

OFFICIAL

Council Meeting

Agenda

27 September 2023 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 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 11 October 2023.

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 via the [form](#) on Council's website, 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. **Draft Toilet Strategy for community review**

The City of Ballarat has released the Draft Public Toilet Strategy for community review and feedback. The Draft Public Toilet Strategy sets out a vision to provide high quality, inclusive and accessible public toilets that are safe, clean, and cater for the needs of all residents and visitors. It also provides a review of existing toilet facilities, including location, levels of use, access and signage, safety, overall condition, management, and maintenance regimes.

The City of Ballarat held extensive community consultation in the development of the Draft Public Toilet Strategy. Key recommendations of the Draft Strategy include:

- Conducting site assessments and business cases for potential new public toilets.
- Exploring alternative locations for a new public toilet in the Little Bridge Street vicinity.
- Exploring opportunities to upgrade or renew existing toilets in regional townships.
- Setting out Environmentally Sustainable Design principles into all new public toilets.
- Improving wayfinding and signage of public toilets, including information on the City of Ballarat website showing an image of the facility, its address, opening hours, and amenities.
- Exploring provisions for improved hygiene, including installing hand soap dispensers in all public toilets.
- Building or upgrading new 'standard' or 'destination' type public toilets with at least one toilet cubicle for anyone to use (regardless of age, ability, gender, or

cultural background) in addition to maintaining at least one male-only and one female-only public toilet.

Feedback from our community on the draft will inform the final Public Toilet Strategy which is expected to be presented to Council for consideration later this year.

4. Engage on the future of Our Ballarat magazine

The City of Ballarat is seeking the community's feedback on the quarterly printed ourballarat magazine that is mailed to all households across the municipality. The ourballarat magazine is designed to capture and communicate some of the highlights of delivering over 80 services and 120 programs to our community. We want to ensure that the magazine is meeting the needs of local residents which is why we encourage our community to have their say on the direction of the magazine going forward. The ourballarat survey is seeking input on several aspects of the magazine, including content, format, length, and overall direction. The survey will also provide residents with the opportunity to express their interest in participating in a focus group relating to the magazine.

5. Arts Incubator opens

The Ballarat Arts Incubator at 36 Camp Street was officially opened in late August by Member for Wendouree, Juliana Addison MP. It is the culmination of years of work to establish a space for experimentation for the creative industry. The Ballarat Arts Incubator provides spaces and opportunities for creatives to produce new work. Further, it aims to inspire others and continue to strengthen the already diverse and vibrant artistic fabric of our community. The City of Ballarat Creative City Strategy 2019-2030 outlines a goal to achieve 3,000 jobs in creative industries (excluding arts and culture) by 2030, with the Arts Incubator to play a major role in reaching that target. According to the 2021 Census there are currently 1,245 full time creative industries jobs in Ballarat, and many more micro-enterprises and sole traders.

6. Draft housing strategy launched

By 2041, the Ballarat municipality is expected to grow by up to 55,000 people and will need over 29,000 more dwellings. The Housing Strategy 2023-2041 will provide the City of Ballarat with a framework for managing this population and housing growth. The draft Housing Strategy has been prepared by the City of Ballarat with input from planning and demographic experts to ensure the findings are cohesive and achievable. The draft Housing Strategy, draft Neighbourhood Character Study, and all associated documents are now available for review by the Ballarat community. Consultation on the draft strategy concludes on 6 October 2023. Following the close of the 8-week consultation period, the Strategic Planning team will collate the feedback and report back to Council for further consideration.

7. Opening of refurbished Rowan View Children's Centre

The \$1.65 million refurbishment of the Rowan View Children's Centre (formerly Rowan View Kindergarten) has now been completed and applications are now being accepted for enrolment in 2024. The Forest Street facility will deliver free three and four-year-old kindergarten commencing in January 2024, as well as a specialised referral-only childcare program. The refurbishment of this facility ensures the City of Ballarat has the appropriate infrastructure to operate education and care services in a suburb with a high level of vulnerability. The City of Ballarat *Municipal Early Years Plan 2022–2026* shows that 20 per cent of Ballarat's population is aged 14 and younger. It also showed Wendouree experienced the highest degree of disadvantaged households, making refurbishments such as the one at Rowan View even more vital.

8. **Search begins for artist to create new Prime Minister's Bust**

An Expression of Interest inviting public artists to apply to sculpt the bust of the Hon Scott Morrison MP, 30th Prime Minister of Australia, has now been released. Expressions of Interest close on September 29, with the successful artist expected to be commissioned in October. The City of Ballarat was also proud to announce that a substantial donation via the Ballarat Botanical Gardens Foundation dedicated solely to the Prime Ministers Walk has been received. The donation from local resident B.R. Carlson will help produce the next four busts and is the first to be made to support the Walk since its inception via the original donor, Richard Crouch.

9. **Events**

Ballarat's extraordinary young people were celebrated at the **City of Ballarat Youth Awards** held in August. The individual contributions of 95 young people were recognised across 10 categories. Keeley Johnson and Jasmine Goon were named as the winners of the prestigious major awards for ages 18-25 and 12-17 respectively. The City of Ballarat Youth Awards are supported through a partnership of community agencies including the Ballarat Foundation, Ballarat Tech School, Basketball Ballarat, Big Brothers, Big Sisters, Buninyong and District Community Bank, Ballarat Youth Services Network, Committee for Ballarat, Compassionate Ballarat, headspace Ballarat, Highlands LLEN, Western Bulldogs, Wendouree Centre for Performing Arts, Y Ballarat, and the Victorian Government.

A major cycling event returned to Ballarat in August with the **2023 Cyclo-cross National Championships and the 2023 AusCycling Cyclocross Victorian Championships** held over two days in Victoria Park. Although Ballarat has previously held races as part of the cyclo-cross national series events, it is the first time it has held the National Championships. Ballarat has also secured the event in 2024 and 2025. The event attracted more than 250 competitors from throughout Australia and was expected to contribute an estimated \$200,000 to the local economy.

Ballarat's new big screen in Alfred Deakin Place lit up for the **Matildas' FIFA Women's World Cup semi-final** on Wednesday 16 August as a regional live site. Attracting over 350 spectators, the newly installed screen successfully streamed the match against England. The broadcast was free for people to attend, with a coffee van and a small number of food trucks set up on site. It was wonderful to see the screen used to create a focal point for community activation and engagement around sport. The third-place playoff was also screened at Alfred Deakin Place to a smaller crowd.

Aside from the Matildas matches, the screen at Alfred Deakin Place is currently displaying Daniel Crooks' 2012 video work, 'A Garden of Parallel Paths' on loop, which splices together tracking shots of Melbourne laneways. The screen is also being used for the **Ballarat International Foto Biennale**, which runs from 26 August – 22 October.

OFFICER RECOMMENDATION

10. That Council:

10.1 Receive and note the CEO's Operational Report.

ATTACHMENTS

Nil

8. OFFICER REPORTS

8.1. ACCESS AND INCLUSION IMPLEMENTATION PLAN

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

PURPOSE

1. The purpose of the report is to update Council on the progress made against actions in the first year of the implementation of the Disability Access and Inclusion Plan 2022 – 2026.

BACKGROUND

2. The Disability Access and Inclusion Plan 2022 – 2026 (DAIP, the Plan) was endorsed by Council in October 2022. The Plan outlines the vision and priorities for increasing access and inclusion for people with disabilities. This includes advocacy and actions to support people to participate and feel welcome within the City of Ballarat.
3. The Plan was developed in consultation with the Disability Advisory Committee and with the local community.
4. The DAIP connects directly to the Council Plan, and the Health and Wellbeing Plan. It is one of eight plans and strategies that underpin the delivery of outcomes through the seven action areas within the Inclusion Framework.
5. The first two-year action plan was developed and endorsed within the Plan, with the next action plan due to be developed in the second half of 2024.
6. There are 54 actions to be completed over years 1 and 2. Of these, 24 actions are for implementation during year 1, a further 3 new actions commence in year 2 with the remainder across years 1 and 2.
7. This report outlines progress and outcomes achieved from October 2022 – June 2023 (inclusive). Future reports will reflect the full financial year.
8. The DAIP October 2022 – June 2023 Implementation Overview is attached to this report. Progress has been recorded against all first or multi-year actions, and this will inform priority setting work planned for the next financial year, including the second year of the Action Plan.

KEY MATTERS

Notable achievements across the five priorities include:

Leadership

- Tailored professional development and training opportunities delivered to 100 Council Officers:
 - Disability Awareness Training (17)
 - Deaf Awareness and Basic Auslan (25)
 - Access and inclusion training developed and delivered for the onboarding of new Council Officers (58).
- Information sharing/training provided to networks and groups including City of Ballarat Intercultural Ambassadors, Western Community Network, Central Highlands Regional Advisory Group, Local Government Universal Design Network, and monthly updates to the Ballarat Working Together Group.
- Progress towards embedding access and inclusion in project management systems.
- Successfully advocated for a new category for the Commerce Ballarat Business Awards to recognise business excellence in inclusion, receiving 24 nominations during the award's first year.
- The Disability Advisory Committee formally recognised five Council Teams for their excellence in Access and Inclusion practice - Libraries and Lifelong Learning Team, City Design Team, Design and Program Delivery Team, the Ballarat Aquatic and Lifestyle Team and the Events Team.
- City of Ballarat was highlighted in an Access Ability blog in recognition of commitment to information and communication access.

Engagement

- Increased representation of people with disability being speakers at events, including at City of Ballarat International Women's Day Breakfast Panel and International Day of People with Disability (IDPWD) event.
- Five Disability Advisory Committee meetings held with 7 Council Teams seeking advice regarding programs, strategies, events, guidelines, and facilities.
- Increased connection between the Engagement and Social Inclusion Teams to support tailored and more accessible and inclusive engagement.
- Co-designed events with local disability networks, such as the International Day of People with Disability event planned in partnership with the Ballarat Working Together Group (approximately 50 attendees) and three events for Mental Health Month with the Ballarat Mental Health Collective (over 500 participants).
- Some other tailored engagements included with over 30 people who identified as handlers, puppy raisers and/ or trainers of seeing eye dogs, guide dogs and assistance dogs; and a Project Control Group for the 'Sensory Friendly Stay and Play Zone'.

Information and Communication

- Accessibility widget added to the City of Ballarat website.
- Ongoing review of communication content to improve the accessibility of language, font, format, and communication tools.
- Awareness raising through ourballarat article about the Assistance Dog Relief Area.
- New accessible information and communication resources including:

- Easy English book and text only versions of the Disability Access and Inclusion Plan.
- Communication Boards developed for four services covering 10 settings: Tourism Information Centre (1), Ballarat Libraries (4) and Parent Place (1) and Supported Playgroups (4).
- Two posters demonstrating Auslan signs (for Auslan Day)
- Four social stories developed and promoted:
 - Swimming at the Ballarat Aquatic and Lifestyle Centre.
 - The development of the new Sensory Friendly Stay and Play Zone.
 - Two event specific resources for Ballarat Begonia Festival.

Employment

- People and Culture sought advice from the Disability Advisory Committee about opportunities for improvement in recruitment and workplace/ volunteer inclusion.
- Inclusive Ballarat Working Group representatives provided feedback to People and Culture regarding 7 policies and procedures, with topics including Equal Opportunity, Flexible Work, Leave, Sexual Harassment, Grievance and Complaints, Employee Performance and Work Attire.
- Inclusive Ballarat sub-working group developed to further explore improved review processes for policies and procedures to streamline future reviews.
- Youth Services engaged with Ballarat Specialist School senior students to promote volunteer opportunities and other broader Council committee and employment opportunities.

Community Participation

- Two key major projects are in progress and will be completed by the end of 2023:
- Installation of the Assistance Dog Relief area as part of the 'Accessibility, Arts and Assistance Dogs in the Ballarat CBD' project (additional focus on inclusion for people who are blind, have low vision or use an assistance dog, and their families)
- 'Sensory Friendly Stay and Play Zone' at the Victoria Park Inclusive Play Space (additional focus on inclusion for people with autism, ADHD, sensory sensitivities, and their families)
- Event specific accessible resources developed include:
 - Two social stories - Ballarat Begonia Festival, Begonia Festival Parade
 - Lanyard communication cards
 - Communication board
 - Large print documents
 - Site maps.
- Some other key event accessibility provision examples:
- Use of Auslan interpreters (e.g., Art Gallery Tours, Parent Place Story Time, Libraries Story Time, IDPwD event), captioning (e.g., Ballarat Begonia Festival main stage)
- Ramps (e.g., Ballarat Begonia Festival), signage improvements (e.g., Access to Adult Changing Facility during Winter Festival)
- Provision of a quiet/ sensory friendly space (e.g., Growing into Autism at Eureka Centre, IDPwD event at the Town Hall)
- Accessibility tab and information provided on the front page of five City of Ballarat major event websites.

Where to from here:

9. The DAIP 2022-23 Implementation Overview provides evidence of activity which indicates a productive year overall, and much progress made towards the DAIP priorities and actions.
10. In the next year of the plan, officers will continue with year 1 and year 2 actions as outlined in the DAIP.
11. Some of the key action items for the next year of the plan are:
 - a. The completion of the Sensory Friendly Stay and Play Zone at the Victoria Park Inclusive Play Space.
 - b. The installation of the assistance dog relief area.
 - c. The development of several guidelines to improve access and inclusion including for community engagement, communication, community infrastructure and events.
 - d. Work towards developing a Footpath Strategy to provide guidance on the scope of footpath work required and the prioritisation of works.

OFFICER RECOMMENDATION**12. That Council:**

- 12.1 Receive and note the report on the work undertaken in year one to progress the actions in the City of Ballarat Disability Access and Inclusion Plan 2022-2026.**

ATTACHMENTS

1. Governance Review [8.1.1 - 3 pages]
2. Disability Access and Inclusion Plan Outcomes Overview - Final [8.1.2 - 6 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Disability Access and Inclusion Plan (DAIP) 2022 - 2026 was developed in association with the Inclusion Framework and simultaneously with other four-year plans and strategies including the Intercultural Communities Plan, LGBTIQ+ Inclusion Plan and Ageing Well in Ballarat Strategy.
2. Alignment with the Community Vision, Council Plan (specifically Goal 2: A healthy, connected and inclusive community), strategies and policies are explicit throughout the DAIP; and it builds upon the work of the previous Disability Access and Inclusion Plan.
3. The DAIP also contributes to the City of Ballarat's collective work towards inclusion, through its alignment to the seven actions within the Inclusion Framework.
4. Other key alignments include:
 - 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 2022 - 2027
 - 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. Actions that contribute to increased access and inclusion are not only beneficial for people with disability, but also good for everyone. Universal design and inclusive design provide 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 specific 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. The Disability Access and Inclusion Plan is a requirement of the Disability Act 2006.
11. The implementation of the action 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. Bi-monthly engagement occurs with the Disability Advisory Committee to review progress with implementation of the two year action plan.
16. Other community engagement has also occurred across the year to inform individual actions within the Plan.

GENDER EQUALITY ACT 2020

17. There are gender equality implications identified for the subject of this report.
 18. The implementation of actions has been underpinned by the recommendations from the Gender Impact Assessment undertaken for the Disability Access and Inclusion Plan including:
 - Applying a gender lens that recognises the importance of safety and barriers to accessibility.
 - Seeking to improve inclusion more broadly.
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- Collaborating with the Inclusive Ballarat Working Group wherever possible.
19. In addition, a Gender Impact Assessment was undertaken for each of the major projects: Sensory Friendly Stay and Play Zone at the Victoria Park Inclusive Play Space, and the Assistance Dog Relief Area.
20. The recommendations from these Gender Impact Assessments have guided the engagement, planning and delivery of these projects.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

21. 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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Disability Access and Inclusion Plan Outcomes Overview

Year One (4th Q) 2022, (1st, 2nd Q) 2023

Plan Priority	List of year one/ two actions	Year/s	Lead, other teams			
Priority	Action	Year/s	Responsible teams/ business units	Status	Key Achievements	Inclusion Framework Action
Leadership	1. Audit existing inclusivity training practices and resources available	1	Social Inclusion People and Culture Customer Experience	Delivered in full	Basic audit undertaken. Some interim training provided to over 40 staff - Disability Awareness (17), Deaf Awareness and Basic Auslan (25). Subsequent development and distribution of 2 Auslan Posters.	1. Building organisational knowledge and capacity
Leadership	2. Develop and implement general inclusivity training for new staff as part of the onboarding process	1 + 2	People and Culture Customer Experience	Delivered in full	Access, Equity and Inclusion Huddle Presentation developed and delivered monthly to 58 new Council Officers from November 2022 to June 2023. Anecdotally staff who have participated have found the sessions to be engaging and informative.	1. Building organisational knowledge and capacity
Leadership	3. Purchase demographic analysis services to better understand the diversity of our community	1 + 2	Health and Social Planning	Delivered in full	In 2022/23 Council engaged ID (Informed Decisions) to display population and demographic information via the COB Website.	1. Building organisational knowledge and capacity
Leadership	4. Develop a Universal Design Policy to inform the inclusive planning and implementation of Council policies, programs, facilities and services	1	Social Inclusion Development Facilitation	In progress	Some exploration of other similar Council policies has occurred. Presentation delivered to over 50 members of the Local Government Universal Design Network (to which we are a member) and circulated to almost 170 members. Due to organisational changes and staff vacancies, this action will be completed during Year 2.	1. Building organisational knowledge and capacity
Leadership	5. Support the procurement of goods from social enterprises by partnering with organisations such as GROW Ballarat and Social Traders	1	Economic Growth	Ongoing	City of Ballarat was a signatory to GROW locally, however the GROW program ceased at the end of June 2023. The City of Ballarat's procurement policy includes social procurement provisions, to encourage this type of procurement.	2. Lead and advocate
Leadership	6. Support the development of social enterprises in Ballarat and support their listing in the Social Traders directory	1	Economic Growth	Ongoing	The City of Ballarat funded Runway Ballarat to run a program for businesses interested in social enterprise models in 2022. Four enterprises completed the program. In addition, a Ballarat Social Procurement project was commissioned at the end of June 2023, to assist local businesses to get involved in delivering government contracts locally.	2. Lead and advocate
Leadership	7. Embed access and inclusion as early as possible in planning and decision-making processes	1 + 2	Social Inclusion EPMO	Delivered in full	Year 1 implementation has been delivered in full. The embedding of access and inclusion into the EPMO (project management system) has commenced. In the interim, support has been provided for a range of projects including through the completion of gender impact assessments. The Disability Advisory Committee has hosted 7 Council Teams, assisting them with advice regarding programs, strategies, events, guidelines, and facilities.	1. Building organisational knowledge and capacity
Leadership	8. Create a calendar of inclusion-related days of significance with resources to promote a whole-of-organisation approach to marking the days	1 + 2	Social Inclusion	Delivered in full	Year 1 days of significance have been endorsed by the Disability Advisory Committee (DAC) and other Advisory Committees for 2023. The International Day of People with Disability has been included on the shared calendar, with other dates (at the request of the DAC) to be celebrated in partnership with community groups, rather than being Council driven.	1. Building organisational knowledge and capacity
Leadership	9. Seek to have a new category for access and inclusion added to the Federation University Commerce Ballarat Business Awards	1	Social Inclusion Economic Growth	Delivered in full	Category added and resources created to support nominees, award panel and other businesses. 24 nominations received for the Inclusion category. Award presented at the end of August.	2. Lead and advocate
Leadership	10. Recognise City of Ballarat-led initiatives that have demonstrated excellence in embedding access and inclusion for people with disability	1 + 2	Social Inclusion	Delivered in full	Five Council Teams have been recognised during Year 1: Libraries and Learning Team, City Design Team, Design and Program Delivery Teams, Ballarat Aquatic and Lifestyle Centre and Events Team.	2. Lead and advocate

Engagement	11. Develop and implement guidelines to ensure City of Ballarat engagement practices are accessible and inclusive	1	Social Inclusion Community Development	In progress	Teams seeking to undertake community engagement are now encouraged to contact the Social Inclusion Team to improve the accessibility and inclusivity of their approach and tools. The work to formally develop the guidelines documentation will extend this action into Year 2.	6. Listen to our community
Engagement	12. Conduct a disability inclusion audit from the perspective of children and young people	1	Engaged Communities Youth Services	In progress	To achieve even better outcomes, this audit is being incorporated into a broader piece of work that will help to inform the Community Infrastructure Guidelines. This will ensure that the needs of children and young people are embedded in guidelines that will shape future community infrastructure projects and upgrades. Extending this action into the first half of Year 2 will result in a more integrated and sustainable outcome.	6. Listen to our community
Engagement	13. 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	1	People and Culture Customer Experience Social Inclusion	In progress	The staff complaint process has been reviewed and recommendations for improvements have been made by Inclusive Ballarat Working Group members. A clearer and more accessible pathway for the community to submit complaints, including relating to access and inclusion, has been developed through the streamlining of the 'Snap Send Solve' feedback process. This is providing a smoother user experience and enhanced engagement with the submitter, from their reporting of the complaint through to receiving information about its resolution. It is expected that further promotion of this complaint process will occur by the end of Year 1.	6. Listen to our community
Engagement	14. Provide opportunities to increase the capacity of people with disability to advise organisations on matters of diversity, equity, accessibility and inclusion	1 + 2	Social Inclusion Community Development Youth Services	Delivered in full	Year 1 opportunities have included changes to engagement practices, seeking greater diversity and inclusion on panels (e.g. for International Women's Day), and supporting the application for two Advisory Committee members to take up Ambassador roles with Women's Health Grampians. Regular opportunities include monthly updates to the Ballarat Working Together Group regarding engagement opportunities, and regular and engaging bi-monthly Disability Advisory Committee meetings. City of Ballarat business units have participated in consultation on 'Safe Spaces'. Diverse membership within Youth Ambassador volunteers' program has involved consultation opportunities. Youth volunteer capacity building activities and training opportunities were provided, including a Democracy and Public Speaking workshop series.	6. Listen to our community
Engagement	15. Explore and implement further opportunities for people with disability to influence decision-making	1 + 2	Engaged Communities Youth Services	Delivered in full	Year 1 engagement opportunities have included engagement with local networks and stakeholders, guest speakers seeking advice at Disability Advisory Committee meetings, and co-designed events (International Day of People with Disability – IDPWD event, Disability Pride event). Some other tailored engagements include with over 30 people who identified as handlers, puppy raisers and/ or trainers of seeing eye dogs, guide dogs and assistance dogs; and a Project Control Group for the 'Sensory Friendly Stay and Play Zone'. Youth Services engaged with the Ballarat Specialist School senior student cohort to promote youth volunteer programs, broader Council programs and committees.	6. Listen to our community
Information and Communication	16. Develop and implement guidelines to ensure that information provided by the City of Ballarat is inclusive and accessible	1	Social Inclusion Communications and Design	In progress	Key considerations for inclusive and accessible content have been provided to the Communications Team. The development and implementation of guidelines that ensure information is consistently communicated as inclusively as possible to all members of the community, will be developed during Year 2.	4. Provide welcoming and inclusive spaces
Information and Communication	17. Develop a library of images representing our diverse community for use in City of Ballarat publications and communications	1	Communications and Design	In progress	Beginning task of curating photos from existing photo library into a separate folder for use.	4. Provide welcoming and inclusive spaces

Information and Communication	18. Identify and implement accessibility improvements to the City of Ballarat website	1 + 2	Communications and Design Community Development	Delivered in full	Year 1 implementation has been delivered in full. Recent inclusion of an accessibility widget that provides numerous options for visitors to the City of Ballarat website to display website content according to their accessibility requirements or preferences. Auditing of website content to improve use of accessible language and documents is ongoing, as is a project aiming to increase website useability. Working with Engaged Communities and Statutory Planning to provide short explainer videos online to provide information in different ways to cater to people of all abilities.	4. Provide welcoming and inclusive spaces
Information and Communication	19. Provide information relevant to local people with disability on the City of Ballarat website	1 + 2	Social Inclusion	Delivered in full	Year 1 implementation has been delivered in full. Current project information has been provided on the accessibility webpage. Easy English book and text only versions of the Disability Access and Inclusion Plan have been added. Further webpage improvements will take place during Year 2.	4. Provide welcoming and inclusive spaces
Information and Communication	20. Audit communication channels used by the City of Ballarat to identify new and improved information sharing opportunities	1	Social Inclusion Communications and Design Customer Experience	Delivered in full	Communication channels have been audited, a table of information created and shared with all Teams coordinating communication channels. This has provided an increase in awareness and action towards making accessibility improvements to documentation. City of Ballarat was highlighted within an Access Ability blog in recognition of commitment to information and communication access.	7. Connect our community
Information and Communication	21. Broaden connections with local stakeholders and community groups to improve information sharing with people with disability	1	Social inclusion	Delivered in full	During Year 1, we have been actively involved in 5 key disability access and inclusion networks: Ballarat Working Together Group, Ballarat Mental Health Collective (and working groups), Bigger Hearts Dementia Alliance, Central Highlands Regional Advocacy Group, and Universal Design Local Government Network. Also partnered with Latrobe Community Health Services in undertaking facility audits to assist with venue accessibility information sharing for Ballarat Heritage Festival and Winter Festival. Engaged with Vision Australia and Guide Dogs Victoria regarding seeking community feedback for an assistance dog relief area.	7. Connect our community
Information and Communication	22. Develop an organisational Language Services Policy	1 + 2	Social Inclusion	Not yet commenced	This action will commence in Year 2.	2. Lead and advocate
Employment	23. 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	1	People and Culture	Ongoing	The Aboriginal and Torres Strait Islander identity data is currently captured in the new starter onboarding form. Cultural identity, languages spoken at home, LGBTIQ+ identity and disability will be considered as additions to this form.	1. Building organisational knowledge and capacity
Employment	24. Seek opportunities to showcase the diversity in City of Ballarat staffing	1 + 2	People and Culture	Ongoing	CEO Update showcased a variety of staff profiles in the lead up to International Women's Day. Department meetings acknowledge new and existing staff.	3. Provide a diverse and inclusive workplace
Employment	25. Review City of Ballarat's Anti-Discrimination and Anti-Harassment Policy	1	People and Culture Inclusive Ballarat	Delivered in full	Policy has been reviewed by Inclusive Ballarat Working Group.	3. Provide a diverse and inclusive workplace
Employment	26. Review City of Ballarat's human resources and workplace policies to ensure they are inclusive	1 + 2	People and Culture Inclusive Ballarat	Delivered in full	During Year 1 Inclusive Ballarat Working Group representatives provided feedback to People and Culture regarding 7 policies and procedures, with topics including Equal Opportunity, Flexible Work, Leave, Sexual Harassment, Grievance and Complaints, Employee Performance and Work Attire. Inclusive Ballarat sub-working group to further explore improved review processes for policies and procedures to streamline future reviews during Year 2.	3. Provide a diverse and inclusive workplace
Employment	27. Engage with current staff and volunteers to better understand the workplace experiences of people with disability, and provide ongoing feedback opportunities	1 + 2	Social Inclusion	Not yet commenced	This action will commence in Year 2.	3. Provide a diverse and inclusive workplace

Employment	28. Review recruitment and onboarding processes for work placement, employment and volunteer roles at the City of Ballarat to identify areas for improvement	1	People and Culture	Ongoing	People and Culture attended a Disability Advisory Committee meeting to seek advice regarding potential improvements. Other reviews are ongoing, and regularly discussed in Inclusive Ballarat sub-committee meetings.	3. Provide a diverse and inclusive workplace
Employment	29. Plan and deliver an accessible holiday program for children at the Art Gallery of Ballarat facilitated by an artist with disability	1	Social Inclusion Art Gallery	Not yet commenced	This action will commence in Year 2.	5. Provide welcoming and inclusive services and programs
Employment	30. Explore the potential for expanding volunteer and work placement opportunities across the organisation, including for people with disability outside of school or university settings	1 + 2	People and Culture Social Inclusion	In progress	Year 1 has included early exploration through the Inclusive Ballarat sub-working group and feedback sought from the Disability Advisory Committee. Youth Services have promoted youth volunteer programs to senior students at Ballarat Specialist School.	3. Provide a diverse and inclusive workplace
Employment	31. Identify and promote supported pathways to employment for people with disability at City of Ballarat	1 + 2	People and Culture	In progress	The staff onboarding process includes a statement that says all reasonable adjustments to support staff to do their role will be worked through with the individual and Mysafety. It has been identified that additional work can be done in this space to further support current and new staff.	3. Provide a diverse and inclusive workplace
Community Participation	32. Develop and implement guidelines to ensure that City of Ballarat-led events are accessible and inclusive	1	Social Inclusion Events Team	In progress	Action being led by the Social Inclusion Team with Events Team providing advice and support. Some key event accessibility provision improvements have been identified and implemented in the interim. Staff vacancies have impacted the delivery of the guidelines, which is now expected to be finalised during Year 2.	5. Provide welcoming and inclusive services and programs
Community Participation	33. 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	1	Events Team	Delivered in full	Accessibility tab and information provided on the front page of five City of Ballarat major events websites: Ballarat Begonia Festival, Ballarat Heritage Festival, Ballarat Winter Festival, Summer Sundays and Christmas in Ballarat websites.	4. Provide welcoming and inclusive spaces
Community Participation	34. Promote accessibility information for City of Ballarat major events using multiple formats and communication tools	1 + 2	Events Team	Delivered in full	Year 1 improvements have been delivered in full. Some additional formats were used to support participation including large print documents, communication boards and lanyards, site map and social stories.	2. Lead and advocate
Community Participation	35. Request information about event accessibility on the City of Ballarat event application form	1	Regulatory Services Events Team	Ongoing	Application form requires a number of structure changes, and this will be completed when the form is updated.	2. Lead and advocate
Community Participation	36. Request information about event accessibility on funding applications to Council's grant programs	1	Community Development	Delivered in full	Completed. Current wording: How will you ensure the project will be accessible by people regardless of gender, age, cultural background, financial status or ability?	2. Lead and advocate
Community Participation	37. Review grant programs for further opportunities to be more inclusive	1 + 2	Community Development Inclusive Ballarat	Delivered in full	Grant guidelines have been reviewed and amendments made to promote inclusion and encourage more inclusive applications.	5. Provide welcoming and inclusive services and programs
Community Participation	38. Include standards for accessible, inclusive and safe facilities in City of Ballarat's Community Infrastructure Guidelines	1	Engaged Communities Properties and Facilities	In progress	Consultant has been engaged to complete these guidelines by early 2024.	4. Provide welcoming and inclusive spaces
Community Participation	39. Incorporate accessibility information within the development of the central booking system for Council room and facility hiring	1	Engaged Communities	In progress	Information collected during Fitness for Purpose Assessments across numerous halls/ community centres will inform the provision of accessibility information for facilities available for hire. This is likely to be completed by early in Year 2.	4. Provide welcoming and inclusive spaces

Community Participation	40. Explore current facility audit tools and ways to incorporate more inclusive assessments	1	Engaged Communities	Delivered in full	Have reviewed and explored ways to incorporate accessibility information into the existing Fitness for Purpose Audit Tool. In addition, staff have attended onsite audits to provide further input into access considerations.	1. Building organisational knowledge and capacity
Community Participation	41. Review City of Ballarat's Public Toilet Strategy to ensure appropriate provision of accessible facilities (including Changing Places)	1 + 2	Properties and Facilities Social Inclusion Inclusive Ballarat	Delivered in full	Year 1 implementation has been delivered in full. Feedback was sought from members of the Disability Advisory Committee at the April meeting and further engagement opportunities were shared with members. Public Toilet Strategy will be developed following this engagement process and a review of it completed during Year 2.	4. Provide welcoming and inclusive spaces
Community Participation	42. 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	1 + 2	Social Inclusion Inclusive Ballarat Arts and Events BALC Libraries Art Gallery Early Years	Delivered in full	Year 1 implementation has been delivered in full. General accessibility information collected regarding the Trench Room at the Town Hall. Site visits to Ballarat Aquatic and Lifestyle Centre, including from a Pinarc group. Auslan interpreted Art Gallery tour opportunities delivered. Library accessibility audits undertaken, and an Accessibility Action Plan developed.	4. Provide welcoming and inclusive spaces
Community Participation	43. 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	1 + 2	Social Inclusion Libraries BALC Early Years Arts and Events	Delivered in full	Year 1 implementation has been delivered in full. Accessibility document created for Town Hall Library, Sebastopol Library, Wendouree Library and Trench Room at the Town Hall. Communication Boards developed for four services covering 10 settings: Ballarat Information Centre (1), Ballarat Libraries (4) and Parent Place (1) and Supported Playgroups (4). Social Stories completed for swimming at the Ballarat Aquatic and Lifestyle Centre, and the development of the new Sensory Friendly Stay and Play Zone.	4. Provide welcoming and inclusive spaces
Community Participation	44. Seek a suitable location for an assistance dog relief station in the CBD	1	Engaged Communities City Design	Delivered in full	Site selected and funding sourced for the greenspace nearest Target and adjoining the multi storey car park in Doveton St South. Site works commence in August and will be completed by December 2023.	4. Provide welcoming and inclusive spaces
Community Participation	45. Construct the Sensory Friendly Zone at the Victoria Park Inclusive Play Space	1 + 2	Major Projects Social Inclusion	Delivered in full	The Year 1 delivery of Stage 1 is complete. The contract for Stage 2 has been awarded and will commence in August 2023. Specialist play equipment has been ordered and project completion is expected by December 2023.	4. Provide welcoming and inclusive spaces
Community Participation	46. Provide input into planned upgrades of public spaces to ensure they are accessible, safe and inclusive	1 + 2	Social Inclusion Inclusive Ballarat City Design	Ongoing	Input over the past 12 months has included: * Victoria Park Inclusive Play Space - Sensory Friendly Stay and Play Zone * Assistance dog relief area * Water fountains at Lake Wendouree * Boating facilities at Lake Wendouree * Sebastopol Community Hub * Various community spaces including halls and kindergartens * Outdoor dining pods and outdoor dining streetscape works	4. Provide welcoming and inclusive spaces
Community Participation	47. Review accessible parking provision	1 + 2	Social Inclusion Parking Management	Delivered in full	Year 1 desktop review of accessible parking has been completed. Recommendations will be developed in Year 2.	2. Lead and advocate
Community Participation	48. Promote the work of the Disability Advisory Committee	1 + 2	Social inclusion	Ongoing	Information shared internally. Teams able to request to be a Guest Speaker at meetings. Promotion through ourballarat article (Winter) and associated media relating to the new Assistance Dog Relief Area.	2. Lead and advocate
Community Participation	49. Support a public event to celebrate International Day of People with Disability	1 + 2	Social Inclusion	Delivered in full	Co-designed event with the Ballarat Working Together Group for International Day of People with Disability. Held at the Town Hall with guest speakers and awards given during an afternoon tea. Approximately 50 people in attendance. Planning for 2023 event has commenced.	7. Connect our community
Community Participation	50. Advocate for local improvements for areas beyond the remit of local government including for more accessible public transport and health services	1 + 2	Advocacy Social Inclusion Inclusive Ballarat	Ongoing	Specific advocacy efforts have centred on transport - bus networks, improving access for a pedestrian crossing over a train line and Ballarat Station accessibility upgrades. On behalf of the Disability Advisory Committee, a submission was developed in response to the Disability Inclusion Bill Exposure Draft.	2. Lead and advocate

Community Participation	51. Facilitate partnerships with existing business networks, community organisation networks and service networks to promote accessibility and inclusion	1 + 2	Social Inclusion, Libraries	Delivered in full	Year 1 actions include partnering with Commerce Ballarat for the Inclusion Award for their Business Awards and partnering with Latrobe Community Health Services to help businesses to promote accessibility information for the Heritage Festival. Information has been shared with networks. Information sharing/ training provided to networks and groups including City of Ballarat Intercultural Ambassadors, Western Community Network, Central Highlands Regional Advisory Group and Local Government Universal Design Network. Co-designed events with local networks, such as the International Day of People with Disability event planned in partnership with the Ballarat Working Together Group (approximately 50 attendees), three events for Mental Health Month with the Ballarat Mental Health Collective (over 500 participants) and the 'Growing into Autism' Event held as a partnership between Ballarat Libraries and Ballarat Autism Network (70 attendees).	7. Connect our community
YEAR TWO ACTIONS						
Community Participation	Develop a Footpath Strategy to provide guidance on the scope of footpath work required and the prioritisation of works	2	Development Facilitation	Not yet commenced	N/A - Year 2 item	1. Building organisational knowledge and capacity
Leadership	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)	2	Social Inclusion	Not yet commenced	N/A - Year 2 item	4. Provide welcoming and inclusive spaces
Leadership	Develop a model of training that provides both general and specific training as required	2	People and Culture	In progress	A new staff training schedule and platform is in progress. Staff consultation is scheduled to commence in August 2023.	3. Provide a diverse and inclusive workplace

8.2. ANNUAL COMMUNITY ENGAGEMENT REPORT

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Nicky Davidge – Coordinator Community Development

PURPOSE

1. Present the Annual Community Engagement Report for FY 2022/23.

BACKGROUND

2. The City of Ballarat undertakes several projects every year to improve the way we work, live, travel, and play in the City. Council relies on community feedback to ensure the projects reflect the needs of our residents and visitors.
3. Council is committed to continuing to build a robust and transparent engagement practice to involve the community throughout all stages of a project's lifespan.
4. In 2022/23, City of Ballarat conducted 28 community engagement activities covering a variety of projects across the municipality.

KEY MATTERS

5. MySay Ballarat continues to be Council's community engagement hub, with the majority of projects using the online process to provide residents and visitors with the opportunity to get involved and have their say on important and relevant issues.
6. The number of engagements dropped slightly in the 2022/23 period, however all areas captured through MySay data shows the interest of our community has significantly increased. This indicates that community members are becoming more aware of projects that Council is undertaking via our online platform.

7. The table below shows a comparison of projects and the level of engagement on MySay of our visitors.

	2020/21	2021/22	2022/23
Number of community engagement projects	49	32	28
New Registrations	573	218	2,400
Number of people aware*	17,500	15,300	28,100
Number of people informed**	9,500	9,100	17,000
Number of people engaged***	2,100	3,600	8,600
Total Visits****	29,600	22,300	43,700

* **Aware** – An aware visitor has made at least one single visit to the MySay website or projects page.

** **Informed** – An informed visitor has taken the ‘next step’ and clicked on something.

*** **Engaged** – Every visitor that contributes to a tool on the MySay website is considered to be ‘engaged’.

**** **Total Visits** are not unique i.e. multiple visits by the one user are counted individually. The total visits are not an accumulation of aware, informed and engaged, one person can be aware, informed and engaged depending on the level of interaction on the site.

8. There has been almost a 50 per cent increase in visitors to the MySay page despite having four less engagement projects than last year. This could be attributed to the top four projects that received significant uptake in their engagements.

TOP PROJECTS		Participants (%)
Sorting Our Waste		5,151 (81.5%)
Have Your Say on Our Recycling and Waste Collections		2,127 (66.8%)
Ballarat Parking & Outdoor Dining		375 (32.7%)
Public Toilet Strategy		369 (34.2%)
Your thoughts on the outdoor dining pods		199 (39.1%)
Small Parks Improvements Program - 2023		178 (12.0%)
Walter Jones Memorial Park - Proposed Fencing Changes		133 (42.8%)
Marty Busch Reserve Masterplan - Have your say!		63 (7.0%)

** Calculated as a percentage of total visits to the Project*

All projects listed on MySay are included as an appendix in the Annual Report attached.

9. Each year the City of Ballarat commission a Community Satisfaction Survey to ask the opinion of local people about the operations of Council, this includes the assessment of community satisfaction with the consultation and engagement efforts of Council. The Community Satisfaction Survey also makes comparison to other regional centres and state-wide benchmarks.

10. In 2023, City of Ballarat scored 49 out of a possible 100 for its performance in consultation and engagement, this was a decrease from 51 in 2022. The decrease in results for 2023 is broadly in line with the declining trend across both Regional Centres and local government in Victoria.

11. The table below shows the community consultation and engagement scores and benchmarking.

Services	Ballarat 2023	Ballarat 2022	Regional Centres 2023	State-wide 2023	Highest score	Lowest score
 Consultation & engagement	49	51	50	52	Aged 18-34 years	Aged 50-64 years

OFFICER RECOMMENDATION

12. That Council:

12.1 Note the Annual Community Engagement Report 2022/23.

ATTACHMENTS

- Governance Review [8.2.1 - 2 pages]
- Annual Community Engagement Report 2022 23 [8.2.2 - 16 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This Report aligns with Council's Community Engagement Framework and, in particular, the Community Engagement Policy.

COMMUNITY IMPACT

2. This Report provides information to the community about community engagement activities undertaken by the City of Ballarat throughout 2022/23, providing transparency about the number and types of projects, and the number of engaged community members.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. It is considered there are no climate or environmental sustainability implications.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. It is considered there are no economic sustainability implications.

FINANCIAL IMPLICATIONS

5. It is considered there are no financial implications.

LEGAL AND RISK CONSIDERATIONS

6. This Report outlines community engagement undertaken in the 2022/23 year, including engagement required under the *Local Government Act 2020*.

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. None required for the development of this report.

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

OFFICIAL

PROCUREMENT COLLABORATION

(For Contracts Only)

OFFICIAL



CITY OF BALLARAT
**Annual Community
Engagement Report
2022/23**



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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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Executive Summary

Welcome to the 2022/23 Annual Community Engagement Report.

The City of Ballarat is committed to continuing to build a robust and transparent engagement practice to include the community throughout all stages of a project's lifecycle. Inclusion of a wide demographic of Ballarat's population remains a key component in our strategy to enable us to accomplish our best consultation results.

This period of engagement has been dynamic over the past 12-months and has seen several city-wide engagement projects with an increase across the board in the number of community members participating in City of Ballarat's engagement processes. There have been challenges in this space but with challenges, it presents an opportunity to introduce fresh energy, knowledge and improved processes going forward.

With COVID-19 restrictions not presenting the same physical barriers as it did in previous years', the 2022/23 community engagement campaigns were able

to incorporate a greater range of in-person sessions including drop-in information sessions, workshops and interviews.

In 2022/23 a total of 28 community engagement campaigns were conducted covering a diverse range of projects from the organisation. Projects were delivered across 12 business areas with Engaged Communities, Waste and Environment and Strategic Planning undertaking several engagement projects each.

Whilst the number of engagements dropped slightly in the 2022/23 period, all areas captured through the MySay data shows engagement with the community has significantly increased indicating community members are becoming more aware, informed and engaged online in projects that City of Ballarat is undertaking.



There were several community engagement projects in 2022/23 which attracted a large volume of community interest and feedback. The most popular project on MySay website was Sorting Our Waste which was conducted over two phases and gathered the largest number of engaged community members for the year. With waste being an issue that impacts every household, a broad, well-executed communication campaign was integral to achieving 11 per cent of Ballarat's households directly engaged in the process.

The top five community engagement projects were:

- Sorting Our Waste – 5,151 visits to the project MySay webpage
- Have Your Say on Our Recycling and Waste Collection – 2,127 visits to the project Mysay webpage
- Ballarat Parking & Outdoor Dining – 375 visits to the project MySay webpage
- Public Toilet Strategy – 369 visits to the project MySay webpage
- Your thoughts on the outdoor dining pods – 199 visits to the project MySay webpage

This report will give an overview of the work the City of Ballarat has undertaken to achieve these engagement improvements and the strategies being put in place to ensure continuous improvement



Introduction

The City of Ballarat undertakes a number of projects every year to improve the way we live, work, play and travel in the city. There is a strong reliance on feedback from the community to ensure the projects reflect the needs of the residents.

In February 2021, Council's Community Engagement Policy was reviewed and adopted to provide guidance on community engagement practices and to outline City of Ballarat's commitment and approach to engaging the community in decision making processes. In 2022/23, the Community Engagement Policy continues to be the primary referral and support document for all community engagement projects, underpinned by the principles of the *Local Government Act 2020*.

Community engagement across the City of Ballarat is conducted primarily on the MySay community engagement website hub, providing residents and visitors with the opportunity to get involved and have their say on important and relevant issues. In addition, the City of Ballarat is committed to offering other options for the community engagement including face-to-face, information sessions and direct mail outs.

Project promotion is an integral part of the community engagement process and is considered in the initial design to ensure a broader range of the community has the option to be informed and involved.

Engagement Methods

The City of Ballarat predominately runs community engagement consultations through the online website MySay.

This comes with the benefit of:

- A consistent platform that the community recognises as a space to receive information and provide feedback
- Automated software mechanisms in which to evaluate, analyse and report on community feedback
- Ability for community members to follow a project and receive project updates via email
- Increase our 'engaged' community via new registrations to MySay and our monthly newsletter
- Ability to 'close the loop' within a centralised system

Over the past 12 months, the City of Ballarat has seen an almost 50 per cent increase in visitors to the MySay pages despite having slightly less community engagement projects than the last financial year. Although there has been a significant increase in people visiting the MySay page, this has not necessarily translated into an increase in people engaging with consultation tools such as surveys. This could be attributed to a number of reasons, such as;

- Improved promotion and marketing of our engagements driving traffic to the page
- Community members are sufficiently informed with the information provided on the MySay page and not providing further feedback as they are satisfied with the proposed project
- Survey fatigue - the community is motivated to find out more about the advertised project but aren't driven to complete a survey.

The table below provides a comparison for the past two years of engagement projects and visitor statistics via MySay:

	2021/22	2022/23
Number of community engagement projects	33	28
Number of people aware*	15,300	28,100
Number of people informed**	9,100	17,000
Number of people engaged***	3,600	8,600
New Registrations	218	2,400
Total Visits	22,300	43,700

* aware – a visitor considered to be aware has made at least one visit to the site or project.

** informed – an informed visitor has taken the next step and clicked on something.

*** engaged – any visitor that has contributed to a tool is considered engaged.

Around 40 per cent of projects this year recorded a second method of engagement alongside using the MySay platform. While not always captured in our data, project managers often work alongside key stakeholders to provide information on the project or strategy and will present or consult with our Advisory Committees to ensure that those with lived experience are informing and influencing the projects.

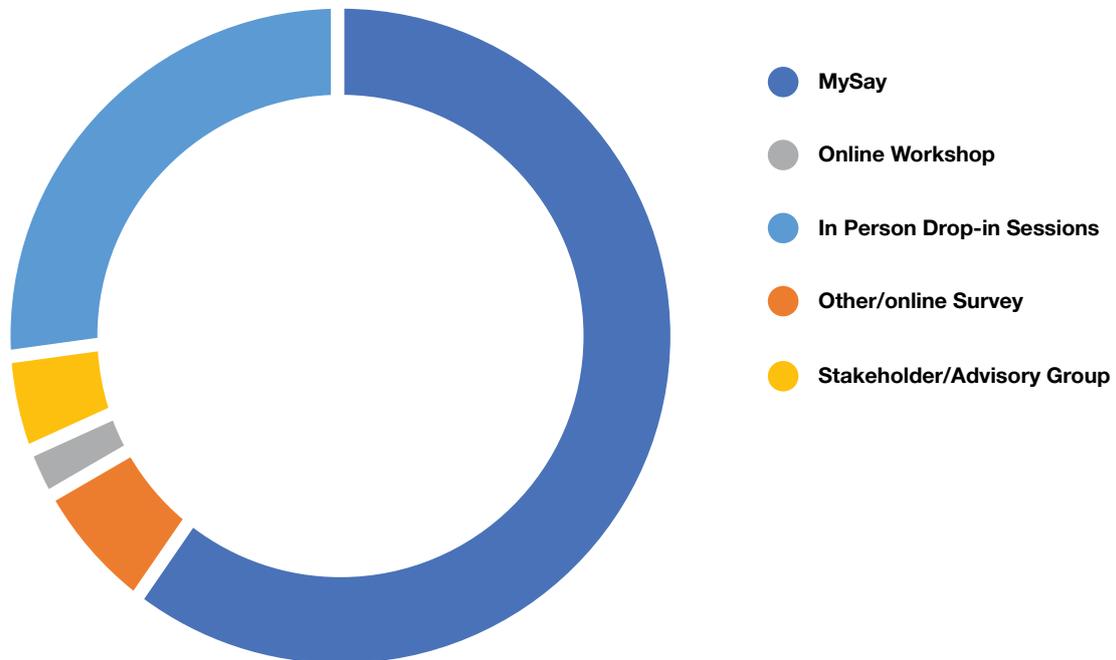
Capturing community engagement data which fall outside traditional engagement methods such as MySay can prove to be difficult in some circumstances. These initiatives have a tendency to cross over into community development initiatives where community feedback/consultation may be only one of several outcomes. This is mitigated by identifying these opportunities in the community engagement plan process and outlining how they will be recorded.

In addition to surveys conducted via MySay, many surveys were also available in hard copies either at project sites, libraries and customer service centres. Depending on the type of project, invitations were often extended to the community for written submissions

to be sent to City of Ballarat or to contact project staff directly either via phone or email to discuss the project.

The below chart shows the various methods of engagement used for 2022/23.

Methods of Engagement



Training and continued support of City of Ballarat staff is an ongoing priority with the aim of encouraging the use of hybrid engagement methods and increasing opportunities for mixed engagement to improve diversity of voices and improved accessibility. It has

been noted that low attendance numbers at face-to-face community engagement sessions, or poorly documented numbers for in person engagements often means staff are less inclined to pursue these options due to resourcing and capacity.

Promoting Community Engagements

Promoting engagement opportunities is an integral part of the community engagement process.

City of Ballarat continues to use a broad range of communication tools to promote community engagement opportunities including;

- Radio interviews
- Newspaper and radio ads
- ourballarat magazine articles
- City of Ballarat website promotion
- Social media posts
- Letterbox drops
- Posters and flyers
- Signage
- Earned media coverage via media relations or PR

Communication needs are identified during the community engagement planning process with communication team support provided to increase community buy-in, particularly with key stakeholders, with the aim that community members will promote and advocate engagement opportunities in their own community.

Additional opportunities have been identified for community led promotion through the creation of call-to-action video content. This strengthens community engagement opportunities via external channels such as community newsletters and social media pages.

Community Satisfaction

Each year the City of Ballarat commissions a Community Satisfaction Survey to ask the opinion of local people about the operations of council. This includes the assessment of community satisfaction with the consultation and engagement efforts of council. The Community Satisfaction Survey also makes comparisons with other regional centres and state-wide benchmarks.

In 2023, the City of Ballarat scored 49 out of a possible 100 for its performance in consultation and engagement, which was a decrease from 51 in 2022. The downward trend in results for 2023 is broadly in line with the declining trend across both Regional Centres and local government in Victoria.

There was a higher percentage of respondents electing the 'can't say' component of the survey and a lower percentage of respondents rating the community consultation and engagement performance as poor and very poor.

In 2023, the City of Ballarat doubled its sample size from 400 to 800 respondents, providing a more robust representation of the population being surveyed. The 2024 results will provide a good comparison of results using the same sample size.

The table below shows the community consultation and engagement scores and benchmarking.

Services	Ballarat 2023	Ballarat 2022	Regional Centres 2023	State-wide 2023	Highest Score	Lowest Score
Consultation & Engagement	49	51	50	52	Aged 18-34 years	Aged 50-64 years

Engagement Highlights

Similar to previous years, initiatives which impacted residents city wide and are seen as 'core' council business received a lot of community interest and uptake in the community engagement processes. The community engagement for the **Sorting Our Waste** project received the highest engagement for 2022/23. The engagement was undertaken over two consultations phases during the financial year which are highlighted below.

> Engagement Highlight #1: Kerbside Transition Plan

STAGE ONE ENGAGEMENT: NOVEMBER 2022

As part of the State Government's Recycling Victoria 2020 Policy, City of Ballarat was required to develop a kerbside waste and recycling transition plan, for the implementation of a four-stream household collection. The draft kerbside transition plan was created and presented several scenarios to the community. Details about service frequency, costs, landfill diversion and avoided greenhouse gas emissions were taken to community to provide feedback on.

2,176 community members responded with 95 per cent of respondents either passionate or supportive of the proposed kerbside changes.

The project received considerable marketing with three radio interviews, social media postings, attendance at community events such as the Ballarat Show, Farmers Markets, International Day of People with a Disability Morning Tea and sessions with the Aging Well Community.

STAGE TWO ENGAGEMENT: FEBRUARY 2023

In February 2023 the Environment and Waste team went back to the community for the second stage of engagement. The communications team developed a multi-faceted campaign that explained why changes were required to kerbside collection due to the environmental and economic impact of landfill. Receiving widespread support for the proposal has been important as the project aligns with the following strategies and plans;

- Circular Ballarat Framework – Facilitate the development of markets for remanufactured and recycled products.
- City of Ballarat Council Plan 2021-2025 – Transition towards zero waste.
- City of Ballarat Resource Recovery and Waste Management Strategy 2018-22 – To achieve zero recoverable waste to landfill by 2040.

The four-week community consultation (8 March 2023 – 6 April 2023) started with a media briefing, followed by a mailout to all residents outlining the various

collection options, an online MySay survey and hard copy surveys available from City of Ballarat libraries and customer service. Face to face engagement was achieved via information stands at the Begonia Festival, Bridge Mall and Lake Wendouree Farmers Markets and the Buninyong Village Market. There were also opinion pieces that ran in the Ballarat Courier, combined with social media, newspaper and radio advertising.

The MySay survey for the second round of community engagement received 5,745 submissions.

The engagement process was successful in receiving engagement from 11 per cent of Ballarat's households which in turn has generated a good data set for a robust evaluation.

How did the engagement shape the outcomes of the project?

Having a pre-engagement campaign (explaining the why of the project) in the two weeks leading up to the consultation period was very beneficial as it got the community thinking about waste to landfill and the issues it can present. The project explained the reasoning behind changes, how much waste goes to landfill every day and how expensive it is to send waste to landfill.

The project team found that once they went to the community with the different options for how our kerbside waste and recycling collections could look, a lot of people were more open to the idea of change.

Having in person presence at the Begonia Festival and local markets also gave the community a chance to come and have a discussion with City of Ballarat staff helping to explain why these changes need to be made and the benefits that could be achieved.

What's next

Community feedback about the Kerbside Transition Options Paper will be collated along with the experiences and waste diversion statistics from other Victorian councils' and the State Government's Service Standards. This information will be used to develop the Kerbside Transition Plan. The Plan and a proposed timeline for implementation will be presented to Elected Members at a Council Meeting towards the end of 2023.

In early 2024, the final stage of engagement will be conducted which will be a dedicated communications campaign informing the community of the waste and kerbside changes getting implemented, how the community feedback shaped the outcome, and any education required to support the community in transitioning to any changes.

> Engagement Highlight #2: Intercultural Garden

PROJECT HISTORY

The concept of Ballarat having an Intercultural Garden space is not new. The Intercultural Advisory Committee (IAC), which includes various community groups have been advocating for an 'All of Us' public space to serve as a dedicated spot to celebrate Australian intercultural harmony and diversity since 2013.

The project goal is to establish an inclusive, safe and friendly outdoor area and facilities where all people are welcome to celebrate various cultural events, commemorate national dates of significance or drive activities that will promote social inclusion, harmony and wellbeing. A new concept design for an Intercultural Garden space within the City Oval Precinct was developed in late 2022 with community members being invited to provide feedback during February 2023.

The Intercultural Garden Project will directly enhance the City Oval Precinct by activating an open space. The potential upgrade of the space will translate to a modern, symbolic, inclusive space that can host small community events for people of all ages in the community.

How does this project align and strengthen Council's Strategic priorities?

Implementing this project is an adopted position of Council via the Intercultural Plan 2022-26 which was endorsed in October 2022. It is also a key component of the new draft masterplan for the City Oval Precinct.

The engagement story

Community consultations were held for the proposed Intercultural Garden at the corner of Sturt and Pleasant streets throughout the month of February 2023. During this time the public had the chance to provide feedback via the City of Ballarat MySay page, on-site consultations, or through direct mail and email.

As well as liaising with approximately 25 culturally based organisations, the community consultation targeted feedback from all local residents impacted by the proposed garden project to gauge support for the concept. The consultation process included seeking the views of residents, businesses, and sporting groups in and around the area. The City of Ballarat teams from Engaged Communities, Parks and Gardens, City Design, Property and Facilities, and Heritage were also included in the consultation process.

As well as a letter drop to 362 local residents and businesses, local cultural associations were targeted as key stakeholders for the engagement process and were invited to attend onsite consultations.

Five consultations were held on-sited during February 2023 and one community consultation was held at the Ballarat Regional Multicultural Council (BRMC) on the 22 February 2023. The consultation was heavily promoted through local media and various social media formats. Community support was overwhelmingly positive, particularly from community groups and locals living close to the site.

In summary, the community consultation process featured:

- Letters to 362 residents promoting the project and the drop-in sessions
- Five onsite community consultations drop-in sessions
- One community forum at Ballarat Regional Multicultural Council
- Individual meetings with sporting clubs based within the City Oval Precinct
- An online My Say space that exhibited plans and project information

In addition to many conversations and comments at the drop-in and forums sessions, the City of Ballarat also received:

- 56 submissions on MySay
- 18 submissions from emails and direct mail
- 30 people attended the onsite community consultations and community forum
- 608 total visits to the MySay page for this project

The community influenced the original concept design by advocating for the inclusion of a future reflection space and an area for temporary public art installations. Both elements have been factored into a revised concept plan for future consideration. The key pillars of the proposed design also received support across the community.

In the media

A media briefing on site was undertaken on Monday 6 February 2023. Following this briefing there was extensive coverage in The Ballarat Courier (front page coverage, see image below), The Ballarat Times, and 3BA radio and on their respective websites and social media pages throughout the week.

What's next

The designs and consultation report have now been finalised and will be presented to Elected Members at a Council Meeting in late 2023. With budget already allocated to implement this project, the next stage will be to open the design up to tender, with construction aimed for completion during 2024.

Community engagement will continue for this project to 'close the loop' on final designs and keep the community informed on the construction phases.



City of Ballarat > Annual Community Engagement Report 2022/23

Our Commitment to Continuous Improvement

Community engagement is about creating a two-way dialogue and for collaborative feedback to be channelled into a decision-making process. By involving the people impacted or those who will benefit by seeking their feedback and participation, new ideas can be generated, strategies can be tested and the community can feel part of the journey.

Recognising early in project development the need for robust community engagement, levels of engagement required, project deliverables and the definition of your target audience can facilitate more informed decisions and sustainable outcomes.

The majority of the City of Ballarat community engagements are carried out by internal staff and project leaders. In 2022/23 two core members of the engagement team completed their International Association of Public Participation qualifications, thereby enhancing their ability to provide high quality support and guidance across the organisation.

In November 2022, 58 staff members across 29 business areas took part in community engagement training run by an external consultant Mosaic Lab. The training highlighted that in general staff have a good understanding of community engagement but have previously lacked access to a consistent engagement framework and resources.

Community engagement staff will continue to provide training and support through newly developed and regular engagement briefings as well as an evaluation debrief at the conclusion of the project's community engagement phase.

Development of a community engagement toolkit along with the continual review of the new engagement plan template will ensure that support documents available to City of Ballarat staff, in particular, project leads remain relevant.

A core value of community engagement is transparency around the decision-making process which in turn improves trust in the organisation and willingness to engage in our consultation process.

The City of Ballarat promotes community engagement opportunities through a number of avenues, in particular social media. It is recognised that some of our consultations have not been favourable in the community, with a sense of mistrust of the City of Ballarat not listening to community feedback and incorporating it into the decision-making process. Identifying these instances has presented the City of Ballarat with an opportunity to improve the community engagement reporting, and thus transparency, accountability and trust.

Strategies that are being put in place during 2023/24 include:

- A new 'in-person' community engagement hub space located in the Phoenix service centre
- A monthly newsletter on project updates and consultation outcomes to be sent out to registered MySay users (currently at 5,547 users)
- Improved visibility of open community engagement feedback opportunities in the ourBallarat magazine
- Greater collaboration with the communications team to improve and create consistent messaging across social media
- Investigate new online community engagement platforms that will provide a more diverse range of tools and feedback mechanisms to improve user experience

While it is acknowledged that trust can take time to build, the aim is to continue the upward trend in engaged members of the community and an improvement in the City of Ballarat's own internal processes. These continued improvements will provide greater opportunities for community engagement and an enhanced process around 'closing the loop'.

It is recognised that not all engagements are suitable to be run through MySay. The recent community engagement undertaken for the Art and Accessibility Dog Park project was an example of this with targeted stakeholder engagement undertaken with people with low vision or blindness to ensure the feedback received was representative of the community the project was aimed at.

External community engagement consultants may also at times run engagements through their own platforms and incorporate other engagements which focus on deliberative engagement with small groups of people such as focus groups or committees.

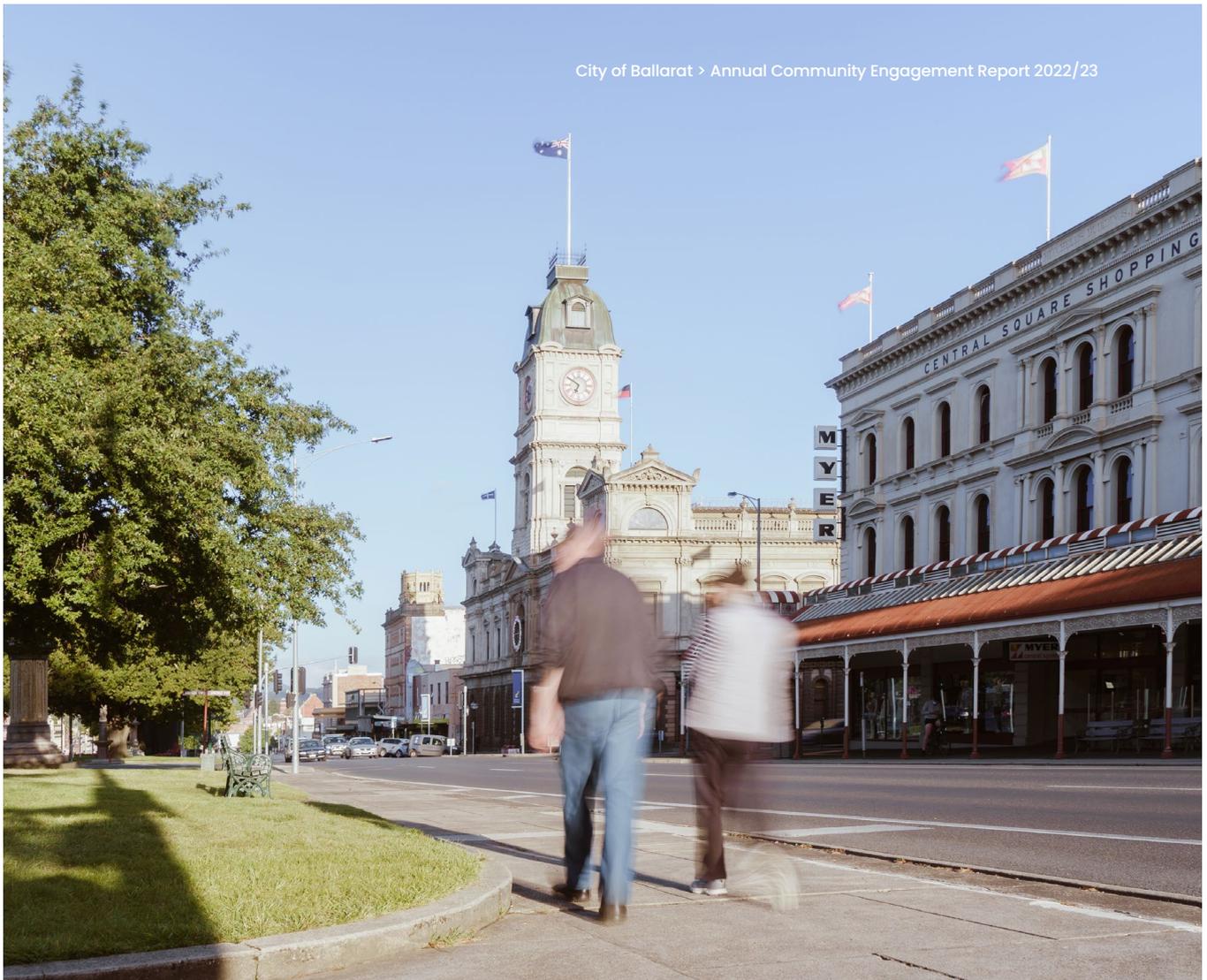
In addition to this, many community engagements projects run in-person sessions such as Town Hall meetings, information-drop-ins, presentations to advisory groups and other stakeholder groups where there is the added difficulty of capturing verbal feedback, demographic information and numbers of visitors.

Enhancing internal processes through a consistent community engagement management process, supporting staff with facilitation skills and increasing awareness of data collection requirements will help drive improvements in this area. Strategies to do this have already begun through;

- Providing tailored advice appropriate for each community engagement project
- Development of a summary report template
- Planning of future staff training opportunities to improve facilitation, data collection and evaluation skills
- Increasing resources available on the intranet Engagement Hub (the Toolkit)

Improving how the City of Ballarat collects data consistently and accurately across various engagement methods will assist in:

- Improving the understanding in who City of Ballarat has engaged with (demographics)
- Improving accuracy of data and increase in the amount of feedback and information gathered
- Allowing for improved consultation analysis to better represent community sentiment



City of Ballarat › Annual Community Engagement Report 2022/23

Summary

The City of Ballarat made significant inroads to increasing the proportion of the community who are aware, informed and involved in community engagement initiatives during the 2022/23 financial year. This was evident with the level of community interest in a broad range of activities run across the organisation and a willingness and desire to influence the decision-making process.

An increased turnout in community engagements show a growing sense of civic duty. That in turn reflects the sense of community belonging and ownership in the places that are being considered for investment and change, such as parks and community centres and the strategies that underpin them.

Regular community engagement projects provided a meaningful opportunity to continually improve the relationship between the City of Ballarat and the community. Sufficiently resourcing and supporting these community engagements through the strategies outlined in this report will mean improved transparency and trust in the organisation. It will also provide a more robust reflection of the communities needs and responses to the work that is undertaken by the City of Ballarat.

Appendix A

Community Engagement 2022/23

The table below shows a list of all community engagement projects for the 2022/23 financial year and the interactions with our community.

Project Name	Methods of Engagement	Aware	Informed	Engaged
Walter Jones Memorial Park – Proposed Fencing Changes	MySay Onsite drop-in sessions	311	197	133
Ballarat Planning Scheme Amendment C240: Five heritage places and one residential heritage precinct	MySay	96	45	1
Draft Budget	MySay Online workshop	30	0	0
Ballarat Airport Precinct – Road Naming (Nov engagement)	MySay Stakeholder Engagement	482	138	79
Bridge Mall Built Form Review	MySay Information drop-ins	627	169	46
Public Toilet Strategy	MySay Market stalls	1,100	399	369
Trails and Connections	MySay	305	81	22
Sorting Our Waste	MySay Market stalls	6,300	5,500	5,200
Ballarat Parking & Outdoor Dining	MySay	1,100	851	375
Lydiard Street Heritage Assessment	MySay Town Hall drop-ins	498	139	25
Ballarat Thematic Environmental History/ “Shaping our History – Tell Us Your Story”	MySay Community Town Hall (x4) Interviews	281	106	32
Intercultural Garden Plans	MySay Onsite drop-in sessions (x6)	589	264	56
Quick Poll! – Update on Customer Service Charter	MySay	192	85	62
Your thoughts on the outdoor dining pods	MySay Online Surveys	509	286	199

Project Name	Method of Engagement	Aware	Informed	Engaged
Reusable Coffee Cups	MySay	321	152	12
Learmonth Community Skills Shed Concept Design	MySay Cafe drop-ins	131	46	6
Have Your Say on Our Recycling and Waste Collections	MySay	3,200	2,400	2,100
Annual Budget 2023/24 (Nov)	MySay Online workshop	227	77	35
Small Parks Improvements Program - 2023	MySay	1,500	818	178
City of Ballarat Inclusion Framework and plans	MySay Community Centre drop-ins	966	705	60
Victoria-Albert Streets Precinct Streetscape Improvements	MySay Stakeholder Group	527	172	18
Youth Strategy (August 22)	MySay Other online survey tool	240	144	19
Draft Governance Rules	MySay	81	1	0
Draft Ballarat Net Zero Emissions Plan	MySay Other online survey tool	568	304	0
Unnamed Road (also known as Part Coutts Road) - Road Naming	MySay	124	11	0
M.R. Power Skate Park and 3-on-3 Basketball Court	MySay In person workshop with youth Other online survey tool	101	41	0
Wendouree Library Engagement	In-person drop-ins	N/A	N/A	55
Accessibility Dog Park	Targeted stakeholder engagement with people with lived experience	N/A	N/A	30



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

☎ 03 5320 5500 🌐 ballarat.vic.gov.au

September 2023

8.3. EVENTS STRATEGY

Division: Economy and Experience
Director: Martin Darcy
Author/Position: Jeff Johnson – Executive Manager Arts and Events

PURPOSE

1. The Ballarat Events Strategy 2018 – 2028 (the Strategy) report card provides an evaluation of the outcomes from the 2022/2023 period against the Strategy's primary objectives and the progress toward completing tasks allocated within this timeframe.

BACKGROUND

2. The Ballarat Events Strategy 2018 – 2028 provides a roadmap for the development of Ballarat's calendar of events and to ensure outcomes are clearly identified, effectively leveraged for greatest benefit, and in line with broader Council strategies and priorities.
3. The Strategy aims to guide Council staff involved with events, and event industry stakeholders, on the City's event priorities and helps ensure they meet the needs of our local community and target audiences. The Strategy also ensures our city's event program is contemporary and relevant for new and existing audiences in a constantly changing environment.

KEY MATTERS

4. The Strategy schedules priority areas and individual tasks into short term, medium term, and long-term timeframes. In 2022/2023 the events team progressed working on medium term tasks. Of the medium-term tasks there are 5 priority areas and 11 individual tasks.
5. The following is a summary of the status of these tasks.

Short Term

36	Completed
2	In Progress (on track for completion)
4	Ongoing
0	Requires Attention
0	Not Started

Medium Term

0	Completed
7	In Progress (on track for completion)
0	Ongoing
1	Requires Attention
3	Not Started

Long Term

0	Completed
1	In Progress (on track for completion)
0	Ongoing
0	Requires Attention
3	Not Started

6. The 2022/2023 period saw event programming trend back toward pre-covid event delivery and calendar dispersal models. Record attendance occurred across all events delivered by Council's Events unit: a significant growth in visitation across all Council funded events, and a positive percentage shift across the total portfolio of visitors staying overnight. The average rate of overnight stay increased by 6% to 2.35 nights.
7. Ballarat Begonia Festival returned to its pre-covid 3-day format and attracted over 65,000 people, producing a \$4.5 million economic impact. The event generated a record media value of over \$2.3 million.
8. With the creation of the Event Development recurrent budget in 2021/2022, the Event team could be more strategic in attracting leisure/cultural/creative events that align with the experience pillars of the Traveller Experience Plan, Contemporary Heritage and Cultural and Creative. This resulted in attracting the international dining experience Le Diner en Blanc: the first time it was held in Regional Victoria.
9. Funding was also directed to the establishment of an Easter activation which saw giant Easter Eggs and colourful neon light installations activating Sturt Street gardens. This increased vibrancy in the CBD attracting both visitors and locals into the centre of town and into local businesses.
10. A review of the Tourism Events Grant Program was conducted in the beginning of 2023, which identified a change was required to the application and assessment framework. This was initiated to equitably assess applications across the Leisure, Business, and Sport event genres.
11. Tourism Events Grant Program was fully expended funding a range of events.
 - 9 Leisure Events
 - 1 Business Event
 - 4 Sport Events
12. Ballarat Heritage Festival continued its success being awarded BRONZE in the Festivals and Events Category of the Victorian Tourism Awards.
13. An annual event calendar was launched to the Visitor Economy industry in October 2022, to act as a planning tool for industry engagement.
14. New websites were developed for Council's major events and assisted to improve the customer experience.
15. Roaming Visitor Information staff were deployed at Road Nationals, Ballarat Begonia Festival and Ballarat Heritage Festival to test this model and look to improve the visitor experience.

16. Measurement of Primary Strategy Objectives

1. *Economic Objectives*
2. *Identity (Brand) Objectives*
3. *Civic, Liveability Objectives*

Economic Objectives

For the 2022/2023 period, events delivered and funded by the City of Ballarat generated a **\$44,295,135** economic impact for Ballarat. This is an increase of 7% on 2021/2022.

Across the events delivered by the City of Ballarat, a 49% increase of economic impact was recorded. This can be attributed to significant growth in the economic impact from Ballarat Begonia Festival and Ballarat Heritage Festival.

Financial injection into Ballarat economy derived from events.

Event	Economic Impact	COB Funding	ROI
Council Delivered	\$8,647,427	\$1,692,538	1:5.1
Council Funded	\$35,647,708	\$1,570,500	1:22
TOTAL	\$44,295,135	\$3,263,038	1:14

Identity (Brand) Objectives

In 2023, a dedicated PR agency was appointed to work across three major events: Begonia Festival, Heritage Festival, and Winter Festival.

Ballarat Begonia Festival saw significant growth in the media value generated by the event to \$2,336,506. The media value of the event in 2019 was \$184,813.

Media value generated for Ballarat Heritage Festival was \$688,482.

Civic, Liveability Objectives

For the 2022/2023 period events delivered and/or funded by Council attracted 165,542 Ballarat residents, and 189,295 visitors.

All Council delivered events continued to achieve a minimum of 50% local suppliers, artists and stallholders.

There was a significant increase in total number of visitors year on year of 24%.

Event	Total Attendance	Number of Locals	Number of Visitors	Number of Day Trips	Number of Overnight Stay Visitors	Average Overnight Stay
Council Delivered	157,704	110,834	46,870	31,363	15,507	2.18
Council Funded	197,043	54,618	142,425	60,720	81,705	2.51
TOTAL	354,747	165,452	189,295	92,038	97,212	2.35

For the 2022/2023 period Ballarat hosted 368 events across 1,808 event days. The following table indicates the number and duration of events held in Ballarat.

Event	Number of Events	Number of Event Days
Council Delivered	15	46
Council Funded	34	93
All other events	319	1669
TOTAL	368	1,808

A recent survey conducted by Quantum Market Research, commissioned by the Sustainable Destination Development Team, to benchmark sustainable tourism indicators, found that 82% of visitors (n254) agreed with the statement that Ballarat region includes appropriate events for visitors.

OFFICER RECOMMENDATION

17. That Council:

- 17.1 Note the results of the 2023 Ballarat Events Strategy Report Card, noting the progress completed towards execution of the Ballarat Events Strategy 2018 – 2028.**

ATTACHMENTS

1. Governance Review [8.3.1 - 2 pages]
2. Ballarat Events Strategy 2018-2028 [8.3.2 - 28 pages]
3. Events Strategy Report Card 2022-23 Action Status [8.3.3 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Council Plan 2021 – 2025
 - a. Goal 5: A strong and innovative economy and city
2. Ballarat Events Strategy 2018 – 2028
3. Ballarat Creative City Strategy
4. Traveller Experience Plan 2021 – 2030
5. Visitor Economy Strategy 2021 - 2024

COMMUNITY IMPACT

6. This report identifies significant positive implications for the community. For events delivered and/or funded by Council 165,542 Ballarat residents, and 189,295 visitors attended.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

7. There are no climate emergency or environmental sustainability implications from this report. Wherever possible Council run events are done to a high standard of sustainability, primarily focused on reducing the volume of waste and the reduction of waste going to landfill.

ECONOMIC SUSTAINABILITY IMPLICATIONS

8. There are no negative economic sustainability implications from this report. However, from the efficient delivery of the events portfolio, events delivered and funded by the City of Ballarat generated \$44,295,135 economic impact for Ballarat.

FINANCIAL IMPLICATIONS

9. There are no financial implications from this report. Execution of the Ballarat Events Strategy 2018 – 2028 is delivered within Council's annual recurrent budget allocation.

LEGAL AND RISK CONSIDERATIONS

10. There are no legal or risk considerations from this report.

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. Community involvement in the planning and delivery of events remain crucial to success. As an example, the Ballarat Begonia Parade involve dozens of community organisations and members. Furthermore, all Council delivered events continue to achieve a minimum of 50% local suppliers, artists, and stallholders.

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GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

14. Council officers affirm that 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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Ballarat Events Strategy **2018–2028**





Murrup Laar (Ancestral Stones) **Artist:** Deanne Gilson  [taracmoorephotography](https://www.instagram.com/taracmoorephotography)

Ballarat Events Strategy 2018-2028

2



Acknowledgement of Country

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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Ballarat plays host to events that capture the interest of the local community and attract a range of visitors. The backdrop for our City's signature events – some of Australia's most significant heritage locations and beautiful natural landscapes – enables their reach to be amplified well beyond the local area and promote Ballarat to the world. Combined with a compelling local narrative, the Ballarat event program has enormous potential to be an authentic, bold, and dynamic articulation of the City's aspirations.

The purpose

This Events Strategy (Strategy) provides a roadmap for the development of Ballarat's event program over the next eight years. It will help ensure the outcomes of the events program are fully understood, optimised and in line with broader City of Ballarat strategies and priorities. With this in mind, the Strategy is designed to be a practical guide to assist the direction of current events, initiation and acquisition of new events, and provide a rationale for ceasing investment in others – to that end, it is a strategic framework for event development.

The Strategy acknowledges the strengths of the existing events program and its importance to the local community. It also articulates how events will help our community realise its aspirations, deliver more creative event executions, foster a balance in the program, and in turn help us attract a more diverse audience.

The Ballarat Events Strategy aims to guide event staff, other Council staff involved with events, and event industry stakeholders on the City's event priorities, and ensure they meet the needs of our local community and target audiences. It will help ensure our City's events program is contemporised and developed for new and existing audiences in an ever-changing world.



Ballarat Begonia Festival 2021 | [Facebook](#) [Instagram](#) andysmithphotographic



Ballarat Heritage Festival 2021 | [Instagram](#): [chip_shots](#)

Ballarat Events Strategy 2018-2028

Our Vision

For the Ballarat Event Calendar to be a prominent driver towards realising our aspiration of being an innovative, inspiring, caring, and courageous city.

Our Mission

To deliver the Ballarat Event Calendar in a way that authentically amplifies our city's points of difference and supports our prosperity.

How will we know the extent to which we have delivered on our Vision in 2028?

From 2021 onwards, we will track these two questions via the City of Ballarat's Brand Health Tracker:

i. Has your perception of Ballarat changed in recent times?

ii. Open question for anyone that answers yes to Q1: What has changed your perception of Ballarat?

Our measure of how effective we have been in realising our Vision will be the percentage of the target market sample that name an event or events (response to Q2) as having contributed to their perception of Ballarat changing.

How will we know how effective we have been at delivering on our Mission?

Over the course of the eight years this strategy spans, the City of Ballarat will transparently and consistently measure the following to gauge how effectively we are delivering on our Mission:

- Direct spend by visitors who cite an event as a main reason for having visited Ballarat.
- Percentage of local residents that strongly agree that a signature or identity event makes them proud to be from Ballarat.

More detail on our Key Performance Indicators (KPIs) that will track how effective our City's event calendar is can be seen on Page 10.

To further understand what our Vision and Mission statements mean, it's important that we define a few things through the lens of events and tourism more broadly.

Our City's Values

As detailed in the City's Prosperity Framework (PF), the people of Ballarat want to move into a future where they see Ballarat as being defined by the four values outlined below. By aligning our strategy with these, we will ensure the event visitor experience is authentic and true to place.

What does the aspiration for our City look like through an events lens?

Our residents want to be seen as...	In an events context, that means...
1. Innovative	Creatively amplifying the narrative and stories of our people and places
	Supporting and empowering our creative community through active collaboration
2. Courageous	Sharing our distinctive identity and truth
	Empowering our locals to be involved in our events
3. Inspiring	Immersing our audiences in uniquely local experiences that inspire civic pride
	Facilitating contemporary activations that connect with a range of audiences
4. Caring	Welcoming visitors to our events with generosity and local hospitality
	Embracing and celebrating our diverse communities and cultures.

Strategy Objectives

Three primary objectives we want to drive via events, and how we define them:

1. Economic Objectives

We invest in these expecting to drive a specific economic return for our investment.

Three KPIs

- i. Direct spend by visitors that cite the event as a main reason for visiting
- ii. Net inflow of spend into Ballarat via event budget spend¹
- iii. Percentage of visitors that intend to return to Ballarat for leisure purposes.

2. Identity (Brand) Objectives

We invest in these to amplify Ballarat's brands and help Ballarat live up to its aspirations. Importantly, in doing so, we see economic impact occurring as an outcome of getting Identity right.

One KPI via our Brand Health Tracker²

Percentage of sample that:

- i. Agree with "My perception of Ballarat has changed in recent times", and
- ii. Spontaneously cite an event(s) as a reason for that shift in perception.

This result will be underpinned by shifts in the following four brand attributes (values) tracked in the Brand Health Tracker, all of which align back to the key aspirations the Ballarat community articulated in the Prosperity Framework (PF).

- Creative (Innovative in PF)
- Adventurous (Courageous in PF)
- Inspiring
- Welcoming (Caring in PF)

3. Civic, Liveability Objectives

These events are delivered for the benefit of our community. For those classed as 'Liveability' events, any economic or identity objectives that are realised should be ancillary to the benefit derived by the community itself. That said, classifying them in this way does not preclude them from evolving in to 'Identity' or 'Economic' events.

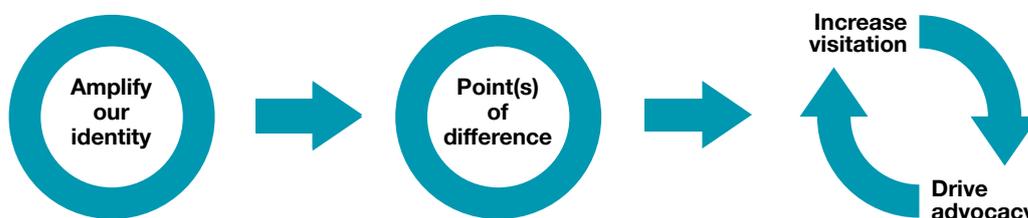
Five KPIs linking back to the Health and Wellbeing Plan, Ballarat's Creative Cities Strategy and 2040 Strategy

- Number of local attendees across all events
- Number of local participants across all events
- Number of local volunteers at events
- Percentage that 'know event well' on three-point awareness scale (measured via Community Tracker research)
- Percentage that state that a specific key event makes them proud to be from Ballarat (measured via Community Tracker research)

¹. Defined as the amount of event budget spent with Ballarat Business – that spent with Businesses based outside of Ballarat
². Quantum Market Research – Visit Ballarat Brand Tracking

Amplifying Our Unique Identity via Events

Why is concentrating on identity and brand characteristics important to us?



Ballarat's unique identity and experiences are the reason visitors come to Ballarat. Our culture, history and unique assets set us apart. They inspire pride in locals and make us a compelling destination for potential visitors.

Celebrating, amplifying, and sharing this identity through our events will highlight what makes Ballarat special. When we do this creatively and authentically, we turn our events into genuine **points of difference**.

These unique and inclusive experiences will **engage our existing audiences, attract new ones, and create an army of advocates** to promote the Ballarat experience far and wide.

The questions Council will ask themselves about Ballarat events:

From other work the Council has conducted, we know what Ballarat's points of difference (or experience pillars) are (See page 13). As such, when it comes to leveraging Ballarat's investment in events, we need to ask the following questions:

- i. How can our city invest in this event to ensure its content is delivered in a way that is;
 - » truly innovative and creative?
 - » authentic and unique to Ballarat?

- ii. Who within the community can partner to help create and elevate the attendee experience?
- iii. Does the event highlight our experience pillars, use our unique infrastructure and/or speak to one of our key attributes?

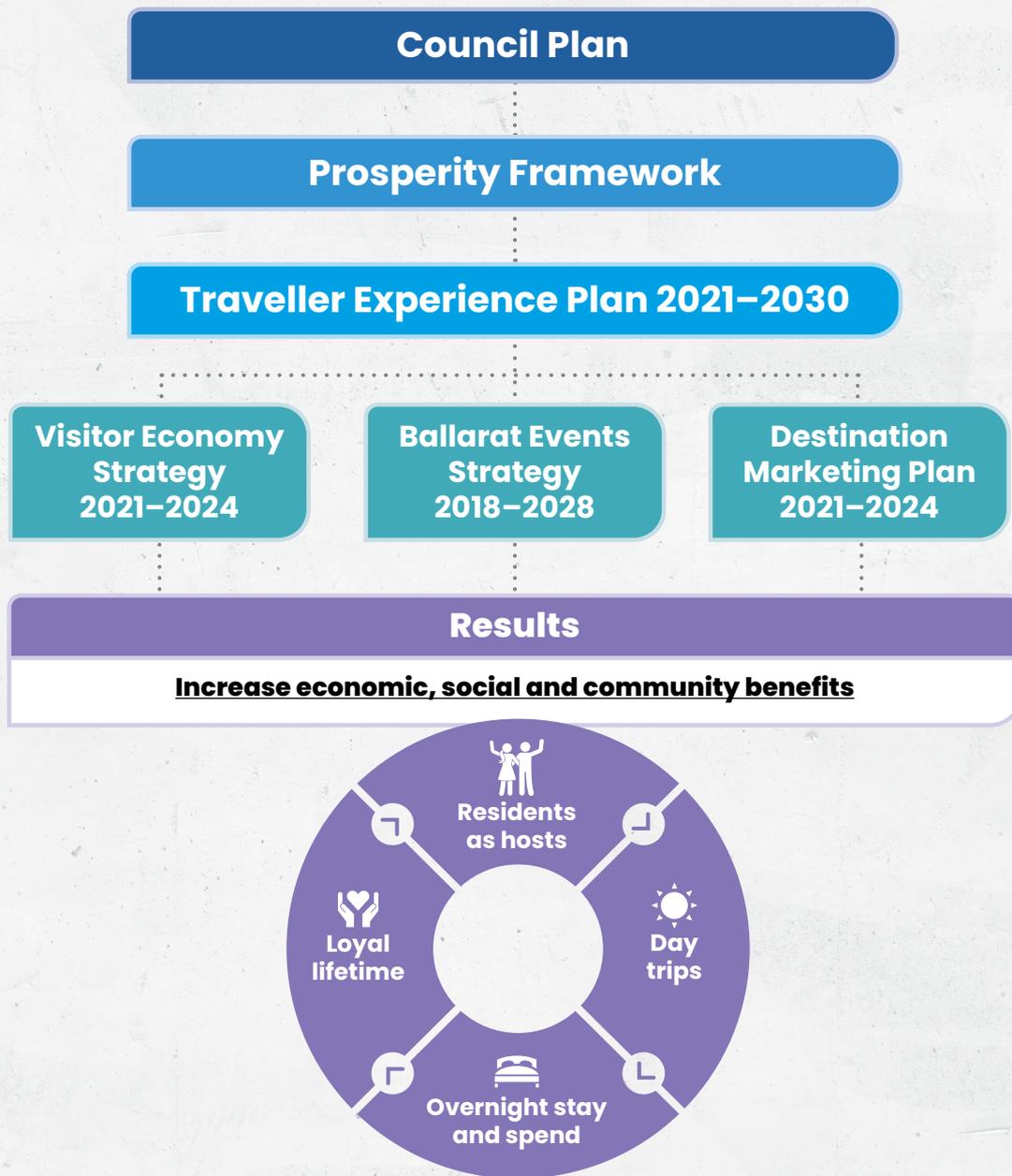
In responding to these questions through our events, Council will help deliver on Ballarat's Traveller Experience Plan, and more broadly, our aspiration to be a city that is innovative and creative, and in turn, inspiring.

By creating partnerships within the community, we can share the responsibility of growing the event offering and the quality of the attendee experience.

If Ballarat locals can help welcome visiting event attendees, we will show our City's caring nature and in turn, further elevate visitor experience.

Delivering on these brand promises and values will ensure our visiting event attendees leave Ballarat as champions of our region, creating the word of mouth that will change the perception of our City for the better.

Context of visitor economy planning



Ballarat's Core Experience Offer

Ballarat's culture is a reflection and expression of our customs, traditions, heritage, and social character. At the core of our distinctive offering is a deep and honest commitment to quality of place and the uniqueness of the people and stories that bring it to life, give it character and shape its distinction.

We need to think differently about the potential opportunities this presents and challenge the way we have done things in the past. We need to carve out our position in the destination marketplace and shift to becoming a place of creative connection. This will set us apart from other regional destinations in Victoria. This will mean moving from transactional experiences to more transformational and inspirational visitor experiences.

To achieve this shift, Ballarat needs to develop the quality and diversity of product, experiences, and events to keep visitors in the destination longer and spending more. The experiences need to be consistent with Ballarat's unique point of difference.

As set in the *Traveller Experience Plan 2021–2030*, they are expressed through the intersection of the two core pillars:

1. Cultural and creative

2. Contemporary heritage

These core pillars are at the root of Ballarat's identity and act as anchor points for the types of products, events, and experiences that we need to deliver.

1. Cultural and creative

A fusion of cultural and creative experiences crafted by exceptional artisans, makers, designers, creators, and performers.

2. Contemporary heritage

Experiences that are created against the rich tapestry of Ballarat's history and architecture.

Key Attributes

In addition to the two core pillars, the *Traveller Experience Plan 2021–2030* identified Ballarat and the broader region as have significant key attributes that are integral in driving visitation to the region. There are further opportunities to increase awareness, visitation, and yield from these key attributes.

- **Food and drink**
- **Sporting and active**
- **Accessible facilities**
- **Accommodation**
- **Greater Region**
- **Touring routes**
- **Retail**
- **Nature and sustainability**
- **Events**

Our Unique Infrastructure

Our Unique Infrastructure

Her Majesty's Theatre, the Art Gallery of Ballarat, Civic Hall, the Mechanics' Institute, the Mining Exchange, Craig's Royal Hotel, Lake Wendouree, leading sporting infrastructure such as Mars Stadium and the Ballarat Sports and Events Centre - our list of beautiful buildings, leisure infrastructure and event spaces is impressive. These spaces set us apart.

As such, when we invest in events we must, wherever possible, use these spaces and venues. Breaking the mould and using these spaces in innovative ways will help us deliver on our aspirations.

By being brave in how we use our unique infrastructure, we will deliver on our aspiration of being innovative and courageous, and all in a way that is true and authentically Ballarat.

If we put attributes, infrastructure, and narratives at the heart of delivering the Event Strategy, it will be a significant contributor towards delivering on the TEP.

The events strategy will deliver on the Traveller Experience Plan (TEP) in the following ways;

1. Help shift the perception of Ballarat and change the status quo
2. Address some of the identified experience gaps
3. Capitalise on a number of opportunities highlighted under each of the two key experience pillars
4. Develop and adopt a seasonal based thematic approach that provides opportunity for co-operative alignment to key partners such as Sovereign Hill. Development of seasonal based themes will give the clarity and assuredness requested by industry, providing confidence to invest in developing aligned product.



Ballarat Heritage Festival 2021 | [Instagram](#): [chip_shots](#)

Current Event Calendar Impact

Economic impact delivered by the current calendar

To understand where we want to get to by 2028, it is critical to understand where we are currently positioned. To provide the current day benchmark, we have taken the results delivered by the 2019 event calendar*. In total, 42 events** were included in this benchmarking.

As seen in the 8-year strategy overview, the City of Ballarat will allocate resources to develop a robust measurement framework to provide consistency in measuring the success of the event calendar. This will require significant cooperation from external event owners and extensive attendee research.

However, as at March 2020, using the best available data and supplementing it with reasonable, conservative assumptions, we see the 42 events on the 2019 calendar delivered:

- 93,000 intrastate day-trip visitors
- 81,400 intrastate overnight visitors
- 17,000 interstate overnight visitors
- 881 international overnight visitors
- A total of 178,000 bed nights, delivering
- \$35.4m in visitor spend

The Ballarat Master Event Calendar can be seen on page 18.

* The benchmark for January and February events has been taken from the 2020 iterations as they were conducted prior to the onset of COVID-19.

** To be included in the benchmarking, events needed to be:
i. Supported by the City of Ballarat in some shape or form,
ii. Currently drive, or have potential to drive key economic, identity and/or liveability objectives, Ceremonial/ Civic events (i.e.: Ex-POW memorial service, ANZAC Day service, Vietnam Veterans service, Remembrance Day, and Carols by Candlelight) have been included as they have a significant impact upon the Events Team's time and resources.



Summer Sundays 2021 | [📷](#) [📱](#) chip_shots

Classifying our Event Investment

By classifying each event on our City's event calendar, we help identify and focus on the primary intent behind each investment the City of Ballarat makes. Further, it allows us to easily understand which type of events and investments are delivering on our three primary objectives (Economic, Identity and Civic). To that end, we have classified our current events by Investment Intent.

Investment Intent

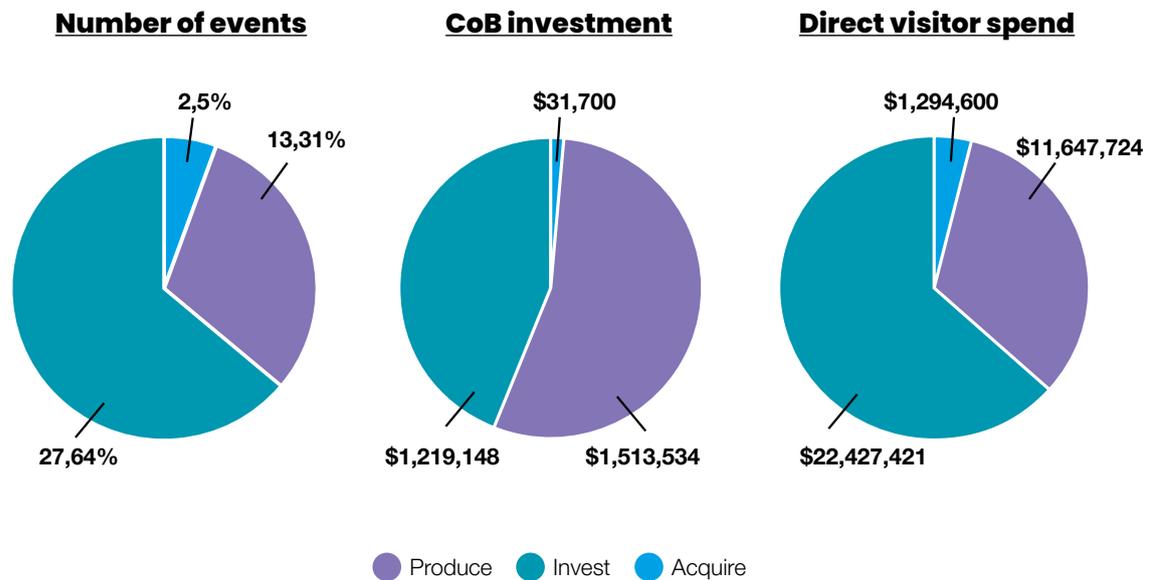
The City of Ballarat will manage its investment in events by allocating spend across three key categories:

1. Produce – Council owned, recurring (and potentially one off) events that the City of Ballarat is responsible for producing, (e.g. Ballarat Begonia Festival)

2. Invest – Recurring events that are owned and produced by external parties. The City of Ballarat invests in these events with a specific outcome(s) in mind, (e.g. RoadNats)

3. Acquire – One-off events that are externally owned and produced to deliver (primarily) economic returns. These typically use event infrastructure that gives Ballarat a point of difference (e.g. Nitro Circus in 2019)

The below graphs are a current representation of how City of Ballarat investment was split across the 2019 event calendar.



Ballarat Master Event Calendar

With the primary aim of bringing together visitor economy stakeholders to better deliver and leverage the benefits driven by events, the City of Ballarat has distilled down the region's key recurring annual events to form the Ballarat Master Events Calendar. The below bolded events have been identified and

classified as our region's **Signature Events**. These events are those that best reflect who we are, make us proud, and/or use our City's points of difference. These events deliver the most benefit to our community and have significant potential to deliver more if better leveraged.

<p>JANUARY</p>  <p>AusCycling Road National Championships Summer Sundays</p>	<p>MAY</p>  <p>Ballarat Heritage Festival</p>	<p>AUGUST</p> <p>Ballarat International Foto Biennale (Aug-Oct)</p>
<p>FEBRUARY</p> <p>Ballarat Gift Rock Ballarat Ballarat Beer Festival Ballarat Swap Meet Western United Match</p>	<p>JUNE</p> <p>Ballarat Junior Basketball Tournament</p>	<p>SEPTEMBER</p> <p>Ballarat and District Sporting Finals</p>
<p>MARCH</p> <p>Ballarat Senior Basketball Tournament Ballarat Begonia Festival Red Hot Summer Tour</p>	<p>JULY</p> <p>Sovereign Hill Winter Wonderlights</p>  <p>Royal South Street Society Eisteddfod Competition (July-Oct) The Red Series Western Bulldogs Match</p>	<p>OCTOBER</p> <p>Buninyong Festival</p>
<p>APRIL</p> <p>Western Bulldogs Match Western United Match</p>		<p>NOVEMBER</p> <p>Frolic Festival Ballarat Cup Springfest Spilt Milk</p>
		<p>DECEMBER</p> <p>Christmas in Ballarat</p>

This annual Master Calendar of Events will be further leveraged and supplemented by acquired and one-off events (eg: Nitro Circus in 2019, Summersault in 2021), sporting events and carnivals. The City of Ballarat will continue to work with industry to identify and develop new events that can build on the existing calendar of events.

Ballarat Begonia Festival 2021 |   andysmithphotographic

Overview for next eight years – strategic priority areas



2021
Reset and
Benchmark

Priorities

- i. Analyse current Events Calendar and identify experience gaps
- ii. Launch Event Calendar and use to re-engage with local industry stakeholders
- iii. Classify City of Ballarat Intent and delivery against strategic objectives and involvement in each event on the calendar
- iv. Put in place a robust, replicable measurement program to benchmark the calendar's contribution to the City
- v. Actively develop collaborations and partnerships for event growth
- vi. Review all event investments that the City produces, acquires, or invests annually to ensure performance in line with strategic objectives



2022
Refine
and Plan

Priorities

- i. Continue to refine City of Ballarat governance, resourcing, and measurement
- ii. Write multi-year strategies for all signature events. Resource their implementation



2023-25
Nurture
and Grow

Priorities

- i. Review the Strategy and reset in line with the post-COVID landscape. Set objectives around how we invest in events using our Strategic Intent and Investment Intent classifications
- ii. Set 2028 KPI targets based on benchmarks from 2021-22 research and measurement
- iii. Execute multi-year strategies for signature events



2025-2028
Leverage
and Optimise

Priorities

- i. Review all event investments and create strategy for each to fully leverage City of Ballarat investment, and maximise subsequent Return on Investment



Ballarat Begonia Festival 2021 |   chip_shots

Strategic Priorities and Actions

Short Term
Analyse current event calendar and identify experience gaps
<p>Output</p> <p>Review event calendar and identify regular anchor events for stability and opportunities for one-off events that create freshness and that are unique and exclusive to Ballarat.</p> <p>Develop a more balanced program in terms of size, location, and timing of events – increase smaller and night-time city focussed offerings, to deliver sustainable activity throughout the year.</p> <p>Keep the doors open; continue delivering all scheduled City of Ballarat events within COVID restrictions of the day.</p> <p>Create leveraging opportunities with industry to increase spend:</p> <ul style="list-style-type: none"> • event extensions/programming to convert day-trippers to overnight visitors • encourage industry partnerships to increase the product proposition for visitors and to provide greater leveraging opportunities for businesses to promote direct to event audiences • Seek a major biennial signature event for Ballarat that builds on the region's creative strengths for Spring 2022
Transform the quality and diversity of product, experiences, and events Opportunity to promote local producers and suppliers.
<p>Output</p> <p>Review programming content of events and activations and develop and refresh content to amplify our local narrative, creatives and venues delivering upon the Traveller Experience Plan;</p> <ul style="list-style-type: none"> • Refresh existing events to ensure quality, relevance and variety in line with the Strategy • Regular and rigorous review and development of event program objectives to ensure alignment with strategic priorities • Engage strategic creative thinkers to reinvent and reimagine event program both holistically and for individual events • Increase and diversify the use of local built, natural and non-tangible assets for events that are distinctively Ballarat • Actively seek event acquisitions that deliver on Strategy objectives • Increase participation of local creative suppliers in all events and activations • Increase use of local food and beverage producers and suppliers

Short Term
<u>Distribute annual Event Calendar</u>
<p>Output</p> <p>Develop, promote and distribute an annual Ballarat event calendar.</p> <ul style="list-style-type: none"> • Launch event calendar three months out from start of year and use it to re-engage with local industry stakeholders • Ensure industry is aware of the City's direction and strategic objectives, and have the opportunity to, and know how to get involved in specific events and the calendar development more broadly • Include events on the calendar that are both produced by Council and externally owned • Promote calendar via City of Ballarat channels and via partners
<u>Review Investment opportunities to ensure a more effective lever for the event calendar</u>
<p>Output</p> <p>Amend Tourism Events Grant Fund to be more agile, timely and responsiveness to market needs. July 2021.</p> <p>Refine the Tourism Event Grant guidelines</p> <ul style="list-style-type: none"> • To ensure funded events are generating a sound economic return • are directly benefitting the Visitor Economy • ensure funded events are aligned with our brand and strengths • are developing our civic liveability objectives and engaging local businesses <p>Develop an event acquisition budget by July 2021 to actively attract compelling events that align with our brand and strengths and support mid-week and annual calendar gaps as identified through the gap analysis process.</p>
<u>Measurement of event impact</u>
<p>Output</p> <p>Create and invest in a robust measurement and research program.</p> <ul style="list-style-type: none"> • Agree on the precise way to measure Visitor Spend. Review Victorian Auditor General's (and by extension, Visit Victoria's) agreed framework • Create templates for event owners to complete as part of their acquittal • Require robust justification for the figures before releasing final tranche of payment • Contract with event owners to supply ticketing reports, economic impact studies, crowd counts etc on a case by case basis. In some cases, part of the City of Ballarat's investment with the event owners should be allocated to research • Carry out regular, consistently executed research with the community

Short Term
Collaboration and Partnerships
<p>Output</p> <p>Actively develop collaborations and partnerships for event program growth.</p> <ul style="list-style-type: none"> • Review City of Ballarat Events Unit web presence in the execution and delivery of the Event Strategy • Promote event services to encourage external producers - promote that Ballarat is open for business to the event industry • Develop partnerships with government, community and commercial groups to initiate and support new and existing events that reflect our identity and support the local economy • Amplify our identity to event producers by highlighting our unique infrastructure, ability to support events in comparison to other regional areas <ul style="list-style-type: none"> » Streamline and simplify grant / funding process using the Strategy's three objectives as a guide to what types of events Ballarat wants to attract and partner with » Update available resources on City of Ballarat website e.g. facilities map, asset register, local event suppliers' directory • Provide a guide on to how to navigate Council processes and regulatory requirements
Local involvement and engagement
<p>Output</p> <ul style="list-style-type: none"> • Continue to grow and foster use of local artists and creatives in programming • Regular engagement with local creatives, event stakeholders and suppliers regarding the event program, how to get involved and how to influence it • Initiate and encourage collaboration with local community organisations to support authentically local events and activations that instil community pride and grow capacity
Accessibility and Inclusion
<p>Output</p> <p>Embrace and celebrate our diverse communities and cultures and welcome visitors through our unique Ballarat experiences.</p> <ul style="list-style-type: none"> • Continue to incorporate First Nations, multicultural and diverse community experiences and involvement across all events and activations where appropriate • Involve local suppliers/ resources in event delivery, include growing base of event services available in Ballarat, build local capacity • Facilitate and promote involvement of local artists to build capacity and promote local talent • Collaborate with local business to develop place appropriate events and activations that will support the sector and activate local business and commercial centres
Operational sustainability and direction
<p>Output</p> <p>Develop considered multi-year strategies for key events. Execute strategies in following years.</p> <ul style="list-style-type: none"> • Develop and deliver sustainable, multi-year plans for all key event investments • Resource the delivery of these plans and empower key staff to deliver on them • Set 2028 KPI targets based on benchmarks from 2021-22 research and measurement

Medium Term 2023 – 2025
<u>Review strategy following three years of implementation to ensure relevance is maintained</u>
Output
Review Ballarat Event Strategy and re-set in line with post COVID landscape. Revise objectives around how we invest in events using strategic intent and investment intent clarifications.
<u>Explore opportunities to promote Ballarat’s sporting, cultural, participation and spectator events to increase visitor demand and visitor expenditure</u>
Output
Continue to explore opportunities with industry for greater leveraging from business and sporting events. <ul style="list-style-type: none"> • Cohesive business and sports events approach • Coordination of event calendar, open days, attractions to encourage multiple activities to encourage an extended stay • Develop opportunities for industry to pre-promote to the sports events visitor • Develop opportunities for industry to leverage off the sports events visitors, once they are in Ballarat • Support industry in re-building the business events sector to support mid-week activation
<u>Elevate attendee experience</u>
Output
Strive for creative and delivery excellence in all components of our activations and events. <ul style="list-style-type: none"> • Determine creative development model for key Identity / signature events to ensure innovative and consistent visitor experiences • Creatively and boldly amplify our competitive advantages within our events to expand our audience demographic and reach beyond Ballarat • Develop strong, contemporary Ballarat events branding across all events • Regular attendee research for all events to gather qualitative feedback
<u>City of Ballarat structure</u>
Output
Continue to refine City of Ballarat governance, resourcing, and measurement. Review resourcing and structure of the Events Team to achieve strategic outcomes.

Long Term 2025 - 2028
Operational sustainability and direction
Output
Execute multi-year strategies for key events. Set 2030 KPI targets based on benchmarks from 2021-22 research and measurement.
Infrastructure and investment plans for identified event precincts
Output
Review event infrastructure at event sites and determine future needs and opportunities for development of key event precincts.
Environmental Sustainability
Output
Continue to refine City of Ballarat governance, resourcing, and measurement. Review resourcing and structure of the Events Team to achieve strategic outcomes.
Review the Ballarat Event Strategy
Output
Review strategy and reset in line with the post-COVID landscape. Set objectives around how we invest in events using our Strategic Intent and Investment Intent classifications.

Methodology

This Event Strategy was developed through consultation, evaluation, and research in line with industry best practice; the Ballarat City Council Plan and other related Council strategies with community, sector and staff priorities front of mind. The research and consultation was undertaken between April and November 2020.

Document Research

City of Ballarat Documents

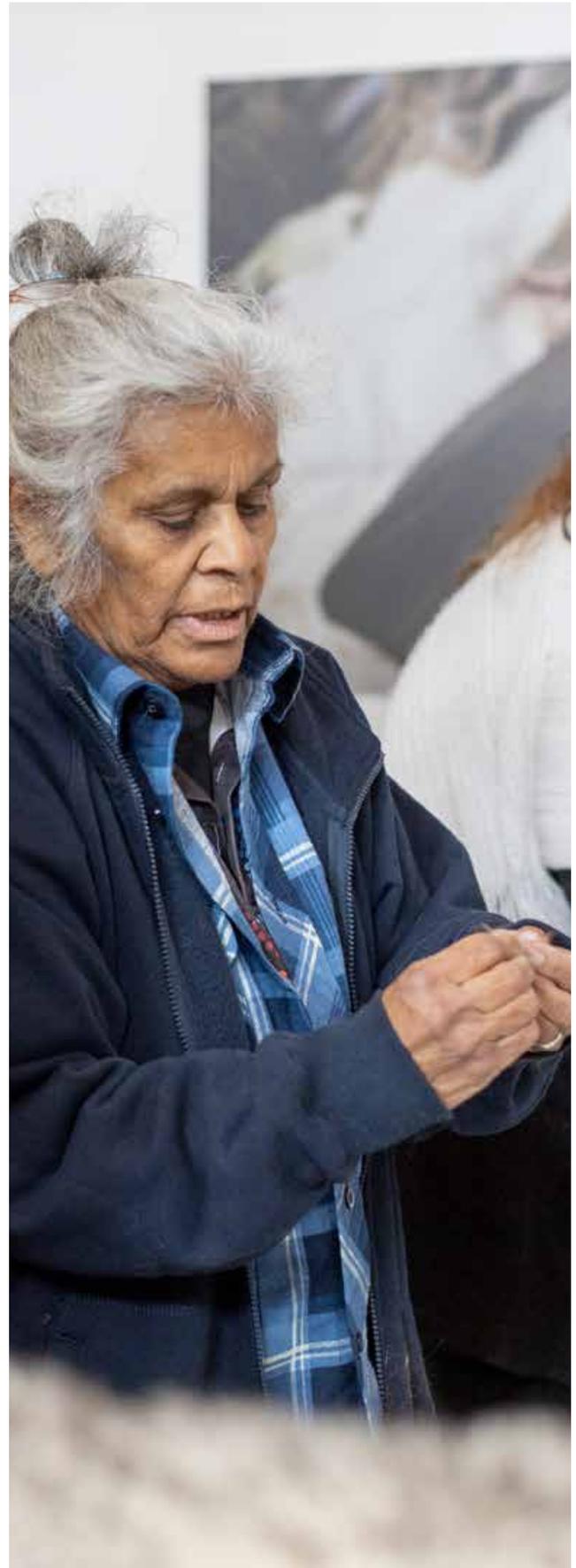
- City of Ballarat Council Plan 2017-2021
- Ballarat Prosperity Framework 2019
- Ballarat Strategy 2040 – Today, Tomorrow, Together
- Ballarat 2030 Traveller Experience Plan
- Ballarat Creative City Strategy 2019
- Ballarat Creative Precinct Master Plan
- City of Ballarat Health and Wellbeing Plan 2017-2021
- Ballarat Event Strategy 2018-2028
- City of Ballarat Grants Policy and Guidelines
- Ballarat Brand Book presentation

Related Documents

- Visit Ballarat Business Events Sector Plan 2018
- Visit Ballarat Brand Tracking Report 2019
- Art Gallery Ballarat Strategic Plan

Event Documents

- Briefs
- Event Reports and acquittals
- Economic Impact assessments
- Debriefs
- Marketing material
- Event market research



Craft Lab + Design Expo 2021 |   chip_shots

Consultation

- Interviews with City of Ballarat staff, Councillors and affiliated committees including:
 - » Members of the Events Team and other staff associated with events within Council
 - » Events Reference Group
 - » Event Strategy Project Working Group
- Interviews with external event stakeholders including representatives from:
 - » Foto Biennale
 - » Commerce Ballarat
 - » Business Events Victoria
 - » Art Gallery of Ballarat
 - » Visit Victoria
 - » Accolade Event Management
 - » Local Hospitality Industry
 - » Sovereign Hill



Gill Minervini Creative (GMC)
Contact: Gill Minervini
gillminervini.com
0418 204 607



Silver Lining Strategy (SLS)
Contact: Stu Speirs – Director
silverliningstrategy.com.au
0439 437 691



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

☎ 03 5320 5500 🌐 ballarat.vic.gov.au 🌐 visitballarat.com.au

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Complete In-Progress Requires attention Not started		Strategic Priorities and Actions	Status	Notes
Short Term				
Analyse current event calendar and identify experience gaps		Review event calendar and identify regular anchor events for stability and opportunities for one-off events that create freshness and that are unique and exclusive to Ballarat.		Completed but focus and effort in this area is ongoing by nature. Event attraction is ongoing via the delivery of the Event Development Fund.
		Develop a more balanced program in terms of size, location, and timing of events – increase smaller and night-time city focused offerings, to deliver sustainable activity throughout the year.		Completed but focus and effort in this area is ongoing by nature. Events unit provides strategic calendar dispersal in planning with external event organisers.
		Keep the doors open; continue delivering all scheduled City of Ballarat events within COVID restrictions of the day.		Completed but focus and effort in this area is ongoing by nature. City of Ballarat committed to delivering events in the format compliant with restrictions of the day.
		Create leveraging opportunities with industry to increase spend:		Completed but focus and effort in this area is ongoing by nature.
		<ul style="list-style-type: none"> event extensions/programming to convert day trippers to overnight visitors 		Completed but focus and effort in this area is ongoing by nature.
		<ul style="list-style-type: none"> encourage industry partnerships to increase the product proposition for visitors and to provide greater leveraging opportunities for businesses to promote direct to event audiences 		Completed but focus and effort in this area is ongoing by nature. Further work will be done with Tourism Mid West Victoria in 2023/2024 to workshop industry engagement approaches.
		<ul style="list-style-type: none"> Seek a major biennial signature event for Ballarat that builds on the region's creative strengths for Spring 2022 		Work currently underway via Event Development Fund for a creative cultural event.
Transform the quality and diversity of product, experiences and events. Opportunity to promote local producers and suppliers.		Review programming content of events and activations and develop and refresh content to amplify our local narrative, creatives and venues delivering upon the Traveller Experience Plan;		Completed but focus and effort in this area is ongoing by nature. Event content for major events is reviewed annually.
		<ul style="list-style-type: none"> Regular and rigorous review and development of event program objectives to ensure alignment with strategic priorities 		Completed but focus and effort in this area is ongoing by nature.
		<ul style="list-style-type: none"> Engage strategic creative thinkers to reinvent and reimagine event program both holistically and for individual events 		Completed but focus and effort in this area is ongoing by nature.
		<ul style="list-style-type: none"> Increase and diversify the use of local built, natural and non-tangible assets for events that are distinctively Ballarat 		Completed but focus and effort in this area is ongoing by nature.
		<ul style="list-style-type: none"> Actively seek event acquisitions that deliver on Strategy objectives 		Completed but focus and effort in this area is ongoing by nature.
		<ul style="list-style-type: none"> Increase participation of local creative suppliers in all events and activations 		Completed but focus and effort in this area is ongoing by nature. 12 events delivered by the City of Ballarat in 2022/2023 featured local creatives.
		<ul style="list-style-type: none"> Increase use of local food and beverage producers and suppliers 		Completed but focus and effort in this area is ongoing by nature.
Distribute annual Event Calendar.		Develop, promote and distribute an annual Ballarat event calendar.		Events unit continues to prioritise the use of local food and beverage producers and suppliers. The Events Unit complete an updated monthly event calendar that is posted on the Ballarat.com website and linked in the Visitor Economy Newsletter.
		<ul style="list-style-type: none"> Launch event calendar three months out from start of year and use it to re-engage with local industry stakeholders 		A 12 month event calendar prospectus was launched in October 2022, outlining the opportunities for engagement with the event calendar.
		<ul style="list-style-type: none"> Ensure industry is aware of the City's direction and strategic objectives, and have the opportunity to, and know how to get involved in specific events and the calendar development more broadly 		Completed but focus and effort in this area is ongoing by nature. Event Manager presenting at all Visitor Economy industry forums.
		<ul style="list-style-type: none"> Include events on the calendar that are both produced by Council and externally owned 		LinkedIn group created for Event Managers in Ballarat, where information is shared on events, opportunities and COB strategic objectives.
		<ul style="list-style-type: none"> Promote calendar via City of Ballarat channels and via partners 		Completed
		<ul style="list-style-type: none"> Promote calendar via City of Ballarat channels and via partners 		Calendar housed Visitballarat.com.au website and included in monthly Visitor Economy newsletter and Visitor Economy newsletter.
Review investment opportunities to ensure a more effective lever for the event calendar.		Amend Tourism Events Grant Fund to be more agile, timely and responsiveness to market needs July 2021. Refine the Tourism Event Grant guidelines		To ensure funded events are generating a sound economic return
		<ul style="list-style-type: none"> are directly benefitting the Visitor Economy 		REMIPLAN reports are created to review pre-event economic impact of funded events and post-economic impact of funded events.
		<ul style="list-style-type: none"> ensure funded events are aligned with our brand and strengths 		Tourism Events Grant Program scoring and assessment criteria has been updated to align with strategy objectives of the Ballarat Event Strategy.
		<ul style="list-style-type: none"> are developing our civic/leasability objectives and engaging local businesses 		Completed.
		Develop an event acquisition budget by July 2021 to actively attract compelling events that align with our brand and strengths and support mid-week and annual calendar gaps as identified through the gap analysis process.		Sports Events Acquisition fund was established to the Event Development fund could focus on attracting events that align with Ballarat's two key experience pillars.
Measurement of event impact.		Create and invest in a robust measurement and research program.		Events Unit continuing to review REMIPLAN and Spendmapp.
		<ul style="list-style-type: none"> Agree on the precise way to measure Visitor Spend. Review Victorian Auditor General's (and by extension, Visit Victoria's) agreed framework 		Acquittal templates are completed via Smartygrants. Templates will continue to be updated as grant program is refined.
		<ul style="list-style-type: none"> Create templates for event owners to complete as part of their acquittal 		Completed
		<ul style="list-style-type: none"> Require robust justification for the figures before releasing final tranche of payment 		Completed
		<ul style="list-style-type: none"> Contract with event owners to supply ticketing reports, economic impact studies, crowd counts etc on a case by case basis. In some cases, part of the City of Ballarat's investment with the event owners should be allocated to research 		Completed
		<ul style="list-style-type: none"> Carry out regular, consistently executed research with the community 		Working with internal business units to share research.
Collaboration and Partnerships		Actively develop collaborations and partnerships for event program growth.		Review completed, identified actions being implemented.
		<ul style="list-style-type: none"> Review City of Ballarat Events Unit web presence in the execution and delivery of the Event Strategy 		Ballarat.com - External information updated regarding acquisitions program and events that Ballarat is looking to attract. Project currently underway to complete refresh of Ballarat.com.au website content and include showreel. Websites will be launched in August 2023 and showcased at the October sector meeting.
		<ul style="list-style-type: none"> Promote event services to encourage external producers - promote that Ballarat is open for business to the event industry 		COB produced events websites complete and live - Begonia, Heritage, Summer Sundays, Christmas & Winter Festival.
		<ul style="list-style-type: none"> Develop partnerships with government, community and commercial groups to initiate and support new and existing events that reflect our identity and support the local economy 		Completed Ballarat.com - External information updated regarding acquisitions program and events that Ballarat is looking to attract.
		<ul style="list-style-type: none"> Amplify our identity to event producers by highlighting our unique infrastructure, ability to support events in comparison to other regional areas 		Ongoing
		<ul style="list-style-type: none"> Streamline and simplify grant / funding process using the Strategy's three objectives as a guide to what types of events Ballarat wants to attract and partner with 		Initial program review completed and implemented in 2021. Secondary program review currently underway to create three streams of programming. Will be launched for 2023/2024 financial year program.
		<ul style="list-style-type: none"> Update available resources on City of Ballarat website e.g. facilities map, asset register, local event suppliers' directory 		Booking system project has been placed on hold.
		<ul style="list-style-type: none"> Provide a guide on to how to navigate Council processes and regulatory requirements 		Toolkit available on City of Ballarat website.
Local involvement and engagement		Continue to grow and foster use of local artists and creatives in programming		Completed but focus and effort in this area is ongoing by nature. Commitment continues in support of Creative City Strategy.
		<ul style="list-style-type: none"> Regular engagement with local creatives, event stakeholders and suppliers regarding the event program, how to get involved and how to influence it 		Closed LinkedIn Group Visitor Economy Facebook Page EO's on Creative Ballarat website
		<ul style="list-style-type: none"> Initiate and encourage collaboration with local community organisations to support authentically local events and activations that instil community pride and grow capacity. 		Presentations at Visitor Economy Industry Meetings
				Ongoing

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Accessibility and inclusion	Embrace and celebrate our diverse communities and cultures and welcome visitors through our unique Ballarat experiences.	• Continue to incorporate First Nations, multicultural and diverse community experiences and involvement across all events and activations where appropriate	Completed but focus and effort in this area is ongoing by nature
		• Involve local suppliers/ resources in event delivery, include growing base of event services available in Ballarat, build local capacity	Completed but focus and effort in this area is ongoing by nature. 50% local content required for each event delivered by the City of Ballarat.
		• Facilitate and promote involvement of local artists to build capacity and promote local talent	Completed but focus and effort in this area is ongoing by nature.
		• Collaborate with local business to develop place appropriate events and activations that will support this sector and activate local business and commercial centres	Completed but focus and effort in this area is ongoing by nature.
Operational sustainability and direction	Develop considered multi-year strategies for key events. Execute strategies in following years.	• Develop and deliver sustainable, multi-year plans for all key event investments	Multi-year plans are in the development phase. Template being implemented across all events.
		• Resource the delivery of these plans and empower key staff to deliver on them	Ongoing
		• Set 2028 KPI targets based on benchmarks from 2021-22 research and measurement	Ongoing
			Measurements will be finalised in multi-year plans.
Medium Term 2023 - 2025			
Review strategy following three years of implementation to ensure relevance is maintained. Explore opportunities to promote Ballarat's sporting, culture participation and spectator events to increase visitor demand and visitor expenditure	Continue to explore opportunities with industry for greater leveraging from business and sporting events.	Review Ballarat Event Strategy and re-set in line with post COVID landscape. Review objectives around how we invest in events using strategic intent and investment intent clarifications.	Review to begin in Q4 of 2023
		• Cohesive business and sports events approach	
		• Coordination of event calendar, open days, attractions to encourage multiple activities to encourage an extended stay	
		• Develop opportunities for industry to pre-promote to the sports events visitor	
Elevate attendee experience	Strive for creative and delivery excellence in all components of our activations and events.	• Develop opportunities for industry to leverage off the sports events visitors, once they are in Ballarat	Business Events Concierge Officer in place in the Sustainable Destination Development Team. Business events website complete.
		• Support industry in re-building the business events sector to support mid-week activation	
		• Determine creative development model for key identity / signature events to ensure innovative and consistent visitor experience	
		• Creatively and boldly amplify our competitive advantages within our events to expand our audience demographic and reach beyond Ballarat	
City of Ballarat structure		• Develop strong, contemporary Ballarat events branding across all events	Ballarat Begonia Festival complete in 2021 Ballarat Heritage Festival will complete enhancement in 2023 Summer Sunday brand review completed in 2022 Christmas in Ballarat brand review completed in 2022
		• Regular attendee research for all events to gather qualitative feedback	Ongoing
		Continue to refine City of Ballarat governance, resourcing, and measurement. Review resourcing and structure of the Events Team to achieve strategic outcomes.	Ongoing
Long Term 2025 - 2028			
Operational sustainability and direction		Execute multi-year strategies for key events.	
		Set 2030 KPI targets based on benchmarks from 2021-23 research and measurement.	
Infrastructure and investment plans for identified event precincts		Review event infrastructure at event sites and determine future needs and opportunities for development of key event precincts.	
Environmental Sustainability		Continue to refine City of Ballarat governance, resourcing, and measurement. Review resourcing and structure of the Events Team to achieve strategic outcomes.	Work currently underway for feasibility for Victoria Park Events Precinct Masterplan
Review the Ballarat Event Strategy		Review strategy and reset in line with the post-COVID landscape. Set objectives around how we invest in events using our Strategic intent and investment intent clarifications.	

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8.4. RECOMMENDED BUDGET CARRYOVERS 2022/23

Division: Corporate Services
Director: John Hausler
Author/Position: Jason Clissold – Executive Manager Financial Services

PURPOSE

1. This report sets out those items that are required to be carried forward to the 2023/24 Budget from the previous financial year due to timing issues relating to:
 - a. Funded projects still in progress as at 30 June 2023;
 - b. Grants being received in advance; and
 - c. Additional unbudgeted grants received.

BACKGROUND

2. Carryovers result from recognising the timing differences, in the delivery of already committed or funded projects. They do not increase Council's overall expenditure.
3. Carryovers allow for projects that were funded in the 2022/23 budget, to continue to be delivered in the 2023/24 financial year.
4. Revenue recognition accounting standards require Council to make an adjustment for any unexpended grant funding. This is grant funding that is received with obligations of Council, which are yet to be met.

KEY MATTERS

5. The attached schedule details a net increase of \$24.175 million to carryovers in the 2023/24 budget. \$3.726 million relating to operating programs and \$20.449 million to Capital projects. The major items to note in the \$24.175 million of net adjustments are:
 - Carryover calculations for multi-year projects including: Central Library \$2.66m, Bridge Mall \$2.43m and Sebastopol Community Hub \$1.85m.
 - \$3.05 million relating to on-order Plant Replacement items.
 - \$1.94 million relating to the Drainage Basin RB11.
 - \$1.95 million operating relating to Business Improvement projects, including Human Resource Information System, Asset Management System, Statutory Planning System and data collection for tree inventory.
6. In addition to the carryovers, there will be an adjustment relating to new and unexpended grant funding of \$15.086 million (Attachment 2 - \$4.499 million operating and \$10.587 million capital). This is an adjustment required by accounting standards that will have no overall net impact on Council's financial position.
7. After consideration of the recommended carryovers attached, a review of the 2022/23 unaudited results indicates an estimated net permanent positive variance of \$555 thousand. It is proposed to allocate funds to the following two committed projects, from the net positive variance:
 - \$150k - Botanical Gardens Master Plan.
 - \$300k - Irrigation Renewal at the Botanical Gardens.

OFFICER RECOMMENDATION

- 8. That Council:**
- 8.1 Approve the \$24.175 million of funds to be carried over to the 2023/24 adopted budget.**
- 8.2 Approve the proposed accounting adjustments totaling \$15.086 million. relating to new and unexpended grants as at 30 June 2023.**
- 8.3 Approve the allocation of funds to the following items which have previously been committed to undertake by Council:**
- **\$150k - Botanical Gardens Master Plan.**
 - **\$300k - Irrigation Renewal at the Botanical Gardens.**
- 8.4 Note that after approving the funds to be carried over to the 2023/24 adopted budget and allocating funds to the items in 8.3 above, that \$105,000 remains which will be allocated to Councils retained earnings and set aside for future debt repayment.**

ATTACHMENTS

1. Governance Review [8.4.1 - 2 pages]
2. 2022/23 Recommended Carryovers [8.4.2 - 3 pages]
3. 2022/23 Unexpended Grant Income [8.4.3 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report supports Goal 6 of the Council Plan 'A council that provides leadership and advocates for its community'. Specifically, within the Annual Plan, it contributes to the achievement of action 6.6 and 6.7
 - 6.6 - Ensure accountability with public resources
 - 6.7 - Ensure good governance and leadership

COMMUNITY IMPACT

2. This report details how programs and/or projects that were budgeted for, but unable to be finalised, in the 2022/23 financial year will be funded and delivered to the community.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. No climate emergency or environmental sustainability implications are relevant to the subject of this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. No economic sustainability implications are relevant to the subject of this report.

FINANCIAL IMPLICATIONS

5. There are no material financial implications as a result of this report.
6. The details contained in this report primarily relate to the timing of revenue and expenditure recognition and have no negative impact on Council's long term financial sustainability.

LEGAL AND RISK CONSIDERATIONS

7. No legal or risk implications are relevant to the subject of this report.

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. The content of this report has principally been generated from the 2022/23 adopted budget of Council, which was subject to a community engagement process.

GENDER EQUALITY ACT 2020

OFFICIAL

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

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CITY OF BALLARAT
RECOMMENDED CARRYOVERS TO 2023/24

Project Detail	Recommended Carryover 23/24 Budget	Revenue - Carryover Adjustment Required to 23/24 Budget	Overall - Net change to Budget
CAPITAL CARRYOVERS			
Trench Room - AV update	31,333	-	31,333.00
ICT Backup Review	30,000	-	30,000.00
ICT Network Refresh	790,797	-	790,796.82
ICT Device Replacement Program	25,151	-	25,150.87
Christmas Capex	5,724	-	5,723.64
BALC Boilers	46,109	-	46,109.00
Lucas A/C replacement	5,609	-	5,609.00
Plant Replacement Program	1,844,092	-	1,844,092.45
Waste Fleet Replacement Program	1,200,000	-	1,200,000.00
AGB plant audit	33,537	-	33,536.73
AGB Lighting upgrade	194,130	-	194,130.43
Whitehorse Rd Landfill Capital - Capping Works	177,515	-	177,515.00
Public toilet Strategy	50,785	-	50,785.00
Alfredton Rec Res public toilet demolition	1,872	-	1,872.00
Elevating IWM	31,000	-	31,000.00
Free the Yarrowee GPT	175,000	-	175,000.00
Fast Track Recreation Projects - Victoria Park Redevelopment	- 62,434	- 10,000.00	- 72,433.92
Wendouree Community Recreation Precinct - Sports Pavilion	149,337	- 250,000.00	- 100,663.00
COVID Safe Outdoor Activation Fund 2021	178,307	-	178,306.75
Art Gallery Boiler gas metering	25,671	-	25,671.00
Elevating Integrated Water Management	526,000	- 250,000.00	276,000.00
Gate Keepers cottage southern access	4,664	-	4,664.00
Airport cold water mains and downpipe connections	130,150	-	130,150.00
Badminton Stadium roof renewal	18,905	-	18,905.00
Western oval AC renewal	8,111	-	8,111.00
Eastern Oval grandstand renewal	200,048	-	200,048.00
Botanical Gardens Northern pavilion	2,000	-	2,000.00
Soundshell demolition-north gardens	55,000	-	55,000.00
Her Maj HVAC contribution	85,000	-	85,000.00
Pipers DDA works delivery	87,900	-	87,900.00
Mining Exchange Facade renewal	125,000	-	125,000.00
Learmonth Community Skills Shed	50,000	-	50,000.00
Carillon Renewal	65,000	-	65,000.00
Art Gallery Goods lift renewal	150,000	-	150,000.00
BALC Operations Renewal	11,893	-	11,892.82
Alfredton CF & EYH	2,284,106	-	2,284,106.00
Refund to developer	197,009	-	197,009.00
Bakery Hill Landscape and Civil works	2,433,747	-	2,433,747.00
HMT Stage 3 Works	- 3,218,467	-	- 3,218,467.00
HMT Conservation Works	- 212,416	-	- 212,415.90
Food is Free - Engaged Communities	5,000	-	5,000.00
My Neighbourhood Capital	9,680	-	9,680.00
My Neighbourhood Capital - Sensory Friendly Stay and Play Zone Project	311,507	-	311,507.00
Mt Clear Community Cricket Nets	582,562	-	582,561.97
Town Hall Restoration	- 3,303	-	- 3,302.78
BI Medium Projects - CCTV	250,000	-	250,000.00
Library Print Management	30,000	-	30,000.00
Fernery Outdoor Landscaping	322,200	-	322,199.64
BRL Capital Expenditure	395,579	-	395,579.00
Irrigation Renewal Botanical Gardens	184,370	-	184,370.00
Lucas Integrated Children's Centre	98,100	-	98,100.00
Sebastopol Community Hub	1,850,774	-	1,850,773.54
Royal Park Community Garden upgrade	63,578	-	63,578.07
Mount Clear Kindergarten Accessibility Improvements	52,392	-	52,392.05
Community Infrastructure Improvements	9,214	-	9,213.55
Brown Hill Kindergarten extension	10,995	-	10,994.89
Sebastopol South Kindergarten Refurbishment	- 95,851	-	- 95,851.00
Lake Lighting & Fitness Equipment	676,283	-	676,282.60

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CITY OF BALLARAT
RECOMMENDED CARRYOVERS TO 2023/24

Project Detail	Recommended Carryover 23/24 Budget	Revenue - Carryover Adjustment Required to 23/24 Budget	Overall - Net change to Budget
Contribution to Mount Clear Kindergarten	50,000	-	50,000.00
My Neighbourhood Capital - Intercultural Garden	99,528	-	99,528.00
Solar PV Installs	195,650	-	195,650.00
Electric Vehicle Charging	29,537	-	29,536.50
Trails and Connections	964,236	-	964,236.00
Western Oval Band Hall public toilet facilities	4,400	-	4,400.28
Wendouree Children's Centre canopy cover and rectification works	1,006	-	1,006.07
Alfredton Rec Reserve Netball Court	756,854	-	756,854.29
Alfredton Recreation Reserve Upgrade	497,401	-	497,401.36
Buninyong Bowls Surface	13,363	-	13,362.77
Delacombe Community Outdoor Gym	48,000	-	48,000.00
Doug Dean Facility Upgrade	685,999	-	685,998.64
Learmonth Netball Courts	155,797	-	155,797.27
Pleasant Street Soccer Pitch Renewal	90,052	-	90,052.00
Russell Square Outdoor Gym Equipment	48,000	-	48,000.02
Skate Park Facility Upgrades	150,000	-	150,000.00
Upgrades for sporting events	30,000	-	30,000.00
Alfredton Reserve Upgrade	8,836	-	8,836.06
Buninyong Aths Relocation	41,413	-	41,412.68
Burrunbeet Cricket Club	173,973	-	173,972.68
City Oval Change Rooms	32,484	-	32,483.98
North Ballarat Oval No 2 Change Room	130,000	-	130,000.00
Skate Strategy Regional Parks	200,000	-	200,000.00
Havelock Street - Ballarat North	415,395	-	415,395.39
Sturt Street/ Drummond Street, hospital entrance works	239,070	-	239,069.88
Ripon Street, between Sturt & Eyre Streets	391,708	-	391,708.20
Footpath upgrades for Mair Street	113,491	-	113,491.14
Learmonth Rd cycle path	67,965	-	67,965.46
AGB Upgrade-Toilet Facilities	50,000	-	50,000.00
Municipal Recycling Facility	250,000	-	250,000.00
City Oval Bowls Surface (design)	13,893	-	13,893.00
Central Library	2,665,753	-	2,665,753.00
Airport Runway Upgrade	- 476,541	-	- 476,541.00
Latrobe St Saleyards Renewal	200,000	-	200,000.00
Age Friendly Strategy	85,000	-	85,000.00
Drainage Basin RB11 - Council Resolution 22/2	1,940,000	-	1,940,000.00
Changing Places - Libraries	131,000	-	131,000.00
Miners Rest Drainage	132,647	-	132,646.62
Air Purifiers	28,385	-	28,384.55
Toddler Scale Upgrade	4,560	-	4,560.00
Charlesworth St Retarding Basin	- 900,000	-	- 900,000.00
Spotlight on Sebastopol	- 1,490,100	-	- 1,490,100.00
TOTAL CAPITAL	20,959,018	- 510,000.00	20,449,018.06
OPERATING CARRYOVERS			
Digital Improvements: Delivering on actions in 2020-24 Destination Marketing Plan	81,365	-	81,365.00
Marketing research (evolve Ballarat's brand strategy)	11,030	-	11,030.00
Community Infrastructure Design Guidelines	15,107	-	15,107.05
Community Infrastructure Design Guidelines	24,893	-	24,892.60
Tourism Event Grant Program- Beyond Dark & Power FM Easter Egg Hunt	12,791	-	12,791.00
Upgrade of lighting in Art Space Ballarat	5,000	-	5,000.00
Aquatic Centre energy plan (Task BALCE)	35,000	-	35,000.00
AGB Digitisation project	32,465	-	32,465.00
HRIS	126,000	-	126,000.00
Aquatic Centre energy plan (Task BALCE)	39,000	-	39,000.00
FReeZA Program, 3 year State Govt and Council funded program delivering live music,	4,506	-	4,505.94
Engage! Program, 3 year State Govt and Council funding agreement	10,186	-	10,186.10
Open Space Strategy	103,629	-	103,629.00
Transport Planning	119,500	-	119,500.00

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CITY OF BALLARAT
RECOMMENDED CARRYOVERS TO 2023/24

Project Detail	Recommended Carryover 23/24 Budget	Revenue - Carryover Adjustment Required to 23/24 Budget	Overall - Net change to Budget
CBD UDF	24,836	-	24,836.00
Equine Precinct Project	250,000	-	250,000.00
Heritage Policy and Gaps Review	34,445	-	34,444.63
Flood Planning	19,480	-	19,480.00
Housing Strategy	25,152	-	25,152.00
Heritage Plan Implementation	20,423	-	20,423.00
HRIS System	475,317	-	475,317.45
Data Collection for Tree Inventory	300,000	-	300,000.00
Cumulative Spend Non Compliance	30,000	-	30,000.00
Statutory Planning System	375,000	-	375,000.00
Contract Management System	100,000	-	100,000.00
Procurement Software review	172,000	-	172,000.35
Business Improvement Review	50,000	-	50,000.35
Business Improvement DAS Project	50,000	-	50,000.35
Asset Management System	270,000	-	270,000.00
Early Investigations	16,464	-	16,463.60
Link Road Early Investigations	113,456	-	113,456.00
Federation University - Evaluation of Ballarat Industry Mentoring Program	30,000	-	30,000.00
Ballarat's Best Ideas by Suggest It	25,000	-	24,999.53
Ballarat Visitor Servicing Plan implementation	15,727	-	15,727.30
Ballarat Visitor Journey mapping project	20,350	-	20,350.00
Growth Area Framework Plan - Project delayed	175,000	-	175,000.49
Contract Management Review	60,000	-	60,000.00
World Heritage Bid - City of Ballarat co-contributions	44,133	-	44,133.47
EPA Sebastopol Gun Club	275,505	-	275,505.37
Strategic Partnerships	59,875	-	59,874.50
Community Impact Grants	73,379	-	73,378.84
TOTAL OPERATING	3,726,015	-	3,726,015
TOTAL CARRYOVERS 2022/23	24,685,034	-	24,175,034

* Negative values relate to adjustments to carryovers in the adopted budget or timing of grant funding.

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CITY OF BALLARAT
UNEARNED INCOME 30 JUNE 2023

Grant Project & Description	Unexpended June 2023 \$
CAPITAL UNEARNED GRANTS	
834550-MRC71 - Major Infrastructure Renewal Project	-208,849
834570-RTR33 - Federal Roads to Recovery Funding	-661,666
834570-RTR38 - Federal Roads to Recovery Funding	-161,902
835300-00000 - Sebastopol South Kindergarten Refurbishment	-24,766
836381-00000 - JumpStart! Sebastopol Library Small Spaces Community Garden	-27,920
837021-00000 - Better Boating	-30,420
837022-00000 - North Shore Fishing Access	-7,305
837550-00000 - Charlesworth St Retarding Basin	-939,394
837610-BH106 - Bakery Hill	-220,000
837711-00000 - HMT Stage 3	-4,889,219
837724-00000 - Fernery Outdoor Landscaping	-87,341
837725-INCPL - My Neighbourhood Capital	-129,891
837728-00000 - AGB Upgrade - Skylights	-229,874
837746 - Spotlight on Sebastopol	-1,968,047
837752-00000 - CBD Free Carparks	-301,438
837756-00000 - Exceptional Assistance Grants - Emergency Management	-29,459
837762-00000 - Early Childhood Ventilation	-307
837769-00000 - Alfredton Rec Reserve Netball Court	-31,854
837782-00000 - Mt Clear CC Net renewal	-57,232
837795-00000 - Russell Square Outdoor Gym Equipment	-22,814
837798-00000 - Learmonth Recreation Reserve Electronic Scoreboard	-54,000
837800-VPWSD - Elevating Integrated Water Management	-112,314
837800-WWWSD - Elevating Integrated Water Management	-200,000
837801-00000 - Yarrowee River Places & Connections	-97,995
837818-00000 - Boer War Monument	-50,000
837996-00000 - Delacombe Community Outdoor Gym	-22,622
840018-00000 - Accessibility, Arts and Assistance Dogs	-20,468
TOTAL CAPITAL UNEARNED GRANTS	-10,587,097
OPERATING UNEARNED GRANTS	
000130-00000 - Provisionally Registered Teacher Funding	-1,743
016400-00000 - Best Start	-50,224
016400-ADMIN - Best Start	-7,802
106060-00000 - Youth Festival	-2,000
106720-00000 - Empowering Communities	-43,062
108410-00000 - M.E.R.P.	-60,000
114500-00000 - Supported Playgroups	-54,116
114500-ADMIN - Supported Playgroups	-19,368
119810-KAS02 - Maternal & Child Health	-49,010
125020-EC001 - Eureka Centre Education	-13,311
304578-00000 - VE Visit Victoria Annual RTB Plan Implementation	-125,541
304579-00000 - VE business events - Tourism Australia grant	-10,046
304582-00000 - Visitor Economy Great Southern Touring Route	-636
309190-00000 - Flood Damage October 2022	-220,676
640865-00000 - Kerbside Reform Support Fund	-15,607

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CITY OF BALLARAT
UNEARNED INCOME 30 JUNE 2023

654530-00000 - Walk to School Program	-12,948
654530-VHA2S - Walk to School Program	-2,727
657510-VHDIS - Community Infrastructure Guidelines	-10,000
660340-SASIG - MCH Sleep and Settling Grant	-238,190
660340-SASOC - MCH Sleep and Settling Grant	-337,552
662160-00000 - Early Childhood Language Program	-22,200
A00041-00000 - Arts Incubator	-48,172
A00660-MS008 - Community Education	-1,677
BS0020-00000 - Women In Building Surveying	-92,738
CD0020-00000 - Vic Health Funding	-22,425
CD0020-VHPPPO - Parent Place Outreach	-24,856
CD0020-VHSCN - Social Connectivity	-835
CSCCC0-CVGRT - Creative Cities Strategy Community	-30,000
DIGSNR-00000 - Digital Literacy for Seniors Grant	-32,755
EH0030-00000 - Domestic Wastewater Management Plan	-20,000
EPAGUN-SEBGC - EPA Sebastopol Gun Club	-118,691
EYPP00-00000 - Early Years Project Planning	-27,015
FC0060-00000 - Enhanced Maternal Child Health	-78,451
FC0140-00000 - Central Kindergarten Enrolment	-45,099
FC0180-00000 - Community Child Care Fund - FDC	-5,051
FC0242-00000 - School Readiness Funding	-10,239
FC0242-00000 - School Readiness Funding	-18,722
FC0245-00000 - Innovation Grant to Support Early Career Teacher Retention	-842
FC0250-00000 - Safe Haven Program	-1,032,380
FC0270-00000 - Workforce Planning Support	-30,000
FC0280-00000 - Assessment for Learning	-1,150
HC0140-00000 - Assessment & Review	-94,855
HC0140-VICG1 - Assessment & Review	-851,070
HC0200-00000 - IAT Live Trial	-5,836
KINDA0-00000 - 3 year old Kinda Assessment	-8,781
KISP00-00000 - Kindergarten Infrastructure and Services Plan Support Grants	-82,000
LATSAL-SALE8 - Latrobe St Sale Yards	-92,673
PR0111-00000 - Restoring Community War Memorials and Avenues of Honour	-4,784
PR0113-00000 - Eureka Stockade Gardens Conservation Management Plan	-20,000
RATDIS-00000 - State Government COVID RAT Distribution	-64,431
SP0040-00000 - Digital Planning Project	-200,000
SPOTSB-SOS03 - Spotlight on Sebastopol - Operating	-85,458
SR0130-00000 - Safe Routes to School Program	-5,608
SR0140-00000 - Change Our Game Program	-5,500
WH0010-BIDEV-COGBW - World Heritage Listing	-37,887
WH0010-COENG-OTHWH - World Heritage Listing	-545
WH0010-COENG-VGTEW - World Heritage Listing	-1,144
TOTAL OPERATING UNEARNED GRANTS	-4,498,427
TOTAL UNEARNED GRANTS 2022/23	-15,085,525

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8.5. ART GALLERY OF BALLARAT BOARD APPOINTMENTS

Division: Economy and Experience
Director: Martin Darcy
Author/Position: Louise Tegart – Director Art Gallery of Ballarat

PURPOSE

1. For Council to consider the Art Gallery of Ballarat Board recommendation to re-appoint two Board Members whose one-year terms have come to conclusion on 30 August 2023.

BACKGROUND

2. As part of the Art Gallery of Ballarat Governance Review, a new Board was sought with a recruitment process undertaken in early 2022. A recommendation report went to Council and endorsement of the recommended Board members was made by Council on 27 April 2022.
3. Following completion of paperwork and induction, the new Board members attended their first meeting on 30 August 2022.
4. As no date of appointment was specified in the letter sent to Board members, the date of the first meeting, 30 August 2022, is now taken as the date of appointment for renewal of terms.
5. Board terms were staggered in 12-month, 2-year and 3-year terms so that not all terms would conclude at the same time.
6. Two Board members, David Constantine and David Herman, were appointed for 12 months and are now due for consideration of renewal.
7. Under the Board's constitution a Nominations Committee has to be formed to nominate new Board members. The Board minus the two Board members whose term was expiring met and considered the current vacancy and recommended at the Board meeting on 25 July 2023 to re-nominate the two Board members rather than go out to advertisement. This is because the Board is still in its infancy and Members are still being inducted into Gallery business and processes.

KEY MATTERS

8. Both Board Members have agreed to continue on the Board if their nomination is accepted by Council.
9. The new Board is working effectively and both Board members have made significant contributions over the last 12 months.
10. To ensure clarity regarding dates of appointment, dates will be specified in future recommendations to Council.

OFFICER RECOMMENDATION

11. That Council:

- 11.1 Endorse David Constantine and David Herman be appointed to the Art Gallery of Ballarat Board for a three-year term concluding 30 August 2026.**

ATTACHMENTS

1. Governance Review [8.5.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Council Plan- An environmentally sustainable future, A healthy, connected and inclusive community, A city that fosters sustainable growth, A city that conserves and enhances our natural and built assets, A strong and innovative economy and city, A council that provides leadership and advocates for its community
2. Community Vision 2031
3. Ballarat Prosperity Framework
4. Art Gallery of Ballarat Strategic Plan Creative City Strategy
5. Creative Precinct Masterplan
6. Events Strategy
7. Traveller Experience Plan
8. Visitor Economy Strategy
9. Health and Wellbeing Plan 2021-2031
10. Financial Plan
11. Workforce Plan
12. Asset Plan

COMMUNITY IMPACT

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

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

14. nil

ECONOMIC SUSTAINABILITY IMPLICATIONS

15. The new Board position descriptions clearly define the role of the Gallery Board and will ensure that fundraising is part of their remit. A fundraising strategy is under development.
16. Long term financial stability of the Gallery including ethical management of bequests

FINANCIAL IMPLICATIONS

17. nil

LEGAL AND RISK CONSIDERATIONS

18. If positions not filled, there will not be a Board quorum.

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HUMAN RIGHTS CONSIDERATIONS

19. 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

20. n/a

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

22. 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)

OFFICIAL

8.6. 2023-2024 COUNCIL PLAN ACTION PLAN

Division: Corporate Services
Director: John Hausler
Author/Position: Michael Riseley – Acting Executive Manager Business Services

PURPOSE

1. To present Council with the proposed 2023-2024 Council Plan Action Plan that will progress delivery of the Council Plan 2021-2025.

BACKGROUND

2. The Council Plan 2021-2025 adopted at the 25 August 2021 Council meeting outlines Council's Strategic Direction, Objectives, and Strategies for achieving the objectives and strategic indicators as per s90 *Local Government Act 2020*. It included the 2021/22 annual action plan to achieve the strategic objectives.
3. The 2023-2024 Council Plan Action Plan reflects the actions that will be completed by the City of Ballarat in 2023/24 to achieve the strategic objectives. The 2023/24 Action Plan outlines the Council's initiatives and priorities for services, infrastructure, and amenity that were approved within the 2023-2024 Annual Budget and will progress delivery of the Council Plan 2021-2025.

KEY MATTERS

4. The 2023-2024 Council Plan Action Plan initiative descriptions have been gathered in consultation with business unit managers.
5. The 2023-2024 Council Plan Action Plan initiatives align with the six Goals and the 41 Strategic Objectives of the Council Plan 2021-2025.
6. The 2023-2024 Council Plan Action Plan aligns with the 2023-2024 Annual Budget adopted 28 June 2023.
7. Updates will be provided on the progress of delivery of the 2023/24 actions on a quarterly basis.

OFFICER RECOMMENDATION

8. **That Council:**
 - 8.1 **Endorse the 2023-2024 Council Plan Action Plan.**
 - 8.2 **Note that updates on progress of delivery of the 2023-2024 Action Plan will be provided on a quarterly basis.**

ATTACHMENTS

1. Governance Review [**8.6.1** - 2 pages]
2. Annual Plan 2023/24 [**8.6.2** - 19 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The 2023-2024 Council Plan Action Plan outlines the initiatives and priorities that will progress delivery of the Council Plan 2021-2025.

COMMUNITY IMPACT

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

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. Individual initiatives will manage economic stability as appropriate.

FINANCIAL IMPLICATIONS

6. The initiatives that require funding have been included within the approved 2023-2024 Annual Budget

LEGAL AND RISK CONSIDERATIONS

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

HUMAN RIGHTS CONSIDERATIONS

8. It is considered that the report does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.
9. Individual initiatives will consider Human Rights as appropriate.

COMMUNITY CONSULTATION AND ENGAGEMENT

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

GENDER EQUALITY ACT 2020

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL



Goal 1: An environmentally sustainable future

1.1 Transition towards zero emissions

- Invest in key initiatives including methane capture, renewable energy, green vehicles and energy efficiency
- Engage with key stakeholders and community to help deliver the Net Zero community emissions target
- Support solar energy efficiencies installations on community buildings

1.2 Transition towards zero waste

- Identify opportunities to trial innovation in road construction using in situ materials and recycled materials
- Update the Resource Recovery and Waste Management Strategy
- Develop the Kerbside Transition Plan commensurate with the state-wide reforms of the Recycling Victoria Policy 2020
- Continue with projects that support development of the circular economy
- Support the community and business to reduce waste generation and improve the quality and contamination levels of waste and recycling streams
- Explore opportunities to retain the value of waste materials locally
- Continue to work with the Victorian Government to progress a circular economy precinct of regional significance

OFFICIAL



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

Report on our solar energy output and savings on City of Ballarat facilities, and continue to rollout installations at other sites
Continue partnership with Central Highlands Water to implement improved access to recycled and storm water for sports grounds
Undertake annual tree planting as per the Urban Forest Plan to meet 40 per cent tree canopy cover
Develop Community Garden Policy and Guidelines

1.4 Provide lower carbon transport options

Develop a city-wide new Footpath Strategy
Deliver annual capital projects that expand the City's footpath and bicycle path networks
Develop an Integrated Transport Plan which will identify future capital works that help to deliver lower carbon transport options across the city

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

Complete Biodiversity Strategy and Biodiversity Values and Connections Study (key strategy action)
Continue to support environmental and community groups to achieve shared natural resources objectives with the City of Ballarat

OFFICIAL



1.6 Adopt more sustainable practices in our core business and operations
Continue to progress the work towards a new Ballarat Animal Shelter that is aimed towards sustainable building outcomes
Deliver sustainable heating, cooling and insulation solutions in community facilities throughout buildings via our asset renewal program
Development of an Environmental Management System to reduce and manage environmental impacts and responsibilities while operating efficiently
Pursue road construction techniques with less reliance on virgin quarry materials and more sustainable practices
Construct more sustainable infrastructure through design, use of alternative materials and technology innovation

Goal 2: A healthy, connected and inclusive community

2.1 Provide a socially equitable response to municipal growth and change
Carry out a feasibility study on the use of a flexible mobile vehicle to expand provision of outreach programs and services in community locations
Carry out feasibility studies for a future relocated Wendouree Library and Community Hub and a future Delacombe Town Centre Library and Community Hub
Contribute to the development and implementation of a Diverse and Affordable Housing Action Plan
Implement Active Women and Girls Action Plan
Implement the Community Infrastructure Plan (2022-2037)
Complete feasibility study on development of new integrated youth hub

OFFICIAL



Complete a business case for the expansion of the public library services at the Eureka Centre, in addition to the Ballarat Research Hub at Eureka services for the Ballarat East community
Complete construction of facility currently known as Alfredton Community Hub and commence kindergarten operations

2.2 Enhance social cohesion, address social isolation and loneliness, and support our vulnerable communities
Develop and implement a marketing and promotions plan which uses a variety of media and communication channels to increase awareness and understanding of available library services
Partner with industry, government and across the City of Ballarat to address the systemic and local factors that contribute to the vulnerability of children and families, such as through partnerships with family violence and health promotion organisations
Continue to engage with other local, state and federal departments to identify strategies to assist with supporting better social cohesion, isolation/loneliness and vulnerable communities across all areas of regulatory services
Develop a new Ballarat Libraries website to provide a seamless online experience for library users and increase the use of online resources and services
Implement and embed Multi-Agency Risk Assessment and Management (MARAM) framework and Child Safe Standards across all in scope City of Ballarat services, policies and frameworks
Implement Ballarat Aquatic and Leisure Centre (BALC) inclusion Program
Continue delivery of the Ageing Well Social Connections program
Celebrate and encourage diversity and stimulate cross-cultural conversation and understanding
Establish and strengthen partnerships with aligned service and cultural organisations and deliver a series of culturally based programs

OFFICIAL



Develop and deliver, in collaboration with aligned community partners, lifelong learning programs and resources to build capacity in adult literacies, digital literacies, financial literacies, health literacies, information literacies and civic literacies
Develop, deliver and/or host a range of reading, social and lifestyle programs that appeal to a wide cross-section of the Ballarat community
Investigate the City of Ballarat becoming a United Nations Educational, Scientific and Cultural Organisation (UNESCO) Learning City
Provide programs and support through the Ballarat Animal Shelter
Participate in the Ballarat Community Safety Partnership
Ensure provision of up-to-date information about services and activities in Ballarat through the establishment of an online community directory

2.3 Support and improve community learning, health and wellbeing
Implement and report on Council’s Municipal Public Health and Wellbeing Plan (2021-2031)
Implement year two of the Libraries and Learning Strategy
Begin implementation of Stage One of Marty Busch Master Plan
Construction of a new Splash Park at Brown Hill Reserve
Construct new synthetic bowling green at City Oval Bowls Club

OFFICIAL



Develop and deliver kindergarten operations at the new facility currently known as Alfredton Community Hub and Rowan View Children's Centre from Term 1, 2024
Deliver the Live4Life program (youth mental health and wellbeing program) to Ballarat secondary schools
Implement Active Ballarat Action Plan

2.4 Enhance a sense of pride and belonging for all residents

Nil directly aligned annual action in 2023/24

2.5 Prioritise reconciliation with Aboriginal and Torres Strait Islander Peoples

Collaborate with Aboriginal and Torres Strait Islander elders and the community to inform adoption of the Aboriginal and Torres Strait Islander Library Information and Resource Network (ATSILIRN) Protocols for Libraries, Archives, and Information Services
Recognition through our Recreation Capital Program through our flags and Plaques Installation Plan
Delivery of child, youth and family initiatives in the Reconciliation Action Plan (RAP)
Commence implementation of a new Reconciliation Action Plan (2023-2025)

2.6 Provide opportunities for children, young people and families

Implement the Youth Strategy

OFFICIAL



Continue child and family focused children’s activities
Continue implementation of Municipal Early Years Plan
Continue the delivery of the PlaySpace Strategy
Delivery of the Skate and Active Recreation Program
Provide work placement, work experience and volunteer opportunities through the Ballarat Animal Shelter
Continue to strengthen partnerships with the youth services team, youth councils/advisory groups and with relevant community organisations and agencies
Work in partnership with Family and Children’s services to ensure that all early years literacy programs are evidence based in all libraries
Increase opportunities for children and adults with additional needs to access library programs (by working with people and groups with lived experience)
Deliver VicHealth Creating environments and opportunities for healthy tweens in Ballarat Program

2.7 Support our ageing community

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

OFFICIAL



Continue delivery of facility maintenance and renewal programs such as public toilets, painting, playground, open space and street furniture
Advocate for Age-Friendly Communities and commence the accreditation process for the WHO Age-Friendly Cities
Develop and facilitate networks and partnerships in the community to develop opportunities for residents as they age
Continue to support residents to transition to new CHSP (Commonwealth Home Support Package) providers through the community connection program following the withdrawal of home service provision by the City of Ballarat
Work with Council business units and community organisations to provide Ageing Well library programs and resources that promote social connections and physical and mental wellbeing
2.8 Enhance Ballarat as a diverse, inclusive and compassionate community
Deliver a Gender Equality, Diversity and Inclusion Awareness Program
Embed universal design in all project planning and delivery
Implement and report on Council’s Inclusion Framework
Implement and report on Council’s Disability Access and Inclusion Plan (2022-2026)
Implement and report on Council’s Intercultural Strategic Plan (2022-2026)

OFFICIAL



Implement and report on Council's LGBTIQ+ Inclusion Plan (2022-2024)

2.9 Prepare proactively for emergencies and natural disasters

- Develop flood modelling to progress with new flood overlays
- Continue to provide assistance in response to emergency and natural disaster events
- Lead Council's Planning, Preparedness, Response and Recovery via the Ballarat Emergency Management Plan (2022-2025)
- Update the Emergency Management Plan to include the management of pets of those impacted by emergencies
- Facilitate Ballarat's Municipal Emergency Management Planning Committee
- Undertake fire hazard inspections and other duties as required under the Country Fire Authority and Fire Rescue Victoria Act

OFFICIAL



Goal 3: A city that fosters sustainable growth

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

Progress of Housing Strategy and Housing Needs Analysis

Contribute to affordable and social housing strategies and projects capitalising on opportunities presented by the Big Housing Build.

3.2 Facilitate opportunities for appropriate infill residential development within the CBD

Develop a Central Business District (CBD) Urban Design Framework

Develop an Employment Lands Strategy

3.3 Ensure urban growth planning delivers high quality communities

Nil directly aligned annual action in 2023/24

3.4 Ensure environmental sustainability outcomes are embedded in new developments

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

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

Include Environmental Sustainable Design principles in precinct structure plans

OFFICIAL



3.5 Ensure better quality sustainable design outcomes in both City of Ballarat and private developments

- Prepare a Central Business District (CBD) and Bridge Mall Built Form Guidelines to encourage development and enhance built form outcomes within the Ballarat CBD
- Continue to provide CBD streetscape designs including greening, heritage and DDA compliance considerations in consultation with our community

3.6 Unlock potential in major brownfield redevelopment sites

- Provide technical advice and support as required in relation to contaminated sites
- Progress remediation for La Trobe Street Saleyards precinct

3.7 Create great precincts and places for people

- Commission concept design work for a future Delacombe Town Centre Library and Community Hub
- Promote regulatory compliance to enhance the amenity of the area by acting on untidy property reports
- Review and update the Ballarat Major Events Precinct Masterplan
- Completely refurbish the current Ballarat Library
- Deliver Stage 1 of the Ballarat Visitor Arrival masterplan

OFFICIAL



Plan and implement updates to the Ballarat Botanical Gardens Master Plan

Goal 4: A city that conserves and enhances our natural and built assets

4.1 Reduce the renewal gap for our existing assets

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

4.2 Respect, conserve and celebrate our rich heritage

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

Continue to progress World Heritage listing for the Victorian Goldfields

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

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

4.3 Deliver quality and targeted capital works projects

OFFICIAL



Deliver the Operations capital program
Plan for and deliver foundation infrastructure to protect Ballarat and surrounds from flooding and treat our storm water to best practice standards
Continue to advocate for upgrades to the Western Highway at Brown Hill and Warrenheip, to freeway standard including connection upgrades to Ballarat's local road network
Deliver the Property and Facilities Capital Works Program
Develop the business case for future stages of the Ballarat Western Link Road
Deliver the 2023/2024 Recreation Capital Works Program
Delivery of the Infrastructure Capital Works Program

4.4 Improve, maintain and conserve our open space and natural assets
Undertake vegetation clearance around electric lines as per the Electric Line Clearance Regulations
Engage with community groups to deliver shared objectives in natural resource management
Develop an Open Space Strategy which provides better guidance for the future provision of open space
Manage trees in accordance with the tree management plan and continue to build our databases of tree assets capturing condition

OFFICIAL



Goal 5: A strong and innovative economy and city

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

Undertake a review of Council’s Outdoor Dining and Trading Policy, to incorporate new approaches that were initially facilitated to support businesses during the pandemic restrictions

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

Deliver remaining action from the 2022/2023 Visitor Economy Engagement Plan

Deliver a program of initiatives to support local business to harness opportunities, such as a circular economy business development program

Provide more flexibility around permits and activities in the community and on City of Ballarat land that will attract people to support local businesses

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

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

Develop a Destination Management Plan for the Tourism Midwest Visitor Economy Partnership and supporting Local Area Plan for The City of Ballarat

Deliver a new Ballarat Airport Strategic and Master Plan

OFFICIAL



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

Implement priorities of the Ballarat Events Strategy 2018 - 2028

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

- Deliver Spring/Summer campaigns to promote Ballarat to intra and interstate markets
- Deliver Autumn/Winter campaigns to promote Ballarat to intra and interstate markets
- Deliver priorities from the 2030: A vision for the Eureka Centre.
- Work with Visit Victoria to deliver initiatives to drive international visitation.

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

- Implement actions from, and continue seeking funding for, Creative City Masterplan
- Support the delivery of the Outdoor Street Furniture Program
- Continue to deliver the Bakery Hill Urban Renewal Plan, while assisting traders to take advantage of new opportunities

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

OFFICIAL



Implement priorities from the Creative City Strategy

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

Undertake the Ballarat Social Procurement Project, to support local organisations to participate in government project delivery

Goal 6: A Council that provides leadership and advocates for its community

6.1 Ensure the effectiveness and efficiency of City of Ballarat services

Work closely with associated community organisations to support Ballarat City Council's strategic objectives in relation to Community Engagement, Family and Children Services, Youth Services, Ageing Well and Intercultural Services
Strengthen and build collaborations and partnerships in the Central Highlands Libraries region to develop community focused services
Implement improvements to business planning and performance monitoring and reporting
Identify, prioritise and deliver business improvement projects that enhance internal systems and processes
Modernize Technology Infrastructure – Networks, switches, access points and firewalls
Ballarat Website Review – enhance, consolidate and rationalise existing websites
Grow and develop the knowledge, skills, and capabilities of library staff so they are familiar with, and demonstrate best contemporary practice, in provision of public library services

OFFICIAL



Deliver the Human Resources Information System Transformation Project
Implement "in-truck" reporting and data management system
Modernise and future proof environmental data systems to report against service delivery key performance indicators
Complete masterplan for the Ballarat Regional Landfill

6.2 Progress the City of Ballarat as a workplace of choice

Complete an Employee Value Proposition & Employee Benefits Review
Development of Employee Value Proposition campaign with P&C and Develop a "Celebrating Success" internal communications strategy and develop and implement social media "Humans behind the service" campaign

6.3 Advocate on behalf of our community

Actively seek external funding through Grant opportunities
Develop and regularly update an advocacy pipeline of City of Ballarat projects guided by Council-adopted master plans, strategies and frameworks
Develop and implement strong and targeted advocacy campaigns for upcoming elections and for state and federal budgets

6.4 Ensure transparency and engage clearly with our community

OFFICIAL



Create considered, authentic and accessible communications for our community
Development of Communications Strategy (including internal communication approach) and develop inclusive language and design guidelines (with Engaged Communities team) and Complete review of OurBallarat magazine
Continue to communicate information on the delivery of Major Projects through a range of different channels
Complete a review of open data relevant policies, procedures and guidelines
Trial new ways of "closing the loop" on Customer Requests
Develop a Customer Charter
Support, monitor and report on Council's community engagement practice
Deliver the annual customer satisfaction survey

6.5 Ensure an innovative and forward-thinking approach to our work

Deliver a Talent Management Framework
Review and develop the City of Ballarat website to meet the needs of our community
Explore Opportunities to develop local partnerships to collaborate on innovative smart city projects

6.6 Ensure accountability with public resources

OFFICIAL



Regularly monitor and report on financial performance compared to budget
Implement Council's Partnerships and Grants Policy and programs

6.7 Ensure Good Governance and Leadership
Complete a 2023 Enterprise Bargaining Agreement
Continue to deliver operational services in accordance with governance and risk policies

8.7. TENDER 2022/23-578 - STAGE 2 - PART A BALLARAT REGIONAL LANDFILL CAPPING CONSTRUCTION

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Les Stokes – Executive Manager Waste and Environment

PURPOSE

1. To award a schedule of rates contract, Contract Number 2022/23-578 for the provision of Ballarat Regional Landfill Construction Works – Landfill Capping/ Rehabilitation Works 2023/2024 to Shamrock Civil Engineering Pty Ltd for the schedule of rates as submitted in the tender.
2. To authorise the expenditure of up to \$2,072,232.50 (excl. GST) on Contract Number 2022/23-578.

BACKGROUND

3. This project is required to meet compliance with the Environment Protection Authority (EPA) Landfill Operating Licence for Ballarat Regional Landfill (BRL) (issued under section 74(1)(a) *Environment Protection Act 2017* - Licence number OL000012008).
4. The EPA licence condition OL_L27 requires that: “You must complete final capping of cells within 2 years of the date that cell became full, in compliance with the approved rehabilitation plan.”
5. BRL’s existing Cells A to H are almost at full capacity to accept waste. BRL’s active cell is Cell I (Stage 1). Currently the construction of Cell I (Stage 2) is being finalised.
6. The landfill site has an existing cap (Stage 1) of Cell B and parts of Cell A to E which comprises clay and a vegetated topsoil layer. The remaining existing cells are uncapped.
7. BRL officially closed cells G1, G2, G3 and H in November 2021 and in accordance with the Licence requirements these should be capped by November 2023/2024.
8. Stage 2 cell capping works are therefore now being planned for the remaining parts of Cell A to E and Cell G to H. Stage 2 Part A (tender subject) construction works are scheduled to commence in November 2023. Stage 2 Part B is scheduled to commence in November 2024 and it is not part of this tender.
9. EPA approved the capping design for Stage 2 (Part A and B) at BRL on 23rd June 2023.
10. The scope of Stage 2 works includes the following:
 - Re-grading of existing soil cover over waste to an evenly graded free draining surface.
 - Construction of capping layers over regraded surface.
 - Tie in of capping layers to existing Stage 1 evapotranspiration cap.
 - Tie in of geosynthetics to existing liners.

- Regrading and reinstatement of the existing drains along the east and west side of the cap.

KEY MATTERS

11. The evaluation panel noted that six (6) tender responses were received and evaluated in full.
 - Bild Infrastructure Pty Ltd
 - Goldsmith Civil & Environmental Pty Ltd
 - Grampians Excavations Pty Ltd
 - Keystone Civil Holdings Pty Ltd
 - Shamrock Civil Engineering Pty Ltd
 - Winslow Infrastructure Pty Ltd
12. The budget allocation in the 2023/24 budget for Stage 2 (Part A and B) of the capping construction project is \$4,200,000.
13. Part B of the capping construction is to be undertaken in 2024/2025 and proposed to be funded from the same budget with unspent funds to be carried forward into 2024/25. Works excluded from this contract for design documentation, auditor approval, EPA fees, Gita/CQA and a project superintendent form part of the total project budget allocation of \$4,200,000 and are estimated to cost \$410,000.

OFFICER RECOMMENDATION

14. That Council:

- 14.1 **Resolve to enter into a schedule of rates contract - Contract Number 2022/23-578 for the provision of Stage 2 - Part A - BRL Capping Construction with Shamrock Civil Engineering Pty Ltd for the schedule of rates as submitted in the tender, excluding GST, up to a maximum of \$2,072,232.50 (excl. GST). The contract Term is for seven months with the provision of a four month extension.**
- 14.2 **Authorises the Chief Executive Officer to:**
 - a. **finalise the terms of Contract Number 2022/23-578 with Shamrock Civil Engineering Pty Ltd, provided that those contract terms are consistent with this Resolution; and**
 - b. **execute Contract Number 2022/23-578 on behalf of Council.**

ATTACHMENTS

1. Governance Review [8.7.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report supports the Council Plan goals of sustainability:
 - the works will greatly assist in reducing landfill gas (LFG) emissions to the environment.
 - the capping works will meet Council's licence responsibilities and General Environmental Duty under the EP Act.

COMMUNITY IMPACT

2. In accordance with Council obligations under the *Local Government Act 2020* priority is to be given to achieving the best outcomes for the municipal community, including future generations. This project is providing upgrades to Council's closed landfill cells.
3. This project includes the following community benefits:
 - Provision of a long-term and stable separation layer between the waste and the final surface that protects human health and the environment.
 - Prevention of the occurrence of odours, disease vectors, and other nuisances.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. The capping works will assist in reducing landfill gas (LFG) emissions to the environment.
5. The capping works will minimise the generation of leachate and prevent vertical infiltration of water into wastes that would create contaminated leachate and therefore safeguard surface and groundwater.
6. The capping works will create a land surface that can support vegetation and/or be used for other purposes.
7. The recommended tenderer has the appropriate Environmental Management System to be able to cater for any environmental issues that may result during the construction of the project.

ECONOMIC SUSTAINABILITY IMPLICATIONS

8. Shamrock Civil Engineering Pty Ltd are committed to supporting the local economy via indirect measures such as the sourcing of topsoil, supervisor role, local accommodation, labour and plant operators, local plant and equipment hire and local fuel suppliers.
9. As is required by the technical specification, Shamrock Civil Engineering Pty Ltd will develop a project CEMP to identify and assess any environmental aspects and outline measures to prevent environmental harm including airborne pollution, water management, flora and fauna etc.
10. The company has full certification to 'ISO 14001:2015 Environmental Management Systems' and have provided their Environmental Management System (EMS). The company is accredited in the 'ISO 9001:2015 Quality Management Systems'.

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FINANCIAL IMPLICATIONS

11. The project budget allocation in 2023/24 for the Ballarat Regional Landfill Capping works is \$4,200,000.
12. The capping works available budget is \$3,790,000 due to other costs to be funded from this budget totaling \$410,000 (design documentation, auditor approval, EPA fees, GITA/CQA and superintendent costs).
13. Awarding this contract to the recommended tenderer is within the total project budget including contingency.

LEGAL AND RISK CONSIDERATIONS

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

HUMAN RIGHTS CONSIDERATIONS

15. 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

16. N/A

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

OFFICIAL

8.8. CONTRACTS APPROVAL DELEGATED COMMITTEE MINUTES

Division: Corporate Services
Director: John Hausler
Author/Position: Lorraine Sendall – Executive Assistant Director Corporate Services

PURPOSE

1. The purpose of this report is to provide Council with copies of minutes of Council's Contracts Approval Delegated Committee in accordance with the adopted Terms of Reference. This report provides a copy of the minutes of the meetings held on 28 June 2023, 19 July 2023, and 16 August 2023 and provides a summary of information in relation to these minutes.

BACKGROUND

2. To ensure good governance and transparent decision making, minutes of meetings of the Delegated Committees are presented to Council and kept in accordance with the adopted Terms of Reference and the Governance Rules. This report advises that minutes of the Contracts Approval Delegated Committee (the Committee) are attached to this report for the meetings held on 28 June 2023, 19 July 2023 and 16 August 2023.
3. The Committee has been established to more effectively facilitate Council's Capital Works Program. To that end, the Committee meets fortnightly, as required, in order to provide Council Officers with necessary decisions of Council to enable procurement processes to be completed.

KEY MATTERS

Contract	Award to	Value	Outcome	Local Content
2022/23-569	JLT Risk Solutions Pty Ltd	\$127,500.00 (excluding GST)	Insurance broker services for all classes of insurance (excluding workers compensation)	No
2022/23-458	Australian Quality Plants and Landscaping Pty Ltd	\$715,086.71 (excluding GST)	Landscaping Botanical Gardens Fernery	No
2022/23-509	SHAE Enterprises Pty Ltd	\$659,740.74 (excluding GST)	Small Parks Development Program:- * Cuthberts Rd Reserve * Vale Street Park * Horsham Cres Reserve * Hearn Road Reserve * College Street Reserve	Yes

2022/23-269	* Equal Access Group Pty Ltd * FG Dixon Estates Pty Ltd * Ultum Pty Ltd * Australian Essential Safety Inspections Pty Ltd * CT Management Group Pty Ltd	Schedule of Rates	Facilities Audit Services	No
2022/23-183	Fulton Hogan Industries Pty Ltd	\$999,987.26 (excl GST)	Market Street Redevelopment	Yes
2022/23-529	Ballarat Civil Construction	\$472,727.76 (excl GST)	Blind Creek Road Drainage	Yes
2022/23-502	Ballarat Precision Plumbing Pty Ltd DJB Plumbing and Gas	Schedule of Rates	Plumbing Maintenance Services - Panel	Yes

OFFICER RECOMMENDATION

4. That Council:

4.1 Note, in accordance with Section 66 of the *Local Government Act 2020* that the material contained in the Contracts Approval Delegated Committee agendas have been designated confidential.

4.2 Receive the Contracts Approval Delegated Committee minutes of the meetings held on 28 June 2023, 19 July 2023 and 16 August 2023.

ATTACHMENTS

1. Signed Confirmed Contracts - Minutes of meeting held Wednesday 28 June 2023 [8.8.1 - 7 pages]
2. Confirmed Contracts - Minutes of meeting held Wednesday 19 th July 2023 [8.8.2 - 7 pages]
3. Confirmed Contracts - Minutes of meeting held Wednesday 16 th August 2023.docx [8.8.3 - 8 pages]

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***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

28 June 2023

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**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 28 JUNE 2023 AT 1:00PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris
Cr Peter Eddy

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr John Hausler (Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Mr Cameron Montgomery (Executive Manager Governance and Risk)
Mr Michael Riseley (Acting Executive Manager Business Services)
Mr Luke Ives (Executive Manager Operations)
Ms Judi Bird (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

ACKNOWLEDGEMENT TO COUNTRY

Acknowledgement to Country was read by the Chair.

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts Committee meeting held on 21 June 2023 as circulated, be confirmed.

Moved Cr Mark Harris
Seconded Cr Ben Taylor

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Peter Eddy
Seconded Cr Mark Harris

CARRIED

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Contracts Special Committee Minutes

28 June, 2023

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6.1 CONTRACT 2022/23 – 569 INSURANCE BROKERAGE SERVICES
(RO – John Hausler / Cameron Montgomery)

SUMMARY

1. This report seeks to approve the awarding of a contract for the provision of Insurance Brokerage Services.
2. The scope of the contract involved the appointment of a broker to act as an agent to test the insurance market through to placement to achieve the best value for money.

BACKGROUND

3. Council's contract with brokerage firm Jardine Lloyd Thompson (JLT) is due to expire on 30 June 2023 and as such officers have undertaken a tender process for the provision of brokerage services by way of market engagement in accordance with Council's Procurement Policy.
4. In accordance with Sections 43 and 52 of the Local Government Act 2020, Council is required to maintain indemnity for Councillors, members of Council Committees and Council officers as well as maintain Public Liability Insurance. It is also incumbent upon Council to maintain adequate insurance for Council assets and to mitigate identified insurable risks to the organisation.
5. Although the proposed brokerage value is less than what is specified to meet tender threshold method for market engagement (currently \$300,000 in Procurement Policy). It is however, the value of the placed insurance that was contemplated when determining to undertake a robust process. The Victorian Auditor General's Office (VAGO) also suggest that undertaking competitive tendering for brokerage services will support Councils to achieve value for money when procuring insurance in an open and transparent manner.
6. A comprehensive proposal of insurance products was sought, including:-
 - a) Casual Hirers
 - b) Corporate Travel
 - c) Councillors and Officers Liability
 - d) Hangar Keepers Liability
 - e) Marine Hull
 - f) Fleet/Motor Vehicle
 - g) Environmental Impairment Liability
 - h) Senior Citizens Clubs – Public and Products Liability
 - i) Cyber Liability
 - j) Personal Accident
 - k) Public Liability and Professional Indemnity
 - l) Industrial Special Risk (Property and Artworks).
7. The Evaluation Panel was supported by insurance/brokerage specialist Risk Advisory Services to provide an additional layer of probity. The scope of RAS engagement was to prepare an independent assessment of the tender process including insurance risk profile, market engagement and brokerage offerings.

KEY MATTERS

8. Only one submission was received for the provision of broking services, being from JLT.
9. JLT provided a comprehensive proposal with clearly detailed responses to each of the elements outlined in the tender specifications and weighted key selection.
10. The evaluation panel assessed the submission based on the tender specifications and, with weighting applied to each of the submission criteria, ultimately assessed JLT to be successful tenderer.

RESOLUTION**11. That the Contracts Approval Delegated Committee:**

11.1 Enter into Contract Number 2022/23-569 for the Insurance Broker Services for all classes of insurance (excluding workers compensation) to JLT Risk Solutions Pty Ltd for a period of three (3) years with an option to extend for an additional 2 x 1 year options (maximum of 5 years) for the total tendered price of \$127,500.00(excluding GST).

11.2 Authorises the Chief Executive Officer to:-

- a) finalise the terms of Contract Number 2022/23-569 with JLT Risk Solutions Pty Ltd, provided that those contract terms are consistent with this resolution;
- b) execute Contract Number 2022/23-569 on behalf of Council; and
- c) procure insurance following review of insurance brokerage advice.

Moved Cr Mark Harris
Seconded Cr Peter Eddy

CARRIED

6.2 CONTRACT 2022/23 – 458 FERNERY LANDSCAPE PROJECT
(RO – Bridget Wetherall / Luke Ives)

SUMMARY

1. This report seeks to approve the awarding of a contract for the provision of Landscaping Botanical Gardens Fernery.

BACKGROUND

2. The scope of works includes landscaping of the Wendouree Parade entrance, forecourt and internal of the fernery building.
3. The fernery landscape project is being delivered in partnership with the Friends of the Botanical Gardens and Ballarat Botanical Gardens Foundation.

KEY MATTERS

4. The contract term is for one (1) year.

RESOLUTION

5. **That the Contracts Approval Delegated Committee:-**
 - 5.1 **Resolves to enter into Contract 2022/23-458 for the provision of Landscaping Botanical Gardens Fernery with Australia Quality Plants and Landscaping Pty Ltd for the total tendered price of \$715,086.71 (excluding GST) including a provisional sum of \$29,910 (excluding GST). The contract term is for one (1) year.**
 - 5.2 **Authorises the Chief Executive Officer to:**
 - a. **finalise the terms of Contract 2022/23-458 with Australian Quality Plants and Landscaping Pty Ltd, provided that those contract terms are consistent with this resolution; and**
 - b. **execute Contract Numbers 2022/23-458 on behalf of Council.**

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

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Contracts Special Committee Minutes

28 June, 2023

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

Moved Cr Mark Harris

Seconded Cr Ben Taylor

CARRIED

General Business

No general business was discussed.

There being no further business, the Chairperson declared the meeting closed at 1.08pm

Confirmed this 19th day of July, 2023

Cr Ben Taylor
Cr Ben Taylor
Chairperson

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***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

19 July 2023

DocuSign Envelope ID: 13A2C464-4159-45E4-AC3F-5A20AB452E6A

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 19 JULY 2023 AT 1:00PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Peter Eddy

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr John Hausler (Director Corporate Services)
Ms Brenda Carey (Acting Director Planning and Growth)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Mr Michael Hynes (Executive Manager Property and Facilities)
Mr Adam Parrott (Senior Landscape Architect)
Mr Michael Riseley (Acting Executive Manager Business Services)
Ms Judi Bird (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Cr Mark Harris

RESOLUTION:

That the apology from Cr Mark Harris be received.

Moved Cr Mark Harris
Seconded Cr Ben Taylor

CARRIED

ACKNOWLEDGEMENT TO COUNTRY

Acknowledgement to Country was read by the Chair.

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts Committee meeting held on 28 June 2023 as circulated, be confirmed.

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

DocuSign Envelope ID: 13A2C464-4159-45E4-AC3F-5A20AB452E6A

Contracts Special Committee Minutes

19 July, 2023

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Ben Taylor
Seconded Cr Peter Eddy

CARRIED

DocuSign Envelope ID: 13A2C464-4159-45E4-AC3F-5A20AB452E6A

Contracts Special Committee Minutes

19 July, 2023

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6.3 UPDATE ON TENDER STATUS REPORT (RO JOHN HAUSLER / MICHAEL RISELEY)	7

6.1 CONTRACT 2022/23 – 509 SMALL PARKS DEVELOPMENT PROGRAM
(RO – Natalie Robertson / Adam Parrott)**SUMMARY**

1. This report seeks to approve the awarding of a contract for the provision of landscape development works in 5 small parks.
2. The five parks to be improved as part of this tender include:
 - Cuthberts Road Reserve, Cuthberts Road, Alfredton
 - Vale Street Park, Vale Street, Alfredton
 - Horsham Crescent Reserve, Horsham Crescent, Alfredton
 - Hearn Road Reserve, Hearn Road, Brown Hill
 - College Street Reserve, College Street, Wendouree

BACKGROUND

3. This tender represents the first phase of implementing a 5 year program of works to upgrade small parks (Local and Neighbourhood Parks) across the City of Ballarat, using open space contribution funds collected from developers of subdivisions
4. The extent of work typically include:
 - Playspace improvements
 - New paths, accessibility and connection improvements
 - New picnic shelters, seating, fencing and park furniture
 - Tree planting and soft landscaping
 - Recreational features such as footy posts, soccer goals or basketball half-courts where appropriate.

KEY MATTERS

5. The tender was advertised in The Ballarat Times Group, Council's Website and eProcure from 12 April 2023. The invitation period closed on 10 May 2023 with 4 tenderers submitting responses.

RESOLUTION**6. That the Contracts Approval Delegated Committee:**

6.1 Resolve to into Contract Number 2022/23-509 for the provision of Small Parks Development Program with SHAE Enterprises Pty Ltd for the total tendered price of \$659,740.74 (excluding GST).

6.2 Authorises the Chief Executive Officer to:-

a) finalise the terms of Contract Number 2022/23-509 with SHAE Enterprises Pty Ltd, provided that those contract terms are consistent with this resolution; and

b) execute Contract Number 2022/23-509 on behalf of Council.

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

**6.2 CONTRACT 2022/23 – 269 PANEL FOR THE PROVISION OF FACILITIES
AUDIT SERVICES**
(RO – Bridget Wetherall / Michael Hynes)

SUMMARY

1. This report seeks to approve the awarding of a contract for a panel of Facilities Audit Services providers including building condition audits, building compliance audits, essential services audits, playground condition audits and playground compliance audits.
2. The contract term is for three years with the provision of two x one year extensions at Council's sole discretion.

KEY MATTERS

3. The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 18 November 2022 with the invitation period closing on 14 December 2022 with twelve tenderers submitting responses.

RESOLUTION

4. **That the Contracts Approval Delegated Committee:-**
 - 4.1 **Resolves to enter into Contract 2022/23-269 for the provision of Facilities Audit Services for the tendered schedule of rates with the following providers:-**
 - Equal Access Group Pty Ltd
 - FG Dixon Estates Pty Ltd
 - Ultum Pty Ltd
 - Australian Essential Safety Inspections Pty Ltd
 - CT Management Group Pty Ltd
 - 4.2 **Authorises the Chief Executive Officer to:**
 - a. **finalise the terms of Contract 2022/23-269, provided that those contract terms are consistent with this resolution; and**
 - b. **execute Contract Numbers 2022/23-269 on behalf of Council.**

Moved Cr Ben Taylor
Seconded Cr Peter Eddy

CARRIED

6.3 UPDATE ON TENDER STATUS
(RO – John Hausler / Michael Riseley)

SUMMARY

1. This report is provided for the information of the Contracts Committee.

BACKGROUND

2. The report outlines the status of tenders – planning, advertising, evaluating or reports being prepared for final approval.
3. The report is provided once a month, to increase transparency regarding the status and progress of tenders.

KEY MATTERS

4. The updated report gives a snapshot of the tender status at a set date.
5. The report lists the estimated budget at the time of the Request for Tender. This value will not necessarily be the final amount submitted for approval.
6. The level of approval indicated on the report is based on the budget estimate and may change dependant on the final prices submitted.

RESOLUTION

7. **That the report be received.**

Moved Cr Ben Taylor
Seconded Cr Peter Eddy

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

Moved Cr Ben Taylor
Seconded Cr Peter Eddy

CARRIED

General Business

Cr Eddy advised that he will be on leave from 17 August till 13 September 2023 but will be available in the event that another member of the Contracts Delegated Committee is unavailable.

There being no further business, the Chairperson declared the meeting closed at 1.09pm

Confirmed this 16th day of August, 2023

Cr Ben Taylor
Cr Ben Taylor
Chairperson

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***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

16 August 2023

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**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 16 AUGUST 2023 AT 1:00PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Peter Eddy

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr John Hausler (Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Ms Natalie Robertson (Director Development and Growth)
Mr Martin Darcy (Director Economy and Experience)
Mr Michael Hynes (Executive Manager Property and Facilities)
Mr Robin Hand (Contracts Administration Officer)
Mr Michael Riseley (Acting Executive Manager Business Services)
Mr James Guy (Executive Manager City Design)
Ms Judi Bird (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Cr Mark Harris

RESOLUTION:

That the apology from Cr Mark Harris be received.

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

ACKNOWLEDGEMENT TO COUNTRY

Acknowledgement to Country was read by the Chair.

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts Committee meeting held on 19 July 2023 as circulated, be confirmed.

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

DocuSign Envelope ID: 8968D2AB-BE71-495D-B202-B6C43AA3CF45

Contracts Special Committee Minutes

16 August, 2023

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

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6.1 CONTRACT 2022/23 – 183 MARKET STREET REDEVELOPMENT
(RO – Natalie Robertson / Robin Hand)**SUMMARY**

1. This report seeks to approve the awarding of a contract for the provision of carparking and all associated streetscape works in Market Street from Creswick Road to Armstrong Street North.
2. This project will see the redevelopment of Market Street, Ballarat Central and pedestrian safety improvements.

BACKGROUND

3. The project involves several components of work which were identified during the design stage including the following:
 - Earthworks;
 - Concrete kerb and channel construction;
 - Pipe and pit drainage construction;
 - Road pavement construction and sealing;
 - Asphalt road surfacing;
 - Footpath and driveway construction;
 - Tree planting and nature strip reinstatement; and
 - Line marking and ancillary works.

KEY MATTERS

4. The tender was advertised in The Ballarat Times Group, Council's Website and eProcure from 2 March 2023. The invitation period closed on 6 April 2023 with 6 tenderers submitting responses. One submission was deemed non-conforming and five were evaluated in full.
5. Council has been successful in being awarded funding as part of the Regional Car Parks Fund being funded by the Department of Jobs, Precincts and Regions with \$625,536.57 nominated for this project. The project is also partly funded (\$384,214.00) by the Local Roads and Community Infrastructure (LRCI) Commonwealth Government grant funding stream. The awarding of this contract is conditional upon receiving confirmation to ensure the contracted works are fully funded.

RESOLUTION**6. That the Contracts Approval Delegated Committee:**

- 6 .1 Resolve to into Contract Number 2022/23-183 for the provision of Market Street, Ballarat Central Redevelopment including carparking and all associated streetscape works from Creswick Road to Armstrong Street North with Fulton Hogan Industries Pty Ltd for the total tendered price of \$999,987.26 (excluding GST), subject to confirmation of the LRCI works schedule, inclusive of Market Street being accepted by the Federal Government.**

6.2 Authorises the Chief Executive Officer to:-

- a) finalise the terms of Contract Number 2022/23-183 with Fulton Hogan Industries Pty Ltd, provided that those contract terms are consistent with this resolution; and
- b) execute Contract Number 2022/23-183 on behalf of Council.

Moved Cr Peter Eddy
 Seconded Cr Ben Taylor

CARRIED

6.2 CONTRACT 2022/23 – 529 BLIND CREEK ROAD DRAINAGE
 (RO – Bridget Wetherall / Robin Hand)

SUMMARY

1. This report seeks to approve the awarding of a contract for Blind Creek Road Drainage reconstruction from Kuruc Road to Skipton-Ballarat Railway Reserve.

KEY MATTERS

2. The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 28 April 2023 with the invitation period closing on 14 June 2023 with eleven tenderers submitting responses. Two submissions were deemed non-conforming and nine were evaluated in full.
3. The extent of works to be undertaken includes:-
 - Earthworks;
 - Underground drainage construction;
 - Shaping of above ground swale drains;
 - Drainage pit construction;
 - Vehicle crossing reinstatement; and
 - Nature strip reinstatement.

RESOLUTION

4. That the Contracts Approval Delegated Committee:-
 - 4.1 Resolves to enter into Contract 2022/23-529 for the provision of Blind Creek Road Drainage Reconstruction from Kuruc Road to Skipton-Ballarat Railway Reserve with WVP Civil Pty Ltd t/a Ballarat Civil Construction for the total tendered price of \$472,727.76 (excluding GST).
 - 4.2 Authorises the Chief Executive Officer to:
 - a. finalise the terms of Contract 2022/23-529 with WVP Civil Pty Ltd t/a Ballarat Civil Construction, provided that those contract terms are consistent with this resolution; and
 - b. execute Contract Numbers 2022/23-529 on behalf of Council.

Moved Cr Peter Eddy
 Seconded Cr Ben Taylor

CARRIED

6.3 CONTRACT 2022/23 – 502 PANEL PLUMBING MAINTENANCE SERVICES
(RO – Bridget Wetherall / Michael Hynes)**SUMMARY**

1. This report seeks to approve the awarding of a contract for a panel for plumbing maintenance services.

KEY MATTERS

2. The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 13 April 2023 with the invitation period closing on 16 May 2023 with four tenderers submitting responses.
3. Plumbing services for Council facilities include plumbing and associated trades to undertake general maintenance.
4. The type of works would typically include by not limited to:-
 - General plumbing services;
 - Roofing maintenance and repairs;
 - Gutter and stormwater repairs;
 - Gas appliance service/test/repair;
 - Back-flow prevention device maintenance and testing;
 - Sewer repairs including blockages;
 - Septic tank maintenance;
 - Any other works normally carried out by qualified plumbers as directed.

RESOLUTION

5. **That the Contracts Approval Delegated Committee:-**
 - 5.1 **Resolves to enter into Contract 2022/23-502 for the provision of Plumbing Maintenance Services for the tendered schedule of rates with the following providers:-**
 - **Ballarat Precision Plumbing Pty Ltd**
 - **The trustee for D & E Brierley Family Trust (trading as DJB Plumbing and Gas)**
 - 5.2 **Authorises the Chief Executive Officer to:**
 - a. **finalise the terms of Contract 2022/23-502, provided that those contract terms are consistent with this resolution; and**
 - b. **execute Contract Numbers 2022/23-502 on behalf of Council.**

Moved Cr Ben Taylor
Seconded Cr Peter Eddy

CARRIED

6.4 UPDATE ON TENDER STATUS
(RO – John Hausler / Michael Riseley)

SUMMARY

1. This report is provided for the information of the Contracts Committee.

BACKGROUND

2. The report outlines the status of tenders – planning, advertising, evaluating or reports being prepared for final approval.
3. The report is provided once a month, to increase transparency regarding the status and progress of tenders.

KEY MATTERS

4. The updated report gives a snapshot of the tender status at a set date.
5. The report lists the estimated budget at the time of the Request for Tender. This value will not necessarily be the final amount submitted for approval.
6. The level of approval indicated on the report is based on the budget estimate and may change dependent on the final prices submitted.

RESOLUTION

7. **That the report be received.**

Moved Cr Peter Eddy
Seconded Cr Ben Taylor

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

Moved Cr Ben Taylor
Seconded Cr Peter Eddy

CARRIED

General Business

No general business was discussed.

There being no further business, the Chairperson declared the meeting closed at 1.11pm

Confirmed this 30th day of August, 2023

Cr Ben Taylor
Cr Ben Taylor
Chairperson

8.9. 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 to the position Executive Manager Property Services and Facilities Management (EMPSFM) to Executive Manager Property and Facilities (EMPF).
 - Added the position Manager Sustainable Growth (MSG) to the *Planning and Environment Act 1987*.

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 [8.9.1 - 2 pages]
2. S6 Instrument of Delegation - Members of Staff [8.9.2 - 201 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

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

COMMUNITY IMPACT

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

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND RISK CONSIDERATIONS

6. The endorsement of the revised 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.

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

OFFICIAL



BALLARAT CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

OFFICIAL

OFFICIAL



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

OFFICIAL

OFFICIAL



Abbreviation	Position
CID	Coordinator Infrastructure Delivery
CPG	Coordinator Parks and Gardens
CRC	Coordinator Risk and Compliance
CRM	Coordinator Road Maintenance
CSTP	Coordinator Statutory Planning
CSP	Coordinator Strategic Planning
CTT	Coordinator Traffic and Transport
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

OFFICIAL

OFFICIAL



Abbreviation	Position
EMI	Executive Manager Infrastructure
EMO	Executive Manager Operations
EMPF	Executive Manager Property and Facilities
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
PPO	Principal Planning Officer
PSTP	Principal Statutory Planner
PSP	Principal Strategic Planner

OFFICIAL

OFFICIAL



Abbreviation	Position
PTP	Principal Transport Planner
POC	Project Officer Compliance
RMCS	Road Maintenance Contract Supervisor
RMS	Road Maintenance Scheduler
SASO	Senior Asset Surveillance Officer
SPLEO	Senior Planning Liaison Enforcement Officer
SSTP	Senior Statutory Planner
SSO	Senior Subdivision Officer
SCO	Statutory Compliance Officer
STP	Statutory Planner
SP	Strategic Planner
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

OFFICIAL

OFFICIAL



Abbreviation	Position
SGPO	Sustainable Growth Project Officer
SGTSO	Sustainable Growth Technical Support Officer
TLCP	Team Leader Compliance and Parking
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 remains in force until varied or revoked;

3.2.2 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.3 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;

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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;

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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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	EMPF, DIE	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 17(3)	Power to determine the terms and conditions of employment or engagement	EMPF, 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, EMPF, DIE, CUFOS, CGNR	
s 19	Power to carry out or permit the carrying out of works	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 20(1)	Duty to set aside areas for the interment of human remains	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CPG, EMO, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	EMPF, DIE	
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, EMPF, 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, EMPF, DIE, CUFOS, CGNR	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	EMPF, DIE	
s 60(2)	Power to charge fees for providing information	DCS	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 64B(d)	Power to permit interments at a reopened cemetery	CPG, EMO, EMPF, 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, EMPF, 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	EMPF, 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, EMPF, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 70(2)	Duty to make plans of existing place of interment available to the public	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 71(2)	Power to dispose of any memorial or other structure removed	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 72(2)	Duty to comply with request received under s 72	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 73(1)	Power to grant a right of interment	CPG, EMO, EMPF, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 73(2)	Power to impose conditions on the right of interment	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 74(3)	Duty to offer a perpetual right of interment	EMPF, DIE	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CPG, EMO, EMPF, 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	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 80(2)	Function of recording transfer of right of interment	CPG, EMO, EMPF, 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, EMPF, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
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)	EMPF, DIE	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	EMPF, DIE	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	EMPF, DIE	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	EMPF, DIE	
s 84I(6)(a)	Power to remove any memorial on the place of interment	EMPF, DIE	
s 84I(6)(b)	Power to grant right of interment under s 73	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CPG, EMO, EMPF, DIE, CUFOS, CGNR	The notice must be in writing and contain the requirements listed in s 85(2)
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, EMPF, 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.	EMPF, 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	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	EMPF, DIE	
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	EMPF, DIE	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	EMPF, DIE	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	EMPF, DIE	
s.86(5)	duty to provide notification before taking action under s.86(4)	EMPF, DIE	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	EMPF, DIE	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	EMPF, DIE	
s 91(1)	Power to cancel a right of interment in accordance with s 91	EMPF, DIE	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CPG, EMO, EMPF, 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, EMPF, DCS, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CPG, EMO, EMPF, 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, EMPF, DIE, CUFOS, CGNR	
s 100(1)	Power to require a person to remove memorials or places of interment	EMPF, 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)	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 100(3)	Power to recover costs of taking action under s 100(2)	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CPG, EMO, EMPF, 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, EMPF, 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, EMPF, DIE, CUFOS, CGNR	
s 103(1)	Power to require a person to remove a building for ceremonies	CPG, EMO, EMPF, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, EMPF, DIE, CUFOS, CGNR	
s 103(3)	Power to recover costs of taking action under s 103(2)	CPG, EMO, EMPF, 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, EMPF, DIE, CUFOS, CGNR	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	EMPF, DIE	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CPG, EMO, EMPF, 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	EMPF, DIE	
s 108	Power to recover costs and expenses	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 109(1)(a)	Power to open, examine and repair a place of interment	EMPF, 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(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	EMPF, DIE	Where the holder of right of interment or responsible person cannot be found
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, EMPF, 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, EMPF, 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	EMPF, 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, EMPF, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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, EMPF, DIE, CUFOS, CGNR	
s 112	Power to sell and supply memorials	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CPG, EMO, EMPF, 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, EMPF, DIE, CUFOS, CGNR	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
s 119	Power to set terms and conditions for interment authorisations	EMPF, DIE	
s 131	Function of receiving an application for cremation authorisation	EMPF, DIE	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CPG, EMO, EMPF, 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, EMPF, DIE, CUFOS, CGNR	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	EMPF, DIE	Subject to the approval of the Secretary

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	EMPF, DIE	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	EMPF, 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	EMPF, DIE	
s 151	Function of receiving applications to inter or cremate body parts	EMPF, DIE	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CPG, EMO, EMPF, 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, EMPF, 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, EMPF, 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

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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
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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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
s 19N(2)	Function of receiving notice from the auditor	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 19NA(1)	Power to request food safety audit reports	TLEH, EHO, AOBS, AOEH, AOLLT, CAEO, TOBS, CEH, TLRSATS, 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
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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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,	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CEH, TLRSATS, HSO, AORS	
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, TLRSATS, 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, TLRSATS, 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 not exceeding the prescribed time limit defined under s 38E(5)

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 40D(1)	Power to suspend or revoke the registration of food premises	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 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
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	

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

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	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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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	

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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 8A(5)	Function of receiving notice of the Minister's decision	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
s 12B(1)	Duty to review planning scheme	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 12B(2)	Duty to review planning scheme at direction of Minister	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 17(1)	Duty of giving copy amendment to the planning scheme	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 17(2)	Duty of giving copy s 173 agreement	SP, MSG, 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, PPO, CSP, PTP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	Until the proposed amendment is approved or lapsed

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	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.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	Where Council is a planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
s 21(2)	Duty to make submissions available in accordance with public availability requirements	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	SP, MSG, EMO, MSTP,	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
		CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DDG, EMDF, MSP, CSP	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSP, PP, PPO, CSP, PTP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 28(1)	Duty to notify the Minister if abandoning an amendment	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	Note: the power to make a decision to abandon an amendment cannot be delegated

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
s 28(2)	Duty to publish notice of the decision on Internet site	MSG, MSTP, CSTP, DDG, PSP, EMDF, SSTP, SGP, SPLEO, PTP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	MSG, MSTP, CSTP, DDG, PSP, EMDF, SSTP, SGP, SPLEO, PTP	
s 30(4)(a)	Duty to say if amendment has lapsed	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, CSP, PTP	
s 30(4)(b)	Duty to provide information in writing upon request	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 32(2)	Duty to give more notice if required	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	

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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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 36(2)	Duty to give notice of approval of amendment	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 38(5)	Duty to give notice of revocation of an amendment	SP, MSG, 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
		PPO, CSP, PTP	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 40(1)	Function of lodging copy of approved amendment	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
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	MSG, MSTP, CSTP, DDG, PSP, EMDF, SSTP, SGP, SPLEO, PTP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
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 the declared area that is expressed to be binding on the responsible public entity	SP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP,	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
		MSP, PP, PPO, CSP, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GK	Duty to comply with a Minister’s direction that applies to Council as the planning authority	DDG, EMDF	
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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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,	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, SGTSO	
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
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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,	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
		DDG, EMDF, SGTSO	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, PPO, PTP	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(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MSG, SGPO, DCA, DCS,	Where Council is the development agency specified in the approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, EMDF, SGTSO	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) 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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PPO, PTP	Where Council is a development agency under an approved infrastructure contributions plan
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	MSG, SGPO, DCA, MSTP, DCS, CSTP,	If the VPA 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
	development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DDG, PSP, EMDF, PSTP, PP, SGTSO, PPO, PTP	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, PPO, PTP	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	MSG, SGPO, DCA, DCS,	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
	purpose land for a public purpose approved by the Minister or sell the public purpose land	DDG, EMDF, SGTSO	
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,	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
		DDG, EMDF, SGTSO	
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	MSG, SGPO, DCA, DCS,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	each financial year for which the amount is adjusted under s 46LB (2)	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, PSTP, SSTP, CP, PP, SGTSO, SGP, SPLEO, PPO, PTP	
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, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PPO, PTP	
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, PPO, PTP	
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, PSP, EMDF, PSTP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGTSO, PPO, PTP	
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, PPO, PTP	
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, PPO, PTP	
s 46Q(1)	Duty to keep proper accounts of levies paid	MSG, SGPO, DCA, MSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO, PPO, PTP	
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, DDG, PSP, EMDF, PSTP, PP, SGTSO, PPO, PTP	
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, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PPO, PTP	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, PPO, PTP	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
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	Must be done in accordance with Part 3

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, SGTSO, PPO, PTP	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, PPO, PTP	
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
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any	Not Applicable	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	documents lodged with it available in accordance with the public availability requirements, during the inspection period		
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, CSP	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	DDG, EMDF, MSP, CSP	
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, CSP	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CO, MSG, POC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 50(4)	Duty to amend application	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 50(6)	Duty to make note of amendment to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, SCO, EMDF, PSTP, AOSC, CP, PP, PPO, PTP	
s 50A(1)	Power to make amendment to application	SSO, SP, STP, MSG, 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, CP, PP, SGP, SPLEO, PPO, PTP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	SSO, SP, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 50A(4)	Duty to note amendment to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, PTP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
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	SSO, STP, MSG, TSODF, MSTP, CSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSO, SGP, SPLEO, PPO, PTP	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 52(3)	Power to give any further notice of an application where appropriate	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 54(1)	Power to require the applicant to provide more information	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	SSO, STP, MSG, TSODF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	SSO, MSG, 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, PP, PPO, PTP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 57A(5)	Power to refuse to amend application	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(6)	Duty to note amendments to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 57B(1)	Duty to determine whether and to whom notice should be given	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	SSO, STP, MSG, TSODF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 57C(1)	Duty to give copy of amended application to referral authority	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 58	Duty to consider every application for a permit	SSO, STP, MSG, 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, SPLEO, PPO, PTP	
s 58A	Power to request advice from the Planning Application Committee	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 60	Duty to consider certain matters	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 60(1A)	Duty to consider certain matters	STP, MSG, MSTP, CSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	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
		SGP, SPLEO, PPO, PTP	
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, PTP	
s 62(2)	Power to include other conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	

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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	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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)	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	This provision applies also to a decision to grant an amendment to a permit - see s 75A

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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, MSG, MSTP, CSTP, DDG, PSP,	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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 69(1)	Function of receiving application for extension of time of permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 69(1A)	Function of receiving application for extension of time to complete development	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSO, SGP, SPLEO, PPO, PTP	
s 69(2)	Power to extend time	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 71(1)	Power to correct certain mistakes	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 71(2)	Duty to note corrections in register	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 73	Power to decide to grant amendment subject to conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 74	Duty to issue amended permit to applicant if no objectors	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	SSO, STP, MSG, 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
		SPLEO, PPO, PTP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP	
s 83	Function of being respondent to an appeal	SSO, STP, MSG, TSODF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 83B	Duty to give or publish notice of application for review	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	SSO, MSG, 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, PP, PPO, PTP	
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	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	SSO, STP, MSG, TSODF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 84AB	Power to agree to confining a review by the Tribunal	SSO, MSG, SGPO, TSODF, DCA, DCS, DDG, EMDF, SGTSO	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, PTP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 91(2)	Duty to comply with the directions of VCAT	SSO, STP, MSG, TSODF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, PTP	
s 93(2)	Duty to give notice of VCAT order to stop development	SSO, STP, MSG, CCPSC, TSODF, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, EMRS, CP, PP, SGP, SPLEO, PPO, PTP	
s 95(3)	Function of referring certain applications to the Minister	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 95(4)	Duty to comply with an order or direction	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	

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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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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	MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	PSTP, PP, PPO, PTP	
s 96H(3)	Power to give notice in compliance with Minister's direction	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 96J	Duty to issue permit as directed by the Minister	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP	
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, MSG, POC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 97C	Power to request Minister to decide the application	DDG, EMDF	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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	MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	MSG, 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, PPO, PTP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, PTP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 97Q(4)	Duty to comply with directions of VCAT	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	STP, MSG, MSTP, CSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 101	Function of receiving claim for expenses in conjunction with claim	MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP	
s 103	Power to reject a claim for compensation in certain circumstances	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s.107(1)	Function of receiving claim for compensation	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 107(3)	Power to agree to extend time for making claim	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	SSO, STP, MSG, MSTP, PSP, EMDF, PTP	
s 114(1)	Power to apply to the VCAT for an enforcement order	MSG, CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	MSG, CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	MSG, CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	MSG, CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	MSG, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	Except Crown Land

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 129	Function of recovering penalties	MSG, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 130(5)	Power to allow person served with an infringement notice further time	MSG, CCPSC, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	
s 149A(1)	Power to refer a matter to the VCAT for determination	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	MSG, CCPSC, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	
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)	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, CP, PP, PPO, PTP	
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
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1)	Power to enter into agreement covering matters set out in s 174	MSG, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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
	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	MSG, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
	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	MSG, MSTP, DCS, 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
		PPO, CSP, PTP	
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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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	MSG, MSTP, DCS, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 178A(1)	Function of receiving application to amend or end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, CSP, PTP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
s 178A(5)	Power to propose to amend or end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSG, MSTP,	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
		CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	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, MSG, MSTP, CSTP, DDG, PSP, EMDF,	If no objections are made under s 178D Must consider matters in s 178B

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP,	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
		SGP, SPLEO, PPO, CSP, PTP	
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	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
		PPO, CSP, PTP	
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
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 application for review to the Tribunal has been determined or withdrawn	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP, PP, PPO, CSP, PTP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
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, MSG, MSTP, EMPF, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	

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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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP	
s 182	Power to enforce an agreement	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, EMRS, PP, PPO, PTP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, CSP, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
s 184G(2)	Duty to comply with a direction of the Tribunal	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, CSP, PTP	
s 184G(3)	Duty to give notice as directed by the Tribunal	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
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, CSP	
s 198(1)	Function to receive application for planning certificate	STP, MSG, 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, SGP, SPLEO, PPO, PTP	
s 199(1)	Duty to give planning certificate to applicant	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	
s 201(1)	Function of receiving application for declaration of underlying zoning	STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP	

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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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
	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, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
	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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, MSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP	
	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	MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, PP, PPO, PTP	
	Power to give written authorisation in accordance with a provision of a planning scheme	MSG, MSTP, CSTP, DDG, PSP, PSTP, PP, PPO, PTP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DDG, MSP, CSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DDG, MSP, CSP	

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, EMPF, EMRS	
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	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, EMPF, 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, EMPF, 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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Power to discontinue road or part of a road	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Unless s 12(11) applies
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, CTT, TTE	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	EMO, DDG, DIE, CAM, EMDF, EMI, CTT, TTE	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 of the road authority to the other road authority, utility or provider of public transport	EMO, DDG, DIE, CAM, EMDF, EMI	
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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, CTT, 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
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	EMO, DDG, DIE, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(1)	Power to consent to conduct of works on road	SPD, SRS, RMS, EMO, CAM, RMCS, SUR, SUSR, EMI, SASU, CRM	Where Council is the coordinating road authority
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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,	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SUR, SUSR, TLCP, EMDF, EMI, SASU, CID, CRM, CTT	
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	
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,	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	
s 116	Power to cause or carry out inspection	SPD, SRS, RMS, EMO, DDG, DIE,	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 121(1)	Power to enter into an agreement in respect of works	EMO, DDG, DIE, CAM, EMDF, EMI	
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	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
sch 7 cla 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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl18(1)	Power to enter into an agreement	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
sch7 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
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	EMPF, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	EMPF, DIE	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	EMPF, DIE	
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	EMPF, DIE	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	EMPF, DIE	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	EMPF, DIE	
r 30(2)	Power to release cremated human remains to certain persons	EMPF, DIE	Subject to any order of a court

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	EMPF, DIE	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	EMPF, 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	EMPF, DIE	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	EMPF, DIE	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	EMPF, DIE	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	EMPF, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	EMPF, DIE	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	EMPF, DIE	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	EMPF, DIE	
r 40	Power to approve a person to play sport within a public cemetery	EMPF, DIE	
r 41(1)	Power to approve fishing and bathing within a public cemetery	EMPF, DIE	
r 42(1)	Power to approve hunting within a public cemetery	EMPF, DIE	
r 43	Power to approve camping within a public cemetery	EMPF, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 45(1)	Power to approve the removal of plants within a public cemetery	CPG, EMPF, DIE, CUFOS, CGNR	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CPG, EMO, EMPF, DIE, CUFOS, CGNR	
r 47(3)	Power to approve the use of fire in a public cemetery	EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CPG, EMO, EMPF, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CPG, EMO, EMPF, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CPG, EMO, EMPF, 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, EMPF, 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 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CPG, EMO, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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, EMPF, 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	MSG, MSTP, DDG, PSP, EMDF, MSP, CSP, PTP	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	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF,	

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	application for a permit or to amend a permit or any information provided under section 54 of the Act	PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP	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 in accordance with the public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSP, EMDF, PSTP, SSTP, MSP, CP, PP,	Where Council is not the responsible authority but the relevant land is within Council's municipal district

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, CSP, PTP	
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	MSG, MSTP, DDG, PSP, EMDF, MSP, CSP, PTP	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.

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, CSP	

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Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PTP	
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, CSP, PTP	

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, EMPF	

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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, TLRSATS, EMRS, HSO, AORS	
r 11	Function of receiving application for renewal of registration	EMPF, 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	

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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(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EMPF, DIE	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	EMPF, 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	

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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 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, EMPF	
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	

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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 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	
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	

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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 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, EMPF, CBS, TLRSATS, EMRS, HSO, AORS	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBS, EMPF, DDG, DIE, CBS, EMRS	
r 41(4)	Function of receiving installation certificate	MBS, EMPF, 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 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBS, EMPF, 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

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	

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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

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8.10. S11A AND 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 revoke the S11A Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* for Donna Perera and Katherine Gertners. Additionally, to revoke the S11B Instrument of Appointment and Authorisation under the *Environment Protection Act 2017* for Roy Russell.
2. The purpose of the report is to also endorse the S11A Instrument of Appointment and Authorisations under the *Planning and Environment Act 1987* for Linda Gray and Andrea Nino.

BACKGROUND

3. The Chief Executive Officer appoints the majority of authorised officers under Section 224 of the *Local Government Act 1989*, through Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated by the Chief Executive Officer and must be made through a resolution of Council.

KEY MATTERS

4. At the Council Meeting held on 15 December 2021, Council resolved R279/21 to endorse the authorisation of Donna Perera under the *Planning and Environment Act 1987*. Donna Perera is no longer in the position of Statutory Planner and the authorisation requires revocation by Council resolution.
5. At the Council Meeting held on 22 July 2020 R181/20 and 28 July 2021 R151/21, Council resolved to endorse the authorisation of Katherine Gertners under the *Planning and Environment Act 1987* and *Environment Protection Act 2017*. Katherine Gertners is no longer in the position of Team Leader Animal Management and the authorisation requires revocation by Council resolution.
6. At the Council Meeting held on 22 July 2022, Council resolved R103/22 to endorse the authorisation of Roy Russell under the *Environment Protection Act 2017*. Roy Russell is no longer in the position of Team Leader Environmental Health and the authorisation requires revocation by Council resolution.
7. Linda Gray holds the position of Senior Planning Enforcement Liaison Officer, and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.
8. Andrea Nino holds the position of Senior Statutory Planner, and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.

9. Chris Duckett holds the position of Manager Sustainable Growth, and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.

OFFICER RECOMMENDATION

10. That Council:

- 10.1 Exercise the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of appointment and authorisations (the instruments), and that;
- a. Linda Gray, Andrea Nino, Chris Duckett be appointed and authorised as set out in the instruments.
 - b. The instruments come into force immediately upon resolution and remain in force until Council determines to vary or revoke them.
- 10.2 Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Donna Perera effective immediately.
- 10.3 Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Katherine Gertners effective immediately.
- 10.4 Revoke the S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*) for Roy Russell effective immediately.

ATTACHMENTS

1. Governance Review [8.10.1 - 2 pages]
2. S11A Authorisation Linda Gray [8.10.2 - 2 pages]
3. S11A Authorisation Andrea Nino [8.10.3 - 2 pages]
4. S11A Authorisation Chris Duckett [8.10.4 - 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 *Planning and Environment Act 1987*.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. There has been consultation with relevant managers and officers to ensure the correct officers have been authorised to complete tasks.
9. The revocation and conferring of authorisations does not require any public consultation, however, Council is required to keep a register of all authorised officers available for public inspection.

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GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

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**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

Linda Gray

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council on [insert date]

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

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**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

Andrea Nino

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council on [insert date]

OFFICIAL

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S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Ballarat City Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

OFFICIAL

OFFICIAL



**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means –

Chris Duckett

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Ballarat City Council on [insert date]

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8.11. OUTSTANDING QUESTION TIME ITEMS

Division: Corporate Services
Director: John Hausler
Author/Position: Stephen Wright – Administration Assistant 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 [8.11.1 - 1 page]
2. QT87/23 - Bruce Crawford [8.11.2 - 1 page]
3. QT92/23 Penelope Barrington [8.11.3 - 1 page]
4. QT93/23 Penelope Barrington [8.11.4 - 1 page]

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Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
23/8/2023 QT87/23	Completed	Bruce Crawford	I am aware that Council Watch sent you an email about Governance and Public Questions. I agree with their stance on these matters. I ask that you: <ul style="list-style-type: none"> • Ensure Councillors and Staff do not use briefings for de facto decision-making and discussion forums. • Ensure en-bloc motions are no longer accepted. • Keep Council meetings open, in person, and enable the community to always ask unscripted questions or make presentations on matters to councillors and officers. 	Cr Des Hudson, Mayor	The Office of the Mayor provided a written response
23/8/2023 QT92/23	Completed	Penelope Barrington	When are the 12 broken, some very dangerous, bump strips for the visually impaired, located in Yolanda Street, down to Edmund Drive in Bonshaw/Sebastopol, that have been damaged for at least 3 years (since arriving to reside in Ballarat), going to be repaired (fixed)?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response
23/8/2023 QT93/23	Completed	Penelope Barrington	Outside of the Treasury Corporation Vic., has council borrowed monies from other corporations, banking interests or United Nations groups, signing documents that place Ballarat ratepayers and their properties, as guarantors for any unpayable loans by increasing rates to treacherous levels, thereby causing the confiscation of ratepayers' properties by the lenders; all without the consent of the ratepayers, and if so, is council aware that it is in breach of the law?	John Hausler, Director Corporate Services	John Hausler, Director Corporate Services provided a written response

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PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: +61 3 5320 5500
Facsimile: +61 3 5333 4061
Email: info@ballarat.vic.gov.au



Date: 30 August 2023
Direct Phone: +61 409 865 093
Email: mayor@ballarat.vic.gov.au

Bruce Crawford
info@brra.asn.au

**RE: RESPONSE TO PUBLIC QUESTION QT87/23 AT COUNCIL MEETING
ON 23 AUGUST 2023**

Dear Bruce

Please see below my response to your question QT87/23 at the Council Meeting on the 23 August 2023 as you were not in attendance at the meeting.

**QT87/23 - Bruce Crawford
Question**

I am aware that Council Watch sent you an email about Governance and Public Questions.

I agree with their stance on these matters.

I ask that you:

- Ensure Councillors and Staff do not use briefings for de facto decision-making and discussion forums.
- Ensure en-bloc motions are no longer accepted.
- Keep Council meetings open, in person, and enable the community to always ask unscripted questions or make presentations on matters to councillors and officers.

Answer (taken from the meeting's recording and will appear in the minutes)

Cr Des Hudson, Mayor, responded that we, as the City of Ballarat, advise that Council has established and implemented our Governance Rules in accordance with section 60 of the Local Government Act 2020, which guide Council meetings about public participation and decision-making processes. I'm really pleased to say that this Council especially does not use our forums for any pre-decision making. We actually use it for its intended purpose of listening to advise from Council officers or other people that present and to ask questions to better inform ourselves. We certainly don't move motions that are en-bloc in terms of multiple resolutions at one time and part of our question forum that we have, whilst we do encourage people to submit their questions prior to be able to get an informed officer response at the time, we do acknowledge that some people might actually come to Council first time they've ever engaged we are open to still allowing those questions to take place. We are probably one of the few councils that still does actually allow for unscripted, unwritten, submitted questions and we're happy for that to continue.

Yours sincerely

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

Cr Des Hudson OAM
Mayor
City of Ballarat

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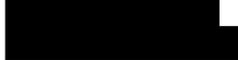
PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 5 September 2023
Our Ref: BW:vn:bk
Your Ref: Public Question QT92/23
Enquiries: 03 5320 5500
Direct Email: info@ballarat.vic.gov.au

Penelope Barrington



Email: [Redacted]

Dear Penelope

RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 23 AUGUST 2023

I refer to your question asked at the Council meeting held on Wednesday 23 August 2023 as follows:

“When are the 12 broken, some very dangerous, bump strips for the visually impaired, located in Yolanda Street, down to Edmund Drive in Bonshaw/Sebastopol, that have been damaged for at least 3 years (since arriving to reside in Ballarat), going to be repaired (fixed)?”

Officers have been to the locations listed and logged the broken tactiles as jobs for our footpath crew to action as part of their maintenance program based on the priority of works.

Road Management Plan (RMP) inspections have recently recommenced at the City after a prolonged cessation due to the Covid pandemic and resource constraints. Asset inspectors are currently inspecting our footpath network for defects and working their way through a backlog of work.

We thank you for your patience during this time.

Please feel free to call our Customer Service on 03 5320 5500 if you have any further queries.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bridget W".

Bridget Wetherall
Director Infrastructure and Environment

CC: Mayor and Councillors
Governance
Vaughn Notting, Executive Manager Infrastructure
Danny Joyce, Coordinator Civil Operations

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PO Box 655
Ballarat Vic 3353
AUSTRALIA
Telephone: 03 5320 5500
info@ballarat.vic.gov.au



Date: 4 September 2023

Ms Penelope Barrington



Dear Ms Barrington,

Re: Public Question Time – 23 August 2023

In response to your question of:-

“Outside of the Treasury Corporation Vic., has Council borrowed monies from other corporations, banking interests or United Nations groups, signing documents that place Ballarat ratepayers and their properties, as guarantors for any unpayable loans by increasing rates to treacherous levels, thereby causing the confiscation of ratepayers' properties by the lenders; all without the consent of the ratepayers, and if so, is council aware that it is in breach of the law?”

I am able to advise that Council has borrowed money from corporations other than Treasury Corporation Vic. Council **has not** entered into any loan agreements with these institutions that place Ballarat ratepayers properties as guarantors for any unpayable loans.

Yours sincerely

John Hausler
Director Corporate Services

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9. NOTICE OF MOTION**10. REPORTS FROM COMMITTEES/COUNCILLORS****11. URGENT BUSINESS****12. SECTION 66 (IN CAMERA)****8.7 TENDER 2022/23-578 - STAGE 2 - PART A BALLARAT REGIONAL LANDFILL CAPPING CONSTRUCTION**

Division: Infrastructure and Environment

Director: Bridget Wetherall

Author/Position: Les Stokes – Executive Manager Waste and Environment

(confidential information)

8.8 CONTRACTS APPROVAL DELEGATED COMMITTEE

Division: Corporate Services

Director: John Hausler, Director Corporate Services

Author/Position: Lorraine Sendall – Executive Assistant, Director Corporate Services

(confidential information)

13. CLOSE