765), Judaism (56), other religious groups (1105).

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](https://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 following groups are critical to the implementation of this plan.

### 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.

**This group works to ensure that an intersectional approach to inclusion is taken in the implementation of each plan that sits under the Inclusion 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 informing 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 ten Intercultural Ambassadors. We have trained and engaged 60 Ambassadors to date since the program commenced. The Ambassadors have actively assisted in shaping social connections and inclusion within the city.

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

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## 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 into several priority groups and that we need to address the many ways that people face discrimination and exclusion.

This plan forms part of the Inclusion Framework.

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## 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 principles are the foundational ideas that shape our planning and decision making to support inclusion.**



### **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, facilities, 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 principles apply to our work in interculturalism.**

- Our work will be founded on **universal norms** established to promote democracy, human rights and the rule of law. We must embody the the recognition of the equality of human dignity of all individuals within the society regardless of their legal status.
- Our work must 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. We will promote access to services, rights for newcomers, and to facilitate social integration and positive intercultural relations.
- Our work will 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.
- Our work will be fostered by **citizen's participation** by engaging people in the conception, monitoring and evaluation of the strategy.
- Our work will be promoted by a **culture of innovation** where policies are assessed whether they foster mixing, interaction and pluralism.
- Our work will drive **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 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 will 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.

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

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## 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.

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

Two Intercultural Forums were facilitated and four Story-Telling Circles were driven at the Ballarat Library with young people and community members.

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 especially 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 delivery of effective, tailored programs to meet the needs of local CALD communities and to facilitate interactions which will result in intercultural exchange and understanding
- A whole-of-organisation approach to embracing 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	
	<b>Priority 1: Responsive services</b> “I can access the services and programs I need easily.”
	<b>Priority 2: Active citizenship</b> “I can participate in public life.”
	<b>Priority 3: Leadership and advocacy</b> “The City of Ballarat is recognised as a strong advocate for CALD communities.”
	<b>Priority 4: Maximising and valuing diversity</b> “The City of Ballarat partners with the community to 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).


	<b>Priority 1: Responsive Services</b> <b>“I can access the services and programs I need easily.”</b>	
We will achieve this by:	We will:	When
<b>1. Providing accessible services for Aboriginal, culturally, linguistically and religiously diverse and newly arrived communities</b>	Develop and implement guidelines to ensure that information provided by the City of Ballarat is inclusive and accessible	Year 1
	Provide information about Council services and programs on platforms and in formats that are accessible for Aboriginal and culturally, linguistically and religiously diverse communities.	Years 1 and 2
	Update Council's Intercultural Services Directory on a yearly basis	Years 1 and 2
	Publish and provide easy access to Council's 'All of Us' yearly calendar	Years 1 and 2
<b>2. Enhancing coordination and delivery of local services</b>	Collaborate with the Ballarat Regional Multicultural Council (BRMC) and other settlement agencies in the provision of migrant welcome activities and access to settlement services information	Years 1 and 2
	Facilitate the implementation of Council's Reconciliation Action Plan	Years 1 and 2
	Advocate for improved public transport, appropriate food services, access to social activities of diverse elderly, migrants, and refugees	Year 2
	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	Year 1
	Strengthen advocacy support relating to Council's commitment as a Refugee Welcome Zone by building partnerships and working collaboratively with local community groups and service providers to enhance support for refugees settling in Ballarat	Year 1


	<b>Priority 1: Responsive Services</b> <b>“I can access the services and programs I need easily.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>3. Increasing intercultural competence / sensitivity of Council staff and service providers</b>	Audit existing inclusivity training practices and resources available	Year 1
	Establish baseline data from staff regarding cultural identity, languages spoken, LGBTIQ+ identity, gender, Aboriginal and Torres Strait Islander identity and disability to understand the diversity of the organisation	Year 1
	Develop an organisational Language Services Policy	Years 1 and 2
	Develop and implement general inclusivity training for new staff as part of the onboarding process	Year 1
	Develop a model of training that provides both general and specific training as required	Year 2
	Facilitate the delivery of Cultural Awareness / Intercultural Competence Training for Council staff, public interface agencies and industry	Year 2
<b>4. Promoting accessible services, spaces and facilities</b>	Include standards for accessible, inclusive and safe facilities in City of Ballarat’s Community Infrastructure Guidelines	Year 1
	Explore current facility audit tools and ways to incorporate more inclusive assessments	Year 1
	Review accessibility and inclusivity of City of Ballarat facilities, such as the libraries, early years services, Ballarat Aquatic and Lifestyle Centre and the Art Gallery	Years 1 and 2
	Acknowledge and promote businesses that accommodate diverse workers / employees / suppliers	Year 2


	<b>Priority 2: Active Citizenship</b> <b>“I can participate in public life.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>1. Creating opportunities for culturally, linguistically and religiously diverse people to exercise their rights and responsibilities and to influence public life</b>	Partner with the Australian Electoral Commission (AEC) to deliver voter’s education sessions	Year 2
	Promote information sessions regarding Councillor candidacy	Year 2
	Deliver the Intercultural Garden	Years 1 and 2
<b>2. Promoting Ballarat as a Welcoming City and Intercultural City</b>	Complete the accreditation processes for the Intercultural Cities Program 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	Years 1 and 2
	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-cho (town), Japan	Years 1 and 2
	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	Years 1 and 2
	Support ‘Peace Building’, collaborate and facilitate connections with cultural groups, Compassionate Ballarat and Mayors for Peace	Year 2


	<b>Priority 2: Active Citizenship</b> <b>“I can participate in public life.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>3. Enhancing diverse community participation in social, employment, education, training, arts, sports and recreation opportunities</b>	Explore potential for strengthening coordinated employment strategies to attract migrant workers to the region through Ballarat Regional Settlement Advocacy Committee	Year 2
	Promote businesses that recognise and support migrants in the community	Year 1
	Collaborate with other services and agencies to support participation in intercultural activities such as arts, sport and recreation	Year 1
	Explore opportunities for local employers to engage with potential migrant employees	Year 2
	Enhance awareness and understanding through training on environmental sustainability issues including environment, biodiversity, water, waste and climate change	Year 2
	Provide opportunities for cultural exchange between children and young people such as through Library story times, school holiday programs or youth services activities.	Year 2



	<b>Priority 3: Leadership and Advocacy</b> <b>“The City of Ballarat is recognised as a strong advocate for CALD communities.”</b>	
We will achieve this by:	We will:	When
<b>1. Providing and promoting training opportunities to promote leadership development in diverse communities</b>	Deliver and resource the Intercultural Ambassador Program, and explore collaborative opportunities for maximising the role and the reach of Intercultural Ambassadors across communities and sectors	Years 1 and 2
	Promote social, cultural, education and training activities that highlight intercultural learning and exchange driven by government, other local government areas and service agencies	Year 2
	Mentor, collaborate and link diverse groups to other agencies to facilitate delivery of their events and activities	Year 1
	Promote community group governance training opportunities for CALD people and groups	Years 1 and 2
	Deliver ‘Preventing Violence Against Women’ Workshops to the Intercultural Ambassadors, City of Ballarat's Intercultural Services committee members and community leaders.	Year 2
<b>2. Building the capacity of our diverse communities to partner with Council</b>	Resource Council's Koorie Engagement Action Group (KEAG), Intercultural Advisory Committee (IAC), Ballarat Friends of Ainara Community Committee (BFACC) to enable them to facilitate individual and joint activities	Years 1 and 2
	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	Years 1 and 2
	Develop and implement guidelines to ensure City of Ballarat engagement practices are accessible and inclusive	Year 1
	Develop pathways for people from diverse communities to be involved in Council engagement processes	Years 1 and 2

	<b>Priority 3: Leadership and Advocacy</b> <b>“The City of Ballarat is recognised as a strong advocate for CALD communities.”</b>	
We will achieve this by:	We will:	When
<b>3. Representing and supporting our diverse communities in issues that impact them</b>	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	Year 1
	Co-deliver Anti-Racism Training with partners of Council to staff and community leaders and groups	Year 2
	Release a clear statement that takes a stance against racism and discrimination	Year 1
	Co-design/deliver events and cultural celebrations, spearheaded by CALD community leaders	Year 1
<b>4. Promoting a diverse workplace</b>	Review City of Ballarat’s Anti-Discrimination and Anti-Harassment Policy	Year 1
	Review recruitment and onboarding processes for work placement, employment and volunteer roles at the City of Ballarat to identify areas for improvement	Year 1
	Review City of Ballarat’s human resources and workplace policies to ensure they are inclusive	Year 1
	Seek opportunities to showcase diversity in Council staffing	Years 1 and 2
	Explore partnerships across Council to adapt the ‘Diversity Atlas’ as a tool to measure Council’s diversity agility	Year 2

	<b>Priority 4: Maximising and Valuing Diversity</b> <b>“The City of Ballarat partners with the community to acknowledge and celebrate the various contributions of our CALD communities.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>1. Celebrating the ‘diversity advantage’ of the Ballarat Intercultural City</b>	Deliver Aboriginal and Torres Strait Islander events on dates of significance such as Survival Day Dawn Ceremony, Anniversary of the National Apology, National Sorry Day, Reconciliation Week, Aboriginal and Torres Strait Islander Children's Day and NAIDOC Week	Years 1 and 2
	Deliver Cultural Diversity Week – Harmony Fest community initiatives, Refugee Week, National Day Flag Ceremonies, cultural and interfaith events of significance	Years 1 and 2
	Recognise the efforts of existing volunteers and promote volunteering opportunities for emerging and established CALD community members	Year 2
	Feature multicultural elements in major Council events such as Begonia Festival, Heritage Week and Summer Sundays	Year 1
	Build the skill base of CALD groups by facilitating training in employment interviewing, job-readiness, technology for all ages, Australian workplace culture, community safety and mental health.	Year 2

	<b>Priority 4: Maximising and Valuing Diversity</b> <b>“The City of Ballarat partners with the community to acknowledge and celebrate the various contributions of our CALD communities.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>2. Providing opportunities for all residents and visitors to enjoy an intercultural, cosmopolitan Ballarat</b>	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.	Years 1 and 2
	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.	Year 2
	Promote Council’s strong advocacy and public support to key multicultural groups through visible signage and posters, ‘Welcome’ in different languages and ‘Racism it Stops with Me’ during public and sporting events	Year 2
	Explore communication strategies to promote the attendance of mainstream community members to attend CALD driven events	Year 2





## Appendices

### 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*
- *Australian Human Right Commission Act 1986*
- *Racial Discrimination Act 1975*



#### 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.

### Collaboration and partnerships

The City of Ballarat is a member of a range of national and international networks

#### 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

### **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.

### **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	Ballarat Neighbourhood Centre
Australian Football League Goldfields – Indigenous and Multicultural Steering Committee	Ballarat Regional Multicultural Council (BRMC)
Ballarat African Association	Ballarat Regional Settlement and Advocacy Committee
Ballarat Community Health Services	Child and Family Services Ballarat
Ballarat & District Aboriginal Co-operative	Central Highlands Sports Assembly
Ballarat and District Soccer Association	Centre for Multicultural Youth
Ballarat Friends of Ainara Community Committee	Centrelink
Ballarat Indian Association Inc	Chinese Australian Cultural Society of Ballarat Inc
Ballarat Interfaith Network	Compassionate Ballarat
Ballarat Keralites' Foundation of Australia	Department of Families, Fairness and Housing
Ballarat Region Indonesian Community	Department of Health
Ballarat Irish Association	Department of Home Affairs
Ballarat Italian Association	Department of Immigration and Border Protection
Ballarat Malayalee Association Inc	

Department of Education and Training	Rotary Club Ballarat South
Department of Jobs, Precincts and Regions	Settlement Humanitarian and Refugee Enhancement Working Group
Djaara	Sri Lankan Australian Association of Ballarat Inc
Ethnic Communities' Council of Victoria	Victoria Police
Federation of Ethnic Communities' Council of Australia	Victorian Local Government Multicultural Issues Network
Federation University	Victorian Multicultural Commission
Filipino Australian Association of Ballarat Inc	Victoria Togolese Association
Filipino Australian Sports Club of Ballarat Inc	Victorian Multicultural Commission – Regional Advisory Committee
Grampians Health	Voice FM - 99.9
iGen Foundation Limited	Wadawurrung Traditional Owners Aboriginal Corporation
Inagawa Board of Education	Welcoming Australia Ltd.
Inagawa International Association	Western Bulldogs
Islamic Society of Ballarat	Women's Health Grampians
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	
Refugee Support Service Network	
Regional Development Victoria	
Rotary Club of Alfredton	



## Acknowledgements

This plan is informed by 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 Ainara 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

- This document can be found in PDF format on our website [ballarat.vic.gov.au](https://ballarat.vic.gov.au)
- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Engaged Communities Team: [communityengagement@ballarat.vic.gov.au](mailto:communityengagement@ballarat.vic.gov.au).



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City of Ballarat | PO Box 655, Ballarat, VIC, 3353

☎ 03 5320 5500 🌐 [ballarat.vic.gov.au](https://ballarat.vic.gov.au)

**Intercultural Services** @ [interculturalservices@ballarat.vic.gov.au](mailto:interculturalservices@ballarat.vic.gov.au)

October 2022

## 8.5. DISABILITY ACCESS & INCLUSION PLAN - FINAL

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Bernadette Duffy - Community Inclusion Officer

### PURPOSE

1. To update Councillors regarding the development of the 2022 – 2026 Disability Access and Inclusion Plan (DAIP) and changes made as a result of the consultation process and feedback received.
2. To seek endorsement and adoption of the 2022 – 2026 Disability Access and Inclusion Plan.

### BACKGROUND

3. The DAIP is a legislative requirement in accordance with section 38 of the Disability Act 2006. It is also an important tool to promote inclusion for people with disability in the City of Ballarat municipality.
4. This is the City of Ballarat's fifth DAIP with the last plan concluding this year.
5. This is a four-year plan with an initial two-year action plan.
6. This Plan forms part of the draft Inclusion Framework, Council's whole-of-organisation approach to inclusion.
7. The Disability Advisory Committee has been instrumental in guiding the development and revision of the Plan.
8. The Plan was drafted with reference to the Inclusive Ballarat engagement process that took place between early April and early May 2022, with 886 people providing input across a range of engagement tools.

### KEY MATTERS

#### Consultation process

9. The draft DAIP was approved for public exhibition at the August 2022 Council Meeting.
10. A combined engagement process was undertaken for the following documents:
  - a. Inclusion Framework
  - b. Disability Access and Inclusion Plan
  - c. LGBTIQA+ Inclusion Plan
  - d. Intercultural Plan
  - e. Reconciliation Action Plan
  - f. Ageing Well in Ballarat Strategy.



11. Community engagement took place for a period of four weeks between August 25 and September 21.
12. The plans were published on Council's online engagement platform (including accessible versions of the DAIP) and hard copies were also available at the Phoenix Customer Service Centre and all libraries.
13. Public exhibition and consultation for the Plan was promoted through local print media, on the City of Ballarat home page and social media channels, via email to a range of networks and via the Disability Advisory Committee.
14. Consultation methods included:
  - Online survey
  - Hard copy survey available at libraries and the Phoenix Building
  - Four drop-in sessions at various times, days, and locations
  - Receipt of submissions in a variety of other forms including via text messages, written submissions and emails, and face to face discussions

### **Community response**

15. There were more than five hundred (n=538) visitors to the online engagement platform and 284 downloads of documents. Forty-two people attended the drop-in sessions to learn more about the plans. Eight written submissions were received and there were sixty-two (62) survey respondents.
16. Five (5) survey responses and two (2) written submissions were received regarding the DAIP. The Disability Advisory Committee also provided feedback.
17. The feedback can be summarised in three key messages:
  - a. Accessible facilities are vital - including the train station, Mars Stadium and Changing Places toileting and hygiene facilities
  - b. There is a need to further strengthen decision making opportunities for people with disability
  - c. There are a range of considerations required for more accessible environments for people with disability.
18. In addition, some word changes were suggested for clarification and better suitability.
19. The following amendments were made to the document:
  - a. The addition of Changing Places as an element to be included in the review of the Public Toilet Strategy
  - b. Addition of an action to 'provide opportunities to increase the capacity of people with disability to advise organisations on matters of diversity, access, equity, accessibility and inclusion'
  - c. The addition of a list of achievements from the previous plan
  - d. A number of small wording and grammatical amendments

**OFFICER RECOMMENDATION****20. That Council:**

**20.1 Endorse and adopt the Disability Access and Inclusion Plan 2022-2026, and**

**20.2 Endorse that the Disability Access and Plan 2022-2026 is provided to the Australian Human Rights Commission, pursuant to section 64 of the *Disability Discrimination Act 1992*.**

**ATTACHMENTS**

1. Governance Review [8.5.1 - 3 pages]
2. Disability Access and Inclusion Plan 2022–2026 [8.5.2 - 39 pages]

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. This Plan builds on the work of previous Disability Access and Inclusion Plans.
2. Numerous Council plans were reviewed in the development of this Plan.
3. This plan was specifically developed in collaboration with the following:
  - Inclusion Framework 2022 – 2026 (Draft)
  - Reconciliation Action Plan 2022 – 2026 (Draft)
  - Intercultural Plan 2022 – 2026 (Draft)
  - LGBTIQA+ Inclusion Plan 2022 – 2026 (Draft)
  - Ageing Well Strategy 2022 – 2026 (Draft)
4. Other key alignments include:
  - Council Vision 2030
  - Council Plan 2021 – 2025
  - Municipal Health and Wellbeing Plan 2021 – 2031
  - Community Infrastructure Plan 2021 – 2036
  - Municipal Early Years Plan 2022 – 2026
  - Community Engagement Framework
  - Libraries and Learning Strategy
  - Gender Equality Action Plan 2021 – 2025
  - Active Ballarat Strategy 2020
  - Ballarat Integrated Transport Action Plan 2020
  - Ballarat Creative City Strategy 2019
  - Ballarat Event Strategy 2018 – 2028
  - Active Women and Girls' Strategy 2018
  - Playspace Planning Framework 2017

**COMMUNITY IMPACT**

5. Approximately 1 in 6 people in Ballarat have a disability which equates to approximately 22,000 people. Ballarat also has higher rates of chronic health conditions than the state average.
6. In addition, universal design and inclusive design provides improvements for many people. In addition to supporting people with disability it can support other priority populations, for example parents with prams, older people, people who are injured or ill, children, people with low literacy or where English is an additional language.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

7. There are no climate emergency or environmental sustainability implications identified.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

8. There are no economic sustainability implications identified.

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**FINANCIAL IMPLICATIONS**

9. Any projects identified from the implementation of the action plan that fall outside of recurrent budget will be subject to a business case approval process.

**LEGAL AND RISK CONSIDERATIONS**

10. This Disability Access and Inclusion Plan is a requirement of the *Disability Act 2006*.
11. This Plan assists Council to adhere to the following legislation:
  - *Age Discrimination Act 2004*
  - *Disability Discrimination Act 1992*
  - *Disability Act 2006*
  - *Racial Discrimination Act 1975*
  - *Sex Discrimination Act 1984*
  - *Charter of Human Rights and Responsibilities Act 2006*
  - *Equal Opportunity Act 2010*

**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 Inclusive Ballarat engagement process took place between early April and early May 2022, with 886 people providing input across a range of different engagement tools.
14. Engagement with City of Ballarat staff and Disability Advisory Committee members was instrumental in developing the two-year action plan.
15. The draft Disability Access and Inclusion Plan was approved for public exhibition at the August Council Meeting. Community engagement took place for a period of four weeks between August 25 and September 21.
16. Seven (7) individuals and the Disability Advisory Committee provided feedback on the Plan as summarised in the body of the Council Report.

**GENDER EQUALITY ACT 2020**

17. There are gender equality implications identified for the subject of this report.
18. Specifically, it is recommended that the Disability Access and Inclusion Plan:
  - Includes the following specific key principles
    - a) co-design with people with disability
    - b) accessible communication and universal design
  - Recognises key sources of discrimination such as negative community attitudes, reduced access to decision making opportunities, inaccessible information and

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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.
- 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 people with disability, but also meets broader accessibility requirements where possible

19. 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 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 Diversity Access Equity and Inclusion Reference Group whenever possible.

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

20. 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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CITY OF BALLARAT  
**Disability Access  
and Inclusion Plan  
2022–2026**

CITY OF  
BALLARAT







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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.

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## **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.**

**Our vision for an inclusive Ballarat draws directly from the City of Ballarat Community Vision – a community-driven statement that highlights inclusion as a key part of our city's thriving future.**



**Community quotes from the Inclusive Ballarat engagement process can be found throughout this plan...**

*“Disability is wide ranging but does not define a person.”*

Community survey

*“Inclusion means feeling part of the community and not an 'add on' or 'burden'. It should be common practice.”*

Community survey

*“By embedding inclusion from the beginning it can be embodied, part of the DNA of how we do things. This is when we will know that it is inclusive.”*

Community-led conversation

*“Not all disability is wheels.”*

Community-led conversation



**"The City of Ballarat recognises the valuable contribution that people with disability make to our community and we celebrate the diversity of our city.**

**This plan delivers on our community's vision for a more inclusive Ballarat.**

**It commits us to do better in removing the barriers to access and inclusion and making sure the voices and aspirations of people with disability are reflected within our organisation.**

**This includes in our policies, plans, services and programs, and in the decision-making that affects our city and community."**

**Cr Daniel Moloney  
Mayor, City of Ballarat**





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

Community-led conversation

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## Why do we have this plan?

Local governments are required by law to protect, improve and promote the health and wellbeing of their communities. Inclusion in community, work, learning and decision making is vital to good health.

As the level of government closest to the people, local government has the greatest opportunity to lead tangible local change. We can do this by challenging discrimination, and championing inclusive attitudes and practices that support and celebrate people with disability.

The City of Ballarat acknowledges our responsibility to lead the development of inclusive policies, plans, programs and services that recognise, respect and value diversity.

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

This plan is a requirement of section 38 of the *Victorian Disability Act 2006*.

## **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.

*“We live in a world designed for able bodied people – we need to be a world designed for everyone.”*

Interactive message board

*“Inclusion means not only making places accessible for those with additional or diverse needs but making it part of the norm.”*

Community survey

*“Make changes so that... any member of this community can walk (or roll) through your door.”*

Interactive message board

## How we talk about disability and inclusion

The words and language we use are important in making sure we are being inclusive in our actions.

**Disability is a very broad term. It has evolved over time and people may have different understandings of this term. In this plan it is used to describe the range of physical, cognitive, sensory, psychosocial and other disabilities people experience, including chronic illness.**

### Social Model of Disability

This plan uses the definition of disability from the United Nations Convention on the Rights of Persons with Disabilities. This definition recognises that it is the interaction between people with disability and inaccessible communities and environments that prevents full and equal community participation. This is often called the Social Model of Disability which views disability as stemming from communities, services and spaces that are not accessible or inclusive. In this way, it is society that places limits or barriers on people, rather than their disability.

### Person-first language

In this plan we use language that puts the person before their disability such as ‘person with disability’. While some people with disability prefer to use person-first language, others prefer to use identity-first language such as ‘disabled person’. This is because a person’s disability may be a key part of their identity and a way that they form a connection with the disability community. We recognise and respect all people with disability, including those

who may not identify as a ‘person with disability’ but who experience barriers to access and inclusion.

Below are some other terms that are useful to understand when reading this plan.

#### Ableism

Discrimination or prejudice towards people with disability.

#### Accessibility

The practice of making information, activities or environments easy to understand and navigate, meaningful, and usable for as many people as possible.

#### Advocacy

Giving active support to an idea or cause.

#### Changing places

Adult changing facilities specifically designed for people who are unable to use the standard accessible toilets. These facilities include an adult-sized changing table, hoist, peninsula toilet and more circulation space. They provide more comfort and dignity for changing and disposing of incontinence products.



**Disability**

The range of physical, cognitive, sensory, psychosocial and other disabilities people experience, including chronic illness.

Disability can be temporary or permanent, something acquired or something that was present from birth.

**Discrimination**

The unfair or prejudicial treatment of people and groups based on characteristics such as ability, race, gender, age or sexual orientation.

**Diversity**

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

**Inclusion**

When people feel valued and respected, and have the resources, opportunities and capabilities they need to learn, work, have a voice and participate fully in life.

**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.

**Participation**

When people join in with others and become involved. This may include having some decision making or planning control over an event or activity or joining in an activity that was planned by others.

**Universal design**

Designing and creating programs, services, tools and facilities that are useable, without modification, by the widest range of people possible. It involves considering the situation and the people who will use what is being created to design inclusive solutions. Universal design is not a product, it is the process of good design, which focuses on the needs of people.



## Why is this plan important?

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

People with disability 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.

People with disability may need a range of supports or adaptations to make sure they have the same opportunity to participate.

The City of Ballarat recognises that there is significant diversity among people with disability. We also recognise that experiences and abilities vary from person to person, and that individual and group requirements are not static and can change over time and across different settings.

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## **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. People with disability have valuable ideas and perspectives, and a wide range of skills, talents and abilities to share.

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## Ballarat is a changing and diverse community

With 1-in-6 people living with disability, there are around 19,000 people with disability in Ballarat. More than 6,000 people with severe or profound disability live in Ballarat.



**1 in 6**

residents live with disability, around one third with a profound or severe disability

AIHW 2022



**1 in 100**

Victorians report living with autism, but many people live without diagnosis so rates are expected to be higher

State of Victoria 2019



Just under  
**2 in 5**

Ballarat residents have one or more long term health conditions

ABS 2022



**24%**

of Aboriginal people live with disability, which is twice the rate of the general population

ABS 2019



**38%**

of LGBTQIA+ people identify as living with disability or long-term health condition

Victorian Government 2022



Almost  
**1 in 2 people**

aged 65 years and over live with disability

ABS 2019

### Of people with disability:



**For 1 in 4**

their main form of disability is mental or behavioural

AIHW 2022



**Almost 1 in 3**

over 15 years of age avoided situations because of their disability, rising to 2 in 3 people with psychosocial disability

AIHW 2022



Less than  
**half are employed**

compared with 80% of people without disability

ABS 2019

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

Community survey

## **What are the key challenges for people with disability?**

People with disability are more likely to face barriers to inclusion and experience poorer mental and physical health outcomes than the general population.

They are more likely to experience sexual or physical violence, intimate partner violence, emotional abuse or sexual harassment at some point in their lives.

They are more likely to experience inappropriate or insecure housing, lower rates of workforce participation, lower levels of education and reduced access to public transport.

Opportunities to participate in sport, recreation, events and community groups can be limited or be perceived to be limited unless specific interventions are provided to increase access and inclusion.

Supporting people with disability to be safe, included and valued benefits the whole community.



### Outcomes for people with disability are not equitable:

- 1 in 3 people with disability reported high or very high levels of psychological distress.\*
- People with disability experience social isolation at twice the rate of people without disability.\*
- Almost half of people with disability have experienced physical violence since the age of 15. People with disability under the age of 15 are twice as likely to have experienced abuse than people without disability. Women with particular disability types can be at even higher risk of violence.\*
- About 4 in 9 people with disability aged 15 – 64 years reported avoiding interactions with family, friends, businesses, work, transport or public spaces in the previous 12 months due to their disability.\*
- Many people with disability report problems gaining timely access to appropriate services, which is also more difficult in regional and remote areas.^
- Despite the vast majority of people with disability not needing any additional support from their employer (88%) or time off (82%), people with disability are twice as likely to be unemployed as those without disability and are more likely to be underemployed.\*
- For people living with autism, rates of unemployment are three times that of other people with disability and more than half have never held a paid job despite their skills, qualifications and interest in being employed.\*\*
- Some individuals are at higher risk of ableism, such as people who have invisible disabilities (including mental health conditions) who often feel judged by others.

**People with disability and their needs are diverse. The City of Ballarat acknowledges that some individuals with disability face specific challenges, experience greater discrimination and are at risk of being more marginalised due to other factors such as sexism, ageism, racism and homophobia.**

\*AIHW, 2022, \*\*Amaze, 2019, ^The Social Deck 2019.





## What is our approach?

“We recognise the important leadership role we play in ensuring that everyone who lives in the municipality has the opportunity to participate in all aspects of community life and fulfil their own aspirations.

The City of Ballarat’s commitment to equity, diversity and inclusion is demonstrated by our whole-of-organisation approach backed by leadership support.

We will take practical actions within our organisation and in the areas in our community where we have influence to support people with disability as we work to foster a truly inclusive Ballarat.

This includes providing accessible community facilities and public spaces, delivering services that meet the needs of people with disability and employing people with disability in our organisation.”

Evan King  
Chief Executive Officer,  
City of Ballarat



The following groups are critical to the implementation of this plan.

### **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 consists primarily of staff responsible for a broad range or portfolio areas that focus on priority populations for the City of Ballarat including children and families, young people, older people, women, people from diverse cultural and religious backgrounds, people with disability, Aboriginal and Torres Strait Islander People and LGBTIQ+ people. The reference group members are responsible for plans that sit within Council's Inclusion Framework. Representatives from other relevant Council areas such as recreation, libraries and strategic planning also sit on the reference group.

**This group works to ensure that an intersectional approach to inclusion is taken in the implementation of each plan that sits under the Inclusion Framework.**

### **City of Ballarat Disability Advisory Committee**

This group was established in 2004 to provide support and advice on inclusion for people with disability, particularly in relation to City of Ballarat policies, strategies, facilities, services and activities. It consists of people with lived experience, those who work or volunteer with people with disability and those who have expertise in this area.

**This group has been instrumental in the implementation of the City of Ballarat Disability Access and Inclusion Plan 2017–2021 and the development of this new plan. The Disability Advisory Committee will play an important role in informing the implementation of the actions in this plan.**

---

## **The City of Ballarat Inclusion Framework**

The City of Ballarat has 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 the many 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 principles are the foundational ideas that shape our planning and decision-making for our inclusion work.



### Our diversity is our strength

We understand that every person can make valuable contributions, and that diversity strengthens our organisation and our community.



### Equity

We understand that providing a level playing field means providing different supports to different people, based upon need.



### Intersectionality

We acknowledge that people are complex with multiple aspects to their identity. Different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation. We will consider the multiple forms of discrimination and disadvantage that may be experienced by our 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, facilities, 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 principles apply to our work in disability access and inclusion.**

### **Co-design with people with disability**

We recognise the importance of placing expertise and lived experiences of people with disability at the centre of decision-making and action. We will engage in authentic and genuine partnerships and power-sharing with people with disability.

### **Accessible communication and universal design**

We recognise that characteristics such as gender, ability, Indigenous background, sexual orientation, ethnicity, language, faith, socioeconomic status, or age can be a barrier to access and inclusion. We will create processes designed to provide

opportunities for as many people as possible to access information and receive and give feedback. We will also ensure policies, facilities, programs and services are accessible to as many people as possible.

### **Striving for best practice**

We recognise that best practice requires more than addressing compliance. We will review actions regularly, proactively explore initiatives elsewhere and, where the evidence base is emerging, be brave and innovative.





## Common areas for action

Our overarching focus for the next four years will be to build organisational knowledge and capacity 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 will 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.

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**Specific actions that will deliver these capability improvements are detailed in the action plan which can be found on page 31.**

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## What our community told us

In 2022, a broad community engagement process titled **'Inclusive Ballarat'** was undertaken.

Inclusive Ballarat used a two-phased approach that involved consultation with the broader community and targeted engagement with people with disability and those connected to them via local networks and groups.

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

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

## We heard...

### **The experiences of people with disability are diverse.**

By acknowledging disability as part of the diversity of human experience, we will improve community attitudes and help to embed access and inclusion as business as usual. The need for engagement with people with disability to inform decision making was strongly emphasised by the community to assist with understanding the breadth of experiences and needs.

### **Most people don't know if the City of Ballarat is a good place for people with disability to work or volunteer.**

People raised concerns about the accessibility of buildings, the breadth of options available and expressed a lack of knowledge about pathways to employment.

### **Physical access to facilities is a major concern.**

The main concerns raised related to the accessibility of suitable parking, buildings, public toilets, waste disposal and footpaths. Respondents encouraged consideration of the whole journey from home to venue when assessing accessibility.

### **Many people find accessing City of Ballarat information difficult.**

Many survey respondents with disability stated that accessing City of Ballarat information was difficult. Some suggested areas for improvement were: website, promotion of events, broadening of information sources and formats and the representation of diversity.

### **Staff awareness and capacity to understand and respond to different needs was highlighted as an area for improvement.**

Training and professional development is important for both customer-facing staff and those involved in making decisions about Council facilities, services and programs to better support the participation of people with disability.

**Consultation findings from the Inclusive Ballarat engagement process were analysed and responses were grouped into themes that shaped the priority areas of this plan. Actions in the two-year action plan were then selected based on priority, feasibility and resourcing.**



*"Consult with disability advocates and members of the general community with a disability. Listen to real life experience."*

Community survey

*[Accessibility] information on websites and signage shows - "I've thought about you."*

Community-led conversation

*"Stuff needs to be better for people who need wheelchairs and stuff. My grandma sometimes takes me places but... [we can only go] places it's easy to walk and not lots of steps... if your parents or my grandma are taking you, it's important."*

Youth Survey

*"Designing for accessible spaces will serve all community members; if a space is designed to be accessible for a range of disabilities it will also be accessible for older people and families with young children. It should be embedded as universal design. Please consider all types of disability, not just physical access needs."*

Community survey

## What are the priorities for the 4-year plan?

### Priority areas

Informed by community engagement, research, and review of the state disability plan, our disability access and inclusion work over the coming four years will be focused on the following five priority areas.

A two-year action plan outlining actions under each priority area can be found on page 31.

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


Priority areas	
	<b>Priority 1: Leadership</b> “The City of Ballarat is making access and inclusion a priority.”
	<b>Priority 2: Engagement</b> “I can influence decisions that affect me.”
	<b>Priority 3: Information and communication</b> “I can find the information I need and can see myself represented in my community.”
	<b>Priority 4: Employment</b> “I can work or volunteer with the City of Ballarat.”
	<b>Priority 5: Community participation</b> “I can participate in activities and connect with others in my community.”

## 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 our community's needs. 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

	<b>Priority 1: Leadership</b> <b>“The City of Ballarat is making access and inclusion a priority.”</b>	
We will achieve this by:	We will:	When
<b>1. Building the capacity of our staff to support disability inclusion</b>	Audit existing inclusivity training practices and resources available	Year 1
	Develop and implement general inclusivity training for new staff as part of the onboarding process	Year 1
	Develop a model of training that provides both general and specific training as required	Year 2
	Purchase demographic analysis services to better understand the diversity of our community	Years 1 and 2
<b>2. Embedding access and inclusion as business as usual</b>	Develop a Universal Design Policy to inform the inclusive planning and implementation of Council policies, programs, facilities and services	Year 1
	Support the procurement of goods from social enterprises by partnering with organisations such as GROW Ballarat and Social Traders	Year 1
	Support the development of social enterprises in Ballarat and support their listing in the Social Traders directory	Year 1
	Embed access and inclusion as early as possible in planning and decision-making processes	Years 1 and 2
	Create a calendar of inclusion-related days of significance with resources to promote a whole-of-organisation approach to marking the days	Years 1 and 2
	Demonstrate City of Ballarat’s commitment to access and inclusion by publicising a statement of commitment across a range of settings (such as facilities, website, social media)	Year 2
<b>3. Recognising and celebrating initiatives that support access and inclusion</b>	Seek to have a new category for access and inclusion added to the Federation University Commerce Ballarat Business Awards	Year 1
	Recognise City of Ballarat-led initiatives that have demonstrated excellence in embedding access and inclusion for people with disability	Years 1 and 2



	<b>Priority 2: Engagement</b> <b>“I can influence decisions that affect me.”</b>	
We will achieve this by:	We will:	When
<b>1. Engaging people with disability in our planning and decision-making processes</b>	Develop and implement guidelines to ensure City of Ballarat engagement practices are accessible and inclusive	Year 1
	Conduct a disability inclusion audit from the perspective of children and young people	Year 1
	Review and then promote Council’s complaints process to ensure that it is clear that it can be used for a range of issues including those related to diversity, equity and inclusion	Year 1
	Provide opportunities to increase the capacity of people with disability to advise organisations on matters of diversity, equity, accessibility and inclusion	Years 1 and 2
	Explore and implement further opportunities for people with disability to influence decision-making	Years 1 and 2
	<b>Priority 3: Information and communication</b> <b>“I can find the information I need and can see myself represented in my community.”</b>	
We will achieve this by:	We will:	When
<b>1. Improving the quality and accessibility of information we provide</b>	Develop and implement guidelines to ensure that information provided by the City of Ballarat is inclusive and accessible	Year 1
	Develop a library of images representing our diverse community for use in City of Ballarat publications and communications	Year 1
	Identify and implement accessibility improvements to the City of Ballarat website	Years 1 and 2
	Provide information relevant to local people with disability on the City of Ballarat website	Years 1 and 2
<b>2. Improving our communication</b>	Audit communication channels used by the City of Ballarat to identify new and improved information-sharing opportunities	Year 1
	Broaden connections with local stakeholders and community groups to improve information sharing with people with disability	Year 1
	Develop an organisational Language Services Policy	Years 1 and 2

	<b>Priority 4: Employment</b> <b>“I can work or volunteer with the City of Ballarat.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>1. Building our knowledge about and promoting staff diversity</b>	Establish baseline data from staff regarding cultural identity, languages spoken, LGBTIQA+ identity, gender, Aboriginal and Torres Strait Islander identity and disability to understand the diversity of the organisation	Year 1
	Seek opportunities to showcase the diversity in City of Ballarat staffing	Years 1 and 2
<b>2. Creating an increasingly accessible and inclusive workplace</b>	Review City of Ballarat’s Anti-Discrimination and Anti-Harassment Policy	Year 1
	Review City of Ballarat’s human resources and workplace policies to ensure they are inclusive	Years 1 and 2
	Engage with current staff and volunteers to better understand the workplace experiences of people with disability, and provide ongoing feedback opportunities	Years 1 and 2
<b>3. Exploring new work and volunteer opportunities for people with disability</b>	Review recruitment and onboarding processes for work placement, employment and volunteer roles at the City of Ballarat to identify areas for improvement	Year 1
	Plan and deliver an accessible holiday program for children at the Art Gallery of Ballarat facilitated by an artist with disability	Year 1
	Explore the potential for expanding volunteer and work placement opportunities across the organisation, including for people with disability outside of school or university settings	Years 1 and 2
	Identify and promote supported pathways to employment for people with disability at City of Ballarat	Years 1 and 2

	<b>Priority 5: Community participation</b> <b>“I can participate in and connect with others in my community.”</b>	
<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>1. Making City of Ballarat events accessible and inclusive</b>	Provide a link to accessibility information on the front page of websites that promote major City of Ballarat-led events, such as for Begonia Festival and Heritage Festival	Year 1
	Provide a link to accessibility information on the front page of websites that promote City of Ballarat-led events	Years 1 and 2
	Promote accessibility information for City of Ballarat major events using multiple formats and communication tools	Years 1 and 2
<b>2. Supporting others to consider and embed access and inclusion in their activities</b>	Request information about event accessibility on the City of Ballarat event application form	Year 1
	Request information about event accessibility on funding applications to Council's grant programs	Year 1
	Review grant programs for further opportunities to be more inclusive	Years 1 and 2
<b>3. Making our facilities accessible and inclusive</b>	Include standards for accessible, inclusive and safe facilities in City of Ballarat's Community Infrastructure Guidelines	Year 1
	Incorporate accessibility information within the development of the central booking system for Council room and facility hiring	Year 1
	Explore current facility audit tools and ways to incorporate more inclusive assessments	Year 1
	Review City of Ballarat's Public Toilet Strategy to ensure appropriate provision of accessible facilities (including Changing Places)	Years 1 and 2
	Review accessibility and inclusivity of City of Ballarat facilities, such as the libraries, early years services, Ballarat Aquatic and Lifestyle Centre and the Art Gallery	Years 1 and 2
	Develop resources that promote accessibility features at City of Ballarat facilities such as the Ballarat Aquatic and Lifestyle Centre, libraries, early years services, the Eureka Centre and Her Majesty's Theatre	Years 1 and 2

<b>We will achieve this by:</b>	<b>We will:</b>	<b>When</b>
<b>4. Making our community spaces accessible and inclusive</b>	Seek a suitable location for an assistance dog relief station in the CBD	Year 1
	Construct the Sensory Friendly Zone at the Victoria Park Inclusive Play Space	Years 1 and 2
	Provide input into planned upgrades of public spaces to ensure they are accessible, safe and inclusive	Years 1 and 2
	Review accessible parking provision	Years 1 and 2
	Develop a Footpath Strategy to provide guidance on the scope of footpath work required and the prioritisation of works	Year 2
<b>5. Recognising and celebrating people with disability</b>	Promote the work of the Disability Advisory Committee	Years 1 and 2
	Support a public event to celebrate International Day of People with Disability	Years 1 and 2
<b>6. Advocating for improvements to access and inclusion for people with disability</b>	Advocate for local improvements for areas beyond the remit of local government including for more accessible public transport and health services	Years 1 and 2
	Facilitate partnerships with existing business networks, community organisation networks and service networks to promote accessibility and inclusion	Years 1 and 2



## Appendices

### Policy context

**This plan responds to and meets requirements of a range of Victorian, Federal and International legislation or policy.**

The plan is a requirement of section 38 of the *Victorian Disability Act 2006*.

International conventions and Commonwealth and Victorian legislation and guidelines are in place to ensure that human rights are upheld, to safeguard against discrimination and to promote rights and equality for people with disability.



#### United Nations

- *Convention on the Rights of Persons with Disabilities*



#### Commonwealth

- *Access to Premises Standards 2010*
- *Commonwealth Disability Discrimination Act 1992*



#### Victoria

- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010*
- *Gender Equality Act 2020*
- *Local Government Act 2020*

**This plan will be registered with the Australian Human Rights Commission.**

This plan also aligns with the national and state plans which provide guidance on actions to improve the lives of people with disability.

## 2019 – 2022 Achievements

**The Disability Advisory Committee has been instrumental in driving the implementation of the City of Ballarat Disability Access and Inclusion Plan 2019 – 2022. The committee is very proud of the achievements to date and aims to continue to build on many of these actions.**

Key achievements include:

- New facilities and play equipment at the Victoria Park Inclusive Play Space, including a bounce zone and additional picnic areas.
- The installation of a Changing Place at the North Gardens, Lake Wendouree
- A new play space at M.R. Power Park with inclusive elements embedded in the design
- Highlighting the importance of accessible design in the planning and delivery of the Selkirk Stadium, the redevelopment of Her Majesty's Theatre and Mars Stadium upgrade
- Providing guidance to support accessibility at the Ballarat Aquatic and Lifestyle Centre including improvements to processes and facilities, and the development of a social story
- Influencing community event provision with the incorporation of more accessible elements including captioning, Auslan, ramps and social stories
- A permanent role supporting access and inclusion at Council.

## Acknowledgements

**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:

- City of Ballarat Disability Advisory Committee
- Bigger Hearts Dementia Alliance – Carer Support Group
- Ballarat Mental Health Collective
- Ballarat Working Together Group
- Central Highlands Regional Advisory Group

This plan aligns with the following national and state plans:

- Australia's Disability Strategy 2021–2031
- Inclusive Victoria: State Disability Plan 2022–2026
- Victorian Autism Plan

### Sources

- Australian Bureau of Statistics 2022, Ballarat Census All Persons Quickstats
- Australian Bureau of Statistics 2019, Disability, Ageing and Carers, Australia: Summary of Findings
- The Social Deck, 2019, Right to opportunity: Consultation report to help shape the next national disability strategy
- Amaze, 2019, Autism Fast Facts: Employment - Community Attitudes and Behaviours Towards Autism
- Amaze, 2019, Experiences of Autistic People and their Families
- State of Victoria 2019, Victorian Autism Plan
- Victorian Government 2022, Current outcomes for LGBTIQ+ Communities

- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Engaged Communities Team: [communityengagement@ballarat.vic.gov.au](mailto:communityengagement@ballarat.vic.gov.au).
- This document can also be found in other formats on our website [ballarat.vic.gov.au](http://ballarat.vic.gov.au)



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October 2022



## 8.6. YOUTH STRATEGY - FINAL

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Craig Donaldson, Coordinator Youth Services

### PURPOSE

1. This report is to present Council with the proposed Youth Strategy 2022 – 2026 for Council adoption.
2. To note the changes made to the draft Youth Strategy 2022 – 2026 following consideration of submissions.

### BACKGROUND

3. A Council endorsed Youth Strategy is an important strategic document to support planning and delivery of infrastructure, services, programs and events for young people in the municipality.
4. The Youth Strategy has a focus on young people aged 12 – 25 years old which is the standard age range for local government youth services.
5. The Youth Strategy has been developed through a co-design process with a diverse group of 11 young people who actively supported and guided the development of the Youth Strategy and engagement of community.
6. Development of Youth Strategy has involved an extensive consultation period occurring from January to June 2022 and has been undertaken within the City of Ballarat Community Engagement Policy.
7. In total, 1221 survey responses were completed, inclusive of 1082 from young people aged 12 – 25 years old. Approximately 50 people attended a Sector and Community workshop, and 26 attended internal Council workshops. The results of the surveys and workshops were utilised in the development of the draft Youth Strategy.

### KEY MATTERS

8. The draft Youth Strategy 2022 – 2026 was placed on public exhibition and open to community feedback from 2 August to 29 August 2022.
9. Twenty surveys were completed and two written submissions were provided with feedback on the draft Plan. Feedback related to:
  - a. Concern for mental health in young people and developing an understanding of Council programs in this area;
  - b. Key Council role exists within advocacy and lobbying for further mental health programs and improved access to support services and practitioners;
  - c. Key roles exist to engage community partners to support the implementation of the Youth Strategy;
  - d. Youth Directory needs to be relevant and accessible;

- e. Sporting clubs play an important role in engaging youth;
- f. Further develop information that articulates Council's role in the provision of youth services and the role of Youth Services;
- g. Acknowledgement that the plan will provide the community with clarity on the role of Council in the provision of services, programs and information to young people in Ballarat;
- h. Strengthen opportunities to recognise LGBTIQA+ in youth programs;
- i. Importance of establishing evaluation processes, and involving young people in this process.

A more detailed summary of submissions and an officer response to how feedback was considered is provided as an attachment to this report.

10. In consultation with Youth Co Designers, Council has had the opportunity to consider the submissions and note some minor wording changes and inclusion of items to the draft plan to be included in the final plan. The proposed changes are outlined as follows.

- a. Provide further clarification to Council providing 'generalist' youth services within Council's role, strategic focus and youth continuum;
- b. Provide further information on City of Ballarat Youth Services in overview;
- c. Include Live4Life program in current activities to assist community awareness and understanding of Youth Services program focused on mental health;
- d. Expand training for youth volunteers to include LGBTIQA+ inclusion training;
- e. Consolidate multiple similar actions for youth events rewording into one action to be included in Focus Area 2 – Equality/inclusion/challenging discrimination;
- f. Focus Area 1 – Physical Health – reword recreation action to extend beyond unstructured recreation to include sporting clubs and peak sports organisations;
- g. Focus Area 1 – Physical Health - rewording of Condom Vending Machine action; and
- h. Add additional summary section of the Victorian Government's Youth Strategy released in August 2022.

## OFFICER RECOMMENDATION

### 11. That Council:

#### 11.1 Endorse and adopt the Youth Strategy 2022-2026.

## ATTACHMENTS

- 1. Governance Review [8.6.1 - 3 pages]
- 2. Summary community feedback Draft Youth Strategy 2022 [8.6.2 - 7 pages]
- 3. Youth Strategy 2022-2026 FINAL [8.6.3 - 36 pages]

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The Youth Strategy has been developed with input from an internal steering group including representatives from key business units to ensure alignment with other plans and strategies. Involvement of other Council business units includes representation from Engaged Communities, Communications and Design, Creative Cities, Recreation Services, 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 are explicit throughout the Youth Strategy; and links with the other plans and strategies in the City of Ballarat strategic framework, including:

10 Year Horizons Community Vision  
 2030 Health and Wellbeing Plan 2021-2031  
 Community Infrastructure Plan 2022 - 2036  
 Financial Plan  
 Asset Plan

Four Year Horizon  
 The Council Plan (2021-2025)

Other relevant plans, strategies and frameworks  
 Municipal Early Years Plan 2022 – 2026  
 Ballarat Strategy 2015 Ballarat  
 Planning Scheme Community Engagement Framework  
 Intercultural City Strategic Plan 2018-2021  
 Play Space Management Plan 2021-2025  
 Libraries and Learning Strategy 2022-2027  
 Reconciliation Action Plan 2022-2024  
 Ballarat Integrated Transport Plan 2020  
 Ballarat Prosperity Framework 2020  
 Circular Ballarat Framework 2021  
 Bakery Hill Urban Renewal Plan 2019  
 Gender Equality Action Plan 2021-2025  
 Disability Access and Inclusion Plan 2019-2022  
 Active Ballarat Strategy 2020  
 Active Women and Girls Strategy 2018  
 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 Road Management Plan 2021  
 Urban Forest Action Plan 2019

**COMMUNITY IMPACT**

3. Based on 2016 ABS data, approximately 17.5% of Ballarat population is aged 12 - 25 years, approx. 17,800, and this figure is expected to increase to 22,000 by 2026. Development of a new Youth Strategy identifies the priorities and provides strategic direction demonstrating Councils ongoing commitment to improving the health and wellbeing outcomes for young people aged 12 - 25 year, with a focus on mental health and wellbeing, inclusion, safety, learning and infrastructure. The Youth Strategy assist with the planning for our growing population, the supports to respond to the needs of

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young people aged 12-25 years of age who live, work, study, volunteer or play in City of Ballarat.

4. Key themes that emerged during the consultation with young people, sector and community stakeholders focused on the need to support young people to reach their full potential in a welcoming, inclusive and safe environment. By investing in our young people, we are investing in a more sustainable, resilient and inclusive community.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

5. Environmental issues are one of the priorities the Youth Strategy identifies actions and initiatives to involve young people in consultation about environmental awareness, reducing impact of climate change and sustainability.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

6. There are no economic sustainability implications identified.

**FINANCIAL IMPLICATIONS**

7. The action plan identifies links to recurrent and grant based budgets. Business cases will be developed including financial considerations as part of Councils budgetary and project management processes

**LEGAL AND RISK CONSIDERATIONS**

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

**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

10. Eleven young people were recruited to become Co-Designers for the development of the Youth Strategy 2022-2026. The Co-Designers promoted the Youth Survey via community events such as Ballarat Begonia Festival and by speaking in schools and workplaces, and with family and friends.
11. Three surveys were developed and available via the City of Ballarat MySay page – Youth; Youth Sector; and Community.
12. Broad consultations and co-design workshops were held with youth sector organisations and City of Ballarat staff.
13. The consultation process was broadly promoted through local print and radio media, as well as the City of Ballarat social media platforms, schools and local youth networks.

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14. The draft Youth Strategy 2022 – 2026 was placed on public exhibition and open to community feedback from 2 August to 29 August 2022. The Youth Strategy was made available during this time via City of Ballarat MySay page. Broader engagement occurred via distribution of the Draft Youth Strategy to the Ballarat youth sector to sector email distribution list.

**GENDER EQUALITY ACT 2020**

15. There are gender equality implications identified for the subject of this report and a gender impact assessment has been conducted.

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

16. 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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**Summary of community feedback - Draft Youth Strategy 2022 – 2026**

The draft Youth Strategy 2022-2026 was placed on public exhibition for community feedback from 2 August to 29 August 2022.

Feedback was provided by 20 community members completing a MySay Survey and two submissions were also provided by email.

Of the 20 community members completing the MySay Survey, five people requested a Council Officer contact them regarding their feedback and this has been actioned.

A summary of the submissions and how the feedback was considered is captured below.

**Submission 1**

Provided acknowledgement to the plan providing clarity on the role of Council in the provision of services, programs and information to young people in Ballarat.

**Officer Comment**

No comment required.

**Submission 2**

Provided comments the Youth Strategy is awesome, clearly directs what Council's role is. As a mental health recovery worker, looking through lens of young people 18 -25 age, can the strategy also be available in a simpler format, more concisely written to assist comprehension to young people with mental health.

**Officer Comment**

Develop alternative formats of Youth Strategy and make available to community via Council website eg. 1-2 page summary document and/or easy-to-read/plain English format.

**Submission 3**

Council appears to be putting vast majority of efforts into working and assisting young people who need least assistance 'majority of young people', least amount of effort is going to cohort of young people council identify 'extreme level of vulnerability' and who require intensive support.

Youth Services Directory needs to be relevant and accessible, good idea to produce but submitters own experience is they do not work, young people do not use and are not interested in using these directories.

Disability access audit, only listed once in 2023. Why not undertake this bi-yearly?

Further details need to be listed on:

- Action 'Events and culture'

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- Action on diverse representation of imagery on Council social media platforms and collateral, this point also listed without any partners, years or budget. This could be achieved immediately.

**Officer Comment**

Council provides 'generalist' youth services and programs to young people within the community to improve health and wellbeing, develop skills and social connections. More intensive supports and assistance is provided to young people by community agencies specifically funded to provide these specialist services eg. mental health, case management, housing services, crisis services. Additional information will be added to the Youth Strategy to provide context and support Council's role on a continuum of services for youth.

The need for a Youth Directory has been identified via community engagement and is listed as a priority action. Youth Co designers advocate for the importance for young people to know what programs, services and supports are available. The Youth Directory will be developed with young people and for benefit of multiple audiences including young people, parents/carers, teachers, and youth sector agencies as resource to improve knowledge and availability of services and programs.

Disability audit is linked to external funding and Disability Access and Inclusion Plan.

**Submission 4**

Very important strategy for Council considering statistics and top concerns on mental health, anxiety, safety, alcohol and other drugs.

Council has an important role to play in advocacy and leadership across youth continuum and all areas of plan particularly mental health, advocating for improved access to services and practitioners.

Related strategies should also include Asset Plan and Financial Plan.

**Officer Comment**

The Youth Strategy includes a strong commitment to mental health in social connection programs and the activation and implementation of the Live4Life program to secondary schools and community. Further information on the Live4Life program will be considered.

Council advocacy work on mental health is included within Focus Area 5 of the Youth Strategy.

Include relevant Council plans mentioned.

**Submission 5**

Submitted without contributions.

**Officer Comment**

No comment required.

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**Submission 6**

Provided response to the plan providing clarity on the role of Council in the provision of services, programs, and information to young people in Ballarat.

**Officer Comment**

No comment required.

**Submission 7**

Submitted without contributions.

**Officer Comment**

No comment required.

**Submission 8**

Survey submitted without contributions.

**Officer Comment**

No comment required.

**Submission 9**

Suggested if more detail could be provided related to actions eg. Develop paid pathway opportunities for young people within events, programs, workshops etc” Will those pathways lead to stable employment or one-time contractor work? How will you ensure they are enough opportunities to reduce competition between young people for limited spaces?

**Officer Comment**

The actions within the Youth Strategy are designed to be flexible and agile over a 4 or 5-year period. The Implementation Plan provides specific details regarding how the Youth Strategy will be delivered.

**Submission 10**

Consistency with the community consultation provided through development of Health Promotion Strategy of Ballarat Community Health in various Focus Areas and actions of the Youth Strategy.

Ballarat Community Health will have a potential partnership role in several of these programs such as the Live4Life program, Youth Awards, advocating for youth priority areas of transport, access to food, climate impacts, food security, health and social services, condom vending machines, safety,

**Officer Comment**

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Comments noted for implementation and to identify Ballarat Community Health as a potential program delivery partner.

**Submission 11**

Survey submitted without contributions.

**Officer Comment**

No comment required.

**Submission 12**

Comments related to a having a greater emphasis on electrical push bikes, making these more affordable, a transport option for teenage young people to reach destinations and paths.

Council does a great job with youth.

**Officer Comment**

Request of alternative transport in electrical bikes sits outside of role and responsibility of Council. No change to Youth Strategy.

**Submission 13**

Not enough assistance and help for mental health, suicide and suicide attempts are huge problem and there is no dedicated youth facility for youth suicide, there are in Melbourne. Anxiety is worse since pandemic; schools are aware and have increased their help.

**Officer Comment**

The Youth Strategy includes a strong commitment to mental health in social connection programs and the activation and implementation of the Live4Life program to secondary schools and community. Further overview information regarding the Live4Life program will be considered for inclusion into the Youth Strategy.

More intensive mental health supports and request for suicide prevention facilities is external to Council's role. Under Focus Area 5, advocacy is listed as a role Council can play to advocate for increases and improvements to these areas of mental health supports.

**Submission 14**

Draft strategy does not reference or relate how to utilise local sporting clubs. Local sporting clubs engage youth, opportunities to experience sports, arts, music, volunteering provides diverse educational opportunities, experiences, develop self-esteem which is important for mental health.

**Officer Comment**

Active recreation programs are included within Youth Strategy actions with intention to increase active lifestyles through unstructured sports.

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Action to be reworded to recognise structured sports, potential partnerships with peak sports organisations, local sporting clubs and pathways into sports and recreation clubs.

**Submission 15**

Very thorough strategy with clear input from youth, the youth sector and the community. Clearly states the role of Council in provision of Youth Services.

**Officer Comment**

No comment required.

**Submission 16**

A great strategy for the future of youth in Ballarat.

**Officer Comment**

No comment required.

**Submission 17**

Commented that the strategy is trying to cover everything and unclear how all this could be delivered. Strategy can be vague in areas.

**Officer Comment**

Youth Strategy reflects an achievable amount within Council resources and is a whole of organisation commitment to young people in community. Any further resource commitments are identified within the Youth Strategy and will require approval through Council budgetary processes.

Clarity and specifics for delivery is included in the Implementation Plan against each action.

**Submission 18**

Thanks all the young people who participated.

Queried Pregnancy supports for first time mums and role of Council in leadership is not clear.

Marketing to help influence social acceptance.

**Officer Comment**

Supports during the prenatal stage, pregnancy, is provided through community health services of hospitals and medical practitioners. Council provides a range of antenatal programs including playgroups, Maternal and Child Health, childcare and Parent Place for support and information to families with young children. The supports, services, information and resources provided are inclusive and reflective of the diverse needs of families. Council's Family Youth and Children's Services website and strategic Municipal Early Years Plan identifies the range of supports available to first time parents and families.

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**Submission 19**

Comments suggested further detail be provided around the evaluation, process and the role youth will play in this.

**Officer Comment**

Information on the implementation and evaluation process is included within the Youth Strategy document. This will be expanded out further to consider the comments and include the role of young people.

**Submission 20**

Suggested partnership opportunities with Ballarat Community Health in areas and actions of Focus Area 1 of the Youth Strategy.

**Officer Comment**

Note Ballarat Community Health as a potential partner across relevant actions.

**Email Submission 1**

Big Brothers Big Sisters (BBBS) provide programs that would be beneficial in addressing problems identified by young people in areas of mental health and include supportive friends' programs, mentoring opportunities that City of Ballarat Youth Services does not provide. BBBS see the Youth Strategy as valuable document and see opportunities for collaboration with the City of Ballarat and referral of young people to programs.

**Officer Comment**

Note BBBS as a potential partner across relevant actions.

**Email Submission 2**

Victorian Pride Lobby welcomes the focus on mental health, suicide prevention, bullying prevention amongst school students, feasibility of youth hub and would like to see more programs and recognition on LGBTIQ+ issues included in the Youth Strategy.

Victorian Pride Lobby recommends the Youth Strategy:

- Under Focus Area 2, develop LGBTIQ+ inclusion resources for schools on bullying, homophobia, transphobia, biphobia, intersex discrimination, correct pronoun and name usage, inclusive language, and inclusive uniform and bathroom policies.
- Under Focus Area 5, provide resources and support for parents of LGBTIQ+ children to understand their child's identity and experiences, what they are going through, and how to provide support
- Include and LGBTIQ+ category in annual Youth Awards

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**Officer Comment**

Comments and recommendations for improvements to this plan may extend beyond the scope of this plan and the available resource capacity of Council's Youth Development Officers eg. development of LGBTIQ+ inclusion resources for schools.

LGBTIQ+ recognition has been considered in the development of the Youth Strategy through delivery of LGBTIQ+ events as part of key community awareness initiatives and days.

Council's annual Youth Awards includes the 'Equity, Diversity and Inclusion Category' which recognises and is inclusive of diverse communities including LGBTIQ+ community members.

There are opportunities within the plan to strengthen and recognise the LGBTIQ+ community. The current Youth Strategy action related to inclusion training of youth volunteers will be expanded to include LGBTIQ+ inclusion training as part of core annual training to youth volunteers.

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CITY OF BALLARAT  
**Youth Strategy**  
**2022–2026**







—

The City of Ballarat acknowledges the Traditional Custodians of the land we live and work on, the Wadawurrung and Dja Dja Wurrung People, and recognises their continuing connection to the land and waterways.

We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.

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## Message from the Mayor of Ballarat



The young people who live and work in the City of Ballarat will one day grow to be the future leaders of our community.

It is our responsibility as local government leaders to provide young people in our city with the space, support, and direction to help our young residents grow and thrive to become the best they can be.

The City of Ballarat *Youth Strategy 2022 –2026* lays the foundation for our young people to access the programs and services they need to build a brighter future for our city.

The visions, voices and creativity of young people will be fostered to grow through a range of exciting programs for young people aged 12 –25.

With a focus on 'Positive Youth Development' the City of Ballarat's Youth Services team will upskill, engage, inspire and provide new opportunities to develop personal skills and interests while creating change in the Ballarat.

Through incredible programs like the ever-popular Youth Awards, workshops and arts programs such as podcasts, screen printing, badge making, film/ photography, movie nights, novelty events, and so much more, young people will have so many options to take a hold of their ideas and really run with them to create positivity right here in our community.

It is an exciting time for young people in our city to reach out and explore the opportunities for new leadership roles that allow them to create real and lasting change for our city.

It is also an exciting time for City of Ballarat to embrace the ideas and initiatives of our young people and champion their voices to ensure their vision for a better and stronger Ballarat is realised.

A handwritten signature in black ink, appearing to read 'Daniel Moloney'. The signature is stylized with a large, sweeping 'D' and a cursive 'M'.

**Cr Daniel Moloney**  
**Mayor, City of Ballarat**



## Message from our Co-Designers



This Youth Strategy has been co-designed by 11 young people from the Ballarat community, with support from the City of Ballarat Youth Services team and an external consultant. We are aged from 12-25 years and represent a diversity of backgrounds and experiences. Our role as Co-Designers involved us meeting regularly and engaging with other young people and the youth sector in many different ways and settings to really understand the issues impacting young people. The actions we have developed are likely to have a positive impact on the lives of many young people who live, study, work or play in the Ballarat region, both now and well into the future. In essence, we have put in motion the actions that will make Ballarat a better place for everyone.

Young people play a massive role in our Ballarat community and will be the group who shape and determine its future. Therefore, we believe it is vital to involve them today, to ensure they receive the essential skills and knowledge to advocate for a positive future

for all. So, as a group of 11 diverse, enthusiastic and passionate young people, we are thrilled to partake in this journey to create a 'Youth Strategy' that is dedicated to creating a stronger, supporting and safer future for every young individual in the Ballarat area. Coming from a past where the voices of youth were often overlooked, now, more than ever, it is imperative to consider the young people in our community and provide them with the opportunity to voice their experience and needs for change. As Co-Designers, it is our role and honour to speak on behalf of our peers on changes that are essential to provide us with the best and most successful opportunities and lifestyles. We are excited for the more inclusive, supportive and diverse future which the Youth Strategy will bring, and it is our pledge to ensure the voices and ideas of the Ballarat youth are heard in this new future.

## Introduction



Young people are not only the future; they are our present. We have seen young people take the lead locally at an international level on things that concern them such as climate change, inclusion, equality and gender-based violence, but we have also seen young people experience high levels of anxiety and stress. Similarly, young people's experience with rapidly changing technology and social media has created some great innovations and learning opportunities but has also come at a significant cost for some through online bullying. To ensure that our young people can reach their full potential and navigate their transition from childhood to adulthood, we need to listen to their voices, understand their needs and struggles, empower them and support them. We must work in genuine partnership with young people to ensure that they can develop the tools they need and are provided with opportunities to achieve their aspirations. By investing in young people, we are investing in a more sustainable, resilient and inclusive community.

Our Youth Strategy identifies a vision for young people aged 12-25 years and the key priority areas that need to be addressed to achieve this vision. The vision acknowledges that it takes a whole community to nurture and support a young person in their journey from childhood to adulthood, including parents / carers, siblings, extended family, friends, teachers, coaches / instructors, employers, elders, community leaders and youth-based organisations. For each of our priority areas, we have developed actions which we aim to achieve over the next five years. These actions have been developed in partnership with our Co-Designers, based on what we heard from young people, the youth sector, the City of Ballarat business units and the broader community as current and emerging issues for young people in the City of Ballarat.





## **Our vision**

**Young people are supported to reach their full potential in a welcoming, inclusive, and safe environment.**

## How we developed the Youth Strategy



We put a call out to young people living in the City of Ballarat to join us on the journey of producing a new youth strategy. This call was heeded by 11 young people aged 12-25 years of age, representing a diversity of backgrounds and experiences. These Co-Designers met regularly with the City of Ballarat's Youth Services Team and an external consultant to design the process. Many hours were spent researching youth issues, preparing survey questions, speaking with young people and delivering workshops to the youth sector and the broader community. We had t-shirts and hundreds of bookmarks printed to promote our engagement activities.

Our engagement activities included:

- Developing a youth survey (1,082 surveys completed). This survey was promoted through attendance at various community events including the Ballarat Begonia Festival and by speaking in schools and workplaces, and with family and friends.
- Developing a youth sector survey (48 surveys completed)
- Developing a community survey (91 completed surveys)
- Holding 2 workshops with Council staff (26 attendees)
- Holding 1 workshop with youth sector organisations (50 attendees).

In addition to engagement activities, we also reviewed the demographic profile of young people, undertook some service mapping to understand more about the types of organisations working with young people in the City of Ballarat and reviewed relevant local, state, and national reports and strategies.



## Our young people

There are over 19,500 young people aged between 12–25 years currently living within our city. This figure is expected to grow to 22,000 by 2026. Other young people from neighbouring areas come into the city each day to study, work and play.

A snapshot of young people living in Ballarat (taken from Ballarat Youth Profile 2020 and our survey):



**19,500**

number of 12–25 year olds living in Ballarat



**22,000**

projected number of 12–25 year olds in the city by 2026



**17.5%**

percentage of young people that make up the total population of Ballarat in 2020



**420**

young people in Ballarat identify as Aboriginal and / or Torres Strait Islanders



**626**

Ballarat residents aged 12–24 need assistance due to profound or severe disability



**Mandarin & Cantonese**

most common languages (other than English) spoken at home in Ballarat



**54%**

of young people who say that mental health is their number one concern



**63%**

of young people experience or are concerned about anxiety and / or stress



**44%**

of young people have experienced bullying



**41%**

of young people experience or are concerned about depression



**31%**

of young people experience or are concerned about suicidal thoughts



**24%**

of young people experience or are concerned about self-harm



**23%**

of young people experience or are concerned about eating disorders



**72%**

of young people seek support from their friends in a crisis



**28%**

of young people have difficulties accessing mental health services when required



**43%**

of young people are concerned about misuse of alcohol and drugs



**24%**

of young people are concerned about family conflict / violence



**49%**

of young people have at some stage experienced concerns about their safety

## The City of Ballarat's role and strategic focus

The City of Ballarat has many roles including:

- **Planning and delivering community facilities** such as skate parks, libraries, swimming pools, sports facilities, footpaths, bike paths and parks
- **Delivering programs and services** such as leadership, life skills and volunteer programs
- **Providing information to the community** about services, programs and events such as the Ballarat Begonia Festival through its various promotional outlets, e.g. website, social media pages, media releases, banners, posters, etc
- **Advocating to other organisations** for improvements, e.g. advocating to the Department of Transport for changes to public transport routes
- **Working in partnership with other organisations** to deliver facilities, programs or services such as schools and businesses to run careers expos for young people.

Although 'youth' are classified as young people between 12-25 years of age by the Victorian State Government, Ballarat Youth Services will focus the majority of its resources on young people between 12-18 years of age. The rationale for this decision is that those under 18 years of age are more likely to be receptive to and benefit from programs and services such as leadership training, life skill development programs, music events, arts programs, etc. Ballarat Youth Services will continue to provide opportunities for young people under 12 years of age as they transition into secondary school education and to those over 18 as they transition into training, further study and employment.

The City of Ballarat is guided by strategic plans which identify the key priorities of Council into the future. Many of the actions contained within these plans directly or indirectly impact young people. These actions are designed to continually improve the health, wellbeing and liveability of the Ballarat community by focussing on enhancing facilities / infrastructure, programs, services and inclusion.

Relevant strategic plans include:

- Council Plan 2021-2025
- Financial Plan 2021-2031
- Asset Plan 2022-2032
- Gender Equality Action Plan 2021-2025
- Community Vision 2030
- Disability Access & Inclusion Plan 2019-2022
- Health and Wellbeing Plan 2021-2031
- Active Ballarat Strategy 2020
- Community Infrastructure Plan 2021-2036
- Active Women and Girls Strategy 2018
- Libraries and Learning Strategy 2022-2027
- Ballarat Creative City Strategy 2019
- Reconciliation Action Plan 2022-2024
- Ballarat Cycling Action Plan 2017-2025
- Ballarat Integrated Transport Plan 2020
- Ballarat Event Strategy 2018-2028
- Ballarat Prosperity Framework 2020
- Food Strategy 2019-2022
- Circular Ballarat Framework 2021
- Road Management Plan 2021.

## City of Ballarat Youth Services

### > Our current activities

City of Ballarat Youth Services believes in the vision, voices and creativity of young people and facilitate an exciting and innovative range of programs for young people aged 12 -25.

These programs are designed to upskill, engage, inspire and provide new opportunities to develop personal skills and interests while creating change in the Ballarat community.

We support young people to lead programs including:

- **Youth Ambassadors** - Learn leadership and life skills. Team building, community networking and social connections.
- **FReeZA Program 'Sonika'**- Learn live music and event management skills. Deliver all-ages music, arts, cultural and recreation events.
- **T.E.A.M** - Learn event management, team building and develop social connections. Deliver youth-designed events and activities that promote health and wellbeing. Examples include R U OK? Day, International Day Against Homophobia, Biphobia, Interphobia & Transphobia (IDAHOBIT), International Day of People with Disability (IDPWD) and annual Youth Awards.
- **Youth Awards** - youth-led annual event to celebrate and recognise the contribution young people make to Ballarat.
- **Live4Life** - is a mental health education and suicide prevention program designed specifically for rural and regional communities. Live4Life delivers Teen and accredited Youth Mental Health First Aid training in schools and the wider community, creates local partnerships to lead conversations about mental health that reduce stigma, and promote young leaders as mental health ambassadors.
- **Youth Facilitator Training** - mentoring and training opportunities to develop skills. Deliver paid workshops within the community in young people's areas of interest.

- **Youth led workshops, events and activities** - Youth Facilitators plan and deliver workshops at community events and venues. Examples include arts, cooking, photography, music, screen printing, etc
- **Skills for Life** - training and skill development opportunities to enable young people to reach their full potential in education, vocation, and community. Examples include training in media/podcasts, barista, water safety, environmental sustainability, first aid.
- **Western Bulldogs Leadership Program** - opportunities for young people aged 14 - 16 years. Build confidence, make new friends, and develop skills to become community leaders.
- **Young Entrepreneurs' Program** - build skills around enterprise and business development.

### > Youth framework

The Youth Services Team engages on youth-led, co-design approaches to working with young people. The Team utilises the Positive Youth Development Framework developed by Griffith University to guide the way in which they do this.

This framework is based on:



#### 1. Learning and development



#### 2. Leadership and decision making



#### 3. Inclusive ethos



#### 4. Community service



#### 5. Partnerships and social networks



#### 6. Ethical promotion.



**>The following diagram shows where Council's Youth Services Team works in the vulnerable youth continuum:**

The majority of Local Government youth services in Victoria, including the City of Ballarat, provide generalist services to larger groups of young people. City of Ballarat's Youth Services provide these programs to young people to build their social connections, leadership skills, life skills, job-readiness skills and resilience in inclusive, accessible and non-clinical settings. These generalist services are provided to the 'majority of young people' and 'young people experiencing additional problems' shown on the youth continuum below.

In Ballarat a number of local organisations are specifically funded to deliver services to young people who are 'highly vulnerable' or 'high risk' on the youth continuum and require intensive support services (tertiary and secondary intervention).

These organisations are generally staffed by people qualified in specialised areas such as psychology and counselling and who may work one-on-one with young people. There are also services that are funded to work with young people who are experiencing additional problems such as access to emergency housing (primary or early intervention).

Local Government youth services typically provide programs that engage young people in civic life, volunteering, health and wellbeing activities, arts and cultural activities, and youth-led events. Local Government also has an important role in sector leadership, planning, research, policy development, communication and advocating on behalf of the youth sector for improved services.

**The majority of young people**

This is a large group of young people who cope well with normal vulnerabilities that arise.

**Councils's role:**

Service Policy and Planning, Advocacy and Leadership, Service Provision and Management, Facilitation and Communication, Organisational Development

**Young people who are highly vulnerable**

This is a group of young people who experience a high level of vulnerability and require comprehensive and co-ordinated interventions from a range of support services.

**Councils's role:**

Advocacy and Leadership, Facilitation and Communication



**Young people who are experiencing additional problems**

This is a group of young people who are experiencing additional problems that require 'early service intervention'.

**Councils's role:**

Service Policy and Planning, Advocacy and Leadership, Facilitation and Communication

**Young people who are high risk**

This is a relatively small group of young people with an extreme level of vulnerability and who require intensive support services

**Councils's role:**

Advocacy and Leadership





### > Sector leadership

The Youth Services team also has a sector leadership role. This means that it coordinates meetings of youth-based organisations in the City of Ballarat so that workers and volunteers of these services can come together and discuss youth related issues; instigate shared programs; and work as a united group to advocate for more resources or changes to existing youth services in the region. This network of partners includes:

- Ballarat Youth Services Network Committee of Support
- Centre for Multicultural Youth, Y Ballarat, Ballarat Community Health, HLEN, BADAC, headspace, Victoria Police, cafs
- L2P Advisory Group
- Ballarat Active Women's Leadership Network
- Community Safety Working Group
- Wendouree Renewal Project
- Central Highlands Innovation and Entrepreneurship Network.

These organisations that are included in our network of partners have a focus on:

- Mental health
- Leadership
- Housing
- Family support
- Alcohol and other drugs
- LGBTIQA+ support
- Health and health promotion
- Recreation
- Education, skills and training
- Youth justice
- Employment
- Cultural services
- Legal issues
- Relationships
- Emergency relief
- Entrepreneurship.



## Focus area 1: HEALTH AND WELLBEING



Health and wellbeing refers to our physical and mental state as well as how we feel about ourselves and life in general. Health and wellbeing is influenced by connections to family, friends and the community; being physically active; eating healthy food; access to housing; education and skills; work opportunities; money; resources; the environment; health care; gender; discrimination; childhood experiences; and development.

*“I was too scared to, was embarrassed to, or felt like my issues weren’t bad enough to warrant getting help.”*

Survey respondent

### > OUR PRIORITIES

**1. Mental health:** young people have access to preventative programs that promote positive mental health and access to information about mental health services that are available

**2. Physical health:** young people have a range of physical activity opportunities and healthy eating options to help them maintain good physical health

**3. Alcohol and other drugs:** young people understand the risks of drug and alcohol consumption and are able to enjoy entertainment free of these substances

**4. Suicide prevention:** young people at risk of suicide are supported and have access to positive mental health promotion and messaging.

#### What young people in Ballarat told us

Just over half of all young people surveyed (54%) told us that mental health is their number one concern and the most important issue for us to focus on is to provide and promote programs that focus on positive

mental health. Almost two thirds of young people said that they experience anxiety and stress (63% and 62% respectively) and two in five young people (41%) experience depression. Almost one third of young people have experienced suicidal thoughts or are concerned about suicide and approximately one quarter of young people have experienced or are concerned about self-harm (24%) and eating disorders (23%). For those young people who have needed mental health support, 28% of them have had difficulties accessing mental health services when needed.

Young people told us they need:

- faster access to mental health practitioners
- more affordable mental health services
- greater support for young people battling suicidal thoughts
- more support in non-school environments
- more support for young men
- greater diversity of mental health services
- mental health support available before or after school
- more welcoming and inviting mental health facilities
- better quality support from helplines
- more support for parents (as this impacts young people)
- to know that they are not alone when suffering from mental health issues.

In terms of physical health, young people said they want to make sure they can get the physical health support that they require, including easier access to contraception.

Young people said that drug and alcohol misuse, including vaping, is their 3rd highest concern. They want it to be harder for young people to access drugs and would like to see less drug-affected people in public places.

### What the youth sector told us

Two thirds of youth organisations (67%) identified mental health as the biggest issue impacting young people in Ballarat. These organisations told us:

- the existing prevalence of mental health issues among young people has been exacerbated by COVID-19
- mental health including depression, anxiety, eating disorders and suicidal ideation is rising
- mental health services are struggling to meet demand by young people for their services
- young people need help to improve their resilience and coping mechanisms.

### What the community told us

Young people's mental health is the number one priority for the broader community (58%), with bullying (41%) in 2nd place and alcohol and other drugs coming in at 3rd place (31%).

The community sector told us that:











- COVID-19 lockdowns impacted young people's mental health
- some young people are self-harming and others are self-medicating due to large mental health waitlists and having difficulties accessing doctors to refer them to services they need
- vaping is a growing issue amongst young people.

### What we will do

Council's objectives in relation to health and wellbeing for young people aged 12-25 are:

- To ensure that young people have access to information about health and wellbeing services
- To advocate for more mental health services that are accessible and affordable
- To provide places and spaces where young people can be physically active
- To provide activities, programs and events in environments that enable young people to develop strong social connections and to increase their resilience
- To promote messaging about socially healthy lifestyles.

## HOW WE WILL DO IT

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Mental health and suicide prevention</b>								
Produce and regularly update a youth services directory to inform young people about support available to them via Council's website, posters and the Youth Services social media sites.	 Deliver		✓	✓	✓	✓	Recurrent	 
Deliver events and festivals that contribute to positive health and wellbeing.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent Government grants	 
Deliver the Live4Life program (youth mental health and wellbeing program) in partnership with schools and community organisations.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
Conduct a self-assessment of council action on social determinants of mental wellbeing.	 Deliver		✓				External grants	



Family, Youth and  
Children's Services  
(FY&CS)



Communication  
and Design



















Arts and Events



Health and  
Social Planning



ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Physical health</b>								
Develop the Len T. Fraser Skate Park into a significant youth destination incorporating a range of activities.	 Deliver	✓	✓				Recurrent Government grants	
Develop partnerships with sports clubs and associations, peak sporting bodies and recreation providers to deliver structured, unstructured and social recreation programs to promote the benefits of physical health and participation.	 Deliver	✓	✓	✓	✓	✓		 
Install condom vending machines in designated public toilets / community infrastructure to improve access to contraception and the prevention of sexually transmitted infections.	 Deliver & Partner	✓	✓	✓	✓	✓		    
<b>Prevention of alcohol and other drugs usage</b>								
Encourage socially healthy lifestyles by providing youth events, programs and information that are free of smoking, drugs and alcohol, e.g. FReeZA events.	 Deliver	✓	✓	✓	✓	✓	Recurrent External grants	   



Family, Youth and Children's Services (FY&CS)



Health and Social Planning



Recreation Services



Sports Central



Property and Facilities



Ballarat Community Health



Womens' Health Grampains



Department of Justice



Victoria Police



## Focus area 2: CONNECTED COMMUNITY



Being connected to the community can mean many different things. It can mean feeling included in a community, feeling safe, being valued for who you are, having good social networks and having your voice heard. It can also mean being connected electronically through various applications such as social media and being physically connected to the community and the people within it through transportation.

*“As someone who is a part of the LGBTQ (community), I love seeing pride stuff around town”*

Survey respondent

*“(We need) a city circle bus route. Rather than going direct to the train station, an additional bus route that travels around the suburbs would make navigating the city faster and easier”*

Survey respondent

### > OUR PRIORITIES

#### 1. Equality / inclusion / challenging discrimination

– young people are included in all aspects of community life regardless of their gender, abilities, age and background.

**2. Transport** – young people have access to safe, affordable and convenient transport options to get to the places they want to go

**3. Respectful relationships / friendships** – young people are supported and respected by their family and friends

### What young people in Ballarat told us

Young people told us they feel strongly about equality, inclusion and eliminating/ reducing discrimination. This was rated the 6th highest issue from a list of 18 issues by young people we surveyed. Community education around diversity and inclusion was also identified as valuable.

Access to transport can be a challenge for many young people. A high proportion of young people said that they do not feel safe using the bus interchange or the train station and that buses don't go where they want to go when they want to go there. Young people who live in the outer suburbs find it particularly difficult to access the CBD via bus due to lack of services in those areas. Crossing from one side of Ballarat by public transport to another has also been identified as a challenge.

Young people recognise the value of social media in keeping them connected to their friends. However, they also recognise that social media usage comes with risks of bullying and other unwanted and inappropriate behaviours. Social media was listed as the 4th highest concern amongst young people we surveyed.

Young people are concerned that relationship and friendship issues such as bullying, coercion, criticising, excluding, physical abuse and sexual abuse can cause significant anxiety and harm to their physical and mental health.

### What the youth sector told us

The youth sector told us that the young people they work with want to be included in broader community life, but for many, family breakdown, disengagement from school and poor mental health are barriers to community inclusion and connectedness. They feel that social media is harming young people's perception of self and image (for girls in particular). In terms of respectful relationships, members of the youth sector believe that some young people are lacking positive role models in their lives.

### What the community told us

Members of the community feel that the impact of social media can be harmful for young people. It was rated as the 4th highest issue. They feel that much of the information obtained via social media is incorrect and misleading and that the focus on 'likes' and having a young person's self-worth attached to the online version of themselves is problematic.

Following in 5th place was equality, inclusion and reducing discrimination. They want to see a more inclusive city where everyone can participate, be heard and valued.










Community members acknowledge that transport is essential for building independence and feeling in control but recognise that improvements need to be made to the transport service so that it enables young people to travel around Ballarat (not just to and from Melbourne) and that young people in rural and remote areas need better access to Ballarat.

### What we will do

Council's objectives in relation to connected community for young people aged 12-25 are:

- To deliver programs that are inclusive of all genders, abilities, ages and backgrounds and promote the value and importance of equality and diversity
- To advocate for improved transport options for young people
- To equip young people with the tools to develop respectful relationships and friendships and to provide support to those experiencing difficulties.

### HOW WE WILL DO IT

ACTIONS	COUNCIL'S ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
Equality / inclusion / challenging discrimination								
Provide dedicated youth spaces and programming in libraries.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	
Incorporate a greater 'youth lens' and strengthen engagement with young people when developing social policy-related documents, social inclusion frameworks and 'Design Guidelines' for community infrastructure plan.	 Deliver	✓	✓	✓	✓	✓	Recurrent	 
Deliver cultural competency, disability and LGBTQIA+ inclusion training to youth volunteers and the community on an annual basis by people with lived experiences.	 Deliver		✓	✓	✓	✓	External grants	
Seek partnerships to deliver intergenerational programs.	 Deliver	✓	✓	✓	✓	✓	Recurrent	



Family, Youth and Children's Services (FY&CS)



Engaged Communities

















Libraries and Lifelong Learning



Health and Social Planning



ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
Equality / inclusion / challenging discrimination								
Undertake a disability inclusion audit (of Council facilities and services) from a children's and young person's perspective.	 Deliver		✓				External grant	
Provide inclusive social connection programs (including a geographical spread) to improve access and connectedness within communities.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	
Use a co-design approach to enhance the event management skills of young people to plan and deliver social, creative arts and culture based programs and events.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	 
Activate key facilities and community spaces that provide access to safe, inclusive and welcoming youth friendly programs for young people across the municipality e.g. Pools, libraries, school holiday programs.	 Deliver	✓	✓	✓	✓	✓	Recurrent	  
Involve young people in key inclusive community awareness days/weeks of significance activities e.g. Harmony, International Day of People with Disability (IDPWD), International Day Against Homophobia, Biphobia, Interphobia & Transphobia (IDAHOBIT) and Reconciliation Action Week.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	 



Family, Youth and Children's Services (FY&amp;CS)



Engaged Communities



Libraries and Lifelong Learning



Health and Social Planning










Recreation Services



Art Gallery



Creative City

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Transport</b>								
Advocate to PTV to review and overhaul the Ballarat Bus Network.	 Advocate	✓	✓				Recurrent	 
Continue to support the delivery of L2P Program.	 Partner	✓	✓	✓	✓	✓	Recurrent	
<b>Respectful relationships</b>								
Engage secondary schools/flexible learning options in respectful relationships initiatives such as 'Expect Respect'.	 Deliver & Partner		✓	✓	✓	✓	External grants	



Family, Youth and  
Children's Services  
(FY&CS)



Engaged  
Communities



Advocacy  
and Lobbying







## Focus area 3:

### LIVING AND LEARNING



Living and learning relates to education, training, employment and the material basics that we need to survive such as housing, access to food and money. It also refers to other issues that can impact our lives such as the environment.

Employment challenge:

***“Balancing work and school. Being able to get hired with only working a few hours a week due to school and out of school commitments.”***

Employment challenge:

***“Lots of rude people; too much abuse from customers.”***

#### > OUR PRIORITIES

- **Education, training and life skills** – young people have access to quality and diverse educational and training opportunities that help them to achieve their goals
- **Employment** – young people have access to suitable and safe employment opportunities within their areas of interest.
- **Housing** – young people have information about safe and secure housing options
- **Finances** – young people have access to information and training programs that help to increase their knowledge about finances and budgeting
- **Environmental issues** – young people are supported to help reduce the impact of climate change, fossil fuel usage, pollution and other forms of environmental damage so that they can live in a safe and healthy world
- **Access to food** – young people have access to information about healthy food options and about organisations that provide emergency food relief.

#### What young people told us

Young people told us they want more diverse educational opportunities and want to learn more life skills such as money / budgeting and cooking skills (64%) and to undertake more employment related skills training such as barista training and first aid (52%). They were also interested in accessing more work experience and internships (30%), business start-up programs (30%) and volunteering opportunities (24%). From an employment perspective, some young people said that they don't get enough hours or suitable hours of work (22%) and would like to learn how to apply for jobs and prepare a resume (20%).

#### What the youth sector told us

People who work in the youth sector told us that programs / initiatives designed to improve independence and relevant life skill development that will ultimately lead to improved mental health and outcomes for young people are important.

The youth sector told us that young people struggle to obtain affordable rents and struggle to compete with older renters to secure a home to live in. They also are struggling to enter the private property market due to price increases. Some people who work in the youth sector would like to see an investment in increased social / crisis / transitional housing.

The youth sector acknowledges that there are extremely limited housing options for young people experiencing homelessness or leaving care and that the leading cause of homelessness for young people is family violence / breakdown in relationships. Some members of the youth sector would like to see a dedicated youth housing service operate in Ballarat who can also work holistically with young people.

Members of the youth sector also believe that the current levels of Youth Allowance / Job Seeker payments, jettison too many young people in our community into unstable housing, poor nutrition, anxiety, negative self-image/esteem and disconnect them from friendship groups and leisure pursuits.



### What the community told us

The community would like to see more career guidance offered and more education options and supports for young people who find mainstream school unsuitable. They acknowledge that young people are keen to develop new life skills such as financial literacy.

The community identifies underemployment is an issue for many young people who want and need work. They also identify the value of volunteering programs to help young people develop work-related skills, as well as developing a stronger sense of community connection.

Community members state that housing stress puts families in a precarious position, which then impacts every aspect of young people's lives. They state that young people often can't move out of unsafe family environments because of the difficulty in successfully sourcing a rental property.

Partial or full subsidisation of program costs need to be considered so that all young people can participate, e.g. breakfast at school, school uniforms, and so on, according to community member feedback.










Some community members state that we need significantly greater environmental sustainability within the community, or our young people simply won't have a world to live in.

### What we will do

Council's objectives in relation to living and learning for young people aged 12-25 are:

- To support a diversity of learning and educational options for young people
- To equip young people with skills and experiences that will enhance their work opportunities and independence
- To advocate for additional resources to improve housing access for young people
- To advocate for increased youth allowances and payments
- To support initiatives that reduce the impact of climate change, fossil fuel usage, pollution and other forms of environmental damage
- To support programs that increase food security for young people.

### HOW WE WILL DO IT

ACTIONS	COUNCIL'S ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Education, training, volunteering and life skills</b>								
Deliver youth leadership and volunteer programs, e.g. Youth Ambassadors, FReeZA and the Western Bulldogs Leadership Program.	 Deliver	✓	✓	✓	✓	✓	Recurrent External grants	
Deliver and partner with other organisations to provide work related and life skill development programs such as: job readiness, worker rights, volunteering, barista training, first aid training, cooking, money matters, etc.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	   
Support pathways for young people to access local volunteering opportunities in the community, e.g. the Soup Bus.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	



Family, Youth and Children's Services (FY&CS)



















Regulatory Services



Libraries and Lifelong Learning



Neighbourhood Houses

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Education, training, volunteering and life skills</b>								
Build on training opportunities and pathways through youth facilitation programs e.g. creative programs and business entrepreneur programs.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
<b>Employment</b>								
Provide greater access to employment programs such as graduate / apprenticeship / traineeships as well as work experience placements, internships, mentorship and career expos at the City of Ballarat.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
Better connect industry to education providers to understand local needs – via expos, industry tours for schools, committees and taskforces.	 Partner	✓	✓	✓	✓	✓	Recurrent	 
Develop paid pathway opportunities for young people within events, programs, workshops etc.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
<b>Housing</b>								
Involve young people in the development of the Ballarat Housing Strategy.	 Deliver	✓	✓				Recurrent	 
Support sector advocacy for more resources for youth housing.	 Advocate	✓	✓	✓	✓	✓	External grants	  



Family, Youth and Children's Services (FY&amp;CS)



People and Culture











Economic Development



Engaged Communities



Development Facilitation

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Environmental issues</b>								
Engage young people in consultation about environmental issues to inform actions and initiatives.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
<b>Access to food</b>								
Develop a food coalition with input from young people - (potential to advocate for food security and food access issues, healthy eating etc).	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	 
Work with sports clubs and event organisers to ensure healthy food choices are available at venues attended by young people.	 Deliver & Partner	✓	✓	✓	✓	✓	External grants	 



Family, Youth and  
Children's Services  
(FY&CS)



Health and  
Social Planning







## Focus area 4:

### SAFETY



There are many things that can impact our feelings of safety, ranging from physical spaces that may be dark, isolated or have blocked views, through to our interactions with others including people we know such as family members, friends, other students, colleagues or strangers.

***“If I were the one being bullied, I probably wouldn’t tell anyone cause I’d be embarrassed. Telling someone about it isn’t really an option for someone with social anxiety like myself.”***

***“Making all these bullying programs and things isn’t doing anything...Bullies don’t respond to the assemblies we have at schools like mine. They just laugh cause they think it’s stupid.”***

#### > OUR PRIORITIES

- **Personal safety** – young people feel safe and secure in public spaces throughout Ballarat
- **Bullying** – young people have the confidence, resilience and coping mechanisms to call out this negative behaviour and seek support
- **Social media** – young people are able to benefit from the connections provided by social media
- **Family conflict / violence** – young people have access to programs that increase their confidence, resilience and coping mechanisms and know where to seek support in relation to family conflict / violence.

#### What young people in Ballarat told us

Young people said they would like to see safety and security addressed through more security, policing and CCTV cameras. At the same time, they would like to see a focus on creating safer community spaces through urban design, including lighting, more colour, more appropriate plantings, art installations and more regular maintenance.

Almost half of all young people surveyed (49%) stated that they have experienced situations where they have been concerned for their safety. The key types of safety concerns experienced are harassment (46%), bullying (44%), physical violence (26%), homophobia (21%), gender-based violence (20%), discrimination (16%) and racism (13%). Family conflict / violence was identified by 24% of young people as a concern.

Areas where young people feel most safe in Ballarat include the library (97% feel safe), workplaces (96%), Lake Wendouree (96%), sports grounds (95%) and shopping centres (90%). Conversely, the places where young people feel most unsafe include public toilets (55% feel unsafe), bus stops / interchange (44%), Bridge St Mall (40%), Ballarat Train Station (35%) and schools (13%).

#### What the youth sector told us

Family conflict (30%) was identified by members of the youth sector who completed a survey as the second biggest issue facing young people, followed by bullying (28%) in third place. The youth sector told us that they believe that there has been an increase in family violence in the home and that this disempowers our youth and affects many areas of their lives including physical health, mental health, education and employment.

### What the community told us









Bullying (face to face and cyber bullying) was identified as the 2nd highest priority by community members. They acknowledged the huge impact bullying has on people's mental health. Similarly, community members note that if young people aren't safe at home, every aspect of their development is impacted. Community members also mentioned the impact that urban design can have on providing public spaces where young people feel welcome, safe and respected.

### What we will do

Council's objectives in relation to safety for young people aged 12-25 are:

- To work in partnership with urban planners and young people to improve safety and the perception of safety in public places
- To instigate programs that actively discourage bullying, conflict, and violence
- To instigate programs that increase young people's resilience and improve their community connections so that they have improved support mechanisms to cope with issues
- To educate young people about social media
- To provide information to young people about what types of support are available for those who are experiencing bullying or family conflict / violence.

### HOW WE WILL DO IT

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Personal safety</b>								
Include young people as a priority group in the delivery of the Empowering Communities Ballarat Project and other community safety initiatives	 Partner	✓	✓	✓	✓	✓	Recurrent	 
Provide opportunities for young people to influence urban renewal projects to increase their sense of safety.	 Deliver	✓	✓	✓	✓	✓	Recurrent	 
Implement and embed the Victorian Family Violence Multi-Agency Risk Assessment and Management (MARAM) Framework and Child Safe Standards across all City of Ballarat services, policies and frameworks.	 Deliver	✓	✓	✓	✓	✓	Recurrent	







Family, Youth and  
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Engaged  
Communities



Development  
and growth

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Bullying / Social Media</b>								
Engage secondary school students in bullying prevention and awareness initiatives (including a component on critical thinking) and campaigns such as Project Rockit or similar.	 Deliver & Partner	✓	✓	✓	✓	✓	Recurrent	
<b>Family conflict / violence</b>								
Improve access to information, resources and supports for issues related to family violence.	 Deliver	✓	✓	✓	✓	✓	Recurrent	







## Focus area 5:

### YOUTH INFRASTRUCTURE, SECTOR LEADERSHIP AND PARTNERSHIPS



Although there are numerous youth services operating in Ballarat, there is significant value in bringing these services together on a regular basis to network with one another, discuss youth related issues and opportunities, undertake joint projects, share resources and advocate for additional resources to enhance programs, services and support offered to young people.

***Council role: “Advocacy on the bigger stage for local youth issues – leading the charge with and on behalf of the youth sector”***

Youth sector survey respondent

***“Young people need more coordinated service support – i.e. a one stop shop. Especially important for young people with complex needs”***

Youth sector survey respondent

#### > OUR PRIORITIES

- **Youth Infrastructure** - young people have access to safe places for social connection and support services
- **Support service access** - young people have access to information about available support services
- **Sector leadership** – youth services in Ballarat are connected and supported and work together to improve outcomes for young people.

#### What young people told us

28% of young people told us that they struggle to access support services when needed.

#### What the youth sector told us

Agencies are keen to work in partnership with Council, but also for Council to provide more support, network leadership, sharing of resources and advocacy. Some specific assistance that they would like from Council includes:

- Advocate for easily accessible information for youth on how to get help for mental health related issues
- Easily accessible information on transport options and/or lobbying for additional public transport routes or frequency of current services.
- Provide young people with an opportunity to have their voice and opinions heard
- Support the development of a regional youth hub that supports the physical, emotional and social needs of vulnerable young people through the provision of youth programs and services.

#### What the community told us






















The community told us that access to quality support services in the Ballarat area is a huge obstacle and the wait to see a mental health specialist is very long. Therefore, mental health issues cannot be appropriately treated.

There was strong support from community members who completed a survey for the development of a dedicated youth space where young people can access support, programs, and services.







#### What we will do

Council's objectives in relation to sector leadership and partnerships are:

- To develop improved provision of infrastructure for young people
- To advocate for improved support services for young people
- To support the Ballarat youth sector through facilitating network leadership and advocacy.

ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Youth Infrastructure</b>								
Undertake a study to determine the feasibility of developing an integrated and multidisciplinary youth hub in Ballarat.	 Deliver		✓				Council budget External grants	
Develop an integrated youth hub in Ballarat (if feasible).	 Deliver					✓	Council budget External grants	
Develop relationships and partnerships to expand the provision of youth infrastructure that improves outcomes in areas of safety, access to health and wellbeing, and social connection.	 Advocate		✓	✓	✓	✓	Council budget External grants	
<b>Support service access</b>								
Support the youth sector to advocate for additional mental health support in Ballarat for young people.	 Advocate	✓	✓	✓	✓	✓	Recurrent	 
<b>Sector leadership</b>								
Play an active role in contributing to sector networking, professional development, advocacy and leadership via Ballarat Youth Services Network.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
Provide recognition to young people celebrating their contributions and achievements via annual Youth Awards.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
Improve provision of information via Youth Services landing page/website that provides program info and support services which have various methods of contact e.g. Chat function, text, phone.	 Deliver	✓	✓				Recurrent	 
Develop inclusive engagement guidelines and opportunities to ensure that young people are actively consulted, engaged and considered in Council's decision-making processes.	 Deliver	✓	✓	✓	✓	✓	Recurrent	 
Review and develop Youth Profile on periodic basis.	 Partner	✓	✓	✓	✓	✓	Recurrent	

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ACTIONS	COUNCILS ROLE	2022	2023	2024	2025	2026 & beyond	BUDGET	LEADING TEAMS
<b>Sector leadership</b>								
Increase accessibility of Parent Place and early years information for all families – inclusive of young parents, including outreach and co-delivery with community organisations.	 Deliver	✓	✓	✓	✓	✓	Recurrent	
Collaborate with antenatal care providers to link vulnerable young parents with the types of services they need at the earliest possible stage.	 Partner	✓	✓	✓	✓	✓	Recurrent	
Provide diverse representation of imagery on Council social media platforms and collateral								 

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## Implementation and evaluation



Actions in the Youth Strategy are designed to be flexible and agile over a 4 - 5 year strategy period. The Implementation Plan (which has been prepared separately from the Youth Strategy) provides specific details of how the Youth Strategy will be delivered,

including young people's role in the delivery of actions, partner organisations, timelines, funding sources and desired outcomes.

A new strategy should be prepared in 2025 to 2026.

- This document can be found in PDF format on our website [ballarat.vic.gov.au](https://ballarat.vic.gov.au)
- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Engaged Communities Team: [communityengagement@ballarat.vic.gov.au](mailto:communityengagement@ballarat.vic.gov.au)



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October 2022



## 8.7. AGEING WELL IN BALLARAT STRATEGY - FINAL

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Cathy Bushell – Ageing Well Officer

### PURPOSE

1. The purpose of this report is to present the final Ageing Well in Ballarat Strategy 2022-2026 and 2022-2024 Action Plan to Council for adoption.
2. Note changes made to the Ageing Well in Ballarat Strategy 2022-2026 and the 2022-2024 Action Plan following the period of public exhibition.

### BACKGROUND

3. In August 2022, Council approved the draft Ageing Well in Ballarat Strategy 2022-2026 and 2022-2024 Action Plan to be released to the community for feedback.
4. These documents were made publicly available and open to community submissions via Council's online engagement platform from 25 August 2022 to 21 September 2022 as part of a suite of plans included under the draft City of Ballarat Inclusion Framework.
5. Hard copies were also made available in the Ballarat Libraries and at the Phoenix Customer Service Centre.
6. In addition, four community consultation drop-in sessions were held between 30 August 2022 and 15 September 2022 across several locations including Ballarat Welcome Centre in Barkly Square, Ballarat North Community Centre and Sebastopol Library. In total, 42 people attended these sessions.
7. The public exhibition and consultation were promoted through local print media and on the City of Ballarat website home page and social media.
8. Copies of the draft Ageing Well in Ballarat Strategy documents & a link to the online engagement platform were circulated to all Ageing Well in Ballarat Project Reference Group members and key stakeholders referenced in the Strategy and Action Plan. Further distribution to their networks and connections was encouraged. Several copies of the documents were also emailed or mailed to community members as requested.

### KEY MATTERS

9. For the Ageing Well in Ballarat Strategy 2022-2026, six submissions were received from community members including five responses via Council's online engagement platform and one response via email. This feedback was considered, and it was deemed that no significant changes to the Ageing Well in Ballarat Strategy 2022-2026 or the 2022-2024 Action Plan were required. A summary of the feedback, response and action taken is provided at Attachment 1.
10. An internal review of the draft documents was also undertaken at this time and some minor changes were made including correcting spelling errors. A paragraph

introducing the Inclusion Framework and a one-page summary of the Inclusion Framework was added to the Ageing Well in Ballarat Strategy 2022-2026 to ensure consistency with other plans and strategies that fall under the Inclusion Framework.

11. Some minor edits were also made to the 2022-2024 Action Plan which included amendments to improve readability, correction of spelling errors, small changes to ensure consistency in terminology used through the document, and amendments to correct a number of internal team names.
12. The final Ageing Well in Ballarat Strategy 2022-2026 and the 2022-2024 Action Plan are provided at Attachment 2 and 3 respectively.

### OFFICER RECOMMENDATION

#### **13. That Council:**

- 13.1 Endorse and adopt the Ageing Well in Ballarat Strategy 2022-2026 and the 2022-2024 Action Plan.**

### ATTACHMENTS

1. Governance Review [8.7.1 - 3 pages]
2. Summary of community feedback AW Strategy [8.7.2 - 5 pages]
3. Ageing Well Final Strategy 2022-2026 [8.7.3 - 28 pages]
4. 2022-2024 Action Plan [8.7.4 - 16 pages]

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The Ageing Well in Ballarat strategy is closely aligned with City of Ballarat's Health and Wellbeing Plan 2021- 2031 including shared principles of equity, inclusion, accessibility, participation and collaboration. It also reflects the City of Ballarat's commitment to a healthy, connected and inclusive community as articulated in the Council Plan 2021 – 2025.
2. The Ageing Well in Ballarat Strategy 2022-2026 is closely linked to other current and evolving plans and strategies across the City of Ballarat which share priorities and action areas including, but not limited to, the Disability Access and Inclusion Plan, the LGBTIQ+ Inclusion plan, the Intercultural City Plan, the Municipal Early Years Plan, the Youth Strategy, Libraries and Learning Strategy, Community Infrastructure Plan, the Ballarat Integrated Transport Plan and the Housing Strategy.

**COMMUNITY IMPACT**

3. The Ageing Well in Ballarat Strategy 2022-2026 presents a vision for our future for Ballarat to be an age-friendly community where people feel valued, connected, included, and respected and feel confident to participate fully in life however they choose.
4. While the strategy is focused on our residents aged 55 years and over, an age-friendly city or community is health promoting and designed for diversity, inclusion, and cohesion, including across all ages and capacities.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

5. There are no climate emergency and environmental sustainability implications in regard to this strategy.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

6. There are no economic sustainability implications in regard to this strategy.

**FINANCIAL IMPLICATIONS**

7. Delivery of this plan will predominately be through approved budgets with a small number of actions that are subject to business cases through internal City of Ballarat processes.

**LEGAL AND RISK CONSIDERATIONS**

8. There are no identified unacceptable risks contained within this strategy currently. Into the future all risks will be considered before any additional product or activity is either purchased or planned for.

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**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

10. The community consultation process for this Ageing Well Strategy started in 2018 with the Growing Older Well in Ballarat consultation which included a survey and focus groups with community members and local service providers. Response rates were high and strong themes emerged around what is needed to age well in Ballarat.
11. Further community consultation was undertaken in 2022 to ensure the key themes are still relevant. Specific ageing well questions were included as part of the Inclusive Ballarat consultation in April & May 2022. The Future Direction for our Ageing Community: Community Voice consultation process was undertaken in June - August 2022 and consistent themes emerged about what the priorities and needs of residents are to live and age well in Ballarat.
12. A Project Reference Group comprising representatives from local community groups and relevant community-based organisations was established to provide advice on key issues and guide the development of the strategy. In addition, a comprehensive internal consultation process with relevant teams in City of Ballarat was also undertaken in April 2022.
13. Following the August 2022 Council meeting where the draft Ageing Well in Ballarat Strategy 2022-2026 and 2022-2024 Action Plan were approved for public exhibition, a City of Ballarat campaign was opened via Council's online engagement platform from 25 August 2022 and 21 September 2022 to gain feedback from the community. This included four face- to- face community drop-in consultation sessions.
14. The draft strategy public exhibition and consultation was promoted through local print media as well as via the City of Ballarat website home page and social media and directly to all Ageing Well in Ballarat Project Reference Group members and key stakeholders referenced in the Strategy and Action Plan with further distribution encouraged.
15. Future engagement will occur through the lifetime of this strategy around the stated actions and will be take the form of deliberative engagement. The strategy is purposefully reliant on collaboration with the community, including through the establishment of Age Friendly Ambassadors program, and we are seeking to engage with key stakeholders from both community and government organisations for successful delivery of the identified actions.

**GENDER EQUALITY ACT 2020**

16. There are gender equality implications identified for the subject of this report.
17. The Ageing Well in Ballarat Strategy has been developed with consideration of the needs of people of different genders, and with a focus on addressing gender inequality and promoting gender equality where applicable.

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18. Specifically, the Ageing Well in Ballarat Strategy and Action Plan includes principles and actions focussed on co-design with our older residents, the importance of universal design, age friendly design and accessible communication.
19. The Strategy also recognises and aims to address key sources of discrimination such as ageism and negative community attitudes, reduced access to decision making opportunities, inaccessible information and communication methods, and public events and activities that are not age friendly, accessible and/ or inclusive.
20. The Action Plan includes the development of resources to support age friendly and dementia friendly approaches as well as contribution to the development of a Universal Design Policy to guide future practice at the City of Ballarat and associated guidelines relating to engagement, information provision, events and community buildings. It also incorporates broader community engagement to build trust and awareness of any changes to the local context or impacts on specific genders or communities.
21. The Strategy and Action Plan also focuses on developing and sharing information in formats that are more accessible for older people, including online and hard copy formats as applicable, but also meets broader accessibility requirements where possible.
22. When implementing the Action Plan, it is important that an intersectional lens is applied to understand and seek to improve inclusion more broadly. In addition, a gender lens will be applied which recognises the importance of safety (including cultural safety, physical safety and social safety) and barriers to accessibility, and considers times, physical space, communication methods, available transport options, comfort, and visibility of diversity for more inclusive programming. This will occur in collaboration with members of the Diversity Access Equity and Inclusion Reference Group wherever possible.
23. This focus on gender equity and applying an intersectional lens will deliver more equitable, inclusive and accessible services, programs and policies for our ageing community members. It will also contribute to broader inclusion work including increased community participation at future events and activities, more accessible buildings and public spaces, and more accessible information to meet the diverse needs of our community members.

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

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

**PROCUREMENT COLLABORATION**

**N/A (For Contracts Only)**

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OFFICIAL

## OFFICIAL

Draft Ageing Well in Ballarat Strategy 2022-2026 feedback and actions

## Summary of feedback and related changes made to the Draft Ageing Well in Ballarat Strategy 2022-2026

**Background**

A combined engagement process was undertaken for the Inclusion Framework, Disability Access and Inclusion Plan, LGBTIQ+ Inclusion Plan, Intercultural Plan, Reconciliation Action Plan and the Ageing Well in Ballarat Strategy. The documents were available for viewing and comment from Thursday 25 August until Wednesday 21 September 2022. The plans were published on Council's online engagement platform and hard copies were also available at the Phoenix Customer Service Centre and all libraries.

Four drop-in sessions were held at a range of locations, times and days over the four-week consultation period. The consultation was promoted through the local print media, on the City of Ballarat website home page and social media, and via email to a range of networks. Surveys could be completed online or in hard copy. There were more than five hundred (n=538) visitors to the online engagement platform and 284 downloads of documents. Forty-two people attended the drop-in sessions to learn more about the plans. Eight written submissions were received and there were sixty-two (62) survey respondents.

Plan	Survey responses*
Inclusion Framework	1
LGBTIQ+ Plan	48
DAIP	5
Intercultural Plan	1
RAP	6
Ageing Well in Ballarat	6

\*People could provide feedback on more than one plan so the number of responses by plan is more than the number of overall survey respondents.

**Ageing Well in Ballarat Strategy feedback**

Copies of the draft Ageing Well in Ballarat Strategy documents & a link to the online engagement platform were circulated to all Ageing Well in Ballarat Project Reference Group members and key stakeholders referenced in the Strategy and Action Plan. Further distribution to their networks and connections was encouraged. Several copies of the documents were also emailed or mailed to community members as requested.

Six submissions were received from community members including five responses via Council's online engagement platform and one response via email.

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Draft Ageing Well in Ballarat Strategy 2022-2026 feedback and actions

A summary of changes is listed in the table below.

Theme	Information shared/ feedback	Adaptation/ response	Action completed
General comment	They are great statements, but actions speak louder than words!	City of Ballarat staff are committed to the priorities in the Strategy and implementing the Action Plan with a focus on the vision to create an age friendly community in Ballarat.	No change needed
Recreational spaces	<p>I think the plan has included many good actions. However, as a dog walker I believe more could be provided to the many older people who have a loving companion which asks for a walk daily. Dog parks are extremely wet for a long period. Fenced parks would assist older people who prefer to let the dog run free with other dogs. Provision of bags for collection of dog excrement would slow the risk of slipping!!</p> <p>Seating and perhaps some covered seating would assist older more frail people in finding some regular companionship with other dog owners. The annual Dog registration would provide some financial support toward these issues?</p>	<p>This comment was received via email and via Council's online engagement platform.</p> <p>An email response was provided directly thanking the resident for the feedback and providing a link to the information on the City of Ballarat website outlining the range of dog parks available across the municipality which includes information on locations of dog bag dispensers.</p> <p>We will ensure when focusing on the age friendliness of our outdoor places and spaces that dog parks are included as part of this to consider adequate paths, seating &amp; rest areas.</p>	Implementation planning to include dog parks as part of the outdoor spaces and places.
Recreational spaces	Let people into the Aquatic centre if you wanted to help	Unsure what this comment is referring to. This comment was anonymous via the online engagement platform, so it is difficult to follow up to seek additional information and context.	No change needed.
Definition	Maybe include a definition of what Positive Ageing is.	The Australian Psychological Society (APS) defines Positive Ageing as:	No change needed

## OFFICIAL

Draft Ageing Well in Ballarat Strategy 2022-2026 feedback and actions

		<p>“The process of maintaining a positive attitude, feeling good about yourself, keeping fit and healthy, and engaging fully in life as you age”.</p> <p>The terminology used in this strategy is focused on ‘ageing well’ and a definition is included within the strategy. This is based around the World Health Organisation focus on healthy ageing as well as the attributes of ageing well as explored by the Victorian State Government and Victoria Seniors – which includes the elements of the definition of positive ageing.</p>	
Reference to specific cohorts in the strategy	<p>Ageing Well Strategy Feedback received via text message/email:</p> <p>XXXXX on 8/9/22 – Rainbow Coffee group have mostly read the plan. Nothing glaring. But the ageing plan has no mention of anything LGBTQIA.</p> <p>Good discussion re: particular barriers for LGBTIQ+ people whose partners pass away adding to the social isolation if they can’t reconnect with community. Not sure if that’s for the plan, but it might be for the radar.</p> <p>Follow up message – They definitely DO NOT want to go to senior citizens centres. I think us queers age differently. LOL</p> <p>Further follow up message – They’re mostly my parents age and they have so much go in them. It’s impressive.</p>	<p>The Ageing Well in Ballarat Strategy is focused on all residents 55 years and over and does not refer to specific cohorts/groups. Further detail including reference to specific cohorts or population groups are referred to in the 2022-2024 Action Plan.</p> <p>Specifically, the Action Plan includes an action under <b>Focus Area: Social Participation</b> - <i>Explore demand for increased social connection for older members of our LGBTI community, in partnership with community members.</i></p> <p>And</p> <p>Under <b>Focus Area: Respect &amp; Social Inclusion</b> – <i>Increase awareness of the issues older LGBTI community members experience and promote</i></p>	No change needed



## OFFICIAL

Draft Ageing Well in Ballarat Strategy 2022-2026 feedback and actions

		<i>inclusive practice.</i> It includes building partnerships and hosting conversations with the community.	
Support for older LGBTIQ+ residents to age well	<p>For older LGBTIQ+ citizens – As LGBTIQ+ people settle in their lives, they may or may not stay really connected to the broader LGBTIQ+ community. This reflects friendships and work lives that do not always focus on LGBTIQ+ community.</p> <p>When older LGBTIQ+ people lose their partner, there needs to be strong linkages back into LGBTIQ+ community so that they can reconnect with other community members - this includes potentially meeting new partners, but mostly focuses on the protective factors that come from being with community as they negotiate 'the next phase'.</p> <p>Many organisations and spaces are not inherently inclusive. Work might be done to program events and activities that provide resources for LGBTIQ+ friendly organisations with established track records. Noting that LGBTIQ+ older community members would not feel welcome at or interested Senior Citizen Community spaces.</p> <p>Many of the older LGBTIQ+ community are not out to their care givers or service providers. Finding ways to build capacity to signal inclusion where there is an interface with Council services for older LGBTIQ+ community members will assist in our community accessing services and in ageing more strongly.</p>	<p>City of Ballarat staff are committed to the priorities in the Strategy and implementing the Action Plan with a focus on the vision to create an age friendly community in Ballarat. This includes connecting with our older LGBTIQ+ community members to host conversations about what is needed to age well in Ballarat.</p> <p>The 2022-2024 Action Plan includes a number of actions focussed on working with our older LGBTIQ+ community members to explore opportunities for increased social connection and to raise awareness of needs and preferences of our older LGBTIQ+ residents to promote inclusive practice, including across our Ageing Well programs &amp; services.</p> <p>Specifically, the Action Plan includes an action under <b>Focus Area: Social Participation</b> - <i>Explore demand for increased social connection for older members of our LGBTI community, in partnership with community members.</i></p> <p>And</p> <p>Under <b>Focus Area: Respect &amp; Social Inclusion</b> – <i>Increase awareness of the issues older LGBTI community members experience and promote</i></p>	No change needed.

OFFICIAL

Draft Ageing Well in Ballarat Strategy 2022-2026 feedback and actions

		<p><i>inclusive practice.</i> It includes building partnerships and hosting conversations with the community.</p> <p>In addition, our staff attend training &amp; development opportunities &amp; access relevant resources &amp; support including those provided by Val’s LGBTI Ageing and Aged Care – a Victorian-based program working to improve healthy ageing pathways, care and visibility of older LGBTI people.</p>	
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CITY OF BALLARAT  
**Ageing Well in  
Ballarat Strategy  
2022–2026**







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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 People.

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## Message from the Mayor of Ballarat



The Ageing Well in Ballarat Strategy lays out our community's vision and priorities for Ballarat's residents aged 55 years and over and for being an inclusive city for all people that live, work and play here.

Our strategy is informed by what the ageing community in Ballarat have told us is important to them through our community consultation and engagement spanning five years, from 2018 to 2022.

This strategy outlines our roadmap for delivering this vision over the next four years. It states very clearly what the City of Ballarat will do to ensure Ballarat is an age friendly city for all our community members. The focus is on providing leadership, fostering a community that is accessible, inclusive and connected, practising good governance and advocating for our community. We are committed to making informed decisions based on the best available evidence and community engagement and will work in partnership with our community to deliver our services, programs and information.

The strategy is aligned with the City of Ballarat's commitment to whole of community benefits and collaborating with our many residents, partners and stakeholders across Ballarat. It provides a focus on the needs, interests and aspirations of people aged 55 years and older.

Growing older is a lifelong process. As we age, we gather a lifetime of knowledge, skills and life experience which is highly valued and should be celebrated and shared. We recognise the significant contribution that our ageing residents make to the fabric of our community. We are committed to supporting and empowering them to feel confident to participate fully in life however they choose.

We sincerely thank every individual and group who provided input into this process – your participation reflects an engaged and empowered community.

We look forward to implementing the Ageing Well in Ballarat Strategy and achieving outcomes that will ensure our ageing community members continue to be highly valued members of our community

A handwritten signature in black ink, appearing to read 'Daniel Moloney'.

**Cr Daniel Moloney**  
**Mayor, City of Ballarat**

## Introduction



This strategy has been developed to guide City of Ballarat to respond to the current, changing and emerging needs of our residents aged 55 years and over and to identify its future focus and priorities for our community.

People worldwide are living longer, and Ballarat is following this trend. Our ageing residents are a significant and growing part of our community and over the next 15 years almost one quarter of our municipal population will be over 60 years of age. City of Ballarat recognises the value of these residents with their diverse and dynamic capabilities and experiences and as an important part of the fabric of our history and community.

Growing older is a lifelong process. As we age, we gather a lifetime of knowledge, skills and life experience which is highly valued and should be celebrated and shared. City of Ballarat is committed to creating supportive environments that foster healthy and active ageing including planning for and responding to the diverse and emerging needs of our ageing community.

Aligned with City of Ballarat's commitment to whole of community benefits and collaborating with our many residents, partners and stakeholders across Ballarat, this strategy provides a focus on the needs, interests and aspirations of people aged 55 years and older.



## **The City of Ballarat Inclusion Framework**

The City of Ballarat has 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 the many 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

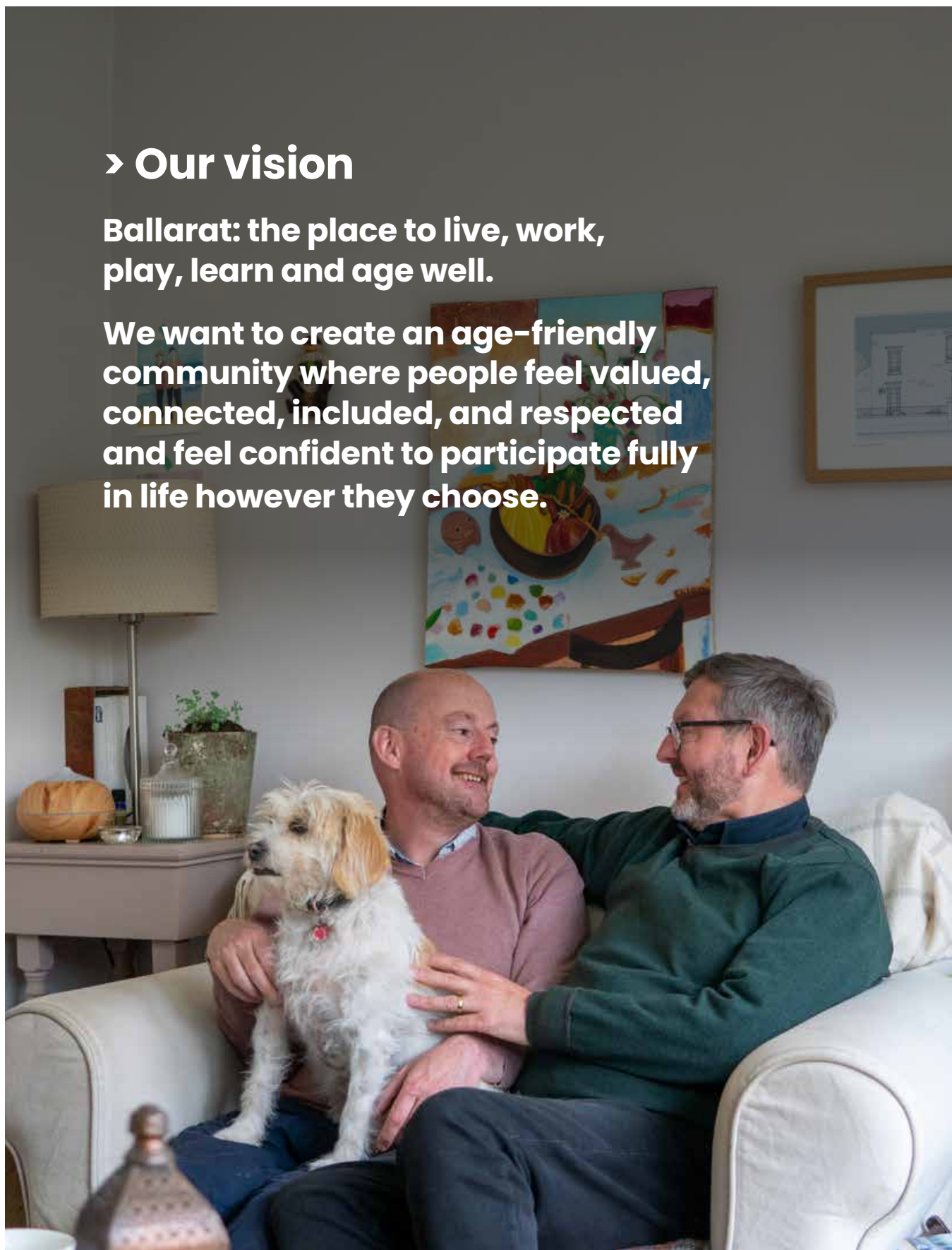
Disability Access and Inclusion Plan 2022-2026

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.

## › Our vision

**Ballarat: the place to live, work,  
play, learn and age well.**

**We want to create an age-friendly  
community where people feel valued,  
connected, included, and respected  
and feel confident to participate fully  
in life however they choose.**



## Our commitment

**City of Ballarat is committed to creating an age friendly community for our residents.**

According to the World Health Organisation (WHO), an age friendly community is “an inclusive and accessible community environment that optimises opportunities for health, participation and security for all people, in order that quality of life and dignity are ensured as people age.”

Our commitment is also closely aligned with City of Ballarat’s Health and Wellbeing Plan 2021- 2031, which aims to optimise health and wellbeing across all ages and stages of life and aspires to create a connected, engaged and inclusive community, living safely and sustainably, with residents who are active, healthy and resilient. It also reflects City of Ballarat’s commitment to a healthy, connected and inclusive community as articulated in the Council Plan 2021 – 2025 and is closely linked to other current and evolving plans and strategies across the City of Ballarat which share priorities and areas of focus.

We are committed to the following principles:

### > Equity

We will work to ensure that everyone is treated fairly and equitably. This includes equitable access to resources, services and opportunities to assist and support our ageing community to age well in Ballarat.

### > Inclusion

We recognise that our ageing community are diverse and dynamic individuals celebrating many and varied capabilities, resources, experiences, lifestyles and preferences.

We will work to build a community in which all residents throughout their life feel valued, respected, supported, safe, and can fully participate in all aspects of community, social and economic life as they choose, and enjoy the benefits of their participation.

### > Accessibility

We will work to ensure that our city and its places, spaces and buildings are accessible for all.

### > Participation

We appreciate and will draw on the life experience, knowledge and insight of our residents. We are committed to including all our residents in our planning and decision making and ensuring their voices are heard as we continue to build an age friendly community in Ballarat.

We value the participation and contribution of our ageing community. We will work to reduce formal and informal barriers that effect older people’s access to resources, services, opportunities and participation in social, community and economic life.

### > Collaboration

We acknowledge that creating an age friendly community requires a commitment from all in our municipal community, and the commitment, leadership and action by many, including government, service providers, organisations, business, our community and all people living, working and visiting our city.

We will develop relationships and strengthen partnerships with our community, local business, government, services and support agencies to strengthen our shared commitment to build our combined capabilities and encourage greater co-operation and integration across our community and aged care service system.

### > A rights-based approach

We acknowledge that all people should be treated with dignity and respect and have the right and freedom to make their own choices about how they adapt their lives to changing needs and opportunities.

We will seek to empower and support our ageing community to exercise their rights and to be heard and respected in doing so.



## Our over 55 population in Ballarat

People are living longer, and populations are ageing, resulting in a change in the construct of our communities and municipalities. There are over 34,867 people aged 55 years and over currently living within our city. This figure is expected to grow to more than 42,222 by 2036.

Here is a current snapshot of our community:



**30.6%**

percentage of people aged 55 years and over in Ballarat\*



**54.6%**

of the population aged 55 years and over are female\*

45.4% are male



**64.3%**

of the population aged 85 years and over are female\*

35.7% are male



**10%**

Almost 10% of the population identify as LGBTQIA+

Compared with 5.7% Victorian average^



**Wendouree  
Sebastopol  
Alfredton**

top 3 suburbs where people 55 years and over live\*



**323**

people aged 50 years and over in Ballarat identify as Aboriginal and/or Torres Strait Islander\*



**11.3%**

of people in Ballarat were born overseas

38.2% of the migrant population are aged 55 years and over



**7%**

of our population speak a language other than English at home\*



**24.2%**

of people aged 55 years and over live alone\*

33.9% male,  
66.1% female



**13.5%**

of people 55 years and over provide unpaid childcare\*



**17%**

of people 55 years and over provide unpaid care for a person with a disability\*



**5012**

Ballarat residents aged 55 years and over who need assistance with core activities\*



### Dementia Prevalence

The number of cases of dementia in Ballarat is expected to increase by 3 times from 1805 people in 2017 to 5409 people in 2050#

\* ABS 2021 Census of population and housing ^ Victorian Population Health Survey  
# NATSEM, University of Canberra, January 2016. Commissioned by Alzheimer's Australia Vic.





## What does Ageing Well look like?



As part of the global response to our growing ageing population, across the world there is an increasing focus on how we can all age well and remain healthy and active throughout our lifetime. The idea of ageing well includes creating a life where people can maintain satisfying and healthy lives as they age by making choices that optimise healthy and active lives including a focus on feeling safe and secure.

The World Health Organisation tells us that people's experience of healthy ageing is significantly informed by the environment in which we live and the opportunities available to us as we grow older that enable people to be and do what they value throughout their lives.

In Victoria, the idea of ageing well is being explored by government and senior Victorians. Through their conversations in 2020, various attributes of ageing well were discussed including:

- The importance of having a positive attitude.
- Lives have purpose and meaning.
- People are respected and respectful.
- The importance of connection to family, friends and society.
- Older people are in touch with a changing world.
- Feeling safe and secure at home and financially.
- People can manage health issues including mental health.
- People can get around.

In developing this strategy, we have considered this international approach and the state context in parallel with the feedback we heard from our residents about what is important to live and age well in Ballarat and this is reflected in the vision, goals and priorities in this strategy.

## City of Ballarat's Role

City of Ballarat has a broad range of roles and responsibilities under the Local Government Act. These roles assist and support residents and contribute to their health, safety and wellbeing in many ways.

In addition to the many familiar activities, City of Ballarat's role also includes fostering community cohesion, encouraging active participation in civic life, and improving the overall quality of life for all residents.

Closely aligned with City of Ballarat's broader role, five key roles have been confirmed to guide this strategy in responding to the needs and aspirations of our ageing community and to contribute to the creation of Ballarat as an age friendly community.



### > Provider

City of Ballarat delivers projects, programs, and services across all areas of the organisation to respond to the needs, interests, and aspirations of our diverse residents. This includes facilities, programs, and services to connect people to information, learning, social and recreational opportunities and to encourage connection into our community and the many places, spaces and activities that contribute to a vibrant community life.

Services are delivered through our many locations, and we actively create friendly, accessible spaces and places including our parks and gardens, streetscapes, recreation, and sporting grounds located across our city.

City of Ballarat works as a partner, advocate, and planner and collaborator to build the capacity of our community and local service system to respond to the current and emerging needs of our diverse community.

City of Ballarat also plans and delivers infrastructure focused projects and provides and maintains community buildings, recreation and sporting facilities and public spaces such as parks, squares, footpaths, and many roads.



### > Partner & Facilitator

City of Ballarat fulfills this role by supporting and participating in projects, initiatives, and programs in partnership with government, community organisations, service providers and local community groups to respond to community needs and to build capacity across our community including in areas important to our ageing community such as community safety, and health and wellbeing, and respect and social inclusion.

City of Ballarat facilitates conversations, forums, networks, and a range of opportunities to bring people together to develop a shared understanding of the issues of importance to our city and its residents and to find, foster and deliver solutions, innovation, and collective responses. This collaborative approach is vital to fostering an age friendly approach across our community. It is also important within and across teams in City of Ballarat to enable an integrated approach and a whole of organisation response to meet the needs and aspirations of our older residents.



### > Planner

City of Ballarat has an important role in planning for the city including in planning for strategic land use, developments, city design and community infrastructure and engaging the community in planning and strategic decision-making processes.

City of Ballarat has an active role in social planning which includes consideration of the needs of all residents in relation to areas such as housing, transport, community infrastructure, and in recreational opportunities and communication strategies. City of Ballarat also has an important role in planning for the needs of the ageing population and will continue to research and advocate to ensure the aged care service system meets the needs of our community now and into the future.





#### > Advocate

City of Ballarat is the closest level of government to the community and, through conversations and other community engagement activities, has an increased visibility and understanding of issues impacting everyday lives of our residents.

City of Ballarat is also uniquely placed to facilitate strategic partnerships within the community with organisations, service providers, community members and other tiers of government to collaborate and respond to issues as they emerge, to highlight barriers and opportunities from our community perspective and advocate together to influence decision makers and leaders in government to respond to community interests and needs.



#### > Community Capacity Builder

Working towards an age friendly city with the community provides the opportunity to develop partnerships with, between and across the community. It also encourages work on joint projects and activities led by the community. City of Ballarat is well placed to encourage, support, and empower our residents to participate in and form partnerships, and networks to work together to lead projects or activities in their local neighbourhoods or community groups that contribute to creating an age friendly Ballarat in a meaningful, locally responsive and sustainable way.

City of Ballarat has an opportunity to further strengthen the community by actively engaging residents and service providers in planning for an age friendly city.







## **Ageing Well in Ballarat**

This strategy has been informed with a strong focus on our residents and their feedback. It has also been informed by feedback from the wider community and service providers, along with consideration of best practice in Australia and internationally. It has also been developed with consideration of the evolving Commonwealth government aged care reform agenda as well as the Victorian Government focus on creating age friendly communities.

### > What our community told us

Our conversation with the community started in 2018 where we explored what is important to *Grow Older Well in Ballarat* with a cross section of our ageing community and other interested community members.

We have also listened to responses from residents through City of Ballarat wide community engagement processes including *Ballarat: Our Future* consultation 2021 and Inclusive Ballarat 2022 as well as community feedback through our Ageing Well in Ballarat Project Reference Group.

Continuing conversations with our community have told us that there is much that is enjoyed and celebrated by the ageing community living in Ballarat. The quality of our outdoor spaces, our historical landscapes and streetscapes, our city's parks and gardens, walking tracks and sporting facilities, good access to health services and opportunities to participate in a wide variety of events and activities are all highly valued.

But there is always room for growth and improvement. Priorities for our continued focus include:

- Improving the accessibility and safety of our spaces, places, and streetscapes.
- Access to a range of reliable and affordable transport and affordable housing options.
- The availability of services to maintain independence at home and in the community.
- Strengthening the regard and respect for people as they age and their contribution and value in community, social, political and economic life.

Ageing residents and their families also prioritised access to reliable information and advice from City of Ballarat as a trusted source to assist them to stay informed, support decision making and access relevant supports and universal services available in our community, and opportunities for social participation and connection.

### > Our age friendly approach

City of Ballarat recognises the need to plan and respond to the dynamic and changing ageing environment and is committed to its focus on the expressed needs and aspirations of our ageing community. This commitment includes expanding our focus to include people from 55 years of age and over to include and engage our residents as they plan and prepare for the years ahead and adapt their lives to changing needs and opportunities.

Finally, our future focus includes a commitment to advocate and deliver the best outcomes for our community as the Commonwealth continues to implement the reform of the aged care service system.

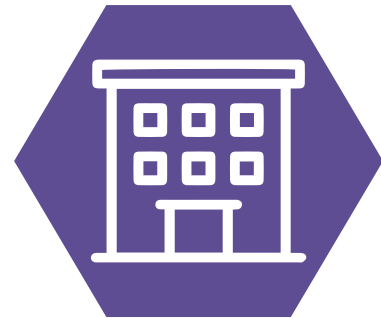
Consistent themes and priorities have emerged from engaging with our residents over the past five years and continue to be reflected in our current and continuing conversations with our community. These align closely with the WHO age friendly domains and so we have determined to use these domains to frame our goals and priorities for the next four years.

### > The WHO Age Friendly Cities and Communities framework

This WHO framework is being used by communities around the world to ensure that practical measures are put in place to help people as they age. By viewing a community through an age friendly lens like this, city planners, residents, businesses, and service providers can help create a city that meets its resident's needs.

Aligning with the WHO age friendly domains provides us with the opportunity to engage, plan and measure our progress alongside local, national, and international partners and will support our commitment to build Ballarat as a recognised and celebrated age friendly city.

## Focus area 1: 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.**

### > OUR PRIORITIES

- 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.
- Collaborate with our community so that people feel welcome and safe and have equitable access to our city's places, spaces, and buildings.
- Encourage community connection in our public spaces and provide the opportunity for all people to enjoy.



## Focus area 2: TRANSPORT



### > GOAL

**Our city has accessible, affordable, inclusive, and relevant transport options that allow people to participate in community life with ease.**

### > OUR PRIORITIES

- Advocate for improved transport services to support resident's independence, mobility, and access to services, supports and community life.
- Encourage and support our ageing community to use a range of transport options.
- Encourage opportunities for innovative and cost-effective community and other transport options.
- Continue to address barriers to access that make it harder for people to move around our city including pedestrian, transport, and driver experiences.





## Focus area 3:

### 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.**

#### > OUR PRIORITIES

- 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.
- Improve the quality and diversity of affordable housing.
- Encourage high-quality housing which demonstrates best practice for sustainability, accessibility and healthy by design guidelines.
- Direct new residential development to areas with good access to services, amenities and transport options, where possible.
- Support residents to remain independent as they age in place through encouraging appropriate housing design, sustainable living and access to services and supports.



## Focus area 4:

### 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.**

#### > OUR PRIORITIES

- Provide, promote, and support opportunities for people to participate in accessible, inclusive, and affordable social, recreation, lifelong learning and cultural pursuits.
- Create, support, and promote opportunities that encourage intergenerational connection.
- Facilitate City of Ballarat led and community events and activities that are inclusive, accessible and age friendly.
- Encourage our shared community facilities and settings to be inclusive, welcoming and facilitate social connection in the community.



## Focus area 5: RESPECT AND SOCIAL INCLUSION



### > GOAL

**Our ageing community feel valued, respected, and included and the community benefits from their contribution.**

### > OUR PRIORITIES

- Celebrate and acknowledge the contribution that our ageing community have made and will continue to do so.
- Raise awareness and the community's capacity and responsibility to respond to issues of ageism.
- Collaborate with government, key partners, and the community to influence change and prevent elder abuse.
- Celebrate the diversity in our ageing community and develop partnerships with community groups and organisations to address barriers faced by members of our community.



## Focus area 6: 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.

### > OUR PRIORITIES

- Promote the rights and abilities of our ageing community to participate in civic life and support them to do so.
- Support, promote and develop opportunities for older people to access meaningful and paid employment.
- Provide, promote, and support opportunities for lifelong learning and skill development.
- Promote the value and lifetime experience of workers and benefits of an intergenerational workforce.
- Support, promote and develop opportunities for people to engage in volunteering that is relevant to their interests and skillset.
- Provide a range of opportunities to ensure the voice of our ageing community is heard.





## 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 Haley 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 Engaged Communities Team: [communityengagement@ballarat.vic.gov.au](mailto:communityengagement@ballarat.vic.gov.au).
- This document can also be found in other formats on our website [ballarat.vic.gov.au](http://ballarat.vic.gov.au)









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October 2022













## City of Ballarat – Ageing Well in Ballarat Strategy








### ACTION PLAN 2022–2024














<div>  <b>FOCUS AREA 1: PLACES, SPACES AND BUILDINGS</b>            GOAL: OUR PLACES, SPACES AND BUILDINGS ARE SAFE, INCLUSIVE, EASY TO NAVIGATE AND ENCOURAGE REGULAR USE BY PEOPLE OF ALL AGES AND ABILITIES         </div>							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
1.1 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	1.1.1 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 already approved budget allocation	 Ageing Well	Dementia Australia Bigger, Hearts Dementia Alliance Ballarat, Diversity Access Equity and Inclusion Reference Group, Engaged Communities, City Design, Infrastructure, Operations, Major Projects, Recreation Services, Property and Facilities, Management.
	1.1.2 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 already approved budget allocation	 Engaged Communities	Diversity Access Equity and Inclusion Reference Group, Ageing Well, City Design, Infrastructure, Operations, Major Projects, Recreation Services, Property and Facilities Management, Family Youth & Children's Services.













PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>1.2 Collaborate with our community so that people feel welcome and safe and have equitable access to our city's places, spaces and buildings</b>	1.2.1 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.
	1.2.2 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	Community members.
<b>1.3 Encourage community connection in our public spaces and provide the opportunity for all people to enjoy</b>	1.3.1 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 for health professionals undertaken	 Partner  Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Ageing Well	ENJOY ambassadors, Community members, National Ageing Research Institute, Health professionals.
	1.3.2 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	Community members.














 <b>FOCUS AREA 2: TRANSPORT</b> 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
<b>2.1 Advocate for improved transport services to resident's independence, mobility and access to services, supports and community life</b>	2.1.1 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, Family, Youth & Children's Services, Community members
	2.1.2 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
<b>2.2 Encourage and support our ageing community to use a range of transport options</b>	2.2.1 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 (BRMC)
	2.2.2 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
<b>2.3 Encourage opportunities for innovative and cost-effective community and other transport options</b>	2.3.1 Explore the feasibility of providing an appropriate community transport program for our ageing community members who find it difficult 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.
<b>2.4 Continue to address barriers to access that make it harder for people to move around our city including pedestrian, transport, and driver experiences.</b>	2.4.1 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.
	2.4.2 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.













 <b>FOCUS AREA 3: HOUSING</b> <b>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</b>							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>3.1 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</b>	3.1.1 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  Engaged Communities	Development and Facilitation
	3.1.2 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	 Development & Facilitation  Ageing Well	Development industry, Affordable housing providers, DELWP, Engaged Communities, Community members
	3.1.3 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  Engaged Communities	Social and affordable housing providers, DFFH, Housing support & advocacy agencies.
<b>3.2 Improve the quality and diversity of affordable housing</b>	3.2.1 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	 Development & Facilitation  Ageing Well	Engaged Communities.











 <b>FOCUS AREA 4: SOCIAL PARTICIPATION</b> 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
<b>4.1 Provide, promote and support opportunities for people to participate in accessible, inclusive and affordable social, recreation, lifelong learning and cultural pursuits</b>	4.1.1 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, other local organisations.
	4.1.2 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.
	4.1.3 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.
	4.1.4 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
<b>4.2 Facilitate City of Ballarat led and community events and activities that are inclusive, accessible and age friendly</b>	4.2.1 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
	4.2.2 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 Reference Group, Art and Events
<b>4.3 Create, support and promote opportunities that encourage intergenerational connection</b>	4.3.1 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
<b>4.4 Encourage our shared community facilities and settings to be inclusive, welcoming and facilitate social connection in the community</b>	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











	<b>FOCUS AREA 5: RESPECT AND SOCIAL INCLUSION</b> <b>GOAL: OUR AGEING COMMUNITY FEEL VALUED, RESPECTED AND INCLUDED AND THE COMMUNITY BENEFITS FROM THEIR CONTRIBUTION</b>						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>5.1 Celebrate and acknowledge the contribution that our ageing community have made and will continue to do so</b>	5.1.1 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, Civic Support.
	5.1.2 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 relevant newsletters for community, Communications and Design.
<b>5.2 Raise awareness and the community's capacity and responsibility to respond to issues of ageism</b>	5.2.1 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.
	5.2.2 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.
	5.2.3 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
<b>5.3 Collaborate with government, key partners and the community to influence change and prevent elder abuse</b>	5.3.1 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.
	5.3.2 Continue to be an active member of the Central Highlands Elder Abuse Prevention Network (CHEAPN)	Quarterly network meetings attended Relevant information shared	 Deliver	2022-2024 (Ongoing)	Within already approved budget allocation	 Ageing Well	CHEAPN members
<b>5.4 Celebrate the diversity in our ageing community and develop partnerships with community groups and organisations to address barriers faced by members of our community</b>	5.4.1 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.
	5.4.2 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 Ballarat, Dementia Australia, Carer Gateway, local service providers.
	5.4.3 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.













 <b>FOCUS AREA 6: CIVIC PARTICIPATION AND EMPLOYMENT</b> <b>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</b>							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>6.1 Promote the rights and abilities of our ageing community to participate in civic life and support them to do so</b>	6.1.1 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.
	6.1.2 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.
<b>6.2 Support, promote and develop opportunities for older people to access meaningful and paid employment</b>	6.2.1 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
<b>6.3 Provide, promote and support opportunities for lifelong learning and skill development</b>	6.3.1 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.
	6.3.2 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.
<b>6.4 Promote the value and lifetime experience of workers and benefits of an intergenerational workforce</b>	6.4.1 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
<b>6.5 Support, promote and develop opportunities for people to engage in volunteering that is relevant to their interests and skillset</b>	6.5.1 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.
	6.5.2 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.
<b>6.6 Provide a range of opportunities to ensure the voice of our ageing community is heard</b>	6.6.1 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	Engaged Communities, People and Culture, Community members.
	6.6.2 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.

 <b>FOCUS AREA 7: COMMUNICATION AND INFORMATION</b> <b>GOAL: OUR AGEING COMMUNITY CAN EASILY ACCESS INFORMATION AND ADVICE THEY NEED TO AGE WELL, STAY INFORMED AND CONNECT WITH THE COMMUNITY.</b>							
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>7.1 Provide timely, trusted and relevant information that is easy to access and understand and connects residents to what they are looking for</b>	7.1.1 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.
	7.1.2 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 Experience	Engaged Communities, Community groups.
<b>7.2 Communicate and provide information on a regular basis and in a range of formats to enable our community to access it as they choose</b>	7.2.1 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.
	7.2.2 Work with Intercultural Services 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	 Engaged Communities	Communications and Design, Ageing Well, Engaged Communities.

PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>7.3 Provide, support and promote programs focused on increasing digital literacy and support and facilitate access to technology where needed</b>	7.3.1 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.
<b>7.4 Promote opportunities that support people to remain active in their local community</b>	7.4.1 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 and 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.
<b>7.5 Strengthen organisational understanding of preferred communication channels that keep older people connected, involved informed and engaged</b>	7.5.1 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.
<b>7.6 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</b>	7.6.1 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.



	<b>FOCUS AREA 8: COMMUNITY SUPPORT AND HEALTH SERVICES</b> <b>GOAL: BALLARAT HAS APPROPRIATE COMMUNITY SUPPORT AND HEALTH SERVICES TO ASSIST RESIDENTS AS THEY NEED THROUGHOUT THEIR LIVES.</b>						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
<b>8.1 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</b>	8.1.1 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.
	8.1.2 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.
	8.1.3 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.
<b>8.2 Provide information on community supports and services available locally</b>	8.2.1 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.
	8.2.2 Contribute to the Intercultural Services Directory.	Input provided	 Deliver	2022-2024 (ongoing)	Within already approved budget allocation	 Engaged Communities	Ageing Well.
<b>8.3 Actively collaborate at regional, state and national level to address barriers and ensure older people have access to community support and services they need</b>	8.3.1 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.

	<b>FOCUS AREA 9: LEADERSHIP &amp; ADVOCACY</b> <b>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.</b>						
PRIORITY	ACTIONS	PERFORMANCE MEASURE	COUNCIL'S ROLE	TIMEFRAME	BUDGET	LEADING TEAMS	KEY STAKEHOLDERS
9.1 Advocate on behalf of our community to create an age-friendly community to enable positive and healthy ageing for all	9.1.1 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
9.2 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	9.2.1 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
	9.2.2 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
9.3 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	9.3.1 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
	9.3.2 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)

## 8.8. BALLARAT NET ZERO EMISSIONS PLAN - ENDORSEMENT

**Division:** Infrastructure and Environment  
**Director:** Bridget Wetherall  
**Author/Position:** Fiona Stevenson – Coordinator Sustainable Environment

### PURPOSE

1. To seek Council's adoption of the Ballarat Net Zero Emissions Plan (the Plan).

### BACKGROUND

2. On 24 March 2021 Council received a report from Officers on the process for developing a community-wide zero emissions plan. Council resolved the following:
  - Note the process of developing city-wide community zero emissions, including setting ambitious aspirational targets for whole of the city through the RSAB platform, and broader community engagement, with City of Ballarat as the lead author. This will help fulfil the action of 5.4a in the Carbon Neutrality and 100% Renewables Action Plan.
  - Supports an 'in principle' aspirational community-wide target of zero emissions by 2030. (R51/21)
3. On 27 July 2022 Council endorsed the release of the Draft Ballarat Net Zero Emissions Plan (Draft Plan) for public exhibition from 1 to 28 August 2022.
4. The Draft Plan comprised five Outcomes:
  - Outcome 1: Net Zero Business
  - Outcome 2: Net Zero Homes
  - Outcome 3: Net Zero New Developments
  - Outcome 4: Net Zero Transport
  - Outcome 5: Net Zero Waste
5. In addition to the public exhibition period for the Draft Plan on the My Say platform, several community consultations were held in person and online including at the Bridge Mall Market, Ballarat Farmers Market, Smart Living Ballarat online forum and Ballarat Library. Consultation on the Draft Plan was also gathered during meetings of the KEAG Advisory Committee, Regional Sustainability Alliance Ballarat (RSAB) and Youth Council.
6. A total of 47 submissions were received, including 42 individual and 5 group submissions. Another 5 submissions were received after the public exhibition closed.
7. Below is a summary of touchpoints from engagement on the Draft Plan:

Method	Reach
<b>My Say – Ballarat Net Zero Emissions Plan</b>	682 visits, 315 downloads of the plan
<b>City of Ballarat Facebook Page</b>	9,139 Reach 959 Engagements 95 Reactions 169 comments
<b>Media Reach (The Courier, Ballarat Times and other)</b>	Total Potential Reach 810,000
<b>Smart Living Ballarat Online Forum</b>	21 comments, 5 shares
<b>Community conversations at community events</b>	120
<b>Surveys completed at community events</b>	25
<b>Workshops (as part of Plan development)</b>	60
<b>Contact with Committee Members</b>	30

8. The majority of submissions were supportive of the Draft Plan, including a push for a greater sense of urgency to address climate change. A focus of the feedback on the Draft Plan was support for additional advocacy for transport issues and a greater focus on the sharing economy. A small proportion of respondents disagreed with the climate science and Council's role in addressing climate change.
9. Many public submissions included suggestions for specific carbon emissions reduction projects. To maintain flexibility over time, the Plan does not list specific projects and focuses on broader actions that in the future specific carbon emissions reduction projects will be aligned to. Each year Council officers will develop projects to deliver on the actions in the Plan and these projects will be considered as part of the annual budget process. A spreadsheet with suggested projects has been compiled (Attachment 2) for consideration during implementation but not included as part of the Plan.
10. The following section summarises the key changes made to the Draft Plan in response to public comments and internal consultation.

## KEY MATTERS

11. A new section on Global, National and State Action (page 6) has been added, highlighting the linkages of the Plan with other levels of government policy. See Attachment 3.
12. A breakdown of emissions sources from commercial and industrial sectors has been included given these sectors contribute to more than half of the municipalities total emissions (page 7). This information is expected to guide relevant actions by the business, especially those identified in Outcome 1: Net Zero Business.



13. Results from the Science Derived Target (SDT) Analysis have been included to demonstrate how Ballarat's aspirational target of net zero emissions by 2030 is consistent with the requirements of the Paris Agreement (page 9). It also highlights the intensive efforts that are needed to achieve the target.
14. A new section on alignment with the Sustainable Development Goals (page 10) has been added to demonstrate the contribution of local-level actions in the Plan to the realisation of these global goals, and to link with the Council Plan 2021-2025.
15. Actions in each Outcome have been consolidated into additional sub-themes (page 13-29 and 32-38) as listed below:
  - 1.1: Aggregate Renewable Energy Investment and Purchase.
  - 1.2: Plan and Implement Net Zero Emissions.
  - 2.1: Improve Energy Efficiency of Existing Homes
  - 2.2: Transition towards All-Electric Houses.
  - 3.1: Advocate for Higher Environmentally Sustainable Design (ESD) Standards
  - 3.2: Future Proof New Developments
  - 4.1: Increase Use of Public and Active Transport Modes.
  - 4.2: Transition Passenger and Fleet Vehicles to Low/Zero Emission Options.
  - 4.3: Coordinate Transport Logistics.
  - 5.1: Support Circular Economy Business.
  - 5.2: Increase the Impact of Sharing Services and Resources Opportunities in the Community.
  - 5.3: Develop Low Emissions Infrastructure
16. The Monitoring, Reporting and Review section (page 31) is revised to provide more clarity on resourcing and monitoring and evaluation needs.

## OFFICER RECOMMENDATION

### 17. That Council

#### 17.1 Adopts the Ballarat Net Zero Emissions Plan.

## ATTACHMENTS

1. Governance Review [8.8.1 - 2 pages]
2. Ballarat Net Zero Emissions Suggested Projects from Community Consultation [8.8.2 - 5 pages]
3. City of Ballarat Net Zero Emissions Plan LR [8.8.3 - 40 pages]

## OFFICIAL

**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The Council Plan (2021-2025) provides strong guidance in the development and delivery of the Ballarat Net Zero Emissions Plan (the Plan), through the following goals and strategic objectives.
2. **Goal 1: An environmentally sustainable future**
  - 1.1 Transition towards zero emissions
  - 1.2 Transition towards zero waste
  - 1.3 Support communities to be adaptive and resilient to a changing climate
  - 1.4 Provide lower carbon transport options
  - 1.6 Adopt more sustainable practices in our core business and operations
3. **Goal 3: A city that fosters sustainable growth**
  - Ensure environmental sustainability outcomes are embedded in new developments
  - Ensure better quality sustainable design outcomes in both City of Ballarat and private developments

**COMMUNITY IMPACT**

4. The Ballarat Net Zero Emissions Plan was developed in conjunction with the Ballarat community with a specific focus on industrial and business sectors, and community and environmental groups.
5. The Plan will assist the community to transition to zero carbon.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

6. The development and implementation of the Plan is the most important action that can be taken to reduce greenhouse gas emissions in Ballarat and contribute to the global task of addressing the current climate emergency.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

7. The delivery of initiatives by Council and the Ballarat community under the Plan are expected to offer not only environmental benefits but significant economic benefit.

**FINANCIAL IMPLICATIONS**

8. An annual plan of projects/activities will be developed based on the adopted actions in the Plan.
9. The annual budget process will include a combined climate change submissions for projects covered by the:
  - Carbon Neutrality and 100 Percent Renewable Action Plan (corporate emissions)
  - The Ballarat Net Zero Emissions Plan (community emissions)
  - Vulnerability assessment that will identify key climate change adaptation risks

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## OFFICIAL

**LEGAL AND RISK CONSIDERATIONS**

10. The Plan is being developed with a clear risk analysis and each recommended initiative will be subject to undertaking a risk profile to inform actions.

**HUMAN RIGHTS CONSIDERATIONS**

11. 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**

12. The Ballarat Net Zero Emissions Plan was developed in conjunction with the Ballarat community with a specific focus on industrial and business sectors, and community and environmental groups.
13. The draft Plan went through public exhibition from 1 to 28 August 2022.

**GENDER EQUALITY ACT 2020**

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

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

15. 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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### **Suggested Projects from Stakeholder Consultation**

#### **Outcome 1: Net Zero Business**

1. Consider the use of district heating systems to largely eliminate the use of gas for space heating and hot water as well as reducing existing and future demand on the electricity grid
2. Solar panels to be added to all community assets, sports ground, bus stop, council buildings, shops, hospitals and all car parks. Council should work with local businesses, potential in cooperation with BREAZE, to set up power purchase agreements, interest free loan or other mechanisms to rapidly install more solar energy.
3. Consideration of cement and concrete production and construction (responsible for 8% of global emissions), especially the City of Ballarat's asset network continues to grow annually, with a significant portion of this being concrete footpath and kerb & channel.
4. Support businesses and industries who are working to development technologies that will replace natural gas.
5. Require government buildings to turn off/limit their use of lights at night
6. There should be less reliance on 'offsets' but emphasis on removing sources of greenhouse gases emissions.
7. Facilitate best practice sustainability and zero emissions into commercial and industrial development
8. Encourage existing supermarkets in CBD to use solar shading for carparks
9. Emission reduction through our own 'offsets' including maximum solar installations on public buildings, community houses, carpark shades, etc.
10. More community solar, batteries and local grids to share the electricity produced

#### **Outcome 2: Net Zero Homes**

1. A 5 year rollout of energy assessments of every home and business premise in the Council region, beginning with the most vulnerable households
2. Offer energy audits or loan scheme for homeowners.
3. Low/No interest loans for property owners to upgrade be that solar or new appliances with repayments incorporated in rates
4. Council sponsoring retrofits for existing housing either by grants or loans.
5. Every house owner regardless of income should be enabled to retrofit their home to meet 6 star standards of energy efficiency, including through government incentives (e.g. a reduction in rates) for any houses that meet the energy efficiency standards.
6. Energy efficiency ratings requirement to 8-stars +.
7. Make double glazed windows cheaper
8. City of Ballarat can have thermal cameras available for residents to loan, and see where their property has gaps, that they can fill, insulating existing properties
9. Rebates to change gas hot water systems to electric
10. Heater replacement/Trade in scheme for gas reduction

#### **Outcome 3: Net Zero New Developments**

1. Rate incentives for higher standard dwellings, for materials that have embedded carbon such as engineered wood for larger residential, commercial and industrial buildings replacing concrete and steel, and so on.
2. Intelligent thoughtful lighting at the lake/bridge mall upgrade
3. An education program to explain strong town and liveable city planning to the community increasing trust in council, support for thoughtful projects and accountability on developers
4. Council advocate for State legislation similar to the mandatory Energy Efficiency Ratings for houses at the point of sale introduced by ACT government in 1999
5. New housing developments should have no gas connected, solar installed as a standard, no dark roofs
6. There should be robust requirements for all new developments to incorporate traffic calming in side streets, and physically separated bike lanes on anything with more traffic.



7. Electric vehicle charging stations, should be accessible and allowed for in new developments
8. Council to include criteria in planning applications that support / give weight to housing development (greenfield and infill), that includes emissions reduction initiatives such as: a) Increasing the energy efficiency ratings requirement to 8 stars+; b) Excluding natural gas connections / infrastructure to new homes; c) Roof top solar with the provision of managed service agreements and smart sharing technology (Virtual Power Plant technology)
9. Urban infill development = shorter trips
10. Training and certification for local builders on how to achieve higher thermal performance and comfort in housing
11. Planning controls that ensure trees are part and parcel of the development, a better design or incorporation of these tree assets, and cross reference the Living Corridors Action Plan in the Plan to support wildlife habitats.
12. Stop the sprawling greenfield development or at least force the correct orientation, material colour controls and green area coverage to avoid urban heat island
13. Areas with high heritage values need to be protected but there are quite a lot of low-value commercial buildings close to the CBD that could be redeveloped as mixed-use, medium-density zones for lively, walkable neighbourhoods that are close to shops and services. In such zones close to the CBD there should be no expectation that residents would use private cars, rather there should be provision for parking for bicycles and share cars.
14. Ensure new developments are built with sufficient capacity (for example 3 phase available to residences for fast chargers).

#### **Outcome 4: Net Zero Transport**

1. Council to encourage denser builds for active transport mode
2. Developing more progressively towards the cities existing 10-minute city goal
3. Wider footpaths and protected bike lanes with a nice row of trees to provide shade, instead of priority parking for EVs
4. Make the bus routes more effective and run more often
5. Push for bus rapid transit with priority lanes and frequent buses where people can approach a bus stop without worrying about timetables
6. Bring in ebike option, given the electric scooters have worked well so far.
7. Councillors are encouraged to bike or walk to work or for other commutes.
8. Improving pedestrian experience to encourage more people to walk through more under-cover areas around the CBD, more footpaths (like on Wiltshire Lane, Delacombe).
9. More dedicated bike parking spots and paths that are safely accessible.
10. Use smaller buses instead of the current public bus, with more frequent and taking more sensible routes, cheaper ticket and payable by coin.
11. Council could work with car share organisations to help put in charging at agreed dedicated EV car share parking locations.
12. Interconnection of the broken shared paths into a network
13. E-bike purchase schemes
14. Seats and shelters at bus stops to encourage take up.
15. More ambitious cycling infrastructure required to achieve ambitious 2030 targets
16. Every single road in Ballarat should be safe to bike on by 2030.
17. Every road that Ballarat undertakes maintenance or resurfacing on should be modified to include bike lanes.
18. Bus networks need a serious overhaul and should be encouraged in new estates
19. More walking tracks to encourage walking
20. Roads big enough for bikes to use as well as cars
21. Smaller more frequent community green buses
22. Priority bike parking not just EVs
23. Advocacy to the state government to improve our bus network and timetabling
24. Facilitate the uptake of electric vehicles (EVs) through land allocation for chargers

25. Support large fleets in Ballarat to plan transition away from fossil fuel vehicles
26. Transition fleet vehicles to EV
27. Promote successful fleet transition stories, celebrating co-benefits associated with this transition
28. Provide parking and charging to staff and fleet EV vehicles
29. Do not use hydrogen bus for transport, rather use existing, well proven electric bus
30. Hybrid vehicles are more practical for most of Australia at this stage of technology
31. Consider major risk and limitation to using predominantly electric powered vehicles for Emergency Vehicles such as rural fire fighting and rural ambulance services
32. Both hydrogen or electric powered buses are good and Council should remain flexible about the options.
33. Ensure local planning guidelines support EV charger installation on public and private land including the coordination of city-wide EV charger planning and inclusion in all new development applications
34. Provide priority parking and public charging for EV vehicles, that increases over time, at key community facilities
35. Advocate to State and Federal government to support funding for EV chargers
36. Advocate to and support large employers (including Victorian and Australian Governments) to provide priority EV parking and charging at key community facilities
37. Work with electricity grid owners to ensure there is sufficient capacity in the local grid so that as more residences have one of many EVs charging, especially fast charging, overnight there is grid capacity for the increased load into residences,
38. Ensure new developments are built with sufficient capacity (for example 3 phase available to residences for fast chargers).
39. Setting a target of having electric vehicle charging stations at all council owned car parks, say 5% of spaces by 2027, and 10% by 2030.
40. EV charging station used as high peak demand back up during heat waves by using linked vehicles with >20% battery charge as storage batteries to supplement the grid.
41. A lot of slow chargers might be more benefit than a small number of fast chargers.
42. Council to ensure a non-EV does not park in that spot and prevents EVs from charging as a result.
43. More proactive goals for the transition to low emissions; EVs and green-hydrogen powered for heavy vehicles and buses and a timeline for that transition.
44. Lobby existing fuel providers to make biodiesel and other biofuels more readily available in Ballarat to support transition of the existing vehicle fleet to Battery EVs or Hydrogen (green) fuel cell EVs or other tech, especially for vehicle owners (like farmers) with old diesel trucks who cannot afford to replace.
45. Provide streamlined planning assistance within the BWEZ for projects associated with low emissions transport opportunities
46. Promote investment and garner community support for the proposed Ballarat Zero Emissions Fuel Hub
47. Invest in, and partner with local stakeholders to develop feasibility of participating in the Ballarat Zero Emissions Fuel Hub
48. Advocate for funding for the Zero Emissions Fuels Hub
49. Collaborate to bring major players together to the Zero Emissions Fuels Hub site
50. Food produced locally/organically is far less emissions intensive than packaging/importing/transporting and cooling stuff from all around.
51. Smarter traffic management mainly around intersections, including options like early detection, and camera AI.
52. Reference to hydrogen technology for heavy vehicle fuel specifically in the Zero Emissions Fuel Hub, i.e. in partnership with business, develop a hydrogen fuel distribution network.
53. In time for the Comm Games, deliver a Hydrogen Bus network as a legacy project for the city and region. Hydrogen buses for intra-city transport and inter-city transport to neighbouring regional towns, not serviced by rail. [Add as an ACTION: Replacement by 2026 of the diesel bus fleet with Hydrogen fuel cell buses].
54. Community transport that facilitate movement of people living in outskirts to CBD, including cheap car parking on the outer fringes, with frequent shuttle buses (low- or free fare) and electric bus service.
55. Support the already planned move to electric buses rather than hydrogen

**Outcome 5: Net Zero Waste**

1. Provide quality feedstock to waste-to-energy providers (as part of Zero Emissions Fuels Hub)
2. Continue to develop business cases that capitalize on the use of by-products for energy generation
3. Arrange a bin for each household's glass recycling, a collection system for compost recycling as many people do not have a backyard compost, and educate rate payers a lot more about how to recycle.
4. Plans for recycling of solar systems
5. Outreach and resource collection for residents could be done through the Bridge St. storefront.
6. Divert residents' organic waste from landfill.
7. Include information of the forthcoming Recycling Victoria policy implementation i.e. FOGO system - or even anything about composting/worm farming / food waste avoidance in the residential realm.
8. Increase awareness of many recycling programs funded by brands and charity groups. Council could provide a single drop off location for these programs where people can easily drop off.
9. Include glass in residential yellow bins or increase the number of drop off locations. All glass such as windowpane and mirrors should be included. Change the name of yellow bin to metal/paper/hard plastic.
10. Include food waste in green bin.
11. Recovery of organic wastes to be returned to local soils to reduce emissions from landfill and for other environmental and economic benefits.
12. Include ways of removing carbon from the atmosphere and storing it in the soils where it belongs through large scale vermiculture and regenerative land management form an integral part.
13. Council to work with EPA to develop regulations which are friendly towards circular economies.
14. Support local business by award contracts for FOGO processing into energy
15. Add as an ACTION: investment in the development of a Bioenergy Centre of Excellence
16. Add as an ACTION: investment infrastructure for bio-digestion and other forms of waste to energy solutions for Food and Organics.
17. Set a target on the reduction of waste going to Landfill
18. Timeline for FOGO waste collection, investment in a Bioenergy Centre of Excellence, and a target on waste going to landfill.
19. All businesses and schools, etc should have council waste and recycling collection
20. Circular economy to also introduce community groups to this, and push out into the wider community
21. Allow residents to put compost in their green bins or having a different bin to do so. Ensuring education for children in schools, business and general public around this.
22. Consider waste to energy in the review and update of the Resource Recovery and Waste Management Strategy
23. Connect community organisations who share resources with the community to collaborate in providing expanded access to bikes and the skills to maintain and repair them.
24. Facilitate materials transactions between private organisations through knowledge sharing and publicity
25. Initiate a large facility (like Round Again run by a charity in Mildura) that accepts a wide
26. Community gardens and market gardens become more prevalent and nestled with any future resale/ repair shops / circular economy hubs for food scrap delivery (for those without space) and expand on food security.
27. A business needs to be set up where tradies can sell their leftover building material for people to purchase for use on small jobs
28. Council to offer logistical assistance to help businesses have the space to source separate waste streams and possibly rates incentives to do so.
29. A central location to recycle all items.
30. Encourage smaller, local efforts at recycling useful products within Ballarat at a micro level.
31. Glass pulverising machines in community hubs

**Others**

1. How could Council realistically assist socially disadvantaged individuals (particularly) and groups to contribute to zero emissions?
2. How to measure if the changes proposed have significant impact on the climate?
3. Create a strong and meaningful connection with BREAZE to work on various projects.
4. Self-dimming streetlights
5. Plant a lot more trees in our parks and gardens.
6. As population and developments growth in Ballarat, there should be requirements to allow for green canopy by reducing the building footprints on residential blocks.
7. Removing the use of artificial grass made of plastic that increases surface temperatures significantly during the summer while actual grass is cooling.
8. Support all schools to have a Stephanie Alexander Kitchen Garden or similar.
9. Ensure there are many community garden spaces for locally grown produce that can also be sold.
10. A Concession (not an exemption) for those already actively trying to reduce the carbon footprint (example: concession to annual vehicle registration fees for those who have purchased home solar for electricity production (not solar hot water units) and for those who make the transition to solar going forward)
11. Use local level data to measure performance in reaching the 2030 goal
12. Consider offsetting emissions including embedded emissions, be it in buildings, in roads, and other infrastructure
13. Estimate costs of the Actions, including the scenarios modelled, costed, and analysis of risks, to enable informed decisions.
14. For each Action, estimate the amount of emissions saved for each year up until 2030 and the anticipated costs for each tonne of CO2 saved.
15. Transition food choices from meat and dairy intake as quickly as possible.
16. Post-2030 commitment – Assurance needs to be added to address the event of net zero not being achieved by 2030, through Council to continue its support to the wider community as on the 'Identified Action Opportunities', until such time as Council has time to re-evaluate and re-set its Target and Action Opportunities.
17. Keep the community informed on actions they can do to assist Council to achieve the 2030 goal.
18. Council annual budget spending on sustainability and environment should be increase from currently 2% to at least 10%.





CITY OF BALLARAT  
**Ballarat Net Zero  
Emissions Plan**







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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 People.

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## A message from the Mayor of Ballarat



The City of Ballarat is proud to present the *Ballarat Net Zero Emissions Plan* for transition to a carbon neutral municipality.

This plan outlines an aspirational community-wide target of reaching net zero emissions by 2030 and the actions required in order to achieve this target.

The health of our natural environment is vital in supporting our community's health and wellbeing, with climate change described by the World Health Organisation as the greatest threat to global health in the 21st century.

In 2018, Council acknowledged the climate emergency and the need for urgent action by all levels of government, including local councils.

In 2019, Council adopted the *Carbon Neutrality and 100% Renewables Action Plan* to achieve carbon neutrality within our organisation by 2025. Since then, we have made significant progress in reducing the organisation's emissions, including using 100 per cent renewable electricity in 2022, implementing LED streetlighting and methane recovery at the landfill.

The City of Ballarat is in a unique position to lead and enable our municipality to embrace carbon neutrality. This *Ballarat Net Zero Emissions Plan* aligns with Goal 1 in the *City of Ballarat Council Plan 2021–2025* to create 'an environmentally sustainable future'.

This plan was developed on the back of extensive research and a series of stakeholder consultation workshops with industry and the business sector, environmental groups and the community.

While we facilitated its development, the plan is designed to be a roadmap for collaborative action and outlines how we will partner with our community, businesses, community leaders and other levels of government to be more sustainable.

To achieve a target of net zero emissions by 2030 is no mean feat. However, putting in place the foundations necessary to work towards this target is a crucial step to addressing one of the most pressing issues of our time.

Our aspiration is to become a net zero emissions city and municipality. I hope you will work with us to ensure we achieve net zero emissions by 2030.

A handwritten signature in black ink, appearing to read 'Daniel Moloney'. The signature is fluid and cursive, with a long horizontal stroke at the end.

**Cr Daniel Moloney**  
**Mayor, City of Ballarat**





## Executive Summary

**The Ballarat community is ready to do the work required to build a safe and sustainable community for current and future generations. This document outlines commitments of the Ballarat community to deliver net zero emissions by 2030.**

Emissions in Ballarat were estimated to total 1.5 million tonnes in 2020. To reach net zero emissions by 2030 requires a bold and challenging approach. The stakeholders involved in the development of this plan recognise the urgency to act and supported Council's resolution for an aspirational target of net zero emissions by 2030. It reflects a recognition of what is required to address the climate emergency.

The City of Ballarat will support this aspirational community target through implementing and reporting on the actions in this plan such as partnering with others, including advocating to other levels of government for much stronger climate action and investment in our region.

Achieving the ambitious target of net zero emissions by 2030 will require substantial action by the Victorian and Australian Government beyond currently planned actions and targets, as well as from the Ballarat community.

This plan identifies key areas of action for the Ballarat community to transition to net zero emissions by 2030.

**> These actions are categorised in the following five outcomes:**

- 1 Net Zero Business**
- 2 Net Zero Homes**
- 3 Net Zero New Developments**
- 4 Net Zero Transport**
- 5 Net Zero Waste**

## Context

### > Global, National and State Action

In Australia, we are already experiencing the impacts of climate change, with the increased frequency and intensity of extreme weather events including higher temperatures, longer heat waves, more extreme droughts, fire season, floods and rising sea levels.

In the Central Western region of Victoria, the impacts of climate change will adversely affect the region's biodiversity and ecology, agriculture, nature-based tourism sectors, energy supply, urban form and water supply. In addition to adapting to these environmental changes, it is critical that communities and governments of all types respond by reducing the future risk of catastrophic and irreversible climate change by reducing emissions.

At the United Nations Framework Convention for Climate Change (UNFCCC) Paris Conference in 2015, the Federal Government signed an international agreement between 195 countries to keep any temperature rise 'well below 2°C', and to drive efforts to keep warming below 1.5°C higher than pre-industrial levels. This Paris Agreement, entered into force on 4 November 2016, explicitly recognises and engages local and subnational governments and their critical role in supporting the transformation, including setting goals and strategies aligned with science. Climate science tells us that warming beyond 1.5°C threshold is likely to have increasingly severe social, economic and environmental impacts, not least on a water scarce continent like Australia.

In line with the Paris Agreement commitment, the Federal Government is seeking to reduce emissions by 43 per cent below 2005 levels by 2030, and net zero by 2050. This is in line with Victorian state targets. These reduction targets are directly influenced by the concept of a Carbon Budget. This is the scientific underpinning behind climate action. The Intergovernmental Panel on Climate Change (IPCC) estimates that for at least a 66 per cent chance of staying below 2°C, total GHG emissions must be less than 1000 billion tCO<sub>2</sub>-e (metric tons of carbon dioxide equivalent).

As a share of the global emissions budget, this implies a national budget of 10.1 billion CO<sub>2</sub>-e for the period 2013 to 2050. This is about 17 years of emissions at current levels and can be met through a mix of domestic and international emissions reductions. More specifically, Ballarat's carbon budget is approximately 14.7 million tCO<sub>2</sub>-e. Without considered climate action, this budget will be used up within 10 years. The actions in this plan seek to ensure that this budget is not used up prior to the implementation of long-term climate action activities.



### > Ballarat Municipality

During the 21 November 2018 council meeting Council acknowledged the Climate Emergency and the need for urgent action by all levels of government, including local councils, to reduce carbon emissions.

The *City of Ballarat Carbon Neutrality and 100% Renewables Action Plan* was subsequently developed and adopted by Council in 2019. The Action Plan contains 61 actions to reduce the City of Ballarat's corporate greenhouse gas emissions while also providing community support to achieve carbon emission reductions.

**On 24 March 2021, Council endorsed the following resolution:**

Note the process of developing city-wide community zero emissions, including setting ambitious aspirational targets for whole of the city through the RSAB platform, and broader community engagement, with City of Ballarat as the lead author. This will help fulfil the action of 5.4a in the *Carbon Neutrality and 100% Renewables Action Plan*.

- Supports an 'in principle' aspirational community-wide target of zero emissions by 2030.

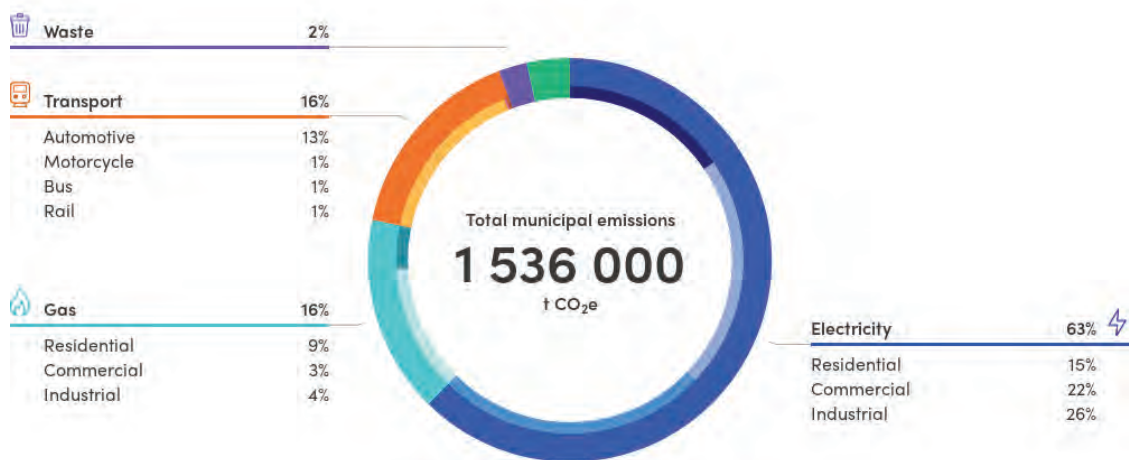
### > Emissions in Ballarat

**Emissions in the City of Ballarat were estimated to total 1.5 million tonnes in 2020.**

These emissions were mostly associated with electricity (61 per cent), transport (17 per cent) and natural gas (16 per cent) use, and are reasonably evenly distributed between the residential, commercial and industrial sectors (see Figure 1).

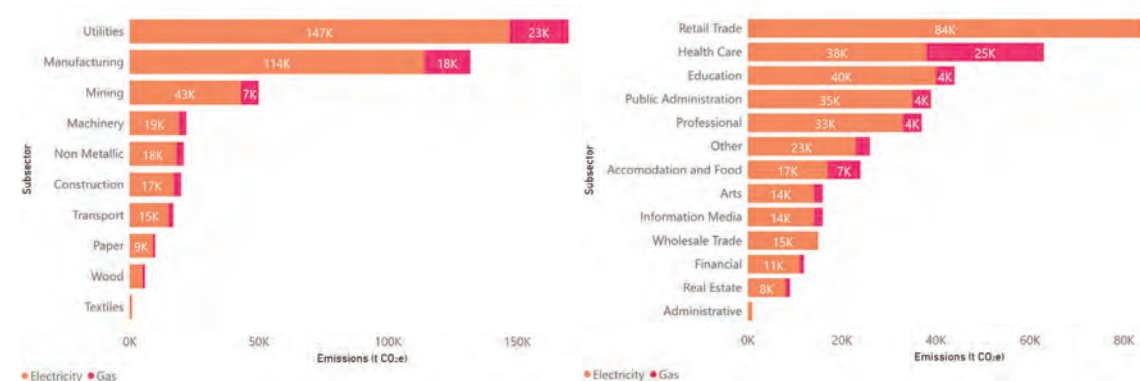
› **Figure 1: Ballarat 2019/2020 municipal emissions snapshot**

Source: [snapshotclimate.com.au/locality/australia/victoria/ballarat](https://snapshotclimate.com.au/locality/australia/victoria/ballarat)



Commercial and industrial electricity and gas emissions contribute over half of the total emissions in Ballarat (54 per cent). A summary of the main emission sources for each of these sectors are shown in Figure 2. The major sources of industrial emissions include utilities (37 per cent of industrial emissions) and manufacturing (29 per cent), followed by mining (11 per cent), machinery (5 per cent), non-metallic (5 per cent) and construction (4 per cent). For commercial emitters the main subsectors of emissions are retail trade (22 per cent of commercial emissions), health care (16 per cent), education (11 per cent), public administration and professional services (10 per cent each).

› **Figure 2: Emissions by Industrial (left) and Commercial (right) Subsectors (tCO<sub>2</sub>-e)**





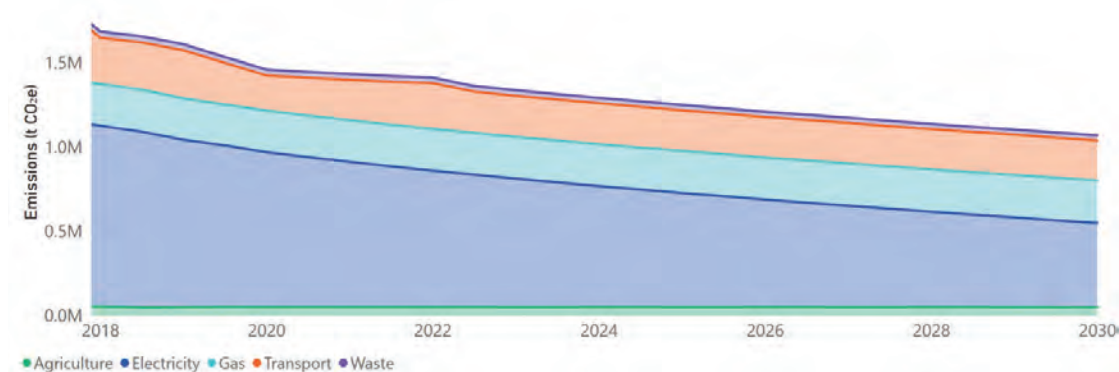
Significant work is being done across all sectors to reduce greenhouse gas emissions. A trajectory of expected emissions within the City of Ballarat has been estimated based on current State and national policy positions and is shown in Figure 3. This demonstrates that emissions are expected to reduce to around 1 to 1.1 million tonnes in 2030.

Local climate action, including commitments and actions to reduce emissions at household and organisational level are additional to this. The actions in this plan seek to strengthen the policy position of these

activities. They also present a complimentary portfolio of activities that can be spearheaded by the variety of community stakeholders in partnership with the City of Ballarat.

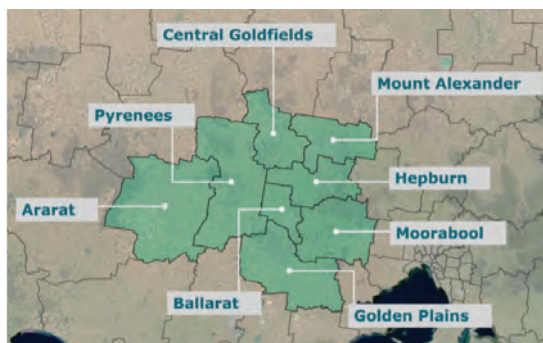
This reduction is substantially driven by decarbonisation of the electricity sector, while gas and transport emissions are expected to remain close to current emission levels. Increases in emissions driven by population growth are expected to be offset by household and commercial efficiency improvements.

> **Figure 3: Ballarat GHG emissions trajectory to 2030**



Ballarat is a regional city and when considering the emissions from the wider region (See Figure 3) including the municipalities of Ararat, Hepburn, Pyrenees, Central Goldfields, Moorabool and Golden Plains, current emissions increase to around 4.3 million tonnes.

> **Figure 4: Ballarat Region**



The regional emissions contribute around 4.5 per cent of total state emissions and are expected to decrease to 3.5–3.7 million emissions by 2030. The main additional contributor at the regional level is agriculture which contributes around 26 per cent of regional emissions.

Within the City of Ballarat there are a number of key emitters that both contribute significant amounts of emissions and are in many cases already planning to reduce emissions. These are outlined in further detail in Section 6 and include commercial and industrial entities (such as McCains, Mars Wrigley, Powercor, Grampians Health and others) as well as government organisations (such as City of Ballarat, Central Highlands Water, and others). By understanding these larger emitters and their already planned targets and actions, the region can prioritise supporting other stakeholders to reduce community emissions, while amplifying key positive stories and messages.



### > Current Activities to Reduce Emissions

Throughout the Ballarat community there are a wide range of activities that are reducing emissions. A few examples of this are noted below, and throughout this document we have included break-out boxes to highlight particular work by different people and organisations.

This is really the tip of the iceberg and only provides a small slice of the extensive activity being carried out by a large number of households and businesses to tackle the climate challenge.

- Almost 10,000 solar electric systems have been installed in Ballarat leading to emissions savings of over 70,000 tonnes of CO<sub>2</sub> equivalent (CO<sub>2</sub>-e) each year.<sup>3</sup>
- The City of Ballarat purchased 100 per cent renewable electricity for all their operations in 2022, reducing emissions by around 10,000 tonnes per year.
- Committee for Ballarat identified pathways to reduce industrial emissions in Ballarat and is in planning with various stakeholders to support local models to accelerate renewable energy projects.
- McCains has plans to purchase 100 per cent of its electricity from renewable sources by 2030.
- Mars Wrigley is purchasing 100 per cent of electricity from renewable sources (from 2021) and installing large scale solar systems at its Ballarat factory.
- Powercor has targets to reduce emissions by 30 per cent from 2019 levels by 2030.
- The Ballarat Tool Library is one of many community organisations tackling waste in Ballarat. The Tool Library provides access to tools for its members, reducing cost, waste and emissions from the manufacturer of new tools and disposal of old tools.
- BREAZE Social Solar Program provides tax deductible emissions offsets via the installation of local solar and batteries to community organisations and facilities<sup>4</sup>.

Source: <sup>3</sup><https://pv-map.apvi.org.au/historical#8/-37.366/144.283>

<sup>4</sup><https://breaze.org.au/programs/soc-sol-link>

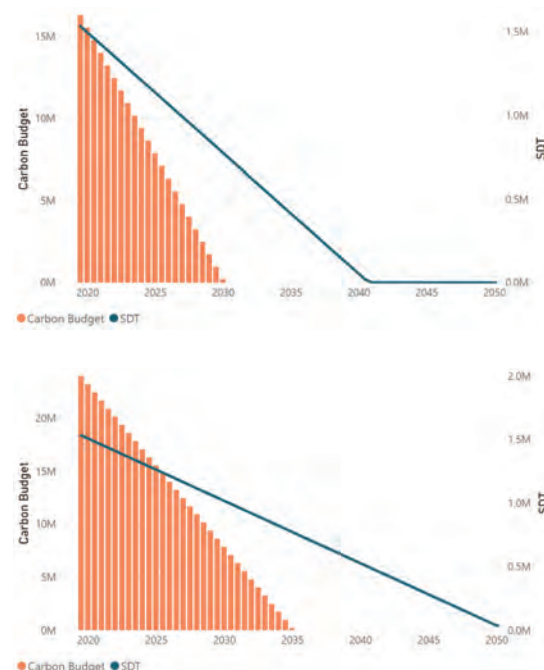
### > Net Zero Emissions by 2030

The stakeholders involved in the development of this plan recognise the urgency to act and support Council's resolution for an aspirational target of net zero emissions by 2030. It reflects a recognition of what is required to address the climate emergency.

The target broadly aligns with the Ballarat community's contribution to limit the temperature increase to 1.5°C above pre-industrial levels under the Paris Agreement. The target is also in line with other Victorian councils' net zero emissions municipal targets.

Analysis to identify the Science Derived Target (SDT) that is needed to meet the requirements of the Paris Agreement are shown in Figure 5 below. This indicates that achieving Net Zero Emissions by 2040 is consistent with the 1.5°C Scenario and by 2050 for 2°C, if a linear reduction trajectory occurred from 2020 onwards. In reality, linear reductions are rare so a more aggressive target means the risk of increased warming is reduced.

**> Figure 5: Science Derived Target (SDT) Analysis for Ballarat Community to meet commitment to limit temperature rise under the Paris Climate Agreement**



The City of Ballarat will support this aspirational community target through implementing and reporting on the actions in this plan such as partnering with others, including advocating to other levels of government for much stronger climate action and investment in our region.

Achieving the ambitious target of net zero emissions by 2030 will require substantial action by the State and Federal government beyond currently planned actions and targets, as well as from the Ballarat community.

### > Development of the Net Zero Emissions Plan

The Net Zero Emissions Plan was developed in consultation with the Regional Sustainability Alliance Ballarat (RSAB) group and supported by the consultant Ironbark Sustainability. The plan outlines actions for Ballarat to take as it transitions to a net-zero economy by 2030. It does not rephrase existing areas of detailed planning, but instead considers these and builds upon them to target additional actions to deliver net zero emissions. Other plans and background reports of interest include:

- Grampians Net Zero Emissions Taskforce Roadmap
- Ballarat Integrated Transport Action Plan
- Ballarat Cycling Action Plan – Ballarat Cycling Action Plan
- Circular Ballarat Framework
- Resource Recovery and Waste Management Strategy
- Reducing Industrial Emissions in Ballarat
- Ballarat Bioenergy Technology Final Report
- Dja Dja Wurrung Renewable Energy Strategy.

As well as a detailed review of wider trends and action areas outside the municipality, this plan reflects the existing interests, skill sets and actions already underway by local businesses, community groups and residents.

This 'Net' Zero Emissions Plan was sponsored by the City of Ballarat and included extensive community engagement and involvement. As a document that seeks to ensure that the maximum number of emissions are reduced, the recommendations within it rely heavily on cross-sectoral collaboration and a clear and unified strategic direction.

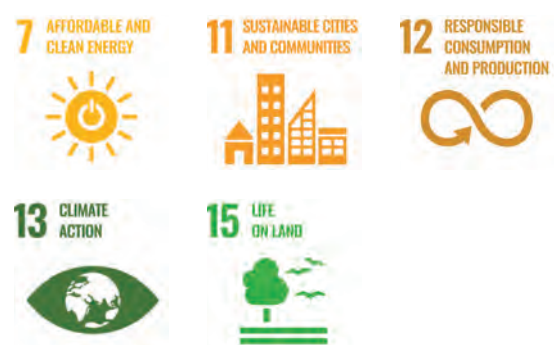
Agreement on this direction was sought using several mechanisms and included:

- The publication and distribution of a background paper detailing a set of recommended program areas focused on community emissions reduction.
- A series of online workshops with stakeholder groups discussing the existing and planned developments in each identified action areas.
- A series of face-to-face workshops with consolidated stakeholder groups to discuss the barriers and opportunities associated with programs within the key theme action area.
- A City of Ballarat workshop that included Councillors and the Executive Leadership Team.

Together, these sessions encouraged the free exchange of ideas and provided strategic direction in the recommendation and framing of key action areas. Specifically, the workshops successfully provided a platform for engagement and input and assisted the project team in understanding community priorities and perspectives on climate action. These sessions also confirmed and celebrated the shared vision of a net zero future, and the alignment between community values and City of Ballarat priorities.

### > Aligning with the Sustainable Development Goals

The City of Ballarat recognises the importance of the realisation of the Sustainable Development Goals adopted by the United Nations Member State in 2015. All stakeholders within the Ballarat community are invited to partner and contribute to achieving some of these goals.



## Pathways Towards Net Zero Emissions

**The Net Zero Emissions Plan aims to enable a transition of Ballarat to a low carbon economy that empowers communities and builds a more sustainable and prosperous municipality. In moving towards a net zero emissions economy, Ballarat is well positioned to attract new investment and new industries with new opportunities for jobs and greater security of energy supply.**

The plan seeks to inspire transformational change within the City of Ballarat and the community. It will also encourage households and businesses to act on emissions reduction. The City of Ballarat understands its role in helping facilitate actions can only be achieved in partnership with the community. This includes an ongoing conversation between the City of Ballarat and the community to understand how the community is identifying opportunities to thrive. As the level of government closest to the community, the City of Ballarat can galvanise and influence actions by different community stakeholders to reduce their emissions.

While the City of Ballarat has a critical role to play in reducing emissions within the municipality, it is important to acknowledge that the City of Ballarat cannot do this alone and is reliant on the State and Federal Government for support. Similarly, the City of Ballarat cannot implement the programs in this plan without community and stakeholder investment. Emissions reductions at this scale will require significant contributions from residents, businesses and industry as well as the State and Federal. It will also require broader societal and structural changes that are beyond the City of Ballarat's influence.

### > The City of Ballarat's Role in Net Zero Emissions

The City of Ballarat is uniquely positioned to drive community emissions reductions, because of its leadership role within the region, local understanding and context, and its established community and stakeholder networks. The City of Ballarat already provides numerous support services to the community, ranging from planning and infrastructure to funding opportunities. If well directed, these services can be used to motivate and facilitate community action. The City of Ballarat can support the community by ensuring that all community members are included in the climate actions and empower everyone with the opportunities to contribute. This plan includes key action areas within the City of Ballarat's sphere of influence that can significantly reduce emissions in the region. The City

of Ballarat will also aim to influence action beyond its control through advocacy and leadership.

### > The Community's Role in Net Zero Emissions

The community has a vital role in reducing emissions. While City of Ballarat is expected to lead and/or facilitate most actions outlined in this plan, the plan is designed to be implemented in partnership with the community. It is the Ballarat community including individuals, businesses, and community groups that will be driving change on the ground. The opportunities discussed in the plan have been designed to be inclusive, mutually beneficial, and scalable on both a community and individual level.

### > State and Federal Governments' Role in Net Zero Emissions

The State and Federal Governments play an important role in supporting local governments and communities to deliver the actions necessary towards achieving net zero emissions. These include review or development of policy and legislation to allow appropriate climate action, and through grants and funding to support emissions reduction projects and activities. Ongoing engagement with local governments and multiple sectors and different stakeholders groups will be crucial for development of policies, appropriate planning of projects and services and for adequate resourcing to implement these.

### > Net Zero Emissions Outcomes

Five core sectors have been identified to progress Ballarat to net zero emissions by 2030. Transition in these sectors involves change across all levels of government, industrial and commercial sectors, community and individuals. The actions for these sectors are categorised into five outcomes:

- 1 **Net Zero Business**
- 2 **Net Zero Homes**
- 3 **Net Zero New Developments**
- 4 **Net Zero Transport**
- 5 **Net Zero Waste**





 When Polly Met Murphy, Ballarat Central



## Outcome 1: Net Zero Business

**Commercial and retail businesses are key to the livelihood, prosperity, and liveability of the Ballarat region. They also occupy large tracts of land, use high volumes of energy, and rely on the import of goods and services from abroad to satisfy local needs. As some sectors continue to expand in the region due to substantial population growth, such as health care, social assistance and education, the energy consumed by businesses will continue to increase.**

The Ballarat region displays a wide range of business types and industries spread across numerous sectors. Commercial and industrial emissions account for 54 per cent of emissions across Ballarat. Of these, a few large businesses account for a large percentage of these emissions including manufacturers McCains and Mars Wrigley, and electricity distributor Powercor (emissions are largely as a result of electricity distribution losses).

Each of these businesses has clear and public emission reduction targets for 2030 and is committed to playing their role in community wide emission reduction targets.

There are a number of key areas for action to support business to reduce emissions in Ballarat. Some actions are cross-sectoral and covered in other Outcomes including Net Zero Transport and Net Zero New Developments. The actions within this Outcome should be considered in conjunction with those recommendations.

There are good support networks across business in Ballarat and many areas that business can take action to reduce emissions. A core pillar of Committee for Ballarat's (C4B) Strategic Plan is liveability and a commitment to delivering a sustainable city that is carbon neutral and driven by 100 per cent renewable energy. Both C4B and the City of Ballarat have key roles in supporting business with C4B in the active stages of planning a cooperative approach to emissions reduction and energy security in Ballarat.

### > 1.1: Aggregate Renewable Energy Investment and Purchase

The quickest way to decarbonise emissions for many businesses is to use their current electricity expenditure and redirect it to 100 per cent renewable electricity.

Initially the cooperative model can focus on aggregating business and procuring Power Purchase Agreements (PPAs) from renewable sources. This can be rapidly deployed and can be an ongoing part of the work, with annual procurement rounds.

Importantly for small organisations these projects are difficult to access. A regional cooperative model can help overcome such barriers by enabling group purchase at discounted rates. For business groupings a target of 20GWh/yr. of demand is expected to be a reasonable minimum viable volume of electricity to go to market and identifying larger users to anchor the work is sensible.

### > 1.2: Plan and Implement Net Zero Emissions

Getting to net zero can be as simple as purchasing renewable electricity and offsetting the remaining emissions. However, there is complexity in calculating emissions and targeting ways to reduce emissions as well as increasing profit and competitiveness through energy savings.

Within Ballarat there are a number of key emitters that both contribute significant amounts of emissions and are in many cases already planning to reduce emissions. By understanding these larger emitters and their already planned targets and actions, the region can prioritise supporting other stakeholders to reduce community emissions, while amplifying key positive stories and messages.

### > 1.3: Connect to Local Offsetting Programs

Access to locally sourced offsets to reduce emissions to zero are a valuable addition to achieving net zero emissions. There are several examples of small-scale local offsetting which could be the basis for more broad scale investment in local solutions to reduce emissions.



## Case Study:

### Local Emissions Offsetting

**Social Solar by BREAZE uses donations and grants to supply solar panels and/or solar hot water or batteries, to not-for-profit community organisations in Ballarat. This results in more renewable energy in the region, reduced emissions and greater social justice.**

Since 2016 BREAZE has contributed 67kW of Social Solar for properties of not-for-profits, particularly social housing. This has resulted in the cutting of energy costs for charities and low-income households.

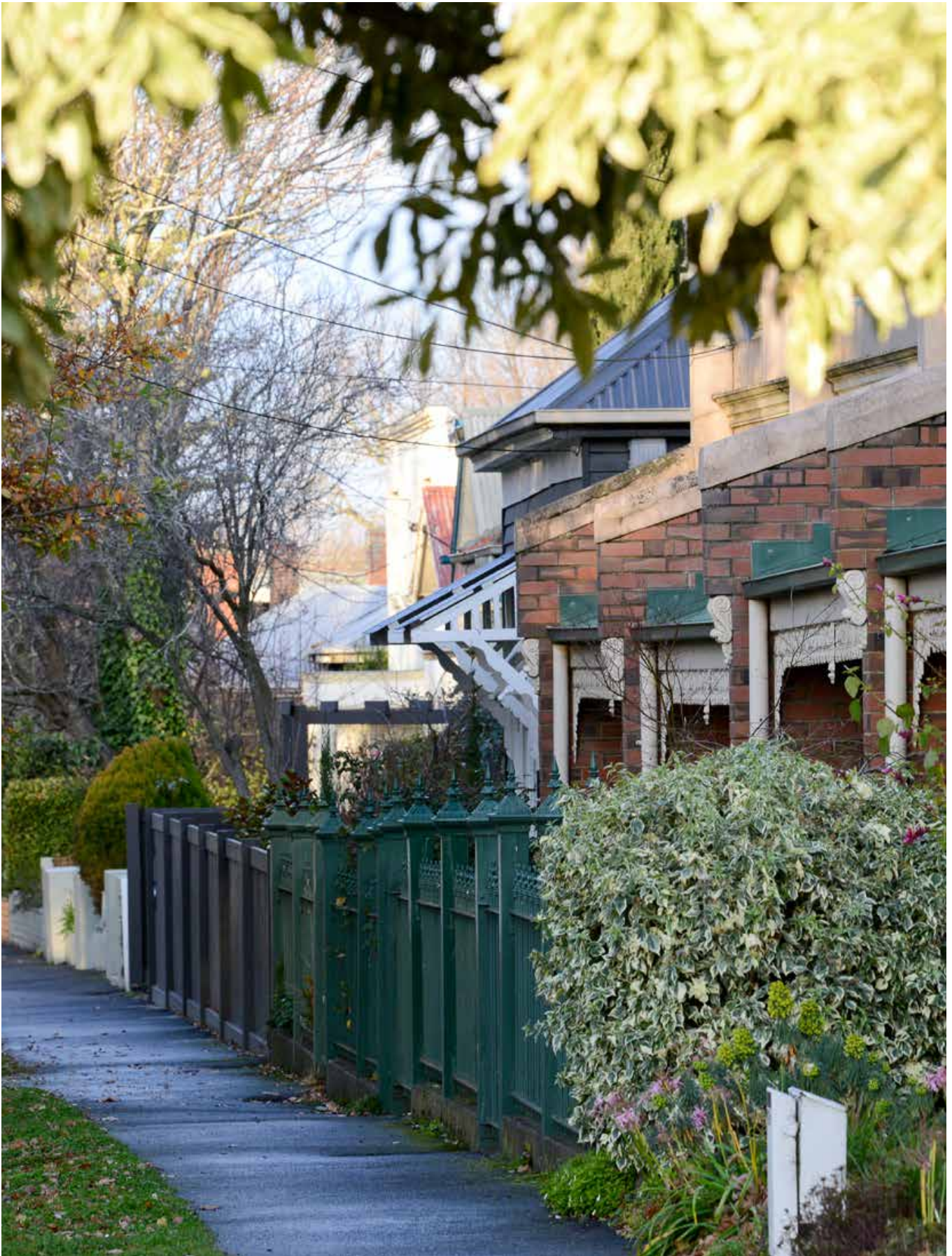


*Photo of BREAZE social solar. L-R: Local State MP Juliana Addisson (Wendouree) joined BREAZE volunteers, Mary Debrett and Peter Reid, Pinarc CEO Marianne Hubbard, and State member for Buninyong, Michaelia Settle.  
Image credit: BREAZE*

## Outcome 1: Net Zero Business

ROLE OF STAKEHOLDERS	
<b>Business and Industries</b>	
•	Implement or participate in aggregated renewable energy purchase
•	Support uptake of collective and individual PPA agreements through knowledge sharing and promotion
•	Promote sharing of knowledge and experience from larger emitters to support commitment to net zero emissions by smaller emitters
•	Promote successful offset purchase and sale stories
•	Promote climate change leadership to customers and clients
<b>City of Ballarat</b>	
•	Promote the existing networks and facilitate sharing of experience
•	Support education to businesses around power purchase agreements
•	Provide support to smaller businesses to explore power purchase agreements opportunities
•	Support business to plan for and deliver net zero
•	Identify and promote local offsetting opportunities
<b>Community</b>	
•	Actively participate in discussions on local sustainability initiatives, technologies and program.





 : Ballarat Housing.



## Outcome 2: Net Zero Homes

**Residential gas and electricity use accounts for 23 per cent of total emissions in Ballarat. However, most of these emissions in 2030 will come from homes that are already built in 2020.**

The Ballarat region has a proud history of supporting sustainable homes including hosting the first Sustainable Living Festival<sup>6</sup> as well as the annual Sustainable House Day<sup>7</sup>. As a result, the local community is well informed about the benefits of efficient and comfortable homes.

Supporting existing homes to be more efficient can be facilitated through education and connection to established programs run both locally and at the state level or developing new programs.

Source: <sup>6</sup>[slf.org.au](http://slf.org.au), <sup>7</sup>[sustainablehouseday.com](http://sustainablehouseday.com)

### > 2.1: Improve Energy Efficiency of Existing Homes

Energy efficiency is an important way to build resilience for homes in the face of increasing temperatures and energy prices. There are many State Government programs that provide rebates for appliance replacements. In Ballarat over 700 residents claimed rebates for solar or heat pump hot water systems in 2021, an increase of almost 80 per cent since 2018.

Amplification of positive stories and approaches is recommended to increase the expectation that people will make their homes safer, more comfortable, and efficient<sup>8</sup> by improving energy efficiency

This should also address the key barriers of access to technical information and contacts for local tradespeople to assist in this transition.

Source: <sup>8</sup>[morelandzerocarbon.org.au/moreland-launches-new-electrify-everything-messaging-guide](http://morelandzerocarbon.org.au/moreland-launches-new-electrify-everything-messaging-guide)

### > 2.2: Transition towards All-Electric Houses

According to the Victorian Gas Substitution Roadmap Consultation Paper (2021) Victoria accounts for 37 per cent of the East Coast gas market. The leading use of gas is space heating, and the second largest use of gas is industrial processes, mainly manufacturing. Victorian gas production is decreasing, and the Australian Energy Market Operator (AEMO) is forecasting the state's gas production will be unable to supply a 1 in 2 winter peak day by 2023<sup>9</sup>.

Source: <sup>9</sup>[energycouncil.com.au/analysis/is-degasification-plausible](http://energycouncil.com.au/analysis/is-degasification-plausible)

Without change, gas use is expected to generate around the same emissions in 2030 as now in the region and as such is an important area of focus to support the transition to net zero emissions.

Modelling demonstrates that over a 10-year period, households are between \$9,000 and \$16,000 better off with an all-electric house with solar than an electric and gas house<sup>10</sup>. This modelling was before the current large increase in gas pricing since 2021.

To support local households to prepare for and benefit from the challenges afflicting the gas industry, the Ballarat community can be active in electrifying everything in their households including gas appliances, petrol tools and vehicles.

Advocacy at the various levels of government is needed in order to:

- Provide a comprehensive support program to householders to transition off gas, including incentives combined with well-resourced education campaigns.
- Ensure vulnerable people are not worse off and supported during the transition, remove incentives for fossil fuel concessions and rebates and replace them with the same for electric alternatives.
- Consider increasing rebates and subsidies during this transition period so that purchasing replacement appliances is possible.

Source: <sup>10</sup>[renew.org.au/research/all-electric-solar-homes-save-thousands-over-gas-report](http://renew.org.au/research/all-electric-solar-homes-save-thousands-over-gas-report)

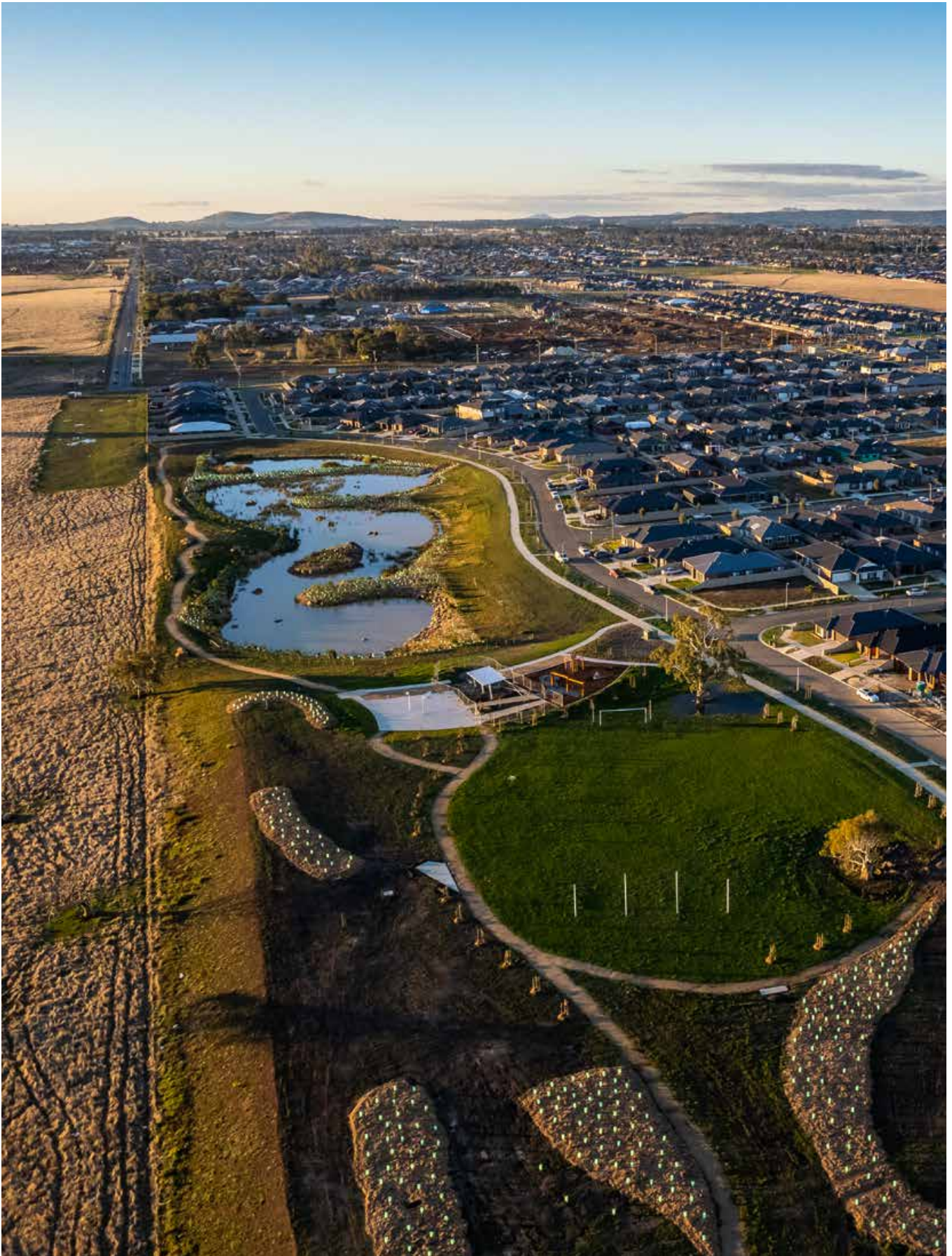



## Outcome 2:

# Net Zero Homes

ROLE OF STAKEHOLDERS	
<b>City of Ballarat</b>	
<ul style="list-style-type: none"> <li>• Amplify positive messages, stories and information to support households to transition from gas</li> </ul>	
<ul style="list-style-type: none"> <li>• Support home builders to make informed decisions around gas infrastructure exclusion and electrification.</li> </ul>	
<ul style="list-style-type: none"> <li>• Support residents to electrify everything in their households, by providing information on products and local tradespeople who can help with replacing gas appliances</li> </ul>	
<ul style="list-style-type: none"> <li>• Advocate to State and Federal Governments</li> </ul>	
<b>Households and Individuals</b>	
<ul style="list-style-type: none"> <li>• Implement energy efficiency measures during home upgrades and ensure new homes have high sustainability standards</li> </ul>	
<ul style="list-style-type: none"> <li>• Consider electrification in major renovations and new home design, future-proofing homes against future gas installations</li> </ul>	
<b>Community</b>	
<ul style="list-style-type: none"> <li>• Promote success stories of completed sustainable home upgrades and new construction</li> </ul>	





 Ballarat housing development.



## Outcome 3: Net Zero New Developments

**Almost 80 per cent of emissions in Ballarat come from business and residential use of energy. There are several opportunities to improve the sustainability of new developments.**

Many development standards are governed by state and federal level organisations with local implementation of these requirements. The City of Ballarat has partnered with other Council's to update relevant planning schemes to include environmentally sustainable development (ESD) policies. This is a longer-term project and when policy is implemented the City of Ballarat's Planners will then be better positioned to ensure new developments limit emissions.

### > 3.1: Advocate for Higher Environmentally Sustainable Design Standards

The Council Alliance for the Sustainable Built Environment (CASBE) exists to *"make a difference to the sustainability of our built environment, through the Victorian planning process"*.

The City of Ballarat is working closely with CASBE on two key advocacy projects relating to planning. The projects include:

1. Sustainable Subdivision Framework (SSF) Trial; and
2. Elevating Environmentally Sustainable Design (ESD) in the Planning Scheme (Elevating ESD)

A number of councils across Victoria including the City of Ballarat are conducting a voluntary trial of the Sustainable Subdivisions Framework. The framework can be used to integrate sustainability interventions in subdivision design in order to create fundamental conditions for a sustainable and resilient community. It is hoped that the seven categories underpinning the SSF, including ecology and urban heat, site layout and liveability and integrated water management, will ultimately form part of a future amendment to update the Ballarat Planning Scheme.

Separate, but related, the Elevating ESD project can be summarised as simply increasing the stringency of regulations for developers regarding ESD.

If implemented by the Planning Minister and subsequently included within the Ballarat Planning Scheme, the Elevating ESD project would give the City of Ballarat Planners the ability to require new developments to:

- Be net zero carbon emissions from operational energy use
- Be built to 7 stars NatHERS
- Require minimum solar PV provision
- Be capable of supporting electric vehicles (or be 'EV ready') through minimum charging outlets and cabling.

If introduced the City of Ballarat would then monitor its implementation for delivering energy and emissions outcomes via the Planning system. Comparisons could be made to local government best practice in sustainability in the planning system by collecting data from CASBE. This data includes officer time dedicated to the ESD in planning and in relation to City of Ballarat projects, and the theoretical impact of this work (in emissions, water and other metrics) from over 30 Victorian local governments.

### > 3.2: Future-Proof New Developments

Developers have the ability to actively engage with builders and owners to develop precincts to future-proof new developments from future change in the energy supply. The design and development of new areas should follow the below key requirements to ensure they are compatible with this plan:

- Implement actions in Victoria's Gas Substitution Roadmap to support electrification
- Integrate net zero design standards within the construction
- Ensure the construction and development process eliminates waste to landfill
- Design includes resilience to extreme weather and climate-related events

These measures could be required via the planning assessment process. This however remains subject to a future planning scheme amendment introducing these measures.

## Outcome 3:

# Net Zero New Developments

ROLE OF STAKEHOLDERS	
<b>City of Ballarat</b>	
	<ul style="list-style-type: none"> <li>• Work closely with Council Alliance for the Sustainable Built Environment (CASBE) to further promote planning scheme amendments to introduce environmentally sustainable development (ESD) standards</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure the planning system and process are equipped to deliver best practice sustainability outcomes via continued advocacy at state level</li> </ul>
<b>Developers</b>	
	<ul style="list-style-type: none"> <li>• Actively encourage zero emission developments in Ballarat</li> </ul>
	<ul style="list-style-type: none"> <li>• Integrate net zero design standards within building construction</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrate ESD within display homes in new developments</li> </ul>
<b>Community</b>	
	<ul style="list-style-type: none"> <li>• Advocate to Council, local Members of Parliament, State and Federal governments.</li> </ul>
	<ul style="list-style-type: none"> <li>• Show ongoing support for sustainable building upgrades, celebrating the need for mainstreaming these improvements</li> </ul>
	<ul style="list-style-type: none"> <li>• Advocate for building typologies and design that take into account current and future needs, subject to environmental conditions</li> </ul>



 Sturt Street Shared Path.

## Outcome 4: Net Zero Transport

**Transport emissions account for 17 per cent of Ballarat's total emissions profile. The City of Ballarat already has a comprehensive Integrated Transport Plan in place, as well as a dedicated Cycling Action Plan that covers the areas of public and active transport. While these plans are critical to progress, this action area recognises the continued role for cars, trucks and other vehicles and the need to replace fossil fuel with renewable fuels.**

Under a business-as-usual model, this emissions source is expected to be similar in size in 2030 as in 2022. Despite this, significant opportunities exist for reducing transport emissions in Ballarat through public and active transport, electric vehicle passenger and fleet vehicles, and transitioning heavy fleet to alternative fuels.

### > 4.1: Increase Use of Public and Active Transport Modes

Discussions are already underway with operators of the bus network and the State Government for a potential hydrogen fuel cell bus trial in Ballarat. This would support the trial by Public Transport Victoria (PTV) in partnership with bus manufacturers in Geelong scheduled for 2023 and see a complete elimination of bus tailpipe emissions. In the longer term, an opportunity exists to use green hydrogen as a fuel source, suggesting public transport solutions in Ballarat could effectively be carbon neutral.

Recognising that encouraging users to adopt walking and cycling involves a supportive statutory planning and infrastructure landscape. The Ballarat Integrated Transport Plan identifies and plans for targeted ways to support active transport within the region. Organisations such as the YMCA managed ReCranked are assisting in the uptake of bike riding locally.

Opportunities exist to increase the use and promotion of active transport in schools as well as to provide access to bikes through share programs. There are many existing programs to share tools, toys and other resources active in Ballarat. By expanding the remit of this work, more people will use bikes for recreation and commuting.

### > 4.2: Transition Passenger and Fleet Vehicles to Low/Zero Emission Options

In understanding that private motor vehicles will remain a dominant mode of transport in Australian cities, this action area focuses on a transition towards electric vehicles (EV) from internal combustion engine (ICE) vehicles. This also includes the uptake of shared vehicles to ensure that growth in the total number of vehicles slows or declines.

The State Government has a target of increasing EVs to 50 per cent of all new car sales by 2030. In 2020 less than 1 per cent of all new car sales in Australia were electric vehicles, while in 2021 this increased to 2 per cent.

Australia has a large second-hand car market which is partly enabled by the turnover of corporate fleet. The transition of fleets by large companies and governments to EVs will mean more affordable EVs are available. Supporting large fleet transitions will have a real impact on the availability of charging infrastructure and cars for the second-hand market.

State and Federal governments are largely focusing on large scale and long-distance charging. The City of Ballarat can play a significant role in localised charging for community destinations as well as charging facilities for those without off street parking available.

Transitioning transport and (some) heavy industrial gas users to renewable fuels remains a challenging issue. Ballarat is well positioned to lead Victoria in exploring the planning and building of infrastructure and systems to service zero emissions heavy fleet markets. A zero emissions fuels hub in Ballarat can co-locate research, the suppliers of zero emissions fuels and key demand from large industrial and transport users within the region.

By co-locating these diverse energy stakeholders Ballarat can be a regional centre that attracts advanced manufacturing and transport employers who are wanting to accelerate their own plans to decarbonise their fuel supplies. The hub can deliver fuel sources for applications that cannot be electrified and require reliable, quality fuel supplies from renewable sources like biomethane or renewable hydrogen.



From a technology perspective, biofuels and green hydrogen provide some key advantages to service the long-haul transport options. A detailed feasibility of the viability of both transport and industrial zero emission energy provision should be carried out in the short term to inform the investment priorities of State and Federal Governments in Ballarat.

#### > 4.3: Coordinate Transport Logistics

During the consultation process, significant transport logistics challenges were identified in Ballarat. This included examples such as product manufactured in Ballarat being sent to Melbourne before being rerouted back through Ballarat to further destinations. Investigation of these logistics challenges and coordinated support in ensuring an efficient freight system for Ballarat are expected to lead to improved emissions and cost outcomes for manufacturers in the region. The first step in this process would involve engaging with the State Government to confirm and better understand this problem.





## Case Study:

### Electric Vehicle Charging in Ballarat

Organisations within Ballarat have been leading the way in supporting the transition from combustion engine vehicles to electric through the installation of Electric Vehicle chargers. These include McCain Foods Australia, Central Highlands Water and Sovereign Hill.

Buninyong Sustainability successfully raised funds with the support of Bendigo Bank and the City of Ballarat to install a charging station in Buninyong. In addition, electric vehicles are a key focus of the 2022 Buninyong Smart Living and Building Expo.



EV charger in Buninyong



## Outcome 4: Net Zero Transport

ROLE OF STAKEHOLDERS
<b>City of Ballarat</b>
<ul style="list-style-type: none"> <li>Advocate for increased investment into active transport by all levels of government and the private sector, that reduces the need to drive and provides more equitable and accessible transport options for the community</li> <li>Focus on improving the design of community spaces and key activity areas to improve walkability, accessibility, safety and social inclusion – which all encourage active transport</li> <li>Advocate to State Government to accelerate and prioritise zero emission buses in Ballarat</li> <li>Support large fleets in Ballarat to plan transition away from fossil fuel vehicles</li> <li>Connect the community organisations who share resources with the community to collaborate in providing expanded access to bikes and the skills to maintain and repair them</li> <li>Coordinate city planning of electric vehicle charging</li> <li>Advocate to State and Federal Government to support funding for electric vehicle chargers</li> <li>Support the organic feedstock for the zero emissions fuels hub as well as regional planning processes</li> </ul>
<b>Business</b>
<ul style="list-style-type: none"> <li>Provide parking and charging for electric vehicles</li> <li>Assess feasibility and advocate for funding for the zero emissions fuels hub</li> <li>Collaborate to bring major players (Federation University, City of Ballarat and business) together to the zero emissions fuels hub site</li> <li>Investigate challenges around freight logistics in partnership with the State Government</li> </ul>
<b>Community</b>
<ul style="list-style-type: none"> <li>Advocate for the introduction of zero emission community buses</li> <li>Schools to embed travel policies and procedures</li> <li>Advocate to and support large employers (including State and Federal Governments) for increased investment into active transport electric vehicle charging at key facilities</li> </ul>





 Ballarat Regional Landfill.



## Outcome 5: Net Zero Waste

**While only accounting for a small proportion of the municipality's emissions, reducing waste has many social, financial, and environmental benefits to the community.**

The 3 per cent of emissions from waste is an area that is within the control of the region and can be readily reduced to zero with appropriate planning and investment. Of these emissions, around 19,000 tCO<sub>2</sub>-e (metric tons of carbon dioxide equivalent) are from waste to landfill and a further 16,000 tCO<sub>2</sub>-e from water management. Both the City of Ballarat and Central Highlands Water have plans to reach net zero emissions by 2025 and 2050 respectively.

### > 5.1: Support Circular Economy Business

A wide variety of community stakeholders that support waste reduction dedicated significant time during the engagement for this plan. This included the Repair Café, Ballarat Tool Library, Ballarat Toy Library, Ballarat Permaculture Guild and the City of Ballarat.

A clear message from the community was a need to establish a precinct to house a number of circular economy organisations including a tip shop, repair café and resource recovery infrastructure. There is also potential for this precinct to include a renewable energy/zero emission fuels hub. The City of Ballarat will review and update the *Resource Recovery and Waste Management Strategy* in 2022-2023. This presents an opportunity to ensure there is synergy between its outcome and this plan.

### > 5.2: Increase the Impact of Sharing Services

Ballarat is home to a large number of providers who support sharing. This has a direct impact on emissions and resource use generally. By increasing the skills and capacity of these organisations, this can increase the resilience, improve access to services, minimise waste and reduce costs and emissions for the Ballarat community. Increasing the sharing of products and services can reduce the number of items that need to be produced and consumed, such as vehicles, bicycles and tools.

### > 5.3: Develop Low Emissions Infrastructure

The increased use of recycled materials in infrastructure projects represents a strong opportunity to showcase climate change leadership and significantly reduce emissions. The specification and procurement of locally sourced and recycled materials reduces emissions associated with their processing and from transporting the materials to site.

With an increase in demand for recycled materials, construction contractors and recyclers would have an incentive to become more familiar with, and supply products associated with, lower emissions infrastructure projects. There are three main ways to reduce emissions from infrastructure projects:

- Replace products with lower emissions products or processes
- Reduce the amount of material required (through design changes or through the use of materials that last longer and require less frequent replacement)
- Change the process itself (such as using electric vehicles or sourcing electricity from renewable energy).

The City of Ballarat is already connecting waste producers with demand through the ASPIRE program. The City of Ballarat should continue to lead this work and support residential and commercial developers to also understand and access low emission infrastructure opportunities.

This program would leverage existing local recycled material contractors that crush construction materials and asphalt for use in infrastructure projects. It could also involve innovative processes such as including asphalt made with recycled tyres and used toner cartridges or concrete reinforcement and aggregate made from recycled materials.

Engagement with residents could support these trials through feedback on the quality of the infrastructure and through the contribution of recyclable household products such as toner cartridges. This engagement would also build community awareness and support for the development of a circular economy.

## Outcome 5:

# Net Zero Waste

ROLE OF STAKEHOLDERS	
<b>City of Ballarat</b>	
•	Plan and implement zero emissions from waste to landfill
•	Garner support for a sharing culture in Ballarat
•	Support local share economy businesses
•	Explore innovative construction systems by adopting new processes
•	Advocate to the Federal and State Governments for funding and other support
<b>Business</b>	
•	Plan and implement zero emissions from water and wastewater treatment
•	Implement infrastructure projects that reduce or eliminate emissions
<b>Community</b>	
•	Assist City of Ballarat and share service providers to improve local infrastructure and amenity



## Monitoring, Reporting and Review

**In partnership with the community, the City of Ballarat will start implementing this plan in 2022-2023. While some actions in the plan are funded, additional resources will be required for others. The success of this plan will be contingent on the collaborative efforts by different stakeholders in the municipality as well as substantial actions by the State and Federal Governments. Some of these actions will be funded as part of future annual City of Ballarat budgets, while others will require partnership of different stakeholders to pursue public and private sector resourcing and funding.**

A monitoring and evaluation framework will be developed for this plan. Through ongoing monitoring, the City of Ballarat will review the uptake and effectiveness of specific actions and redirect its course if necessary.

The City of Ballarat will report annually on the progress, key achievements, highlights and areas of improvement. These updates and lessons learnt will be shared with the community in the City of Ballarat's Annual Report.

The plan will be reviewed in 2025 and updated based on the success of programs while taking into account State and Federal Government policy, funding opportunities, technology accessibility and other collaborative opportunities. Relevant recommendations of the review will be integrated in the development of *Council Plan 2025-2029*.

The plan will expire in 2030, the year of the aspirational target of achieving net zero emissions for the municipality. The City of Ballarat will work with the community in the final evaluation and to determine post-2030 targets and actions.

## Identified Action Opportunities

OUTCOME 1: NET ZERO BUSINESS				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>1.1: Aggregate Renewable Energy Investment and Purchase</b>				
a) Implement renewable energy projects and/or enter into power purchase agreement (PPA) for renewable energy, individually or collectively	Businesses deliver City of Ballarat support	Emissions reduction	Reduced energy costs	1-2 years
b) Facilitate knowledge sharing and education to support the uptake of PPAs by commercial and industrial organisations	Businesses deliver City of Ballarat support	Emissions reduction	Knowledge sharing, Network building	Ongoing
c) Support smaller businesses to explore PPA opportunities	Businesses deliver City of Ballarat support	Emissions reduction	Reduced energy costs, Knowledge sharing	2-3 years
<b>1.2: Plan and Implement Net Zero Emissions</b>				
a) Identify and engage with key emitters to support climate action planning and net zero emissions	Businesses deliver City of Ballarat support	Emissions reduction	Reduced energy costs, Knowledge sharing	2-3 years
b) Share knowledge and promote experiences to support net zero emissions by smaller emitters	Businesses deliver City of Ballarat support	Emissions reduction	Knowledge sharing, Network building, Business promotion	Ongoing
c) Promote financial support for energy upgrade measures	City of Ballarat advocate Businesses support	Emissions reduction	Reduced energy costs, Knowledge sharing	Ongoing
d) Perform audits of the major gas users in the municipality and identify opportunities for transition to alternative fuels or electrification	Businesses deliver City of Ballarat support	Emissions reduction	Reduced energy costs	1-2 years
<b>1.3: Connect to Local Offsetting Programs</b>				
a) Identify and promotion of local offsetting programs	City of Ballarat deliver Community groups support	Emissions reduction	Knowledge sharing, Network building, Business promotion	1-2 years
b) Support local businesses considering purchasing offsets to reduce their overall emissions footprint	City of Ballarat deliver Community groups support	Emissions reduction	Knowledge sharing, Network building, Business promotion	2-3 years
c) Promote successful offset purchase and sale stories	City of Ballarat deliver Community groups support	Emissions reduction	Knowledge sharing, Network building, Business promotion	Ongoing



OUTCOME 2: NET ZERO HOMES				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>2.1: Improve Energy Efficiency of Existing Homes</b>				
a) Promote support including financial resources for energy upgrades of homes, with a focus on vulnerable community groups and households	City of Ballarat deliver Community groups support	Climate finance	Reduced energy costs, Energy efficiency	Ongoing
b) Encourage landlords and/or tenants to implement energy upgrade measures on homes.	City of Ballarat deliver Businesses support	Emissions reduction	Energy efficiency, Reduced energy costs	Ongoing
c) Promote sustainable outcomes associated with building renovations or new building construction	City of Ballarat deliver Businesses support	Awareness raising	Energy efficiency, Reduced energy costs	Ongoing
<b>2.2: Transition towards All-Electric Houses</b>				
a) Promote to home builders on informed decisions around gas infrastructure exclusion and all-electric homes	City of Ballarat deliver Businesses support	Emissions reduction	Energy efficiency, Reduced energy costs	Ongoing
b) Pilot bulk buy programs for renewable energy and energy efficiency by households	Community groups deliver City of Ballarat support	Emissions reduction	Energy efficiency, Reduced energy costs	2-3 years
c) Continue to support, promote and expand the role of local community sustainability groups	Community groups deliver City of Ballarat support	Awareness raising	Leadership, Knowledge sharing	Ongoing
d) Promote success stories associated with all-electric houses	City of Ballarat deliver	Awareness raising	Energy efficiency, Reduced energy costs	Ongoing

OUTCOME 3: NET ZERO NEW DEVELOPMENT				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>3.1: Advocate for Higher Environmentally Sustainable Design (ESD) Standards</b>				
a) Continued support to Council Alliance for a Sustainable Built Environment (CASBE) on Environmentally Sustainable Design (ESD) related projects	City of Ballarat advocate	Emissions reduction	Leadership, Community resilience	Ongoing
b) Advocate to Federal and State Government agencies to elevate ESD requirements in new developments	City of Ballarat advocate	Emissions reduction	Leadership, Economic impacts, Community resilience	Ongoing
c) Advocate to Federal and State Government agencies to implement a consistent standard of ESD for planning applications	City of Ballarat advocate	Energy efficiency	Reduced energy costs, Reduced emissions	Ongoing
d) Increase the enforcement of National Construction Code (NCC) for new residential buildings and developments	City of Ballarat deliver	Energy efficiency	Reduced energy costs	Ongoing
e) Ensure appropriate resourcing for ESD compliance to educate developers around best practice building systems, and ensure new buildings are compliant with local and national standards.	City of Ballarat deliver	Energy efficiency	Reduced energy costs, Reduced emissions	Ongoing
f) Advocate to Federal and State Government agencies to implement higher ESD standards into the Ballarat Planning Scheme for residential and commercial developments	City of Ballarat advocate	Emissions reduction	Reduced energy costs, Environmental protection, Energy efficiency	Ongoing
<b>3.2: Future-Proof New Developments</b>				
a) Advocate for integration of ESD principles in the Local Government Infrastructure Design Manual	City of Ballarat advocate	Emissions reduction	Leadership, Community resilience	Ongoing
b) Promote the benefit of future-proofing and high energy rated buildings within the community	City of Ballarat advocate Community groups and businesses support	Emissions reduction	Leadership, Community resilience, Future-proofing sustainability outcomes	Ongoing
c) Integrate adequate shading and tree canopy cover in new development and precinct plans to enable active transport, including network of bike paths in vegetated areas	City of Ballarat deliver	Reduced urban heat	Community health and well-being, Resilient urban landscapes	1-2 years
d) Identify current and future energy needs in Ballarat to plan and implement large scale zero emissions energy infrastructure	City of Ballarat deliver	Emissions reduction	Leadership, Future proofing sustainability outcomes	1-2 years

OUTCOME 4: NET ZERO TRANSPORT				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>4.1: Increase Use of Public and Active Transport Modes</b>				
a) Advocate to the Federal and State Government for better electricity infrastructure and decarbonised public transport system	City of Ballarat advocate	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing
b) Advocate for improved bus routes to be more effective and run more often	City of Ballarat advocate	Emissions reduction	Community health and wellbeing, Improved air quality	Ongoing
c) Provide low emission/active transport infrastructure (bike lanes, electric bike charging stations, etc)	City of Ballarat deliver Community groups support	Emissions reduction	Community health and wellbeing, Improved air quality	Ongoing
d) Advocate for increased investment into active transport by all levels of government and the private sector	City of Ballarat advocate Community groups and businesses support	Emissions reduction	Improved air quality, Reduced noise pollution, Improved mobility, Public health	Ongoing
e) Improve walkability, accessibility, safety and social inclusion into the design of community spaces and key activity areas	City of Ballarat deliver Community groups and businesses support	Emissions reduction	Improved air quality, Reduced noise pollution, Improved mobility, Public health	Ongoing
f) Promote low emissions transport option such as public transport, commuter cycling and car sharing	Community groups deliver City of Ballarat support	Emissions reduction	Improved air quality, Reduced noise pollution, Improved mobility, Public health	Ongoing
<b>4.2: Transition Passenger and Fleet Vehicles to Low/Zero Emission Options</b>				
a) Work with car share organisations to facilitate EV car-share vehicles to be rolled out in Ballarat or facilitate a locally run EV car share service	Businesses deliver City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	1-2 years
b) Promote new and innovative transport solutions and infrastructure for City of Ballarat and other major fleet operators in Ballarat	City of Ballarat advocate Businesses support	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing
c) Develop zero emissions fleet transition plan for the City of Ballarat and support other large fleet operators to do the same	City of Ballarat deliver Businesses support	Emissions reduction	Leadership, Economic impact, Community resilience	1-2 years
d) Advocate and promote incentives for zero emissions vehicles	City of Ballarat advocate Community groups support	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing

OUTCOME 4: NET ZERO TRANSPORT				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>4.2: Transition Passenger and Fleet Vehicles to Low/Zero Emission Options</b>				
e) Investigate the installation of EV and carshare infrastructure	City of Ballarat deliver Businesses and community groups support	Emissions reduction	Leadership, Improved mobility	1-2 years
f) Assess feasibility and advocate for zero emissions fuels hub in Ballarat in support of transitioning of transport users to renewable fuels	Businesses deliver City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	2-3 years
<b>4.3: Coordinate Transport Logistics</b>				
a) Work with public and private stakeholders in identifying transport logistics challenges faced by business in Ballarat	Businesses deliver City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	1-2 years
b) Advocate to the State Government for a coordinated and efficient freight system for Ballarat	Businesses advocate City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing



OUTCOME 5: NET ZERO WASTE				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>5.1: Support Circular Economy Business</b>				
a) Progress the development of a Circular Economy Precinct in Ballarat	City of Ballarat deliver	Emissions reduction	Emissions reductions, economic impact, community health and wellbeing	2-3 years
b) Promote engagement of community with the 'ASPIRE Program' and 'Circular Business Development Program'	City of Ballarat deliver	Emissions reduction	Circular economy, Economic impact, Community Resilience, Reduced waste to landfill	Ongoing
c) Assist businesses in preparing for upcoming State-level Container Deposit Scheme and the ban on single use plastics	Businesses deliver City of Ballarat support	Emissions reduction	Circular economy, Economic impact, Reduced waste to landfill	Ongoing
d) Integrate net zero emissions in the review and update of the Resource Recovery and Waste Management Strategy	City of Ballarat deliver	Emissions reduction	Circular economy, Economic impact, Reduced waste to landfill	1-2 years
e) Advocate to the Federal and State Government for funding and support to research, develop and trial biomass projects	Businesses advocate City of Ballarat support	Emissions reduction	Circular economy, Economic impact, Reduced waste to landfill	Ongoing
f) Support large businesses and developers to understand the potential benefits of implementing biomass projects	Businesses deliver City of Ballarat support	Emissions reduction	Circular economy, Economic impact, Reduced waste to landfill	Ongoing
g) Continue education campaign aimed at ensuring all businesses and residents in the region are familiar with the various waste streams	City of Ballarat deliver	Emissions reduction	Community health and well-being, Improved air quality	Ongoing
h) Encourage users of City of Ballarat-managed waste transfer stations on separation of various waste streams	City of Ballarat deliver	Emissions reduction	Circular economy	Ongoing
i) Investigate feasibility of installing methane reduction technologies at old landfill sites and sewage treatment plants	City of Ballarat deliver	Emissions reduction	Circular economy	2-3 years

OUTCOME 5: NET ZERO WASTE				
Action	Roles	Primary Benefit	Co-benefits	Timeframe
<b>5.2: Increase the Impact of Sharing Services</b>				
a) Gather support for a sharing culture in Ballarat by promoting its benefits to the community and potential investors	Community groups deliver City of Ballarat support	Circular economy	Public outreach, emissions reduction, Public outreach	Ongoing
b) Support local share economy businesses by providing infrastructure such as office spaces, storage facilities and transport infrastructure	Community groups deliver City of Ballarat support	Emissions reduction	Circular economy, Economic impact	Ongoing
c) Assist share services providers improve local infrastructure and amenity with local needs	Community groups deliver City of Ballarat support	Circular economy	Public amenity improvement	Ongoing
d) Facilitate materials transactions between private organisations through knowledge sharing and publicity	Businesses deliver City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing
e) Continue to develop business cases that capitalise on the use of by-products for energy generation	Businesses deliver City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing
<b>5.3: Develop Low Emissions Infrastructure</b>				
a) Apply new and innovative solutions to use waste products in operations, such as recycled content in building materials	Businesses deliver City of Ballarat support	Emissions reduction	Leadership, Economic impact, Community resilience	Ongoing
b) Review infrastructure design guidelines to require all building materials for roads, paths, kerb and channel, and concrete to use high recycled content and/or low emissions materials	City of Ballarat deliver	Emissions reduction	Circular economy	Ongoing
c) Engage with residents on infrastructure projects including providing an opportunity for residents to provide feedback on and support feedstock contributions	City of Ballarat deliver	Emissions reduction	Circular economy, Leadership	Ongoing
d) Integrate circular economy principles into contractor specifications around processes and products used in City of Ballarat infrastructure projects	City of Ballarat deliver	Emissions reduction	Circular economy	1-2 years
e) Support local recyclers to investigate and finance facilities to process suitable construction waste for use on City of Ballarat projects	Businesses deliver City of Ballarat support	Emissions reduction	Circular economy	Ongoing







- This document can be found in PDF format on our website [ballarat.vic.gov.au](https://ballarat.vic.gov.au)
- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required.



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October 2022



## 8.9. BALLARAT LIBRARY TENDER

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Rebecca Love – Project Manager

### PURPOSE

1. Resolves to enter into Contract Number 2021/22-762 for the provision of Building Services for the Redevelopment of the Ballarat Central Library with H Troon Pty Ltd for the adjusted tender sum of \$5,689,031.00 (ex GST).
2. Recommend that the identified budget shortfall for this project be funded by the inflationary provision budget established at the September 2022 Council Meeting.

### BACKGROUND

3. The redevelopment of the Ballarat Central Library is a package of refurbishment and upgrade works that address the following identified priorities:
  - a. Inadequate size for present and future population catchment and demand
  - b. Library does not efficiently engage with surrounding precinct
  - c. The venue in its current condition and layout is not meeting community expectation and need of this type of social infrastructure
  - d. The buildings operations and maintenance are inefficient
4. The scope of the contract involves the following works:
  - a. A new entrance to face south, interacting with GovHUB, Civic Hall and CBD
  - b. Adjustments to layout to maximise public space and create an efficient fit-for-purpose back of house space
  - c. Replacement of public furniture and provision of furniture for new spaces
  - d. Replacement of borrowing technology (RFID)
  - e. Upgrade of public technology offering
  - f. ESD Principles
  - g. Signage

### KEY MATTERS

5. The project budget is \$6,995,000. This includes \$500,000 Living Libraries Funding from the State Government.
6. Tender 2021/22 - 762 was advertised on Thursday 14 July 2022 and closed on 24 August 2022.
7. The City of Ballarat received three (3) submissions.
8. The submitted tender prices were all above the allocated construction budget for the project.

9. A value management process was conducted with all tenderers to find cost savings in the project.
10. The value management process has resulted in a contract price still exceeding the allocated construction budget for the project.
11. The construction budget shortfall is \$489,031.00 (excl GST).
12. The recommended submission demonstrates extensive company experience and performance in projects of similar value and complexity.
13. The recommended submission shows an experienced project and construction team allocated to the project.

#### **OFFICER RECOMMENDATION**

**14. That Council:**

- 14.1 Approve an additional \$489,031.00 (excluding GST) being allocated to the project from the inflationary provision budget established at the September 2022 Council Meeting.**
- 14.2 Resolve to enter into Contract Number 2021/22-762 for the provision of Building Services for the Redevelopment of the Ballarat Central Library with H Troon Pty Ltd for the tender sum of \$5,689,031.00 (ex GST).**
- 14.3 Authorises the Chief Executive Officer to:**
  - a) finalise the terms of Contract Number 2021/22-762 with H Troon Pty Ltd, provided that those contract terms are consistent with this Resolution; and**
  - b) execute Contract Number 2021/22-762 on behalf of Council.**

#### **ATTACHMENTS**

1. Governance Review [8.9.1 - 2 pages]

## OFFICIAL

**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The project supports the Council Plan goals of prosperity and livability by providing:
  - a. A welcoming, inclusive, active and socially connected city for all ages and abilities
  - b. Safe and accessible community spaces and facilities
  - c. A built environment that is reflective of the community's needs and aspirations and respects our heritage
  - d. Develop a learning city by delivering targeted programs and projects including Development of the Library Community Hub of the Future in the Ballarat CBD

**COMMUNITY IMPACT**

2. The redevelopment of the Ballarat Central Library is a package of refurbishment and upgrade works that address the following identified priorities:
  - a. Inadequate size for present and future population catchment and demand
  - b. Library does not efficiently engage with surrounding precinct
  - c. The venue in its current condition and layout is not meeting community expectation and need of this type of social infrastructure
  - d. The buildings operations and maintenance are inefficient

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

3. Building design priorities around ESD with particular reference to:
  - a. Renewable energy – rooftop solar panels
  - b. Non-toxic and sustainable building materials
  - c. Recycled and recyclable carpet such as interface carpeting
  - d. VEEC certified lighting
  - e. Installation of variable speed drives on existing pumps and air handling units
  - f. Installation of 4G smart sensors on water meters
4. Environmental Management System, compliant to ISO 14001 is applied to the construction contract.

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

5. Approximately 84.6% (\$4,892,567) of the total contract value will utilise labour, material, plant and equipment sourced from within the defined group of local municipalities.

**FINANCIAL IMPLICATIONS**

6. The redevelopment of the Ballarat Central Library is a package of refurbishment and upgrade works. The scope of the contract involves the following works:
  - a. A new entrance to face south, interacting with GovHUB, Civic Hall and CBD
  - b. Adjustments to layout to maximise public space and create an efficient fit-for-purpose back of house space
  - c. Replacement of public furniture and provision of furniture for new spaces
  - d. Replacement of borrowing technology (RFID)
  - e. Upgrade of public technology offering
  - f. ESD Principles
  - g. Signage

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7. At the time of tender close, the tender received was over the allocated project budget for the works.

**LEGAL AND RISK CONSIDERATIONS**

8. A Risk Management Plan has been developed and will be reviewed by the Project Control Group at each scheduled meeting where appropriate.

**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

10. Consultation with user groups has been managed through the Community Wellbeing division.
11. User groups will continue to be consulted throughout the project construction period and will be provided with regular updates regarding project progress where appropriate.

**GENDER EQUALITY ACT 2020**

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

**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**

14. Council officers affirm that no procurement collaboration with other Councils was relevant for this project.

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## 8.10. PLAQUES AND MEMORIAL POLICY

**Division:** Infrastructure and Environment  
**Director:** Bridget Wetherall  
**Author/Position:** Michael Hynes – Acting Executive Manager Property Services and Facilities Management

### PURPOSE

1. The purpose of the report is to recommend to Council to adopt the Plaques and Memorial Policy.

### BACKGROUND

2. A Councillor request was received seeking Council Officers to prepare a policy position for plaques and memorials.
3. Council Officers have drafted a Plaques and Memorials Policy that will provide advice and direction to members of the public who wish to install a commemorative plaque, memorial or tribute on a roadside or within an open space within the municipality.

### KEY MATTERS

4. The Policy is designed to ensure that the installation and ongoing maintenance of plaques and memorials is undertaken to the satisfaction of the City of Ballarat and does not impact public safety.
5. Members of the public will be required to apply for the installation of a plaque or memorial through Council's website.
6. The application will be assessed by Council's Property Services and Facilities Maintenance unit.
7. The assessment will ensure compliance with the policy and if required, VicRoads – Roadside Memorials Policy 2015.
8. Temporary memorials may remain in place for 13 months. Council officers will then make contact with applicants in relation to collecting any items before decommissioning.
9. Installation costs and maintenance costs are borne by the applicant. The exception is a park bench where maintenance will be conducted by Council officers in line with park furniture maintenance specifications, following a financial contribution by the applicant.
10. In instances where an application meets all of the criteria and the applicant is genuinely unable to meet the costs associated with the memorial i.e. financial hardship exists (as assessed under the financial hardship policy), consideration will be given to a waiver of either the cost of establishment of the memorial or the ongoing maintenance cost.
11. The Policy allows for case-by-case assessments and is relatively broad in application.

**OFFICER RECOMMENDATION****12. That Council:****12.1 Adopt the Plaques and Memorial Policy.****ATTACHMENTS**

1. Governance Review [8.10.1 - 2 pages]
2. Plaques and Memorial Policy [8.10.2 - 3 pages]

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. Accurate and up to date policies are a statutory requirement of Council to ensure compliance and continuous improvement achieved through regular review.

**COMMUNITY IMPACT**

2. In accordance with the community engagement and public transparency principles, Council is required to make available certain documents such as policies on Council's website.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**LEGAL AND RISK CONSIDERATIONS**

6. There are no legal and risk considerations for the subject of this report.

**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

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

**GENDER EQUALITY ACT 2020**

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

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

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

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**PROCUREMENT COLLABORATION**

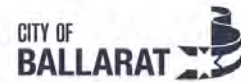
**(For Contracts Only)**

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## PLAQUES AND MEMORIALS POLICY

### 1.0 Purpose

The purpose of this Policy is to provide Councillors, Council Staff and the Community clear direction for assessing requests for the installation of plaques and memorials on roadsides and in Open Spaces within the City of Ballarat (Council), including:

- Placement and removal of temporary and/or permanent roadside memorials and/or tributes on roadsides;
- Placement and removal of temporary and/or permanent plaques and memorials within the City of Ballarat's Open Spaces;

To ensure the installation and ongoing management of new and existing plaques and memorials in Open spaces and on roadsides is undertaken in an agreed manner and to the satisfaction of the City of Ballarat.

### 2.0 Scope

This policy only relates to:

- Requests related to locations within the City of Ballarat and on land it manages
- Requests for plaques.
- Requests for a cluster or series of plaques associated with a particular theme.
- Requests for memorials

This Policy excludes War Memorials and Historic Monuments.

### 3.0 Policy Statement

The City of Ballarat understands that members of the community may wish to mark the location of a deceased person by the establishment of a plaque or memorial in memory of that person.

The City of Ballarat will take into account the effect on surrounding residents where a memorial and/or tribute are placed.

#### 3.1 Requests for individual or group memorials:

All requests will be reviewed to determine if:

- The deceased person has a significant connection within the City of Ballarat Community. For example, the person has lived in the Municipality for a significant period of time, was highly active within the City of Ballarat community or participated in unpaid contributions to the City of Ballarat Community; and
- The request is to commemorate a historical or cultural event, including where a group has significantly donated to a community project.

All requests will meet the following guidelines:

- A plaque will be made from stainless steel or brass and a size no greater than 15 x 10 centimetres
- A plaque will be sourced and purchased by the applicant; and
- A memorial within open space will be installed in a way that will not damage Council Assets. If damaged, the applicant will bear the costs of any rectification works.

#### 3.2 Requests for roadside tributes:

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- The tribute will be located in a position where it will not be hazardous to passing traffic, pedestrians or prevent appropriate maintenance to the road reserve;
- The City of Ballarat will allow for temporary roadside memorials for up to 13 months;
- The City of Ballarat will consider permanent roadside memorials on a case by case basis;
- All roadside tributes must align with the VicRoads – Roadside Memorials Policy 2015; and
- Once a roadside memorial and/or tribute has been in place for 13 months, a Council Officer will contact the family in relation to collecting any items they wish to keep, before it is decommissioned.

### **3.3 Requests for a commemorative tree:**

- The tree species will be chosen by Council;
- Council will make every effort to accommodate the requested location, however may need to choose an alternative location to the applicants request; and
- There shall not be anything affixed to the tree, including wiring and/or plaques.

### **3.4 Requests to install a park seat:**

- The applicant will pay Council for a seat by making a payment at the City of Ballarat Customer Service Centre located at 25 Armstrong St Sth, Ballarat and will supply the plaque (size to be determined by Council) in stainless steel or brass;
- Council will supply and install the seat and plaque once payment is received;
- Council will make every effort to accommodate the requested location, however may need to choose an alternative location to the applicants request; and
- Council will maintain the seat in line with park furniture maintenance specifications.

### **3.5 Removal & Maintenance:**

- Existing memorials shall be respectfully left intact unless subject to a site redevelopment. If the memorial is damaged or vandalised, Council will remove and retain for collection within 4 weeks;
- The City of Ballarat will allow permanent roadside tributes and/or memorials for up to 25 years, unless an extension is applied for and granted;
- If a memorial and/or roadside tribute is not maintained to an appropriate standard deemed by the City of Ballarat, Council will contact the applicant and remove immediately if not rectified;
- Any item that is considered inappropriate, dangerous or offensive will be removed immediately;
- The City of Ballarat reserves the right to remove or relocate memorials and roadside tributes due to road maintenance, construction activities and open space parkland redevelopments; and
- The City of Ballarat is not responsible for the maintenance, damage and theft of memorials and/or roadside tributes.

### **3.6 Approval & Timelines**

- All applications will be assessed by the Property Services and Facilities Management unit of Council on a case by case basis;
- Once assessed, applications that meet the criteria will be approved by the executive Manager Property Services and Facilities Management;
- All applicants must meet the criteria set out in this policy and complete a Plaques and Memorial Application Form, which can be found at [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au) or by contacting 5320 5500; and
- In instances where an application meets all of the criteria and the applicant is genuinely unable to meet the costs associated with the memorial i.e. financial hardship exists (as assessed under

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the City of Ballarat financial hardship policy), consideration will be given to a waiver of either the cost of establishment of the memorial or the ongoing maintenance cost.

- All applications will be processed within 6 weeks from the time it is received by Council.

#### 4. Legislation

- **Local Government Act 1989**  
The Local Government Act – Schedule 10 Powers of Councils over Roads.
- **VicRoads Legislation (Roadsides Memorials Policy 2015):** [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)  
**Road Management Act 2004** - Vic Roads has an important role in managing certain roads and roadsides. VicRoads may remove any roadside memorial where necessary;
- **Victoria's Road Safety Rules 2009** – For safety reasons, do not permit drivers to stop on a freeway, except for an emergency. For this reason, the placement of roadside memorials within urban or rural freeway reservations is inappropriate.

#### 5. Definitions

- **Commemorative Tree** – A specific tree planted for symbolic reasons
- **Memorial** - A statue or structure established to remind people of a person or event
- **Open Space** – City of Ballarat owned and managed land that includes parks, grass land, floodway's, conservation areas, reserves, lakes and buildings
- **Plaque** – An ornamental tablet typically of metal, stone or other material which includes text or images which commemorates a person, event or historical significance
- **Roadside** – City of Ballarat owned Road's, Road Reserves and Drainage Reserves
- **Tributes** - Items such as wooden crosses, coloured posts, toys, flowers or monuments with or without plaques or inscriptions
- **VicRoads** – Vic Roads owned and managed roads

#### 4 Policy owner

Executive Manager Property Services and Facilities Management

#### 5 Authorisation

Adopted by Ballarat City Council on XX.

## 8.11. COMMUNITY ASSET COMMITTEE PERFORMANCE AND ACTIVITIES

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

### PURPOSE

1. The purpose of this report is for Council to consider and note the annual activities and performance of Community Asset Committees, submitted in accordance with s47 (6) of the Local Government 2020 (the Act).
2. The elected membership of some Community Asset Committees has altered since being endorsed at the 27 October 2021 Council Meeting (R224/21). This report also acknowledges recent resignations of committee members and seeks Council support to ratify the revised membership of the relevant Committees.

### BACKGROUND

3. The following Community Asset Committees are currently established for the purpose of managing a community asset in the municipal district;
  - Ascot Mutual Improvement Association Hall - Community Asset Committee
  - Brown Hill Community Hall - Community Asset Committee
  - Buninyong Hall - Community Asset Committee
  - Burrumbeet Soldiers Memorial Hall – Community Asset Committee
  - Cardigan Village Community Centre – Community Asset Committee
  - Invermay Recreation Reserve - Community Asset Committee
  - Miners Rest Mechanics Institute Community Hall – Community Asset Committee
  - Scotsburn Community Hall – Community Asset Committee
  - Sebastopol RSL Hall – Community Asset Committee
  - Warrenheip Memorial Hall – Community Asset Committee
4. An Annual Return form was created by Council's Governance team and distributed to Community Asset Committees to complete ensuring relevant information was attained for this reporting requirement. The form requested information in relation to the financial year ending 30 June 2022 including:
  - Income and expenditure
  - Cash balance
  - Review of contact information
  - Current elected members
  - Activities over the past financial year (e.g. Hall hires and events)
  - Additional comments/issues for Council's attention.

### KEY MATTERS

5. In this report, activities of Community Asset Committees are reported as a summary of facility usage and maintenance over the last financial year. Furthermore,



performance reporting has been based upon adherence to the C7 Instrument of Delegation by the Chief Executive Officer to Community Asset Committees.

6. A member of a Community Asset Committee to whom a delegation is given under section 47 of The Act can only exercise the delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee.
7. Membership for the following Community Asset Committees has altered since last endorsed at the 27 October 2021 Council Meeting and revised memberships will need to be endorsed as part of this report:
  - Brown Hill Hall
  - Buninyong Hall
  - Burrumbeet Soldiers Memorial Hall
  - Cardigan Village Community Centre
  - Scotsburn Community Hall
8. The returns submitted by each Committee vary in level of detail. Full copies of each Committees' Annual Return Form have been provided to Councillors as confidential attachments as they contain personal and specific financial details.
9. **Ascot Mutual Improvement Association Hall – Community Asset Committee**

#### **Activities Summary**

Ascot Mutual Improvement Association Hall has generally been filled with regular dances, children's birthday parties and family get togethers, but given the year that they have had, events have been on and off. CFA Region 15 has held multiple training nights at the hall this past year for Brigade Officers and Fire Fighters. Approximately 3 bottles of gas have been consumed at the Hall, dance groups pay for most of the gas consumed. The Hall has also replaced a bulk water tank and fittings to suit the CFA trainings. Ascot Hall upgraded the toilets outside the Hall which act as public toilets. Thankful for being in a proactive district, most of this work done is by volunteers.

#### **Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Ascot Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

#### 10. **Brown Hill Hall – Community Asset Committee**

#### **Activities Summary**

Brown Hill Hall hire has been reduced this financial year due to Covid and Roof replacement causing the hall to close for a significant amount of time. The Committee have replaced the blinds throughout the hall and the main hall floor was resurfaced. The Committee is currently investigating a sound system for the hall.

#### **Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Brown Hill Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**11. Buninyong Hall – Community Asset Committee****Activities Summary**

Buninyong Town Hall is used often. There are currently seven weekly users; The Bootscooter, Kelly Mini sports Senior Citizens, 2 Book Clubs, 1 Craft Group, and ATA Acting. Buninyong Hall also hosts weddings, engagement parties, birthday parties, and is used for a variety of one-off events. Some of the events in 2022 included a car show, ballet concert, community celebration luncheon, African Association Celebration, Ballarat National Theatre Rehearsal, Buninyong Village Market, Buninyong film Festival and Buninyong Christmas Pop-Up Shop.

**Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Buninyong Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**12. Burrumbeet Soldiers Memorial Hall – Community Asset Committee****Activities Summary**

Burrumbeet Soldiers Memorial Hall held a variety of events for different groups throughout the financial year. They hosted a wedding reception, birthday party, Upper Mount Emu Creek Landcare Network Meeting, Ballarat Sebas Cycle Club Race meeting, Burrumbeet CFA, Friends of Lake Burrumbeet, an ANZAC Day Service, and the Uniting Church Ladies Guild Fashion Parade. They also did some fundraising at the Ballarat Market by conducting the sausage sizzle and held a Community Dinner which they hope to do more of in the coming financial year.

**Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Burrumbeet Soldiers Memorial Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**13. Cardigan Village Community Centre – Community Asset Committee****Activities Summary**

Cardigan Village Community Centre has reported a variety of hall hires for birthdays and weekly sewing group this past year.

**Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Cardigan Village Community Centre Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**14. Invermay Recreation Reserve – Community Asset Committee****Activities Summary**

Invermay Recreation Reserve Committee continues to monitor that the User Groups (The Invermay Progress Association Inc, Invermay Bowling Club Inc, Creswick Imperials Cricket Club Inc, Ballarat Society of Model engineers Inc.) are functioning satisfactorily and maintaining their areas well. The Sports Club building is a shared

facility used by all these groups and is managed by a committee of 2 representatives of all these groups. These groups are integral to the success of the Reserve.

The Reserve Committee has funded the development of some decking at the bowling green frontage of the Sports Club. Shade covering of this area is yet to be finalised. This will allow further use by the Groups whilst the Sports Club is hired for other private community functions.

Goal Posts were installed at the Oval. These were used extensively by the local Auskick players at the start of the footy season; and many kids are seen regularly trying out their skills.

A Fire Hydrant has been installed at the south side of the car park. this will enable the Fire Brigade another access if the need arises. And more protection for our community members as the Reserve is a City of Ballarat designated Neighbourhood Safer Place, in the event of a major bush fire disaster.

The Tennis Courts is an ongoing project. COVID Restrictions has made it difficult to obtain fencing Contractors. We were hoping that the re-surfacing of one court may have been able to be piggybacked with some of Council works at other Tennis Court venues; but this has never eventuated. We anticipate completing this during the next financial year. The Tennis Club has gone into recession, and they have passed their remaining funds to this Committee for safe keeping. These funds may be used for the above proposed improvements. Although no competition tennis is played here, a Tennis coach hires the Court for coaching, and the school have weekly tennis coaching sessions during the summer months. Rarely a day goes by that there is no-one having a hit out on the Courts.

The Progress Association has installed Solar Panels on the roof at the Invermay Hall. This has greatly reduced the running costs there. Whilst the Hall couldn't be used during COVID Restrictions - the toilet areas were updated complete with new floor tiles, extending into the foyer area also.

All mowing is carried out by voluntary labour. This is a mammoth saving commitment by a couple of Committee members, and the cricket club members during their season. Most of the gardening is also done by volunteers.

### **Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Invermay Recreation Reserve Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

## **15. Miners Rest Mechanics Institute Community Hall – Community Asset Committee**

### **Activities Summary**

The past financial year for the Miners Rest Hall has seen great support from the community in returning to normalcy with continued Hall bookings from parties. Dance and yoga classes and community monthly morning teas is a great meeting place for those in need of company and a chat over a cuppa. Hall bookings also range from dog grooming courses and a variety of community meetings. The Hall Committee wish to extend their thanks and appreciation for the City of Ballarat for their continued support throughout the past couple of years with regular contact/ updates, donations and all

maintenance requirements including recent exterior painting. This is all very much utilised as a gathering place by the Miner's Rest community and as such the committee hopes to continue to provide facilities to meet community needs.

**Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Miners Rest Mechanics Institute Community Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**16. Scotsburn Community Hall – Community Asset Committee****Activities Summary**

Scotsburn Community Hall saw another disrupted year due to Covid19 restrictions which saw some bookings cancelled. In spite of this the hall was used by local groups as well as private functions. Grounds were kept tidy, kitchen/meeting room was painted, and new blinds fitted. They were able to purchase 50 comfortable, stackable chairs through a generous grant from Buninyong branch of Bendigo Bank. This was much appreciated. The Committee, for some time now has been working on a project with the Scotsburn Primary School. That being to upgrade one of the disused tennis courts into a multi-purpose ball game space for use by both the school and the community.

Unfortunately, at this stage our efforts to obtain funding from various sources have been unsuccessful. City of Ballarat are supportive; however, they would need to work with Department of Education for funding. We are still exploring other avenues.

**Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Scotsburn Community Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**17. Sebastopol RSL Hall – Community Asset Committee****Activities Summary**

The hall was mostly used by regular groups. There was some reduction of use due to Covid-19 but most groups are resuming activities now. There were 9 single use hires over the year.

**Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Sebastopol RSL Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

**18. Warrenheip Memorial Hall – Community Asset Committee****Activities Summary**

This past year at Warrenheip Memorial Hall has seen the hires for a funeral, an engagement party, meetings, dinner dances, birthday parties, dance groups, a wedding, work wear pop up shop, trivia night and an after-school program.



### **Performance Summary**

When exercising the powers functions and duties delegated to them by the Chief Executive Officer as per s47(1)(b) of the Act; Warrenheip Memorial Hall Community Asset Committee has remained compliant with specified governance requirements including Council's Committees Policy and the Committees Terms of Reference.

## **OFFICER RECOMMENDATION**

### **19. That Council:**

**19.1 Receive and acknowledge the contributions of the Community Asset Committees made through the activities and performance as outlined in the report.**

**19.2 Receive and note the Community Asset Committee's Annual Report has been made in accordance with section 47 (6) of the *Local Government Act 2020*.**

**19.3 Acknowledge the resignation of the following Committee members and commend them on their contributions to the particular Community Asset Committee they represented:**

- Sharelle Pilmore (Buninyong Hall)
- Christine Rossitor (Buninyong Hall)
- John Clark (Buninyong Hall)
- Nora Duke (Scotsburn Hall)
- Casey Duke (Scotsburn Hall)
- Janna Mayall (Cardigan Village)
- Sarah Britt (Cardigan Village)
- Steve Holmes (Brown Hill Hall)

**19.4 Endorse the revised membership of the following Community Asset Committees:**

- Brown Hill Community Hall (Scott Antonio, Dianne Eden, Reginald Eden, Marilyn Harlock, Keith Norman, Karen Norman, Miles Hingston).
- Buninyong Hall (Simon Dennis, Miranda Donald, Sonya Sutcliffe, Mark Jones, Sharon Develyn, Adam Turnbull, Leonie Everdeen, Annie Gooding).
- Burrumbeet Hall (Paul Beechy, Desley Beechey, Alan McCartney, Bernard Hyland, Brendan Cahill, Ian Smith, Gwen Smith, Angela Smith, Ian Marshall, Shirley Marshall, Alison Briody, Lauren Briody, Jasmine Walton).
- Scotsburn Hall (Celia Burnham, Darryl Palmer, Phillip Allen, Nigel Prior, Roland Nam, John Allen, Gabrielle Murphy, Bill Whiteside, Graham Shearer).
- Cardigan Village (Francis Litwin, Blake Curran, Bev Penberthy, Mary Tipping).

## ATTACHMENTS

1. Governance Review **[8.11.1 - 2 pages]**

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. This report noting the annual activities and performance of Community Asset Committees is a statutory requirement of s47 (6) of *the Local Government 2020* (the Act) and links to the Council Plan principle: Accountability.

**COMMUNITY IMPACT**

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

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

5. It is considered that the report does not have any financial implications.

**LEGAL AND RISK CONSIDERATIONS**

6. In accordance with s47 (6) of the Local Government 2020 (the Act) the Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section.
7. The report complies with the Act.

**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

9. There has been consultation with representatives from each of Council's Community Asset Committees in order to gather relevant information for this report and to seek approval of summaries of the Committee's activities and performance being included in the Public Council Meeting Agenda.

**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.

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## **8.12. S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF**

**Division:** Corporate Services  
**Director:** John Hausler  
**Author/Position:** Sarah Anstis – Statutory Compliance Officer

### **PURPOSE**

1. To review and update the S6 Instrument of Delegation, Members of Staff for Council's consideration.

### **BACKGROUND**

2. It is proposed that the Instrument of Delegation be granted to the positions of members of Council staff rather than to the individual staff member. This means that the delegation will still apply to the position should there be a change in personnel or any staff acting in the role.
3. It is imperative that Council staff have the correct delegation for dealing with matters under the current Acts and Regulations.
4. The powers conferred on the Council under some legislative Instruments cannot be delegated through the Chief Executive Officer and must be delegated from Council.

### **KEY MATTERS**

5. Changes to the Instrument of Delegation since the last approved iteration include:
  - Change in the position title Sustainable Growth Officer (SGO) to Sustainable Growth Project Officer (SGPO).

### **OFFICER RECOMMENDATION**

6. That Council exercise the powers conferred by the legislation referred to in the attached instrument of delegation at Attachment 2, and that:
  - 6.1. There be delegated to members of Council staff, holding, acting in or performing the duties of the officers or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
  - 6.2. The Instrument comes into force immediately upon resolution.
  - 6.3. On the coming into force of the instrument, all previous S6 delegations to members of Council staff are revoked.
  - 6.4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

## ATTACHMENTS

1. Governance Review [**8.12.1** - 2 pages]
2. S6 Instrument of Delegation - Members of Staff [**8.12.2** - 160 pages]

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

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

**COMMUNITY IMPACT**

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

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**LEGAL AND RISK CONSIDERATIONS**

6. The endorsement of the revised S6 Instrument of Delegation ensures that the core operations functions of the Council are not impeded.
7. Council's delegations are constantly maintained and periodically monitored to ensure that appropriated Council officers have the power to carry out their duties lawfully.

**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

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

**GENDER EQUALITY ACT 2020**

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

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**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

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

**PROCUREMENT COLLABORATION**

**(For Contracts Only)**



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## **BALLARAT CITY COUNCIL**

### **INSTRUMENT OF DELEGATION**

#### **S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF**

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## Preamble

### Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

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

Abbreviation	Position
AOBS	Administration Officer Building Services
AOEH	Administration Officer Environmental Health
AOLLT	Administration Officer Local Laws and Traffic
AORS	Administration Officer Regulatory Services
AOSC	Administration Officer Statutory Compliance
CAEO	Compliance and Events Officer
CO	Compliance Officer
CAM	Coordinator Asset Management
CBS	Coordinator Building Services
CCPSC	Coordinator Compliance Parking and School Crossings
CEH	Coordinator Environmental Health
CGNR	Coordinator Gardens and Natural Resources

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Abbreviation	Position
CID	Coordinator Infrastructure Delivery
CIT	Coordinator Integrated Transport
CPG	Coordinator Parks and Gardens
CRC	Coordinator Risk and Compliance
CRM	Coordinator Road Maintenance
CSTP	Coordinator Statutory Planning
CUFOS	Coordinator Urban Forest and Open Spaces
CP	Counter Planner
DCA	Development Contributions Accountant
DCS	Director Corporate Services
DDG	Director Development and Growth
DIE	Director Infrastructure and Environment
EHO	Environmental Health Officer
EMDF	Executive Manager Development Facilitation
EMEG	Executive Manager Economic Growth
EMGR	Executive Manager Governance and Risk
EMI	Executive Manager Infrastructure

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Abbreviation	Position
EMO	Executive Manager Operations
EMPSFM	Executive Manager Property Services and Facilities Management
EMRS	Executive Manager Regulatory Services
HSO	Health Services Officer
MSTP	Manager Statutory Planning
MSP	Manager Strategic Planning
MSG	Manager Sustainable Growth
MBS	Municipal Building Surveyor
Not Applicable	Not Applicable
Not Delegated	Not Delegated
PSO	Planning Support Officer
PP	Principal Planner
PSTP	Principal Statutory Planner
PSP	Principal Strategic Planner
POC	Project Officer Compliance
RMCS	Road Maintenance Contract Supervisor



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Abbreviation	Position
RMS	Road Maintenance Scheduler
SASO	Senior Asset Surveillance Officer
SSTP	Senior Statutory Planner
SCO	Statutory Compliance Officer
STP	Statutory Planner
SP	Strategic Planner
SPAO	Strategic Planning Administration Officer
SO	Subdivision Officer
SASU	Supervisor Asset Surveillance
SPD	Supervisor Pathways and Drainage
SRS	Supervisor Road Safety
SUSR	Supervisor Sealed Roads
SUR	Supervisor Unsealed Roads
SGP	Sustainable Growth Planner
SGPO	Sustainable Growth Project Officer
SGTSO	Sustainable Growth Technical Support Officer
TLCP	Team Leader Compliance and Parking

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Abbreviation	Position
TLEG	Team Leader Economic Growth
TLEH	Team Leader Environmental Health
TLRSATS	Team Leader Regulatory Services Administration/Technical Support
TOBS	Technical Officer Building Services
TOEH	Technical Officer Environmental Health
TSODF	Technical Support Officer Development Facilitation
TTE	Traffic and Transport Engineer

3. declares that:

3.1 this Instrument of Delegation is authorised by [#insert "a resolution" or "resolutions"#] of Council passed on [#date#] [#add "and [date]", if appropriate#]; and

3.2 the delegation:

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

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

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

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

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

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

(a) policy; or

(b) strategy

adopted by Council;

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

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

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### **Delegation Sources**

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015



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## S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Where Council is a Class B cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 15(4)	Duty to keep records of delegations	DCS, EMGR, SCO, AOSC, CRC	
s 17(1)	Power to employ any persons necessary	EMPSFM, DIE	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 17(3)	Power to determine the terms and conditions of employment or engagement	EMPSFM, DIE	Subject to any guidelines or directions of the Secretary

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to comply with a direction from the Secretary	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 19	Power to carry out or permit the carrying out of works	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 20(1)	Duty to set aside areas for the interment of human remains	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	DCS	Provided the street was constructed pursuant to the Local Government Act 1989



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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	EMPSFM, DIE	
s 60(2)	Power to charge fees for providing information	DCS	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64B(d)	Power to permit interments at a reopened cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	EMPSFM, DIE	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 70(2)	Duty to make plans of existing place of interment available to the public	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 71(2)	Power to dispose of any memorial or other structure removed	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 72(2)	Duty to comply with request received under s 72	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 73(1)	Power to grant a right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 73(2)	Power to impose conditions on the right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 74(3)	Duty to offer a perpetual right of interment	EMPSFM, DIE	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	EMPSFM, DIE	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	



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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 80(2)	Function of recording transfer of right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DCS	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	DCS	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	EMPSFM, DIE	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	EMPSFM, DIE	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	EMPSFM, DIE	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	EMPSFM, DIE	
s 84I(6)(a)	Power to remove any memorial on the place of interment	EMPSFM, DIE	
s 84I(6)(b)	Power to grant right of interment under s 73	EMPSFM, DIE	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	The notice must be in writing and contain the requirements listed in s 85(2)

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	EMPSFM, DIE	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	EMPSFM, DIE	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	EMPSFM, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	EMPSFM, DIE	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	EMPSFM, DIE	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	EMPSFM, DIE	
s.86(5)	duty to provide notification before taking action under s.86(4)	EMPSFM, DIE	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	EMPSFM, DIE	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	EMPSFM, DIE	



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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	EMPSFM, DIE	
s 91(1)	Power to cancel a right of interment in accordance with s 91	EMPSFM, DIE	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CPG, EMO, EMPSFM, DCS, DIE, CUFOS, CGNR	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 100(1)	Power to require a person to remove memorials or places of interment	EMPSFM, DIE	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	EMPSFM, DIE	
s 100(3)	Power to recover costs of taking action under s 100(2)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 103(1)	Power to require a person to remove a building for ceremonies	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103(3)	Power to recover costs of taking action under s 103(2)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	EMPSFM, DIE	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	EMPSFM, DIE	



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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	EMPSFM, DIE	
s 108	Power to recover costs and expenses	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 109(1)(a)	Power to open, examine and repair a place of interment	EMPSFM, DIE	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	EMPSFM, DIE	Where the holder of right of interment or responsible person cannot be found

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	EMPSFM, DIE	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DCS	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 112	Power to sell and supply memorials	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 119	Power to set terms and conditions for interment authorisations	EMPSFM, DIE	
s 131	Function of receiving an application for cremation authorisation	EMPSFM, DIE	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	EMPSFM, DIE	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	EMPSFM, DIE	



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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	EMPSFM, DIE	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	EMPSFM, DIE	
s 151	Function of receiving applications to inter or cremate body parts	EMPSFM, DIE	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 cl 8(8)	Power to regulate own proceedings	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	Subject to cl 8

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CCPSC, DIE, EMRS	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	TLEH, EHO, CEH, DDG	If s 19(1) applies

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	TLEH, EHO, CEH, DDG	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	TLEH, EHO, CEH, DDG	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DDG	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	TLEH, EHO, CEH	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	TLEH, EHO, CEH	If s 19(1) applies

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	TLEH, EHO, CEH	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	TLEH, EHO, CEH	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19EA(3)	Function of receiving copy of revised food safety program	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	TLEH, EHO, CEH, EMRS	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Not Delegated	Where Council is the registration authority



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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19N(2)	Function of receiving notice from the auditor	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	TLEH, EHO, AOBS, AOEH, AOLLT, CAEO, TOBS, CEH, TLRATS, HSO, AORS	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not Delegated	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEH, DDG, EMRS	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	TLEH, CEH	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	TLEH, CEH	Where Council is the registration authority
	Power to register or renew the registration of a food premises	TLEH, EHO, CEH, DDG	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	TLEH, EHO, CEH, EMRS	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	TLEH, EHO, AOBS, AOEH, AOLLT, CAEO, TOBS, CEH, TLRATS, HSO, AORS	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	EHO, CEH	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	TLEH, EHO, AOBS, AOEH, AOLLT, CAEO, TOBS, CEH, TLRATS, HSO, AORS	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	TLEH, EHO, AOBS, AOEH, AOLLT, CAEO, TOBS, CEH, TLRATS, HSO, AORS	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	TLEH, EHO, CEH, EMRS	Where Council is the registration authority



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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	TLEH, EHO, CEH, EMRS	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	TLEH, EHO, CEH, DDG	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	TLEH, EHO, CEH, EMRS	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	TLEH, EHO, CEH, DDG	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	TLEH, CEH, DDG	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40D(1)	Power to suspend or revoke the registration of food premises	TLEH, CEH, DDG	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	TLEH, EHO, CEH, EMRS	
s 40F	Power to cancel registration of food premises	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 43	Duty to maintain records of registration	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	TLEH, EHO, CEH	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	TLEH, EHO, CEH, DDG	Where Council is the registration authority
s 45AC	Power to bring proceedings	TLEH, EHO, CEH, EMRS	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	DDG, DIE	<p>Must first obtain Executive Director's written consent</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation</p>

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Not Delegated	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 8A(5)	Function of receiving notice of the Minister's decision	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 12B(1)	Duty to review planning scheme	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 12B(2)	Duty to review planning scheme at direction of Minister	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 17(1)	Duty of giving copy amendment to the planning scheme	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 17(2)	Duty of giving copy s 173 agreement	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18	Duty to make amendment etc. available in accordance with public availability requirements	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	SP, SPAO, EMO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Except submissions which request a change to the items in s 22(5)(a) and (b)



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DDG, EMDF, MSP	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	SP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	SP, SPAO, MSTP, CSTP, DDG, PSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, MSP, PP	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 28(1)	Duty to notify the Minister if abandoning an amendment	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	SPAO, MSTP, CSTP, DDG, PSP, EMDF, SSTP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	SPAO, MSTP, CSTP, DDG, PSP, EMDF, SSTP, SGP	
s 30(4)(a)	Duty to say if amendment has lapsed	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 30(4)(b)	Duty to provide information in writing upon request	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 32(2)	Duty to give more notice if required	SP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 33(1)	Duty to give more notice of changes to an amendment	SP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 36(2)	Duty to give notice of approval of amendment	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 38(5)	Duty to give notice of revocation of an amendment	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	SP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 40(1)	Function of lodging copy of approved amendment	SP, SPAO, MSTP, CSTP, DDG, PSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, MSP, PP	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	SPAO, MSTP, CSTP, DDG, PSP, EMDF, SSTP, SGP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not Applicable	Where Council is a responsible public entity and is a planning authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	DDG, EMDF	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	DDG, EMDF	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for	SP, SPAO, MSTP, CSTP, DDG, PSP,	Where Council is a responsible public entity

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the declared area that is expressed to be binding on the responsible public entity	EMDF, PSTP, MSP, PP	
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	SP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DDG, EMDF	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DDG, EMDF	
s 46GP	Function of receiving a notice under s 46GO	DDG, EMDF	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DDG, EMDF	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DDG, EMDF	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DDG, EMDF	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DCS, DDG, EMDF	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DDG, EMDF	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDG, EMDF	Where Council is the development agency



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDG, EMDF	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DDG, EMDF	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DDG, EMDF	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DDG, EMDF	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(1)	Duty to keep proper and separate accounts and records	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	Where Council is a development agency under an approved infrastructure contributions plan



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	STP, MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SSTOP, CP, PP, SGTSO, SGP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	MSG, SGPO, DCA, MSTP, CSTP, DDG,	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP, EMDF, PSTP, PP, SGTSO	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46Q(1)	Duty to keep proper accounts of levies paid	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MSG, SGPO, DCA, MSTP, DCS, CSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO	
s 46QD	Duty to prepare report and give a report to the Minister	MSG, DCA, DDG, EMDF	Where Council is a collecting agency or development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not Applicable	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	DDG, EMDF, MSP	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	DDG, EMDF, MSP	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	DDG, EMDF, MSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Y	Duty to carry out works in conformity with the approved strategy plan	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CO, POC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(4)	Duty to amend application	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 50(5)	Power to refuse to amend application	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 50(6)	Duty to make note of amendment to application in register	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, SCO, EMDF, PSTP, AOSC, CP, PP	
s 50A(1)	Power to make amendment to application	SO, SP, STP, SPAO, TSODF, MSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	SO, SP, STP, SPAO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 50A(4)	Duty to note amendment to application in register	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 52(3)	Power to give any further notice of an application where appropriate	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, CP, PP, PSO, SGP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 54(1)	Power to require the applicant to provide more information	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 54(1B)	Duty to specify the lapse date for an application	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 57A(5)	Power to refuse to amend application	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 57A(6)	Duty to note amendments to application in register	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 57B(1)	Duty to determine whether and to whom notice should be given	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 57C(1)	Duty to give copy of amended application to referral authority	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 58	Duty to consider every application for a permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 58A	Power to request advice from the Planning Application Committee	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to consider certain matters	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 60(1A)	Duty to consider certain matters	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Not Delegated	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	SO, STP, TSODF, MSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 62(2)	Power to include other conditions	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	This provision applies also to a decision to grant an amendment to a permit - see s 75

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, CP, PP, PSO, SGP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	SO, STP, TSODF, MSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 69(1A)	Function of receiving application for extension of time to complete development	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 69(2)	Power to extend time	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to correct certain mistakes	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 71(2)	Duty to note corrections in register	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 73	Power to decide to grant amendment subject to conditions	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 74	Duty to issue amended permit to applicant if no objectors	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, CP, PP, PSO, SGP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP	
s 83	Function of being respondent to an appeal	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83B	Duty to give or publish notice of application for review	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	SO, STP, TSODF, MSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 84AB	Power to agree to confining a review by the Tribunal	SO, MSG, SGPO, TSODF, DCA, DCS, DDG, EMDF, SGTSO	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	SO, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	SO, STP, TSODF, MSTP, CSTP, DDG,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 91(2)	Duty to comply with the directions of VCAT	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	SO, STP, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 93(2)	Duty to give notice of VCAT order to stop development	SO, STP, CCPSC, TSODF, MSTP, CSTP, DDG, PSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, EMRS, CP, PP, SGP	
s 95(3)	Function of referring certain applications to the Minister	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 95(4)	Duty to comply with an order or direction	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 96F	Duty to consider the panel's report under s 96E	Not Delegated	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96H(3)	Power to give notice in compliance with Minister's direction	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 96J	Duty to issue permit as directed by the Minister	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CO, POC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 97C	Power to request Minister to decide the application	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MH	Duty to provide information or assistance to the Planning Application Committee	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, PP, SGP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	STP, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SSTP, CP, PP, SGP	
s 97Q(4)	Duty to comply with directions of VCAT	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving claim for expenses in conjunction with claim	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 103	Power to reject a claim for compensation in certain circumstances	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s.107(1)	function of receiving claim for compensation	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 107(3)	Power to agree to extend time for making claim	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	SO, STP, MSTP, PSP, EMDF	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 114(1)	Power to apply to the VCAT for an enforcement order	CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP	Except Crown Land
s 129	Function of recovering penalties	MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 130(5)	Power to allow person served with an infringement notice further time	CCPSC, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP	
s 149A(1)	Power to refer a matter to the VCAT for determination	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CCPSC, MSTP, CSTP, DDG, PSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, EMRS, PP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 171(2)(g)	Power to grant and reserve easements	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, CP, PP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCS, DDG, EMDF	Where Council is a development agency specified in an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	DCS, DDG, EMDF	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DCS, DDG, EMDF	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DCS, DDG, TLEG	Where Council is the relevant responsible authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 178A(1)	Function of receiving application to amend or end an agreement	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, MSP, CP, PP, SGP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178A(5)	Power to propose to amend or end an agreement	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	If no objections are made under s 178D  Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	If no objections are made under s 178D  Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	If no objections are made under s 178D

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, MSP, CP, PP, SGP	Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	After considering objections, submissions and matters in s.178B

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(d)	Power to refuse to amend or end the agreement	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	application for review to the Tribunal has been determined or withdrawn	SSTP, MSP, CP, PP, SGP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	SP, STP, SPAO, MSTP, EMPSFM, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 182	Power to enforce an agreement	MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SSTP, MSP, CP, PP, SGP	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 184G(2)	Duty to comply with a direction of the Tribunal	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
s 184G(3)	Duty to give notice as directed by the Tribunal	SP, STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	DDG, EMDF, MSP	
s 198(1)	Function to receive application for planning certificate	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 199(1)	Duty to give planning certificate to applicant	STP, SPAO, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	
s 201(1)	Function of receiving application for declaration of underlying zoning	STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP	



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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(3)	Duty to make declaration	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give written authorisation in accordance with a provision of a planning scheme	MSTP, CSTP, DDG, PSP, PSTP, PP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DDG, MSP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DDG, MSP	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	TLEH, TOEH, EHO, CEH, EMPSFM, EMRS	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 522(1)	Power to give a compliance notice to a person	TLEH, TOEH, EHO, MBS, CEH, CBS, EMRS	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DIE	
s 525(4)	Duty to issue identity card to authorised officers	EMGR, SCO, AOSC, CRC	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	TLEH, TOEH, EHO, MBS, CEH, EMPSFM, CBS, EMRS	
s 526A(3)	Function of receiving report of inspection	TLEH, TOEH, EHO, AOEH, CEH, TLRSATS, HSO, AORS	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	TLEH, TOEH, EHO, MBS, CEH, EMPSFM, DDG, CBS, EMRS	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	EMO, DDG, DIE, EMDF, EMI	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	EMO, DDG, DIE, EMDF, EMI	
s 11(9)(b)	Duty to advise Registrar	EMO, DDG, DIE, EMDF, EMI	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	EMO, DDG, DIE, EMDF, EMI	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	EMO, DDG, DIE, EMDF, EMI	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	EMO, DDG, DIE, EMDF, EMI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	EMO, DDG, DIE, EMDF, EMI	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	EMO, DDG, DIE, EMDF, EMI	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies



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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(10)	Duty to notify of decision made	EMO, DDG, DIE, EMDF, EMI	Duty of coordinating road authority where it is the discontinuing body  Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	EMO, DDG, DIE, EMDF, EMI	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	EMO, DDG, DIE, EMDF, EMI, CIT, TTE	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	EMO, DDG, DIE, CAM, EMDF, EMI, CIT, TTE	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function	EMO, DDG, DIE, CAM, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	of the road authority to the other road authority, utility or provider of public transport		
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DDG, DIE, CAM, EMDF, EMI	
s 15(2)	Duty to include details of arrangement in public roads register	DDG, DIE, CAM, EMDF, EMI	
s 16(7)	Power to enter into an arrangement under s 15	DDG, DIE, CAM, EMDF, EMI	
s 16(8)	Duty to enter details of determination in public roads register	DDG, DIE, CAM, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty to register public road in public roads register	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to designate ancillary area	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DDG, DIE, CAM, EMDF, EMI	
s 19(4)	Duty to specify details of discontinuance in public roads register	DDG, DIE, CAM, EMDF, EMI	
s 19(5)	Duty to ensure public roads register is available for public inspection	DDG, DIE, CAM, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21	Function of replying to request for information or advice	DDG, DIE, CAM, EMDF, EMI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DDG, DIE, CAM, EMDF, EMI	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	EMO, DIE	
s 22(5)	Duty to give effect to a direction under s 22	EMO, DIE	
s 40(1)	Duty to inspect, maintain and repair a public road.	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	



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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, EMDF, EMI, SASU, CRM	
s 42(1)	Power to declare a public road as a controlled access road	DDG, DIE, CAM, EMDF, EMI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DDG, DIE, CAM, EMDF, EMI	Power of coordinating road authority and sch 2 also applies

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority  If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	EMO, DDG, DIE, EMDF, EMI, CIT, TTE	Where Council is the coordinating road authority  If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	EMO, DDG, DIE, EMDF, EMI	Where Council is the responsible road authority, infrastructure manager or works manager

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	EMO, DDG, DIE, EMDF, EMI	
s 49	Power to develop and publish a road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 51	Power to determine standards by incorporating the standards in a road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 54(2)	Duty to give notice of proposal to make a road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 54(6)	Power to amend road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 54(7)	Duty to incorporate the amendments into the road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
s 63(1)	Power to consent to conduct of works on road	SPD, SRS, RMS, EMO, CAM, RMCS, SUR,	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SUSR, EMI, SASU, CRM	
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	SPD, SRS, RMS, CEH, CAM, RMCS, SUR, SUSR, EMI, SASU, CRM	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority



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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 67(3)	Power to request information	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 68(2)	Power to request information	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, TLCP, EMDF, EMI, SASU, CID, CRM, CIT	
s 72	Duty to issue an identity card to each authorised officer	DCS, EMGR, SCO, AOSC, CRC	
s 85	Function of receiving report from authorised officer	DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to keep register re s 85 matters	DDG, DIE, EMDF, EMI	
s 87(1)	Function of receiving complaints	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
s 87(2)	Duty to investigate complaint and provide report	SPD, SRS, RMS, EMO, DCS, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DIE, EMI	
s 112(2)	Power to recover damages in court	EMO, DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to cause or carry out inspection	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
s 119(2)	Function of consulting with the Head, Transport for Victoria	EMO, DDG, DIE, EMDF, EMI	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	EMO, DDG, DIE, CAM, EMDF, EMI, SASU	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, EMDF, EMI, SASU, CRM	
s 121(1)	Power to enter into an agreement in respect of works	EMO, DDG, DIE, CAM, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 122(1)	Power to charge and recover fees	EMO, DDG, DIE, CAM, EMDF, EMI	
s 123(1)	Power to charge for any service	SPD, SRS, RMS, EMO, DCS, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DDG, DIE, CAM, EMDF, EMI	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not Delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not Delegated	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DDG, DIE, CAM, EMDF, EMI	
sch 2 cl 5	Duty to publish notice of declaration	DDG, DIE, CAM, EMDF, EMI	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager



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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, EMDF, EMI, CRM	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, EMDF, EMI, SASU, CRM	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DDG, DIE, CAM, EMDF, EMI	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(8)	Power to include consents and conditions	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DDG, DIE, EMDF, EMI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DDG, DIE, EMDF, EMI	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DDG, DIE, EMDF, EMI	Where Council is the responsible road authority



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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	DDG, DIE, EMDF, EMI	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	EMPSFM, DIE	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	EMPSFM, DIE	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	EMPSFM, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	EMPSFM, DIE	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	EMPSFM, DIE	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	EMPSFM, DIE	
r 30(2)	Power to release cremated human remains to certain persons	EMPSFM, DIE	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	EMPSFM, DIE	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	EMPSFM, DIE	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	EMPSFM, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	EMPSFM, DIE	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	EMPSFM, DIE	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	EMPSFM, DIE	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	EMPSFM, DIE	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	EMPSFM, DIE	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	EMPSFM, DIE	
r 40	Power to approve a person to play sport within a public cemetery	EMPSFM, DIE	
r 41(1)	Power to approve fishing and bathing within a public cemetery	EMPSFM, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 42(1)	Power to approve hunting within a public cemetery	EMPSFM, DIE	
r 43	Power to approve camping within a public cemetery	EMPSFM, DIE	
r 45(1)	Power to approve the removal of plants within a public cemetery	CPG, EMPSFM, DIE, CUFOS, CGNR	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
r 47(3)	Power to approve the use of fire in a public cemetery	EMPSFM, DIE	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules



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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	CPG, EMO, EMPSFM, DIE, CUFOS, CGNR	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	MSTP, DDG, PSP, EMDF, MSP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	SP, STP, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	MSTP, DDG, PSP, EMDF, MSP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.

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Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DDG, MSP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	MSTP, DDG, PSP, EMDF	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	MSTP, DDG, PSP, EMDF, MSP	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	TLEH, TOEH, EHO, CEH, EMPSFM	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 10	Function of receiving application for registration	TLEH, TOEH, EHO, AOBS, AOEH, AOLLT, TOBS, CEH, TLRATS, EMRS, HSO, AORS	
r 11	Function of receiving application for renewal of registration	EMPSFM, DIE	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	TLEH, TOEH, EHO, CEH	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	TLEH, EHO, CEH	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	TLEH, TOEH, EHO, CEH	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EMPSFM, DIE	



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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	EMPSFM, DIE	
r 12(4) & (5)	Duty to issue certificate of registration	TLEH, TOEH, EHO, CEH	
r 14(1)	Function of receiving notice of transfer of ownership	TLEH, TOEH, EHO, AOBS, AOEH, AOLLT, TOBS, CEH, TLRATS, EMRS, HSO, AORS	
r 14(3)	Power to determine where notice of transfer is displayed	TLEH, TOEH, EHO, CEH	
r 15(1)	Duty to transfer registration to new caravan park owner	TLEH, TOEH, EHO, CEH	
r 15(2)	Duty to issue a certificate of transfer of registration	TLEH, TOEH, EHO, CEH	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	TLEH, EHO, CEH, EMPSFM	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 17	Duty to keep register of caravan parks	TLEH, CEH	
r 18(4)	Power to determine where the emergency contact person's details are displayed	TLEH, TOEH, EHO, CEH	
r 18(6)	Power to determine where certain information is displayed	TLEH, TOEH, EHO, CEH	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	TLEH, TOEH, EHO, CEH	
r 22(2)	Duty to consult with relevant emergency services agencies	TLEH, TOEH, EHO, CEH	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	TLEH, TOEH, EHO, CEH	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	TLEH, TOEH, EHO, CEH	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(3)	Duty to consult with relevant floodplain management authority	TLEH, TOEH, EHO, CEH	
r 26	Duty to have regard to any report of the relevant fire authority	TLEH, TOEH, EHO, CEH	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	TLEH, TOEH, EHO, CEH	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	TLEH, TOEH, EHO, AOBS, AOEH, AOLLT, TOBS, MBS, CEH, EMPSFM, CBS, TLRATS, EMRS, HSO, AORS	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBS, EMPSFM, DDG, DIE, CBS, EMRS	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 41(4)	Function of receiving installation certificate	MBS, EMPSFM, DDG, DIE, CBS, EMRS	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBS, EMPSFM, DDG, DIE, CBS, EMRS	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DDG, DIE, EMRS	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
r 13(1)	Duty to publish notice of amendments to road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	



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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16(3)	Power to issue permit	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	EMO, DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the responsible road authority

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	EMO, DDG, DIE, CAM, EMDF, EMI	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority

### 8.13. S11B INSTRUMENT OF APPOINTMENT AND AUTHORISATION

**Division:** Corporate Services  
**Director:** John Hausler  
**Author/Position:** Sarah Anstis - Statutory Compliance Officer

#### PURPOSE

1. The report is to seek Council's endorsement of the S11B Instrument of Appointment and Authorisation under the *Environment Protection Act 2017* for Tyler Channell.
2. This report is to also revoke the S11B Instrument of Appointment and Authorisation under the *Environment Protection Act 2017* to Michelle Stewart.

#### BACKGROUND

3. The Chief Executive Officer appoints the majority of authorised officers under section 224 of the *Local Government Act 1989*, through Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Environment Protection Act 2017* cannot be delegated by the Chief Executive Officer and must be made through a resolution of Council.

#### KEY MATTERS

4. Tyler Channell holds the position of Local Law Officer, and the *Environment Protection Act 2017* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.
5. At the Council Meeting held on 23 March 2022, Council resolved R36/22 to endorse the authorisation for Michelle Stewart under the *Environment Protection Act 2017*. Michelle Stewart is no longer in the position of Environmental Health Officer and the authorisation requires revocation by Council resolution.

#### OFFICER RECOMMENDATION

**6. That Council:**

- 6.1. Exercise the powers conferred by s242(2) of the *Environment Protection Act 2017* and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, and resolves that:
  - a. Tyler Channell be appointed and authorised as set out in the instrument.
  - b. The instrument comes into force immediately upon resolution and remains in force until Council determines to vary or revoke it.
- 6.2. Revoke the S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*) for Michelle Stewart (R36/22).

## ATTACHMENTS

1. Governance Review **[8.13.1 - 2 pages]**
2. S11B Tyler Channell **[8.13.2 - 2 pages]**

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**ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES**

1. The Instrument of Appointments and Authorisations are a statutory requirement of Council.

**COMMUNITY IMPACT**

2. Council will make the register of authorised officers available on Council's website in accordance with Council's Public Transparency Policy.

**CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**ECONOMIC SUSTAINABILITY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**LEGAL AND RISK CONSIDERATIONS**

6. It is essential that Council's authorisations are constantly maintained and periodically monitored so that appropriate officers have the power to carry out their duties lawfully. This is a key component in Council meetings, as legislation requires Council to approve authorised officers under the *Environment Protection Act 2017*.

**HUMAN RIGHTS CONSIDERATIONS**

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

**COMMUNITY CONSULTATION AND ENGAGEMENT**

8. There has been consultation with relevant managers and officers to ensure the correct officers have been authorised to complete tasks.
9. The revocation and conferring of authorisations does not require any public consultation, however, Council is required to keep a register of all authorised officers available on Council's website.

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**GENDER EQUALITY ACT 2020**

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

**CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT**

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

**PROCUREMENT COLLABORATION**

**(For Contracts Only)**

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*S11B Instrument of Appointment and Authorisation  
(Environment Protection Act 2017)*

**Ballarat City Council**

**Instrument of Appointment and Authorisation  
(*Environment Protection Act 2017* only)**

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## **Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)**

In this instrument "**officer**" means -

**Tyler Channell**

**By this instrument of appointment and authorisation, Ballarat City Council -**

under s 242(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officer to be **an** authorised officer for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council [insert date and resolution].

## 8.14. OUTSTANDING QUESTION TIME ITEMS

**Division:** Corporate Services  
**Director:** John Hausler  
**Author/Position:** Lyndsay Leingang - Administration Officer Statutory Compliance

### PURPOSE

1. This report provides Council with an update of responses to questions taken on notice and outstanding unanswered questions from public question time.

### BACKGROUND

2. The City of Ballarat Governance Rules, section 3.7.1 calls for a standard agenda item at each Council Meeting that reflects unanswered questions from question time

### KEY MATTERS

3. Nil

### OFFICER RECOMMENDATION

4. That Council:

- 4.1 Endorse the Outstanding Question Time report.

### ATTACHMENTS

1. Outstanding Question Time Items [8.14.1 - 1 page]
2. QT56/22 - Stuart Kelly [8.14.2 - 2 pages]
3. QT57/22 - Evan Milne [8.14.3 - 1 page]
4. QT58/22 - Edith Fry [8.14.4 - 1 page]
5. QT59/22 - Aimee Jessop [8.14.5 - 2 pages]
6. QT60/22 - Scott Gallop - Question 1 [8.14.6 - 1 page]
7. QT60/22 - Scott Gallop - Question 2 [8.14.7 - 1 page]
8. QT61/22 - Judith Bailey [8.14.8 - 1 page]
9. QT63/22 - Penelope Greenslade - Question 1 [8.14.9 - 1 page]
10. QT63/22 - Penelope Greenslade - Question 2 [8.14.10 - 1 page]
11. QT69/22 - Sam McColl [8.14.11 - 1 page]

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Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
28/09/2022 QT56/22	Closed	Stuart Kelly	<p>1. What is the current status of the following documents -</p> <ul style="list-style-type: none"> <li>•Our People, Culture &amp; Place: a plan to sustain Ballarat's heritage 2017-2030</li> <li>•Making Ballarat Central - CBD Action Plan 2017-21</li> <li>•The Ballarat Skyline and Views Study</li> <li>•Ballarat CBD Urban Design Framework</li> </ul> <p>including details of when each was formally adopted as Council policy and how they are now reflected in the Ballarat Planning Scheme?</p> <p>2. The Officer's report to the Council Planning Meeting on 11th May regarding the hotel in Doveton Street South included the following statement "The proposal adequately responds to the existing and preferred character of Doveton Street South and this part of the CBD. The overall height will not dominate the skyline, or overwhelm Doveton Street South; and the proposed overall height of 6 storeys will respond to the emerging built form character within Ballarat Central, which includes recent 5 storey approvals for the Quest Hotel as part of the Ballarat Train Station Redevelopment, the GOV Hub development at 300 Mar Street, and the development at 11 Grenville Street North." Where is this reference to the 'preferred character of Doveton Street South and this part of the CBD' to be found within Council's adopted policies?</p>	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth provided a written response to Stuart Kelly. Please see attached.
28/09/2022 QT57/22	Closed	Evan Milne	I refer to the Proposed Lake Lighting Project. Cultural consultation with, and approval was provided by representatives of the local First Nations People. The Scope of the project has changed significantly since that approval was granted. The number and height of the lights have been profoundly increased. Has the Council actively consulted and sought further approval from the Cultural leaders since these changes have been made?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth provided a written response to Evan Milne. Please see attached.
28/09/2022 QT58/22	Closed	Edith Fry	<p>Would the City of Ballarat join with the Shire of Colac Otway in opposition to seismic testing for oil and gas exploration in the Southern Ocean? Ballarat citizens have holidayed "down the coast" for more than a century; numerous scientific studies show that seismic testing will drastically interfere with the marine ecology of the Otway Basin.</p> <p>Follow up question: There is currently a petition to the Federal parliament, asking to stop destructive seismic testing in waters surrounding Australia. Can the City inform citizens of this petition? 'Petition EN4404 - Stop seismic testing in Australian waters' can be found on the Parliamentary website under parliamentary business. <a href="https://www.aph.gov.au/e-petitions/petition/EN4404">https://www.aph.gov.au/e-petitions/petition/EN4404</a></p>	Cr Daniel Moloney, Mayor	The Office of the Mayor provided a written response to Edith Fry. Please see attached.
28/09/2022 QT59/22	Closed	Amie Jessop	<p>1. As a resident of Lake Wendouree, I hold strong objections to the lighting project due to the risk to the trees and wildlife. If the council is being 'transparent' in regards to the construction process, why have the new construction ready drawings, construction management plans and tree protection plans not been made publicly available, and can they be made available before construction commences?</p> <p>2. As a Ballarat rate payer, I find it distressing to see how our funds are being spent, especially with talk of a global recession on the horizon. With Ballarat City Council borrowing millions of dollars to fund vital infrastructure projects, would it not be more fiscally responsible in this current climate to put a hold on non-essential projects like the lake lights, in order to spend on more important projects that a greater percentage of the city will benefit from, like the library and the airport?</p>	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Amie Jessop. Please see attached response.
28/09/2022 QT60/22	Closed	Scott Gallop	<p>1. My question is in regard to the lake LED lights that are proposed. The proposed lights must be on a timer to come on at 5am and off at 10pm however what will determine the lights turning off at sunrise and on at sunset as these obviously change all year round? Who will continuously adjust them or are they to be operated by light sensors on each pole or one sensor or numerous sensors for the whole lake? And why are older LED style lighting chips being used when there are more modern and efficient styles available?</p> <p>2. My question is to the mayor regarding an interview he did with WIN news on the 20/9/2022. The mayor referred to the survey having postcodes from all over the country and people registering multiple times. Our group would like an apology as the survey did not register any postcodes and the well known Survey Monkey company that was used does not allow multiple entries as the mayor stated. Can the mayor also please inform the public exactly what he was referring to on the WIN news win interview when this was reported 'a move to protect the lake of cultural significance is unlikely to cause delays'?</p>	Bridget Wetherall, Director Infrastructure and Environment & Cr Daniel Moloney, Mayor	<p>Bridget Wetherall, Director Infrastructure and Environment provided a written response to Question 1 to Scott Gallop. Please see attached response.</p> <p>The Office of the Mayor provided a written response to Scott Gallop for his second question. Please see attached response.</p>
28/09/2022 QT61/22	Closed	Judith Bailey	<p>Considering the research which clearly indicates that feeding certain foods to wildlife is not conducive to maintaining their health and could also encourage further incidents of Rakali approaching visitors and occasionally biting toes when begging for food, will Councilors consider implementing an educational program as per the attached signage example to provide factual information in a positive way to promote social acceptance that hand feeding wildlife is not the best option?</p> <p>Could funding be made available for A3 signage at least so that the signage is easily visible and located in places where Rakali frequent? See attached map of frequent sightings of Rakali. Also attached Appendix 1 &amp; 2 Reports of Rakali activity. Proposed new signage.</p>	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response to Judith Bailey. Please see attached.
28/09/2022 QT63/22	Closed	Penelope Greenslade	<p>1. Regarding the Lake Wendouree proposed lights and recommendations in the Biosis report. What plans have been made by the Council to monitor the effects of these lights on wildlife, especially insects and other invertebrates, crime rates and increased, if any, use?</p> <p>2. Could the Council explain why no community consultation was undertaken or surveys done on likely use before the green "pods" were placed in Sturt Street. I would suggest the design is inappropriate in a heritage precinct.</p>	Bridget Wetherall, Director Infrastructure and Environment & Natalie Robertson, Director Development and Growth	<p>Bridget Wetherall, Director Infrastructure and Environment provided a written response to Question 1 to Penelope Greenslade. Please see attached response.</p> <p>Natalie Robertson, Director Development and Growth provided a written response to Question 2 to Penelope Greenslade. Please see attached.</p>
28/09/2022 QT69/22	Closed	Sam McColl	The Chief Executive Officer states tonight that the contract has been signed for the Tait Street Reconstruction with Pipecon. On what date did this take place?	John Hausler, Director Corporate Services	John Hausler, Director Corporate Services has provided a written response to Sam. Please see attached response.

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AUSTRALIA

Telephone: 03 5320 5500  
Facsimile: 03 5333 4061



Date: 4 October 2022

Our Ref: NR:kr

Your Ref: QT56/22

Enquiries: (61) 03 5320 5500

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

Stuart Kelly

Email: [REDACTED]

Dear Stuart,

**RE: OUTSTANDING QUESTION TIME ITEM – QT56/22**

Thank you for your questions.

*1. What is the current status of the following documents -*

- *Our People, Culture & Place: a plan to sustain Ballarat's heritage 2017-2030*
- *Making Ballarat Central - CBD Action Plan 2017-21*
- *The Ballarat Skyline and Views Study*
- *Ballarat CBD Urban Design Framework*

*Including details of when each was formally adopted as Council policy and how they are now reflected in the Ballarat Planning Scheme?*

**Answer**

- Our People, Culture & Place: a plan to sustain Ballarat's heritage 2017-2030
  - This is an adopted plan by Council in 2017 and will be incorporated into the Planning Scheme via the much larger program of Heritage Gaps review.
- Making Ballarat Central - CBD Action Plan 2017-21
  - This is also an adopted plan by Council in 2017 and provides guidance for the work being undertaken for the CBD Planning Controls (CBD Urban Design Framework).
- The Ballarat Skyline and Views Study
  - The Draft Ballarat Skyline and Views Study is not adopted by Council as it is a guiding document and is being utilised for the larger work to inform strategically driven built form projects for the Ballarat CBD that will eventually inform planning scheme changes such as the CBD Planning Controls and appropriate Design and Development Overlays.
  - The current and only adopted reference to protecting skyline views within the Ballarat CBD can be found at Clause 21.06-1 (Urban Design) of the Ballarat Planning Scheme: Strategy 1.2 – Maintain important views and vistas within the Ballarat CBD including skyline views of spires and towers and the Yarrowee escarpment.

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- Ballarat CBD Urban Design Framework
    - The Draft Ballarat CBD Urban Design Framework is currently undergoing scoping and purpose to ensure that it can adequately address and implement built form provisions/controls for the Ballarat CBD that align with the strategic direction set out in the Ballarat Strategy (Today, Tomorrow, Together) and Clause 21.09-1 of the Ballarat Planning Scheme (which sets out the strategic direction for the CBD, implementing the Ballarat Strategy). The CBD Project is also being undertaken in parallel to a review of heritage precincts, provisions and policy, in order to bring the Ballarat Planning Scheme into compliance with Planning Practice Note 1 Applying the Heritage Overlay.
    - Amendment C194 which was the review of Local Planning Policy Framework was gazetted on 22 December 2016 and implemented a review of the planning scheme and some of the strategic directions set out in the Ballarat Strategy (2015). Changes to the planning scheme are reflected in the Municipal Strategic Statement and a number of local policies (generally under Clause 21 of the Ballarat Planning Scheme). Further strategic work, including the Ballarat CBD Project, will culminate in further updates to the Ballarat Planning Scheme through planning scheme amendment processes.
2. *The Officer's report to the Council Planning Meeting on 11th May regarding the hotel in Doveton Street South included the following statement.*

*"the proposal adequately responds to the existing and preferred character of Doveton Street South and this part of the CBD. The overall height will not dominate the skyline, or overwhelm Doveton Street South; and the proposed overall height of 6 storeys will respond to the emerging built form character within Ballarat Central, which includes recent 5 storey approvals for the Quest Hotel as part of the Ballarat Train Station Redevelopment, the GOV Hub development at 300 Mair Street, and the development at 11 Grenville Street North."*

*Where is this reference to the '**preferred character of Doveton Street South and this part of the CBD**' to be found within Council's adopted policies?*

**Answer**

The preferred character of Doveton Street South referenced in the report relates to the broader vision for the Ballarat CBD, recognising its commercial 1 zoning which encourages growth and development albeit respectful to significant and valued heritage assets and surrounding residential development. When it comes to applying heights in the planning scheme at this stage there is only discretionary height objectives available, however there is technical guidance within the scheme to determine appropriate height for a specific location.

Yours sincerely



Natalie Robertson  
Director Development and Growth

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PO Box 655  
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AUSTRALIA

Telephone: 03 5320 5500  
Facsimile: 03 5333 4061



Date: 4 October 2022

Our Ref: NR:kr

Your Ref: QT57/22

Enquiries: (61) 03 5320 5500

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

Evan Milne

Email: [REDACTED]

Dear Evan,

**RE: OUTSTANDING QUESTION TIME ITEM – QT57/22**

I refer to your question asked at the 28 September 2022 Council Meeting.

*I refer to the Proposed Lake Lighting Project.*

*Cultural consultation with, and approval was provided by representatives of the local First Nations People. The Scope of the project has changed significantly since that approval was granted. The number and height of the lights have been profoundly increased. Has the Council actively consulted and sought further approval from the Cultural leaders since these changes have been made?*

The Cultural Heritage Management Plan went through a review process with the Wadawurrung Traditional Owners in 2021 and was approved on 25 October 2021. This approval was for the same detailed design, including the total number and type of poles and lights, that is being delivered and has been approved by Heritage Victoria. The design has also been through a Native Title assessment as part of the Landowner Consent provided by the Department of Environment, Land, Water and Planning.

Yours sincerely

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

Natalie Robertson  
Director Development and Growth

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PO Box 655  
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Telephone: 03 5320 5500  
Facsimile: 03 5333 4061  
Email: ballcity@ballarat.vic.gov.au



Date: 14 October 2022

Direct Email: [REDACTED]

Phone: 03 5320 5500

Ms Edith Fry  
[REDACTED]

**RE: COUNCIL MEETING 28 SEPTEMBER 2022  
QT58/22**

Dear Ms Fry,

Thank you for your question at the Council Meeting on 28 September. We write to provide you with a written response, outlining the verbal response provided that evening.

Mayor, Cr Daniel Moloney provided a verbal response to your question at this meeting as outlined below:

**QT58/22**

Response:

Cr Daniel Moloney (Mayor) responded that there is no intention to join with Colac Otway Shire in that approach. It's not relative to anything happening in the City of Ballarat. Individuals may wish to pursue that, but as a Council we don't promote third party petitions.

Yours sincerely

Sarah Brackenridge  
Civic Support

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PO Box 655  
Ballarat Vic 3353  
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Telephone: 03 5320 5500  
Facsimile: 03 5333 4061



Date: 30 September 2022

Our Ref: BW:pb:bk

Your Ref: QT59/22

Enquiries: (61) 03 5320 5500

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

Amie Jessop

Email: [REDACTED]

Dear Amie

**RE: PUBLIC QUESTIONS ASKED AT COUNCIL MEETING**

I refer to your questions asked at the Council Meeting held on Wednesday 28 August 2022 as follows:

*Question 1:*

*"As a resident of Lake Wendouree, I hold strong objections to the lighting project due to the risk to the trees and wildlife. If the council is being 'transparent' in regards to the construction process, why have the new construction ready drawings, construction management plans and tree protection plans not been made publicly available, and can they be made available before construction commences?"*

The Tree Management and Construction Management Plan and the Detailed Design Drawings, both of which have been endorsed by Heritage Victoria as per Heritage Victoria Permits P36523 and P33955, are available on the City of Ballarat's website at <https://www.ballarat.vic.gov.au/lakelighting>

*Question 2:*

*"As a Ballarat rate payer, I find it distressing to see how our funds are being spent, especially with talk of a global recession on the horizon. With Ballarat City Council borrowing millions of dollars to fund vital infrastructure projects, would it not be more fiscally responsible in this current climate to put a hold on non-essential projects like the lake lights, in order to spend on more important projects that a greater percentage of the city will benefit from, like the library and the airport?"*

The Lake Wendouree and Victoria Park Link Lighting Project is receiving \$2,500,000 from the State Government, in line with the 2018 State Election Commitment. These funds, administered through a Funding Agreement with the State Government which sets out milestones and delivery dates, are specifically for delivering this project and cannot be reallocated to other infrastructure projects.

2.

Please call Phillip Barnett, Council's Project Manager, directly on [REDACTED] if you wish to discuss the Lake Lighting project further.

Yours sincerely



Bridget Wetherall  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Governance  
Phillip Barnett, Project Manager

PO Box 655  
Ballarat Vic 3353  
AUSTRALIA

Telephone: 03 5320 5500  
Facsimile: 03 5333 4061



Date: 30 September 2022

Our Ref: BW:pb:bk

Your Ref: QT60/22

Enquiries: (61) 03 5320 5500

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

Scott Gallop

Email: [REDACTED]

Dear Scott

**RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING**

I refer to your question asked at the Council Meeting held on Wednesday 28 August 2022 as follows:

*"My question is in regard to the lake LED lights that are proposed. The proposed lights must be on a timer to come on at 5am and off at 10pm however what will determine the lights turning off at sunrise and on at sunset as these obviously change all year round? Who will continuously adjust them or are they to be operated by light sensors on each pole or one sensor or numerous sensors for the whole lake? And why are older LED style lighting chips being used when there are more modern and efficient styles available?"*

The lights are programmed with a wireless PE Cell sensor and astronomical time clock which are centralised to four locations around the Lake Wendouree Foreshore. The lighting will turn on at 5:30 am via the astronomical time clock and then once day light is detected, the PE Cell sensor will turn the lighting off once day light has taken over. The lighting will come on in the evening again via an astronomical time clock with the PE Cell sensor monitoring the day light levels and the lighting coming on when darkness is detected.

The lighting controls are fully programmable, allowing them to be scheduled and to also utilise sensors to monitor daylight levels. They are also low power consumption (0.24W) and marine grade factory sealed into the luminaire to ensure durability.

Please call Phillip Barnett, Council's Project Manager, directly on [REDACTED] if you wish to discuss the Lake Lighting project further.

Yours sincerely

A handwritten signature in dark ink, appearing to read "Bridget W".

Bridget Wetherall  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Governance  
Phillip Barnett, Project Manager



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Email: ballcity@ballarat.vic.gov.au



Date: 14 October 2022

Direct Email: [REDACTED]

Phone: 03 5320 5500

Mr Scott Gallop

[REDACTED]

**RE: COUNCIL MEETING 28 SEPTEMBER 2022  
QT60/22**

Dear Mr Gallop,

Thank you for your question at the Council Meeting on 28 September. We write to provide you with a written response, outlining the verbal response provided that evening.

Mayor, Cr Daniel Moloney provided a verbal response to your question at this meeting as outlined below:

**QT60/22**

**Response:**

Cr Daniel Moloney (Mayor) responded that in the interview he was responding to what he believed to be some misleading comments via that group in relation to there being thousands of people allegedly against the Lake Lighting Project. As best they can tell this comes from past surveys that were referenced in WIN News that he was responding to. In past surveys, for example the 'Get Up' survey, found 191 people with loaded questions; and review of that showed there was a significant number of people from outside of Victoria, only Northern Territory wasn't represented, so it was not very representative of Ballarat. This seemed to be quite misleading. As Councillors we should be allowed to critique any data that comes in front of them. A bigger concern is that the most recent survey done by this group gives the false impression that this project will be reviewed again. It's been reviewed at the last four Council Meetings. It's been voted on five times, and they have a pretty clear position. If anything, they have moved on.

Yours sincerely

Sarah Brackenridge  
Civic Support

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Telephone: 03 5320 5500  
Facsimile: 03 5333 4061



Date: 30 September 2022

Our Ref: BW:pb:bk

Your Ref: QT61/22

Enquiries: (61) 03 5320 5500

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

Judith Bailey

Email: [REDACTED]

Dear Judith

**RE: PUBLIC QUESTIONS ASKED AT COUNCIL MEETING**

I refer to your questions asked at the Council Meeting held on Wednesday 28 August 2022 as follows:

*Question 1:*

*"Considering the research which clearly indicates that feeding certain foods to wildlife is not conducive to maintaining their health and could also encourage further incidents of Rakali approaching visitors and occasionally biting toes when begging for food, will Councillors consider implementing an educational program as per the attached signage example to provide factual information in a positive way to promote social acceptance that hand feeding wildlife is not the best option?"*

*Question 2:*

*"Could funding be made available for A3 signage at least so that the signage is easily visible and located in places where Rakali frequent? See attached map of frequent sightings of Rakali. Also attached Appendix 1 & 2 Reports of Rakali activity. Proposed new signage."*

The City of Ballarat are working with DELWP currently to replace the signs that discourage feeding birds at the lake. Based on the limited interactions that staff have witnessed with people feeding rakali at Lake Wendouree, it has not been considered necessary to date to install signs to prevent feeding. Options to manage rakali feeding will be considered as necessary in the future.

Please call Bernard Blood, Council's Supervisor Lake Wendouree, on [REDACTED] if you wish to discuss this matter further.

Yours sincerely

A handwritten signature in dark ink, appearing to read "Bridget W".

Bridget Wetherall  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Governance  
Luke Ives, Executive Manager Operations  
Bernard Blood, Supervisor Lake Wendouree

PO Box 655  
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Facsimile: 03 5333 4061



Date: 30 September 2022

Our Ref: BW:pb:bk

Your Ref: QT63/22

Enquiries: (61) 03 5320 5500

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

Penelope Greenslade

Email: [REDACTED]

Dear Penelope

**RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING**

I refer to your question asked at the Council Meeting held on Wednesday 28 August 2022 as follows:

*"Lake Wendouree proposed lights and recommendations in the Biosis report. What plans have been made by the council to monitor the effects of these lights on wildlife, especially insects and other invertebrates, crime rates and increased, if any, use"*

The City of Ballarat Parks and Gardens team undertake regular monitoring and evaluation of ecology and wildlife around the Lake Wendouree Precinct. This will continue throughout the delivery of the project and post completion of works. The City of Ballarat also has pedestrian counters placed around the Steve Moneghetti Track. Baseline data has been collected and this will be used post completion of the project to track any changes in use.

Please call Phillip Barnett, Council's Project Manager, directly on [REDACTED] if you wish to discuss the Lake Lighting project further.

Yours sincerely

A handwritten signature in dark ink, appearing to read "Bridget W".

Bridget Wetherall  
Director Infrastructure and Environment

CC: Mayor and Councillors  
Governance  
Phillip Barnett, Project Manager

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Facsimile: 03 5333 4061



Date: 4 October 2022

Our Ref: NR:kr

Your Ref: QT63/22

Enquiries: (61) 03 5320 5500

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

Penelope Greenslade

Email: [REDACTED]

Dear Penelope,

**RE: OUTSTANDING QUESTION TIME ITEM – QT63/22**

I refer to your question asked at the 28 September 2022 Council Meeting.

*Could the Council explain why no community consultation was undertaken or surveys done on likely use before the green “pods” were placed in Sturt Street. I would suggest the design is inappropriate in a heritage precinct.*

The installation of outdoor seating pods in the Ballarat CBD which have been funded via the State Government’s Covid Safe Outdoor Activation Fund 2021, was a result of an expression of interest in mid-2021 and the locations chosen in order to provide options for outdoor dining (i.e., takeaway food), in spaces that are underutilised but have potential for greater activation. The location of those in the Sturt Street Gardens in particular, have been chosen to provide outdoor seating options for staff from the health precinct, who have been asking for some time for options to eat outdoors during their lunchbreaks.

The pods have been customised to ensure accessibility requirements and are relocatable. So, whilst we will trial them in these sites, if they don’t seem to be utilised or of benefit, we can move them elsewhere. We look forward to seeing them utilised by our community during the warmer months to enjoy more of our outdoor spaces in the CBD.

Yours sincerely

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

Natalie Robertson  
Director Development and Growth

OFFICIAL

OFFICIAL

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info@ballarat.vic.gov.au



Date: 6 October, 2022

Mr Sam McColl



Dear Mr McColl,

Re: **Public Question Time – 28 September 2022**

In response to your question of *"The Council's Chief Executive Officer states tonight that the Contract has been signed for the provision of the Tait Street Reconstruction with Pipecon. On which date did this take place?"* I am able to advise that Officers enacted the resolution of Council of 24<sup>th</sup> August, 2022 (R122/22) with an exchange of emails between parties in relation to Contract 2021/22-766 – Reconstruction of Tait Street (Crown Street to Walker Street, Sebastopol).

The contract was completed on 28<sup>th</sup> September 2022 when the successful tenderer, Pipecon signed the contract.

Yours sincerely

John Hausler  
Director Corporate Services

OFFICIAL

## **9. NOTICE OF MOTION**

## **10. REPORTS FROM COMMITTEES/COUNCILLORS**

## **11. URGENT BUSINESS**

## **12. SECTION 66 (IN CAMERA)**

### **8.9. BALLARAT LIBRARY TENDER**

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Rebecca Love – Project Manager

(Confidential information)

### **8.11. COMMUNITY ASSET COMMITTEE PERFORMANCE AND ACTIVITIES**

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

(Confidential information)

### **12.1. SERVICE REVIEW**

**Division:** Community Wellbeing  
**Director:** Matthew Wilson  
**Author/Position:** Matthew Wilson Director Community Wellbeing

(Confidential Information)

## **13. CLOSE**