

ISSUED FOR TENDER PURPOSES ONLY

ISSUE	DESCRIPTION	DATE
A	ISSUED FOR APPROVAL	19/04/2022
B	ISSUED FOR APPROVAL - AMENDED PER COUNCIL COMMENTS	24/05/2022
C	ISSUED FOR TENDER	27/07/2022

LEGEND	
	SHALLOW MARSH (0-0.15m DEPTH)
	DEEP MARSH (0.15-0.35m DEPTH)
	SUBMERGED MARSH (0.35-0.75m DEPTH)
	OPEN WATER (0.75-12/15m DEPTH)
	CRUSHED ROCK SEDIMENT DRYING AREA
	CONCRETE SEDIMENTATION AREA
	ROCK BEACHING
	DRAINAGE CROSS SECTIONS
	BATTERS
	MAJOR CONTOURS
	MINOR CONTOURS
	EXISTING DRAINAGE
	EX. O/H ELECTRICAL

DESIGNED: D. UWLAND
 CHECKED: M. PARKER
 AUTHORIZED: C. COUGHLAN

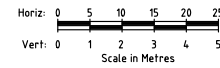
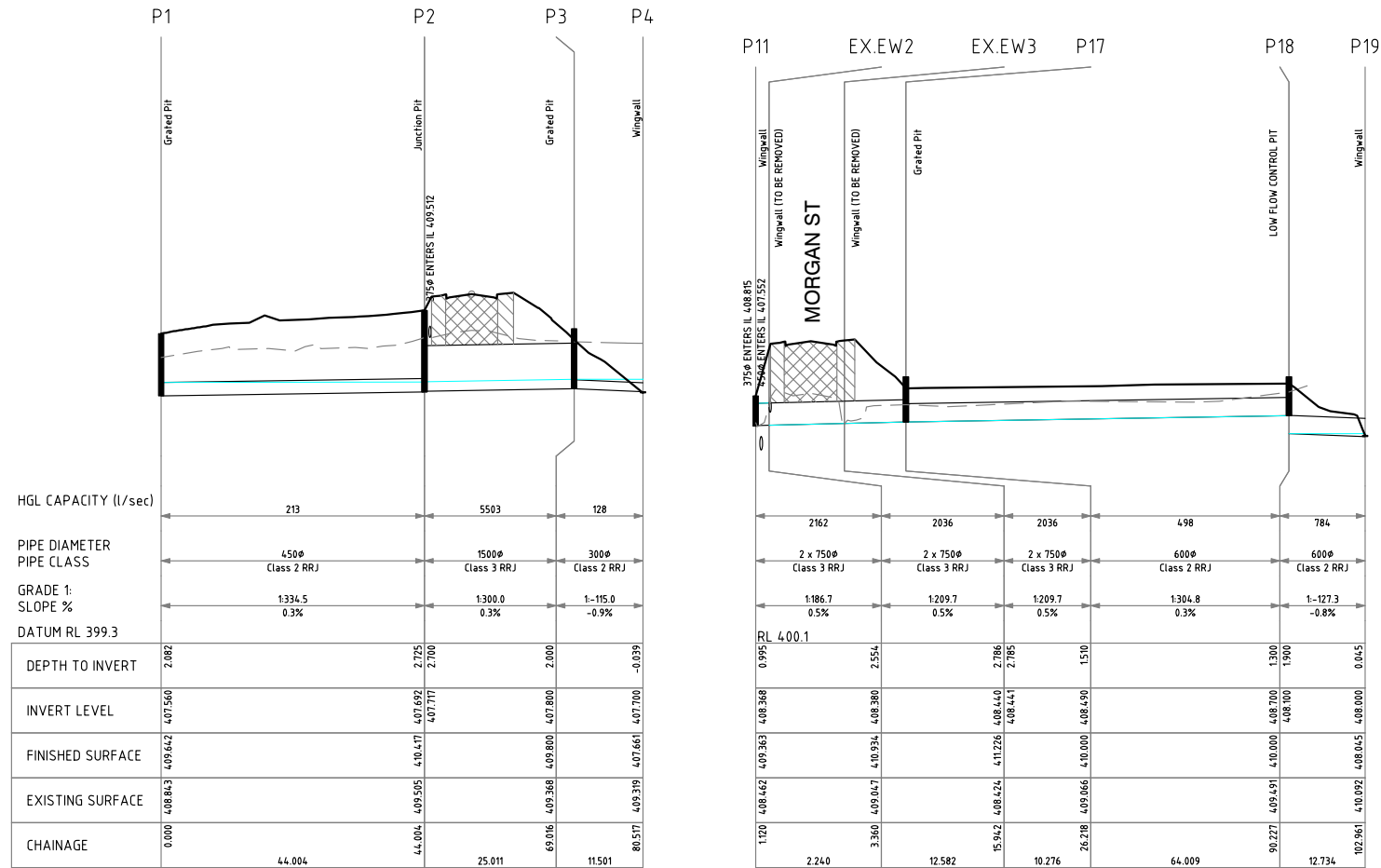
SCALE: 1:500
 SHEET SIZE: A1
 DATE: 27/07/2022

AXIOM CONSULTING ENGINEERS
 ACN 100 526 458
 W. admin@axiomce.com.au
 P. 03 5331 2688
 8 Webster Street,
 Ballarat Victoria 3350

PROJECT: M.R. POWER RESERVE BASIN SEBASTOPOL
 CLIENT: CITY OF BALLARAT

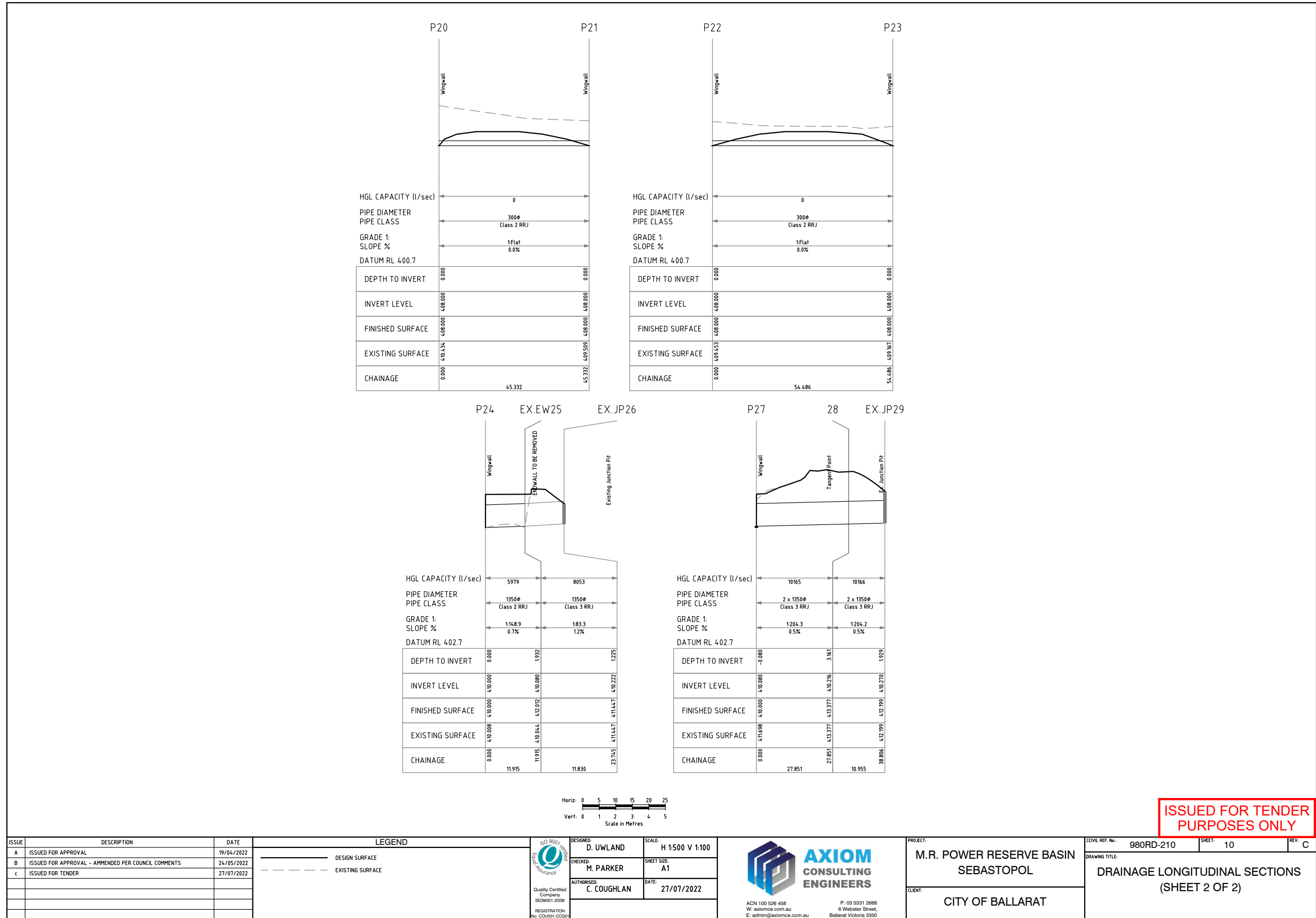
CIVIL REF. No.: 980RD-208
 SHEET: 8
 REV: C

DRAWING TITLE: DRAINAGE LAYOUT PLAN



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ISSUE	DESCRIPTION	DATE	LEGEND	DESIGNED: D. UWLAND	SCALE: H 1:500 V 1:100	 AXIOM CONSULTING ENGINEERS	PROJECT: M.R. POWER RESERVE BASIN SEBASTOPOL	CIVIL REF. No.: 980RD-209	SHEET: 9	REV: C
A	ISSUED FOR APPROVAL	19/04/2022	————— DESIGN SURFACE - - - - - EXISTING SURFACE	CHECKED: M. PARKER	SHEET SIZE: A1		ACN 100 526 458 W. admin@axiomce.com.au E. admin@axiomce.com.au P. 03 5331 2688 8 Webster Street, Ballarat Victoria 3350	CLIENT: CITY OF BALLARAT	DRAWING TITLE: DRAINAGE LONGITUDINAL SECTIONS (SHEET 1 OF 2)	
B	ISSUED FOR APPROVAL - AMENDED PER COUNCIL COMMENTS	24/05/2022		AUTHORISED: C. COUGHLAN	DATE: 27/07/2022					
C	ISSUED FOR TENDER	27/07/2022								



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LEGEND	
	DESIGN SURFACE
	EXISTING SURFACE

DESIGNED: D. UWLAND	SCALE: H 1:500 V 1:100
CHECKED: M. PARKER	SHEET SIZE: A1
AUTHORISED: C. COUGHLAN	DATE: 27/07/2022

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PROJECT: M.R. POWER RESERVE BASIN SEBASTOPOL
CLIENT: CITY OF BALLARAT

CIVIL REF. No: 980RD-210	SHEET: 10	REV: C
DRAWING TITLE: DRAINAGE LONGITUDINAL SECTIONS (SHEET 2 OF 2)		

Pit No.	Pit Type	Pit Width	Pit Length	Outlet Diameter	Outlet Invert RL	Inlet Diameter	Inlet Invert RL	Pit Depth	Pit Lid Level	Road Name	Road Chainage	Easting	Northing	Comment
		(mm)	(mm)	(mm)	(m)	(mm)	(m)	(m)	(m)			(m)	(m)	
P1	Default					450	407.560	2.082	409.642			749659.19	5834304.627	GRATED SURGE PIT
P2	Junction Pit	900	1800	450	407.692	375	409.512	2.725	410.417			749616.89	5834316.762	PIT TO SUIT FUTURE 1500Ø RCP EXTENSION TO SOUTH
						1500	407.717							
P3	Junction Pit	1500	5000	1500	407.800	300	407.800	2.000	409.800			749621.46	5834341.352	HIGH FLOW GRATED PIT REFER DETAIL SHEET
P4	Wingwall	-	-	300	407.700			-0.039	407.661			749619.75	5834352.725	Wingwall to suit 300Ø RCP
P5	DSEP	600	1900	375	409.694	375	409.726	1.94	410.878	MORGAN STREET	332.259	749599.81	5834323.311	IDM SD 4.45
P6	DSEP	600	1900	375	409.726	375	411.193	1.138	412.298	MORGAN STREET	332.259	749601.55	5834332.447	IDM SD 4.45
P7	900x600 SEP	600	900	375	411.193	375	411.185		411.185	MORGAN STREET	252.259	749522.56	5834347.433	IDM SD 4.31
P8	900x600 SEP	600	900	375	411.185	375	411.353	1.010	412.298	MORGAN STREET	252.259	749521.22	5834338.297	IDM SD 4.31
P9	900x600 SEP	600	900	375	411.446	375	411.353	1.036	412.483	MORGAN STREET	233.757	749502.62	5834339.504	IDM SD 4.31
P10	900x600 SEP	600	900	375	411.372	375	411.353	1.111	412.483	MORGAN STREET	233.757	749505.22	5834353.158	IDM SD 4.31

Pit No.	Pit Type	Pit Width	Pit Length	Outlet Diameter	Outlet Invert RL	Inlet Diameter	Inlet Invert RL	Pit Depth	Pit Lid Level	Road Name	Road Chainage	Easting	Northing	Comment
		(mm)	(mm)	(mm)	(m)	(mm)	(m)	(m)	(m)			(m)	(m)	
P11	Wingwall	-	-	2 x 750	407.859	2 x 750	408.368	1503	409.362			749662.06	5834304.327	Wingwall to suit 2 x 750Ø & 1 x 375Ø
						375	408.870							
P12	900x600 SEP	600	900	375	409.216	375	409.241	1.945	411.161	MORGAN STREET	399.730	749665.21	5834308.039	IDM SD 4.31
P13	DSEP	1900	600	375	409.682	375	409.682	1.202	410.884	MORGAN STREET	487.979	749750.77	5834286.438	IDM SD 4.45
P14	900x600 SEP	600	900	375	409.993	375	409.993	1.518	411.486	MORGAN STREET	530.000	749790.93	5834273.853	IDM SD 4.31
P15	900x600 SEP	600	900	375	411.455	375	411.455	1.386	411.455	MORGAN STREET	530.000	749794.36	5834287.325	IDM SD 4.31
P16	DSEP	1900	600	375	409.753	375	409.753	1.161	410.914	MORGAN STREET	487.979	749753.06	5834295.451	IDM SD 4.45
EX.EX2	EXISTING ENDWALL	-	-	2 x 750	408.380	2 x 750	408.380	2.554	410.934			749662.42	5834306.537	EXISTING ENDWALL TO BE REMOVED AND NEW PIPE CONNECTED
EX.EW3	EXISTING ENDWALL	-	-	2 x 750	408.441	2 x 750	408.441	2.785	411.226			749664.47	5834318.951	EXISTING ENDWALL TO BE REMOVED AND NEW PIPE CONNECTED
P17	GRATED PIT	2100	900	2 x 750	408.490	600	408.490	1.121	409.611			749666.15	5834329.090	PIT TO SUIT 2 x 750Ø OUTLET
P18	LOW FLOW CONTROL PIT	2025	1850	600	408.700	600	408.100	1.072	409.772			749727.68	5834311.438	See detail sheet
P19	Wingwall	-	-	600	408.000			0.045	408.045			749738.79	5834317.648	Wingwall to suit 600Ø RCP


Pit No.	Pit Type	Pit Width	Pit Length	Outlet Diameter	Outlet Invert RL	Inlet Diameter	Inlet Invert RL	Pit Depth	Pit Lid Level	Easting	Northing	Comment
		(mm)	(mm)	(mm)	(m)	(mm)	(m)	(m)	(m)	(m)	(m)	
P20	Wingwall	-	-					300	408.000	749740.71	5834328.884	WINGWALL TO SUIT 300Ø RCP
P21	Wingwall	-	-	300	408.000			0.000	408.000	749697.57	5834342.812	WINGWALL TO SUIT 300Ø RCP

Pit No.	Pit Type	Pit Width	Pit Length	Outlet Diameter	Outlet Invert RL	Inlet Diameter	Inlet Invert RL	Pit Depth	Pit Lid Level	Easting	Northing	Comment		
		(mm)	(mm)	(mm)	(m)	(mm)	(m)	(m)	(m)	(m)	(m)			
P22	Wingwall	-	-					300	408.000	0.000	408.000	749685.66	5834345.100	WINGWALL TO SUIT 300Ø RCP
P23	Wingwall	-	-	300	408.000			0.000	408.000	749631.93	5834354.140	WINGWALL TO SUIT 300Ø RCP		

Pit No.	Pit Type	Pit Width	Pit Length	Outlet Diameter	Outlet Invert RL	Inlet Diameter	Inlet Invert RL	Pit Depth	Pit Lid Level	Easting	Northing	Comment		
		(mm)	(mm)	(mm)	(m)	(mm)	(m)	(m)	(m)	(m)	(m)			
P24	Wingwall	-	-					1350	410.000	0.000	410.000	749567.90	5834631.339	SHARED WINGWALL WITH P27. WINGWALL TO SUIT 3 x 1350Ø RCP. OUTLET INTO BASIN
EX.EW25	ENDWALL			1350	410.080	1350	410.080	1.932	412.012	749573.41	5834641.905	EXISTING ENDWALL TO BE REMOVED AND NEW 1350Ø TO CONNECT IN		
EX.JP26	Default							1.225	411.447	749578.87	5834652.398	EXISTING JP		

Pit No.	Pit Type	Pit Width	Pit Length	Outlet Diameter	Outlet Invert RL	Inlet Diameter	Inlet Invert RL	Pit Depth	Pit Lid Level	Easting	Northing	Comment		
		(mm)	(mm)	(mm)	(m)	(mm)	(m)	(m)	(m)	(m)	(m)			
P27	Wingwall	-	-					2 x 1350	410.080	-0.080	410.000	749571.51	5834629.026	SHARED WINGWALL WITH P24. WINGWALL TO SUIT 3 x 1350Ø RCP. OUTLET INTO BASIN
28	NO STRUCTURE			2 x 1350	410.216	2 x 1350	410.216	3.161	413.377	749589.84	5834650.003	TANGENT POINT - NO STRUCTURE		
EX.JP29	Junction Pit			2 x 1350	410.270			1.929	412.199	749590.26	5834660.130	EXISTING		

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ISSUE	DESCRIPTION	DATE	LEGEND	DESIGNED: D. UWLAND	SCALE: NTS		PROJECT: M.R. POWER RESERVE BASIN SEBASTOPOL	CIVIL REF. No.: 980RD-211	SHEET: 11	REV: C
A	ISSUED FOR APPROVAL	19/04/2022		CHECKED: M. PARKER	SHEET SIZE: A1		CLIENT: CITY OF BALLARAT	DRAWING TITLE: DRAINAGE PIT SCHEDULES		
B	ISSUED FOR APPROVAL - AMENDED PER COUNCIL COMMENTS	24/05/2022		AUTHORISED: C. COUGHLAN	DATE: 27/07/2022					
C	ISSUED FOR TENDER	27/07/2022								

STORMWATER BASIN & MORGAN STREET LANDSCAPE PLAN

FOR: CITY OF BALLARAT
 IN ASSOCIATION WITH AXIOM CONSULTING ENGINEERS
 PROJECT NO.: 2238

DRAWING REGISTER

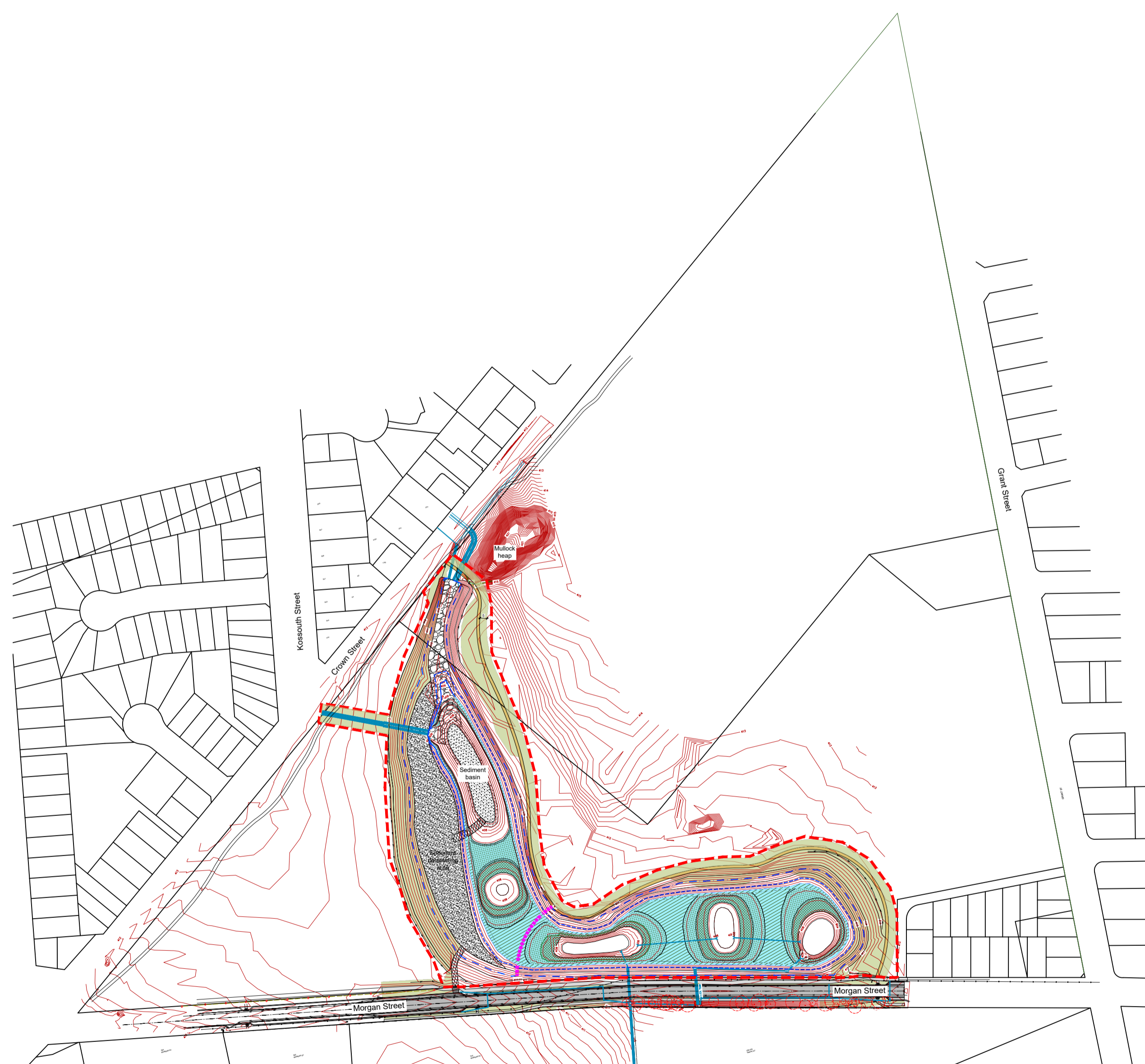
Dwg. No. 2238 - LD00	Cover Sheet
Dwg. No. 2238 - LD01	Landscape Plan
Dwg. No. 2238 - LD02	Planting Schedules and Landscape Details
Dwg. No. 2238 - LD03	Landscape Works Specification

NOTES

1. Unless otherwise specified on the drawings all measurements, lengths, heights and distances to be determined from dimensions and NOT scaled off the drawings.
2. Before commencement of any works it is the responsibility of the Landscape Contractor to contact Dial Before You Dig 1100 (Fax 1300 652 077) for information on any services shown on the plan (www.dialbeforeyoudig.com.au)
3. The locations of underground services are approximate only and their exact locations should be proven on site. No guarantee is given that all existing services are shown. The Contractor shall verify the location and depth of all services prior to commencing on site.
4. The Contractor must have a copy of DBYD information and plans on site at all times.
5. The Contractor shall be liable for any damage to services during landscape works.
6. All planting shall be planted in locations shown on this plan.
7. Any change in plant species must have the approval of the Superintendent.
8. Trees shall not be planted less than the following distances from existing elements, unless otherwise stated in the documentation:
 - ~ Footpaths - 1.2m
 - ~ Driveways and Crossovers - 3.0m
 - ~ Stormwater and sewerage pits - 2.0m
 - ~ Intersections - 10.0m
 - ~ Service Crossings - 2.0m
 - ~ Kerb and Channel - 2.0m
 - ~ Street lights - 4.0m
9. The Superintendent is to inspect plants supplied by the Contractor prior to planting.
10. The Principal will ensure that all property boundaries are to be pegged out by licensed surveyors prior to set out of landscape works.
11. Refer to the Specification for further notes.

LEGEND

- Extent of landscape works
- ~ ~ ~ Contours 200mm intervals



Site Plan
 Scale: 1:2000

Project Name & Address:
MR POWER PARK
STORMWATER BASIN +
MORGAN ST
LANDSCAPE WORKS
 Morgan Street, SEBASTOPOL

Drawing Title:
COVER SHEET

Client: City of Ballarat

Date: AUGUST 26, 2022
 Scale: 1:600 @ A1 SHEET SIZE
 Drawn: HM
 Checked: DH
 Planning Ref: N/A
 Drawing No - Rev:
2238 - D00

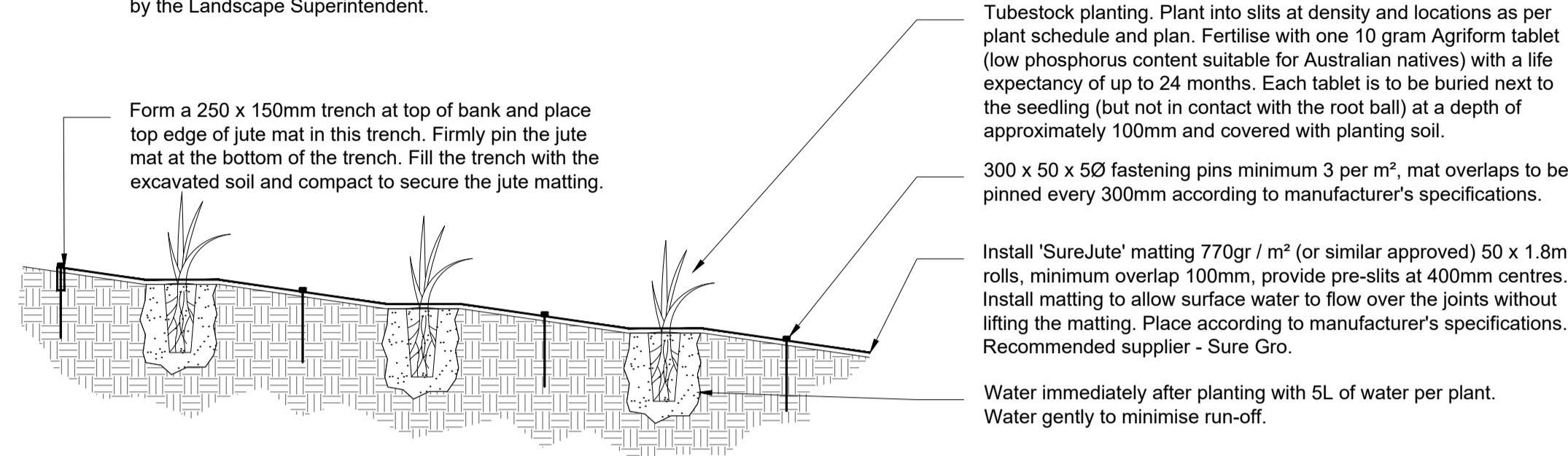
THOMSON HAY
 LANDSCAPE ARCHITECTS

130 Howards Rd, WATTLE FLAT VIC 3352
 T 03 5334 5321 | W www.thomsonhay.com

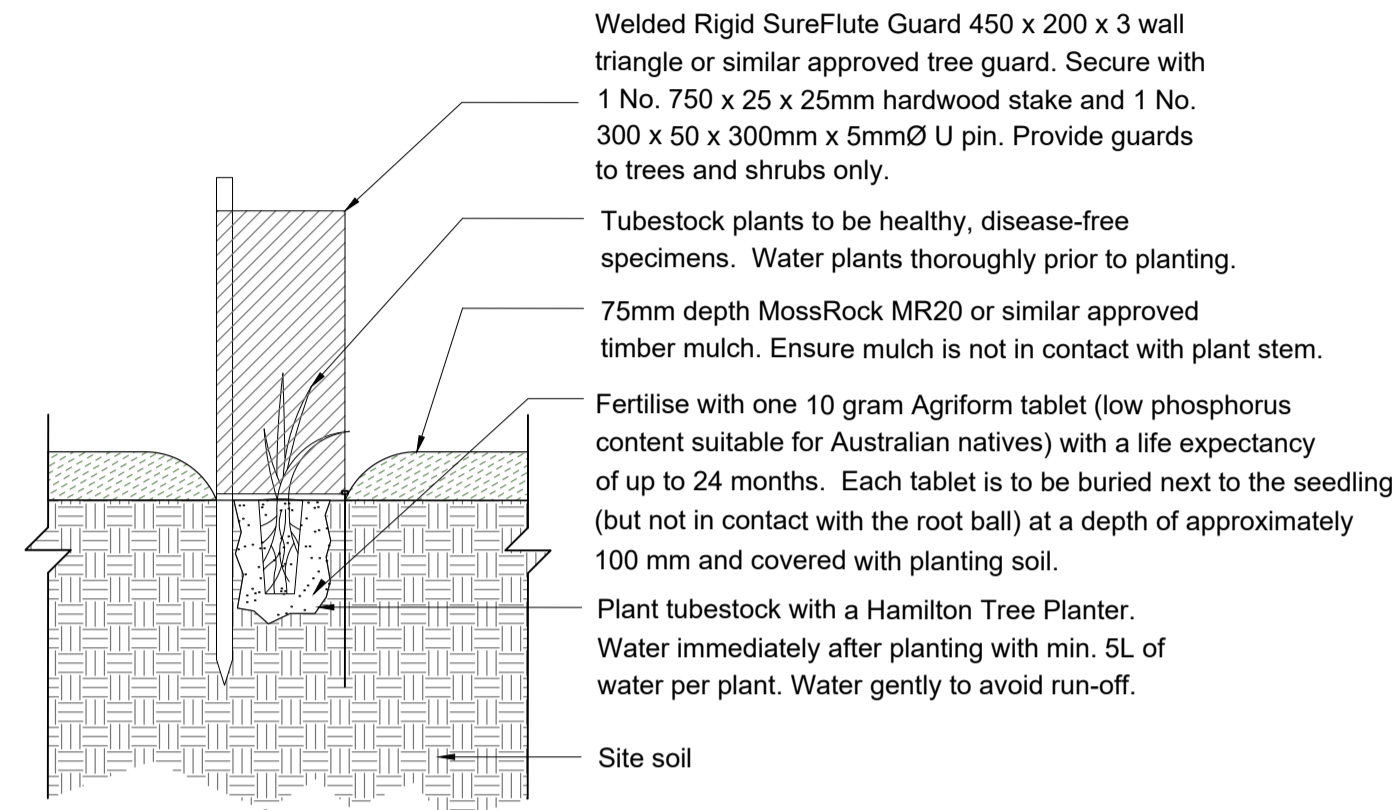


NOTES - MULCH + MULCH MAT:

- Jute mat to be used in Wetland Planting Zone 1 and a 2m wide strip below Nominal Top Water Level.
- Jute mat to be used on batter planting below max. flood level 410.5. MossRock MR20 recycled timber mulch (or similar approved) to be used on batter planting above max. flood level 410.5. Exact area to be confirmed on site by the Landscape Superintendent.



TYPICAL TUBESTOCK / HIKOCELL / LARGE TUBE (600cm³) PLANTING IN JUTE MAT DETAIL
Scale 1:10 @ A1



TYPICAL GUARDED TUBESTOCK PLANTING IN MULCH DETAIL
Scale 1:10 @ A1

Planting Schedule - Wetland

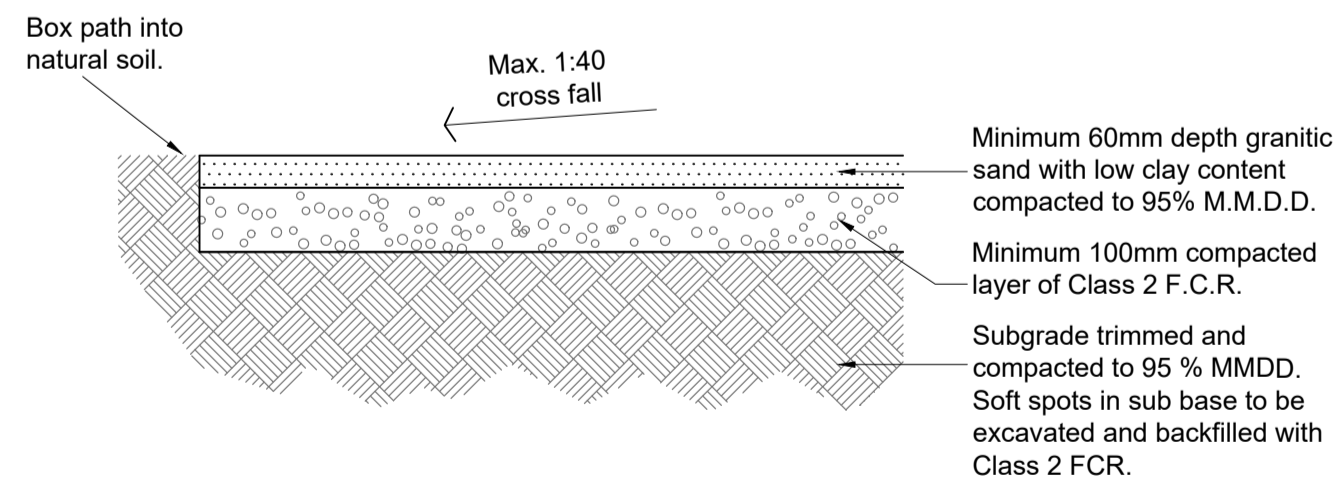
Botanical Name	Common Name	Installation Size	Density	Quantity
Zone 1 Ephemeral Marsh (0 - 500mm above NTWL)		Area = 2,580m² Density = 4/m²		
<i>Acacia verticillata</i>	Prickly Moses	Tubestock	0.10	258
<i>Carex appressa</i>	Tall Sedge	Tubestock	0.50	1,290
<i>Carex tereticaulis</i>	Basket Sedge	Tubestock	0.30	774
<i>Craspedia variabilis</i>	Common Billy Buttons	Tubestock	0.20	516
<i>Juncus amabilis</i>	Hollow Rush	Tubestock	0.30	774
<i>Juncus pallidus</i>	Pale Rush	Tubestock	0.80	2,064
<i>Persicaria decipens</i>	Slender Knotweed	Tubestock	0.10	258
<i>Poa labillardierei</i>	Common Tussock-grass	Tubestock	0.30	774
<i>Goodenia ovata</i>	Hop Goodenia	Tubestock	0.30	774
<i>Leptospermum continentale</i>	Prickly Tea-tree	Tubestock	0.10	258
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	Tubestock	1.00	2,580
Sub-total			4.00	10,320
Zone 2 Shallow Marsh (0 - 150mm below NTWL)		Area = 3,320m² Density = 2/m²		
<i>Alsima plantago-aquatica</i>	Water Plantain	600cm ³ container	0.30	996
<i>Bolboschoenus caldwellii</i>	Sea club-rush	600cm ³ container	0.30	996
<i>Bolboschoenus medianus</i>	Marsh Club-rush	600cm ³ container	0.30	996
<i>Eleocharis acuta</i>	Common Spike-sedge	600cm ³ container	0.50	1,660
<i>Juncus procerus</i>	Tall Rush	600cm ³ container	0.60	1,992
Sub-total			2.00	6,640
Zone 3 Deep Marsh (150 - 350mm below NTWL)		Area = 3,600m² Density = 2/m²		
<i>Eleocharis sphacelata</i>	Tall Spike-rush	600cm ³ container	0.50	1,800
<i>Juncus procerus</i>	Tall Rush	600cm ³ container	0.50	1,800
<i>Schoenoplectus tabernaemontani</i>	River Club-rush	600cm ³ container	0.50	1,800
<i>Triglochin procerum</i>	Water Ribbons	600cm ³ container	0.50	1,800
Sub-total			2.00	7,200
Zone 4 Submerged Marsh (350 - 750mm below NTWL)		Area = 2,520m² Density = 1/m²		
<i>Myriophyllum crispatum</i>	Water Milfoil	600cm ³ container	0.40	1,008
<i>Potamogeton ochreateus</i>	Blunt Pondweed	600cm ³ container	0.30	756
<i>Vallisneria spiralis</i>	Eel-grass	600cm ³ container	0.30	756
Sub-total			1.00	2,520
Tree Planting		Container / Height / Caliper		
<i>Acacia melanoxylon</i> (Am)	Blackwood	45L / 1.5m / 30mm	Nom. 3.0m cts	16
<i>Eucalyptus ovata</i> (Eo)	Swamp Gum	45L / 1.5m / 30mm	Nom. 3.0m cts	16
Sub-total				32
Total				26,712

Plant Schedule - Batters

Botanical Name	Common Name	Mature Size (H x W)	Density	Qty
Indigenous Trees & Shrubs		Area = 6,050m² Density = 2 x 2m centres		
<i>Acacia melanoxylon</i>	Blackwood	12 x 8m	0.02	121
<i>Bursaria spinosa</i>	Sweet Bursaria	3 x 2m	0.02	121
<i>Dianella tasmanica</i>	Tasman Flax-lily	1 x 1m	0.04	242
<i>Eucalyptus pauciflora</i>	Snow Gum	15 x 8m	0.02	121
<i>Myoporum viscosum</i>	Sticky Boobialla	1.5 x 2m	0.05	303
<i>Ozothamnus ferrugineus</i>	Tree Everlasting	3 x 3m	0.1	605
Subtotal			0.25	1513
Indigenous Shrubs & Grasses		Area = 6,050m² Density = 600mm centres		
<i>Dianella revoluta var. revoluta</i>	Black-anther Flax-lily	0.4 x 0.4m	0.8	656
<i>Chrysocephalum apiculatum</i>	Common Everlasting	0.3 x 0.1m	0.4	328
<i>Goodenia ovata</i>	Hop Goodenia	1 x 1m	0.3	246
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	0.8 x 1m	0.8	656
<i>Poa labillardierei</i>	Common Tussock-grass	1 x 1m	0.5	410
Subtotal			2.8	2296
				3809

Planting Notes:

- All indigenous species to be sourced as indigenous local provenance stock.
- All wetland planting to be supplied as tubestock, hikoell or 600cm³ pots unless otherwise indicated.
- All batter planting to be supplied as tubestock unless otherwise indicated.
- Plants to be randomly planted in loose clumps at densities as indicated to create a natural informal arrangement.
- Planting arrangement to be confirmed on site by Superintendent.
- Similar species to be grouped in loose clumps of 10-50 plants with species gradation at edges to create an informal and natural-looking planting arrangement.
- Plant species selection subject to availability.
- Contractor to determine planting zones around wetland with reference to nominal water level.
- Plant schedule includes Morgan Street streetscape planting.



TYPICAL GRANITIC SAND PATH DETAIL
Scale 1:10 @ A1

Project Name & Address:
MR POWER PARK
STORMWATER BASIN +
MORGAN ST LANDSCAPE
WORKS
Morgan Street, SEBASTOPOL

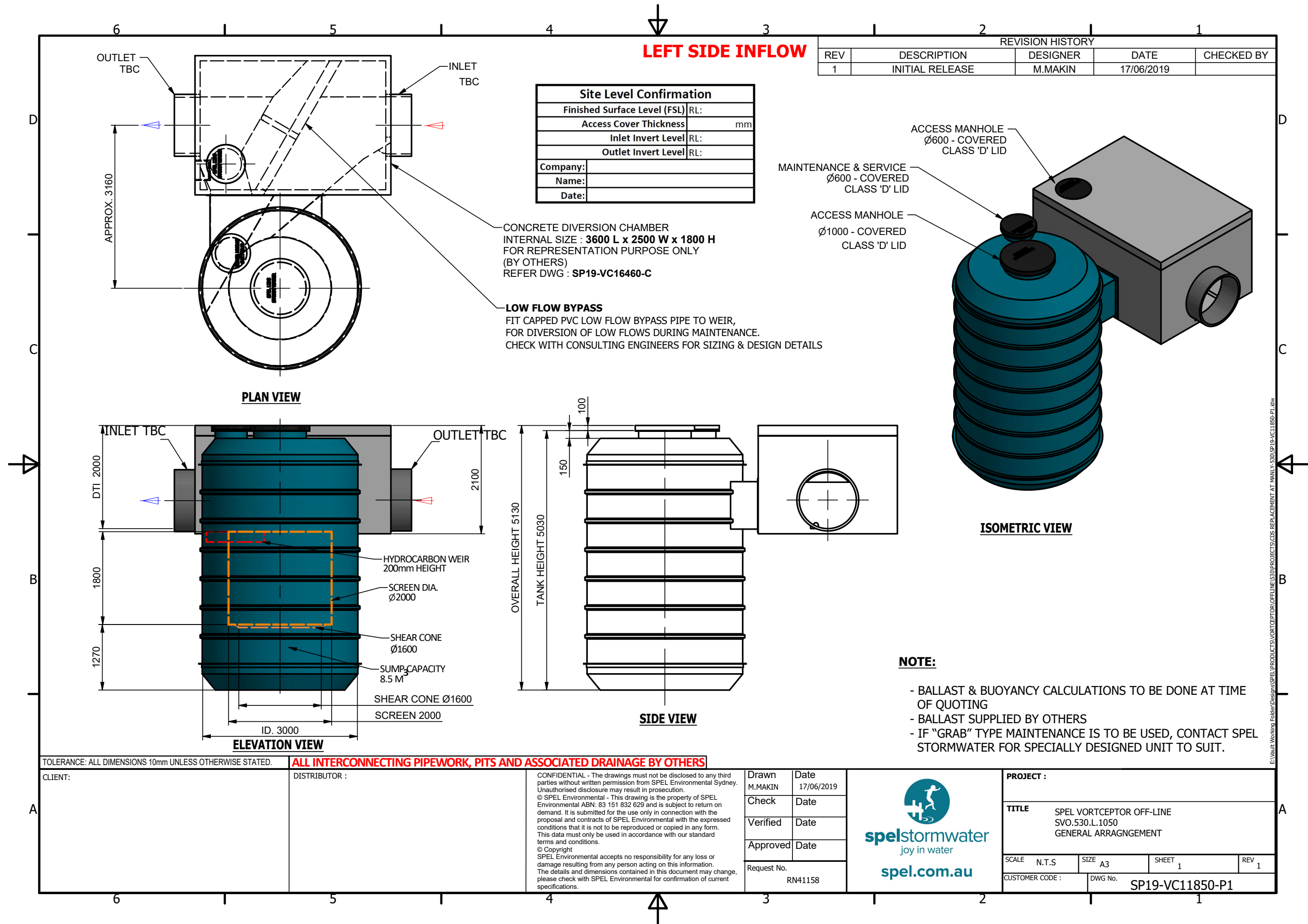
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PLANTING DETAILS

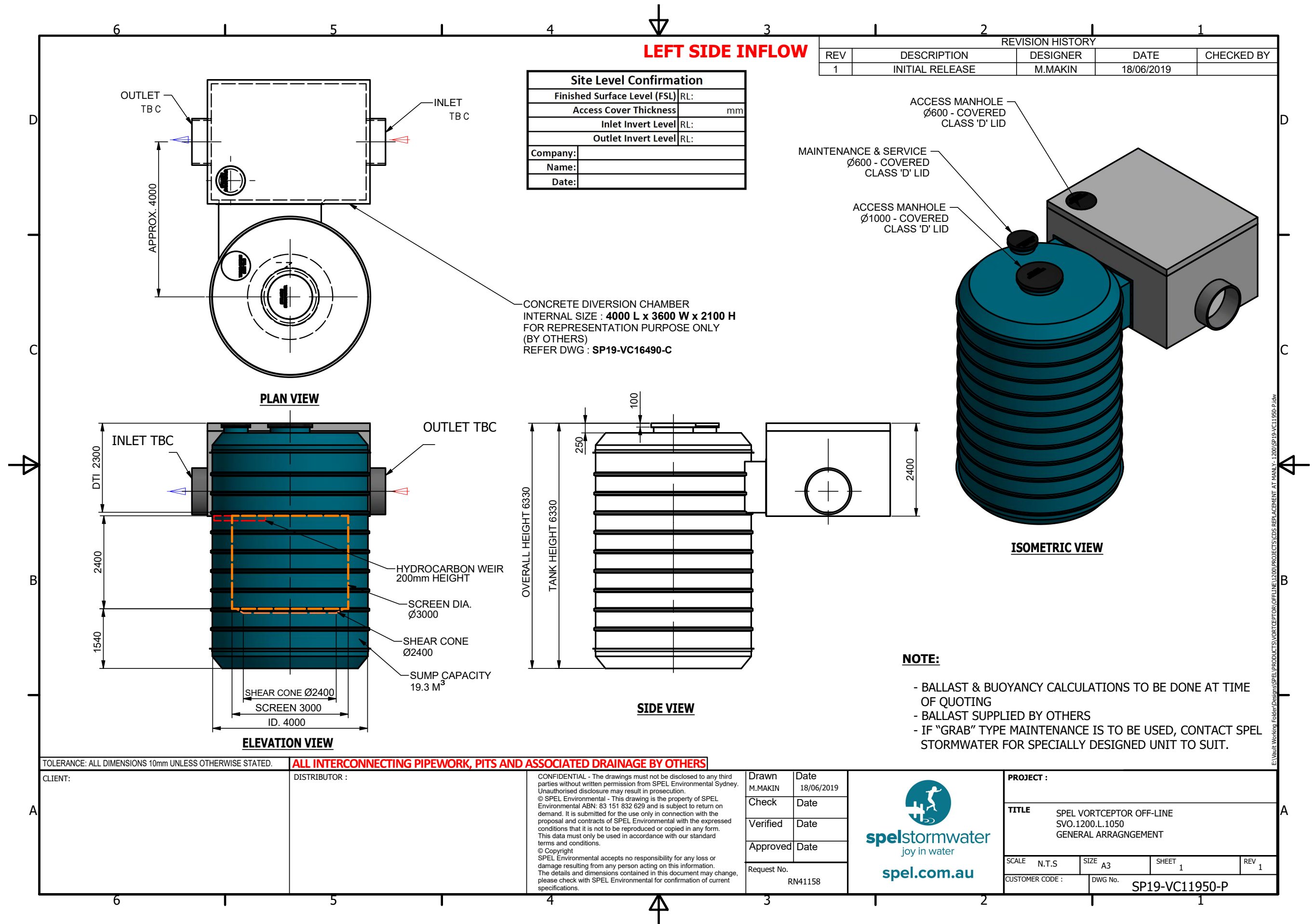
Client: City of Ballarat

Date: AUGUST 26, 2022
Scale: AS SHOWN @ A1 SHEET SIZE
Drawn: HM
Checked: DH
Planning Ref: N/A
Drawing No - Rev:
2238 - D02

THOMSON HAY
LANDSCAPE ARCHITECTS

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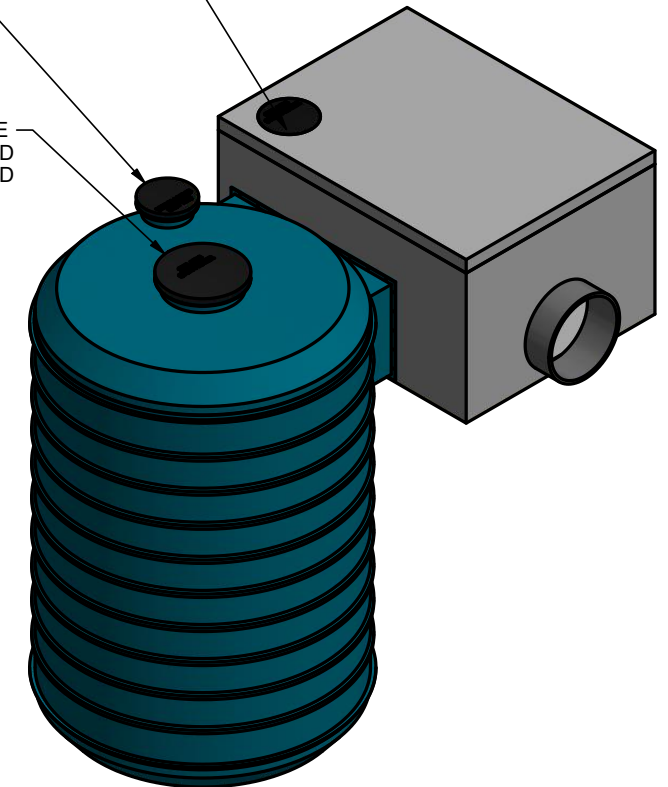


LEFT SIDE INFLOW

REVISION HISTORY				
REV	DESCRIPTION	DESIGNER	DATE	CHECKED BY
1	INITIAL RELEASE	M.MAKIN	18/06/2019	

Site Level Confirmation	
Finished Surface Level (FSL)	RL:
Access Cover Thickness	mm
Inlet Invert Level	RL:
Outlet Invert Level	RL:
Company:	
Name:	
Date:	

CONCRETE DIVERSION CHAMBER
INTERNAL SIZE : 4000 L x 3600 W x 2100 H
FOR REPRESENTATION PURPOSE ONLY
(BY OTHERS)
REFER DWG : SP19-VC16490-C



NOTE:

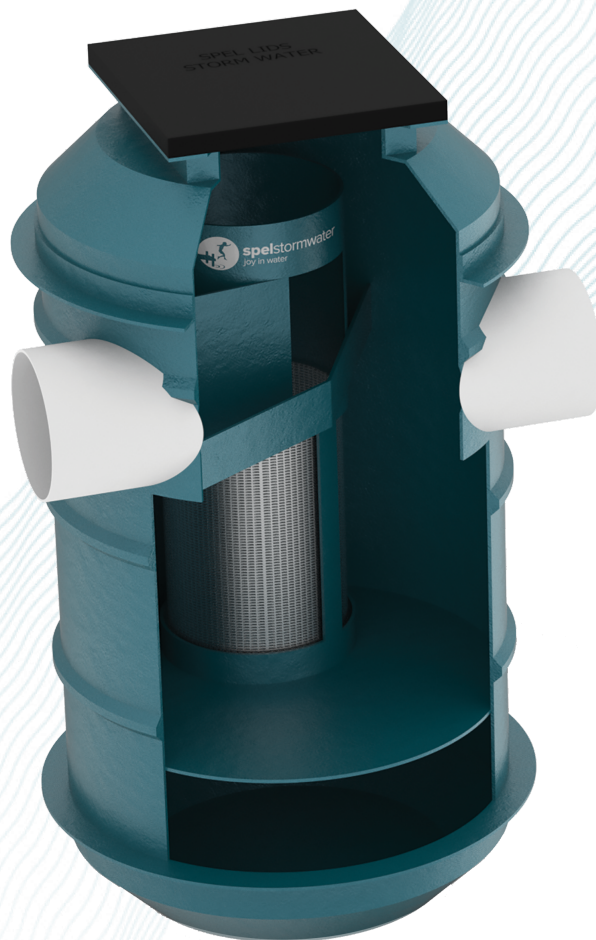
- BALLAST & BUOYANCY CALCULATIONS TO BE DONE AT TIME OF QUOTING
- BALLAST SUPPLIED BY OTHERS
- IF "GRAB" TYPE MAINTENANCE IS TO BE USED, CONTACT SPEL STORMWATER FOR SPECIALLY DESIGNED UNIT TO SUIT.

TOLERANCE: ALL DIMENSIONS 10mm UNLESS OTHERWISE STATED.		ALL INTERCONNECTING PIPEWORK, PITS AND ASSOCIATED DRAINAGE BY OTHERS		Drawn M.MAKIN Date 18/06/2019 Check Date Verified Date Approved Date Request No. RN41158		PROJECT : TITLE SPEL VORTCEPTOR OFF-LINE SVO.1200.L.1050 GENERAL ARRANGEMENT SCALE N.T.S SIZE A3 SHEET 1 REV 1 CUSTOMER CODE : DWG No. SP19-VC11950-P	
CLIENT:	DISTRIBUTOR :	CONFIDENTIAL - The drawings must not be disclosed to any third parties without written permission from SPEL Environmental Sydney. Unauthorised disclosure may result in prosecution. © SPEL Environmental - This drawing is the property of SPEL Environmental ABN: 83 151 832 629 and is subject to return on demand. It is submitted for the use only in connection with the proposal and contracts of SPEL Environmental with the expressed conditions that it is not to be reproduced or copied in any form. This data must only be used in accordance with our standard terms and conditions. © Copyright SPEL Environmental accepts no responsibility for any loss or damage resulting from any person acting on this information. The details and dimensions contained in this document may change, please check with SPEL Environmental for confirmation of current specifications.					



Installation Manual

SPEL Vortceptor[®]



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INTRODUCTION


INTRODUCTION


These instructions, while using the word “wetwell”, will pertain to all wetwells, lift stations, vertical pump vaults and basins.

SAFETY

SAFETY

These instructions should not be interpreted in any way to put one’s health at risk, or to harm property and/or the environment. The following definitions will serve as a guide when reading this manual:

WARNING
 Indicates a potentially hazardous situation, which if not avoided could result in death or serious injury.

CAUTION



- Indicates a potentially hazardous situation, which if not avoided may result in minor or moderate injury.
- A caution without the safety alert symbol indicates a potentially hazardous situation, which if not avoided may result in property damage.

IMPORTANT INFORMATION

Proper installation of each wetwell is essential:

- To ensure the safety of all the individuals involved in the installation.
- To prevent wetwell damage and/or failure, which could lead to product loss and environmental contamination.
- To validate the wetwell warranty.

GENERAL INFORMATION

WARNING
 Wetwells are a confined space per OHS guidelines. Follow proper confined space safety procedures.

SPEL fibreglass wetwells are designed for installation with concrete top pad and bottom slabs. The following instructions reflect the approved methods for installing wetwells. Follow all OHS, Federal, State or Local, safety and environmental codes and regulations

WETWELL WARRANTY ACTIVATION

- These instructions must be followed.
- The Wetwell Installation Checklist must be properly completed and signed by the owner’s representative and the installing contractor.
- The Wetwell Installation Checklist, these instructions, and any correspondence related to the wetwell installation must be retained by the owner and provided to GA to validate any future warranty claim. The warranty in effect at the time of delivery will apply and is available from SPEL Environmental.

GETTING STARTED

BEFORE YOU BEGIN

- Read, understand and follow these instructions.
- Barricade the work area.
- Review and prepare to complete the installation checklist as the installation progresses.

If you have questions on other wetwell installation details, call Technical Support at +61 2 8705 0255

INSTALLATION CHECKLIST

Site Preparation	It is best practice to prepare the excavation for the Vortceptor separation chamber first. The Vortceptor separation chamber is the blue fibreglass vertical tank, which we will refer to as 'the Vortceptor'. The excavation for the Diversion Chamber (the rectangular precast concrete chamber) follows afterwards.	YES / NO
	Prior to installation, the inlet pipe run would typically be installed, within one or two pipe lengths prior to the diversion chamber.	YES / NO
Vortceptor Installation	Always physically check measurements on the Vortceptor prior to installation.	YES / NO
	The Vortceptor excavation should be no greater than required, this would be 1000mm oversized or to suit shield sizing. This is with due regard to the amount of backfill to be used under and around the tank.	YES / NO
	Install a 150mm thick, compacted base. This can be either a concrete blinding or compacted crushed rock layer.	YES / NO
	Lower the Vortceptor into the excavation, ensure no rocks or sharp objects fall into the hole and damage the tank.	YES / NO
	Level and adjust the Vortceptor to suit the main drain pipework and the Diversion Chamber inlet void. The invert levels of the inlet and outlet pipework is to match the invert of the inlet and outlet chute of the Vortceptor. (The inlet and outlet chute is the rectangular flanged opening on the side of the Vortceptor)	YES / NO
	Fill the tank with water up to the invert of the inlet - the volume will depend on the specific Vortceptor.	YES / NO
	Encase & backfill the outside of Vortceptor with an engineer specified material – such as graded gravel aggregate, or crushed recycled concrete, or cement stabilised sand.	YES / NO
	In installations when the tank is located in an area subject to high water table or trapped ground water, the tank must be completely encased in unreinforced concrete, up to the specified height above the Vortceptor base, and at the minimum specified width beyond the perimeter of the Vortceptor base. Refer to SPEL Stormwater for recommended concrete dimensions and volumes to withstand buoyancy forces.	YES / NO

Diversion Chamber Installation	Always physically check measurements on the diversion chamber prior to installation.	YES / NO
	Prepare the diversion chamber excavation, this is to be benched or battered to suit the site constraints.	YES / NO
	Ensure sufficient room is left to install inlet pipe (Remember you will need to angle the pipe to feed it in).	YES / NO
	Lift the Diversion Chamber into the excavation - ensure site specific safety requirements are adhered to.	YES / NO
	Adjust the Diversion Chamber to a correct level so the rectangular opening matches the Vortceptor. The inlet and outlet block outs are to match the drainage line.	YES / NO
	Use the template provided with the Vortceptor to drill the bolt holes into the diversion chamber rectangular void.	YES / NO
	Use Sikaflex or silicone (by others) to seal the Vortceptor to the Diversion Chamber, use 8.5mm 4 cutter SDS bit to drill the bolt holes.	YES / NO
	Use M8 x 100mm Galvanised screw bolts to fix the Vortceptor to the Diversion Chamber.	YES / NO
Associated Drainage & Finishing Works	Install upstream and downstream drainage pipework.	YES / NO
	Connect the pipework (by others) to the Diversion Chamber, concrete bandage the inlet and outlet pipes to the Diversion Chamber.	YES / NO
	Internally render the inlet and outlet pipework with C-Crete or similar render.	YES / NO
	Use low slump concrete to mass infill and bench the base of the diversion chamber and weir. This is to direct the flow and remove any dead zones in the diversion chamber.	YES / NO
Cover Slab Installation	Use a Sikaflex bead around the rebate on the top of the Diversion Chamber to ensure a satisfactory seal between cover slab (Lid) and chamber.	YES / NO
	Lift and install cover slab, ensure manhole void / cover is on Vortceptor side of the chamber.	YES / NO
	Use Sikaflex and screw bolts to secure fibreglass manhole riser to cover slab.	YES / NO
	Tie in the manhole covers as per lid manufacturers installation guidelines, to achieve Finished Surface level.	YES / NO

A. HANDLING & PREPARATION

WARNING

Do not stand on or under wetwell while it is being lifted. This could result in personal injury or death.

- Do not drop or impact the wetwell.
- Wetwells should be stored horizontally and chocked, using only appropriate materials such as sandbags, tires, or other soft or pliable materials.
- Upon wetwell delivery and when lifting wetwell, visually inspect entire exterior surface of the wetwell for shipping or handling damage.
- If the wetwell must be moved by rolling, ensure that ground to be traversed is smooth and free of rocks, debris, or other hard objects.
- Do not roll or set the wetwell on any pipe stubout, accessory or appurtenance installed on the wetwell.
- The contractor is responsible for rigging, unloading and securing the wetwell.
- When lifting the wetwell in the horizontal position, use two slings with a spreader bar.
- Use a minimum of two lift lugs when pivoting the wetwell from horizontal to vertical.
- Utilize all lift lugs provided at the wetwell top for vertical lifting.
- Only a pliable strap or rope should contact the wetwell, do not use chains, steel cables or hard metallic slings.

B. SITE PREPARATION

Dimensions of the excavation should be wide enough to provide sufficient working room around the wetwell. Minimum anti floatation ring and ballast dimensions are specified in (table 1).

Anti floatation ring and ballast designs in (Table 1) meet Australian Standard Code S3600A.

(Dead load resisting floatation have a factor of safety of 0.9 applied.)

C. ANTI FLOTATION BALLAST FRP WETWELLS

WARNING

Collapsing excavation walls can cause injury or death. Do not enter the wetwell excavation unless necessary and in compliance with OHS regulations. Follow OHS guidelines for excavations.

WETWELLS

- Lower Wetwell onto Compacted Base then place Wet concrete around the Unit covers 2 x Ribs plus meets the Ballast Quantity in (table 1 and figure 1).

Cold concrete joints are not allowed. Fibreglass solid bottom wetwells with external reinforcing ribs must be installed in a continuous and monolithic concrete pour. Concrete must extend 75mm above the second rib from the wetwell bottom, and around the entire circumference of the wetwell. (Refer to figure 1.)

- Concrete slab must fill all gaps and voids in and around the external tank reinforcing ribs.
- It may be necessary to add ballast (water) inside the wetwell to counteract buoyancy until the concrete is cured.

ANTI FLOTATION RING CONCRETE SLAB

Use minimum 20 mpa concrete for anti floatation and ballast Final concrete depth, size, thickness and reinforcements shall meet the minimum requirements in these instructions and applicable tables. Anti floatation ring should extend a minimum of (refer to table 1) in all directions from the wetwell outer diameter.

CAUTION

Voids in the concrete slab around external structural anchors will result in product damage and environmental contamination.

D. BED AND BACKFILL

Proper backfill selection and compaction is required for a proper installation. The allowed backfills are shown in Table D-1 along with the degree of compaction required.

TABLE D-1

BED AND BACKFILL COMPACTION	
Soil type-pipe bedding material (Unified Soil Classification System - see Table D-2)	Minimum Degree of Compaction Required*
Fine - grained soils (Liquid Limit < 50) with medium to no plasticity with less than 25% coarse grained particles. CL, ML, ML - CL	High
Fine grained soils (Liquid Limit < 50) with medium to no plasticity with more than 25% coarse grained particles. CL, ML, ML - CL	Moderate
Coarse grained soils containing more than 12% fines. GM, GC, SM, SC	Moderate
Coarse grained soils with less than 12% fines. GW, GP, SW, SP	Slight
Coarse grained soils with less than 12% fines. GW, GP, SW, SP	Dumped

* Degree of compaction:

- Dumped - No compaction effort.
- Slight - Some compactive effort. In-place density <85% standard compaction. Or < 40% modified compaction.
- Moderate - Intermediate level of compactive effort, In-place density >=85% and < 95% standard compaction, or >=40% and <70% modified compaction.
- High - Considerable compactive effort. In-place density >= 95% standard compaction, or >= 70% modified compaction
- The difference in the “dumped” and “slight” degree of compaction values are significant and are based on the method of construction, not the measured densities.

- “Dumped” means that there is absolutely no compaction of the embedment soil. “Slight” means there was something done that increased the soil density, even if minor, such as water settling, jetting, flooding, equipment travel, and in some cases, foot traffic.
- For stable soils (cohesion ≥ 36 kpa and / or a bearing capacity ≥ 170 kpa a minimum 300mm of backfill must be placed around the wetwell.
- For unstable soils (cohesion ≤ 36kpa and ultimate bearing capacity ≤ 170 kpa).
 - Wetwells 1200mm diameter or smaller require a minimum 600mm of backfill around the entire circumference of the wetwell.
 - Wetwells larger than 1200mm diameter require a minimum backfill of ½ the wetwell diameter around the entire circumference of the wetwell.
- If muck, bog or peat are present, consult with a Geotechnical Engineer for backfill and excavation requirements.
- For permafrost conditions, consult with a Geotechnical Engineer for backfill and excavation requirements.

Keep backfill dry and free of ice in freezing conditions. Ensure that no foreign objects such as large stones, concrete clumps, tree roots/limbs, or debris is in the backfill surrounding the wetwell.

Prevent large surges of backfill from displacing the wetwell.

TABLE D-2

LETTER AND DEFINITION		SECOND LETTER AND DEFINITION	
G	Gravel	P	Poorly Graded (uniform particle sizes)
S	Sand	W	Well Graded (diversified particle sizes)
M	Silt	H	High Plasticity
C	Clay	L	Low Plasticity
O	Organic		

E. WETWELL INSTALLATION WITH A FIBREGLASS UNDERGROUND TANK

⚠ CAUTION

Not using approved backfill material may result in tank failure and environmental contamination.

If the wetwell is installed in the same excavation as an underground fibreglass tank, the backfill around the wetwell must also meet the tank backfill requirements so as to not compromise the tank installation. Tank backfill requirements are more restricted and strict conformance to the tank backfill requirements in MAN 600 must be met for both the wetwell and tank.

Do not backfill around the wetwell until the concrete slab has hardened.

Add backfill in maximum 900mm lifts evenly around the wetwell to avoid uneven backfill loads.

- A flexible joint on each connecting pipe is required to relieve stresses from differential backfill movement or soil consolidation. Backfill should be added to the invert elevation of each connecting pipe, the connection made and sealed, before continuing to backfill.

⚠ WARNING

To prevent fire or explosion hazard, GA recommends air driven tools whenever possible. DO NOT use power tools where flammable vapors or liquids exist. Also, when electric hand tools are used, be aware of potential shock hazards. Wear protective clothing and eye protection.

Wetwells may be a confined space. Follow proper safety procedures.



F. PIPING PENETRATIONS/ FITTINGS

⚠ CAUTION

Always wear safety glasses and protective clothing when cutting on the wetwell, failure to do so can result in personal injury.

- Pipe penetration cutouts should be round holes and should be no larger than the pipe diameter plus 25mm.
 - Make cuts using a saw with a masonry or diamond grit blade.
 - Do not use an axe or other impact type tools.
- Accessories must be installed and used in strict accordance with the manufacturer's instructions.
- All piping must have a flexible connector installed directly on the fitting or accessory to allow for a minimum 15mm differential settlement between the wetwell and the pipe.

If more than 15mm differential settlement is expected, choose a flexible connector designed for the expected settlement.

G. INVERT

Invert specified by Certified Engineer. The invert may be at any angle and may project up the wetwell any distance.

H. TOP PAD

The wetwell is designed to support the dead weight of an 200mm thick square pad 600mm larger than the diameter of the wetwell (centered on the wetwell) along with a dynamic T-44 traffic load as long as the pad is designed to distribute the loads on the wetwell perimeter and not on the interior of the lid.

If the static load will exceed the 200mm pad weight or the traffic load will exceed T-44, the pad must be 1200mm larger than the wetwell diameter (centred on the wetwell) and all of the pad and / or traffic loads must be supported by the soil around the wetwell and not by the wetwell itself.

Fibreglass flat tops 1000mm through 2500mm diameter are designed to support 200mm concrete pads without internal supports while the concrete cures.

The concrete pad must be designed to be self supporting after cured.

The pad shall be specified by the Certified Engineer.

FIBREGLASS FLAT TOPS WITHOUT TRAFFIC LOAD (See Figure H-1)

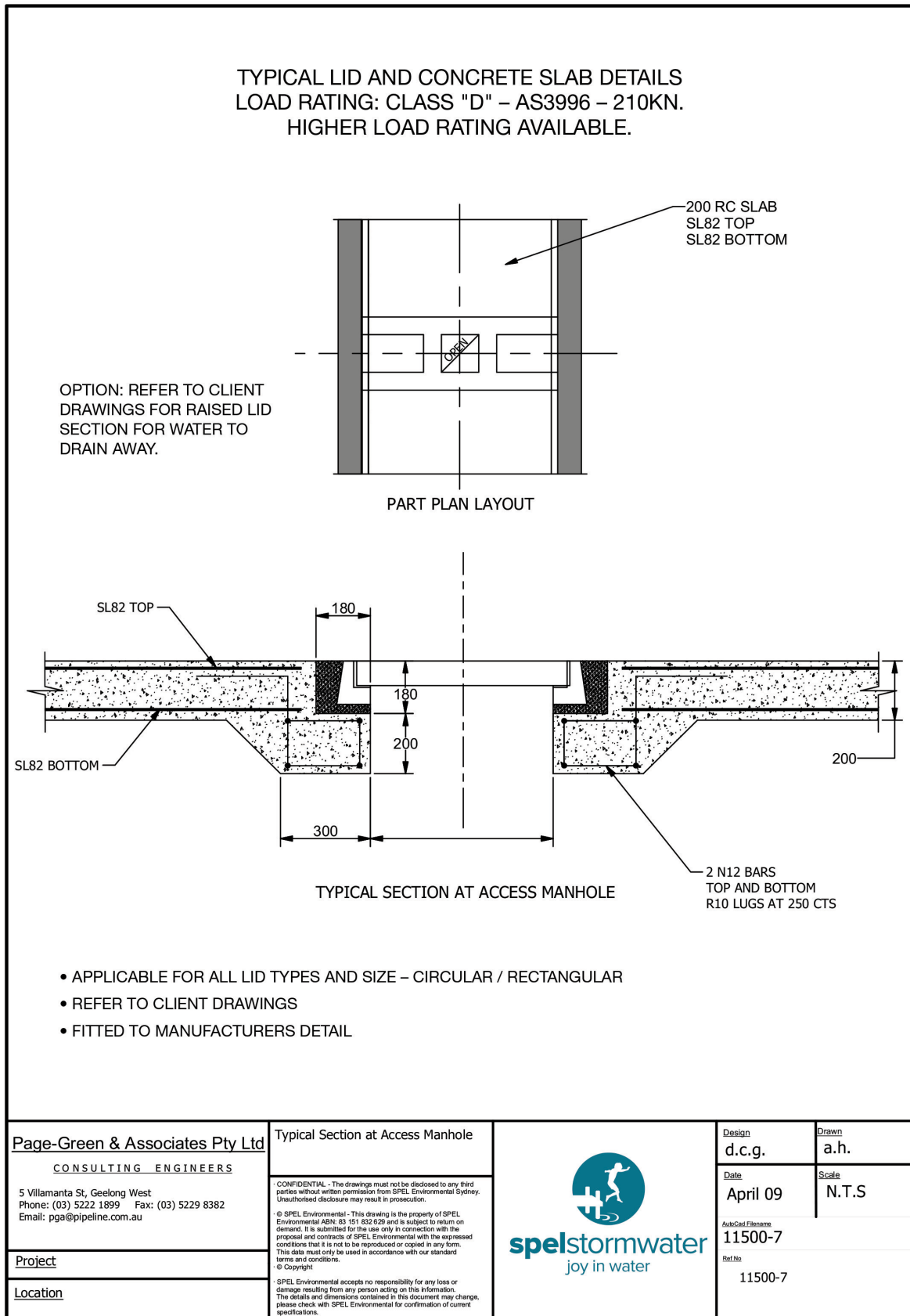
- The pad must be larger than the wetwell a minimum of 300mm in all directions.
- Maximum 200mm concrete pad thickness.

FIBREGLASS FLAT TOPS WITH TRAFFIC LOAD (See Figure H-2)

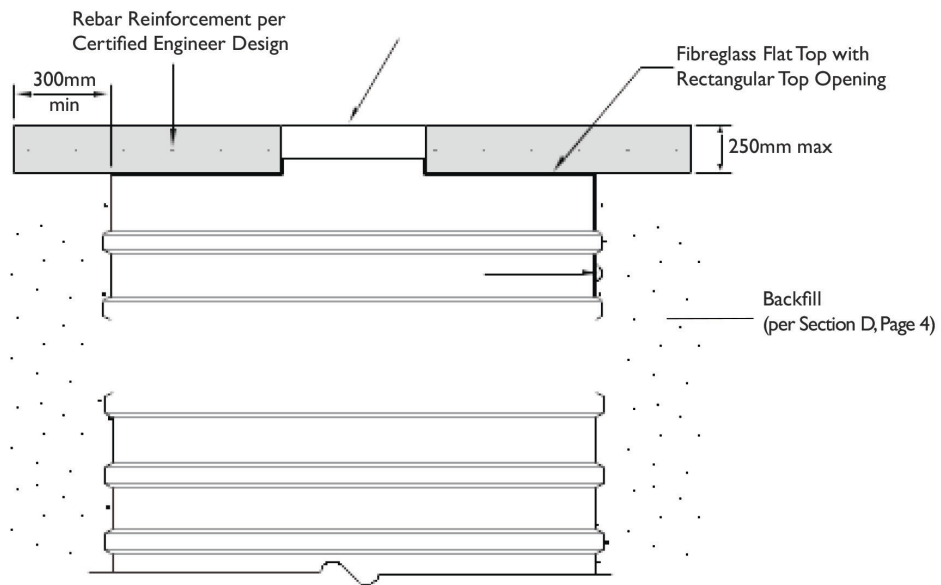
- The pad must be larger than the wetwell a minimum of 600mm in all directions.
- The Certified Engineer shall specify the pad strength and reinforcement so that the static weight of an 200mm thick square pad (no more than 600mm larger than the diameter of the wetwell centred on the wetwell) along with a dynamic T-44 traffic load must be distributed on the wetwell perimeter and not on the interior of the lid.
- If either the static pad load or the dynamic traffic load is exceeded, all of the pad and / or traffic loads must be supported by the soil around the wetwell and not by the wetwell itself.

TRAFFICABLE MANHOLE

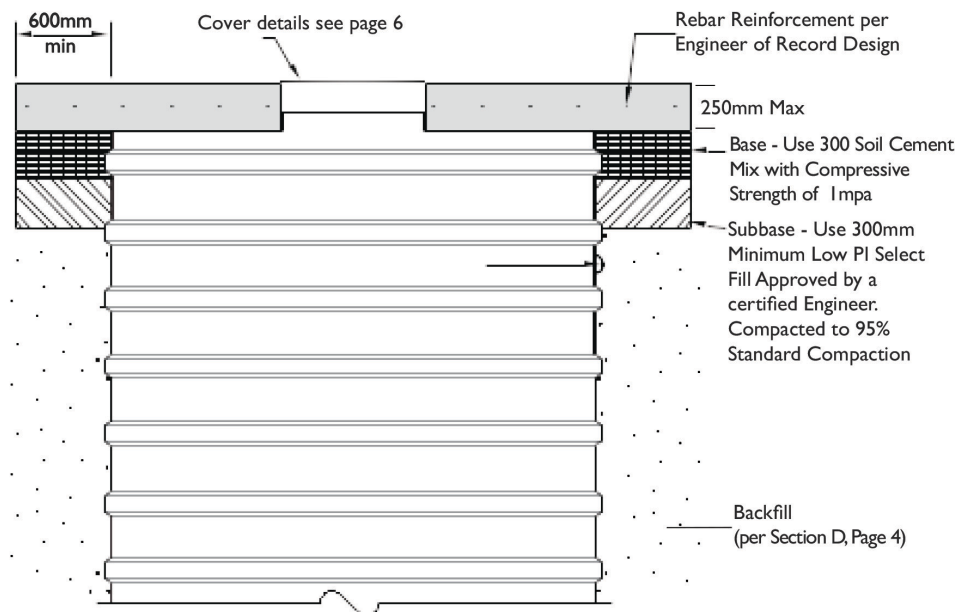
Ensure cover is installed to manufacturers instructions. SPEL drawing is a guide (page 9).



NON-TRAFFIC LOAD (Figure H-1)



TRAFFIC LOAD COVER (Figure H-2)



J. WET HOLE INSTALLATION



CAUTION

Never allow an empty tank to remain in a wet hole, or a dry hole that may become wet unless anchoring and backfilling have been completed. Failure to anchor and backfill may damage the tank or surrounding property.

Firstly make site preparation as per section B.

Pump the water from the hole to maintain minimum water level. Add a minimum of 300mm of well-placed backfill material (MUST be crushed gravel) to the hole, and level the bed to assure uniform bottom support for the tank. Position the tank in the hole.

Partially ballast tank using water until it settles firmly on the prepared bed. Ballast level in a tank must never exceed water level in hole during installation. Use only enough ballast to sink the tank.

One tank is level and ballasted, carefully place concrete ballast as per section C then processed to sections D, E (if applicable), F, G and H.

TABLE 1

External Anti Floatation Ribs:

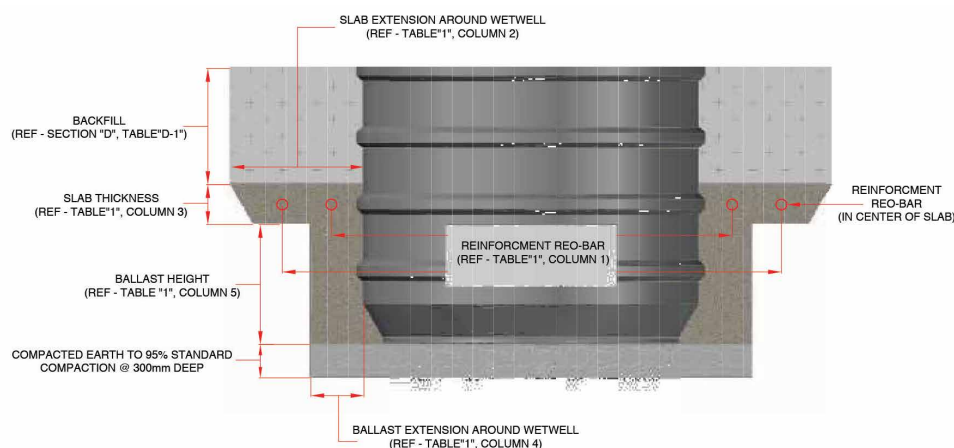
The wetwell bottom is designed to BS4994 to any resist buckling of the wetwell bottom from external water pressure and internal pressure, in the installed condition with a compacted base to (Figure 1, below) and the perimeter of the wetwell including the anti-floatation Ribs embedded in concrete.

This table must be followed for the concrete slab design for all wetwalls with fibreglass external ribs.

- These slabs are designed to AS3600.
- In some cases the slab and/or reinforcing design is controlled by temperature requirements and in other cases by flexure.
- Use minimum 20Mpa concrete.
- Since some of the slab designs are controlled by temperature, the slab thickness should not be increased without the approval of a Design Engineer.

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Wetwell Dia. mm	Reinforcement REO BAR (In Center of Slab, Ref-Figure 1.)	Required Slab Extension Around Wetwell (mm)	Slab Thickness (mm)	Required Ballast Extension Around Wetwell (mm)	Ballast Height (mm)
1200	1 @ 1800mm Dia. N12	400	200	300	400
1520	1 @ 1920mm Dia. N12	500	200	350	500
1850	1 @ 2250mm Dia. N12 & 1 @ 2650mm Dia. N12	550	200	400	600
2200	1 @ 2600mm Dia. N12 & 1 @ 3000mm Dia. FN12	700	200	500	700
2470	1 @ 2900mm Dia. N16 & 1 @ 3300mm Dia. N16	800	250	500	800
3000	1 @ 3400mm Dia. N16 & 1 @ 3800mm Dia. N16	900	300	700	1000
3500	1 @ 3900mm Dia. N20 & 1 @ 4800mm Dia. N20	1000	300	700	1200
4000	1 @ 4400mm Dia. N20 & 1 @ 4900mm Dia. N20	1100	350	750	1400

FIGURE 1



Installation Manual

SPEL Vortceptor®

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We believe clean water is a right not a privilege and we work to ensure a joy in water experience for you with your children and grandchildren.



spelstormwater
 joy in water

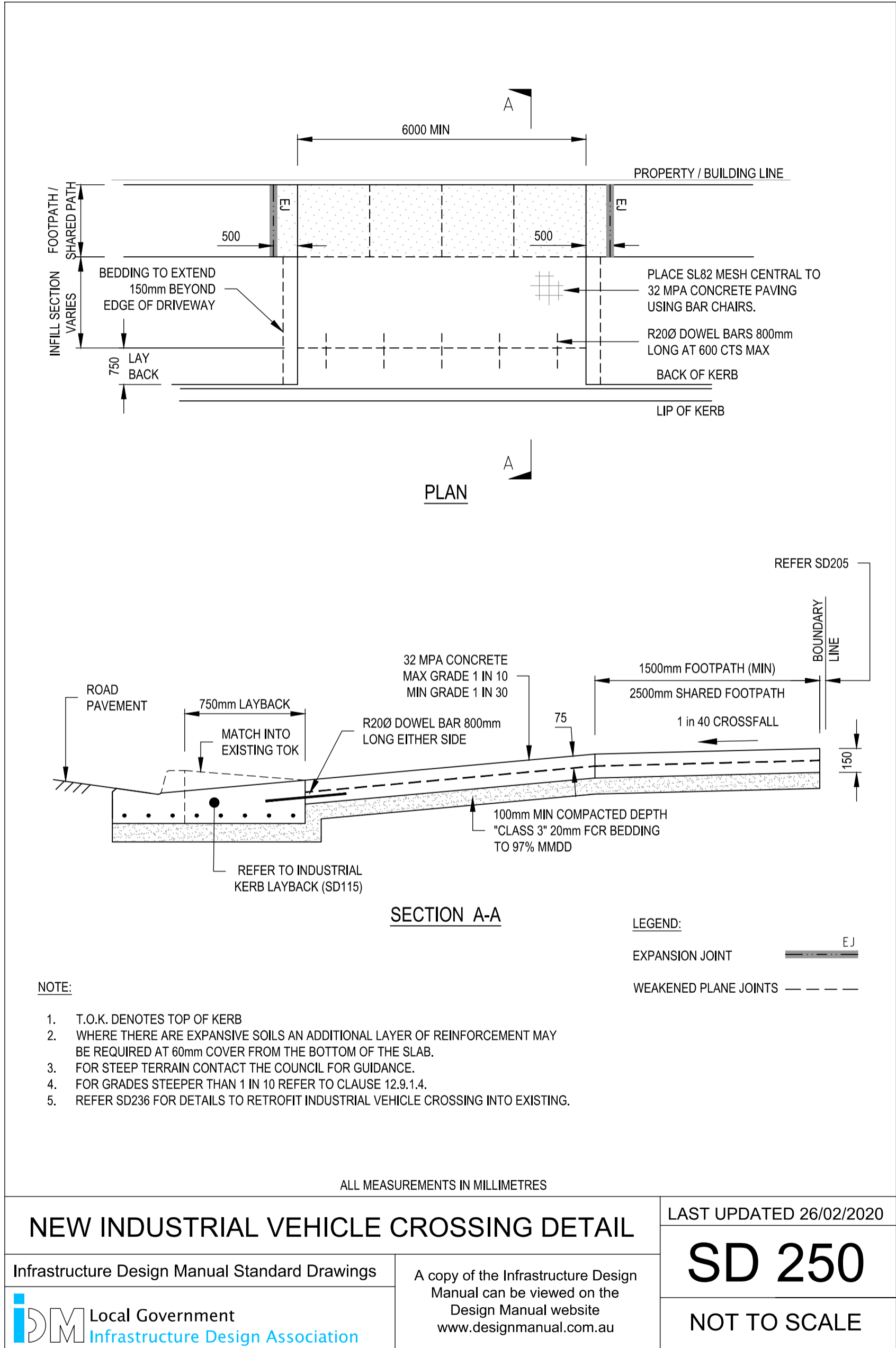
100 Silverwater Rd, Silverwater NSW 2128 Australia

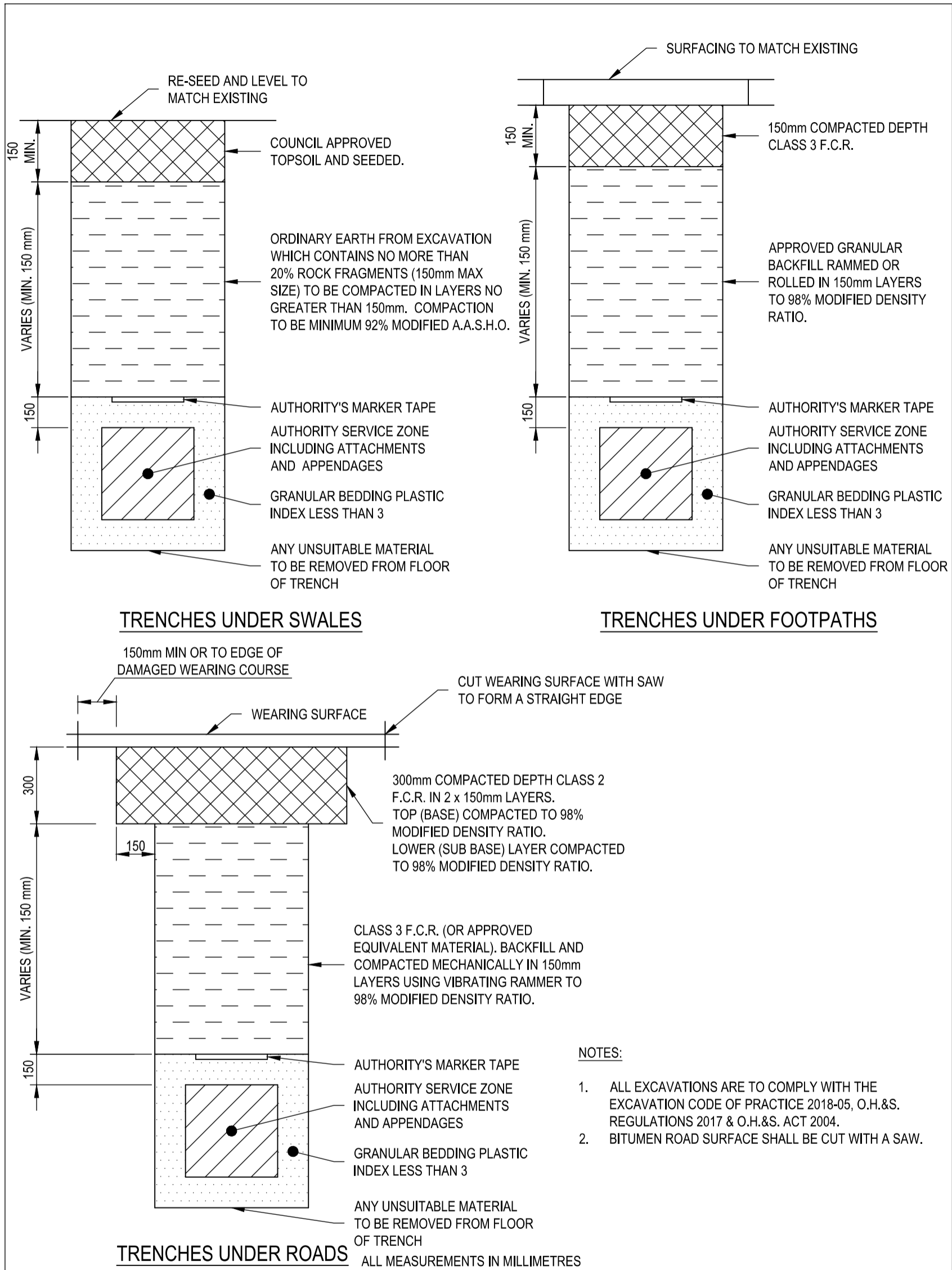
Phone: (02) 8705 0255


Email: sales@spel.com.au

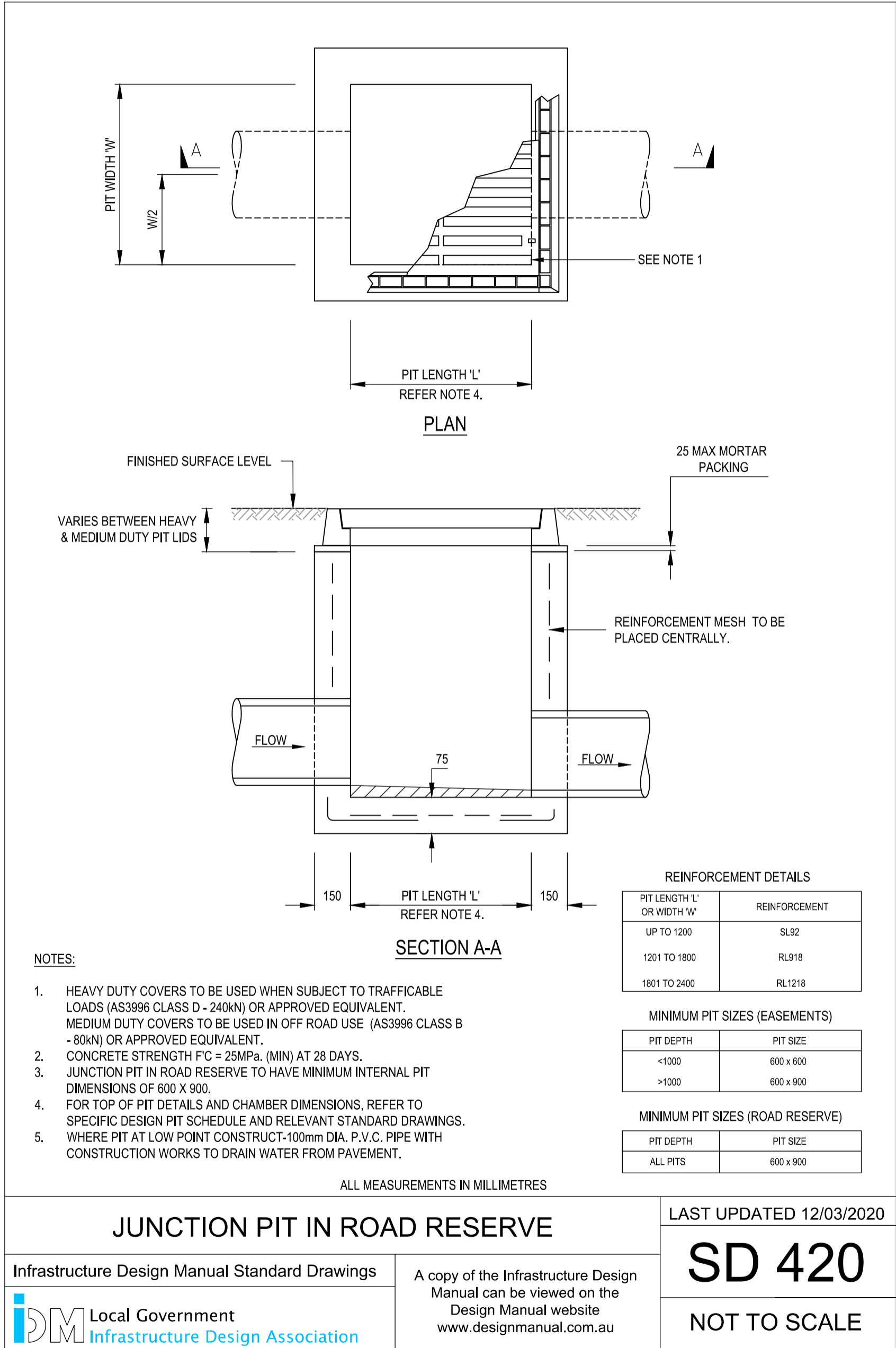
spel.com.au

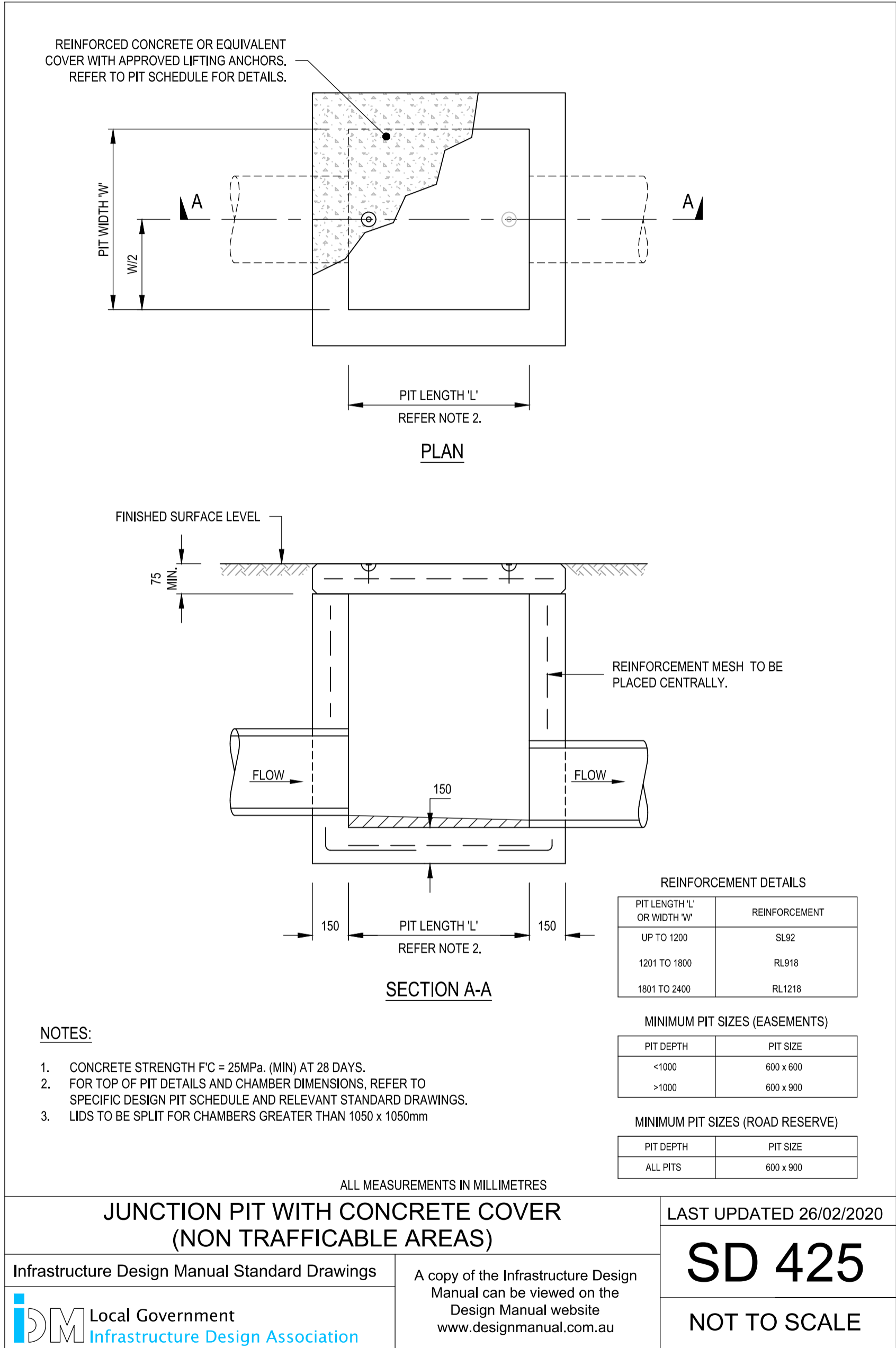
SPEL Stormwater accepts no responsibility for any loss or damage resulting from any person acting on this information. The details and dimensions contained in this document may change, please check with SPEL Stormwater for confirmation of current specifications.





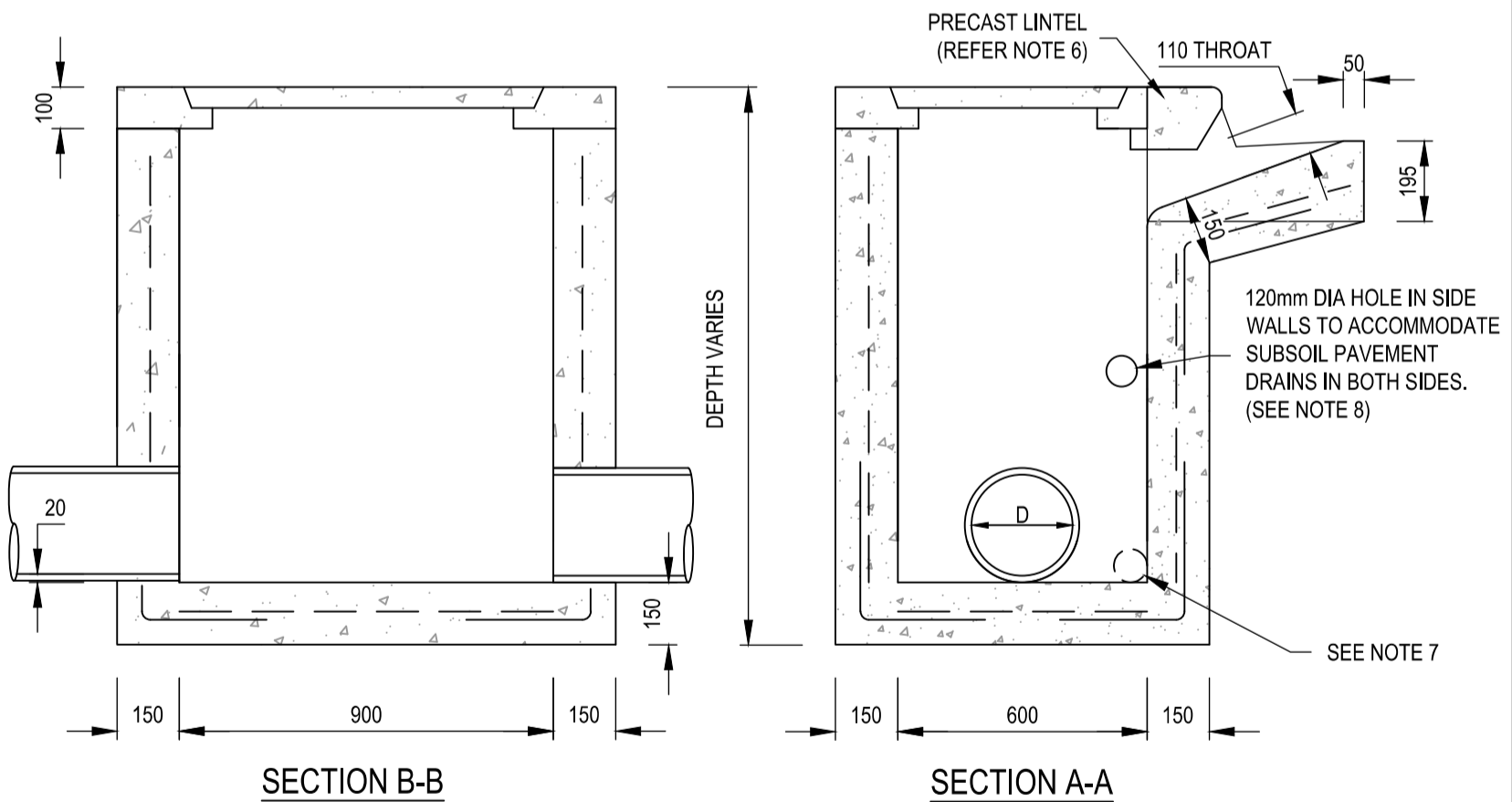
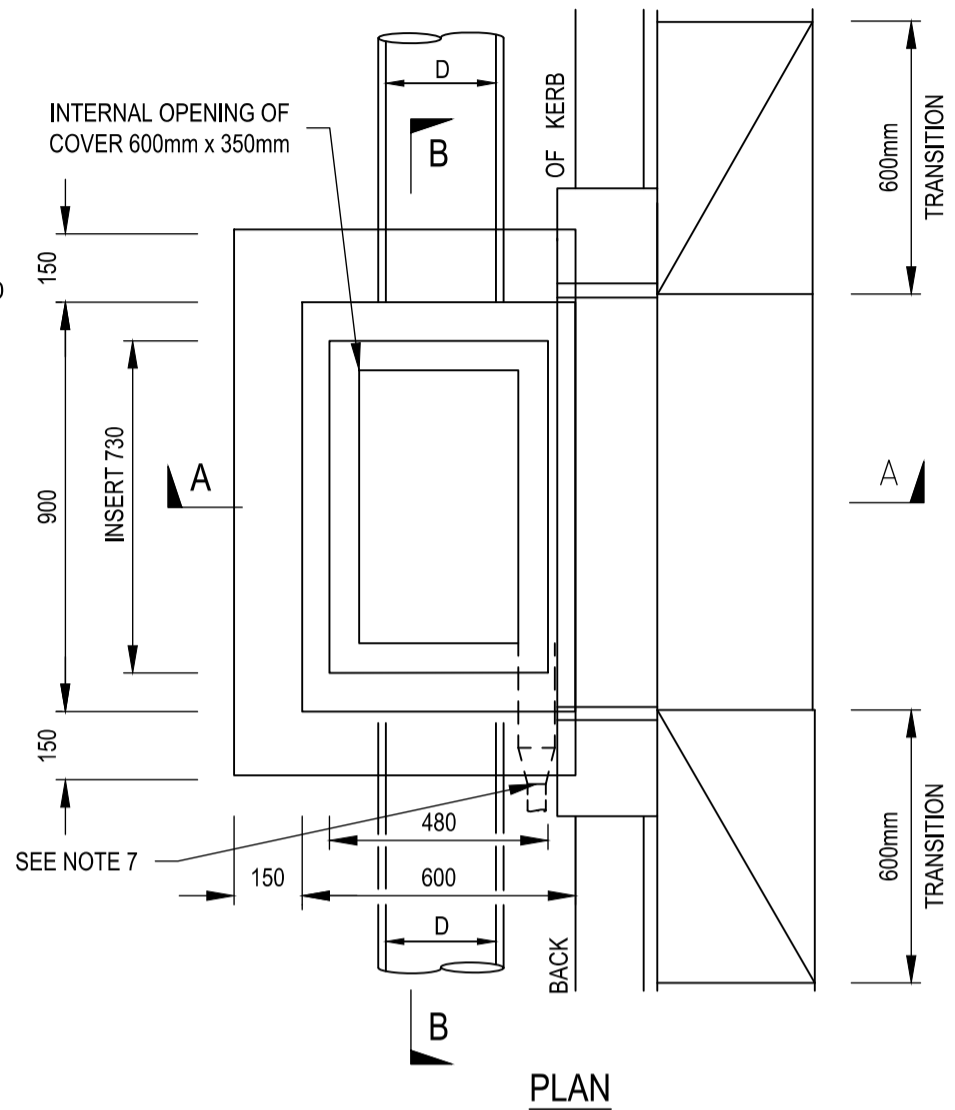
TRENCHING BACKFILL (TRENCHES WITHIN 1m OF COUNCIL ASSETS)		LAST UPDATED 20/02/2019
Infrastructure Design Manual Standard Drawings		SD 310
		NOT TO SCALE
A copy of the Infrastructure Design Manual can be viewed on the Design Manual website www.designmanual.com.au		






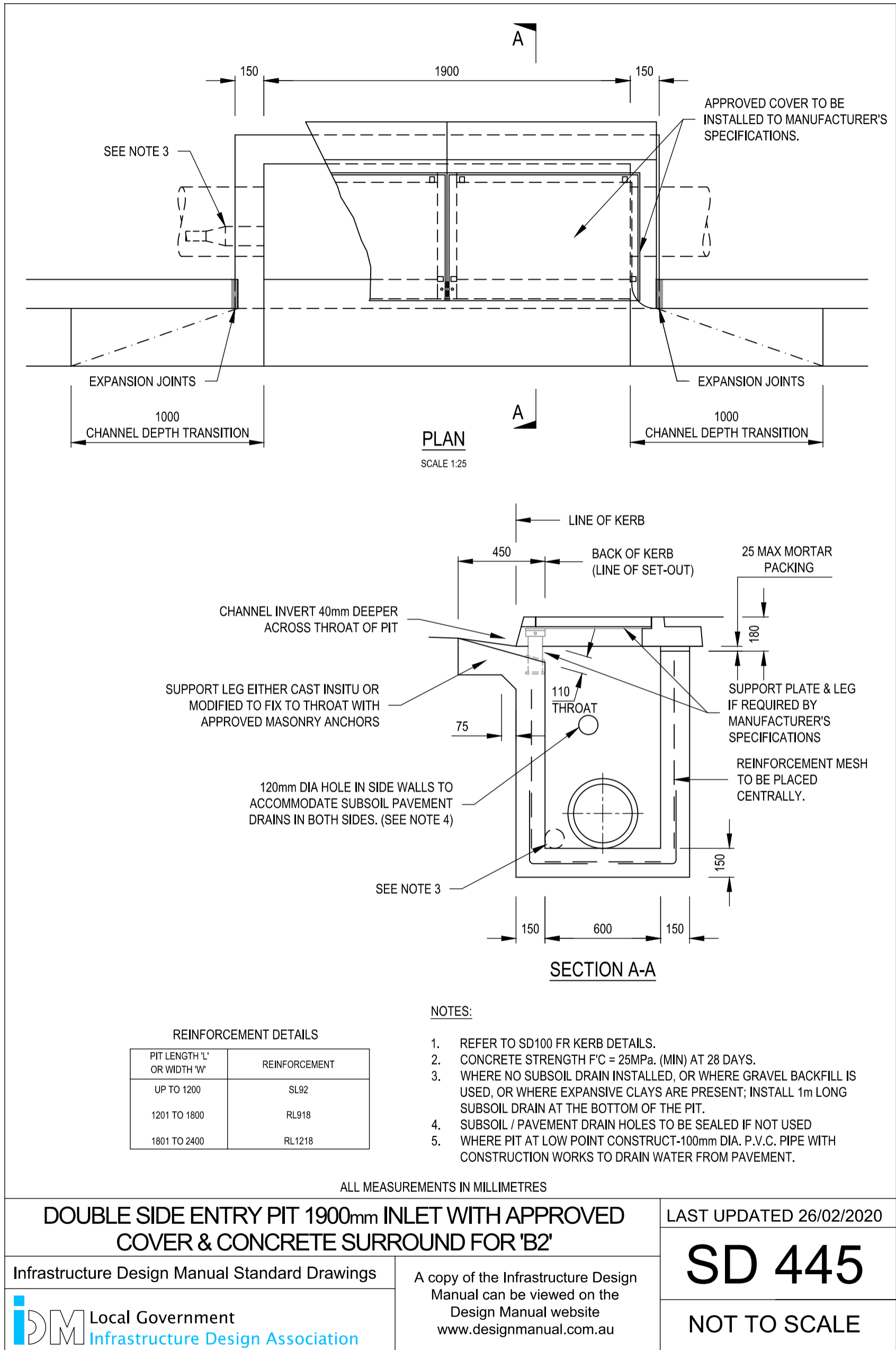
NOTES:

1. PIT TO BE CONSTRUCTED IN 2 STAGES. STAGE 2-TOP 500mm OF PIT IN CONJUNCTION WITH KERB AND CHANNEL.
2. WHERE PIT AT LOW POINT CONSTRUCT-100mm DIA. P.V.C. PIPE WITH CONSTRUCTION WORKS TO DRAIN WATER FROM PAVEMENT.
3. AT LOW POINT TRANSITION 600mm BOTH SIDES.
4. CONCRETE STRENGTH F'C = 25MPa. (MIN) AT 28 DAYS.
5. FIBREGLASS PIT LIDS WITH EA FRAME AND LIGHTWEIGHT LOCKING LID OR APPROVED EQUIVALENT CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH AS3996 MAY BE USED INSTEAD OF CONCRETE.
6. PRECAST LINTEL TO MATCH REQUIRED KERB TYPE (SM2, B2)
7. WHERE NO SUBSOIL DRAIN INSTALLED, OR WHERE GRAVEL BACKFILL IS USED, OR WHERE EXPANSIVE CLAYS ARE PRESENT; INSTALL 1m LONG SUBSOIL DRAIN AT THE BOTTOM OF THE PIT.
8. SUBSOIL / PAVEMENT DRAIN HOLES TO BE SEALED IF NOT USED.



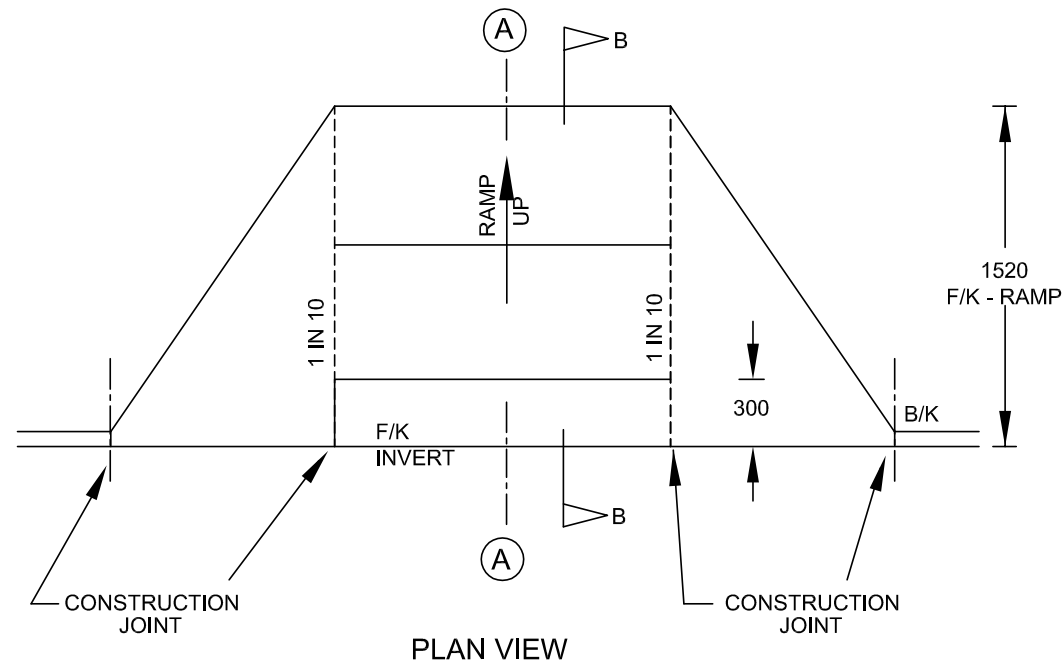
ALL MEASUREMENTS IN MILLIMETRES

<p>900 x 600mm SIDE ENTRY PIT PIPES UP TO 450mmØ (PRECAST CONCRETE LINTEL)</p>		<p>LAST UPDATED 26/02/2020</p>
<p>Infrastructure Design Manual Standard Drawings</p>	<p>A copy of the Infrastructure Design Manual can be viewed on the Design Manual website www.designmanual.com.au</p>	<p>SD 431</p>
		<p>NOT TO SCALE</p>

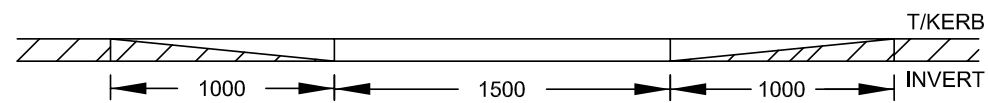


NOTES:

1. CONCRETE FOR PEDESTRIAN RAMP TO BE 125mm THICKNESS ON 75mm CLASS 3 FINE CRUSHED ROCK, WITH F72 REINFORCED MESH.
2. 10mm DEFORMED BARS TO BE DOWELLED A MIN 150mm INTO PEDESTRIAN CROSSING, AND 150mm INTO KERB AND CHANNEL AT 350mm CENTRES.
3. THE RAMP AND SLOPING SIDES SHOULD BE SLIP RESISTANT. USE BROOM SURFACE FINISH.
4. REFER TO A.S.1428.1 AND A.S.1428.4 FOR PROFILE AND CORRECT PLACEMENT OF TGSIS.
(IF CONFLICT OCCURS BETWEEN COUNCIL'S STANDARD DWG AND AUSTRALIAN STANDARDS, DEFER TO AUSTRALIAN STANDARD.)
5. TACTILES ARE TO BE OF AN APPROVED CERAMIC MATERIAL. (UNLESS OTHERWISE SPECIFIED BY CONTRACT SUPERVISOR)
6. TACTILE COLOR MUST BE IVORY, WITH A CERTIFICATE OF LUMINANCE COMPLIANCE (TO AS1428 IN WET AND DRY CONDITIONS) TO BE SUPPLIED BY THE MANUFACTURER
(UNLESS OTHERWISE SPECIFIED BY THE CONTRACT SUPERVISOR).
7. MANUFACTURER MUST SUPPLY SPECIFICATION FOR INSTALLATION OF TACTILES. INSTALLATION MUST BE IN ACCORDANCE WITH THIS SPECIFICATION.
(UNLESS OTHERWISE SPECIFIED BY THE CONTRACT SUPERVISOR).

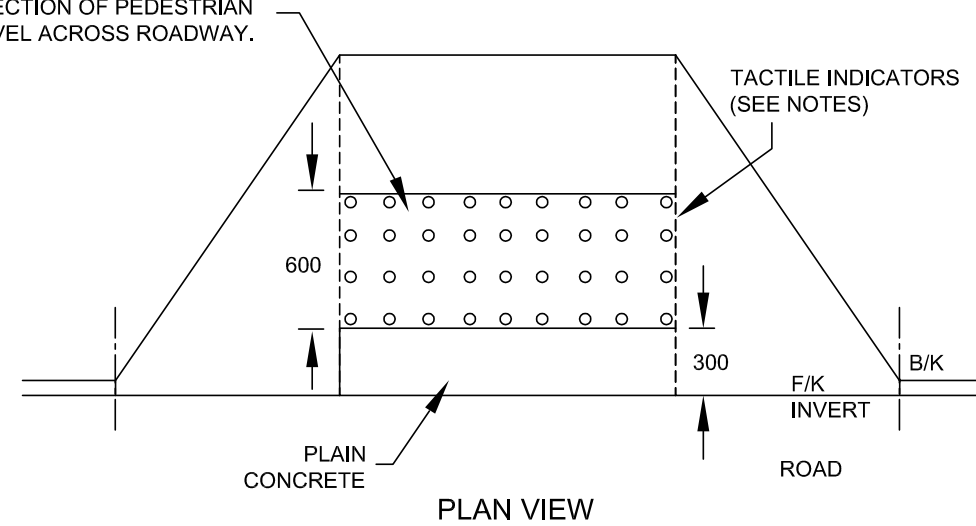


PLAN VIEW

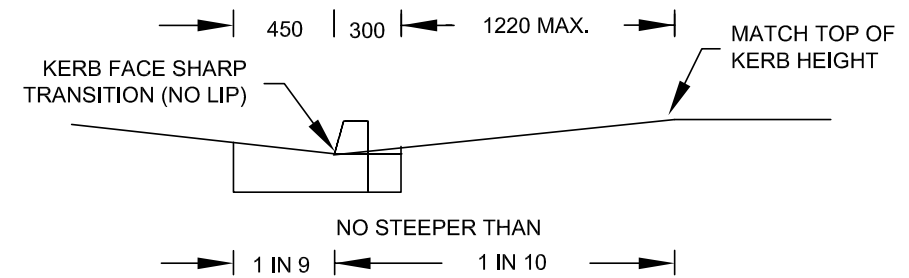


ELEVATION A

THE ALIGNMENT OF TACTILE PATTERNS TO POINT IN DIRECTION OF PEDESTRIAN TRAVEL ACROSS ROADWAY.



PLAN VIEW



SECTION BB

CITY OF BALLARAT

No.	AMENDMENTS	DATE
1	ADDED TACTILE INDICATORS	DEC 00
2	CHANGED NOTES	APR 04
3	CHANGED CONSTRUCTION JOINTS	NOV 11
4	CONSTRUCTION NOTES ADDED	SEP 13

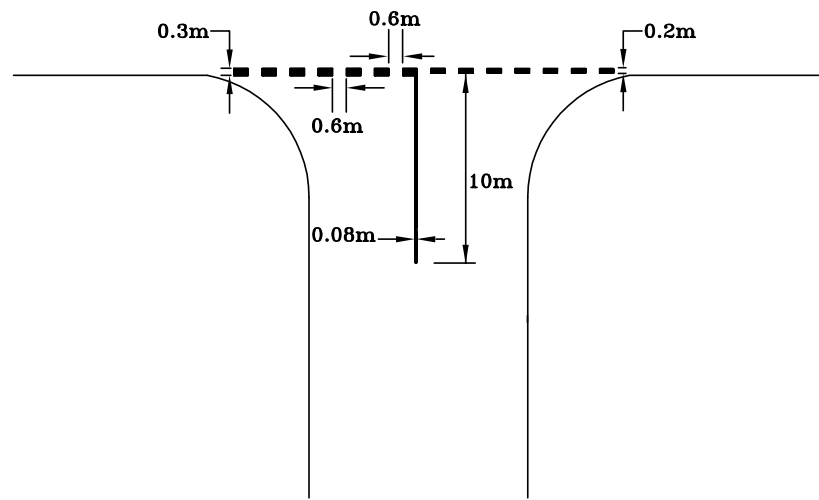
Approved by: _____
Date: _____

PEDESTRIAN KERB RAMP DETAIL WITH TACTILE INDICATORS



SCALE:
NOT TO SCALE
SHEET 1 OF 4
DRAWING NO:
SD-C4-1

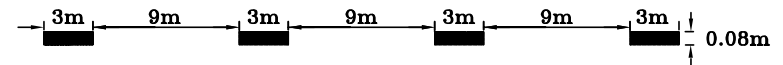
	<p>No.2 (A) BARRIER KERB AND CHANNEL VICROADS FOR REVERSE FALL</p>		<p>No.4 (A) SEMI MOUNTABLE KERB AND CHANNEL VICROADS TYPE SM2 WITH LAYBACK FOR REVERSE FALL</p>		<p>No.4R SEMI MOUNTABLE KERB AND CHANNEL VICROADS TYPE SMS</p>		<p>No.2 (B) BARRIER KERB AND CHANNEL VICROADS FOR POSITIVE FALL</p>		<p>No.4 (B) SEMI MOUNTABLE KERB AND CHANNEL VICROADS TYPE SM2 WITH LAYBACK FOR POSITIVE FALL</p>		<p>No.6 KERB AND CHANNEL VICROADS TYPE SM1</p>
<p>CITY OF BALLARAT</p>											
<p>Approved by:</p>				<p>CITY OF BALLARAT</p>		<p>SCALE: NOT TO SCALE SHEET 1 OF 1 DRAWING NO: SD-K1</p>					
<p>STANDARD KERB SECTIONS</p>											
<p>Note: All dimensions are in millimeters No: 2 & 4 MODIFIED REMOVED No: 3 TYPE</p>	<p>OCT 12</p>	<p>DATE:</p>	<p>AMENDMENTS</p>								



STATCON DETAIL



UNBROKEN



BROKEN



TURN LINE

CITY OF BALLARAT

No.	AMENDMENTS	DATE

Approved by:

Date:

**STATCON
LINE MARKING
DETAIL**

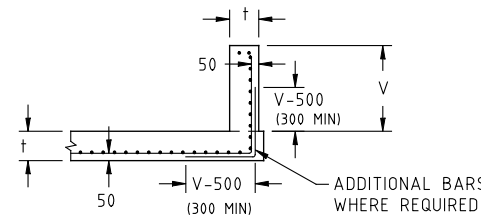


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SHEET 1 OF 1
DRAWING NO:
SD-T2

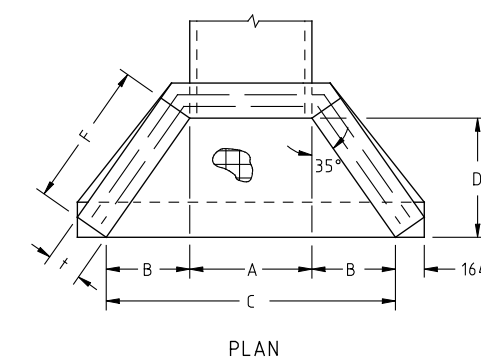
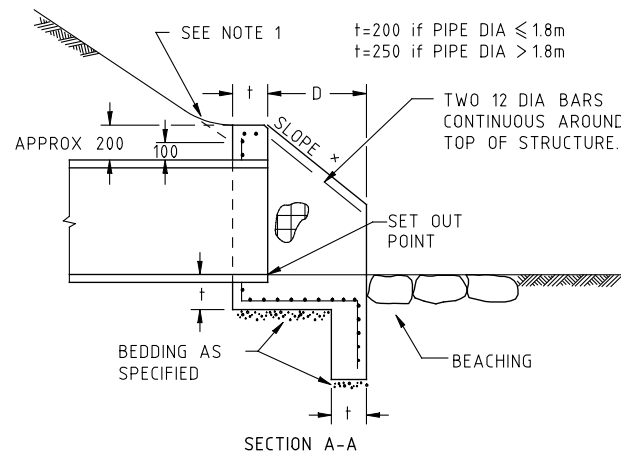
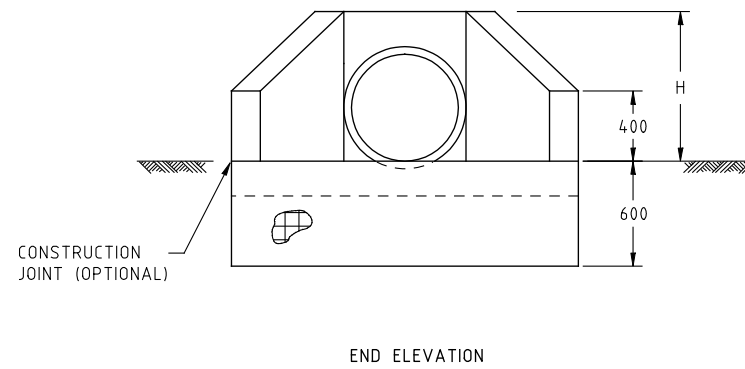
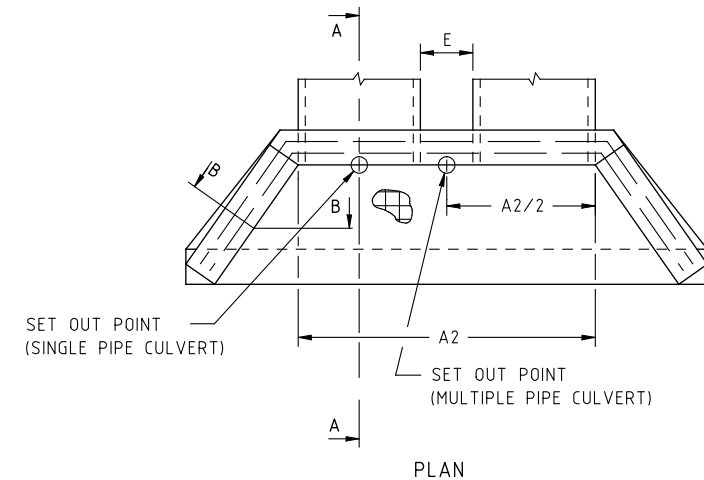
NOM PIPE DIA	EXTERNAL PIPE DIA #	A**	E	H	DIMENSIONS											
					TYPE 1 * SLOPE AT 1.5:1				TYPE 2 * SLOPE AT 2:1				TYPE 3 * SLOPE AT 3:1			
					B	C	D	F	B	C	D	F	B	C	D	F
600	698	698	300	854	477	1652	681	831	636	1970	908	1108	954	2605	1362	1663
675	781	781	340	933	560	1901	800	976	746	2274	1066	1301	1120	3020	1599	1952
750	864	864	375	1013	644	2152	920	1123	858	2581	1226	1497	1288	3439	1839	2245
825	946	946	410	1092	727	2400	1038	1267	969	2884	1384	1690	1454	3853	2076	2534
900	1029	1029	450	1172	811	2651	1158	1414	1081	3191	1544	1885	1622	4272	2316	2827
1050	1194	1194	525	1330	977	3148	1395	1703	1302	3799	1860	2271	1954	5101	2790	3406
1200	1359	1359	600	1489	1144	3647	1634	1994	1525	4409	2178	2659	2288	5934	3267	3988
1350	1524	1524	675	1648	1311	4146	1872	2285	1748	5019	2496	3047	2622	6767	3744	4571
1500	1676	1676	750	1800	1470	4617	2100	2564	1961	5597	2800	3418	2941	7558	4200	5127
1650	1842	1842	825	1959	1637	5117	2339	2855	2183	6208	3118	3806	3275	8392	4677	5710
1800	2006	2006	900	2117	1803	5613	2576	3144	2405	6815	3434	4192	3607	9220	5151	6288
1950	2198	2198	900	2296	1991	6181	2844	3472	2655	7508	3792	4629	3983	10164	5688	6944
2100	2388	2388	900	2474	2178	6745	3111	3798	2904	8197	4148	5064	4357	11101	6222	7596

- NOTES:
- BECAUSE THE RELATION OF THE BATTER TO THE TOP OF THE ENDWALL IS ESSENTIAL FOR THE SAFETY OF THE MOTORIST, THE DETAILS AS SHOWN IN SECTION A-A MUST BE ADHERED TO DURING CONSTRUCTION.
 - REINFORCEMENT FABRIC SHALL COMPLY WITH AS/NZS 4671. UNLESS OTHERWISE SPECIFIED, REINFORCEMENT FABRIC SHALL BE F81 AND CONTINUOUS AROUND CORNERS AND LOCATED AS SHOWN ON SECTIONS A-A AND B-B. CLEAR COVER 50 MIN., LAPS 300 MIN.
 - REINFORCEMENT BARS SHALL COMPLY WITH AS/NZS 4671, GRADE 400Y. CLEAR COVER 50 MIN., LAPS 25 x BAR DIAMETER MIN.
 - ADDITIONAL BARS FOR LARGE CULVERTS (1950 AND 2100 DIA.) ARE PLACED ADJACENT TO MESH.
 - CONCRETE SHALL BE NORMAL-CLASS N32 STANDARD STRENGTH GRADE OR HIGHER COMPLYING WITH THE REQUIREMENTS OF AS 1379. EXPOSURE CLASSIFICATIONS UP TO AND INCLUDING B1.
 - EXPOSED EDGES SHALL HAVE 20 x 20 CHAMFERS.
 - COMPACTION PRESSURE BEHIND WALLS NOT TO EXCEED 15 kPa. (1.5 TONNE VIBRATORY ROLLER OR 300 kg VIBRATING PLATE WITHIN 0.5m OF WALL).
 - REFER TO SD 1932 FOR QUANTITIES
 - CONCRETE AGGREGATES SHALL COMPLY WITH TABLE 701.021 OF VICROADS STANDARD SPECIFICATION SECTION 701.
 - ENDWALLS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE RELEVANT PROVISIONS OF AS 3600.

* THEORETICAL SLOPE OF WINGWALL MEASURED AT RIGHT ANGLES TO THE ROADWAY.
 ** A2=A+E+EXTERNAL DIAMETER OF PIPE
 # APPROXIMATE ONLY



- NOTES:
- ADDITIONAL BARS FOR THE FOLLOWING PIPE SIZES:
 -2100 DIA PIPE-F12 BARS AT 500 CENTRES
 -1950 DIA PIPE-F12 BARS AT 1000 CENTRES
 - V = VARIABLE HEIGHT OF THE WINGWALL



ISSUE	APP'D	DATE	AMENDMENT
E			
D			
C	J.K.	1/7/05	NOTES 2 & 3 AMENDED
B	J.C.	1/2/98	AMENDMENT TO NOTE 5, NOTES 9 & 10 ADDED, CONCRETE STRENGTH GRADES
A	J.C.	1/2/95	NOTES 2, 3, 4, 5 & 8. GENERAL NOTES 1 & 2, SECTION B-B WALL THICKNESS.

GENERAL NOTES

- ALL DIMENSIONS ARE IN MILLIMETRES.
- CULVERT INLET AND OUTLET STRUCTURES - SELECTION GUIDE

SD 1700

DESIGNED PRINCIPAL ROAD DESIGN ENGINEER
 APPROVED 1.2.95
 CATALOG PRED
 PROJECT sddgnw
 FILENAME sd-1931c.dgn

vicroads design
 ENGINEERING & TECHNOLOGY CONSULTANTS

3 PROSPECT HILL ROAD,
 CAMBERWELL,
 VICTORIA, 3124
 PHONE NO. (03) 9811 8355
 FAX NO. (03) 9811 8329

SCALE HOR NOT TO SCALE
 OF METRES VER

STANDARD DRAWING
REINFORCED CONCRETE WINGWALL
 TYPES 1, 2 & 3
 PIPE CULVERTS 600 TO 2100 DIA

FILE NO. CONTRACT NO. SHEET NO. DRAWING NO. ISSUE
 SD 1931 C

7251/08/423

MVC DRAWING NUMBER

1	2	3	4	5	6	7	8	9	10	11	12
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C

REV

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PLAN
PIPE GRILLE PLAN FOR PIT LENGTH GREATER THAN 900mm - SHOWN DIAGRAMATIC ONLY

SECTION A
PIPE GRILLE FOR PIT DIMENSION 900 x 900mm

SECTION B
PIPE GRILLE FOR PIT DIMENSION 900 x 900mm

FIXING DETAIL - SECTION

BASE PLATE DETAIL - PLAN

HINGE DETAIL

SECURING PLATE DETAIL

PANEL - TYPE (A) HINGED PART

PANEL - TYPE (A) FIXED PART

TYPICAL PANEL - TYPE (B) (LAST PANEL WIDTH TO SUIT PIT LENGTH)

C

REV

NOTES:

- SPAN PIPE GRILLE ACROSS PIT WIDTH.
- LOCATE TYPE (A) PANELS CLOSE TO DRAINAGE PIPE.
- THE NUMBER OF SELECTED TYPE (B) PANELS TO SUIT OVERALL PIT LENGTH.
- ALL PIPE GRILLES ARE NOT TRAFFICABLE. PROVIDE PROTECTION FENCING AROUND THE PIT IN CASE THE PIPE GRILLES ARE HAZARD TO PEDESTRIANS AS PER MELBOURNE WATER STANDARD DRAWING 7251/08/206.
- PROVIDE 600mm CONCRETE APRON AS A HARDSTAND ALL AROUND PIPE GRILL PIT AS PER DRAWING 7251/08/417.
- WORKMANSHIP AND MATERIALS TO COMPLY WITH AS4100, AS/NZS4600, AS/NZS1554.
- PROVIDE STEEL IN ACCORDANCE WITH AS/NZS3678 OR AS/NZS3679 GRADE 250 MINIMUM.
- CARRY OUT WELDING TO AS/NZS1554: ALL INTERFACES BETWEEN STEEL SECTIONS TO BE CONNECTED WITH 6mm CONTINUOUS FILLET WELDS ALL ROUND, BOTH SIDES UNO. WELDS TO BE CATEGORY (SP). ELECTRODES TO BE LOW CARBON CLASSIFICATION E48XX, PRE-APPROVED TO AS/NZS1554.
- ALL PIPE GRILLES AND STEELWORK TO BE HOT DIP GALVANISED. APPLY THE GALVANIZED COATING TO AS/NZS2312.2, TABLE 6.2 SYSTEM HGD900, WITH A NOMINAL THICKNESS OF 125 MICRON OR THE EQUIVALENT MASS OF 900 G/M2. REPAIR DAMAGED GALVANIZING IN ACCORDANCE WITH AS/NZS 4680, SECTION 8, BY APPLYING A ZINC-RICH EPOXY COATING USING A SUFFICIENT NUMBER OF APPLICATIONS TO ACHIEVE A TOTAL DFT OF 150 MICRON, (WITHIN 4 HOURS) TO THE PREPARED SURFACE, BY BRUSH OR SPRAY IN ACCORDANCE WITH THE COATING MANUFACTURER'S RECOMMENDATIONS (TYPICALLY TWO COATS ARE REQUIRED TO ACHIEVE THE DFT). EXTEND THE PATCH OF ORGANIC ZINC-RICH COATING A MINIMUM OF 50mm OVER THE UNDAMAGED ZINC COATED SURFACE.
- PROVIDE ADEQUATE VENTING AND DRAINING DURING GALVANIZING TO MEET THE REQUIREMENTS OF THE GALVANISER.
- ABRASIVE BLAST CLEAN TO AS 1627 PART 4 CLASS SA 2½, WITH A MINIMUM SURFACE PROFILE OF 75 MICRONS. GALVANIZE THE STEELWORK IN ACCORDANCE WITH THE REQUIREMENTS OF AS/NZS 4680.
- ALL NUTS, BOLTS AND WASHERS TO BE GALVANIZED TO AS 1214 HOT-DIP GALVANIZED COATINGS ON THREADED FASTENERS (ISO METRIC COARSE THREAD SERIES).
- FOR PIT WIDTH OUTSIDE THE RANGE PROVIDED IN THIS DRAWING, THE PIPE GRILL TO BE DESIGNED BY A QUALIFIED STRUCTURAL ENGINEER.
- MECHANICAL ANCHORS SHALL NOT BE USED IN LIEU OF CHEMICAL ANCHORS.

C

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C

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REV

C	THIRD REVISION											
B	SECOND REVISION		RD	VY	RM							
A	FIRST REVISION		RD	VY	RM							
REV	DESCRIPTION	COMPANY	PROJECT OR WO NUMBER	DRAWN	ENG. CHECK	PR. MAN. APP'D	DATE					DATE

H

REV

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Melbourne Water

DRAINAGE STANDARD DRAWINGS

MELBOURNE WATER CORPORATION

7251/08/423

MVC DRAWING NUMBER

FLAT PIPE GRILLES ARRANGEMENTS

PROJECT DATUM

Original Size **A1**

SCALE: NTS

CODE: C

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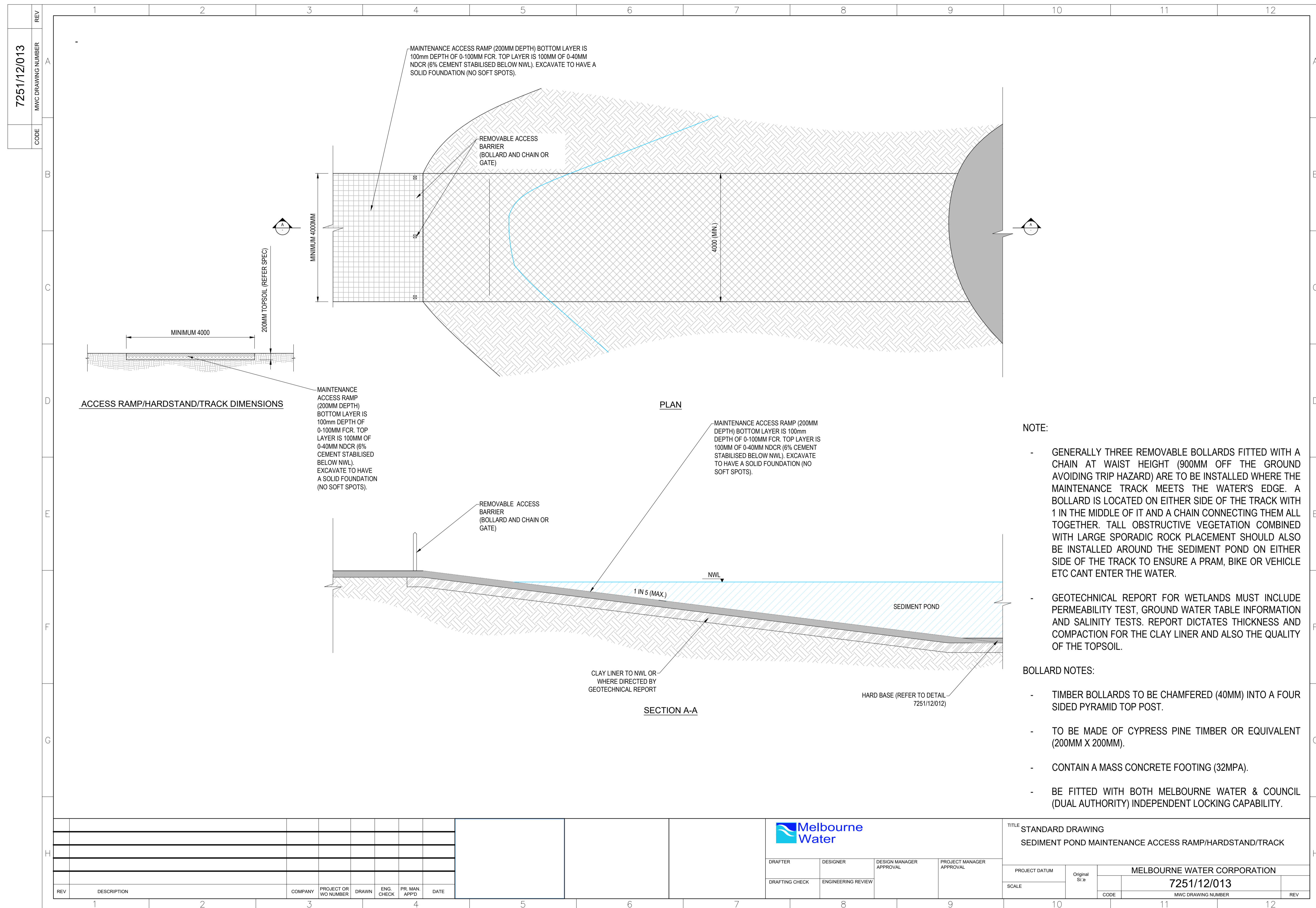
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A	<p>OPTION 1: REINFORCED CONCRETE - SECTION</p> <p>NOTE:</p> <ul style="list-style-type: none"> - FOR SITUATIONS WHERE THE CLAY LINER HAS BECOME SOFT IT MUST BE REWORKED TO MEET THE REQUIREMENT OF THE GEOTECHNICAL REPORT. A BLINDING BASE MAY BE REQUIRED TO PROVIDE STABILITY FOR THE BAR CHAIR & REINFORCEMENT. -TYPICALLY 100MM CEMENT STABILISED (6%) FCR WILL SUFFICE. - HARD BASE EXTENDS TO A VERTICAL HEIGHT OF 300MM UP THE BATTER. - HARD BASE IS NOT A SUBSTITUTE FOR A CLAY LINER. - GEOTECHNICAL REPORT FOR WETLANDS MUST INCLUDE PERMEABILITY TEST, GROUNDWATER TABLE INFORMATION AND SALINITY TESTS. REPORT DICTATES THICKNESS AND COMPACTION FOR THE CLAY LINER AND ALSO THE QUALITY OF THE TOPSOIL. 																																																																																		
B																																																																																			
C																																																																																			
D	<p>OPTION 2: COMPACTED ROCK - SECTION</p> <p>NOTE:</p> <ul style="list-style-type: none"> - PROVIDE A COMPACTED 400MM THICK HARD BASE. APPROXIMATELY 50% 300MM INSIZE. THE REMAINING 50% MADE UP OF 0-100MM GRADED ROCK, PREMIXED WITH 300 DIA ROCKS AND SPREAD AND TRACKED SO AS TO FORM A COMPACTED BASE. - THE HARD BASE TYPICALLY EXTENDS TO A VERTICAL HEIGHT OF 300MM UP THE BATTER. - WHERE ADDITIONAL ARMORING OF THE SEDIMENT POND BATTER (ABOVE 300MM VERTICAL HEIGHT) IS REQUIRED, LARGER (EG: 400-600MM DIA) PLACED ROCK SHOULD BE UTILISED. CONSIDERATION SHOULD BE GIVEN TO WHETHER FULL SEALING OF THE ROCK WORK VOIDS IS REQUIRED (0-100 FCR MIX) OR WHETHER PARTIAL SEALING USING A 50/50 PREMIX OF 40MM NDGR & TOPSOIL TO ALLOW FOR PLANTING IS SUITABLE. - HARD BASE IS NOT A SUBSTITUTE FOR A CLAY LINER. - GEOTECHNICAL REPORT FOR WETLANDS MUST INCLUDE PERMEABILITY TEST, GROUNDWATER TABLE INFORMATION AND SALINITY TESTS. REPORT DICTATES THICKNESS AND COMPACTION FOR THE CLAY LINER AND ALSO THE QUALITY OF THE TOPSOIL. 																																																																																		
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H	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;"> </td> <td colspan="4" style="text-align: center;"> TITLE STANDARD DRAWING SEDIMENT POND HARD BASE PROFILES </td> </tr> <tr> <td colspan="2" style="text-align: center;">DRAFTER</td> <td colspan="2" style="text-align: center;">DESIGNER</td> <td colspan="2" style="text-align: center;">DESIGN MANAGER APPROVAL</td> <td colspan="2" style="text-align: center;">PROJECT MANAGER APPROVAL</td> <td colspan="2" style="text-align: center;">PROJECT DATUM</td> <td colspan="2" style="text-align: center;">Original</td> <td colspan="2" style="text-align: center;">MELBOURNE WATER CORPORATION</td> </tr> <tr> <td colspan="2" style="text-align: center;">DRAFTING CHECK</td> <td colspan="2" style="text-align: center;">ENGINEERING REVIEW</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2" style="text-align: center;">SCALE</td> <td colspan="2" style="text-align: center;">7251/12/012</td> <td colspan="2" style="text-align: center;">7251/12/012</td> </tr> <tr> <td style="text-align: center;">REV</td> <td style="text-align: center;">DESCRIPTION</td> <td style="text-align: center;">COMPANY</td> <td style="text-align: center;">PROJECT OR WO NUMBER</td> <td style="text-align: center;">DRAWN</td> <td style="text-align: center;">ENG. CHECK</td> <td style="text-align: center;">PR. MAN. APP'D</td> <td style="text-align: center;">DATE</td> <td style="text-align: center;">CODE</td> <td style="text-align: center;">MVC DRAWING NUMBER</td> <td style="text-align: center;">REV</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="3"></td> </tr> </table>																							TITLE STANDARD DRAWING SEDIMENT POND HARD BASE PROFILES				DRAFTER		DESIGNER		DESIGN MANAGER APPROVAL		PROJECT MANAGER APPROVAL		PROJECT DATUM		Original		MELBOURNE WATER CORPORATION		DRAFTING CHECK		ENGINEERING REVIEW						SCALE		7251/12/012		7251/12/012		REV	DESCRIPTION	COMPANY	PROJECT OR WO NUMBER	DRAWN	ENG. CHECK	PR. MAN. APP'D	DATE	CODE	MVC DRAWING NUMBER	REV				1													
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9.5. DISABILITY ADVISORY COMMITTEE MEMBERSHIP

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

PURPOSE

1. To present to Council for formal appointment two (2) new nominated members of the Disability Advisory Committee.

BACKGROUND

2. The Disability Advisory Committee (Committee) provides advice to Council on matters relating to access and inclusion for people with disability in Ballarat.
3. Two (2) Committee positions have become vacant following the retirements of Cathryn Ryan and Ashlee Shepherd. We acknowledge and thank both for their service to the Committee.
4. Expressions of Interest for the vacancies on the Committee were advertised from 20 October 2023.

KEY MATTERS

5. The two vacant Committee positions were advertised in accordance with the Disability Advisory Committee Terms of Reference. Expressions of Interest opened on 20 October 2023 and closed on 10 November 2023.
6. Thirteen applications were received and assessed against the following criteria:
 - a. Lived experience and/ or expertise that expands on or fills a gap in the existing committee membership
 - b. Skills and competencies to participate in an advisory committee
7. With a maximum capacity of twelve committee members, the appointment of the two (2) recommended members will fill all twelve (12) Committee positions.
8. The Assessment Panel (Panel) included three (3) Council staff. The Panel assessed applications independently and then finalised the list of recommended candidates together.
9. At a meeting held on 17 November 2023, the Panel resolved to recommend that Council appoint the following individuals to the Committee:
 - a. Claudia Forsberg
 - b. Mark Thompson

OFFICER RECOMMENDATION

10. That Council:

- 10.1 Appoint Claudia Forsberg and Mark Thompson as community representatives on the Disability Advisory Committee effective immediately.

ATTACHMENTS

1. Governance Review [9.5.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The full membership and functioning of the Disability Advisory Committee aligns with several key strategic documents:
 - a. Council Vision 2021 – 2031
 - b. Council Plan 2021 – 2025
 - c. Health and Wellbeing Plan 2021 – 2031
 - d. Inclusion Framework
 - e. Disability Access and Inclusion Plan
 - f. Committee Policy
 - g. Disability Advisory Committee Terms of Reference

COMMUNITY IMPACT

2. Committee membership seeks to reflect a broad range of lived experiences and expertise to raise a breadth of perspectives and advice to Council about issues that impact on people with disability and on their participation within the community.
3. The inclusion of new and diverse members assists with expanding the conversation so that people with disability, their families, friends and the community more broadly can continue to benefit from increasingly inclusive and accessible local spaces and opportunities.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. There are no known implications.

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. There are no known implications.

FINANCIAL IMPLICATIONS

6. The appointment of the recommended Committee members does not impact Council financially.

LEGAL AND RISK CONSIDERATIONS

7. There are no known legal or risk considerations.

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*.

OFFICIAL

OFFICIAL

COMMUNITY CONSULTATION AND ENGAGEMENT

9. Applications were sought in line with the Disability Advisory Committee Terms of Reference.

GENDER EQUALITY ACT 2020

10. A gender impact assessment was conducted on advisory committee membership and recommendations actioned within the subject of this report include:
 - a. Seeking opportunities for more diverse representation within committees
 - b. Seeking to minimise barriers to the Expression of Interest (EOI) process, including:
 - i. Providing at least two ways for people to submit their expression of interest
 - ii. Ensuring that at least one EOI method is accessible.

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)

OFFICIAL

9.6. COMMUNITY INCLUSION FRAMEWORK IMPLEMENTATION REPORT

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

PURPOSE

1. To report to Council on the implementation of the Inclusion Framework just over twelve months after its initial adoption in October 2022.

BACKGROUND

2. Council endorsed and adopted the Inclusion Framework 2022-2026 on 26 October 2022 (R155/22). The framework was adopted at the same Council meeting as the LGBTIQ+ Inclusion Plan (R156/22), the Intercultural Strategic Plan (R157/22), the Disability Access and Inclusion Plan (R158/22), the Youth Strategy (R159/22) and the Ageing Well in Ballarat Strategy (R160/22).
3. The Inclusion Framework provides a structure for several adopted thematic plans to progress in a coordinated and aligned manner and encourages consideration of the impacts that possessing a number of these characteristics and identities can have on a person's experience.
4. There is deliberately no action plan for the Inclusion Framework. It is firstly a set of principles which underpin the vision of Ballarat as an inclusive city where diversity is not only welcomed but celebrated. Secondly, it puts inclusion in the centre a web of adopted thematic plans and encourages collaboration through the progression of shared actions within and across the plans. The sharing of joint actions directly aligns with the concept of intersectionality, recognising that people don't just belong to one cohort in a community, they may belong to several which inter-relate and cross over.

KEY MATTERS

5. The following updates provide a snapshot of what has been achieved in the last twelve months since the Framework was initially adopted.

Inclusive Ballarat - Project Working Group

6. Post adoption of the Framework, a working group was established to shape and steer collaboration and alignment between thematic plans. The working group features staff members that are directly aligned to individual thematic plans referred to in the Inclusion Framework and adopted by Council. The intent of the group has been to work collaboratively on joint actions and initiatives across plans. Much of the content of this report is outputs from the working group.

Structured Reporting

7. The working group has developed a cyclical reporting plan in effect creating a calendar of inclusion based reporting throughout the year. The implementation of thematic plans will each be reported to Council in the quarter following the conclusion of either a financial or calendar year. Adopting this approach has created designated windows for

monitoring implementation across the plans. The following reporting timeline is now being worked to.

Thematic Plan	Monitoring Period	Reporting Window
Inclusion Framework	Calendar	December
LGBTIQA+ Inclusion Plan	Calendar	Feb, March, April
Intercultural Strategic Plan	Calendar	Feb, March, April
Youth Strategy	Calendar	Feb, March, April
Municipal Early Years Plan	Financial	Jul, Aug, Sept
Library Strategic Plan	Financial	Jul, Aug, Sept
Disability Access & Inclusion Plan	Financial	Jul, Aug, Sept
Ageing Well Strategy	Financial	Jul, Aug, Sept

**The Reconciliation Action Plan will be added to this calendar once a new plan has been formally adopted by Council.*

Aligning Thematic Reports with the Inclusion Framework

- In September 2023 Council adopted the first-year implementation report for the Disability Access and Inclusion Plan (R140/23). For the first time the plan not only provided an update on the actions implemented, but it also reported on key achievements directly against the Inclusion Framework. This new way of reporting has the benefit of strengthening the connection between the practical implementation of actions within an adopted thematic plan and Ballarat's adopted vision as an inclusive city.

Building Awareness and Capacity across the organisation

- Over the last twelve months significant work has been delivered across the organisation to build awareness and capacity about inclusion. In February 2023 a new Access, Equity and Inclusion presentation was launched as part of a revised induction program for all new staff members joining the organisation. From the start of the year through to October 84 new staff members have completed the training. Cultural competency training was also rolled out across the organisation in 2023 with 641 staff members completing the five-module course, equating to completion by 54% of the organisation.

Internal Advocacy – Gender Impact Assessments

- The project working group successfully advocated that Gender Impact Assessments (GIAs) be embedded into Council's Enterprise Project Management Office to support staff to think critically about how policies, programs and services will meet the different needs of women, men and gender diverse people and of other identities. From 1 July 2023 every project being planned or reviewed within Council that has a direct and significant impact on community is required to complete and have signed off a Gender Impact Assessment as part of its project management planning. The templates required to be completed also include reference to the principles of Council's adopted Social Policy Framework. A number of GIAs have been completed as part of this new process including with high profile initiatives such as Council's draft Ballarat Housing Strategy and the draft Public Toilet Strategy.

Design Guidelines for Council Facilities

11. Work is underway on a set of Design Guidelines to assist with the planning of new facilities and upgrades to existing facilities as part of Council's Community Infrastructure Plan. The new guidelines will provide an agreed set of functional requirements and specifications that inform the design of community infrastructure, and outline the attributes required to improve the functionality, accessibility and inclusivity of community buildings. The guidelines are expected to be complete in early 2024.

Inclusive Language and Design Guidelines for Council Publications

12. Work has also commenced on a set of inclusive guidelines around the language use and resource design for Council publications. The new guidelines will ensure staff across the organisation consider inclusive language and design when developing publication materials. The guidelines are expected to be complete in early 2024.

A new Council led Community Directory

13. An action across several adopted thematic plans is to create a new Community Directory for Council's website. This initiative stemmed from regular community requests for a Council led online space to find out more and connect with groups and organisations across the city. This initiative is a particular priority for many community members seeking to connect and participate in community life including those interested in connecting with particular sectors within the community.

A reworked Inclusive Ballarat on Council Website and Staff Intranet Space

14. Content and layout work has commenced on an updated Inclusive Ballarat landing page on Council's website. The new page will provide all the latest information on work in this space and provide a valuable resource for all community members. The staff intranet space is also being upgraded with further awareness training resources and information to be added over the next 12 months.

OFFICER RECOMMENDATION

15. That Council:

- 15.1 Acknowledge the integrated work completed and currently underway as part of Council's implementation of the Inclusion Framework 2022-2026.**

ATTACHMENTS

1. Governance Review [9.6.1 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Framework directly aligns with goals 2 and 6 of the Council Plan.
 - a. Goal 2: A healthy, connected and inclusive community.
 - b. Goal 6: A Council that provides leadership and advocates for its community.

The Framework aligns inclusion work with other work being undertaken in the health and wellbeing space with the priority groups outline in Council's 10-year Municipal Health and Wellbeing Plan.

COMMUNITY IMPACT

2. The Framework impacts most Ballarat residents given that across the life course, most people will fit into one or more of the priority groups. Furthermore, promoting an inclusive organisation and community promotes connection and a sense of belonging.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. There are no economic sustainability implications identified.

FINANCIAL IMPLICATIONS

5. There are no new financial implications identified from this report. Any financial implications from integrated projects currently being delivered are included within the 23/24 City of Ballarat budget.

LEGAL AND RISK CONSIDERATIONS

6. The Inclusion Framework assists Council to abide by a range of Commonwealth and Victorian legislation including:
 - Age Discrimination Act 2004
 - Australian Human Rights Commission Act 1986
 - Disability Discrimination Act 1992
 - Racial Discrimination Act 1975
 - Sex Discrimination Act 1984
 - Charter of Human Rights and Responsibilities Act 2006 (Vic)
 - Disability Act 2006 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Gender Equality Act 2020 (Vic)
 - Multicultural Victoria Act 2011 (Vic)
 - Racial and Religious Intolerance Act 2001 (Vic)
 - Victorian Child Safety and Wellbeing Act 2005 (Vic)
 - Local Government Act 2020 (Vic)

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HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. No consultation or engagement has directly taken place regarding the development of this report.

GENDER EQUALITY ACT 2020

9. The reports provides a specific update of Council's work in gender equality.

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.

PROCUREMENT COLLABORATION

(For Contracts Only)

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9.7. HEALTH AND WELLBEING ANNUAL REPORT

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Caroline Amirtharajah - Health and Wellbeing Planner

PURPOSE

1. To update Councillors on the progress made against actions in the second year of implementation of the Health and Wellbeing Plan 2021-2031.

BACKGROUND

2. The development, implementation and annual review of the Health and Wellbeing Plan 2021-2031 is a legislative requirement of Victorian councils under the *Public Health and Wellbeing Act 2008* (the Act).
3. The Act requires councils to have regard to the State Public Health and Wellbeing Plan, which is reflected in 6 health priority areas:
 - a. Tackling climate change and its impact on health.
 - b. Preventing all forms of violence.
 - c. Increasing healthy eating.
 - d. Increasing active living.
 - e. Improving mental wellbeing.
 - f. Reducing harm from smoking, gambling, alcohol and other drugs.
4. The Act requires councils to specify within their plan any annual review measures to prevent family violence and respond to the needs of victims of family violence in the local community.
5. In addition, councils are also required under the *Climate Change Act 2017* to have regard for climate change and its impact on health when preparing public health and wellbeing plans.
6. The plan includes 52 strategies divided amongst 9 liveability domains ensuring input from across multiple areas of council.
7. Progress against outcomes will be measured using a range of 34 medium-term and 28 long-term indicators, and reported when the plan is evaluated in October 2024.

KEY MATTERS

8. The second annual review of the Health and Wellbeing Plan 2021-2031 was submitted to the Department of Health and Human Services by the required date of October 31.

9. Progress has been recorded against all 52 strategies, with a large proportion of actions impacting the health priority areas of 'Tackling climate change and its impact on health' and 'Improving mental wellbeing'.
10. A case study has been prepared for each of the six health priority areas to showcase in more detail the type of work Council and a range of community partners have undertaken to address each area.
11. The additional staff and operational funds made available through the VicHealth Local Government Partnership to improve the health and wellbeing of children and young people has had a large and positive impact on the extent and type of health and wellbeing programs being delivered by Council.
12. In October 2024 the plan will be evaluated to check progress against the medium and long-term indicators, with the evaluation report supporting engagement on the plan in early 2025 and determine if the plan is still appropriate and relevant in relation to community priorities and council resourcing.

OFFICER RECOMMENDATION

13. That Council:

- 13.1. Note the work undertaken, in partnership with community organisations, to progress towards the goals of the Health and Wellbeing Plan 2021-2031.**

ATTACHMENTS

1. Governance Review [9.7.1 - 2 pages]
2. City of Ballarat Health and Wellbeing Plan 2021-2031 - Second Year Review - Revised (5 Dec) [9.7.2 - 17 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Health and Wellbeing Plan 2021-2031 was developed in conjunction with the Council Plan and Community Vision with strategies particularly aligned to Council Plan Goal 2: A healthy, connected and inclusive community.
2. The subject of this report is a legislated requirement of the *Public Health and Wellbeing Act 2008*.

COMMUNITY IMPACT

3. The work undertaken to address the goals and strategies of the Health and Wellbeing Plan will have positive population level impacts on the community in areas of the health priorities, with targeted support for priority groups.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

4. 'Tackling climate change and its impact on health' is a key health priority area of the plan. The report highlights the work undertaken to support this priority.
5. The plan outlines council actions which impact climate change and health addressing council requirements under the *Climate Change Act 2017*.

ECONOMIC SUSTAINABILITY IMPLICATIONS

6. There are no economic sustainability implications identified.

FINANCIAL IMPLICATIONS

7. Many actions within the Health and Wellbeing Plan are delivered through the allocated resources of Council supplemented with external funding, including significant resourcing through the VicHealth Local Government Partnership.

LEGAL AND RISK CONSIDERATIONS

8. This report does not create legal or risk considerations.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

10. The *Public Health and Wellbeing Act 2008* stipulates that community engagement is not required for annual reviews of the Health and Wellbeing Plan.

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GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

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City of Ballarat Health and Wellbeing Plan 2021 - 2031

Second year review – October 2023

The second year review of the [City of Ballarat Health and Wellbeing Plan 2021-2031](#) (H&WP) outlines work completed under the six health priority areas, using case studies to outline more detail of key projects:

- Tackling climate change and its impact on health
- Preventing all forms of violence
- Increasing healthy eating
- Increasing active living
- Improving mental wellbeing
- Reducing harm from smoking, gambling, alcohol, and other drugs

Following the first year review, and discussion with local Department of Health and Human Services representatives, the City of Ballarat decided to report on the Health and Wellbeing Plan at strategy level rather than develop an action plan. The main reasons for this change were to reduce the duplication of reporting across different plans, and support staff resourcing for implementation of projects. So the review also includes a table of actions completed against each of the 52 strategies and shows the linkage of these actions to the health priorities.

The City of Ballarat are part of the state-wide **VicHealth Local Government Partnership** to improve the health and wellbeing of children and young people, a project which has had significant influence over the development and implementation of the H&WP. VicHealth and associated partners have developed a range of best practice health promotion modules, with actions supporting delivery of the H&WP, many of which are featured within the case studies for each health priority area.

In October 2022, Council endorsed an [Inclusion Framework 2022-26](#) and five associated plans including:

- **LGBTIQA+ Inclusion Plan 2022-26**
- **Intercultural Plan 2022-26**
- **Disability Access and Inclusion Plan 2022-26**
- **Youth Strategy 2022-26**
- **Ageing Well in Ballarat Strategy 2022-26**

The plans, along with the **Gender Equality Action Plan 2021-25**, **Municipal Early Years Plan 2022-26** and **Reconciliation Action Plan (currently being drafted)** all align with the key priority groups identified within the H&WP, and all have identified actions which expand on the H&WP strategies. Other plans and strategies of council which have recently been drafted or endorsed will also contribute significantly to addressing H&WP strategies and improve community health and wellbeing outcomes. These include the **Libraries and Learning Strategy 2022-27**, **Community Infrastructure Plan 2022-2037**, **Sustainable Subdivision Framework 2023**, the **Ballarat Housing Strategy 2023-41** and associated discussion papers including **Diverse and Affordable Housing**.

The review has shown extensive work is continuing across multiple council units to address the strategies outlined in the H&WP. The following case studies and additional actions detail some of the key projects which were undertaken in the past 12 months and align closely to the six health priority areas.

There will be no changes to the plan for the next year. In October 2024 the plan will be evaluated comparing data at baseline to updated data on health and social indicators. The evaluation report will inform staff and community for engagement in early 2025 to determine if the plan requires updating.

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Background

The youth-led Sustainable Solutions project extended from April to August 2023 and was implemented as part of the VicHealth Local Government Partnership to co-design social connection opportunities with young people, with a focus on local sustainability solutions.

Project Description

Issues of mental wellbeing and responses to climate change have consistently been raised by children and young people through City of Ballarat consultations including Ballarat: Our Future and for the Youth Strategy. This project supported years 5 and 6 students from St James’ Parish School to build resilience and leadership skills through direct training and self-directed, action-based learning to design solutions to environmental issues. [Link to video of the project](#)

The youth-led Sustainable Solutions project was a collaboration with Sustainability Victoria’s Resource Smart Schools program and community experts to expand student’s knowledge of sustainability, particularly issues associated with waste, water, energy, and biodiversity. Educators from Eureka Centre’s School Program were also key partners supporting students to learn about civic engagement, ways to effect social change, and how to apply this to design local sustainability solutions. Students participated in eight workshops over five months, working in groups to engage with local experts and take a lead in developing solutions to local issues. The students then pitched their ideas (listed below) at a final event held at the Eureka Centre in front of family, friends, and partner representatives.

Issue	Idea
Too much waste in schools	Produce a song aimed at students ‘Do the Right Thing’
Litter in Ballarat	Produce an education book about reducing waste for each school in Ballarat
Saving Bees	Design and produce a ‘Bee Friendly’ tag for plant nurseries to promote to consumers to buy bee friendly plants
Recycle Plastic	Collect bottle tops and design a product for Zero Plastics
Energy Waste	Black out hour website for schools
Recycling batteries	Battery bins in Ballarat schools
Rubbish at the Yarrowee Creek	Rubbish collection festival with local schools – repurpose rubbish into artworks
Reducing the number of cars on the roads in Ballarat	Bike safety
Water Waste	A water saving board game – with board pieces made of recycled plastics by Zero Plastics
Planting trees	Make a video to encourage more tree planting

Project Outcomes

The project delivered the following outcomes:

- Developed children’s knowledge of sustainability within the areas of waste, water, energy and biodiversity
- Developed children’s knowledge of civic engagement and social change
- Built connections between students, council staff and community organisations
- Improved student leadership and cohesion
- Improved student relationships through support and encouragement
- Increased understanding and skills for students to lead change and contribute to their community

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Additional relevant actions:

- [Ballarat Net Zero Emissions Plan](#) adopted October 2022 outlines an aspirational community-wide target of net zero emissions by 2030 with a focus on businesses, homes, new developments, transport and waste.
- [Carbon Neutrality and 100% Renewables Action Plan](#) – progress report in Feb 2022 shows annual emissions will reduce by 15,000 tonnes carbon dioxide equivalent by 2025, mainly due to a decrease in electricity used by City of Ballarat facilities, implementation of LED streetlighting and methane recovery at the landfill.
- [Sustainable Subdivisions Framework](#) adopted in March 2023 provides planners with a basis for measuring and achieving stronger sustainable outcomes for subdivisions.
- [Environmentally Sustainable Design guidelines](#) adopted March 2023 – development proposals are required to achieve minimum scores for energy performance, water resources, indoor environmental quality and stormwater management.
- [Biodiversity Vision and Commitment](#) adopted Nov 2022 with engagement for and development of a Biodiversity Strategy to be adopted 2024
- Planted around 2000 young trees, smaller plants and ground covers or grasses, all grown in Ballarat’s Indigenous nursery.
- [Ballarat Integrated Transport Plan](#) and [Ballarat Cycling Action Plan 2017-25](#) – Significant investment into cycle and walking paths with a focus on linking pathways and improving connectivity across the city, to major activity centres and public transport.
- Supporting primary schools with [Active 2 School](#), Tag On, ReCranked in Schools and Bike Ed programs
- Significant advocacy and engagement to improve the [Ballarat Bus Network](#)
- Maintenance and upgrades of bus stops and improving accessibility.
- Support of local climate action and sustainability group BREAZE
- [Engagement and preparation for delivery of FOGO waste system](#), curb-side glass collection and the State Government Container Deposit Scheme
- Supporting local businesses with [circular economy](#) projects
- Supporting businesses to prepare for the [single use plastics ban](#) from Feb 2023

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Preventing all forms of violence

Case Study:
Fair Access Policy

Background

The **Fair Access Policy Roadmap**, released by the Office for Women in Sport in partnership with Sport and Recreation Victoria and VicHealth, aims to develop a state-wide foundation to improve the access to, and use of, community sports infrastructure for women and girls. Six Fair Access Principles have been developed to guide local governments and other public land management groups seeking more in-depth support throughout this journey. The roadmap features three key phases: education, readiness and progress. It is designed for local governments, sport and recreation organisations and other groups which manage publicly owned community sports infrastructure.

The Fair Access Targets are as follows:

From 1 July 2024 - Victorian government funding criteria for community sport infrastructure to require gender equitable access and use policies.

By 1 October 2024 - All local governments in Victoria have gender equitable access and use policies in place for community sports infrastructure.

By 1 July 2027 - More women and girls report equitable access to community sports infrastructure and improved experiences participating in community sport.

Project Description

In preparation for compliance with the roadmap, officers from Engaged Communities, Recreation Services, Property Services and Facilities Management, and People and Culture have worked through the methodology of the development of this policy. Through this research and consultation, it was determined that a City of Ballarat Fair Access Policy be developed including the identification of relevant plans, strategies, and policies and an initial assessment of the need and priority for gender impact assessments to be completed for these documents.

A draft City of Ballarat Fair Access Policy and community engagement plan has been developed including an inward facing action plan to support the implementation of the policy.

Outcomes

- Working group support and collaboration
- Development of draft Fair Access Policy
- Development of a Fair Access Policy community engagement plan
- Development of internal facing Fair Access Policy Action Plan.

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Additional relevant actions:

- Implement the [Gender Equality Action Plan 2021-25](#) including providing professional development opportunities for female staff, providing gender impact reporting and increasing the visibility of women and people of diverse genders in leadership roles
- Supporting staff to undertake Gender Impact Assessments for new and updated policies, strategies and programs
- Implement actions associated with the 16 Days of Activism Against Gender-based violence in partnership with Women's Health Grampians and Zonta Ballarat
- Celebrate [International Women's Day](#) with a breakfast and guest speakers, and public story time at Parent Place and the Town Hall library
- Support for community requiring emergency animal housing and retrieval
- Deliver the [Empowering Communities grant program](#) which includes 10 recipients sharing in over \$500,000 of funding, some programs include Accessibility for all – Safety and respect for women with disabilities in Ballarat (WHG), Connect, Nurture, Grow (BRMC) and Send, Snap Solve to tackle discrimination in Ballarat (Tiny Pride).
- [City of Ballarat Inclusion Framework 2022-26](#) adopted Oct 2022, sets out a roadmap for how City of Ballarat will work to promote inclusion.
- Active Women and Girls Strategy 2018 – ongoing actions from this strategy include the focus on [upgrading sports and recreational facilities to support women and girls](#) including toilets, change rooms and safety lighting
- Early years services – provided family violence screening and support through MCH service and promoted family violence support services through Parent Place and supported playgroup programs
- [Social Policy Position statement on Preventing Family Violence](#)

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Increasing healthy eating

Case Study:
Eat Well Feel Good Ballarat

Background

Eat Well Feel Good Ballarat (EWFG) is a partnership between the City of Ballarat and Ballarat Community Health that aims to increase the awareness and purchase of healthier food and drinks at council managed facilities and partnered sports clubs. Between 2021-2023, EWFG was implemented at Selkirk Stadium and Eureka Pool which formed part of an action within the VicHealth Local Government Partnership project to improve the health and wellbeing of children and young people.

EWFG Outdoor Pools

The Health Promotion Officer worked with Aquatic Centre staff to create a healthy food environment at the Eureka Outdoor Pool. Initial community surveys before the changes were made, identified the barriers and enablers to healthy eating:

- 53% of respondents rated the variety of general food options as low
- 78% wanted to see more healthy food and drink options added to the menu.

The engagement also identified that the previous signage about healthy food "did not make sense". To mitigate this, City of Ballarat worked with Mt Clear PS students to develop new branding materials, to engage with children using the kiosk and highlight the healthy options. New branding was showcased across the kiosk facility including painting of the facility and improved signage. Training was provided for all outdoor pool staff through the induction process, the fridge was restocked and displayed with more healthy options, wraps and rolls were ordered for all school groups and healthy ice-cream alternatives were made available.

Project Outcomes

- There were 188 **fewer** litres of high sugar (red) drinks, 388 **more** litres of moderate sugar (amber) drinks and 175 **more** litres of low or no sugar (green) drinks sold in 2022-23
- The 2022-23 pool season saw healthier (green) food options made available for the first time, including an **increase** of lower sugar or fat (amber) foods and a **reduction** in high sugar or fat (red) food options provided.

EWFG Selkirk Stadium

The City of Ballarat, Ballarat Community Health and Basketball Ballarat collaborated with staff from Selkirk Stadium's café to introduce healthier options and to create consistent marketing materials to promote the new, healthy products. This initiative also incorporated a healthy rewards scheme where sports clubs using Selkirk Stadium were given vouchers to the healthy options at the café as sports rewards.

Project Outcomes

- Five initiatives were piloted at Selkirk Stadium: i) marketing collateral and campaign; ii) launch event for media and stakeholders; iii) introduction of fresh and nutritious menu items; iv) healthy sports rewards; v) changes to drinks fridge to promote water and other healthier options
- A comparison of sales data since the start of the project showed:
 - fruit sales increased by 45%
 - fruit salad sales increased by 25%
- Survey responses showed 45% of people who noticed the Eat Well Feel Good branding at the café agreed that it either increased their knowledge of foods available or influenced their purchase.

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Additional relevant actions:

- Early Years team implemented the [INFANT program](#) in conjunction with BCH to support new parents with healthy eating and active play
- Started the [Ballarat Local Food Coalition](#), held a forum, meetings, a farm tour and developing an action plan
- Developed a [Harmful Industries Declaration](#) for the Community Impact Grant program to ensure funded clubs align with City of Ballarat health and wellbeing priorities, and are not sponsored by businesses associated with fast food, sugary drinks, alcohol, tobacco, vaping or gambling
- Worked in partnership with the Food Access Network to support community members with food security enquiries
- [Social Policy Position statement on Access to Food](#)

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Increasing active living

Case Study:
Active 2 School

Background

Councils play an important role in designing, maintaining and improving walking and bike riding paths around neighbourhoods, and in supporting a wide range of sport and recreation opportunities. The number of children walking or riding to school has dropped significantly in recent years which increases car traffic around schools and reduces the opportunity for children to be active.

Project Description

The City of Ballarat partnered with Bicycle Network, Road Safe Central Highlands and Y Ballarat to implement initiatives that promote walking and cycling to school within the Ballarat primary school community through Active 2 School, Tag On in Schools, and ReCranked in Schools programs. By developing and fostering a culture of healthy, active travel in young people, the Active 2 School program has the potential to drive generational change towards a safer, more sustainable transport network in Ballarat.

Active 2 School

The project started with a survey to primary schools to outline their current active travel initiatives and resources. The results showed which schools had a commitment to walking and cycling and where there were opportunities to create change. Caledonian and Newington Primary Schools showed great commitment through their current learning environment and support networks around promoting walking and cycling. The following initiatives were then implemented:

- Recruited a student leadership group to provide input and advocacy for the program
- Conducted a baseline review from students, parents and teachers to identify barriers and enablers to active transport

- With support from the students, implemented a number of behaviour change initiatives including:
 - Active travel maps
 - Footpath decals
 - Walk to school events
 - Bicycle education training for teachers
 - Bicycle maintenance workshops.

Additionally, through a partnership approach the City of Ballarat worked with Bicycle Network to implement active travel maps at the following schools: Dana St PS, Lucas PS, St Columba's PS and Yuille Park Community College.

Tag on in Schools

The City of Ballarat has partnered with primary schools to install and support the implementation of the Tag On system. This system allows students to 'tag on' once they get to school with their personal fob, record their mode of transport to school, collect house points (if travelling by active transport modes), which then generates an email to their parent or guardian to alert them of their arrival. This added element of safety and incentive has proved a positive influence encouraging children to choose active modes of travel to school and reduced barriers around safety. Currently three schools have implemented this system: Delacombe PS, Magpie PS and Newington PS.

Project Outcomes

- 20 active travel leaders recruited to support Active 2 School implementation
- **Active 2 School website, video** and interactive map developed
- Increased awareness of opportunities for walking and cycling to school amongst the Ballarat primary school community
- 248 students currently participating in Tag On in Schools initiative
- Supporting delivery of ReCranked in Schools, a Y Ballarat program engaging students in an 8 week bicycle maintenance and recycling program.

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Additional relevant actions:

- [Ballarat Aquatic and Lifestyle Centre](#) had 616,000 people attending in 12 months plus 42 schools enrolled in Active Schools Learn to Swim program.
- Selection of upgrades to sporting facilities including:
 - [Alfredton Recreation Reserve](#) – council contribution \$1.26M, female friendly player and umpire change rooms, a kitchen/kiosk, public toilets, undercover viewing area, five new cricket practice nets, electronic scoreboard, extra parking
 - [Wendouree West Recreation Reserve](#) – council contribution \$1.885M – sports pavilion, female friendly changerooms, community spaces, street soccer zone
 - [Victoria Park community sports pavilion](#) – council contribution \$5.2M, female friendly changerooms, office space, storage, community kitchen and canteen, umpires change rooms, publicly accessible toilets, spectator seating, paths and landscaping
 - Works in progress - [Pleasant Street Reserve, Cricket nets at Victoria Park, North Ballarat female friendly facilities project](#)
- [Lake Wendouree and Victoria Park link lighting project](#) – 225 lights to be installed around the 6km walking track of Lake Wendouree plus additional linking lights to Victoria Park
- [Social Policy Position statement on Promoting Active Living](#)

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Background

Some groups in our community face greater challenges than others to learn, work, voice their opinions and participate fully in life. They are also more likely to experience discrimination and exclusion, leading to poorer individual health and social outcomes. Inclusion in community, work, learning and decision making is vital to good mental wellbeing.

Project Description

The development of an Inclusion Framework provided a roadmap for how the City of Ballarat would work to achieve their vision for inclusion and describes a coordinated approach across the organisation. The Inclusion Framework was informed by the engagement processes utilised in the development of the Community Vision and Council Plan and also in conjunction with the review and development of a number of plans for Council's priority groups.

The implementation of the Inclusion Framework has been supported by the Inclusive Ballarat Reference Group, comprised of officers that lead the implementation of priority group plans listed below. The Reference Group meets monthly to enhance the organisation's whole of community and whole of organisation approach and work on collaborative actions that results in more efficient use of Council resources and more effective organisational and community outcomes.

The Inclusion framework outlines how City of Ballarat will work to promote inclusion. There are five different elements in this framework:

- **Vision:** this is the Ballarat we hope to achieve by creating an inclusive organisation and city
- **Principles:** foundational ideas that shape our decision-making for our inclusion work
- **Areas for action:** key areas of focus for our inclusion work for the next four years
- **Priority groups:** groups that can face greater challenges in participating fully and equally in life
- **Priority-specific plans:** plans that outline specifically what we will do to promote inclusion for each of the priority groups.

Project Outcomes

The key outcomes are the adoption of the Inclusion Framework and associated plans by Council. The development of the plans in conjunction with one another has ensured consistency across the organisation, enhanced key community concerns and facilitated a collaborative approach to realising community benefits.

- **City of Ballarat Inclusion Framework 2022-26**
- **Municipal Early Years Plan 2022-26**
- **Ageing Well Strategy 2022-26**
- **Youth Strategy 2022-26**
- **Gender Equity Action Plan 2021-25**
- **LGBTIQA+ Inclusion Plan 2022-26**
- **Disability Access and Inclusion Plan 2022-26**
- **Intercultural Plan 2022-26**
- **Reconciliation Action Plan (draft)**

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Additional relevant actions:

- The mental health education and youth suicide prevention program [Live4Life](#) was launched in 8 secondary schools, reducing barriers for young people seeking help, City of Ballarat is the lead agency.
- Development of a [Sensory Friendly Stay and Play Zone](#) at the Inclusive Play Space at Victoria Park
- Development of an [Assistant Dog Relief Area](#) for the CBD
- Community Infrastructure Plan 2022-37 and [major projects](#) including expansion of the central library, Eastwood Community Hub, Sebastopol Community Hub, and Alfredton Community Hub
- [Ballarat Creative City Strategy](#) reported an estimated 169,000 community members attended City of Ballarat events in past year, the city produced 132 events featuring local creative practitioners, indigenous programming featured in 27% of events.
- The [Art Gallery of Ballarat](#) delivered 86 public programs, celebrated the work of more than 55 local artists and welcomed more than 10,000 students through the education program.
- The [Eureka Centre](#) hosted nearly 6000 students at onsite Education Programs
- Developed the [Ballarat Housing Strategy 2023-41 \(draft\)](#) and discussion paper on Diverse and Affordable Housing
- [Social Policy Position statements on Mental Health and Wellbeing and Affordable Housing](#)

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Background

Gambling has the potential to generate negative social and economic impacts for the player, their family and friends, and the wider community. Gambling-related harm can include financial loss, relationship breakdown, intimate partner violence, increased prevalence of anxiety and depression, emotional or psychological distress, issues with work or study, criminal activity, reduced health and wellbeing, and suicide.

Whilst there are many different forms of gambling, a significant source of financial loss and harm in Ballarat comes from Electronic Gaming Machines (EGMs), also known as poker machines (pokies). It is also the form of gambling over which Council has the greatest influence through its statutory roles and decision-making processes. Whilst the state-controlled nature of gambling regulation leaves Council with minimal regulatory influence, the City of Ballarat is committed to reducing the harms that result from gambling where possible.

Project Description

In 2022, City of Ballarat adopted a Gambling Harm Minimisation Policy which identifies a 'whole of Council' approach to minimising gambling-related harm in the community. The scope of the policy relates to Council roles as a planner and regulator, community partner and advocate.

Council has an opportunity to influence community health and wellbeing outcomes through the Community Impact Grants Scheme hence has developed a Harmful Industries declaration to ensure council grants are allocated to clubs and projects which align with health and wellbeing priorities of council, this includes sponsorship from gambling venues, and businesses gaining significant income from alcohol, tobacco, vaping and fast food businesses.

The City of Ballarat are key partners in the Ballarat Gambling Harm Prevention Taskforce which has initiated and promoted the Ballarat Gambling Harm Prevention Taskforce Facebook page and plans annual events for Gambling Harm Awareness week.

The Sebastopol Library implemented the Libraries After Dark program focusing on engaging at-risk communities and those most vulnerable to social isolation in free community evening activities, as an alternative to gambling venues.

The City of Ballarat work with key stakeholders to provide understanding and knowledge around gaming machine use, what community can do to help reduce the harms associated with gambling and support stakeholders to implement alternative activities. Two data reports are prepared each year detailing losses on gaming machines which are uploaded onto the Council website for community information.

Outcomes

- Development of a Gaming Machine application fact sheet
- Undertake six monthly pulse checks relating to gaming machine spending within the local government area and share findings with internal staff and community stakeholders
- Implementation of Harmful Industries declaration.
- Host a Gambling Harm Awareness Week event in partnership with Ballarat Gambling Harm Prevention Taskforce
- Ongoing funding sourced for extended opening hours after the success of the Libraries After Dark program at Sebastopol Library. This program provided the following outcomes:
 - Some individuals definitely attended the library as an alternative to gambling venues and these individuals had also disclosed that they were in the recovery phase of gambling addiction
 - Best attended programs were social connections programs, where conversation and recreation were the focus
 - Increased knowledge of the harms associated with gambling by staff involved with the program.

For more information contact hsplanning@ballarat.vic.gov.au
ballarat.vic.gov.au



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Additional relevant actions:

- Developed a [Harmful Industries Declaration](#) for the Community Impact Grant program to ensure funded clubs align with City of Ballarat health and wellbeing priorities, and are not sponsored by businesses associated with fast food, sugary drinks, alcohol, tobacco, vaping or gambling
- Arranged a series of [vaping education webinars](#) for parents and school staff.
- City of Ballarat Alcohol Profile drafted.
- Analyse drug and alcohol use through data collected from the National Wastewater Drug Monitoring program.
- [Gambling Harm Minimisation Policy and local gambling data](#)
- [Social Policy Position statements on Preventing Gambling Harm and Alcohol and other Drugs](#)

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Selection of work completed against H&WP strategies 2022-2023

Strategies	Work completed or in progress in past 12 months	Health Priorities					
		Climate Change & its Impact on health	Prevention of Violence	Healthy Eating	Active Living	Mental Wellbeing	Smoking Gambling Alcohol & Drugs
Active transport							
1.1 Increasing opportunities for walking and bike riding	Active 2 School, Tag On, ReCranked in Schools, Bike Ed Footpath maintenance and linkages						
1.2 Advocating improved public transport services and access	Ballarat Bus Network advocacy						
1.3 Connecting pedestrian and cycling routes to key destinations and public transport	Cycling infrastructure investment Lake Wendouree lighting project and linkage to Victoria Park						
1.4 Enhancing safety, amenity and accessibility for pedestrians and cyclists, and at bus shelters	Bus shelter maintenance, upgrades and renewals Tree planting, cycle storage						
Community participation		CC	PV	HE	AL	MW	SGAD
2.1 Building a proud and inclusive community	Inclusion Framework and associated plans BALC engagement for priority groups						
2.2 Embedding primary prevention for mentally healthy communities	Parent Place and Parent Place outreach Sons and Daughters of the west programs						
2.3 Improving young people’s resilience and connection	Live4Life program in 8 secondary schools Youth team programs, awards and events						
2.4 Facilitating more solutions shaped by young people	Sustainability in Schools program Youth consultants used for youth strategy						
2.5 Improving everyday creativity opportunities for more residents	Started disability audit of council creative programs Support and promote creative opportunities through Creative City Strategy, Art Gallery and Events						
2.6 Providing equitable and accessible community facilities, services and events	Disability audit to inform community infrastructure guidelines						
2.7 Embedding deliberative practice into Council engagement with the community, with a particular focus on priority groups	Supporting council teams with community engagement particularly through advisory groups and priority group networks.						

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2.8 Building community capacity and opportunities for participation	Deliver Community Impact Grants program - \$300K Deliver Empowering Communities program - \$500K						
2.9 Supporting the community to share and promote sustainable practices	Support climate change and sustainability group BREAZE Support businesses with ASPIRE program and circular economy work						
Community safety		CC	PV	HE	AL	MW	SGAD
3.1 Addressing family violence through a primary prevention approach	Support with Gender Impact Assessments Gender equity work within the organisation						
3.2 Partnering with stakeholders to develop programs which increase community inclusion and cultural safety	Empowering Communities grant program - \$500K – in partnership with the Ballarat Empowering Communities Local Action Group						
3.3 Using evidence and engagement practices to inform the delivery of key safety projects	Empowering Communities grant program City Safe Taxi Rank						
3.4 Partnering with stakeholders to undertake emergency management planning	Emergency Management planning and prevention work within the LGA and upskilling of staff for response and recovery						
3.5 Supporting businesses to provide an environmentally safe and compliant service for customers	Environmental health officers work with businesses to ensure compliance with legislation and safety for customers						
Employment		CC	PV	HE	AL	MW	SGAD
4.1 Encouraging local economy investment	Support of local businesses via multiple teams, Economic Development, Marketing, Events						
4.2 Supporting the development of employment pathways in the community and at the City of Ballarat	Actively supporting young people with placements and apprenticeships.						
4.3 Supporting the development of community wealth-building through grant programs and procurement	Inclusion of local criteria in procurement policy Supporting local organisations through community partnership grants						
4.4 Actively seeking to increase the number of creative industry professionals	Actively promoting and creating opportunities for the local creative industry professionals						
Food		CC	PV	HE	AL	MW	SGAD
5.1 Creating better food systems through Council policy	Participating in the local food environment policy index project with Deakin University						
5.2 Protecting the community from harmful food and drink industries	Developing a Harmful Industries declaration for the community Impact Grant program						
5.3 Enhancing the skills required to grow and prepare healthy foods	Supporting community gardens and local cooking programs through grant funding						
5.4 Protecting and promoting the local food system	Creating a Local Food Coalition Supporting farmers markets and local grower groups						

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5.5 Improving access to healthy and safe food for vulnerable community members	Participating in the Food Access Network and supporting community members with food insecurity queries						
5.6 Promoting the importance of a healthy diet	Implementing the Eat Well Feel Good program at Selkirk Stadium and Eureka pool Implementing the INFANT program to first time parents						
5.7 Encouraging sustainable practices to reduce food waste	Supporting businesses with the roll out of the single use plastics ban and the introduction of a FOGO system						
5.8 Ensuring food businesses offer safe and suitable food for sale	Environmental health officers support food businesses with advice on compliance						
Health and Social Services		CC	PV	HE	AL	MW	SGAD
6.1 Determining gaps in service delivery and advocating future health and social service needs and investment	Supporting health partners with network coordination and partnership programs						
6.2 Strengthen tobacco control at a local level	Plan for vaping webinars to be delivered to parents and schools						
6.3 Preventing alcohol harm at the local level	Draft an alcohol profile for the City of Ballarat City Safe Taxi Rank						
6.4 Utilising available planning and regulatory controls and promoting programs and information to support people at risk of harmful gambling	Support events for Gambling Harm Awareness week Promote local data on gambling losses Develop a Harmful Industries declaration for the Community Impact Grants program						
6.5 Providing information and support for the community, particularly priority groups, to access services and screening and understand preventative health measures	Promote breast cancer screening services Support at risk groups with specific disease education Early years provide information and education on sun screen, oral health, nutrition and active living for young parents						
6.6 Providing early years services, with focused support for vulnerable families	Provide Best Start and supported play groups for vulnerable families						
6.7 Providing support services for eligible older residents	Support older residents with transition to private home support and meals programs						
Housing		CC	PV	HE	AL	MW	SGAD
7.1 Encouraging housing diversity to ensure appropriate and affordable housing across all life stages	Development of a Diverse and Affordable Housing discussion paper to accompany the Housing Strategy						
7.2 Supporting stakeholders to improve the quality and diversity of affordable housing	Work with state government providers to deliver the Big Housing Build						
7.3 Supporting high quality housing which demonstrates best practice for sustainability, accessibility and healthy by design guidelines	Sustainable Subdivisions Framework adopted. Environmentally Sustainable Design Guidelines adopted.						

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7.4 Prioritising developments in urban areas to ensure greater access to services and transport	Encourage in fill development and secondary dwellings on large blocks through the Housing Strategy						
7.5 Encouraging a compassionate approach to homelessness and supporting connection of those experiencing homelessness to appropriate support and services	Support Uniting Street 2 Home unit with a cohesive response to homelessness enquiries through the homelessness protocol.						
Lifelong learning		CC	PV	HE	AL	MW	SGAD
8.1 Providing community infrastructure to facilitate Council and community learning spaces and hubs	Redevelop Central Library, Eastwood Hub, Sebastopol Hub, Alfredton Hub, Learmonth Community Skills Shed						
8.2 Planning for, delivering and facilitating early years learning and development	Actively planning for future requirements of early years centres, opening of Rowan View Children’s Centre						
8.3 Providing programs to increase digital literacy, support continuous learning and develop cultural understanding	A range of digital literacy, learning and cultural programs offered through the library with 12,900 library program participants.						
8.4 Supporting innovative programs which encourage skill development in young people	Multiple creative and skill development programs available through the youth team and library services.						
8.5 Encouraging participation and engagement in learning opportunities provided by local organisations	Support and promote learning programs offered by local organisations						
Open space and recreation		CC	PV	HE	AL	MW	SGAD
9.1 Increasing inclusive sport and active recreation	BALC has specifically engaged with priority groups to increase inclusivity at the centre.						
9.2 Providing and promoting flexible, diverse and accessible recreation and leisure opportunities	Supporting a range of free recreation programs including Disc Golf, Parkrun, seniors exercise park, fitness parks and walking programs.						
9.3 Planning, providing and maintaining sporting facilities and grounds and playspaces	Actively planning and upgrading a range of sports and recreation reserves and playgrounds including Wendouree West, Alfredton, Pleasant St, Victoria Park, North Ballarat						
9.4 Planning and developing new open space areas	Undertaking engagement for a new open space strategy.						
9.5 Increasing tree planting across the city, with a focus on low socio-economic areas and public areas in the CBD	Planted 2000 young trees, smaller plants and ground covers in the past 12 months, all grown in Ballarat’s Indigenous Nursery.						

9.8. 26 JANUARY EVENTS AND ACTIVITIES

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

PURPOSE

1. To provide a report in response to resolution R190/23 which states,

Request a report to the 13 December 2023 Council Meeting that outlines a consultation and engagement process for investigating future activities and events to be held on 26 January.

BACKGROUND

2. At the Council Meeting on 22 November 2023, Council called for a report to the 13 December 2023 Council meeting that outlines a consultation and engagement process for investigating future activities and events to be held on 26 January.
3. The report is to present information about a potential consultation and engagement process should Council determine to further investigate future activities and events to be held on 26 January each year.
4. The report will not address existing activities and events scheduled for 26 January 2024.

KEY MATTERS

5. Council's adopted Community Engagement Policy advises that development of a community engagement process should be well-planned, tailored to circumstances and consider factors such as complexity of the decisions to be made, community values, sensitivity and timing.
6. In providing information about a potential consultation and engagement process, the Community Engagement Policy guides considerations that need to be addressed in the scope, and in particular with this matter should include acknowledging community safety and cultural sensitivity issues that may arise from implementing the process. Guidance from the Community Engagement Policy is outlined in the table below.

Planning	Develop a well-thought through community engagement process which provides an opportunity for all community members to participate in a variety of ways.
Circumstances and Complexities	The objectives and scope of the engagement and the opportunities to influence decision-making will be well articulated.

	<p>Participation in community engagement will be sought from those people and groups who are most affected by this issue.</p> <p>Information previously obtained from Council Advisory Committees will be given consideration, understanding that clarification of present day advice may need to be updated.</p>
Community Values	Acknowledge that there are a range of community values on this topic and plan a community engagement process which seeks to capture those values and thoughts in a respectful and considered fashion.
Sensitivity	Recognise that this is a sensitive issue for many community members and plan a safe and appropriate engagement process that does not seek to sensationalise or result in community division.
Timing	<p>Plan a process which avoids engagement on / during days of cultural significance or sensitivity.</p> <p>Consider logistical timing issues (avoiding the peak holiday season) to enable as many participants as possible to engage in the process.</p>

7. The Policy also notes the need for a clearly defined scope of enquiry to inform the potential engagement process. The scope of enquiry for this engagement is understood to be defined by resolution R190/23.
8. Any practical community engagement work would deliberately not go live before March 2024. The March commencement takes into consideration community safety and cultural sensitivities in and around 26 January and the anniversary to the National Apology to the Stolen Generations in February. Going live in March also avoids engagement during the peak summer holiday season over December and January.
9. Commencement in March provides some further time for officers to put together the detail for a comprehensive stakeholder mapping plan and finalise appropriate methods of engagement ensuring community and cultural sensitivity. Provisionally the engagement process would run in March and April noting that Easter and two weeks of school holidays fall in the middle of the process.
10. Completion of a stakeholder mapping matrix will ensure the opportunity for feedback from a variety of interested groups including an opportunity for Council's Advisory Committee's to provide individual and Committee advice back to Council. The matrix will also ensure the opportunity for participation across the breadth of community in Ballarat.
11. To ensure that every community member in Ballarat has the opportunity to participate in the engagement, the process will feature an opportunity for online feedback in a safe and structured way.
12. After a process of reviewing and analysing the community feedback and report finalisation, Council could expect to see a report back to Council in July 2024.

OFFICER RECOMMENDATION

13. That Council:

- 13.1 Note the importance of a well-planned and considered community engagement process to ensure community safety and cultural sensitivities are factored in throughout the process.
- 13.2 Implement a community engagement process commencing in March 2024 to investigate future activities and events to be held on 26 January with a report back to Council in July 2024.

ATTACHMENTS

- 1. Governance Review [9.8.1 - 2 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Council Plan 2021-2025
2. Community Engagement Policy 2021
3. Health and Wellbeing Plan 2021-2031
4. Reconciliation Action Plan 2019-2021

COMMUNITY IMPACT

5. The proposed process and all community interactions will be respectful of all community members, Council Officers, Councillors and organisations.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

6. There are no climate emergency and environmental sustainability implications identified from this report.

ECONOMIC SUSTAINABILITY IMPLICATIONS

7. There are no economic sustainability implications identified from this report.

FINANCIAL IMPLICATIONS

8. Costs incurred to implement a community engagement plan in 2024 will be covered by existing recurrent budgets.

LEGAL AND RISK CONSIDERATIONS

9. Council's Community Engagement Policy and supporting engagement templates recommend the completion of a risk management plan. This plan will be completed prior to the engagement commencing and will acknowledge the community safety and cultural sensitivities risks attached to this issue.

HUMAN RIGHTS CONSIDERATIONS

10. Closely aligning the design of the community engagement process with Council's adopted Community Engagement Policy will ensure that a multi-faceted approach is undertaken and will provide all community with the opportunity to fulfil their right to freedom of expression.

COMMUNITY CONSULTATION AND ENGAGEMENT

11. Given that the report is about a potential engagement and consultation process, there are no additional community consultation and engagement matter to be considered in the report.

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GENDER EQUALITY ACT 2020

12. A Gender Impact Assessment will be completed as part of the community engagement process.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

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9.9. BALLARAT VISITOR ARRIVAL MASTER PLAN

Division: Economy and Experience
Director: Martin Darcy
Author/Position: Sarah Pilgrim - Executive Manager Visitor Economy

PURPOSE

1. To inform Council of the process in the development of the Ballarat Visitor Arrival Master Plan.
2. To seek adoption of the Ballarat Visitor Arrival Master Plan.

BACKGROUND

3. Ballarat City Council engaged Urban Enterprise, with Maynard Design Consultancy, to prepare a Visitor Arrival Masterplan for Central Ballarat.
4. The Plan will examine how the City of Ballarat can best enhance the visitor experience on arrival, as well as deliver compelling products and experiences in Central Ballarat which will activate the Lydiard Street precinct.
5. At present, the visitor experience within Ballarat is fragmented, with tourism assets scattered throughout the CBD and no organic beginning and end for visitors on their journey through the city.
6. This Visitor Arrival Master Plan will aim to set Ballarat apart from other regional cities and support the attraction of investment from public and private sectors.
7. The Masterplan will focus on the length of Lydiard Street from Ballarat Railway Station to the Federation Uni SMB Campus.
8. This Masterplan builds on a number of strategic plans previously completed for Ballarat. Identified as an opportunity in the Traveller Experience Plan 2021-2030 and the Visitor Economy Strategy 2021-2024.
9. The end goal is to develop strategic plans with supported tactical plans of shovel-ready project concepts to attract grant funding for development in the short to long term.

KEY MATTERS

Ballarat Visitor Arrival Master Plan objectives include:

10. Identify infrastructure and product opportunities that leverage and promote synergies between Ballarat's tourism assets.
11. Curate storytelling to promote the region's broader historical context, including First Nations.
12. Identify opportunities to be proactive to macro-environmental trends impacting its visitor economy.
13. Grow visitor yield and length of stay.
14. Catalyse private investment within the Lydiard Street precinct.
15. Actively engage and facilitate collaboration between community, business, institutions and agencies.
16. Leverage State Government investment in the Ballarat Railway Station precinct.
17. Series of shovel-ready infrastructure and product projects that deliver on-ground visible interventions.
18. The Ballarat Visitor Arrival Master Plan will aim to drive visitation to Central Ballarat through enhancing the visitor experience on arrival through delivery of product and infrastructure that leverages City's assets and catalyses private investment.

Engagement process

19. Online Business Survey: in-field from 1 February to 5 March 2023. A total of 41 responses were collected.
20. Online Visitor Survey: in-field from 21 December 2022 to 5 March 2023. A total of 299 responses were collected.
21. Two In-region Council Workshops two In-region Workshops with Property Owners & Industry Lydiard St including the Art Gallery of Ballarat, Federation University, National Centre for Photography, The Goods Shed.
22. Ten one-on-one meetings with stakeholders including Ballarat Regional Tourism (BRT), Wadawurrung Traditional Owners Aboriginal Corporation, Sovereign Hill.
23. Interviews with local industry groups including Commerce Ballarat & Committee for Ballarat.

The project process and journey:

24. Part A: Existing Situation Analysis and Market Research Strategic (Context alignment, Property and built form assessment, visitor market analysis, visitor journeys and experience assessment)

Part B: Investment Masterplan (Master plan vision and objectives, investment framework and criteria, priority projects, implementation plan)

Part C: Business case and advocacy document development.

The vision:

25. Integrate Ballarat Central as a culturally relevant tourism destination.
26. Drive visitation, longer stays and spend.
27. Disperse visitors across Ballarat Central.
28. Catalyse private investment.
29. Increase the vibrancy and appeal of the public realm.
30. Encourage locals to reclaim the city and shape Ballarat's urban culture.

Overview of priority projects:

31. Proposed priority projects for the BVAM are summarised in the table below.

No.	Project Name	Project Tier	Product Development	Wayfinding & Visitor Journeys	Enabling Infrastructure	Industry Development	Branding & Marketing	Delivery Responsibility	Est. Project Cost
1	Ballarat Arts & Culture Area (BACA)	Tier 1	☑		☑			Public	~\$110M
2	Lydiard St Public Realm Revitalisation	Tier 1	☑	☑	☑			Public	\$26M - \$28M
3	B-Activated! Program	Tier 1	☑		☑	☑		Public	\$3M
4	Discover Ballarat	Tier 1	☑	☑	☑		☑	Public	\$1.3M
5	Lydiard St Enterprise Activation Strategy	Tier 2	☑			☑		Public	\$500k per annum
6	Unlocking Ballarat's Laneways	Tier 2	☑	☑				Public	\$1M per Laneway
7	Diggers Discovery Tour	Tier 3	☑	☑			☑	Private	\$500,000
8	Death, Dirt and the Damned Walking Tours	Tier 3	☑	☑				Private	\$150,000

The advocacy plans developed:

Discover Ballarat

32. The Discover Ballarat project will pilot a refreshed wayfinding system integrated with an engaging fact-finding Storytellers Trail tour throughout the Lydiard St Precinct. Visitor market research indicates current wayfinding signage and visitor information services are adversely impacting visitors' experiences within the Lydiard Street Precinct and Central Ballarat.
33. A refreshed wayfinding system is required that aligns with best practice visitor servicing; located where visitors can encounter them intuitively during their journey and adopting digital solutions to suit the expectations of contemporary visitors.

Ballarat Public Realm Revitalisation

34. Lydiard Street will become an activated, illuminated, green and pedestrian friendly arrival throughfare to Central Ballarat.
35. A suite of streetscaping improvements and placemaking interventions has the potential to transform Lydiard Street into a safe, walkable and activated thoroughfare. These initiatives will improve the connectivity and enable increased on-street activity.

B-Activated!

36. The B-Activated! Program will deliver place-making initiatives to provide a sense of welcome and activity as people pass through or dwell in Central Ballarat.
37. The program will see the precinct be activated on a regular basis with passive and active installations to provide a sense of welcome and an inviting atmosphere for locals and visitors. A creative program of diverse and desirable activities will be delivered with a strong community approach to gain grassroots engagement.

Ballarat Arts and Cultural Area – a case for change

38. A renewed Arts and Culture Precinct, anchored by the Art Gallery of Ballarat. The aim is to create a vibrant arts hub including a contemporary space for exhibition and performance, plus maker spaces.
39. The Art Gallery of Ballarat is the key driver of visitation to Lydiard St and broader Central Ballarat. The Gallery has potential to elevate its offering and highlight more of its regionally significant contemporary collection but is limited by its small footprint.
40. There is opportunity for the Gallery to expand into the underutilised Federation University Camp St Campus and consolidate the adjacent sites into an Arts and Culture Precinct – a unique opportunity to re-energise Central Ballarat.

OFFICER RECOMMENDATION**41. That Council:****41.1 Endorse the Ballarat Visitor Arrival Master Plan.****ATTACHMENTS**

1. Governance Review [9.9.1 - 3 pages]
2. Ballarat Visitor Arrival Masterplan Final Report [9.9.2 - 27 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. Alignment with Goal 1 of Council Plan: An environmentally sustainable future
2. Alignment with Goal 2 of Council Plan: A healthy, connected and inclusive community
3. Alignment with Goal 3 of Council Plan: A city that fosters sustainable growth
4. Alignment with Goal 4 of Council Plan: A city that conserves and enhances our natural and built assets
5. Alignment with Goal 5 of Council Plan: A strong and innovative economy
6. Alignment with Ballarat Traveller Experience Plan 2021-2030 and Ballarat Visitor Economy Strategy 2021-2024
7. Alignment with Creative Cities Strategy and Creative Cities Master Plan

COMMUNITY IMPACT

8. Implementation of the Ballarat Visitor Arrival Master Plan improvements, and greater activation improves safety, social capital, health and wellbeing of residents and visitors.
9. Improved visitor experience elevates the tourism reputation of Central Ballarat.
10. Positions Ballarat as a city of arts and culture activation for our local community to engage with. Strengthens the Creative industry and visitor economy.
11. Creates jobs and quality business attraction in Ballarat through enhanced activation and activity.
12. Improves accessibility
13. Creates a sense of inclusion (e.g. for LGBTQIA, First Nations)

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

14. The Ballarat Visitor Arrival Master Plan has been developed to drive sustainable tourism outcomes. Environmental implications include supporting the circular economy, supporting the sustainable use of resources and minimising waste and carbon footprint.
15. Greening of Urban space is a key recommendation in public realm improvements of the Master Plan.

ECONOMIC SUSTAINABILITY IMPLICATIONS

16. The implementation of the Ballarat Visitor Arrival Master Plan will provide economic benefits from an increase in footfall, both from tourists and locals exploring and spending more.

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17. Increase in visitor spend through dispersal and increasing dwell time in Central Ballarat.
18. Well planned public realm improvements are a critical component of catalysing urban regeneration, generating economic benefits such as property value uplifts and increased private sector investment.
19. Creates jobs and quality business attraction in Ballarat through enhanced activation and activity.

FINANCIAL IMPLICATIONS

20. Planned future budget bids will take place to assist with implementation. Co-contribution funding will also be sought from the private sector, and funding agencies.

LEGAL AND RISK CONSIDERATIONS

21. Permits required and further public consultation for the proposed priority projects
22. Timeframes
23. Heritage overlays within the Lydiard Street precinct.

HUMAN RIGHTS CONSIDERATIONS

24. 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

25. Online Business Survey: in-field from February 1st to March 5th 2023. A total of 41 responses were collected.
26. Online Visitor Survey: in-field from December 21st 2022 to March 5th 2023. A total of 299 responses were collected.
27. 2 In-region Council Workshops.
28. 2 In-region Workshops with Property Owners & Industry Lydiard St including the Art Gallery of Ballarat, Federation University, National Centre for Photography, The Goods Shed.
29. 10 one-on-one meetings with stakeholders including Ballarat Regional Tourism (BRT), Wadawurrung Traditional Owners Aboriginal Corporation, Sovereign Hill.
30. Interviews with local industry groups including Commerce Ballarat & Committee for Ballarat.

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GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

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BALLARAT VISITOR ARRIVAL MASTER PLAN

NOVEMBER 2023



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Ballarat Visitor Arrival Master Plan_Draft Report_A3

VERSION

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ACKNOWLEDGEMENT
OF COUNTRY

Urban Enterprise is located on Wurundjeri Woi-Wurrung Country. We pay our respects to elders past, present and emerging and also acknowledge all Traditional Owners of Country on which we work.



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ACRONYMS

CBD	Central Business District
VFR	Visiting Friends and Relatives
LGA	Local Government Area
BCC	Ballarat City Council
TRA	Tourism Research Australia

GLOSSARY OF TERMS

Night Time Economy	The night-time economy consists of all the activities that take place as the traditional 'business day' ends. For the purposes of this report, there are three distinct night-time periods including
Tourism & Hospitality	The tourism and hospitality industry is comprised of various sectors that house, feed, transport, and entertain visitors. These sectors include food and beverages, lodging, recreation, travel and tourism, and meetings and events. https://www.webstaurantstore.com/blog/3726/what-is-the-hospitality-industry.html
Education, Training & Information Services	Land uses that fall under this category include library, universities, TAFE colleges,
Professional Services	Professional services is a broad term which encompasses industry sectors that provide specialist services such as architects, accountants, business management consulting, engineers, media agencies and lawyers.
Public Sector Services	Including government department or council offices. For the purposes of this report, it also includes public-private operators such as telecommunications providers, not-for-profit or subsidised community services, etc.
Health & Personal Care Services	Health & personal care services include industries that provide healthcare services or hands-on assistance with day-to-day activities. Common types of health and personal care services are beauty salons, hairdressers, fitness centres, tailors and spas & massage parlours.

EXECUTIVE SUMMARY

PROJECT BACKGROUND

The Ballarat Visitor Arrival Master Plan (BVAM) aims to identify projects that will enhance the visitor experience and increase visitation to Central Ballarat. This Master Plan builds on a number of strategic plans previously completed for Ballarat with the end goal to develop shovel-ready project concepts for development in the short to long term.

In addition to the Master Plan, four business cases have been completed for four priority projects in order to progress investment in activating Central Ballarat.

The Visitor Economy Role of Central Ballarat and Lydiard Street

In order to successfully become a tourism destination in its own right, the role and positioning of Central Ballarat within the broader visitor economy needs to be defined.

The study area for this Master Plan focuses on the length of Lydiard Street from Ballarat Railway Station to the Federation Uni SMB Campus. Visitor economy objectives for the Lydiard Street precinct, including:

- Be a **leading arts and culture core** in the region and ‘creative heart’ of Central Ballarat, offering **contemporary product and experiences**
- Be the key **visitor gateway and pedestrian thoroughfare** in Central Ballarat
- Be the focal point and **generator of tourism activity** in Central Ballarat – attracting visitors with a ‘Ballarat-specific’ experience through provision of arts and culture offerings, **boutique retail, epicurean experiences, events and other unique entertainment venues**
- **Drive the night time economy and overnight stays** through provision of visitor accommodation, events and public realm activations.

Existing Strategic Plans & Projects

Many strategic actions and projects are already planned for the Lydiard Street and have been taken into consideration and support this Master Plan. Recurring themes and recommendations for visitor experience improvements have been summarised below.

- Increase and improve walking and cycling connections
- Support immersive arts, cultural and food experiences
- Enhance and leverage heritage assets
- Increase street space for pedestrians and shared zones
- Create an arrival experience through wayfinding
- Increase green space within Central Ballarat
- Create new and activate existing public open spaces
- Tell the stories of Ballarat’s History
- Diversify land uses and encourage mixed-uses within buildings
- Adopt innovative and sustainable technologies

Economic Drivers and Trends

Several economic trends have changed the function and form of activity centres; driving the need for investment in urban renewal and diversification of Ballarat’s visitor economy.

- **Ballarat is Victoria’s fastest growing inland City.** Population growth in Ballarat has been strong and consistent, this creates a growing local market for Central Ballarat.
- **Ballarat’s visitor economy growth and post-pandemic recovery is falling behind other regional Cities.** Visitation growth post pandemic has been slow in Ballarat due to the reliance in international visitors. Investment in Central Ballarat will support visitation growth and motivate visitation from intrastate markets.
- **Ballarat’s visitor economy is heavily reliant on Sovereign Hill** driving an urgent need to diversify the City’s tourism offerings to build resilience and better disperse economic benefit.
- **Ballarat faces increased competition within its core tourism sector.** The Art Gallery of Ballarat is currently the key driver of tourist visitation on Lydiard Street. The Gallery is at risk of falling behind in regard to its significance as a regional gallery, as many other galleries across regional Victoria and interstate undergo redevelopment.
- **The pending world heritage bid for the Victorian Goldfields** nominates several buildings along Lydiard Street. In order to adhere to the expectations of the Convention, public investment is required to upgrade the visual amenity of Lydiard Street and improve interpretation of its significant assets to be accessible to a global audience.
- **Physical retailing is changing.** Public realm revitalisation and urban renewal to is needed to support the retail sector, Central Ballarat should focus on experiential retailing.
- **Young adults have low representation as visitors to Central Ballarat.** The proportion of young adults to Central Ballarat is lower than the average to the City and region. This highlights the need to develop compelling reasons and contemporary products and experiences to attract this market which is important for long term sustainability of the visitor economy.

Visitor Journeys & Market Assessment

Visitor survey work and observations of visitors highlights the following in respect of the visitor journey in Lydiard Street.

- The Lydiard Street precinct is attracting very little tourism visitation, The Art Gallery is the key contributor of visitation in the precinct currently.
- The majority of visitors stopping in Lydiard Street / Central Ballarat are coming from other destinations in the region.
- Visitors in Central Ballarat are travelling in large family groups. This may reflect sports tournaments or the high levels of family visitation to Sovereign Hill.
- Central Ballarat attracts a very low proportion of young travellers compared to the broader Ballarat tourism region.
- Dining, arts and culture experiences are the top reasons that tourist visitors are stopping in Central Ballarat.
- Most Central Ballarat visitors are drive tourists.
- Visitors are not spending a long time or dwelling much in Lydiard Street despite high participation in activities.
- Overnight visitors are more likely to spend longer in Central Ballarat.
- A lack of vibrancy in Central Ballarat is leaving a poor impression on both residents and visitors.
- Current product offerings do not appeal to young adults.
- Critical product gaps and visitor servicing issues persist in diminishing visitor experiences in region
- Key growth markets are still unaware of Central Ballarat as a tourism destination.

The strategic direction for the Lydiard Street Precinct responds to existing projects previously identified in existing strategies, an understanding of the economic conditions and opportunities and need to improve the visitor arrival and visitor journey within Central Ballarat.

MASTER PLAN FRAMEWORK

The Master Plan framework will support the Creative Cities Strategy vision:

Ballarat is an iconic city which inspires creativity, demands discovery and rewards the inquisitive.

The vision will be achieved through fulfilling the following objectives:

1. Integrate Ballarat Central as a culturally relevant tourism destination
2. Drive visitation, longer stays and spend
3. Disperse visitors across Central Ballarat
4. Catalyse private investment
5. Increase the vibrancy and appeal of the public realm
6. Encourage locals to reclaim the city and shape Ballarat’s urban culture.

Eight priority projects have been identified which will enhance the vibrancy, improve the visitor experience and drive activation within Central Ballarat, focusing on Lydiard Street. These are also identified as tier 1, tier 2 and tier 3 projects, depending on their scale and potential economic impact.

Some projects which are requires significant investment may take many years to complete due to their scale and complexity. Other projects can be completed with lower levels of capital and in a shorter timeframe. It is important that Ballarat City Council progress both tier 1, tier 2 and tier 3 projects at the same time, in order to see short term and long-term impacts from investment in Central Ballarat.

PRIORITY PROJECTS

No.	Project Name	Project Tier	Product Development	Wayfinding & Visitor Journeys	Enabling Infrastructure	Industry Development	Branding & Marketing	Delivery Responsibility	Est. Project Cost	
1	Ballarat Arts & Culture Area (BACA)	Tier 1	✓		✓			Public	~\$100M	Advocacy Document Prepared
2	Lydiard Street Public Realm Revitalisation	Tier 1	✓	✓	✓			Public	\$25.7M - \$28.2M	Business Case Prepared
3	B-Activated! Program	Tier 1	✓		✓	✓		Public	\$200,000	Business Case Prepared
4	Discover Ballarat	Tier 1	✓	✓	✓		✓	Public	\$1.3M	Business Case Prepared
5	Lydiard Street Enterprise Activation Strategy	Tier 2	✓			✓		Public	\$500k per annum	
6	Unlocking Ballarat’s Laneways	Tier 2	✓	✓				Public	\$1M per Laneway	
7	Diggers Discovery Tour	Tier 3	✓	✓			✓	Private	\$1.0M	
8	Death, Dirt and the Damned Walking Tours	Tier 3	✓	✓				Private	\$150,000	

1. INTRODUCTION

1.1. PROJECT BACKGROUND & OBJECTIVES

Ballarat City Council has engaged Urban Enterprise, with Maynard Design Consultancy, to prepare a Visitor Arrival Master Plan for Central Ballarat.

The Plan will examine how the City of Ballarat can best enhance the visitor experience on arrival, as well as deliver compelling products and experiences in Central Ballarat which will activate the Lydiard Street precinct.

At present, the visitor experience within Ballarat is fragmented, with tourism assets scattered throughout Central Ballarat and no organic beginning and end for visitors on their journey through the city.

This Plan will aim to set Ballarat apart from other regional cities and support the attraction of investment from public and private sectors.

The project objectives include:

- Identify infrastructure and product opportunities that leverage and promote synergies between Ballarat’s tourism assets
- Curate storytelling to promote the region’s broader historical context, including First Nations
- Identify opportunities to be proactive to macro-environmental trends impacting its visitor economy
- Grow visitor yield and length of stay
- Catalyse private investment within the Lydiard Street precinct
- Actively engage and facilitate collaboration between community, business, institutions and agencies
- Leverage State Government investment in the Ballarat Railway Station precinct
- Series of shovel-ready infrastructure and product projects that deliver on-ground visible interventions

The Ballarat Visitor Arrival Master Plan will aim to drive visitation to Central Ballarat through enhancing the visitor experience on arrival through delivery of product and infrastructure that leverages City’s assets and catalyses private investment.

1.2. HOW WAS THE MASTER PLAN CREATED?

The Ballarat Visitor Arrival Master Plan was undertaken in three stages.



This Master Plan includes the findings undertaken in Part A and B. Business Cases have been developed separately to this document.

1.3. STAKEHOLDER ENGAGEMENT

Urban Enterprise and the project team has undertaken a targeted stakeholder engagement and consultation program to assist in the preparation of the Master Plan:

- 1 In-region Council Workshop
- 2 In-region Workshops with Property Owners & Industry Lydiard Street including the Art Gallery of Ballarat, Federation University, National Centre for Photography, The Goods Shed
- 10 one-on-one meetings with stakeholders including Ballarat Regional Tourism (BRT), Wadawurrung Traditional Owners Aboriginal Corporation, Sovereign Hill
- Interviews with local industry groups including Commerce Ballarat & Committee for Ballarat
- Online Business Survey: in-field from February 1st to March 5th 2023. A total of 41 responses were collected.
- Online Visitor Survey: in-field from December 21st 2022 to March 5th 2023. A total of 299 responses were collected.

Findings from the consultation process have been incorporated into discussion throughout the report.

1.4. STUDY AREA

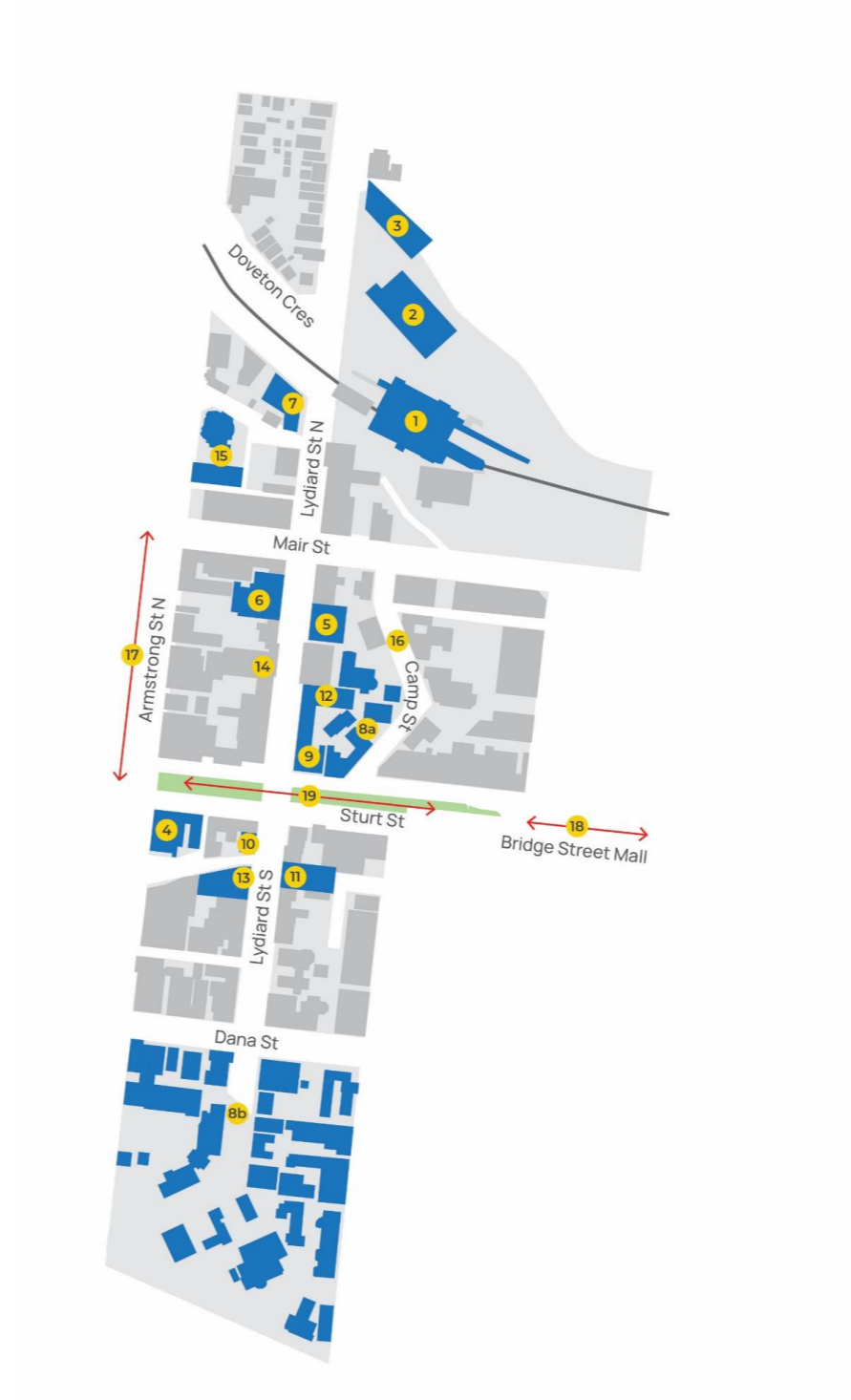
The Master Plan will focus on the length of Lydiard Street from Ballarat Railway Station to the Federation Uni SMB Campus. Key assets include:

1. Ballarat Railway Station
2. The Goods Shed
3. Quest Ballarat Station
4. Visitor Information Centre & Town Hall
5. Art Gallery of Ballarat
6. Regent Theatre
7. The Provincial Hotel
8. Federation University
 - a. Camp Street Campus
 - b. SMB Campus
9. Post Office Gallery
10. National Centre for Photography
11. Her Majesty's Theatre
12. The Mining Exchange
13. Craig's Royal Hotel
14. The George Hotel
15. The Ballarat and District Aboriginal Cooperative

Lydiard Street precinct also connects into a number of other precincts in Central Ballarat, including the:

16. Camp St
17. Armstrong Street North Dining Strip
18. Bridge Street Mall
19. Sturt Street Boulevard

F1. PROJECT STUDY AREA – LYDIARD STREET PRECINCT



2. CONTEXT ASSESSMENT

The Visitor Arrival Master Plan aims to build on previous strategic and complement future plans and development in Central Ballarat.

This section synthesises all strategic work relevant to Lydiard Street and Central Ballarat. The context assessment will inform the positioning of the Master Plan in the broader context of the Ballarat Visitor Economy.

2.1. BALLARAT VISITOR ECONOMY OVERVIEW

Ballarat’s tourism industry is one of the most important contributors to the City’s local economy, attracting more than 3 million national and international visitors each year and injecting more than \$600 million into the local economy.

Ballarat is known for its family friendly heritage attractions, stemming from its gold rush history, including the multi award-winning outdoor museum Sovereign Hill, Australian Centre for Rare Arts and Forgotten Trades, Eureka Centre, Ballarat Tramway Museum and Kryal Castle.

Other popular attractions Ballarat Wildlife Park, Lake Wendouree, Ballarat Botanical Gardens, and the Art Gallery of Ballarat.

Events are also a key driver of visitation. Ballarat hosts a number of regionally significant festivals with heritage and cultural focus including the Ballarat Begonia Festival, Ballarat Winter Festival, Ballarat Heritage Festival and Ballarat International Foto Biennale. The City has also previously hosted major events such as the White Night Festival.

2.2. VISITOR ECONOMY PLANNING IN BALLARAT

Visitor Economy Planning in Ballarat is guided by four key strategic documents:

- **Traveller Experience Plan 2021–2030:** a 10-year foundational document that sets the direction for the growth and development of tourism for Ballarat.
- **Visitor Economy Strategy 2021–2024:** a short-term strategy which focuses on the immediate actions for reactivation and recovery of Ballarat’s Visitor Economy following the COVID19 pandemic.
- **Ballarat Events Strategy 2018-2028:** provides a 10 year roadmap for the development of Ballarat’s event program over the next eight years.
- **Destination Marketing Plan 2021–2024:** a three year plan which lays the foundations for how our city’s identity is positioned and promoted.

VISITOR ECONOMY OBJECTIVES

The tourism objectives for Ballarat region are defined in the *Visitor Economy Strategy 2021 to 2024* as follows:

- Transform the quality and diversity of product, experiences, and events
- Attract public and private investment to enhance amenities, transport, and connectivity
- Focus on priority audiences and leveraging Visitor Friends and Relatives
- Invest in Community as hosts, partners, and experience entrepreneurs

- Create impact and resilience through capacity building and partnerships

CORE ATTRIBUTE PILLARS

As set in the *Traveller Experience Plan 2021–2030*, Ballarat’s unique point of difference as a destination is defined by two overarching attribute pillars:

- **Cultural and Creative:** A fusion of cultural and creative experiences crafted by exceptional artisans, makers, designers, creators, and performers.
- **Contemporary Heritage:** Experiences that are created against the rich tapestry of Ballarat’s history and architecture.

2.3. THE VISITOR ECONOMY ROLE OF BALLARAT CENTRAL

In order to successfully become a tourism destination in its own right, the role and positioning of Ballarat Central (and subsequently Lydiard Street) within the broader visitor economy needs to be defined.

Lydiard Street is located within several strategic development precincts, listed in Table 1. Existing plans and strategies identify several visitor economy objectives for the Lydiard Street precinct, including:

- Be a **leading arts and culture core** in the region and ‘creative heart’ of Central Ballarat, offering **contemporary product and experiences**
- Be the key **visitor gateway and pedestrian thoroughfare** in Central Ballarat.
- Be the focal point and **generator of tourism activity** in Central Ballarat – attracting visitors with a ‘Ballarat-specific’ experience through provision of arts and culture offerings, **boutique retail, epicurean experiences, events and other unique entertainment venues.**
- **Drive the night time economy and overnight stays** through provision of visitor accommodation, events and public realm activations.

T1. STRATEGIC ROLE OF LYDIARD STREET

Precinct Name	Strategic Role, Objectives and Land Uses
Traveller Experience Plan Central Ballarat	Revitalise the Central Ballarat experience to connect visitors to the city’s ‘creative’ heart that integrates culture, art, hospitality and creativity into public spaces, way finding, mapping, and transit systems and night economy activation.
Ballarat Creative Precinct Master Plan Ballarat Creative Precinct	<ul style="list-style-type: none"> • Maintain and enhance a leading arts and culture core that facilitate experimentation and innovation. • Attract, retain and support development of the best and brightest from all creative sectors • Facilitate connections and brokers linkages between creative sectors, industry, institutions and individuals
Making Ballarat Central Action Plan Precinct 8 – Railway Station Mixed Use, Precinct 1 – Sturt Street Core Retail, Precinct 4 – Peripheral Retail & Office	<p><i>Precinct 8 – Railway Station Mixed Use</i></p> <ul style="list-style-type: none"> • The Station is a CBD landmark and entry point by rail. • Regional and local transport hub supported by ancillary uses including tourist accommodation, commercial and residential development. <p><i>Precinct 1 – Sturt Street Core Retail</i></p> <ul style="list-style-type: none"> • Core specialist retail, arts and culture focused area of Central Ballarat. Differentiated from Bridge Mall by providing boutique, Ballarat specific, arts and tourist related activities in addition to epicurean experiences and entertainment venues. • Lydiard Street is a key pedestrian thoroughfare from the Station to the University campus • Camp Street has great potential to become a key pedestrian route and a vibrant enclave for arts and culture as well as festivals and events that involve temporary street closure. <p><i>Precinct 4 – Peripheral Retail & Office</i></p> <ul style="list-style-type: none"> • Provide for retail, business, educational, accommodation and commercial activities that complement retail areas. • Accommodate the small to medium size office sector. • Provide the opportunity for upper level commercial and residential use of older and heritage buildings.

Source: Ballarat City Council

2.4. EXISTING STRATEGIC ACTIONS, PLANS & PROJECTS

STRATEGIC DIRECTIONS AND ACTIONS

Many strategic actions and projects are already planned for the Lydiard Street. 24 strategic documents were reviewed and have been taken into consideration and support this strategy (see Table 2).

Recurring themes and recommendations for visitor experience improvements have been summarised below.

- Increase and Improve Walking and Cycling Connections
- Support Development of Immersive Arts, Cultural and Food Experiences:
- Enhance and Leverage Heritage Assets
- Increase Street Space for Pedestrians and Shared Zones
- Create an Arrival Experience through Wayfinding:
- Increase Green Space within Central Ballarat:
- Create New and Activate Existing Public Spaces including plazas, forecourts, and laneways.
- Tell the Stories of Ballarat’s History: including Wadawurrung peoples, Chinese, immigrant, Colonial Gold Rush history.
- Diversify Land Uses and Encourage Mixed-uses within Buildings
- Adopt Innovative and Sustainable Technologies:

A summary of works currently planned within the Lydiard Street precinct are shown in Table 3.

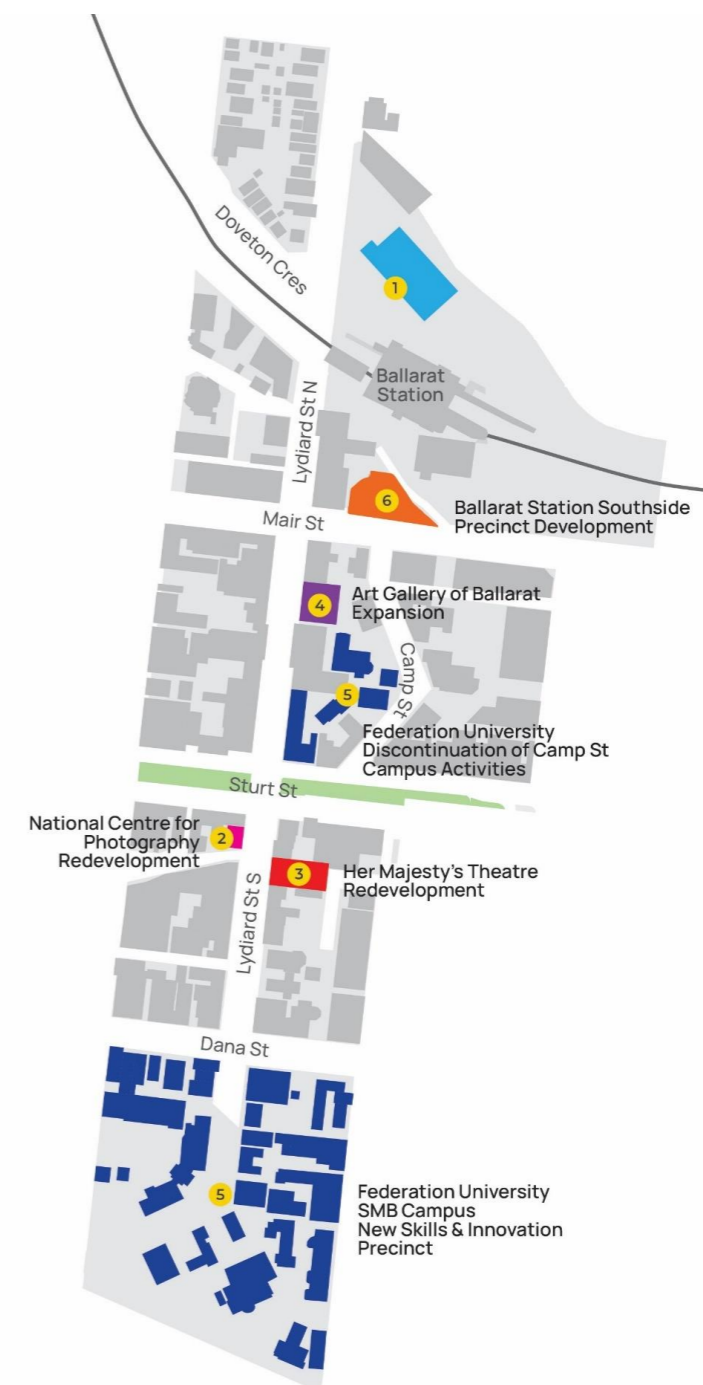
MAJOR DEVELOPMENT PIPELINE

There are a number of major planning and redevelopment projects that are currently underway or will be completed in the near future for consideration within the Lydiard Street Precinct:

1. **Ballarat Station Precinct Redevelopment Project (Completed):** Redevelopment of the Ballarat Station Northside Precinct was recently completed. The project delivered the following:
 - Quest Apartment Hotel with 77 rooms
 - Refurbished Goods Shed featuring a conference and events centre with 1,700m² of meeting rooms, a 300-seat banquet space and a 300-seat theatre more than 900m² of retail and dining options, including:
 - The Atlantic Group
 - Itinerant Spirits
 - Boomtime Dumplings
 - Nolan’s
 - Public plaza suitable for community events, markets, and general use
 - Access road connecting Nolan Street and Lydiard Street to the precinct with pedestrian linkages
 - Commuter car park with 405 spaces over three levels
 - Additional 150 car park spaces for the hotel and conference centre
 - A local bus interchange.

2. **National Centre For Photography Development** The new National Centre for Photography is on track to open in 2024, with works under way to finalise the transformation of the former Union Bank building into gallery, workshop, studio and other creators spaces. The project is estimated to generate \$75.7 million in economic benefit across the next 15 years, bringing more than 54,000 visitors over two years.
3. **Her Majesty’s Theatre Redevelopment** Restoration and refurbishment works have almost been completed to improve the operational efficiency and capacity of Her Majesty’s Theatre. Works for Stage 3 include installing new lifts, accessibility improvements, improved fire safety and a new box office. A backstage lift will also allow artists and performers needing an alternative to stairs to perform at the theatre. It is anticipated that works will be complete by mid-2024.
4. **Art Gallery of Ballarat Redevelopment & Expansion** The Art Gallery of Ballarat is preparing a Master Plan to expand and address heritage building issues such as lighting, HVAC, security, storage, wall linings, plant and access meet international museum standards, future growth and diverse audience needs.
5. **Federation University Campus Consolidation & Redevelopment** Federation University’s Campus Vision Plan 2023-2030 outlines plans to consolidate their Ballarat Campuses into a single ‘new Skills and Innovation Precinct at the SMB Campus, allowing Federation to give back prime real estate currently occupied by the Camp Street Campus in the city centre to the Ballarat community to reimagine and enjoy’.
6. **Ballarat Station Southside Precinct Development (8 Mair Street):** Planning applications have been submitted to develop the 22,000-square-metre Ballarat Station Southside Precinct will link Ballarat Station and Central Ballarat via Lydiard Street and Coffee Palace Lane. The five to seven storey mixed-use proposal includes the following:
 - A 104-room hotel with an ancillary hospitality and wellness centre; childcare centre; office; and retail.
 - 600-square-metre commercial building will cater for new workspaces.
 - New pedestrian pathways, arcades, and a proposed bridge from the South Station Plaza which will directly link from the station concourse to Mair Street.
7. **Ballarat Station Southside Precinct Master Plan (Inactive)** - In early 2021, the Victorian Planning Authority (VPA) and City of Ballarat undertook community consultation to develop a master plan to revitalise the Ballarat Station and its southside precinct. Community feedback identified two priority areas for improvement: pedestrian and vehicle access, and safety into and around the station and regional coach interchange. The project has yet to be delivered and requires further funding for technical investigation and works.

F2. LYDIARD STREET PRECINCT DEVELOPMENT PIPELINE



T2. SUMMARY OF EXISTING PLACE-BASED PLANS, PROJECTS AND ACTIONS IN CENTRAL BALLARAT

Ref No.	Document Name	Increase and improve walking and cycling connections	Support immersive arts, cultural and food experiences	Enhance and leverage heritage assets	Increase street space for pedestrians and shared zones	Create an arrival experience through wayfinding	Increase green space within Central Ballarat	Create new and activate existing public spaces	Tell the stories of Ballarat's History	Diversify land uses and encourage mixed-uses within buildings	Adopt innovative and sustainable technologies
1	Accessible Tourism Report		✓		✓						
2	Art Gallery of Ballarat Onsite Visitor Research 2022	✓	✓			✓			✓		
3	Art Gallery of Ballarat Strategic Plan 2023	✓	✓			✓			✓		✓
4	Bakery Hill Urban Renewal Plan	✓	✓	✓		✓	✓	✓		✓	✓
5	Ballarat Civic Precinct Landscape Concept Report March 2022	✓			✓	✓	✓	✓			
6	Ballarat Creative City Design Led Public Realm + Urban Design Projects Draft '20	✓	✓	✓	✓	✓	✓	✓	✓		
7	Ballarat Creative City Public Realm Framework Draft '19	✓	✓	✓	✓	✓					
8	Ballarat's Creative City Strategy 2019	✓	✓		✓			✓		✓	✓
9	Ballarat Cycling Action Plan 2017-25	✓			✓						
10	Ballarat Events Strategy 2018-2028		✓	✓					✓		
11	Ballarat Heritage Plan 2017-30			✓			✓		✓		✓
12	Ballarat Station Precinct Master Plan 2014	✓	✓	✓	✓	✓		✓		✓	
13	City of Ballarat Community Infrastructure Plan 2022-2037		✓						✓		✓
14	City of Ballarat Council Plan 2021-25	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	City of Ballarat Cultural Futures 2019		✓							✓	✓
16	Federation Uni Campus Vision 2023-30							✓	✓	✓	✓
17	Federation Uni Camp Street Campus Business Case, Aug 2022	✓	✓		✓			✓		✓	✓
18	Making Ballarat Central Action Plan 2017-21	✓	✓	✓	✓	✓	✓	✓		✓	✓
19	Statutory Planning Development Proposals	✓	✓		✓	✓		✓		✓	
20	The Ballarat Prosperity Framework	✓	✓	✓	✓	✓	✓		✓	✓	✓
21	Traveller Experience Plan 2021-2030	✓	✓	✓	✓	✓		✓	✓		✓
22	Urban Forest Action Plan March 2019	✓			✓		✓	✓			✓
23	Visitor Economy Strategy 2021-2024	✓	✓	✓	✓	✓			✓		✓
24	Visitor Economy Workforce Development Strategy - Action Plan 2020		✓								

T3. SUMMARY OF EXISTING PLACE-BASED PLANS, PROJECTS AND ACTIONS IN CENTRAL BALLARAT

Key Strategic Directions	Recommendations & Action (Source Document)	Project Recommendations (Source Document)
Increase and improve walking and cycling connections	<ul style="list-style-type: none"> • New accessible connections throughout the Fed Uni SMB Campus (8) • New pedestrian crossing from: <ul style="list-style-type: none"> ○ Regent Cinemas to Police Lane and Camp Street (18) ○ Camp Street to Sturt Street / Albert Street (18) ○ Town Hall Lane to mid-block Private Lanes / Car Parks towards Mair Street (17) ○ Regent Cinema to Armstrong Street (18) ○ Station (Coffee Place Lane) to Mair Street (8) ○ Raised pedestrian crossing on Lydiard Street North in front of the Station (8) • Improve connections between Ballarat Station and Mair Street (12) • Create cycling connections linking key visitor destinations with the Ballarat Station and Central Ballarat. (3) • Deliver Strategic Cycling Corridor - To connect through the Ballarat Station precinct, linking Lydiard Street to the existing off-road bike trail from Humffray Street to Eureka Centre (Bunny Trail), (over the Peel Street viaduct). (3) • Deliver dedicated on-road cycle lane along Lydiard Street (18) • Relocation of local bus stops on Lydiard Street (14) 	
Support immersive arts, cultural and food experiences	<ul style="list-style-type: none"> • Post Office Cnr for dedicated public exhibits and program of art installations.(8) • Dedicated space for public exhibit in front of the Theatre (8) 	<ul style="list-style-type: none"> • Begin plans for AGOB expansion and increased collection storage by developing a Master Plan (3) • Regent Cinema Multiplex Redevelopment (18)
Enhance and leverage heritage assets	<ul style="list-style-type: none"> • Enhance heritage character of Lydiard Street through streetscape improvements (18) • Secure grants for conserving and increasing accessibility of Ballarat’s public heritage buildings, including Her Majesty’s Theatre (11) 	<ul style="list-style-type: none"> • North Station Building refurbishment and re-use (12) • South Station Building restoration and upgrade with lease opportunities in vacant areas (12)
Increase street space for pedestrians and shared zones	<ul style="list-style-type: none"> • Deliver streetscape regeneration projects, along Main Street, Sturt Street, Lydiard Street and Bakery Hill (11) • Enforce a Shared Zone for all of Camp Street (8) • Retain the existing angled parking on Lydiard Street (18) • Lydiard Street South Entry (before Uni entry) shared space with painted surfaces (8) • Craigs Hotel Plaza Space: Widen footpaths, street furniture and plantings. (8) 	
Create an arrival experience through wayfinding		
Increase green space within Central Ballarat	<ul style="list-style-type: none"> • Achieve an increase of 2 hectares of green space in Central Ballarat through street and park trees, green walls, green roofs, pocket parks, increased permeability (22). • Install median strips with tree on Lydiard Street (18) • Garden frontages to Fed Uni SMB Campus buildings (8) 	
Create new and activate existing public open spaces	<ul style="list-style-type: none"> • Activate all Laneways, prioritise Police Lane. (18) • Transform Unicorn Lane into a plaza (8) • New Public Open Spaces: <ul style="list-style-type: none"> ○ Camp Street (18) ○ Create a student plaza space at Fed Uni End of Lydiard Street. (18) ○ Forecourt space at Post Office Cnr (8) ○ Forecourt at South Station Precinct (12) ○ 1 central events space and 3 new plazas at Fed Uni SMB Campus (8) 	<ul style="list-style-type: none"> • Ballarat Civic Precinct – Public Realm Design Project (6) <ul style="list-style-type: none"> ○ Station Plaza: A multi-purpose urban space providing for the needs of passengers, tourists and general CBD users. ○ Lydiard Place: Remove Market Street Carpark. Create a small urban plaza providing seating areas for CBD workers and paved spaces for outdoor dining.
Tell the stories of Ballarat’s History	<ul style="list-style-type: none"> • Child and Family Services Extension (8) 	
Diversify land uses and encourage mixed-uses within buildings	<ul style="list-style-type: none"> • Activate street frontages (18) • Encourage tourism, accommodation and business uses. (18) • Develop Building Conversion Guide to encourage and provide shop-top living spaces (14). • Planning scheme recommendations (8): <ul style="list-style-type: none"> ○ Provide multi-deck car parks and remove requirement for basement level car parks in buildings. ○ Demolish/replace older, poor-quality buildings to accommodate new land uses. ○ Investigate Floor Area Uplift Scheme to grant additional floorspace to new buildings. 	<ul style="list-style-type: none"> • South Station Precinct Mixed-use development (Mair St) (12) • South Station Building restoration and upgrade with lease opportunities in vacant areas (12)
Adopt innovative and sustainable technologies	<ul style="list-style-type: none"> • Partner with Federation University to leverage the extensive footprint of buildings and leading-edge expertise providing a suite of new opportunities for learning, innovation, and trades 	<ul style="list-style-type: none"> • Prepare a Master Plan for the Fed Uni SMB Campus (18)

2.5. ECONOMIC DRIVERS & TRENDS

A number of economic trends have changed the function and form of activity centres. There is need for investment in urban renewal and visitor economy diversification.

Ballarat is Victoria’s Fastest Growing Inland City.

Ballarat is Victoria’s third largest regional city, with a population of 115,847 as of 2022. The municipality has consistently experienced strong population growth and is Victoria’s fastest growing major inland city. The population has increased almost 10% in the last 5 years, ahead of other major cities such as Bendigo (+7.3%) and Shepparton (+4.5%). The population is forecast to grow a further 22% by 2036.

Investment into the urban renewal and public infrastructure is essential to ensure economic vitality to support this growing population.

T4. VICTORIA MAJOR INLAND CITIES POPULATION GROWTH - 2012 TO 2022

Local Government Area (LGA)	Population		Growth 2017 to 2022	
	2022	No	%	
Greater Bendigo	122,551	+8,348	+7.3%	
Ballarat	115,847	+10,349	+9.8%	
Greater Shepparton	68,873	+2,950	+4.5%	
Mildura	57,156	+1,746	+3.2%	
Wodonga	43,635	+2,822	+6.9%	

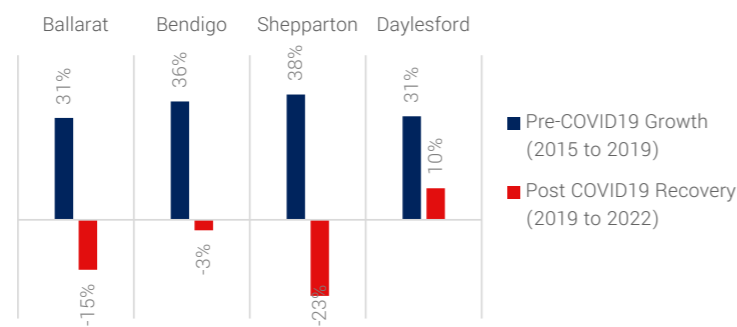
Source: ABS Census of Population and Housing 2016 and 2021.

Ballarat’s Visitor Economy Growth and Post-Pandemic Recovery Is Falling Behind Other Regional Cities.

Analysis shows Ballarat’s visitor economy performance in the Central Ballarat has fallen behind when compared to the central areas of other regional cities such as Bendigo, Shepparton and Daylesford, in recent years.

Figure 2 shows that Central Ballarat experienced lower domestic visitor growth pre-pandemic. Recovery has also been slower, with visitation in 2022 being 15% below pre-pandemic levels.

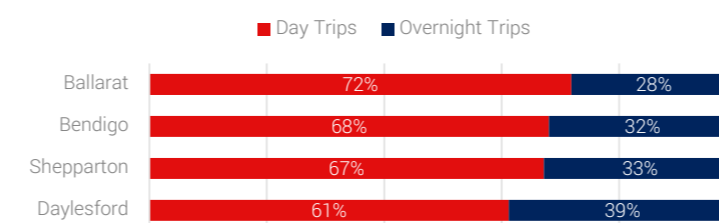
F3. KEY REGIONAL CENTRES PRE-AND-POST COVID19 VISITATION TRENDS



Source: National Visitor Survey (NVS), Tourism Research Australia (TRA), 2022 YE December.

As shown in Figure 4, Ballarat also attracts a lower proportion of overnight, and typically much more high yielding, visitors. High day trip visitation is likely attributed to several factors such as its high reliance on Sovereign Hill to drive visitation (discussed further on the following page), distance from Melbourne as well as lacking the critical mass and mix of tourism product to motivate overnight stays.

F4. DAY VS OVERNIGHT VISITORS IN REGIONAL CBD AREAS 2022



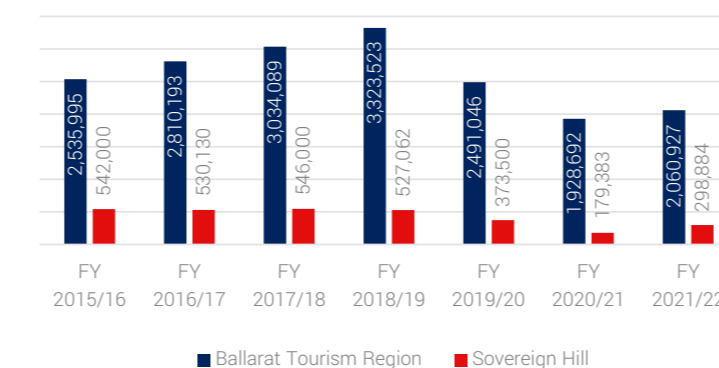
Source: National Visitor Survey (NVS), Tourism Research Australia (TRA), 2015 to 2022 YE December.

Ballarat’s Visitor Economy is Heavily Reliant on Sovereign Hill.

Ballarat is best known as home to Sovereign Hill, with a strong association with goldrush heritage. Its visitor economy is heavily reliant on this hero attraction, leaving the tourism sector vulnerable to macro-economic events. It is estimated that Sovereign Hill roughly drove 20% of the Ballarat region’s total visitation pre-pandemic. A significant share of this visitation relied on interstate (15%) and international markets (15%).

As a primarily daytrip destination, it has limited potential to grow visitor yield in the long term. Further to this, Sovereign Hill’s spatial disconnect from the core business district generates limited flow-on economic benefits for local businesses, as most of the visitor expenditure is captured within the village.

F5. BALLARAT TOURISM REGION NORTH & SOVEREIGNHILL VISITATION 2015 TO 2022



Sources: Tourism Research Australia (TRA), NVS and IVS, 2015 to 2022. & Sovereign Hill Annual Report, 2015/16 to 2021/22.

In of 2020/21, Sovereign Hill has recovered 56% of its pre-pandemic visitation, which has noticeably hindered the Ballarat region’s recovery when benchmarked against other comparable regional centres (i.e. Bendigo and Daylesford).

There is an urgent need to diversify the City’s tourism offerings to build resilience and better disperse economic benefit.

Ballarat Faces Increased Competition within its Core Tourism Sector

Contemporary heritage and Cultural and Creative are the tourism product pillars of the Ballarat region, underpinning its brand and driving visitation to the region. The Art Gallery of Ballarat is one of the primary visitor attractions on Lydiard Street and broader Central Ballarat.

The Gallery faces increased competition and elevated visitor expectations. It is at risk of falling behind in regard to its significance as a regional gallery, as many other galleries across regional Victoria and interstate undergo redevelopment. It is important that the Gallery keeps pace with best practice to ensure it remains culturally, socially and economically relevant.

The regional art gallery context is evolving, with many regional galleries receiving major investments in recent years or planning major upgrades. The Art Gallery of Ballarat needs to keep pace with this competition and development. Some examples of recent investment include:

- Shepparton Art Museum (SAM) - \$50M Redevelopment – Completed 2021
- Murray Art Museum Albury (MAMA) - \$11M Redevelopment – Completed 2015
- Gippsland Art Gallery - \$15M – Completed in 2017
- Bendigo Art Gallery Expansion - \$48M – In Development
- Ararat Arts Precinct – \$6M - Completed in 2017
- Benalla Art Gallery Redevelopment – Stage 1 (\$3M) Underway

There is scope to expand and elevate its offering, as the Gallery’s Collection is one of national significance and comprises over 11,500 artworks. However, the Gallery faces a number of physical and operational constraints that limit its ability to curate a high quality visitor experience, aligned to contemporary visitor behaviours and expectations, thus impacting on the ability for the Gallery to drive revenue and improve economic outcomes for the local community.

UNESCO: Creative Cities Network (UCCN)

In 2019, Ballarat became a member of the UNESCO Creative Cities Network (UCCN) and was recognised as a creative centre for Crafts and Folk Art.

Launched in 2004, the UCCNorth aims to strengthen cooperation with and among cities around the world that have recognized creativity as a strategic pillar of sustainable development.

By joining the Global Network, cities acknowledge their commitment to work together towards a common mission: placing culture and creativity at the core of their urban development plans to make cities safe, resilient, inclusive, sustainable and future-proof in line with the United Nations 2030 Agenda for Sustainable Development.

The City of Ballarat adopted the *Ballarat Creative City Strategy and Precinct Master Plan* in 2019 to achieve its Creative City aspirations through people-centred policymaking as well as place-based projects and initiatives – which included works proposed for the Lydiard Street Precinct. Although not solely tourism-oriented, the objectives and outcomes of the Strategy are inherently linked with Ballarat’s tourism pillars and has a key role in elevating Ballarat’s reputation as a world-class visitor destination.

Pending UNESCO World Heritage Bid for the Victorian Goldfields

Fifteen local governments, led by the Cities of Ballarat and Greater Bendigo, have partnered and are working to obtain a UNESCO World Heritage listing for the Victorian Goldfields. The bid will nominate several heritage sites across the region, including some in Ballarat Central.

If successful, the listing will be a major catalyst for new investment, revitalise and reposition regions, create new opportunities for communities and secure jobs and young people’s futures. Economic studies estimate an added 2% (or \$25 million) in visitation to the Goldfields region each year.

The World Heritage Bid Convention requires commitment to ‘the duty of the **identification, protection, conservation, presentation and transmission** to future generations of the cultural and natural heritage’.

In order to adhere to the requirements and expectations of the Convention, public investment is required to upgrade the visual amenity of Lydiard Street and elevate the interpretation of its significant assets so it is accessible and presentable to a global audience.

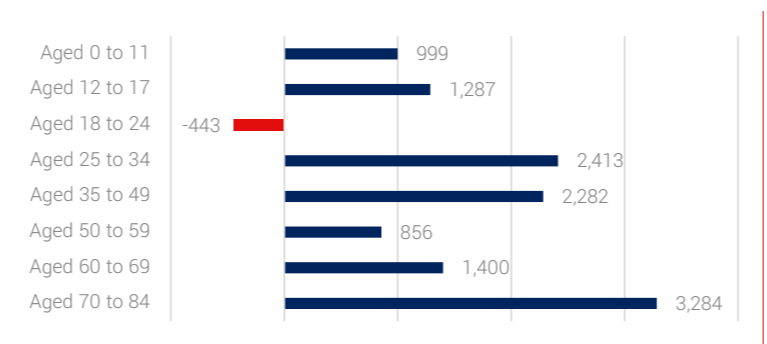
Young adults are leaving Ballarat City.

Although Ballarat’s overall population growth has been strong, the latest census shows a substantial decline in the number of residents aged between 18 to 24 years.

Recent surveys show that employment is the most common factor influencing a young person’s decision to move away from regional areas to another town or city, followed by lifestyle and then education¹.

Raising the profile of Ballarat as a regional city and cultivating a vibrant local economy with diverse opportunities is essential in giving young people the confidence to stay and work in Ballarat.

F6. BALLARAT LGA POPULATION CHANGE BY SERVICE AGE GROUP 2016-21



Source: ABS Census of Population and Housing 2016 and 2021.

Adapting to the Changing Retail Landscape

Globally, foot traffic in activity centres and shopping districts has been gradually declining due to the rise of online retailing. The COVID19 pandemic has accelerated this digital transition, as well as normalising hybrid and remote working which has further reduced daily commuter volumes.

This has disproportionately changed the demand for many retail and tourism businesses, leaving them vulnerable and less likely to recover from the pandemic. These include industries that traditionally rely on high foot-traffic or mid-week visitation to be viable such as cafés or the accommodation sector.

Investment into creative placemaking and public space activations such as public lighting and art installations to help recover foot traffic levels have proven successful in supporting activity centre regeneration and economy recovery².

Limited Capacity of the Tourism Sector due to Supply-Chain and Workforce Shortages

Workforce gaps in the visitor economy has been a long standing issue in regional areas, and have been further exacerbated by the pandemic.

Compounded with other issues such supply chain disruptions, many tourism businesses have reduced their operation hours, cut select services and offerings or in some cases closed permanently. This has flow on impacts on other businesses and negatively impact the visitor experience.

Regional Train Fares Capped

In March 2023, a new regional train fare reduction was introduced capping daily travel cost in Victoria at \$9.20 – matching metropolitan fares.

A surge in patronage has already been observed. V/Line data shows there were an additional 1.5 million trips taken on the service across the state between April 1 and June 30 compared with the same period in 2022 – up about 45 per cent.

F7. NUMBER OF VLINE TRIP TAKEN IN APRIL TO JUNE 2023



Source: V/Line. Presented by The Age.

There is a need for Ballarat to be ready to capitalise on the additional visitation to Central Ballarat. Creation of a strong arrival experience and product development will encourage visitors to spend and stay longer creating flow-on benefits for the local economy.

¹ *Regional & Rural Living Survey Research Results, Findings and Conclusions*, Department of Education, Skills and Employment & Year13, April 2020

² *The role of lighting in supporting town centre regeneration and economic recovery*, Arup, Published October 2020

3. THE BUILT ENVIRONMENT

This section assesses the features and qualities of Central Ballarat’s built environment, both public and private, that affect street-level activation and identifying built form constraints that must be considered for future developments.

The assessment includes a review of:

- Landownership and Management:
- Existing Business Mix and Activity:
- Development Pipeline:
- Planning Assessment:
- Transport Infrastructure

These assessments were underpinned by a rigorous property audit comprising desktop research, cross-examination with council rates database, a walk-through of study area and as well as the incorporation insights from business owners, Council staff and visitors.

3.1. LAND OWNERSHIP & TENURE

The majority of properties and landholdings in the study area are privately held, highlighting the importance of the private sector in driving revitalisation of the Lydiard Street precinct.

As one the only publicly held landholdings in the precinct, the Federation University Camp Street Campus landholding may be a key opportunity to introduce new developments into the Precinct.

3.2. EXISTING PROPERTY & BUSINESS MIX

Only 36% of properties in the Lydiard Street Precinct are occupied by a tourism or hospitality use. These few businesses are also geographically sprawled.

An audit of the Lydiard Street Precinct found a total of 308 properties.

Tourism and hospitality businesses account for 36% of establishments in the Precinct. Of these, the most common business type was Café’s & Takeaway Restaurants at 33% of all tourism businesses, following by Casual Dining, Bars and Restaurants at 24%.

Professional services, civic uses and other non-commercial uses make up the majority of businesses which is reflective of Ballarat’s primary role as a regional centre, rather than a tourism destination.

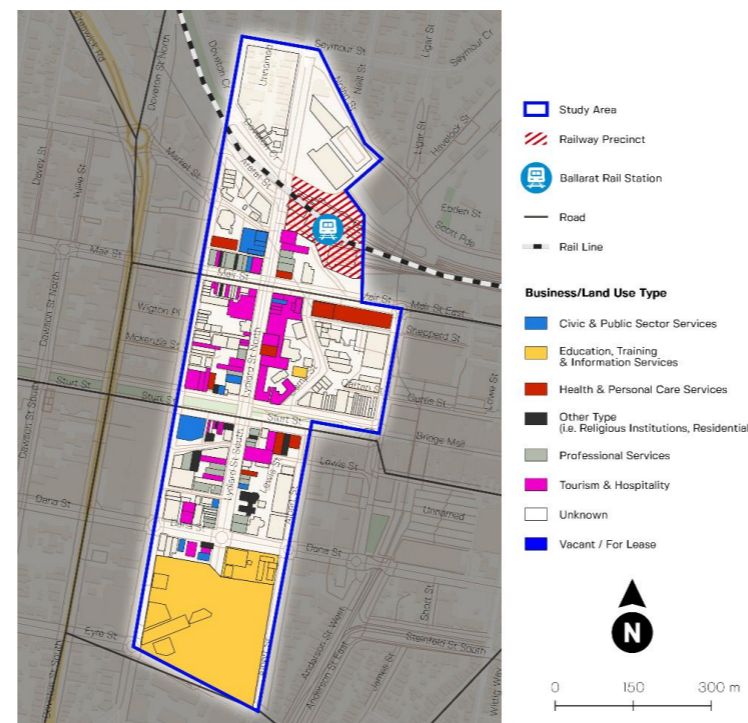
Spatially, tourism offerings are sprawled. This poses a challenge in terms convenience and ease of wayfinding for visitors.

T5. LYDIARD STREET PRECINCT EXISTING BUSINESS MIX

Business Type	%
Tourism & Hospitality	36%
Cafés & Takeaway Restaurants*	33%
Casual Dining, Bars & Restaurants	24%
Accommodation	14%
Retail	13%
Art Galleries or Museums	10%
Recreation & Entertainment**	3%
Other Tourism & Hospitality***	5%
Education, Training & Information Services	7%
Professional Services	24%
Health & Public Sector Services	13%
Personal Care Services	2%
Other Type (i.e. Religious Institutions, Residential)	16%
Vacant / For Lease	1%
Total	100%

Source: Urban Enterprise, 2023. *Also includes Bakeries, Ice Cream Shops, etc. **Includes Cinemas, Nightclubs, and Gaming Facilities. ***Includes Travel agencies and Health & Wellness.

F8. LYDIARD STREET PRECINCT LAND USE MIX



Map by Urban Enterprise, 2023.

BUSINESS ACTIVITY

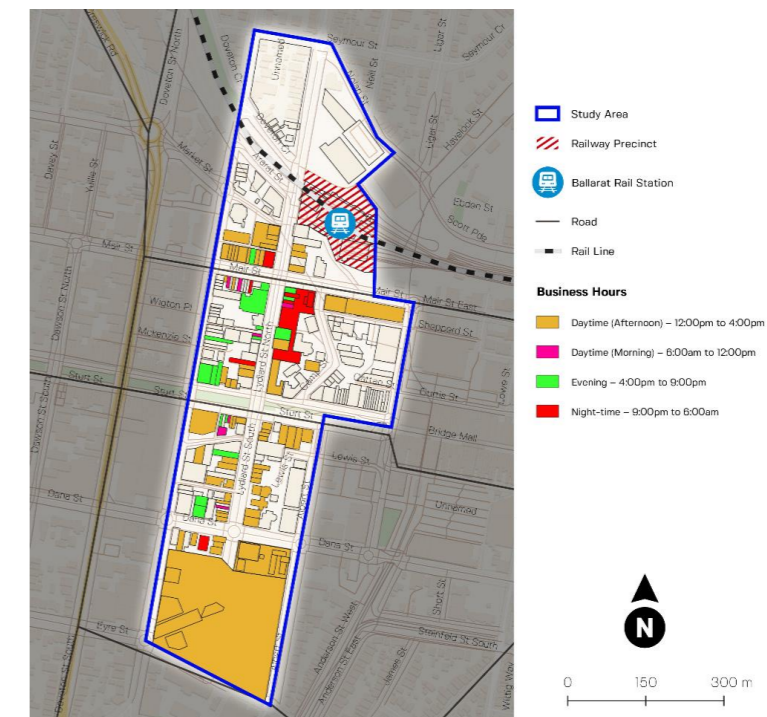
Central Ballarat has a very underdeveloped night-time economy.

Figure 9 shows the primary operation times of business within the Lydiard Street precinct during the weekend.

Very few businesses are open in the evenings and during the night time. Of those businesses that were open, most were takeaway or casual dining establishments. Geographically, these premises are widely dispersed leaving large pockets of inactivity. There was also little on-street activity’s (such as outdoor dining, busking, or pop up retail) observed throughout the precinct.

These conditions contribute to the feeling that Lydiard Street is ‘dead’, as visitors have no where to go after the major attractions (i.e. Art Gallery of Ballarat) close in the late afternoon.

F9. LYDIARD STREET PRECINCT BUSINESS ACTIVITY



Map by Urban Enterprise, 2023.

STREET INTERFACES

Previous urban design studies have demonstrated the importance of ‘active street frontages’ as a means of supporting economic vitality.

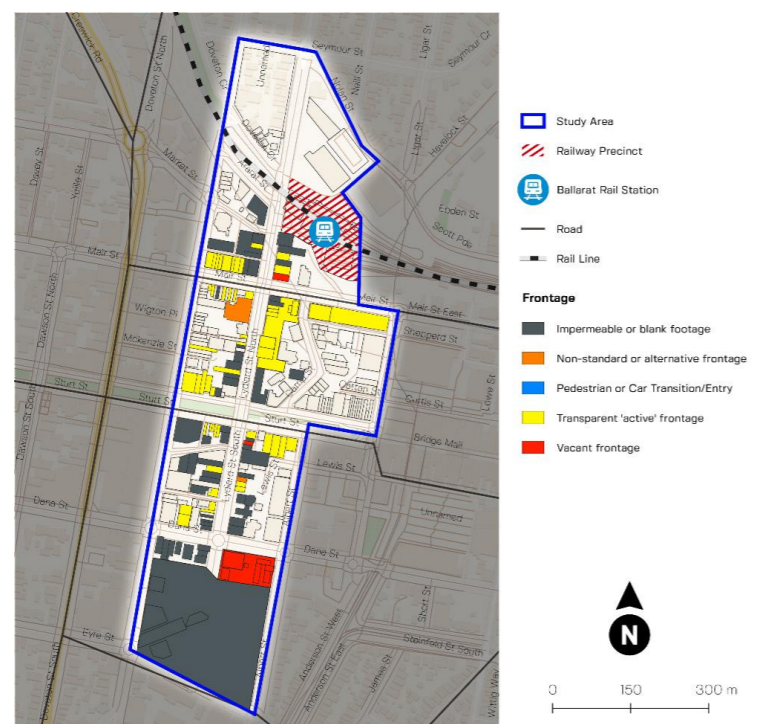
An active frontage is a continuous business or retail uses that open directly to the footpath. These uses provide activity on the streets. They enhance public security, and passive surveillance and improves the amenity of the public domain by encouraging pedestrian activity.

Figure 10 shows a visual assessment of building frontage activation at the street-level; according to the following typologies:

- **Transparent ‘active’ frontage:** where 60%-80% of a frontage is clear glass or entry.
- **Non-standard or alternative frontage:** Not transparent but activated through other considered design treatments such as a public artworks, installations or a digital screen.
- **Impermeable or blank frontage:** Monotonous lengths of blank frontage
- **Vacant frontage:** Property has transparent frontage but is not occupied.
- **Pedestrian or Car Transition/Entry:** Entry to Car Parking

Analysis shows that a significant proportion of the street frontage is impermeable – largely due to the prominent style of heritage architecture. Consultations with landowners indicated that this often disqualifies buildings from attraction tourism uses, particularly retail, where display windows are a critical feature.

F10. LYDIARD STREET PRECINCT STREET LEVEL ACTIVATION



Source Urban Enterprise, 2023

3.3. PLANNING ASSESSMENT

PLANNING ZONES

Commercial 1 Zone

The majority of the Lydiard Street Precinct is within the Commercial 1 Zone (C1Z). The purpose of the C1Z is:

- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.
- To provide for residential uses at densities complementary to the role and scale of the commercial centre.

Most tourism uses including accommodation, retail, and restaurants do not require a permit in this zone.

PLANNING OVERLAYS

Heritage Overlay

The entirety of Lydiard Street is subject to a Heritage Overlay (HO) including 51 buildings in the Precinct that are listed on the Victorian Heritage Registry. The purpose of the overlay is:

- To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

A permit is required for any carry out works that affect the protected assets or area. Permits may require preparation of heritage management plans and other technical assessments. Some uses and works may be prohibited.

Shop fit outs and maintenance are often a costly and restrictive for heritage buildings and may be a deterrent for new investment in the precinct.

3.4. CONNECTIVITY

CAR ACCESS AND PARKING

There was plentiful car parking supplied to support visitors within the Lydiard Street Precinct – both on-street parking and large at-grade car parking located on the periphery of the precinct (e.g. Ballarat Station) to support existing visitors.

PUBLIC TRANSPORT SERVICES

Although there is excellent connectivity to the Lydiard Street precinct by rail, there are limited public transport options for visitors once they have arrived in-region. The majority of existing bus routes that run through the precinct are commuter routes (i.e. going to the suburbs) designed for residents.

There is also limited availability of taxi or private transportation services on short notice. Visitors wishing to travel within the region must rely on private vehicles.

WALKING & CYCLING

The current Lydiard Street design is not accessible or safe for pedestrians and cyclists.

Lydiard Street’s road design shows much resemblance to a highway or arterial road. Its straight and wide road dimensions, with long segments undisrupted by intersections or traffic signals, encourage drivers to speed through the precinct. Cars are frequently observed travelling at speeds much high that the 40km/h enforced speed limit.

Formalised pedestrian crossings are infrequent along Lydiard Street with few safe crossing opportunities. This creates long and unnecessary detours and increases the risk of accidents to simply cross the road between key attractions or bus stops.

Cyclists currently share the road with cars and other motor vehicles on Lydiard Street. There are also no connections into the existing bike or shared located on adjacent streets (i.e. Sturt Street and Mair Street). This increases the chance of accidents and exacerbates car dependence.

4. VISITOR JOURNEYS & MARKET ASSESSMENT

This section provides an assessment of:

- The demographic profile and travel behaviours of existing Lydiard Street and Central Ballarat visitors;
- Product and servicing gaps in the visitor journey along Lydiard St,
- Visitors’ perception of Central Ballarat as a tourism destination;
- Factors within the physical environment and amenity that is adversely impacting visitor experiences.

This assessment has been informed by the following research activities:

- **Central Ballarat Visitor Survey:** to assess past experiences of Central Ballarat visitors. Survey was in-field from December 21st 2022 to March 5th 2023. A total of 299 responses were collected.
- **Lydiard Street & Central Ballarat Business Survey:** A survey of businesses in the Lydiard Street precinct and Central Ballarat. A 41 respondents
- **2 X Targeted Workshops with Lydiard Street Business Operators and Landowners**
- **Visitor Journey Mapping & Experience Assessments:** undertaken by Maynard Design Consulting
- **Review of Existing Market Research:** Findings from existing market research undertaken for City of Ballarat was incorporated including:
 - Visit Ballarat - Brand Health Research 2022
 - City of Ballarat Tourism Audience Segmentation, Quantum Market Research, December 2020
 - Visiting Friends, Visiting Relatives Research Report, Quantum Market Research, June 2022
 - Victorian Chinese and Indian Visitor Research Report, Quantum Market Research, August 2023
 - Art Gallery of Ballarat Onsite Visitor Research, Morris Hargreaves Macintyre, February 2022

4.1. WHO IS CURRENTLY VISITING CENTRAL BALLARAT?

The Lydiard Street precinct is attracting very little tourism visitation.

Not many tourist visitors were observed in the Lydiard Street precinct, both on weekends and mid-week. The majority of foot traffic was generated by local residents. Consultations with business owners within the precinct supported these observations. Excluding accommodation, businesses in Central Ballarat estimated that on average only 30% of their customers were external visitors.

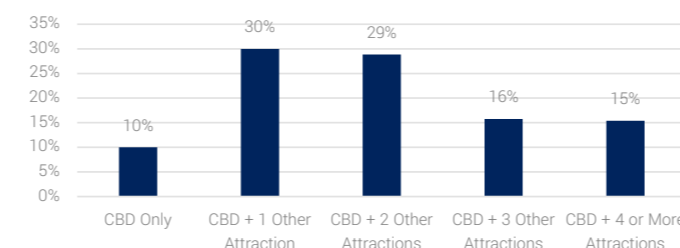
The Art Gallery of Ballarat reported that approximately 70% of patrons were non-locals, showing its importance as a driver of tourism visitation to Lydiard Street.

The majority of tourist visitors stopping in Lydiard Street / Central Ballarat are coming from other destinations in the region.

As shown in Figure 11 below, 90% of visitors in the central Ballarat area also visited several other destinations or attractions during their trip. Over half of Central Ballarat visitors also visited Sovereign Hill and Lake Wendouree/ Botanical Gardens on their trip (55%).

These findings heighten the opportunity to leverage further from other attractions in Ballarat region to drive visitation to the Central Ballarat.

F11. NUMBER OF OTHER DESTINATIONS VISITED BY CENTRAL BALLARAT VISITORS



Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23.

T6. LOCATIONS VISITED ON TRIP

Rank	Destination	% Central Ballarat Visitors
1	Lake Wendouree	48%
2	Sovereign Hill	46%
3	Ballarat Botanical Gardens	46%
4	Kryal Castle	23%
5	Ballarat Wildlife Park	23%
6	Eureka Centre Ballarat	15%

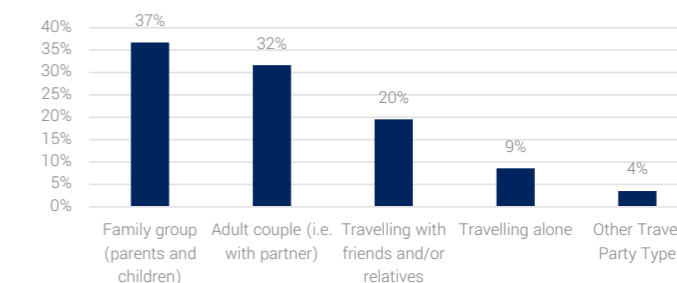
Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23.

Tourist visitors in Central Ballarat are travelling in large family groups.

Survey results found that Central Ballarat visitors generally travelled in larger groups. The average travel party size was 3.7, with about 26% of visitors travelling in groups of 5 or more.

The most common travel party types are Family Groups with Children (37%), Adult Couples (32%) and Travelling with Friends and Relatives (20%).

F12. CENTRAL BALLARAT VISITOR TRAVEL PARTY TYPE



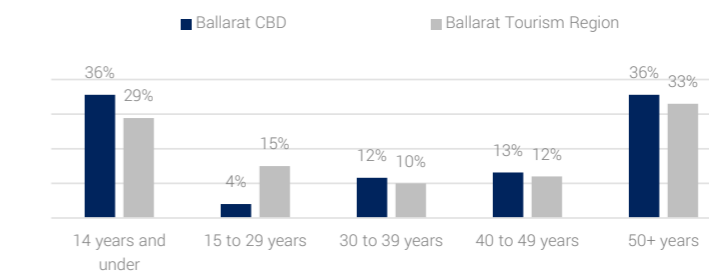
Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23. Q. How would you best describe your travel party? (n=256).

Central Ballarat attracts a very low proportion of young travellers compared to the broader Ballarat tourism region.

Central Ballarat is currently missing a key segment of the region’s visitor market. An analysis of Central Ballarat’s current visitor age profile also shows an underrepresentation of young adults (see Figure 4). Less than 5% of Central Ballarat’s visitors are aged between 15 and 29 years - much lower compared to 15% for the broader Ballarat tourism region.

In order to attract sustainable tourism demand that grows Ballarat’s visitor economy in the long term, the Lydiard Street precinct must expand its appeal to younger and more contemporary visitors of the future.

F13. CENTRAL BALLARAT VISITOR AGE PROFILE



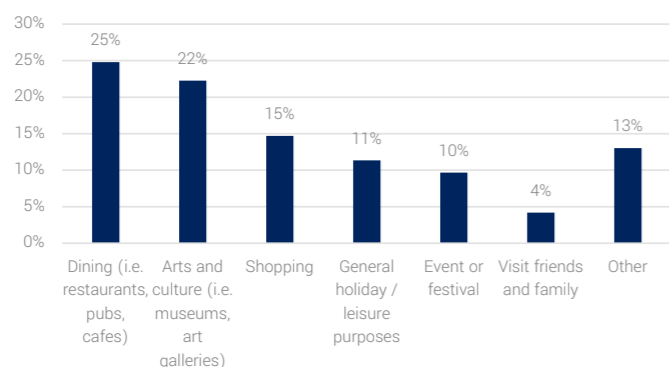
Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23. Q. How old are you? Please note: Figures for Children 14 years and under has been modelled using Travel Party Type and Size data.

Dining, arts and culture experiences are the top reasons that tourist visitors are stopping in Central Ballarat.

Survey results show visitors stop by Central Ballarat for a variety of reasons. Dining was the top reason at 25%, following by Arts and Culture at 22%.

Shopping (15%), as well as events and festivals (11%) also accounted for a substantial proportion of visitation to Central Ballarat. Another 10% of visitors said they were stopping for general holidaying reasons.

F14. VISITORS TOP REASON FOR VISITING CENTRAL BALLARAT



Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23.

Most Central Ballarat visitors are drive tourists.

Most visitors are travelling to Central Ballarat by car (85%), followed by train (11%). As survey findings show they are most likely coming from another destination within the region, it can be assumed they are entering the Lydiard Street precinct from various directions.

Planning for the visitor arrival experience needs to take into consideration multiple points of arrival into Lydiard Street.

4.2. HOW ARE VISITORS SPENDING TIME IN LYDIARD ST?

Tourist visitors are undertaking a variety of activities in Lydiard Street.

Visitors reported high participation in tourist activities during their trip to Lydiard Street and Central Ballarat. The most popular activities were Dining (48%), Arts and culture (27%), Shopping (46%), and Sightseeing (35%).

T7. CENTRAL BALLARAT VISITOR ACTIVITIES

Visitor Activity	% of Visitors
Visit a restaurant	48%
Visit a café	47%
Go shopping	46%
General sightseeing on Lydiard Street	35%
Visit the Art Gallery of Ballarat	27%
Meet with friends or relatives who live locally	25%

Visit a museum	21%
Visit a bar or pub	19%
Attend an event or festival	19%
Visit the Ballarat Information Centre	18%
Visit other art gallery (i.e. Art Space Ballarat, Post Office Gallery)	11%
Visit Her Majesty's Theatre Ballarat	7%
Go on an organised tour	5%
Visit other theatre	2%

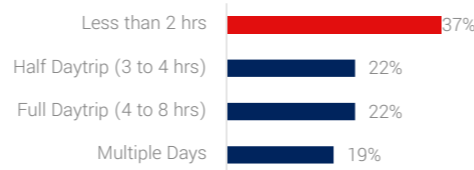
Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23.

Visitors are not spending long or spending much in Lydiard Street despite high participation in activities.

Despite the abundance of attractions available, analysis of visitor activity in Central Ballarat indicates very short lengths of stay and low dispersal.

Almost 40% of people visiting Central Ballarat for the first time spend less than two hours in the area (see Figure 7). Another 22% reported only spending a half daytrip (3 to 4 hours) in the city.

F15. CENTRAL BALLARAT FIRST TIME VISITOR LENGTH OF STAY



Source: Ballarat Visitor Arrival Master Plan Visitor and Business Survey, Urban Enterprise, 2022.

It is estimated the average visitor spends \$44 dollars in the Central Ballarat. The breakdown of spend in Table 8 shows the majority of this spend (\$29) is on food and drinks, with only \$6 spent on other activities such as shopping, arts and culture or entertainment.

It is clear that the intention to spend and undertake activities is clear, but does not translate to longer stay and spend in the area.

T8. CENTRAL BALLARAT VISITOR AVERAGE SPEND BY CATEGORY

Item	Spend
Takeaways and Restaurant Meals	\$20
Petrol	\$10
Groceries (Self-catering)	\$9
Shopping & Entertainment	\$6
Total Average Visitor Spend in Central Ballarat	\$44

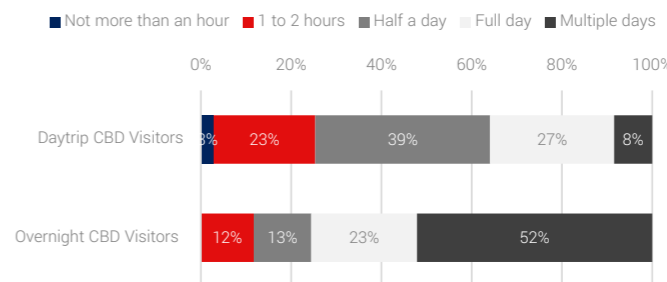
Source: Ballarat Visitor Arrival Master Plan Visitor and Business Survey, Urban Enterprise, 2022.

Overnight visitors are more likely to spend longer in Central Ballarat.

40% of respondents surveyed were overnight visitors staying in accommodation located within the Central Ballarat. More than half of these visitors reported spending multiple days at Central Ballarat during their stay.

The bulk of daytrip visitors who generally spent a half day (between 3 and 4 hours) in Central Ballarat (39%).

F16. CENTRAL BALLARAT VISITOR LENGTH OF STAY



Source: Central Ballarat Visitor Survey, Urban Enterprise, 2022-23.

4.3. WHAT ARE VISITORS SAYING ABOUT THEIR EXPERIENCE OF CENTRAL BALLARAT?

A lack of vibrancy in Central Ballarat is leaving a poor impression on both residents and visitors.

Research on the VFR market segment found that hosts choose to bring visitors to Central Ballarat for its grandiose streetscape, but are often regretful after a disappointing experience. Both locals and residents expressed that the atmosphere of Central Ballarat lacks vibrancy of a thriving urban centre, lowering the tone for Ballarat as a whole.

Key issues contributing to this sentiment were:

- **Visible vacancies and inactivity:** Retail hardships mean there's empty units and dilapidated store fronts.
- **The lack of sit-down café service after 2pm.** Particularly among mature aged hosts, this is a critical part of the day when respite is needed. Key points near to the Art Gallery, Lake Wendouree.
- **Slow recovery of live music / nightlife.** Live music / nightlife is a niche interest overall. However, it is felt to be important to the teenage / young adult demographic who aren't currently satisfied by what's on in Ballarat.

Current product offerings do not appeal to young adults.

Current offerings in Central Ballarat do not appeal to visitors in their teens and early 20s. This is primarily due to:

- Lack of nightlife; and
- Limited translation of Ballarat's history / heritage in a format that is relevant.

Younger visitors expressed desire for undertaking modern activities set against an historical backdrop. They're more likely to enjoy the city on foot, appreciating it for aesthetic reasons but still being firmly motivated by contemporary and engaging experiences.

Overall, these sentiments suggest an urgent need to prioritise investment in tourism product development.

Critical product gaps and visitor servicing issues persist in diminishing visitor experiences in region

Key recommendations and areas for improvement include:

- Ballarat performed poorly in food and beverage offerings compared to other tourism regions such as the Yarra Valley. Product development in this area was flagged as a priority in destination branding research.
- Frustrations with the lack of public transport were commonly expressed by visitors, especially those travelling in large groups.

Key growth markets are still unaware of Central Ballarat as a tourism destination.

Chinese and Indian intrastate are identified in strategic plans as not only a sizeable visitor market, but also a valuable one for the City of Ballarat – with great potential to grow visitation and yield.

Its common for this market to have no pre-conception of Ballarat. Awareness of the region is generally limited to Sovereign Hill, but Central Ballarat has no strong association with the attraction.

Establishing stronger connections between Central Ballarat and more well known destination will be key in growing this market segment.

4.4. VISITOR EXPERIENCE ASSESSMENT

A visitor experience assessment was undertaken for Lydiard Street based on the five factors below.

The analysis focuses on how the physical environment and amenity impacts visitor journeys. It takes into consideration three lenses: user experience, branding and wayfinding.

SENSE OF PLACE

Key challenge: Areas of Lydiard Street lack a sense of place and relies heavily on the historical architecture. There is no key arrival point, or information about the history, culture and place – particularly First Nations. Lydiard Street is place-less.

- There is a lack of sense of arrival, and visitors are not well supported at key decision points on Lydiard Street.
- People are seeking a deeper engagement with Lydiard Street and the Central Ballarat through curated interest topics, e.g. First Nations culture and history, heritage architecture and public places and spaces.
- Segments of Lydiard Street feel isolated and lack visual interest to promote visitors to explore and dwell.

- For first time visitors, there is little connection between Central Ballarat sub-precincts, for example Bridge Mall, Armstrong Street, and Mair Street which makes it difficult to discover all Central Ballarat has to offer. In particular cafes, restaurants, and bars.

VISITOR INFORMATION

Key Challenge: The existing city lacks visual and architectural cues to support navigation and provide information on current and upcoming events and activities offered in Central Ballarat.

- Key destinations such as cafes, restaurants, galleries and the Mining Exchange lack clear information about opening hours, visitor access and appear inactive / closed.
- Historical significance of the built environment needs to extend beyond colonial history and include Wadawurrung and contemporary influences to inform visitors and celebrate what Central Ballarat has to offer.
- The train station is highly disconnected from the information centre, and there is little information on Lydiard Street to welcome and orientate visitors.
- Existing signage provides limited journey information for able-bodied users and lack promotion of walks, trails and tours.
- Key laneways lack clear identification and directional information on what is ahead. e.g. Laneway connections to Camp Street and Armstrong Street. It is unclear why visitors should walk down or explore.

COMFORT

Key Challenge: There are a number of areas which lack inadequate shade and shelter for people to rest / dwell and linger in Ballarat.

- Extreme summer and winter outdoor conditions and lack of historical awnings leave visitors exposed and less likely to dwell in public spaces.
- There are a limited number of areas within Lydiard Street that have all-weather and family-friendly areas and most areas lack in greenery, shelter, water and seating for people to rest and gather.
- We observed no dogs in Central Ballarat, however large numbers at Lake Wendouree. People may not feel comfortable bringing pets due to lack of green spaces, tight sidewalk widths and refreshments.

CONNECTIONS

Key challenge: To create equitable access for residents and visitors of Ballarat, public transport options need to be clearly identified and journeys to / from stations and stops need to be supported. Current public transport routes do not support the visitor journey.

- There is a lack of infrastructure for active transport options such as cycling and scootering (connected bicycle lanes, fix stations, on-street cycle parking).
- For first time visitors, particularly those in Central Ballarat for a day trip, it is difficult to understand how to access free parking.
- The bus connections to key tourist destinations outside Central Ballarat – for example Lake Wendouree, and Sovereign Hill are not in appropriate

drop-off spots for visitors who are staying or arriving/departing from Lydiard Street.

SAFETY

Key challenge: Providing adequate passive surveillance, active shop frontages and feature lighting to increase perceived safety, especially at night time.

- There is a lack of passive surveillance by local retail and dining offerings due to limited opening hours, which can reduce perceptions of safety at night.
- Poor lighting can result in a low night-time economy and can contribute to overall decline in perceived safety.
- Laneways appear isolated and not well lit which could cause visitors to avoid exploring these areas due to inactivity and perceived safety issues.

5. SUMMARY OF VISITOR EXPERIENCE ISSUES

Table 9 summaries the key visitor experience issues with the Lydiard Street Precinct informed by existing situation analysis, visitor market and journeys research, as well as consultations with stakeholders.

T9. SUMMARY OF VISITOR EXPERIENCE ISSUES

1	2	3	4
Low Supply of Tourism Offerings	Poor Walking & Cycling Experience	Inactive Streetscape	Underdeveloped Urban Character
<p>Street level commercial tenancies are slow to market. The majority of buildings on Lydiard Street are owned and occupied by businesses in the professional services sector. Consultations with existing businesses indicate little to no interest in relocating. This leaves few opportunities for new tourism businesses to enter the precinct.</p> <p>Impermeable facades of heritage buildings are not conducive to contemporary retailers. Many of the buildings on Lydiard Street lack display windows which is often a critical feature for retailers. Fit outs are also a costly and restrictive exercise for retailers working within heritage planning requirements.</p> <p>Underutilised buildings and public spaces. Many of the open spaces and prime assets along Lydiard Street are inactivated or closed most of the week including the Mining Exchange, Post Office Gallery, Federation Uni</p>	<p>Car-oriented street layout. The existing street dimensions are designed in a way that enables high driving speeds, lacks pedestrian crossings and signals at key locations, and, in some sections, has poor accessibility for pedestrians with limited mobility.</p> <p>Poor wayfinding infrastructure. The visitor journey, for both pedestrians and vehicles, was poorly supported by existing signage infrastructure. Signage is inconsistent, outdated and difficult to understand, particularly, for first time visitors.</p> <p>No dedicated cycling amenity. Cyclists currently share the road with cars and trucks on Lydiard Street. There are also no connections into the existing bike paths located on adjacent streets.</p> <p>Poor visual quality streetscape. Roads, footpaths and plantings have been poorly maintained along Lydiard Street. Most areas lack in greenery, shelter, water and seating for people to rest, dwell and gather.</p> <p>Low connectivity to surrounding precincts (low permeability). There are few mid-block connections between Lydiard Street and Armstrong Street. Existing laneways lack signage with directional information on what is ahead.</p>	<p>Non-tourism uses dominate street frontages. The types of business that currently occupy Lydiard Street do not attract active foot traffic and present limited opportunities for on-street activation. Further to this, as they only operate only within standard business hours (9am- 5pm), they also do not contribute to a vibrant night time economy.</p> <p>Road layout does not support on-street activities. The existing footpath conditions are not fit to accommodate on-street activations such as outdoor dining, live music and performances, and pop-up retail.</p> <p>Infrastructure does not enable night-time activities or events. There is inadequate lighting to create a sense of safety for pedestrians at night. More lighting is required to support the night-time economy by unlocking outdoor social spaces for night-time use and events, improving night-time journeys, etc.</p>	<p>Heritage character lacks contemporary interpretation. Ballarat’s urban character relies heavily on its historical architecture with little to no contemporary interpretation, points of visual interest and other activations in the public realm that makes Ballarat’s heritage accessible or engaging to modern audiences.</p> <p>History, arts community and local culture is not visible to visitors. Ballarat has a strong community of award-winning local makers and creators. However, there is a lack of easily accessible offerings that showcase this creative culture and leaves visitors with a distinct ‘Ballarat City’ tourism experience.</p> <p>Built environment does not reflect high quality online branding. From a visitor experience perspective, there is a clear disconnect of information from the engaging online and print-based curated content to the physical built form environment. Destination branding and activations that clearly communicate Ballarat’s tourism offerings, brand values and positioning are not visible when traversing through Lydiard Street.</p>

6. INVESTMENT MASTER PLAN

6.1. VISION & OBJECTIVES

The Master Plan framework will support the Creative Cities Strategy vision:

Ballarat is an iconic city which inspires creativity, demands discovery and rewards the inquisitive.

The vision will be achieved through fulfilling the following objectives:

1. Integrate Ballarat Central as a culturally relevant tourism destination
2. Drive visitation, longer stays and spend
3. Disperse visitors across Ballarat Central
4. Catalyse private investment
5. Increase the vibrancy and appeal of the public realm
6. Encourage locals to reclaim the city and shape Ballarat’s urban culture.

6.2. PROJECT SELECTION CRITERIA

The identified projects were assessed against the following evaluation criteria:

- **BVAM Alignment:** Alignment to vision and objectives for Ballarat Central set out in this Master Plan.
- **Strategic Alignment:** The project directly delivers or has strong alignment to other existing strategic directions, actions and/or plans.
- **Deliverability:** Consideration of capacity and resourcing to deliver the project including costings, planning approvals, and funding availability.
- **Alignment to Target Markets:** Project outcomes meet the needs and wants of current and future target markets for Central Ballarat and the broader region, thus driving growth in visitation and expenditure.
- **Scale of Economic Benefit:** Ability to deliver a strong return on investment ROI through increased visitation or spend, job creation, or direct revenue.
- **Project Longevity:** Consideration to the ongoing governance, management and operational capacity of stakeholders to sustain, evolve and build on the project in the long term.

6.3. OVERVIEW OF PRIORITY PROJECTS

Proposed priority projects for the BVAM are summarised in the table below. More detail on each project can be found on the following pages including project description & rationale, key concept components, key objectives and outcomes, estimated investment required, as well as recommendations on timeframes and delivery.

T10. SUMMARY OF PROPOSED PRIORITY PROJECTS

No.	Project Name	Project Tier	Product Development	Wayfinding & Visitor Journeys	Enabling Infrastructure	Industry Development	Branding & Marketing	Delivery Responsibility	Est. Project Cost
1	Ballarat Arts & Culture Area (BACA)	Tier 1	✓		✓			Public	~\$100M
2	Lydiard Street Public Realm Revitalisation	Tier 1	✓	✓	✓			Public	\$25.7M - \$28.2M
3	B-Activated! Program	Tier 1	✓		✓	✓		Public	\$200,000
4	Discover Ballarat	Tier 1	✓	✓	✓		✓	Public	\$1.3M
5	Lydiard Street Enterprise Activation Strategy	Tier 2	✓			✓		Public	\$500k per annum
6	Unlocking Ballarat’s Laneways	Tier 2	✓	✓				Public	\$1M per Laneway
7	Diggers Discovery Tour	Tier 3	✓	✓			✓	Private	\$1.0M
8	Death, Dirt and the Damned Walking Tours	Tier 3	✓	✓				Private	\$150,000

6.4. TIER 1 PROJECTS

BALLARAT ARTS & CULTURE AREA (BACA) : A CASE FOR CHANGE

A renewed Arts and Culture Precinct, anchored by the Art Gallery of Ballarat. The aim is to create a vibrant arts hub including a contemporary space for exhibition and performance, plus maker spaces.

The Art Gallery of Ballarat is the key driver of visitation to Lydiard Street and the broader Central Ballarat. The Gallery has potential to elevate its offering and highlight more of its regionally significant contemporary collection but is limited by its small footprint.

There is opportunity for the Gallery to expand into the underutilised Federation University Camp Street Campus and consolidate the adjacent sites into an Arts and Culture Precinct – a unique opportunity to re-energise Central Ballarat.

This investment will lead to increased visitation and yield plus activation in the Central Ballarat precinct, and in turn generate significant economic benefit to the City, cementing Ballarat’s position as a leading arts destination.

Potential Project Components:

- New gallery space for contemporary exhibitions and travelling exhibitions
- Increased storage to accommodate Ballarat’s exceptional collection
- Maker spaces and arts incubators to develop local artists
- Enhanced outdoor space for outdoor events and activations
- Opportunity for private sector investment in food and beverage, retail and visitor accommodation

Project Benefits:

- Drive substantial growth in Ballarat’s visitor economy - projections estimate potential to attract an additional 18,500 daytrip visitors and 143,940 overnight visitors. This equates to additional expenditure of \$67 million annually for the region based on current expenditure patterns.
- Diversification of product offering of Ballarat encourages increased length of stay and visitor expenditure
- Elevate the tourism profile of Central Ballarat by establish Lydiard Street as a hub of arts and culture in regional Victoria and enabling attraction of major high calibre exhibitions of international standard
- Secure and safe storage to preserve Ballarat’s collection
- Strengthen the creative industry in Ballarat
- Strengthen the appeal of Ballarat to growing high yield markets
- Flow on benefit to businesses in Ballarat, including food, beverage, retail and other visitor economy businesses.
- Increased civic pride and strengthening the appeal of Central Ballarat to residents

Next Steps & Estimated Investment Required

Based on similar projects, it is estimated the BACA will require substantial investment to deliver – with a total cost estimate of over \$100 million. A joint funding approach should be considered with support from Federation University, Local Government, State Government, Federal Government, Private Sector and Sponsors.

A full business case is required to progress the BACA proposal which will be prepared in close consultation with community and stakeholders. It is estimated the business case will require a budget of between \$400,000 and \$600,000. The scope of the business case will include:

- Market and needs assessment
- Financial and economic assessment
- Cost benefit assessment
- Master Plan for the precinct
- Community and stakeholder engagement
- Concept design for new buildings and outdoor space

This business case can then be taken to State and Federal Government and other funding bodies for consideration.

Timeframes & Delivery

The delivery of this project relies on the cooperation of multiple stakeholders (present and proposed) in the precinct. Project Partners include but are not limited to City of Ballarat (project lead), Art Gallery of Ballarat, Federation University, Creative Victoria, and State Government.

LYDIARD STREET PUBLIC REALM REVITALISATION

Lydiard Street will become an activated, illuminated, green and pedestrian friendly arrival thoroughfare to Central Ballarat.

A suite of streetscaping improvements and placemaking interventions has the potential to transform Lydiard Street into a safe, walkable and activated thoroughfare. These initiatives will improve the connectivity and enable increased on-street activity.

These interventions will assist with ongoing post pandemic recovery by boosting footfall along Lydiard Street and encouraging people to stay and spend longer.

Key Project Components:

- Increased footpath widths with high-quality finishes, including bluestone and granite paving;
- Dedicated cycle lanes, bike parking and tire pumps;
- Pedestrian lighting, moveable street furniture and planter boxes;
- Smart technology street poles with capacity for Wi-Fi, CCTV, and power supply for market stalls and festivals;
- Façade lighting on key landmarks including the Ballarat Railway Station and Mining Exchange;

- Contemporary pavilions and large-scale public artworks containing innovative and immersive art installations incorporating sound design, light and motion technology.
- New pedestrian crossing on Lydiard Street from Art Gallery to Cinema
- New laneway through Regent Cinema to Armstrong Street North

Potential Project Benefits:

- Encourage dispersal by providing a walkable environment for pedestrians and cyclists to explore and dwell.
- Increase foot traffic to existing retailers and boost spend
- Create an attractive retail environment for investors and new businesses
- Improved capacity for streetscape activation, night time activities, and events.
- Urban renewal, property value uplift, etc.
- Greater health, environmental and sustainability outcomes

Estimated Investment Required:

The project involves a three-stage delivery, with an estimated total project cost between \$25.7M and \$28.2M:

- *Stage 1 –Lydiard Street North (between Mair Street and Sturt Street)* - Stage One will focus on the core segment of Lydiard Street North with key tourism product and the location of the future Ballarat Arts and Culture Area (BACA) including the Art Gallery of Ballarat, the Mining Exchange, and Regent Cinemas.
- *Stage 2 –Lydiard Street North (between Doveton Cres and Mair St)*
- *Stage 3 - Lydiard Street South (between Sturt Street and Federation University SMB Campus)*

Timeframes and Delivery

It is estimated that it will take 18 to 24 months to deliver each stage, subject to funding availability.

Precedent Imagery



Flinders Street Station



B-ACTIVATED!

The B-Activated! Program will deliver place-making initiatives to provide a sense of welcome and activity as people pass through or dwell in Central Ballarat.

The program will see the precinct be activated on a regular basis with passive and active installations to provide a sense of welcome and an inviting atmosphere for locals and visitors. A creative program of diverse and desirable activities will be delivered with a strong community approach to gain grassroots engagement.

These activations will provide the opportunity to create distinctly Ballarat memories that will see people seeking out the activations and make spending time in the precinct desirable. The program will embrace the pillars of Ballarat – heritage, arts and culture, food and drink with a contemporary twist.

Key Project Components:

The key component of the project involves engaging a dedicated place maker to establish and manage an activation program that can continuously grow and evolve. There will be a tiered approach to the programming:

- **Tier 1** – Mid-week activations designed to target locals and acquaint them with Central Ballarat increase foot traffic and vibrancy of the precinct. Partnerships with local artists, musicians and performers will be key elements in this program. Examples of community led curation and creative activations include:
 - Busk Stops;
 - Pop up art installations;
 - Programs to support existing activities;
 - Encourage school/youth involvement;
 - Encourage First Peoples involvement.
- **Tier 2** – Weekend and half day activations designed to leverage off existing visitors and increase dwell time in Central Ballarat and increase yield. This is the opportunity for capacity building and empowerment for businesses and groups to develop event management skills and be appointed with a mentor to deliver their event. Potential activations include:
 - Laneway Makers Markets in Police Lane,

- High teas and bottomless brunches and
- Tasting menu nights with live music, progressive dinners, laneway launches or new products
- **Tier 3** – Small infrastructure projects that will increase dwell time and appearance of the precinct. Some potential projects include
 - *The Golden Way*: Using a non-slip surfacing the path from the railway station to the top of Camp Street could be painted gold and dubbed 'The Golden Way' to encourage higher use of the path.
 - *Solar lighting features*: Installations such as solar-park bench with a wireless and USB charging station, PIR activated lights and a Bluetooth speaker to add intrigue and practicality to the area.
 - *Retail establishment grants*: Providing some substantial establishment grants to a limited number of businesses to cover rent and fit out plus in-kind support from the regulatory and business development teams at Council. Consider a \$10,000 competitive grant for year 1 establishment for 5 businesses in the Lydiard Street Precinct.
 - *Placemaking officer*: An embedded resource who can deliver on the ground activations in partnership with the community.

Strategic Outcomes:

- Strong events pipeline that strengthens Ballarat’s brand as an arts and cultural events destination
- Increased visitation and increased dwell time leading to increased visitor spend
- Attractions of new visitor markets and growth in overnight stays
- Generate a sense of local pride in Central Ballarat by empowering businesses and organisations to collaborate and program activities
- Creative employment and business opportunities
- Beautification works and capital improvements

Estimated Investment Required: \$200,000

DISCOVER BALLAARAT : CITY WAYFINDING REFRESH + THE BALLAARAT STORYTELLERS TRAIL

The Discover Ballarat project will pilot a refreshed wayfinding system integrated with an engaging fact-finding Storytellers Trail tour throughout the Lydiard Street Precinct.

Visitor market research indicates current wayfinding signage and visitor information services are adversely impacting visitors’ experiences within the Lydiard Street Precinct and Central Ballarat.

A refreshed wayfinding system is required that aligns with best practice visitor servicing; located where visitors can encounter them intuitively during their journey and adopting digital solutions to suit the expectations of contemporary visitors.

Integration of the Storytellers trail with the wayfinding signage will seamlessly enrich the experience for visitors and allow Ballarat’s heritage to be more accessible to contemporary visitors.

Key Project Components:

- Part A: Wayfinding Refresh will deliver:
 - New signage hierarchy and content, consistent design and branding.

- Contemporary sculptural signs to act as strong visual landmarks.
- Digital wayfinding kiosks
- Part B: The Ballarat Storytellers Trail will deliver:
 - Engaging interpretive signage and art installations
 - QR Code Signage that link to:
 - Narrated histories, or
 - An augmented reality feature that overlay scenes of the past onto today’s world.
 - Designed to be a self-guided experience or incorporated as part of a guided walking tour.

Strategic Outcomes:

- Improves visitor arrival and pedestrian experience
- Supports improved pedestrian dispersal and increased length of stay
- Opportunity to engage local artists and community members for installations and interpretation
- Improved branding and tourism reputation
- Showcases Ballarat’s history and culture

Investment Required: \$1,274,400.

Precedent Imagery



6.5. TIER 2 PROJECTS

ENTERPRISE ACTIVATION STRATEGY

Proactively engaging and supporting landowners to diversify and introduce uses to Lydiard Street that support a vibrant visitor economy such as retail, food and beverage, and arts and cultural attractions.

The majority of street level tenancies along Lydiard Street are occupied by professional services which is not conducive to a vibrant streetscape (particularly at night). There is a need to take a proactive approach to create floorspace and attract a more diverse business mix that will activate Lydiard Street.

Consultations highlighted that industry have been highly receptive to past Council initiatives to attract hospitality businesses to Armstrong Street North – indicating there may be opportunity to employ a range of incentives for the Lydiard Street precinct.

The Enterprise Activation Strategy proposes a dedicated council officer (new or expanding on an existing role) to engage with landowners, implement business incentives and provided support services.

Key Project Components:

Dedicated Council resource (existing or new) whose role will be to:

- Offer incentives and encourage landowners to accommodate:
 - Tourism uses including retail, entertainment, food and beverage, arts and cultural attractions
 - Innovative and independent enterprises and creatives i.e. artist studios and start-ups, etc.
 - Uses that support day and night-time activation of street frontage
 - Activate underutilised spaces in their buildings such as rooftops, balconies, coffee carts, news stands and basements.
 - Relocate, where appropriate, businesses/services to an alternative location (i.e. Reid’s Guest House).
- Engage with landowners, businesses and the community to:
 - Foster positive dialogue and facilitate networking opportunities.
 - Understand potential conflicts and seek input in designing the most effective incentives for Lydiard Street.
 - Provide technical guidance on reconfiguring internal structures and ensuring buildings are accessible and up to code.

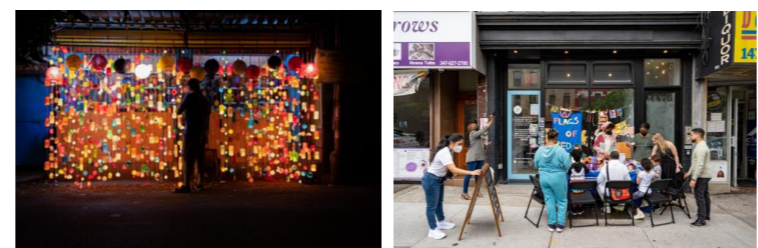
Strategic Outcomes:

- Attract investment within the precinct
- Increase and diversify tourism offerings
- Support streetscape activation
- Create spaces showcase the work of innovators and creatives
- Foster connections between landowners / new business / investors / creatives / entrepreneurs, etc.

- Assist to facilitate new pedestrian connections (i.e. Regent Cinemas to Armstrong Street N)

Estimated Investment Required: \$500,000 per annum to cover staffing costs as well as funding for grants and incentives.

Precedent Imagery



UNLOCKING BALLARAT’S LANEWAYS

Foster a vibrant laneway culture by transforming Lydiard St’s laneways into places to meet, relax, shop and dine.

Hops Lane (also known as the ‘Umbrella Laneway’) has become one of Central Ballarat’s most popular and recognisable attractions. There is opportunity to deliver more of these placemaking initiatives and activations to other underutilised laneways from Lydiard Street.

The project will re-imagine laneways as vibrant people-focused spaces through a variety of uses street markets and cafes, art installations, performance spaces, play spaces, etc.

Laneway activation initiatives are a proven strategy for economic revitalisation that has been successful in many cities across Australia and around the world including Melbourne, Brisbane, Vancouver, and Copenhagen³.

Key Project Components:

- Deliver a range of permanent and/or temporary arts and cultural installations, live music performance, plantings and street furniture
- Investigate feasibility of pedestrianising laneways or converting roads to shared zones
- Facilitate laneway tenancies including boutique bars, makers spaces, cafés, restaurants, and retail.
- High to Low Priority for Activation:
 1. Police Lane
 2. Chancery Lane
 3. Bath Lane / Town Hall Lane
 4. Hancocks Lane
 5. Unicorn Lane
 6. Wigton Place

Strategic Outcomes:

- Activation of underutilised spaces
- Opportunities for new and contemporary product development
- Supports improved walkability and connections within and to/from the surrounding precincts
- Opportunities to engage community in laneway design and type of selected activations

Estimated Investment Required: \$1 million per laneway

Precedent Imagery



³ Laneways we Love: Global Case Studies, The Laneway Project.

6.6. TIER 3 PROJECTS

DIGGERS DISCOVERY TOUR

Themed Bus Tour of Ballarat’s hero sites including stories of Ballarat’s past linking Sovereign Hill, Lake Wendouree and the Botanical Gardens.

Survey data analysis showed that the majority of visitors in Central Ballarat are stopping at multiple attractions during their trip – which highlights the importance and opportunity to leverage visitation from broader Ballarat region.

A themed bus tour shuttling visitors through Ballarat’s major attractions will help disperse visitors to Central Ballarat, whilst also providing an engaging tourism experience in itself.

The service would also resolve connectivity issues commonly experienced by existing visitors who are travelling in large groups. The quick and accessible route may also prove to be a great marketing tool for Ballarat’s primarily daytrip market – showcasing Ballarat’s regional offerings.

Proposed Concept Components:

- Deliver a hop-on hop-off bus service incorporating a tour experience. Visitors onboard can hear commentary about attractions and history, as well as events and special offers in the area.
- Incorporate key stops along the route including:
 - Sovereign Hill,
 - Lake Wendouree and the Botanical Gardens
 - Ballarat Railway Station
 - Art Gallery of Ballarat
 - National Centre for Photography
 - Federation University SMB Campus
- Incorporate incentives to encourage spending and longer stays:
 - Multiday passes
 - Discounts at selected restaurants, shops, and attractions
 - Free complementary car parking
 - Snack and drink sales onboard
- Change theme / décor for holidays, special events

Strategic Benefits & Outcomes:

- Supports dispersal to Central Ballarat, leveraging visitation from Ballarat’s popular attractions.
- Encourages longer stays and greater spend in Central Ballarat.
- Themed bus could provide as an attraction in itself and support overall vibrancy in the public realm
- Promotes Ballarat’s history and culture
- Provides a face-to-face visitor servicing touchpoint for passengers (via the tour guide / driver)

Estimated Investment Required:

- Estimated Cost of 2 X Custom Electric Coach Bus - \$1,000,000
- Estimated Ongoing Operational Cost - \$450,000 per annum

Timeframes and Delivery

It is recommended that the service be operated through or in partnership with Sovereign Hill.

Precedent Imagery



DEATH, DIRT AND THE DAMNED WALKING TOURS

Dark tourism experience night walking tour which connects heritage, culture, history, architecture, art, iconic venues and hidden places throughout Lydiard Street, exposing the forgotten stories of Ballarat.

Key Project Components:

- Series of small group night walks lead by local professional guide.
- Tours guide use props and a small projector to enhance interesting facts and stories which bring the city to life.
- Incorporate tastings ‘night bites’, souvenirs and other spend opportunities

Project Benefits:

- Delivers a night-time experience – supporting night-time economy development
- Supports visitor dispersal and pedestrian activity in the public realm
- Directs foot traffic and spend to existing businesses
- Opportunity to opportunities for cross promotion between businesses
- Promotes and improves accessibility to Ballarat’s history and culture

Estimated Investment Required: \$150,000

Timeframes & Delivery

It is proposed the Death, Dirt and The Damned Walking Tours be delivered through an experienced private tour operator, with Council supporting marketing and branding efforts.

There is potential for tours routes and itineraries to be designed in partnership with Federation University and source local knowledge from the community, especially those are or were involved with the Heritage Festival Tours or past projects such as the Telling the tales from Rat City Podcast.

Precedent Imagery



7. IMPLEMENTATION PLAN

This section provides a detailed investment plan for the BVAM priority projects.

T11. RECOMMENDED INVESTMENT AND DELIVERY OF PROPOSED PRIORITY PROJECTS

Project	Priority	Estimated Timeframe*	Project Delivery Responsibility	Project Partners	Next Steps & Actions	Estimated Planning & Design Cost	Total Capital Investment
Ballarat Arts & Culture Area (BACA)	High	5 to 10 years	City of Ballarat	Art Gallery of Ballarat Federation University Creative Victoria State Government	<ul style="list-style-type: none"> Prepare a Case for Change Advocacy Document (Completed) Prepare a Business Case Seek Public and Private Funding and Sponsorships 	Business Case Development: \$400k - \$600k	~\$100M
Lydiard Street Public Realm Revitalisation	High	3 Stage Delivery 18 to 24 months for each stage	City of Ballarat VicRoads Regent Cinemas	Property Owners Private Sector	<ul style="list-style-type: none"> Prepare Business Case (Completed) Seek Funding Complete Detailed Design and Engineering Undertake Works in 3 Stages 	Business Case Development: \$50k Detailed Design and Engineering: \$2.6M - \$2.8M	\$25.7M - \$28.2MM
B-Activated! Program	High	Ongoing	City of Ballarat	Local Artists and Makers	<ul style="list-style-type: none"> Prepare Business Case (Completed) Appoint Council Resource Seek Funding for infrastructure Projects 	N/A	\$200,000
Discover Ballarat	High	12 to 18 months	City of Ballarat	Ballarat Community V/Line VicTrack	<ul style="list-style-type: none"> Prepare Business Case (Completed) Seek Public Funding Completed Detailed Design and Testing Commission Creation of Public Art Sculpture 	Detailed Design and Testing: \$150k	\$1.3M
Lydiard Street Enterprise Activation Strategy	High	Ongoing	City of Ballarat Landowners		<ul style="list-style-type: none"> Appoint Council Resource Undertake Consultation with Landowners 	N/A	\$500,000 per annum
Unlocking Ballarat's Laneways	Medium	Staged Delivery 12 months for each laneway	City of Ballarat Landowners		<ul style="list-style-type: none"> Seek interest with Landowners to Renovate and Activate Private Parcels Undertake Detailed Design, Planning and Engineering Seek funding 	Detailed Design and Engineering: \$2.6M - \$2.8M	\$6M Total (\$1M per Laneway)
Diggers Discovery Tour	Medium	12 to 18 months	Sovereign Hill City of Ballarat	Public Transport Victoria (PTV) Major attractions	<ul style="list-style-type: none"> Prepare concept plans for potential bus routes and bus designs Commission construction of shuttle buses 	N/A	\$1.0M
Death, Dirt and the Damned Walking Tours	Medium	Ongoing	Private Sector Tour Operator City of Ballarat	Private Sector Night-time Operators Sovereign Hill	<ul style="list-style-type: none"> Prepare concept plans for potential tours Seek interest from private tour operators Undertake marketing and promotions 	N/A	\$150,000

*Timeframes are an estimate only and are subject to funding



9.10. FINANCIAL REPORT AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

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

PURPOSE

1. The purpose of this report is to present the final Financial Report and Performance Statement for the year ended 30 June 2023 to Council, following final Audit clearance.

BACKGROUND

2. The Annual Report was presented to Council on 25 October 2023. At that time the Financial Report and Performance Statement were still awaiting audit clearance. A draft Financial Report and Performance Statement was incorporated with the presented Annual Report for 2022/23, watermarked subject to Audit clearance.

KEY MATTERS

3. Subsequent to 25 October 2023 Council meeting, Council staff have been working with the Victorian Auditor General's Office (VAGO) to finalise a prior period adjustment relating to the historic treatment of accumulated depreciation of infrastructure assets.
4. The accounting adjustment required a reallocation between non-current assets and the asset revaluation reserve in the prior year (2022). It did not alter Council's closing cash balance or net assets from what was previously presented. The required adjustments have also been discussed at Council's Audit and Risk Committee on 6 December 2023.
5. Once Council has noted the final audit cleared Financial Report and Performance Statement for 2022-23, they will be attached to the previously presented Annual report and will become available on Council's website at <https://www.ballarat.vic.gov.au/city/vision-strategies-and-plans/performance-monitoring/annual-report>

OFFICER RECOMMENDATION

6. **That Council note the final audit cleared Financial Report and Performance Statement for 2022-23 and that these documents will be attached to the previously presented Annual Report for 2022-23.**

ATTACHMENTS

1. Governance Review [9.10.1 - 2 pages]
2. Annual Financial Statements- GPF S-2023 Final with audit opinion [9.10.2 - 73 pages]
3. Annual Report 2022-2023 PERFORMANCE STATEMENT [9.10.3 - 11 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The City of Ballarat Council Plan 2021-2025 is the guiding instrument for the Annual Report 2022/23. The report provides an update on our activities, achievements and focus areas, under the four strategic goal areas.

COMMUNITY IMPACT

2. The Annual Report identifies Council's achievements and issues faced in overall performance for the financial year 2022/23, providing accountability to the community.
3. The Annual Report provides a historical record for future generations' reference, capturing the major achievements, issue and decisions made throughout the past financial year.
4. The Annual Report is provided to the State Library for reference and archival purposes.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

7. The Annual Report includes Council's financial statements which contain details of the Council's financial performance for the financial year ending 30 June 2023.
8. There are no financial implications arising from the recommendations in this report.

LEGAL AND RISK CONSIDERATIONS

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

HUMAN RIGHTS CONSIDERATIONS

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

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COMMUNITY CONSULTATION AND ENGAGEMENT

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

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

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City of Ballarat

ANNUAL FINANCIAL REPORT
for the year ended 30 June 2023



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City of Ballarat

Annual Financial Report

for the year ended 30 June 2023

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City of Ballarat

Annual Financial Report

for the year ended 30 June 2023

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City of Ballarat

Annual Financial Report for the year ended 30 June 2023

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.



Jason Clissold CPA
Principal Accounting Officer
Dated: 08 December 2023
Ballarat

In our opinion, the accompanying financial statements present fairly the financial transactions of City of Ballarat for the year ended 30 June 2023 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.



Cr Des Hudson
Mayor
Dated: 08 December 2023
Ballarat



Cr Amy Johnson
Councillor
Dated: 08 December 2023
Ballarat



Evan King
Chief Executive Officer
Dated: 08 December 2023
Ballarat



Independent Auditor's Report

To the Councillors of Ballarat City Council

Opinion	<p>I have audited the financial report of Ballarat City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2023 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • statement of capital works for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2023 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 4 of the <i>Local Government Act 2020</i>, the <i>Local Government (Planning and Reporting) Regulations 2020</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Other Information	<p>The Councillors of the council are responsible for the Other Information, which comprises the information in the council's annual report for the year ended 30 June 2023, but does not include the financial report and my auditor's report thereon.</p> <p>My opinion on the financial report does not cover the Other Information and accordingly, I do not express any form of assurance conclusion on the Other Information. However, in connection with my audit of the financial report, my responsibility is to read the Other Information and in doing so, consider whether it is materially inconsistent with the financial report or the knowledge I obtained during the audit, or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude there is a material misstatement of the Other Information, I am required to report that fact. I have nothing to report in this regard.</p>

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Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the <i>Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>
Auditor's responsibilities for the audit of the financial report	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> • identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. • obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control • evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors • conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern. • evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

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Auditor's responsibilities for the audit of the financial report (continued) I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
11 December 2023



Travis Derricott
as delegate for the Auditor-General of Victoria

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City of Ballarat

Comprehensive Income Statement

for the year ended 30 June 2023

	Notes	2023 \$ '000	Restated 2022 \$ '000
Income / Revenue			
Rates and charges	3.1	143,060	135,370
Statutory fees and fines	3.2	7,987	7,111
User fees	3.3	22,218	20,921
Grants - operating	3.4	34,493	32,273
Grants - capital	3.4	17,795	24,559
Contributions - monetary	3.5	9,365	16,240
Contributions - non monetary	3.5	45,105	31,810
Net gain on disposal of property, infrastructure, plant and equipment	3.6	463	911
Other income	3.7	8,735	4,144
Total income / revenue		289,221	273,339
Expenses			
Employee costs	4.1	75,203	65,759
Materials and services	4.2	84,328	76,268
Depreciation	4.3	43,145	42,384
Amortisation - Intangible assets	4.4	1,502	774
Amortisation - Right of use assets	4.5	398	583
Bad and doubtful debts - allowance for impairment losses	4.6	3,079	737
Borrowing costs	4.7	1,356	1,563
Finance Costs - Leases	4.8	43	56
Revaluation decrement of IPP&E	6.1	498	-
Fair value decrement on investment properties	6.2	699	-
Other expenses	4.9	2,229	11,009
Total expenses		212,480	199,133
Surplus for the year		76,741	74,206
Other comprehensive income:			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	9.1	113,986	102,787
Total items which will not be reclassified subsequently to the operating result		113,986	102,787
Total other comprehensive income		113,986	102,787
Total comprehensive result		190,727	176,993

The above comprehensive income statement should be read in conjunction with the accompanying notes.

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City of Ballarat

Balance Sheet

as at 30 June 2023

	Notes	2023 \$ '000	Restated 2022 \$ '000	Restated 1 July 2021 \$ '000
Assets				
Current assets				
Cash and cash equivalents	5.1	34,142	20,533	5,604
Trade and other receivables	5.1	18,472	14,548	14,069
Other financial assets	5.1	129,502	148,002	138,024
Inventories	5.2	690	435	456
Other assets	5.2	3,021	1,743	1,307
Total current assets		185,827	185,261	159,460
Non-current assets				
Property, infrastructure, plant and equipment	6.1	2,153,555	1,977,463	1,822,686
Investment property	6.2	15,610	–	–
Intangible assets	5.2	886	2,387	158
Right-of-use assets	5.8(a)	697	1,095	1,678
Total non-current assets		2,170,748	1,980,945	1,824,522
Total assets		2,356,575	2,166,206	1,983,982
Liabilities				
Current liabilities				
Trade and other payables	5.3	22,057	13,718	12,571
Trust funds and deposits	5.3	16,108	16,205	14,138
Unearned income/revenue	5.3	15,092	20,845	26,078
Provisions	5.5	21,610	23,058	15,735
Interest-bearing liabilities	5.4	3,053	4,692	4,481
Lease liabilities	5.8(b)	420	401	457
Total current liabilities		78,340	78,919	73,460
Non-current liabilities				
Provisions	5.5	19,062	15,368	10,603
Interest-bearing liabilities	5.4	27,995	31,048	35,739
Lease liabilities	5.8(b)	332	752	1,153
Total non-current liabilities		47,389	47,168	47,495
Total liabilities		125,729	126,087	120,955
Net assets		2,230,846	2,040,119	1,863,027
Equity				
Accumulated surplus		1,415,455	1,339,972	1,285,629
Reserves	9.1	815,391	700,147	577,398
Total Equity		2,230,846	2,040,119	1,863,027

The above balance sheet should be read in conjunction with the accompanying notes.

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City of Ballarat

Statement of Changes in Equity

for the year ended 30 June 2023

	Note	Total \$ '000	Accumulated Surplus \$ '000	Revaluation Reserves \$ '000	Other Reserves \$ '000
2023					
Balance at beginning of the financial year		2,040,119	1,339,972	661,183	38,964
Adjusted opening balance		2,040,119	1,339,972	661,183	38,964
Surplus for the year		76,741	76,741	–	–
Other comprehensive income					
Net asset revaluation increment/(decrement)	9.1	113,986	–	113,986	–
Total comprehensive income		190,727	76,741	113,986	–
Found assets		–	–	–	–
Transfers to other reserves	9.1	–	(16,629)	–	16,629
Transfer from other reserves	9.1	–	15,371	–	(15,371)
Balance at end of the financial year		2,230,846	1,415,455	775,169	40,222
2022					
Balance at beginning of the financial year		2,063,039	1,295,969	748,068	19,002
Correction of prior period errors	11	(200,012)	(10,340)	(189,672)	–
Adjusted opening balance		1,863,027	1,285,629	558,396	19,002
Surplus for the year		74,206	74,206	–	–
Other comprehensive income					
Net asset revaluation increment/(decrement)	9.1	102,787	–	102,787	–
Total comprehensive income		176,993	74,206	102,787	–
Found assets		99	99	–	–
Transfers to other reserves	9.1	–	2,556	–	(2,556)
Transfer from other reserves	9.1	–	(22,518)	–	22,518
Balance at end of the financial year		2,040,119	1,339,972	661,183	38,964

The above statement of changes in equity should be read in conjunction with the accompanying notes.

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City of Ballarat

Statement of Cash Flows

for the year ended 30 June 2023

	Notes	2023 Inflows/ (Outflows) \$ '000	2022 Inflows/ (Outflows) \$ '000
Cash flows from operating activities			
Rates and charges		140,515	135,797
Statutory fees and fines		7,131	7,111
User fees		24,307	22,707
Grants - operating		35,639	33,849
Grants - capital		7,808	19,089
Contributions - monetary		9,436	16,240
Interest received		4,802	759
Trust funds and deposits taken		46,383	44,598
Other receipts		2,833	1,684
Net GST refund		11,019	9,378
Employee costs		(72,688)	(65,878)
Materials and services		(91,330)	(87,543)
Short-term, low value and variable lease payments		(538)	(221)
Trust funds and deposits repaid		(46,480)	(42,531)
Other payments		(745)	(2,019)
Net cash provided by operating activities	9.2	78,092	93,020
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.1	(76,675)	(62,493)
Proceeds from sale of property, infrastructure, plant and equipment		883	936
Payments for investments		(322,717)	(347,800)
Proceeds from sale of investments		340,518	337,822
Net cash used in investing activities		(57,991)	(71,535)
Cash flows from financing activities			
Finance costs		(1,356)	(1,563)
Repayment of borrowings		(4,692)	(4,480)
Interest paid - lease liability		(43)	(56)
Repayment of lease liabilities		(401)	(457)
Net cash used in financing activities		(6,492)	(6,556)
Net increase in cash and cash equivalents		13,609	14,929
Cash and cash equivalents at the beginning of the financial year	5.1a	20,533	5,604
Cash and cash equivalents at the end of the financial year		34,142	20,533
Financing arrangements	5.6	35,548	41,239

The above statement of cash flows should be read in conjunction with the accompanying notes.

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City of Ballarat

Statement of Capital Works

for the year ended 30 June 2023

	2023 \$ '000	2022 \$ '000
Property		
Land	4,750	217
Land improvements	86	116
Total land	4,836	333
Buildings	4	44
Heritage buildings	2,332	3,017
Building improvements	5,891	15,813
Total buildings	8,227	18,874
Total property	13,063	19,207
Plant and equipment		
Plant, machinery and equipment	2,136	4,989
Fixtures, fittings and furniture	51	176
Computers and telecommunications	1,261	953
Library books	386	384
Artworks	188	264
Total plant and equipment	4,022	6,766
Infrastructure		
Roads	17,059	17,296
Bridges	54	53
Footpaths and cycleways	6,191	2,903
Drainage	1,953	650
Recreational, leisure and community facilities	18,810	9,345
Waste management	6,317	1,393
Parks, open space and streetscapes	3,301	1,184
Aerodromes	5,862	572
Off street car parks	741	2,358
Other infrastructure	-	763
Total infrastructure	60,288	36,517
Total capital works expenditure	77,373	62,490
Represented by:		
New asset expenditure	34,323	14,878
Asset renewal expenditure	25,515	34,282
Asset expansion expenditure	-	-
Asset upgrade expenditure	17,535	13,330
Total capital works expenditure	77,373	62,490

The above statement of capital works should be read in conjunction with the accompanying notes.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 1. Overview

Introduction

The City of Ballarat was established by an Order of the Governor in Council on 6th of May 1994 and is a body corporate.

Council's main office is located at the Town Hall in Sturt Street, Ballarat. Council's main customer service centre is in the Phoenix Building, 25 Armstrong Street South, Ballarat (located behind the Town Hall).

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant accounting policies

1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1.)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1.).
- the determination of employee provisions (refer to Note 5.5.).
- the determination of landfill provisions (refer to Note 5.5.)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 1. Overview (continued)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

1.2 Impact of Covid-19

Impact of Covid-19

The financial statements have been prepared including any remaining impact from Covid-19 as this is now considered part of normal operations.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2. Analysis of our results

Note 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of greater than 10 percent and at least \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

	Budget 2023 \$ '000	Actual 2023 \$ '000	Variance \$ '000	Variance %	Ref
2.1.1 Income / Revenue and expenditure					
Income / Revenue					
Rates and charges	142,027	143,060	1,033	0.73%	1
Statutory fees and fines	6,278	7,987	1,709	27.22%	2
User fees	22,403	22,218	(185)	(0.83)%	
Grants - operating	27,344	34,493	7,149	26.14%	3
Grants - capital	18,441	17,795	(646)	(3.50)%	4
Contributions - monetary	14,330	9,365	(4,965)	(34.65)%	5
Contributions - non monetary	34,473	45,105	10,632	30.84%	6
Net gain on disposal of property, infrastructure, plant and equipment	2,703	463	(2,240)	(82.87)%	7
Other income	2,494	8,735	6,241	250.24%	8
Total income / revenue	270,493	289,221	18,728	6.92%	
Expenses					
Employee costs	78,199	75,203	2,996	3.83%	9
Materials and services	88,530	84,328	4,202	4.75%	10
Depreciation	40,969	43,145	(2,176)	(5.31)%	11
Amortisation - intangible assets	-	1,502	(1,502)	∞	12
Amortisation - right of use assets	-	398	(398)	∞	13
Bad and doubtful debts - allowance for impairment losses	568	3,079	(2,511)	(442.08)%	14
Borrowing costs	1,390	1,356	34	2.45%	
Finance costs - leases	-	43	(43)	∞	15
Revaluation decrement of IPP&E	-	498	(498)	∞	
Fair value decrement on investment properties	-	699	(699)	∞	16
Other expenses	724	2,229	(1,505)	(207.87)%	17
Total expenses	210,380	212,480	(2,100)	(1.00)%	
Surplus for the year	60,113	76,741	16,628	27.66%	

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.1 Performance against budget (continued)

(i) Explanation of material variations

Variance Explanation

Ref

1. **Rates and charges** - Exceeded budget primarily due to a greater number of supplementary assessments and service charges than expected.
2. **Statutory Fees and Fines** - Income from parking fines was \$1.76 million higher than budget. Budget assumptions were conservatively based at the time due to the uncertain post COVID-19 environment.
3. **Operating Grants** - This variance is primarily due to receiving an additional \$5.4 million of Federal Assistance Grants compared to budget. These funds are untied and relate to Council's 2024 allocation, paid in advance in 2023. There was also additional childcare subsidy received (based on enrolments). Operating grants of \$4.4 million were recognised as Unearned Income on Council's Balance Sheet at 30 June 2023 rather than income. They were received during the 2023 financial year but were unable to be recognised as income according to Australian Accounting Standards, due to the funded projects having unfulfilled performance obligations.
4. **Capital Grants** - There is a requirement to recognise some grants as Unearned Income on Council's Balance Sheet at 30 June 2023 rather than income. Grants received during the financial year that have outstanding performance obligations (still in progress), are unable to be recognised as income according to Australian Accounting Standards. The net movement of such grants was \$7.2 million from last financial year (2022 \$17.6 million, \$10.4 million).
5. **Contributions Monetary** - These primarily relate to cash payments from developers, receipts for Development Infrastructure Levies were \$3.9 million lower than budgeted, while payments for Open Space and Community Infrastructure Levies were \$1.3 million lower than budget. This is a timing variance only and does not reflect a permanent shortfall in income.
6. **Contributions Non-monetary** - Additional assets contributed from subdivisional works across the City. This positive variance relates to the timing of projects.
7. **Net gain on disposal of property, infrastructure, plant and equipment** - The budget assumed the sale of four parcels of land. Only one of these sales occurred in 2023 with the remaining three planned to be sold in future years.
8. **Other Income** - This variance relates to interest income driven by the large interest rate increases during 2023, which were not forecast at the time of preparing the budget. Cash balances held are also higher than expected primarily due to the level of capital works delivered compared to budget. There were also operating savings from the adopted budget.
9. **Employee Costs** - The savings in employee costs reflect the ongoing challenges with recruiting qualified and experienced staff to full position capacity. In addition to the level of vacant positions, Council's Workcover premium was \$793,000 less than budget.
10. **Materials and Services** - Within Contractors expense there were several projects with significant underspends driving the total variance to budget, Business Improvement Projects were \$2.3 million under budget. This is largely a timing difference with \$1.95 million required to deliver these projects in 2024. The EPA levy for 2023 was also favourable to budget by \$1.5 million, while a \$970,000 provision was included for Passive Open Space Contributions which was not utilised.
11. **Depreciation** - The budget for depreciation was set prior to the conclusion of calculations for the 2022 financial year. Depreciation expense is consistent with historical depreciation amounts and additional assets.
12. **Amortisation - intangible assets** - This relates to amortisation of landfill airspace which was not budgeted for.
13. **Amortisation - right of use assets** - This relates to amortisation of leased assets which was not budgeted for.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.1 Performance against budget (continued)

14. **Bad and Doubtful Debts** - Increase in provision required after detailed analysis of long term outstanding parking infringements.
15. **Finance costs - leases** - This relates to calculated amounts for financing costs under AASB16 for leased assets which was not budgeted for.
16. **Fair value decrement on investment properties** - This relates to the movement in value of investment properties from 2022. This was not known at the time of preparing the budget.
17. **Other expenses** - Variance relates to an increase of \$1.5 million in the rehabilitation provision for landfills.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.1 Performance against budget (continued)

	Budget 2023 \$ '000	Actual 2023 \$ '000	Variance \$ '000	Variance %	Ref
2.1.2 Capital works					
Property					
Land	–	4,750	4,750	∞	1
Land improvements	200	86	(114)	(57.00)%	
Total land	200	4,836	4,636	2,318.00%	
Buildings	12,400	4	(12,396)	(99.97)%	2
Heritage buildings	9,281	2,332	(6,949)	(74.87)%	3
Building improvements	5,303	5,891	588	11.09%	4
Total buildings	26,984	8,227	(18,757)	(69.51)%	
Total property	27,184	13,063	(14,121)	(51.95)%	
Plant and equipment					
Plant, machinery and equipment	4,966	2,136	(2,830)	(56.99)%	5
Fixtures, fittings and furniture	68	51	(17)	(25.00)%	
Computers and telecommunications	2,346	1,261	(1,085)	(46.25)%	6
Library books	428	386	(42)	(9.81)%	
Artworks	–	188	188	∞	7
Total plant and equipment	7,808	4,022	(3,786)	(48.49)%	
Infrastructure					
Roads	35,308	17,059	(18,249)	(51.69)%	8
Bridges	527	54	(473)	(89.75)%	
Footpaths and cycleways	800	6,191	5,391	673.88%	9
Drainage	4,695	1,953	(2,742)	(58.40)%	10
Recreational, leisure and community facilities	16,395	18,810	2,415	14.73%	11
Waste management	7,359	6,317	(1,042)	(14.16)%	12
Parks, open space and streetscapes	7,827	3,301	(4,526)	(57.83)%	13
Aerodromes	11,304	5,862	(5,442)	(48.14)%	14
Off street car parks	749	741	(8)	(1.07)%	
Other infrastructure	7,401	–	(7,401)	(100.00)%	15
Total infrastructure	92,365	60,288	(32,077)	(34.73)%	
Total capital works expenditure	127,357	77,373	(49,984)	(39.25)%	
Represented by:					
New asset expenditure	61,955	34,323	(27,632)	(44.60)%	
Asset renewal expenditure	42,862	25,515	(17,347)	(40.47)%	
Asset expansion expenditure	–	–	–	∞	
Asset upgrade expenditure	22,540	17,535	(5,005)	(22.20)%	
Total capital works expenditure	127,357	77,373	(49,984)	(39.25)%	

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.1 Performance against budget (continued)

(i) Explanation of material variations

Variance Ref	Explanation
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1. **Land** - The \$4.75 million land purchase relates to a timing issue. The purchase was budgeted for in the 2022 budget.
2. **Buildings** - The positive variance to budget is the result of many building projects remaining as work in progress and not complete in 2023. The major building projects in progress are Central Library \$6.7 million, Community Infrastructure \$5.6 million (includes Sebastopol and Alfredton Community hubs), and Kindergarten works at a number of sites, most notably Rowan View.
3. **Heritage Buildings** - This variance relates to the timing of work completed on Her Majesty's Theatre upgrade which is ongoing and expected to be complete in the 2024 year.
4. **Building Improvements** - The primary variance relates to budgeted facilities upgrades, with delivery of various projects such as Caravan Park amenities upgrades and renewal works at various sporting ground pavilions deferred to 2024. Major planned works for Art Gallery Lighting and Sebastopol South Kinder refurbishment have also seen timing delays in completion of works.
5. **Plant, machinery and equipment** - The ability to source vehicles and plant has been challenging with long wait and delivery lead times for Waste fleet and general fleet and plant machinery items. This is a timing issue with many items currently on order that will be received in 2024 or 2025.
6. **Computers and telecommunications** - Due to other urgent projects, there have been some delays in delivering projects such as refreshes of network and other computer infrastructure.
7. **Artworks** - This relates to purchases of artworks on behalf of Art Gallery of Ballarat Ltd for which Council receives reimbursement.
8. **Roads** - \$15 million of the 2023 budget related to delivery of infrastructure under the Developer Contributions Plan, with only \$4.6 million spent. There is \$1.2 million of Road Infrastructure renewal that will be delivered in 2024, including Havelock Street and Ripon Street.
9. **Footpaths and cycleways** - Footpaths and cycleways have exceeded budget primarily due to \$2 million of 2021/22 budgeted projects being delivered in 2022/23 and unbudgeted funding received to support the delivery of Learmonth Road and Sturt Street cycle paths.
10. **Drainage** - Charlesworth Street retarding basin (\$2.5 million) remains a work in progress and will be delivered in 2024.
11. **Recreational, leisure and community facilities** - This additional expenditure primarily relates to \$2.1 million of 2021/22 budget projects being delivered in 2022/23. This included \$874 thousand relating to the completion of Victoria Park Redevelopment and \$495 thousand for the North Ballarat Netball Changerooms.
12. **Waste management** - The Waste Management capital budget allowed \$4.6 million for a Community and Industry Recycle Centre, however this project was not delivered in 2023. Actual costs in 2023 were for construction of a new cell at the landfill site (\$5.6 million), which exceeded the initial budget estimate.
13. **Parks, open space and streetscapes** - This variance primarily relates to the timing of projects, with the major project in this category (Spotlight on Sebastopol) representing \$2.9 million of this variance which will be delivered in future years. Other 2023 budgeted projects to be delivered in 2024 and beyond include Open Space works, Botanical Gardens irrigation renewal, Elevating Integrated Water Management, and Fernery Landscaping.
14. **Aerodromes** - The budget for the airport Runway upgrade assumed a certain level of government funding. Now government funding has been finalised, along with Council's contribution, this project has been reduced accordingly. Timing has also contributed to this favourable variance, with \$2.1 million to be delivered in 2024.
15. **Other Infrastructure** - The category of Other Infrastructure has been discontinued during 2023 financial year and items allocated to more appropriate categories. This major budget item for Other Infrastructure

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.1 Performance against budget (continued)

relates to the Bridge Mall Redevelopment with \$6 million budget. This project has experienced timing delays and delivery will be completed in 2024. The work to date is recognised in Building Improvements.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.2 Analysis of Council results by program

2.2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

Corporate Services

The Corporate Services department provides corporate management, support and governance to the organisation, ensuring that the business complies with and meets all its statutory obligations required by a local government authority. It services the organisation with fleet management, information and technology support, financial and revenue services, governance and risk services, people and culture services, as well as customer services.

Community Wellbeing

The Community Wellbeing department provides a broad range of community services and support programs that enhance the quality of life for Ballarat residents. These services relate to home and personal care in aged care, maternal and child health, and people with special needs. It also builds our communities through community engagement, library services, youth services, cultural diversity, learning and community hubs and the provision of recreational facilities.

In June 2023, Art Gallery of Ballarat, Her Majesty's Theatre, Eureka Centre, Arts and Events were realigned to the new directorate Economy and Experience.

Development and Growth

Development and Growth is responsible for managing the strategies for positive future developments within the municipality that builds the long term prosperity of the city as well as regulatory services such as local laws, animal shelter and environmental health.

In June 2023, Visitor Economy, Marketing and Economic Growth were realigned to the new directorate Economy and Experience.

Economy, Experience and Commonwealth Games*

This new directorate was established in June 2023. The new directorate incorporated the addition of a new business unit for the Commonwealth Games* as well as business units realigned from the Community Wellbeing and Development and Growth directorates.

The directorate is responsible for Ballarat's economic development, visitor economy, arts, events, experiences and attractions including Her Majesty's Theatre, Art Gallery of Ballarat and Eureka Centre and aims to provide a focused and coordinated approach to attracting ongoing investment to, and revitalisation of, Ballarat.

Infrastructure and Environment

Infrastructure and Environment is responsible for designing and maintaining the network of Council assets. They do this by providing the planning, development and delivery of community infrastructure including our buildings, roads, drainage, recreational and open spaces, parks and gardens, and water ways. It also provides our municipality with waste management services with an environmentally conscious and sustainable underpinning.

Office of the Chief Executive Officer

The Office of the Chief Executive Officer has the overall responsibility for managing Council as an organisation. They develop and manage delivery of the long term strategic plans of Council. The Office of the CEO also includes civic support, communications and design, as well as advocacy.

(*) On 18 July 2023 the Premier of Victoria announced that the State of Victoria would no longer be hosting the 2026 Commonwealth Games and the Directorate has since been renamed to Economy and Experience. It will however continue to have a focus on the State Government funded legacy projects that will still be delivered in Ballarat.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.2 Analysis of Council results by program (continued)

2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

Functions/activities	Income / Revenue \$ '000	Expenses \$ '000	Surplus / (Deficit) \$ '000	Grants included in income / revenue \$ '000	Total assets \$ '000
2023					
Corporate Services	170,909	70,506	100,403	21,198	881,095
Community Wellbeing *	23,651	35,988	(12,337)	14,709	70,850
Development and Growth *	64,655	18,595	46,060	1,447	–
Economy, Experience and Commonwealth Games **	2,747	16,707	(13,960)	505	124,464
Infrastructure and Environment	27,254	66,876	(39,622)	14,429	1,280,166
Office of the Chief Executive Officer	5	3,808	(3,803)	–	–
Total functions and activities	289,221	212,480	76,741	52,288	2,356,575
2022 (restated)					
Corporate Services	157,555	75,359	82,196	20,199	869,318
Community Wellbeing *	22,333	30,634	(8,301)	14,576	49,064
Development and Growth *	56,708	14,523	42,185	1,078	–
Economy, Experience and Commonwealth Games **	2,083	14,151	(12,068)	679	101,035
Infrastructure and Environment	34,645	61,078	(26,433)	20,285	1,146,789
Office of the Chief Executive Officer	15	3,388	(3,373)	15	–
Total functions and activities	273,339	199,133	74,206	56,832	2,166,206

(*) The comparatives for these Directorates have been restated to align with the structure in place at 30 June 2023 to improve comparability.

(**) On 18 July 2023 the Premier of Victoria announced that the State of Victoria would no longer be hosting the 2026 Commonwealth Games and the Directorate has since been renamed to Economy and Experience. It will however continue to have a focus on the State Government funded legacy projects that will still be delivered in Ballarat.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services

	2023	2022
	\$ '000	\$ '000

3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of the land and any capital improvements, such as buildings.

The valuation base used to calculate general rates for 2023 was \$33,893 million (2022: \$26,112 million).

General rates	117,557	111,791
Waste management charge	25,288	23,300
Special rates and charges	148	148
Interest on rates and charges	–	(1)
Revenue in lieu of rates	69	132
Other	(2)	–
Total rates and charges	143,060	135,370

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2023, and the valuation will be first applied in the rating year commencing 1 July 2023.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

	2023	2022
	\$ '000	\$ '000

3.2 Statutory fees and fines

Infringements and costs	2,972	2,178
Town planning fees and certificates	1,346	1,438
Subdivision supervision and certification fees	1,345	1,329
Land information certificates	165	183
Dog and cat registrations and fines	904	913
Health licences and fees	714	404
Local law permits	541	666
Total statutory fees and fines	7,987	7,111

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
3.3 User fees		
Aged services fees	358	348
Child care centres and kindergartens	1,042	1,033
Parking	2,223	1,621
Art Gallery of Ballarat	568	355
Ballarat Aquatic and Lifestyle Centre	4,893	3,299
Family day care	70	102
Her Majesty's Theatre	468	381
Landfill operations	6,812	7,850
Library services	1,134	1,044
Animal Shelter	339	294
Meals on wheels	491	540
Recreation income	369	537
Transfer station	1,284	1,178
Building Fees & Permits	864	998
Eureka Centre	290	135
Other	1,013	1,206
Total user fees	22,218	20,921
User fees by timing of revenue recognition		
User fees recognised over time	1,769	1,143
User fees recognised at a point in time	20,449	19,778
Total user fees	22,218	20,921

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
3.4 Funding from other levels of government		
Grants were received in respect of the following:		
Summary of grants		
Commonwealth funded grants	30,694	32,185
State funded grants	21,592	24,642
Other - Municipal Association of Victoria	2	4
Other - Royal Society of Victoria	-	1
Total grants received	52,288	56,832
(a) Operating Grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	21,128	20,199
Aged care	3,853	4,136
Child and family day care	2,434	2,480
Recurrent - State Government		
Aged care	725	663
School crossing supervisors	502	420
Libraries	731	723
Maternal and child health	995	909
Community safety	60	73
Arts	277	159
Child and family day care	1,758	1,630
Environment	25	25
Other	206	126
Total recurrent operating grants	32,694	31,543
Non-recurrent - Commonwealth Government		
Recreation	-	30
Tourism	10	-
Non-recurrent - State Government		
Maternal and child health	149	18
Arts	72	163
Community Activation	175	-
School Crossings	4	-
Libraries	-	47
Environment	382	-
Aged Care	13	-
Recreation	-	14
Community Safety	516	271
Child and Family Day Care	182	10
Other	294	172
Non-recurrent - Other		
Other	2	5
Total non-recurrent operating grants	1,799	730
Total operating grants	34,493	32,273

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
(b) Capital Grants		
Recurrent - Commonwealth Government		
Roads	1,372	5,337
Recurrent - State Government		
Libraries	16	16
Total recurrent capital grants	1,388	5,353
Non-recurrent - Commonwealth Government		
Roads	748	-
Major Infrastructure	1,149	-
Other	-	3
Non-recurrent - State Government		
Buildings	1,299	13
Recreation	9,815	15,290
Roads	40	1,072
Libraries	145	205
Community Activation	1,368	538
Streetscape	1,032	577
Parking	741	1,203
Environment	52	-
Other	18	305
Total non-recurrent capital grants	16,407	19,206
Total capital grants	17,795	24,559

(c) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	21,128	20,922
Specific purpose grants to acquire non-financial assets	17,794	24,559
Revenue recognised under AASB 15 Revenue from Contracts with Customers		
Specific purpose grants	13,366	11,351
	52,288	56,832

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
(d) Unspent grants received on condition that they be spent in a specific manner:		
Operating		
Balance at start of year	3,313	1,935
Received during the financial year and remained unspent at balance date	2,615	2,816
Received in prior years and spent during the financial year	(1,536)	(1,438)
Balance at year end	4,392	3,313
Capital		
Balance at start of year	17,344	23,916
Received during the financial year and remained unspent at balance date	3,165	8,394
Received in prior years and spent during the financial year	(10,131)	(14,966)
Balance at year end	10,378	17,344

Unspent grants are determined and disclosed on a cash basis.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
3.5 Contributions		
Monetary	9,365	16,240
Non-monetary	45,105	31,810
Total contributions	54,470	48,050

Contributions of non monetary assets were received in relation to the following asset classes.

Land	1,810	892
Roads	11,480	10,817
Other infrastructure	–	8
Artworks	448	262
Drainage	21,885	15,363
Footpaths	4,070	2,465
Land under roads	5,412	1,909
Recreation, leisure and community	–	94
Total non-monetary contributions	45,105	31,810

Monetary and non monetary contributions are recognised as revenue at their fair value when Council obtains control over the contributed asset.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 3. Funding for the delivery of our services (continued)

	2023	2022
	\$ '000	\$ '000
3.6 Net gain on disposal of property, infrastructure, plant and equipment		
Proceeds of sale	883	936
Written down value of assets disposed	(420)	(25)
Total net gain on disposal of property, infrastructure, plant and equipment	463	911

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

	2023	2022
	\$ '000	\$ '000
3.7 Other income		
Interest	6,122	759
Property rentals	1,741	1,296
Reimbursements, recoveries and rebates ^(*)	718	2,088
Other	154	1
Total other income	8,735	4,144

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

(*) For 2022 this includes one-off rebates of \$1.19m for energy efficient LED lighting upgrades installed.

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City of Ballarat

Notes to the Financial Statements for the year ended 30 June 2023

Note 4. The cost of delivering services

	2023 \$ '000	2022 \$ '000
4.1 Employee costs		
(a) Employee costs		
Wages and salaries	62,066	55,028
WorkCover	969	758
Casual staff	4,640	3,278
Superannuation	6,619	5,860
Fringe benefits tax	125	78
Other overheads and related costs	784	757
Total employee costs	75,203	65,759

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	386	398
	386	398
Employer contributions payable at reporting date	-	-

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	2,629	2,874
Employer contributions - other funds	2,827	2,804
	5,456	5,678
Employer contributions payable at reporting date	771	-

Contributions made exclude amounts accrued at balance date. Refer to Note 9.3. for further information relating to Council's superannuation obligations.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 4. The cost of delivering services (continued)

	2023 \$ '000	2022 \$ '000
4.2 Materials and services		
Building maintenance	2,736	2,618
General maintenance	10,776	9,108
Utilities	7,086	6,017
Office administration	11,024	9,196
Information technology	4,168	3,579
Insurance	2,222	2,019
Consultants	368	929
Contract payments		
- Active ageing	1,928	1,627
- Communications and marketing	46	134
- Development and planning	2,550	4,370
- Economic partnerships	1,502	849
- Engaged communities	467	500
- Environmental services	17,451	16,065
- Events and the arts	2,943	2,952
- Family and children's services	602	703
- Governance and corporate services	512	516
- Information services	1,371	893
- Parks and gardens	6,373	6,089
- Property and facilities management	1,431	1,258
- Recreation	1,181	605
- Regulatory services	174	190
- Road maintenance	3,415	2,512
Repayment of grant funds	-	128
Other	4,002	3,411
Total materials and services	84,328	76,268

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 4. The cost of delivering services (continued)

	2023 \$ '000	2022 \$ '000
4.3 Depreciation		
Property		
Land improvements	332	212
Heritage buildings	1,034	1,298
Buildings - non specialised	4,944	4,621
Building improvements	230	166
Total depreciation - property	6,540	6,297
Plant and equipment		
Plant machinery and equipment	3,456	3,282
Fixtures fittings and furniture	203	189
Computers and telecommunications	821	876
Library books	479	440
Total depreciation - plant and equipment	4,959	4,787
Infrastructure		
Roads	16,616	17,992
Bridges	764	778
Footpaths and cycleways	2,037	2,371
Drainage	4,339	3,693
Recreational, leisure and community	3,592	2,768
Waste management	3,968	1,351
Parks open spaces and streetscapes	141	104
Off street car parks	189	184
Other infrastructure *	-	2,059
Total depreciation - infrastructure	31,646	31,300
Total depreciation	43,145	42,384

Refer to note 5.2(c), 5.8 and 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

(*) Other infrastructure assets were reallocated to other asset categories as at 1 July 2022 therefore no depreciation recorded for this category for 2023.

4.4 Amortisation - Intangible assets

Landfill	1,502	774
Total Amortisation - Intangible assets	1,502	774

4.5 Amortisation - Right of use assets

Property	398	535
Plant & equipment	-	48
Total Amortisation - Right of use assets	398	583

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 4. The cost of delivering services (continued)

	2023 \$ '000	2022 \$ '000
4.6 Bad and doubtful debts - allowance for impairment losses		
Parking fine debtors	2,320	344
Other debtors	293	307
Animal control	466	86
Total bad and doubtful debts - allowance for impairment losses	3,079	737
Movement in allowance for impairment losses in respect of debtors		
Balance at the beginning of the year	(2,557)	(2,170)
New provisions recognised during the year	(2,671)	(431)
Amounts already provided for and written off as uncollectible	42	44
Balance at end of year	(5,186)	(2,557)

An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

	2023 \$ '000	2022 \$ '000
4.7 Borrowing costs		
Interest - Borrowings	1,356	1,563
Total borrowing costs	1,356	1,563

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

	2023 \$ '000	2022 \$ '000
4.8 Finance Costs - Leases		
Interest - Lease Liabilities	43	56
Total finance costs	43	56

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 4. The cost of delivering services (continued)

	2023 \$ '000	2022 \$ '000
4.9 Other expenses		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	72	71
Auditors' remuneration - Internal Audit	124	99
Councillors' allowances	438	412
Operating leases	-	70
Landfill rehabilitation provision #	1,549	10,263
Election Expenses	-	20
Other	46	74
Total other expenses	2,229	11,009

(#) The landfill rehabilitation provision increased significantly in 2022 primarily due to the increased estimates of aftercare costs. This is based on a comprehensive recent review by an experienced environmental engineer.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position

	2023 \$ '000	2022 \$ '000
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	13	12
Cash at bank	34,129	20,521
Total cash and cash equivalents	34,142	20,533
(b) Other financial assets		
Current		
Term deposits - current	129,500	148,000
Shares in other companies	2	2
Total other financial assets	129,502	148,002
Total financial assets	163,644	168,535

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
(c) Trade & Other Receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	7,795	5,250
Infringement debtors - Parking	4,477	3,975
Infringement debtors - Other	2,012	1,865
<i>Non-statutory receivables</i>		
Government grants	3,649	777
Other debtors	5,725	5,238
<i>Provisions for doubtful debts</i>		
Provision for doubtful debts - other debtors	(777)	(613)
Provision for doubtful debts - parking infringements	(3,017)	(1,051)
Provision for doubtful debts - other infringements	(1,392)	(893)
Total current trade and other receivables	18,472	14,548
Total trade and other receivables	18,472	14,548

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

(d) Ageing of receivables

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	6,915	3,537
Past due by up to 30 days	49	1,593
Past due between 31 and 180 days	149	111
Past due between 181 and 365 days	330	44
Past due by more than 1 year	1,154	117
Total trade and other receivables	8,597	5,402

(e) Ageing of impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$5.351m (2022: \$2.265m) were impaired. The amount of the provision raised against these debtors was \$777k (2022: \$613k). They have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been determined as impaired at reporting date was:

Current (not yet due)	97	69
Past due by up to 30 days	13	158
Past due between 31 and 180 days	102	145
Past due between 181 and 365 days	272	129
Past due by more than 1 year	293	112
Total trade and other receivables	777	613

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

5.2 Non-financial assets

(a) Inventories

Current

Inventories held for distribution	429	251
Inventories held for sale	261	184
Total current inventories	690	435

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Current

Prepayments	1,407	1,449
Accrued income	1,614	294
Total current other assets	3,021	1,743

(c) Intangible assets

Landfill air space	886	2,387
Total intangible assets	886	2,387

	Landfill Air Space \$ '000
Gross Carrying Amount	
Balance at 1 July 2022	4,766
Additions from internal developments	—
Other additions	—
Balance at 30 June 2023	4,766
Accumulated amortisation and impairment	
Balance at 1 July 2022	2,379
Amortisation expense	1,501
Balance at 30 June 2023	3,880
Net book value at 30 June 2022	2,387
Net book value at 30 June 2023	886

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
5.3 Payables, trust funds and deposits and unearned income/revenue		
(a) Trade and other payables		
Current		
<i>Non-statutory payables</i>		
Trade payables	4,312	164
Accrued loan expenses	73	93
Wages payable	3,443	1,464
Accrued Expenses	14,229	11,997
Total current trade and other payables	22,057	13,718
(b) Trust funds and deposits		
Current		
Fire services property levy	3,893	2,641
Majestix deposits and trust funds	565	818
Art Gallery deposits and trust funds	74	239
Contract retentions and securities	25	29
Subdivision holding fees	8,945	7,713
Eureka Centre trust fund	39	38
Other deposits and trusts	2,567	4,727
Total current trust funds and deposits	16,108	16,205
(c) Unearned income/revenue		
Current		
Grants received in advance - operating	4,392	3,313
Grants received in advance - capital	10,378	17,344
Other	322	188
Total current unearned income/revenue	15,092	20,845

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of grants from government departments and others, as well as monetary contributions from other councils and organisations. Unearned income/revenue is derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Fire Services Property Levy - Council is the collection agent for the fire services property levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention Amounts & Holding Fees - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Deposits and trust funds - Refundable deposits and funds Council holds in trust on behalf of others or for specific purposes. Includes Deductible Gift Recipient funds which hold donations to be used for specific purposes.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position

	2023 \$ '000	2022 \$ '000
5.4 Interest-bearing liabilities		
Current		
Other borrowings - secured	3,053	4,692
Total current interest-bearing liabilities	3,053	4,692
Non-current		
Other borrowings - secured	27,995	31,048
Total non-current interest-bearing liabilities	27,995	31,048
Total	31,048	35,740

All borrowings of the City of Ballarat are secured against the rates income of Council.

a) The maturity profile for Council's borrowings is:

Not later than one year	3,053	4,692
Later than one year and not later than five years	27,995	30,048
Later than five years	-	1,000
	31,048	35,740

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in the net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	Employee provisions \$ '000	Landfill restoration \$ '000	Total \$ '000
5.5 Provisions			
2023			
Balance at the beginning of the financial year	16,164	22,262	38,426
Additional provisions	7,428	6,354	13,782
Amounts used	(6,746)	(6,660)	(13,406)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	15	1,855	1,870
Balance at the end of the financial year	16,861	23,811	40,672
Provisions			
Provisions - current	15,134	6,476	21,610
Provisions - non-current	1,727	17,335	19,062
Total Provisions	16,861	23,811	40,672
2022			
Balance at the beginning of the financial year	17,342	8,996	26,338
Additional provisions	7,460	16,714	24,174
Amounts used	(7,694)	-	(7,694)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(944)	(3,448)	(4,392)
Balance at the end of the financial year	16,164	22,262	38,426
Provisions			
Provisions - current	13,953	9,105	23,058
Provisions - non-current	2,211	13,157	15,368
Total Provisions	16,164	22,262	38,426

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	4,148	4,060
Long service leave	1,154	863
Other	367	321
	<u>5,669</u>	<u>5,244</u>
Current provisions expected to be wholly settled after 12 months		
Annual leave	1,547	1,605
Long service leave	7,918	7,104
	<u>9,465</u>	<u>8,709</u>
Total current employee provisions	<u>15,134</u>	<u>13,953</u>
Non-Current		
Long service leave	1,727	2,211
Total Non-Current Employee Provisions	<u>1,727</u>	<u>2,211</u>
Aggregate Carrying Amount of Employee Provisions:		
Current	15,134	13,953
Non-current	1,727	2,211
Total Aggregate Carrying Amount of Employee Provisions	<u>16,861</u>	<u>16,164</u>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

- discount rate	4.05%	3.69%
- index rate	4.35%	3.85%

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
(b) Landfill restoration		
Current	6,476	9,105
Non-current	17,335	13,157
Total	23,811	22,262

Council is obligated to restore the Smythesdale landfill site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration for the active Smythesdale landfill site, as well as closed landfills Black Hill and Whitehorse, have been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

Key assumptions:

- discount rate	1.45%	1.43%
- index rate	6.84%	5.10%

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2023.

Bank overdraft	-	1,000
Credit card facilities	4,500	4,500
Loans	31,048	35,739
Total Facilities	35,548	41,239
Used facilities	32,183	35,759
Unused facilities	3,365	5,480

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

	Not later than 1 year \$ '000	Later than 1 year and not later than 2 years \$ '000	Later than 2 years and not later than 5 years \$ '000	Later than 5 years \$ '000	Total \$ '000
2023					
Operating					
Security	103	103	94	–	300
Maintenance	707	179	–	–	886
Waste Operations	1,526	1,526	–	–	3,052
Administration and consultancy	25	4	–	–	29
Cleaning Services	684	118	–	–	802
Total	3,045	1,930	94	–	5,069
Capital					
Buildings	21,681	–	–	–	21,681
Recreation, leisure and community	905	–	–	–	905
Roads	478	–	–	–	478
Civil works	7,644	6,227	–	–	13,871
Landfill	–	–	–	–	–
Total	30,708	6,227	–	–	36,935
2022					
Operating					
Maintenance	380	400	–	–	780
Waste Operations	2,289	2,289	2,290	–	6,868
Administration and consultancy	67	25	4	–	96
Cleaning Services	1,192	88	–	–	1,280
Total	3,928	2,802	2,294	–	9,024
Capital					
Buildings	595	115	–	–	710
Recreation, leisure and community	10,000	132	–	–	10,132
Roads	3,468	–	–	–	3,468
Landfill	859	–	–	–	859
Total	14,922	247	–	–	15,169

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

(b) Operating lease receivables

Operating lease receivables

Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes and other land and buildings. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 20 years. All leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

Not later than one year	1,157	1,296
Later than one year and not later than five years	4,414	4,716
Later than five years	10,504	12,315
	16,075	18,327

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under *AASB 16 Leases*, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

(a) Right-of-Use Assets

	Property \$ '000	Plant & Equipment \$ '000	Total \$ '000
2023			
Balance at 1 July	1,095	–	1,095
Additions	–	–	–
Amortisation charge	(398)	–	(398)
Cessations	–	–	–
Balance at 30 June	697	–	697
2022			
Balance at 1 July	1,630	48	1,678
Additions	–	–	–
Amortisation charge	(535)	(48)	(583)
Cessations	–	–	–
Balance at 30 June	1,095	–	1,095

	2023 \$ '000	2022 \$ '000

(b) Lease Liabilities

Maturity analysis - contractual undiscounted cash flows		
Less than one year	443	441
One to five years	356	799
Total undiscounted lease liabilities as at 30 June:	799	1,240
Lease liabilities included in the Balance Sheet at 30 June:		
Current	420	401
Non-current	332	752
Total lease liabilities	752	1,153

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:

Short-term leases	320	72
Leases of low value assets	133	149
Total	453	221

Variable lease payments (not included in measurement of lease liabilities)

Variable lease payments	–	–
Total	–	–

Variable lease payments are those that depend on an index or a rate, for example payments linked to the consumer price index, a benchmark interest rate or changes in market rental rates.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:		
Within one year	11	28
Later than one year but not later than five years	—	29
Total lease commitments	11	57

City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage

6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	Restated							Carrying amount
	Carrying amount							Carrying amount
	30 June 2022	Additions	Contributions	Revaluation	Depreciation	Disposal	Transfers ^	30 June 2023
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Property	648,864	1,985	7,222	-	(6,540)	(420)	(4,487)	646,624
Plant and equipment	119,403	3,920	448	4,362	(4,960)	-	72	123,245
Infrastructure	1,181,954	28,870	37,435	109,127	(31,646)	-	7,479	1,333,219
Work in progress	27,242	42,598	-	-	-	-	(19,373)	50,467
Total	1,977,463	77,373	45,105	113,489	(43,146)	(420)	(16,309)	2,153,555

(^*) Balance represents transfers to Investment Property. Refer Note 6.2.

Summary of Work in Progress	Opening WIP	Transfers	Additions	Closing WIP
	\$ '000	\$ '000	\$ '000	\$ '000
Property	15,676	(11,800)	11,078	14,954
Plant and equipment	72	(72)	103	103
Infrastructure	11,494	(7,501)	31,417	35,410
Total	27,242	(19,373)	42,598	50,467

City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

	Land specialised \$ '000	Land non specialised \$ '000	Land improvements \$ '000	Total land and land improvements \$ '000	Heritage buildings \$ '000	Buildings non specialised \$ '000	Building improvements \$ '000	Total buildings \$ '000	Work in progress \$ '000	Total property \$ '000
Property										
At fair value 1 July 2022	18,815	406,080	3,589	428,484	39,541	183,060	15,829	238,430	15,676	682,590
Accumulated depreciation at 1 July 2022	–	–	(262)	(262)	(3,152)	(14,470)	(166)	(17,788)	–	(18,050)
	<u>18,815</u>	<u>406,080</u>	<u>3,327</u>	<u>428,222</u>	<u>36,389</u>	<u>168,590</u>	<u>15,663</u>	<u>220,642</u>	<u>15,676</u>	<u>664,540</u>
Movements in fair value										
Additions	–	–	41	41	311	–	1,633	1,944	11,078	13,063
Contributions	5,412	1,810	–	7,222	–	–	–	–	–	7,222
Revaluation	–	–	–	–	–	–	–	–	–	–
Disposal	–	(420)	–	(420)	–	–	–	–	–	(420)
Transfers	–	–	2	2	1,865	–	9,955	11,820	(11,800)	22
Transfers to Investment Property	–	(2,480)	–	(2,480)	–	(13,829)	–	(13,829)	–	(16,309)
	<u>5,412</u>	<u>(1,090)</u>	<u>43</u>	<u>4,365</u>	<u>2,176</u>	<u>(13,829)</u>	<u>11,588</u>	<u>(65)</u>	<u>(722)</u>	<u>3,578</u>
Movements in accumulated depreciation										
Depreciation	–	–	(332)	(332)	(1,034)	(4,944)	(230)	(6,208)	–	(6,540)
	<u>–</u>	<u>–</u>	<u>(332)</u>	<u>(332)</u>	<u>(1,034)</u>	<u>(4,944)</u>	<u>(230)</u>	<u>(6,208)</u>	<u>–</u>	<u>(6,540)</u>
At fair value 30 June 2023	24,227	404,990	3,632	432,849	41,717	169,231	27,417	238,365	14,955	686,169
Accumulated depreciation at 30 June 2023	–	–	(594)	(594)	(4,186)	(19,415)	(396)	(23,997)	–	(24,591)
Carrying amount	<u>24,227</u>	<u>404,990</u>	<u>3,038</u>	<u>432,255</u>	<u>37,531</u>	<u>149,816</u>	<u>27,021</u>	<u>214,368</u>	<u>14,955</u>	<u>661,578</u>

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

	Plant machinery and equipment \$ '000	Fixtures fittings and furniture \$ '000	Computers and telecomms \$ '000	Library books \$ '000	Art works and heritage collections \$ '000	Total \$ '000	Work in progress \$ '000	Total plant and equipment \$ '000
Plant and Equipment								
At fair value 1 July 2022	36,314	3,618	14,494	8,808	96,564	159,798	72	159,870
Accumulated depreciation at 1 July 2022	(19,328)	(2,211)	(12,234)	(6,622)	–	(40,395)	–	(40,395)
	<u>16,986</u>	<u>1,407</u>	<u>2,260</u>	<u>2,186</u>	<u>96,564</u>	<u>119,403</u>	<u>72</u>	<u>119,475</u>
Movements in fair value								
Additions	2,069	51	1,225	386	189	3,920	103	4,023
Contributions	–	–	–	–	448	448	–	448
Revaluation	–	–	–	–	4,362	4,362	–	4,362
Disposal	(825)	(13)	(1)	–	–	(839)	–	(839)
Transfers	13	–	59	–	–	72	(72)	–
	<u>1,257</u>	<u>38</u>	<u>1,283</u>	<u>386</u>	<u>4,999</u>	<u>7,963</u>	<u>31</u>	<u>7,994</u>
Movements in accumulated depreciation								
Depreciation	(3,456)	(203)	(822)	(479)	–	(4,960)	–	(4,960)
Accumulated depreciation of disposals	825	13	1	–	–	839	–	839
	<u>(2,631)</u>	<u>(190)</u>	<u>(821)</u>	<u>(479)</u>	<u>–</u>	<u>(4,121)</u>	<u>–</u>	<u>(4,121)</u>
At fair value 30 June 2023	37,570	3,655	15,778	9,195	101,563	167,761	103	167,864
Accumulated depreciation at 30 June 2023	(21,960)	(2,401)	(13,055)	(7,101)	–	(44,517)	–	(44,517)
Carrying amount	<u>15,610</u>	<u>1,254</u>	<u>2,723</u>	<u>2,094</u>	<u>101,563</u>	<u>123,244</u>	<u>103</u>	<u>123,347</u>

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

	Roads \$ '000	Bridges \$ '000	Footpaths and cycleways \$ '000	Drainage \$ '000	Recrea- tional, leisure and commu- nity \$ '000	Waste manage- ment \$ '000	Parks open spaces and streets- capes \$ '000	Off street car parks \$ '000	Other infra- structure \$ '000	Total \$ '000	Work in progress \$ '000	Total infra- structure \$ '000
Infrastructure												
At fair value 1 July 2022 (restated)	1,002,251	69,509	115,410	457,082	61,056	8,323	5,485	10,397	63,653	1,793,166	11,494	1,804,660
Accumulated depreciation at 1 July 2022 (restated)	(357,440)	(32,080)	(36,249)	(120,708)	(23,965)	(3,125)	(167)	(3,145)	(34,333)	(611,212)	–	(611,212)
	<u>644,811</u>	<u>37,429</u>	<u>79,161</u>	<u>336,374</u>	<u>37,091</u>	<u>5,198</u>	<u>5,318</u>	<u>7,252</u>	<u>29,320</u>	<u>1,181,954</u>	<u>11,494</u>	<u>1,193,448</u>
Movements in fair value												
Additions	13,517	–	5,275	1,604	5,226	–	2,873	375	–	28,870	31,417	60,287
Contributions	11,480	–	4,070	21,885	–	–	–	–	–	37,435	–	37,435
Revaluation	(87,101)	8	(7,909)	157,145	2,416	–	–	–	–	64,559	–	64,559
Revaluation decrements recognised in operating result	–	–	–	–	–	–	–	(741)	–	(741)	–	(741)
Transfers	10,001	–	1,656	73	57,465	–	1,193	744	(63,653)	7,479	(7,501)	(22)
	<u>(52,103)</u>	<u>8</u>	<u>3,092</u>	<u>180,707</u>	<u>65,107</u>	<u>–</u>	<u>4,066</u>	<u>378</u>	<u>(63,653)</u>	<u>137,602</u>	<u>23,916</u>	<u>161,518</u>
Movements in accumulated depreciation												
Depreciation	(16,616)	(764)	(2,037)	(4,339)	(3,592)	(3,968)	(141)	(189)	–	(31,646)	–	(31,646)
Revaluation	88,387	–	7,556	(50,869)	(9)	–	–	–	–	45,065	–	45,065
Revaluation decrement recognised in operating result	–	–	–	–	–	–	–	243	–	243	–	243
Transfers	(4,463)	–	–	–	(29,870)	–	–	–	34,333	–	–	–
	<u>67,308</u>	<u>(764)</u>	<u>5,519</u>	<u>(55,208)</u>	<u>(33,471)</u>	<u>(3,968)</u>	<u>(141)</u>	<u>54</u>	<u>34,333</u>	<u>13,662</u>	<u>–</u>	<u>13,662</u>
At fair value 30 June 2023	950,148	69,517	118,501	637,790	126,163	8,323	9,552	10,774	–	1,930,768	35,410	1,966,178
Accumulated depreciation at 30 June 2023	(290,132)	(32,844)	(30,730)	(175,915)	(57,436)	(7,093)	(308)	(3,090)	–	(597,548)	–	(597,548)
Carrying amount	<u>660,016</u>	<u>36,673</u>	<u>87,771</u>	<u>461,875</u>	<u>68,727</u>	<u>1,230</u>	<u>9,244</u>	<u>7,684</u>	<u>–</u>	<u>1,333,220</u>	<u>35,410</u>	<u>1,368,630</u>

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

	Depreciation Period years	Threshold Limit \$
Land and land improvements		
land		5,000
land improvements	40 years	5,000
Buildings		
buildings	40 years	5,000
building improvements	40 years	5,000
Plant and Equipment		
plant, machinery and equipment	3 - 50 years	1,000
fixtures, fittings and furniture	10 - 50 years	1,000
computers and telecommunications	4 - 40 years	1,000
library books	10 years	1,000
Infrastructure		
roads - pavements and seals	15 - 80 years	5,000
roads - formation and earthworks		5,000
roads - kerb, channel and minor culverts	56 - 150 years	5,000
bridges - deck	60 - 100 years	5,000
bridges - substructure	60 - 100 years	5,000
drainage	50 - 200 years	5,000
footpaths and cycleways	15 - 80 years	5,000
recreational, leisure and community facilities	10 - 300 years	5,000
parks, open space and streetscapes	36 - 40 years	5,000
off-street car parks	7 - 25 years	5,000
waste management and landfills	2 - 3 years	5,000
Intangible Assets		
landfill airspace	1 - 5 years	5,000
right of use assets	1 - 10 years	10,000

Land under roads

Land under roads acquired after 30 June 2008 is brought to account using the fair value basis. Council does not recognise land under roads that it controlled prior to that period in its financial statements, consistent with AASB 1051.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

Depreciation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Artworks and heritage collections are not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the component cost is capitalised and depreciated. The carrying value of the replaced asset component is expensed.

Valuation of land and buildings

Valuation of land and buildings was undertaken in 2022 by qualified independent valuers Opteon Property Group Pty Ltd (Primary valuer William Wright API no. 80899). The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserved) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date and type of the current valuation is detailed in the following table. A full revaluation of these assets will be conducted in 2023/24.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1	Level 2	Level 3	Date of valuation	Type of Valuation
Land	–	–	404,990	Jun-22	Full
Specialised land	–	–	24,227	Jun-22	Full
Land improvements	–	–	3,038	Jun-22	Full
Heritage buildings	–	–	37,531	Jun-22	Full
Buildings	–	–	149,816	Jun-22	Full
Building improvements	–	27,021	–	Jun-22	Full
Total	–	27,021	619,602		

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

Valuation of Infrastructure

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Pitt & Sherry Pty Ltd.

*An index based revaluation was conducted in the current year based on Rawlinson's unit rates.

A full review of Roads and Kerb & Channel assets will be conducted in 2023/24.

The date and type of the current valuations is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

	Level 1	Level 2	Level 3	Date of valuation	Type of Valuation
Roads	–	–	660,016	Jun/23	Index*
Bridges	–	–	36,673	Jun/23	Index*
Footpaths and cycleways	–	–	87,771	Jun/23	Index*
Drainage	–	–	461,875	Jun/23	Index*
Recreational, leisure & community facilities	–	–	68,727	Jun/23	Index
Waste management	–	–	1,230	Jul/19	Index
Parks, open space & streetscapes	–	–	9,244	Jul/19	Index
Off street car parks	–	–	7,684	Jun/23	Index
Total	–	–	1,333,220		

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique.

Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1.00 and \$1,625 per square metre.

Non-specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement cost is calculated on a square metre basis and ranges from \$100 to \$7,200 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 60 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the age of the asset and vary from 1 year to 192 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land

	2023 \$ '000	2022 \$ '000
Land under roads	24,227	18,815
Total specialised land	24,227	18,815

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 6. Assets we manage (continued)

6.2 Investment property

	Note	2023 \$ '000	2022 \$ '000
Balance at beginning of financial year		–	–
Transfers from property, plant and equipment	6.1	16,309	–
Fair value decrement		(699)	–
Fair value increment		–	–
Balance at end of financial year		15,610	–

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation undertaken in 2023 by Opteon Pty Ltd who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 7. People and relationships

7.1 Council and key management remuneration

(a) Related Parties

Parent entity

Ballarat City Council t/a City of Ballarat

Subsidiaries and Associates

Nil

(b) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of City of Ballarat. The Councillors, Chief Executive Officer and Directors are deemed KMP.

Details of KMP at any time during the year are:

Councillors	Daniel Moloney (Mayor to November 2022)
	Des Hudson (Mayor since November 2022)
	Amy Johnson (Deputy Mayor)
	Ben Taylor
	Belinda Coates
	Mark Harris
	Peter Eddy
	Samantha McIntosh
	Tracey Hargreaves

	2023 No.	2022 No.
Total Number of Councillors	9	9
Chief Executive Officer and Other Key Management Personnel		
Evan King	Chief Executive Officer	
Bridget Wetherall	Director Infrastructure and Environment	
Matt Wilson	Director Community Wellbeing	
Natalie Robertson	Director Development and Growth	
John Hausler	Director Corporate Services	
Martin Darcy	Director Economy, Experience and Commonwealth Games (from 7 June 2023)	
Total of Chief Executive Officer and other Key Management Personnel	6	6
Total Number of Key Management Personnel	15	15

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 7. People and relationships (continued)

(c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

	2023 \$ '000	2022 \$ '000
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	1,669	1,609
Other long-term employee benefits	19	27
Post-employment benefits	134	130
Termination benefits	–	1
Total	1,822	1,767

	2023 No.	2022 No.
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
\$10,000 - \$19,999	1	1
\$30,000 - \$39,999	6	7
\$40,000 - \$49,999	–	1
\$60,000 - \$69,999	2	–
\$90,000 - \$99,999	1	–
\$110,000 - \$119,999	–	1
\$210,000 - \$219,999	–	1
\$230,000 - \$239,999	1	1
\$240,000 - \$249,999	–	2
\$250,000 - \$259,999	3	–
\$370,000 - \$379,999	1	–
\$380,000 - \$389,999	–	1
	15	15

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 7. People and relationships (continued)

(d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP. *

Total remuneration of other senior staff was as follows:

	2023 \$ '000	2022 \$ '000
Short-term employee benefits	3,766	3,542
Other long-term employee benefits	56	51
Post-employment benefits	432	415
Termination benefits	82	254
Total	4,336	4,262

The number of other senior staff are shown below in their relevant income bands:

	2023 No.	2022 No.
Income Range:		
<\$160,000 ^	5	6
\$160,000 - \$169,999	3	3
\$170,000 - \$179,999	4	3
\$180,000 - \$189,999	7	4
\$190,000 - \$199,999	2	6
\$200,000 - \$209,999	3	2
\$220,000 - \$229,999	1	1
	25	25

(^) Staff within this range are those employed for part of the financial year.

	2023 \$ '000	2022 \$ '000
Total Remuneration for the reporting year for other senior staff included above amounted to:	4,336	4,262

* Due to a definitional change, the comparative figures in this note may not align with the previous year's annual report which included disclosure of senior officers as defined in the Local Government Act 1989.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 7. People and relationships (continued)

	2023 \$ '000	2022 \$ '000
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7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties:

Remuneration	–	1
Grant funding paid	–	19

Remuneration is inclusive of payments of salaries and wages made to related parties of Senior Officers acting in Key Management Personnel positions. These related party payments are only recognised when paid during official periods of responsibility. Salaries and wages are paid in accordance with Council's adopted employment terms and conditions.

Grant funding paid includes grants paid to community organisations of which Key Management Personnel are Board or Committee members.

(b) Outstanding balances with related parties

No material transactions with outstanding balances to or from related parties of Council have been disclosed or uncovered through review of Council's transactions for the financial year ending 30 June 2023.

(c) Loans to/from related parties

No loans to or from related parties of Council have been disclosed or uncovered through review of Council's transactions for the financial year ending 30 June 2023.

(d) Commitments to/from related parties

No material commitments to or from related parties of Council have been disclosed or uncovered through review of Council's transactions for the financial year ending 30 June 2023.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

At balance date the Council are not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

At balance date the Council are not aware of any contingent liabilities other than as follows:

Defined benefit superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Landfill

Council operates a landfill. Council will have to carry out site rehabilitation works in the future. Provisions have been recognised for this liability in the Balance Sheet, however future regulatory and environmental factors may change this future obligation. At balance date, Council is unable to accurately assess the financial implications of these factors.

Legal matters

Council is not currently involved in any legal matters from which a contingent liability is likely to arise.

Combustible building cladding

Prior to 2011, Council endorsed a wide range of building permits across the municipality that may have contained combustible cladding. Due to the potential risks linked to these materials, Council may be exposed to future legal action in connection to the permits it endorsed. Council have identified a small number of buildings that fall within the scope of the Statewide Building Audit and have advised the VBA as appropriate. A full review of all Council issued permits prior to 2011 has not been completed, so the extent of any future liability to Council is currently unknown.

Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant, to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

(c) Guarantees for loans to other entities

Financial guarantees

On the 22 July 1996, Council entered into a Guarantee with the Australian and New Zealand Banking Group Limited and Basketball Stadiums Victoria Co-Operative Limited for a bank loan to finance Ballarat Netball Stadium (Arch Sports Centre). The Guarantee is limited to the current level of borrowings of \$400,000 and cannot be exercised for any further borrowings without Council's written consent. A contingent liability therefore exists for this amount.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties (continued)

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes to the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of Council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes Council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- Council has a policy for establishing credit limits for the entities Council deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties (continued)

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have an investment policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c) and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A shift of +/- 1% in market interest rates (AUD) from year-end rates of 4.1%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties (continued)

8.4 Fair value measurement

Fair Value Hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair value measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above. In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 5 years. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Asset Class	Revaluation frequency
Land	2 years
Buildings	2 years
Roads	3 years
Bridges	3 years
Footpaths and cycleways	3 years
Drainage	5 years
Recreational, leisure and community facilities	3 years
Waste management	5 years
Parks, open space and streetscapes	3 years
Aerodromes	2 years
Other infrastructure	3 years

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties (continued)

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

Eureka Flag

Whilst Council has control over the Eureka Flag, it has not been included in the financial statements as uncertainty exists to the appropriateness of its carrying value due to the unique nature of the asset and the absence of a realistic market.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Other matters

	Balance at beginning of reporting period \$ '000	Prior period error \$ '000	Increment (decrement) \$ '000	Balance at end of reporting period \$ '000
9.1 Reserves				
(a) Asset revaluation reserves				
2023				
Property				
Land - non specialised	342,249	–	–	342,249
Heritage buildings	1,925	–	–	1,925
Buildings	27,820	–	–	27,820
	371,994	–	–	371,994
Plant and equipment				
Plant machinery and equipment	1,937	–	–	1,937
Art works and heritage collections	58,015	–	4,362	62,377
	59,952	–	4,362	64,314
Infrastructure				
Roads	149,135	–	1,450	150,585
Bridges	17,326	–	8	17,334
Footpaths and cycleways	31,807	–	(353)	31,454
Drainage	29,882	–	106,276	136,158
Recreational, leisure and community facilities	–	–	3,330	3,330
Other infrastructure	1,087	–	(1,087)	–
	229,237	–	109,624	338,861
Total asset revaluation reserves	661,183	–	113,986	775,169

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Other matters (continued)

	Balance at beginning of reporting period	Prior period error	Increment (decrement)	Balance at end of reporting period Restated
	\$ '000	\$ '000	\$ '000	\$ '000
2022				
Property				
Land - non specialised	309,632	–	32,617	342,249
Heritage buildings	14,520	–	(12,595)	1,925
Buildings	32,002	–	(4,182)	27,820
	<u>356,154</u>	<u>–</u>	<u>15,840</u>	<u>371,994</u>
Plant and equipment				
Plant machinery and equipment	1,937	–	–	1,937
Art works and heritage collections	58,015	–	–	58,015
	<u>59,952</u>	<u>–</u>	<u>–</u>	<u>59,952</u>
Infrastructure				
Roads	201,619	(114,872)	62,388	149,135
Bridges	32,131	700	(15,505)	17,326
Footpaths and cycleways	36,331	(16,374)	11,850	31,807
Drainage	53,227	(62,976)	39,631	29,882
Recreational, leisure and community facilities	633	2,272	(2,905)	–
Off-street car parks	768	(405)	(363)	–
Other infrastructure	7,253	1,983	(8,149)	1,087
	<u>331,962</u>	<u>(189,672)</u>	<u>86,947</u>	<u>229,237</u>
Total asset revaluation reserves	<u>748,068</u>	<u>(189,672)</u>	<u>102,787</u>	<u>661,183</u>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Other matters (continued)

	Balance at beginning of reporting period \$ '000	Transfer from Accumulated Surplus \$ '000	Transfer to Accumulated Surplus \$ '000	Balance at end of reporting period \$ '000
(b) Other reserves				
2023				
Restricted reserves				
Subdividers contributions	4,233	934	(311)	4,856
Developer contributions	26,316	10,845	(4,631)	32,530
Total restricted reserves	30,549	11,779	(4,942)	37,386
Discretionary reserves				
Asset realisation reserve	3,321	454	(3,775)	–
Waste reserve	5,094	4,396	(6,654)	2,836
Total discretionary reserves	8,415	4,850	(10,429)	2,836
Total Other reserves	38,964	16,629	(15,371)	40,222
2022				
Restricted reserves				
Subdividers contributions	3,043	1,634	(444)	4,233
Developer contributions	12,614	13,781	(79)	26,316
Total restricted reserves	15,657	15,415	(523)	30,549
Discretionary reserves				
Asset realisation reserve	3,345	193	(217)	3,321
Waste reserve	–	6,910	(1,816)	5,094
Total discretionary reserves	3,345	7,103	(2,033)	8,415
Total Other reserves	19,002	22,518	(2,556)	38,964

Subdividers Contributions Reserve

The purpose of this reserve is to collect contributions from developers for open space which is used for future Parks and Open Space upgrades including Playspaces. The policy framework for open space contributions is set out in the Subdivision Act 1988 which enshrines a nominal contribution.

Developer Contributions Reserve

The purpose of this reserve is to ensure that the City's new communities have appropriate access to essential infrastructure required to achieve the safety and liveability of its suburbs. All developers are required to fund and construct local infrastructure to service new developments and housing estates. The role of development contributions is to ensure major infrastructure items such as traffic signals, sports grounds and community centres are funded equitably between multiple developers and/or landowners. Funds are restricted for delivery of community infrastructure in line with Developer Contribution Plan agreements.

Asset Realisation Reserve

The purpose of this reserve is to isolate funds generated from the sale of land assets that Council have identified as surplus to the community's needs. These funds will be utilised to purchase more strategic land assets for the community.

Waste Reserve

The purpose of this reserve is to isolate funds generated from the Waste Management and Green Waste Service Charges. These funds will be utilised to fund capital works programs across the Waste & Environment Department such as landfill cell construction, cell capping, replacement bins, replacement and growth of the truck fleet with greater future capital works on the horizon.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Other matters (continued)

	2023 \$ '000	2022 \$ '000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus for the year	76,741	74,206
Depreciation/amortisation	45,045	43,741
(Profit)/loss on disposal of property, infrastructure, plant and equipment	(463)	(911)
Fair value adjustments for investment property	699	–
Contributions - Non-monetary assets	(45,105)	(31,810)
Amounts disclosed in financing activities	1,399	1,619
Revaluation decrements of IPP&E direct to P&L	498	–
Intangible asset revaluation	–	(3,000)
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(3,924)	(479)
(Increase)/decrease in inventories	(255)	21
(Increase)/decrease in prepayments	42	(229)
Increase/(decrease) in accrued income	(1,320)	(207)
Increase/(decrease) in trade and other payables	8,339	1,147
Increase/(decrease) in provisions	2,246	12,088
(Decrease)/increase in other liabilities	(97)	2,067
Increase/(decrease) in Unearned income /revenue	(5,753)	(5,233)
Net cash provided by operating activities	78,092	93,020

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5% as required under Superannuation Guarantee (SG) legislation (2022: 10.0%)).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of City of Ballarat in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding Arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022).

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Other matters (continued)

The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment returns 5.7% pa
 Salary information 3.5% pa
 Price inflation (CPI) 2.8% pa.

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.2%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.5% pa
 Salary information 2.5% pa to 30 June 2023, and 3.5% pa thereafter
 Price inflation (CPI) 3.00% pa.

Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Vision Super has advised that the estimated VBI at 30 June 2023 was 104.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(a) Regular contributions

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.5% of members' salaries (10.0% in 2022). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2022 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 9. Other matters (continued)

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2022 (Interim) \$m	2021 (Interim) \$m
- A VBI Surplus	45.7	214.7
- A total service liability surplus	105.8	270.3
- A discounted accrued benefits surplus	112.9	285.2

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefits surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

The 2023 triennial actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purposes of this investigation are:

	2023 (Triennial)	2020 (Triennial)
Net investment return	5.70% pa	5.60% pa
Salary inflation	3.50% pa	2.50% pa for the first two years and 2.75% pa thereafter
Price inflation	2.80% pa	2.00% pa

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

Scheme	Type of scheme	Rate	2023 \$ '000	2022 \$ '000
Vision Super	Defined Benefit	10.5% (2022:10.0%)	386	398
Vision Super	Accumulation	10.5% (2022:10.0%)	2,629	2,874
Other funds	Accumulation	10.5% (2022:10.0%)	2,827	2,804

There were no loans issued from or to the above schemes as at 30 June 2023.

Contributions outstanding as at 30 June 2023 amounted to \$771k.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 is \$357k.

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 10. Changes in accounting policies

There have been no changes to accounting policies in the 2022-23 year.

Note 11. Errors and changes in accounting estimates

11.1 Correction of error/s relating to a previous reporting period – retrospective

Nature of prior-period error

Council adjusted accumulated depreciation and asset fair values for infrastructure assets for periods prior to the 2022/23 financial year. Council adjusted these balances to rectify the amounts that were incorrectly transferred to the asset revaluation reserve which also impacted the determination and calculation of revaluation increments or decrements for infrastructure assets in prior years. This has been identified and rectified in 2022/23 by restating the 2021/22 balances and recognising a prior period error which has been treated as an adjustment to opening balances on 1 July 2021. Amounts disclosed at note 2.2.2, note 6.1 and note 9.1(a) have been restated as a result.

The impact on each line item is shown in the tables below.

Changes to the opening Balance Sheet at 1 July 2021

	Original Balance 1 July 2021 \$ '000	Impact Increase / (decrease) \$ '000	Restated Balance 1 July 2021 \$ '000
Balance Sheet			
Property, infrastructure, plant and equipment	2,022,698	(200,012)	1,822,686
Total non-current assets	2,024,534	(200,012)	1,824,522
Total assets	2,183,994	(200,012)	1,983,982
Net assets	2,063,039	(200,012)	1,863,027
Accumulated surplus	1,295,969	(10,340)	1,285,629
Reserves	767,070	(189,672)	577,398
Total equity	2,063,039	(200,012)	1,863,027

Adjustments to the comparative figures for the year ended 30 June 2022

	Original Balance 30 June 2022 \$ '000	Impact Increase / (decrease) \$ '000	Restated Balance 30 June 2022 \$ '000
Balance Sheet			
Property, infrastructure, plant and equipment	2,206,835	(229,372)	1,977,463
Total non-current assets	2,210,317	(229,372)	1,980,945
Total assets	2,395,578	(229,372)	2,166,206
Net assets	2,269,491	(229,372)	2,040,119
Accumulated surplus	1,350,312	(10,341)	1,339,971
Reserves	919,179	(219,031)	700,148
Total equity	2,269,491	(229,372)	2,040,119

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City of Ballarat

Notes to the Financial Statements

for the year ended 30 June 2023

Note 11. Errors and changes in accounting estimates (continued)

	Original Balance 30 June 2022 \$ '000	Impact Increase / (decrease) \$ '000	Restated Balance 30 June 2022 \$ '000
Comprehensive Income Statement			
Net asset revaluation increment	132,147	(29,360)	102,787
Other comprehensive income	132,147	(29,360)	102,787
Total comprehensive result	206,353	(29,360)	176,993

11.2 Found assets

During the annual revaluation process, Council at times identifies further assets owned that were not reflected in the Fixed Asset Register. Advancements in technologies, including GIS mapping, utilised by Council allow for greater recognition and management of Council assets. In 2023 no found assets were identified (2022 - \$99k) that were not reflected in the Asset Register.

	2023 \$ '000	2022 \$ '000
Infrastructure		
Roads	-	96
Footpaths and cycleways	-	3
Total assets	-	99



Annual Performance Statement

For the year ended 30 June 2023



Independent Auditor's Report

To the Councillors of Ballarat City Council

Opinion	<p>I have audited the accompanying performance statement of Ballarat City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2023 • sustainable capacity indicators for the year ended 30 June 2023 • service performance indicators for the year ended 30 June 2023 • financial performance indicators for the year ended 30 June 2023 • other information and • certification of the performance statement. <p>In my opinion, the performance statement of Ballarat City Council in respect of the year ended 30 June 2023 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 4 of the <i>Local Government Act 2020</i> and <i>Local Government (Planning and Reporting) Regulations 2020</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 2020</i> and the <i>Local Government (Planning and Reporting) Regulations 2020</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of a performance statement that is free from material misstatement, whether due to fraud or error.</p>

Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement. As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> • identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. • obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control • evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation. <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE
11 December 2023



Travis Derricott
as delegate for the Auditor-General of Victoria

PERFORMANCE STATEMENT

For the year ended 30 June 2023

BALLARAT A GREAT PLACE TO LIVE

Ballarat is one of Australia's largest inland cities and the third largest city in Victoria. Money flowed into Ballarat with the discovery of gold in the mid-19th century. Today the city is renowned for its beautiful parks, broad tree-lined streetscapes, cultivated European gardens, and heritage architecture of national significance and international interest. The iconic Sturt Street is a stunning tree-lined boulevard adorned with notable statues, and Lydiard Street presents a perfectly preserved heritage streetscape.

The City of Ballarat municipality covers an area of 740 square kilometres and includes the outlying townships of Buninyong, Miners Rest, Learmonth, Lucas and Cardigan Village. It is part of an area of land under the traditional custodianship of the Wadawurrung and Dja Dja Wurrung people and is bound by the surrounding Municipalities of Hepburn Shire to the north, Moorabool Shire to the east, Pyrenees Shire to the west and Golden Plains Shire to the south.

Ballarat has an estimated population of 115,847 people in 2023. Due to being located centrally in Western Victoria, Ballarat services a large regional population. Ballarat offers premium job opportunities, world-class education (including three universities), affordable housing, exciting restaurants and retail options, accessible community and health services, a vibrant arts scene and a great lifestyle.

The following performance data is prepared to represent a balanced approach to reporting performance across the areas of service, finance, governance and sustainable capacity for the organisation.



Sustainable Capacity Indicators						
For the year ended 30 June 2023						
	Results 2020	Results 2021	Results 2022	Results 2023	Comments	
Population						
C1	Expenses per head of municipal population	\$1,634.76	\$1,618.62	\$1,754.75	\$1,834.14	The level of expenditure is consistent with the 2023 budget, which forecast increases to employee costs and materials and services.
<i>[Total expenses / Municipal population]</i>						
Population						
C2	Infrastructure per head of municipal population	\$16,935.35	\$14,637.05	\$15,737.08	\$14,896.04	The value of infrastructure assets held decreased from the previous financial year due to a revaluation decrement from 2022. In preparing the 2023 statements a prior period error was identified and disclosed relating to this revaluation decrement. If the revaluation decrement had been recognised in 2022 this indicator would have equalled \$13,715.86, resulting in a 8.6% increase in 2023, which primarily resulted from an indexation to infrastructure assets.
<i>[Value of infrastructure / Municipal population]</i>						
Population						
C3	Population density per length of road	75.21	75.74	77.01	77.46	This indicator continues to increase due to the level of population growth increasing at a greater rate than road length. This is expected to continue into the future.
<i>[Municipal population / Kilometres of local roads]</i>						
Own-source revenue						
C4	Own-source revenue per head of municipal population	\$1,425.38	\$1,365.68	\$1,484.44	\$1,575.03	The increase in this indicator from 2022 is the result of increased revenue from rates, interest revenue and fees and charges in interest on investments, due to interest rate increases.
<i>[Own-source revenue / Municipal population]</i>						
Recurrent grants						
C5	Recurrent grants per head of municipal population	\$253.79	\$255.47	\$325.13	\$294.20	Although total recurrent grants were slightly higher in 2023 than the previous financial year, a population growth rate of 2.1% resulted in a lower result for this indicator.
<i>[Recurrent grants / Municipal population]</i>						
Disadvantage						
C6	Relative Socio-Economic Disadvantage	4.00	4.00	4.00	4.00	This is City of Ballarat's rating according to the Socio-Economic Indexes for Areas (SEIFA)
<i>[Index of Relative Socio-Economic Disadvantage by decile]</i>						
Workforce turnover						
C7	Percentage of staff turnover	11.7%	14.3%	22.1%	17.0%	There was a higher level of staff turnover in 2022 which was a common experience following the impact of COVID-19. Since 30 June 2022 the measure has trended down to similar historical levels.
<i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100</i>						

Service Performance Indicators						
For the year ended 30 June 2023						
	Results 2020	Results 2021	Results 2022	Results 2023	Comments	
Aquatic Facilities						
Utilisation						
AF6	Utilisation of aquatic facilities	4.42	1.87	3.88	5.83	Strong growth in visit numbers and swim school enrolments has seen this indicator back above pre-pandemic levels seen in 2020.
<i>[Number of visits to aquatic facilities / Municipal population]</i>						
Animal Management						
Health and safety						
AM7	Animal management prosecutions	100%	100%	89%	94%	16 of the 17 prosecution cases were successful in 2023, with the other being withdrawn.
<i>[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100</i>						
Food Safety						
Health and safety						
FS4	Critical and major non-compliance outcome notifications	94.25%	97.65%	93.46%	88.74%	205 of the 231 critical non-compliance outcome notifications were followed up in the period. Outstanding notifications will be followed up in 2024 as a priority matter.
<i>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</i>						

Governance Satisfaction						
G5	Satisfaction with council decisions <i>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</i>	61	58	53	49	This outcome is in line with the 2023 results for Victorian regional centres.
Libraries Participation						
LB4	Active library borrowers in municipality <i>[Number of active library borrowers in the last three years / The sum of the population for the last three years] x100</i>	12.19%	11.25%	8.98%	9.41%	Membership levels are trending upwards toward pre-pandemic levels.
Maternal and Child Health (MCH) Participation						
MC4	Participation in the MCH service <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	71.63%	71.83%	73.03%	71.96%	Out of the 5,295 participants enrolled, 3,810 attended the service at least once meaning participation level has remained consistent year to year.
Maternal and Child Health (MCH) Participation						
MC5	Participation in the MCH service by Aboriginal children <i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	71.56%	72.10%	68.05%	74.06%	98 children attended the service at least once, of the 133 enrolled. Data trend has remained quite consistent year to year.
Roads Satisfaction						
R5	Satisfaction with sealed local roads <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	55	52	41	37	Combinations of inclement weather, increased traffic volumes and growth of the City have contributed to a deterioration in the condition of the sealed road network. This combination has contributed to a decrease in the community satisfaction for sealed roads.
Statutory Planning Decision making						
SP4	Council planning decisions upheld at VCAT <i>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	75.00%	100.00%	100.00%	54.55%	Of the 11 planning decisions escalated to VCAT during the period, 5 were set aside and 6 were supported. Although the success rate at VCAT has reduced, this is largely due to the increasing complexity and volume of applications being heard at the Tribunal. This aligns with the City's growing population
Waste Collection Waste diversion						
WC5	Kerbside collection waste diverted from landfill <i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	43.07%	41.56%	41.47%	43.42%	Ballarat's recycling system changed in 2020, with separate glass collection through community collection points, this reduced the volume of material in kerbside recycling bins in subsequent years. Since this change there has been a steady improvement in the recycling practises of our community.

Financial Performance Indicators										
For the year ended 30 June 2023										
Efficiency	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts				Comments	
					2024	2025	2026	2027		
Expenditure level										
E2	Expenses per property assessment	\$3,254.80	\$3,162.30	\$3,445.21	\$3,545.77	\$3,630.43	\$3,590.86	\$3,640.23	\$3,688.05	The increase in this indicator is consistent with the level of expenditure identified in the 2023 budget (\$3,524) and reflects an increase in service provision and inflation.
[Total expenses / Number of property assessments]										
Revenue level										
E4	Average rate per property assessment	\$ 1,877.33	\$ 1,869.82	\$ 1,934.10	\$ 1,961.70	\$ 2,057.00	\$ 2,111.40	\$ 2,162.67	\$ 2,216.23	There has been no material change in this indicator and it is slightly higher than the 2023 budget of \$1,951.
[General rates and Municipal charges / Number of property assessments]										
Liquidity	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts				Comments	
					2024	2025	2026	2027		
Working capital										
L1	Current assets compared to current liabilities	262.21%	217.31%	234.75%	237.21%	163.03%	108.21%	152.04%	167.68%	Council's closing cash balance is inflated by \$15.1 million of unspent grants. Also, Council has experienced delays in delivering the planned capital works program which will be delivered in future years. Hence the declining balance in the forecast figures. Note the cash associated with unspent grants does not necessarily give rise to a current liability.
[Current assets / Current liabilities] x100										
Unrestricted cash										
L2	Unrestricted cash compared to current liabilities	-68.39%	-93.93%	-33.23%	-70.07%	26.42%	26.34%	69.85%	86.25%	This indicator reflects usage of cash and cash equivalents to invest in infrastructure projects. The indicator excludes cash held in term deposits (amounts invested for longer than 90 days), as this is required to be classed as Other Financial Assets. At 30 June 2023 there was \$129.5 million of such funds invested. This indicator would total 95.23% in 2023 if these funds were included. In 2022, these figures were \$148 million and 154.31% respectively
[Unrestricted cash / Current liabilities] x100										
Obligations	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts				Comments	
					2024	2025	2026	2027		
Loans and borrowings										
O2	Loans and borrowings compared to rates	36.96%	31.78%	26.43%	21.73%	18.48%	31.33%	34.67%	29.61%	The trend reflects that borrowings have been repaid over recent years, without any new borrowings being undertaken. New borrowings are currently forecast for future years.
[Interest bearing loans and borrowings / Rate revenue] x100										
O3	Loans and borrowings repayments compared to rates	4.93%	5.52%	4.47%	4.23%	2.78%	1.92%	17.98%	5.07%	The trend reflects that borrowings have been repaid over recent years, without any new borrowings being undertaken, resulting in reduced repayments. The large ratio in 2026 relates to the planned refinancing of a \$23.1 million interest only loan.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100										
O4	Non-current liabilities compared to own source revenue	34.30%	31.28%	28.00%	25.97%	26.11%	24.01%	36.59%	32.39%	The trend reflects that borrowings have been repaid over recent years, without any new borrowings being undertaken. New borrowings are currently forecast for future years.
[Non-current liabilities / Own source revenue] x100										
O5	Asset renewal and upgrade compared to depreciation	78.40%	94.76%	112.33%	99.78%	135.94%	104.43%	100.01%	92.56%	The 2023 capital program included some large new asset projects including a Community Recreation Precinct, new Landfill Cell and constructed assets associated with land development.
[Asset renewal and asset upgrade expense / Asset depreciation] x100										
Operating Position	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts				Comments	
					2024	2025	2026	2027		
Adjusted underlying result										
OP1	Adjusted underlying surplus (or deficit)	2.74%	5.23%	3.37%	3.28%	4.65%	6.08%	5.86%	5.10%	This indicator is consistent with prior years and reflects a positive underlying result.
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100										
Stability	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts				Comments	
					2024	2025	2026	2027		
Rates concentration										
S1	Rates compared to adjusted underlying revenue	66.78%	66.55%	65.62%	65.05%	65.57%	67.00%	67.89%	69.25%	As Council's sources of underlying revenue is limited, this indicator should remain consistent as total revenue grows.
[Rate revenue / Adjusted underlying revenue] x100										
Rates effort										
S2	Rates compared to property values	0.56%	0.53%	0.51%	0.38%	0.39%	0.39%	0.39%	0.38%	This indicator has reduced significantly in 2023 due to the large increases in property values. This indicator is expected to remain consistent in future years as property values are forecast to better align with increases in total rate revenue.
[Rate revenue / Capital improved value of rateable properties in the municipality] x100										

KEY TERMS	
TERMINOLOGY	DEFINITION
Aboriginal child	means a child who is an Aboriginal person
Aboriginal person	has the same meaning as in the <i>Aboriginal Heritage Act 2006</i>
Active library member	means a member of a library who has borrowed a book from the library
Adjusted underlying revenue	means total income other than: (a) non-recurrent grants used to fund capital expenditure; and, (b) non-monetary asset contributions; and, (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)
Adjusted underlying surplus (or deficit)	means adjusted underlying revenue less total expenditure
Annual report	means an annual report prepared by a Council under sections 98, 99 and 100 of the <i>Local Government Act 2020</i>
Asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
Class 1 food premises	means food premises, within the meaning of the <i>Food Act 1984</i> , that have been declared as class 1 food premises under section 19C of that Act
Class 2 food premises	means food premises, within the meaning of the <i>Food Act 1984</i> , that have been declared as class 2 food premises under section 19C of that Act
Critical non-compliance outcome notification	means a notification received by Council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
Current assets	has the same meaning as in the Australian Accounting Standards
Current liabilities	has the same meaning as in the Australian Accounting Standards
Food premises	has the same meaning as in the <i>Food Act 1984</i>
Infrastructure	means non-current property (excluding land), plant and equipment
Local road	means a sealed or unsealed road for which the Council is the responsible road authority under the <i>Road Management Act 2004</i>
Major non-compliance outcome notification	means a notification received by a Council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to Council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
MCH	means the Maternal and Child Health service provided by a council to support the health and development of children within the municipality from birth until school age
Non-current assets	means all assets other than current assets
Non-current liabilities	means all liabilities other than current liabilities
Non-recurrent grant	means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan
Own-source revenue	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
Population	means the resident population estimated by Council
Rate revenue	means revenue from general rates, municipal charges, service rates and service charges
Recurrent grant	means a grant other than a non-recurrent grant
Relative socio-economic disadvantage	in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA
Residential rates	means revenue from general rates, municipal charges, service rates and service charges levied on residential properties
Restricted cash	means cash and cash equivalents, within the meaning of the Australian Accounting Standards, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
SEIFA	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its internet website
Unrestricted cash	means all cash and cash equivalents other than restricted cash

OTHER INFORMATION

FOR YEAR ENDED 30 JUNE 2023

Basis of preparation

Council is required to prepare and include a Performance Statement within its Annual Report. The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the Performance Statement are those adopted by council in its four year budget on 28 June 2023 and which forms part of the Council Plan. The four year budget document includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The four year budget can be obtained by contacting Council.

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.



Jason Clissold

Principal Accounting Officer

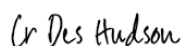
Dated: 08 December 2023

In our opinion, the accompanying Performance Statement of the *City of Ballarat* for the year ended 30 June 2023 presents fairly the results of Council's performance in accordance the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.



Des Hudson

Mayor

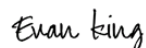
Dated: 08 December 2023



Amy Johnson

Councillor

Dated: 08 December 2023



Evan King

Chief Executive Officer

Dated: 08 December 2023

How to obtain a copy and provide feedback

We welcome your feedback. Electronic copies of this document are available on our website at ballarat.vic.gov.au and details on how to contact us can be found below.

- To receive this document in another format, phone 5320 5500, using the National Relay Service 13 36 77 if required, or email the Community Participation Team: communityengagement@ballarat.vic.gov.au



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

DECEMBER 2023

9.11. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION

Division: Corporate Services
Director: John Hausler
Author/Position: Sarah Anstis – Statutory Compliance Officer

PURPOSE

1. The purpose of the report is to endorse the S11A Instrument of Appointment and Authorisations under the *Planning and Environment Act 1987* for Chris Stathis.
2. The purpose of the report is to revoke the S11A Instrument of Appointment and Authorisations under the *Planning and Environment Act 1987* for Abeny Mayol.

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. Chris Stathis holds the position of Coordinator Statutory Planning, and the *Planning and Environment Act 1987* requires Council to endorse the authorisation for the officer to undertake duties authorised by Council.
5. At the Council Meeting held on 24 May 2023, Council resolved R69/23 to endorse the authorisation for Abeny Mayol under the *Planning and Environment Act 1987*. Abeny Mayol is in the position of Statutory Planner until 13 November 2023 and the authorisation will consequently require revocation by Council resolution at this time.

OFFICER RECOMMENDATION

6. **That Council:**
 - 6.1 **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. **Chris Stathis be appointed and authorised as set out in the instruments.**
 - b. **The instruments come into force from 8 January 2024 and remain in force until Council determines to vary or revoke them.**
 - 6.2 **Revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Abeny Mayol effective 13 December 2023.**

ATTACHMENTS

1. Governance Review [9.11.1 - 2 pages]
2. S11A Chris Stathis [9.11.2 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instrument of Appointments and Authorisations are a statutory requirement of Council.

COMMUNITY IMPACT

2. Council will make the register of authorised officers available on Council's website in accordance with Council's Public Transparency Policy.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND RISK CONSIDERATIONS

6. It is essential that Council's authorisations are constantly maintained and periodically monitored so that appropriate officers have the power to carry out their duties lawfully. This is a key component in Council meetings, as legislation requires Council to approve authorised officers under the *Planning and Environment Act 1987*.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

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

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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)

OFFICIAL



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

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

Chris Stathis

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].

9.12. S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Division: Corporate Services
Director: John Hausler
Author/Position: Sarah Anstis - Statutory Compliance Officer

PURPOSE

1. To review and update the S6 Instrument of Delegation, Members of Staff for Council's consideration.

BACKGROUND

2. It is proposed that the Instrument of Delegation be granted to the positions of members of Council staff rather than to the individual staff member. This means that the delegation will still apply to the position should there be a change in personnel or any staff acting in the role.
3. It is imperative that Council staff have the correct delegation for dealing with matters under the current Acts and Regulations.
4. The powers conferred on the Council under some legislative Instruments cannot be delegated through the Chief Executive Officer and must be delegated from Council.

KEY MATTERS

5. Changes to the Instrument of Delegation since the last approved iteration include:
 - Inclusion of new position title Principal Strategic Planner and Urban Designer (PSPUD).

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 [**9.12.1** - 2 pages]
2. S6 Instrument of Delegation Members of Staff [**9.12.2** - 163 pages]
3. Provisions for Principal Strategic Planner and Urban Design [**9.12.3** - 74 pages]

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ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

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

COMMUNITY IMPACT

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

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND RISK CONSIDERATIONS

6. The endorsement of the revised S6 Instrument of Delegation ensures that the core operations functions of the Council are not impeded.
7. Council's delegations are constantly maintained and periodically monitored to ensure that appropriated Council officers have the power to carry out their duties lawfully.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

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

GENDER EQUALITY ACT 2020

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

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CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

(For Contracts Only)

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BALLARAT CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

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Preamble

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

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

2. record that references in the Schedule are as follows:

Abbreviation	Position
AOBS	Administration Officer Building Services
AOEH	Administration Officer Environmental Health
AOLLT	Administration Officer Local Laws and Traffic
AORS	Administration Officer Regulatory Services
AOSC	Administration Officer Statutory Compliance
CO	Compliance Officer
CAM	Coordinator Asset Management
CBS	Coordinator Building Services
CCPSC	Coordinator Compliance Parking and School Crossings
CEH	Coordinator Environmental Health
CGNR	Coordinator Gardens and Natural Resources

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Abbreviation	Position
CID	Coordinator Infrastructure Delivery
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
EOC	Events Officer Compliance
EMDF	Executive Manager Development Facilitation
EMEG	Executive Manager Economic Growth

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Abbreviation	Position
EMGR	Executive Manager Governance and Risk
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

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Abbreviation	Position
PSPUD	Principal Strategic Planner and Urban Designer
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

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Abbreviation	Position
SGP	Sustainable Growth Planner
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 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

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

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

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

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

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

(a) policy; or

(b) strategy

adopted by Council;

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
s 18(3)	Duty to comply with a direction from the Secretary	CPG, EMO,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CPG, EMO, EMPF, DIE,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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
s 52	Duty to submit a report to the Secretary in relation to any public	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery		
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	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CPG, EMO,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	
s 70(2)	Duty to make plans of existing place of interment available to the	CPG, EMO,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	public	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	
s 73(2)	Power to impose conditions on the right of interment	CPG, EMO,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	
s 80(1)	Function of receiving notification and payment of transfer of 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 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	
s 84(1)	Function of receiving notice of surrendering an entitlement to a	CPG, EMO,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	right of interment	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 interment	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	
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,	The notice must be in writing and contain the requirements listed in s 85(2)

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CUFOS, CGNR	
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	
s 86(2)	Power to leave interred cremated human remains undisturbed or	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	convert the right of interment to a perpetual right of interment		
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	
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	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	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	
s 98(1)	Function of receiving application to establish or alter a memorial or a place 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 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	
s 100(3)	Power to recover costs of taking action under s 100(2)	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 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	
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	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103(3)	Power to recover costs of taking action under s 103(2)	CPG, EMO, 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	
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	EMPF, DIE	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	notice under s 106(1) is not complied with		
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	CPG, EMO, EMPF, DIE,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	interment holder's consent to application	CUFOS, CGNR	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CPG, EMO, 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,	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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
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	

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Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
sch 1 cl 8(8)	Power to regulate own proceedings	CPG, EMO, EMPF, DIE, CUFOS, CGNR	Subject to cl 8

Domestic Animals Act 1994

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CCPSC, DIE, EMRS	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	TLEH, EHO, CEH, DDG	If s 19(1) applies
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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DDG	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	TLEH, EHO, CEH	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	TLEH, EHO, CEH	If s 19(1) applies
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

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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	non-compliant.	EMRS	
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
s 19NA(1)	Power to request food safety audit reports	TLEH, EHO, AOBS, AOEH, AOLLT, EOC, TOBS, CEH, TLRSATS, HSO, AORS	Where Council is the registration authority

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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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, EOC, TOBS, CEH, TLRSA, HSO, AORS	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, EOC, TOBS, CEH, TLRSA TS, 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
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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, EOC, TOBS, CEH, TLRATS, HSO, AORS	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	TLEH, EHO, CEH, DDG	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 40E	Duty to comply with direction of the Secretary	TLEH, EHO, CEH,	

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

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

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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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 12B(1)	Duty to review planning scheme	MSG, MSTP, CSTP, DDG, PSPUD, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 12B(2)	Duty to review planning scheme at direction of Minister	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 17(1)	Duty of giving copy amendment to the planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty of giving copy s 173 agreement	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	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, PSPUD, 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, PSP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	SP, MSG, EMO, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Except submissions which request a change to the items in s 22(5)(a) and (b)
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 24	Function to represent Council and present a submission at a panel	SP, MSG, MSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	hearing (including a hearing referred to in s 96D)	CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(1)	Duty to notify the Minister if abandoning an amendment	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, SSTP, SGP, SPLEO, PTP, PSP	
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, PSPUD, EMDF, SSTP, SGP, SPLEO, PTP, PSP	
s 30(4)(a)	Duty to say if amendment has lapsed	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 32(2)	Duty to give more notice if required	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 33(1)	Duty to give more notice of changes to an amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 36(2)	Duty to give notice of approval of amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38(5)	Duty to give notice of revocation of an amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 40(1)	Function of lodging copy of approved amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 41(2)	Duty to make a copy of an approved amendment and any	MSG, MSTP, CSTP,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Where Council is a responsible public entity
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DDG, EMDF	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DDG, EMDF	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DDG, EMDF	
s 46GP	Function of receiving a notice under s 46GO	DDG, EMDF	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GR(1)	Duty to consider every submission that is made by the closing date	MSG, SGPO, DCA,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	for submissions included in the notice under s 46GO	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	
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	MSG, SGPO, DCA, DDG, EMDF, SGTSO	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	public purpose land		
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DCS, DDG, EMDF	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DDG, EMDF	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDG, EMDF	Where Council is the development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDG, EMDF	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DDG, EMDF	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DDG, EMDF	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DDG, EMDF	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(1)	Duty to keep proper and separate accounts and records	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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, DDG, EMDF, SGTSO	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s	MSG, SGPO, DCA, DCS, DDG, EMDF,	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
	46GW	SGTSO	
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	<p>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)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>

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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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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 development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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,	Where Council is the collecting agency under an

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DCS, DDG, EMDF, SGTSO	approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan
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,	Where Council is the collection agency under an approved infrastructure contributions plan

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGTSO	This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	STP, MSG, SGPO, DCA, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGTSO, SGP, SPLEO, PPO, PTP, PSP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	

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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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP,	

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

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	respect of which the levy was paid etc	PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	Must be done in accordance with Part 3

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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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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 documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not Applicable	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 47	Power to decide that an application for a planning permit does not	CO, MSG, POC, MSTP,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
s 50(5)	Power to refuse to amend application	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 50(6)	Duty to make note of amendment to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, SCO, EMDF, PSTP, AOSC, CP, PP, PPO, PTP, PSP	
s 50A(1)	Power to make amendment to application	SSO, SP, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 50A(4)	Duty to note amendment to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of	STP, MSG, MSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
s 52(3)	Power to give any further notice of an application where appropriate	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	required information	TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(5)	Power to refuse to amend application	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 57A(6)	Duty to note amendments to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 57B(1)	Duty to determine whether and to whom notice should be given	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 57B(2)	Duty to consider certain matters in determining whether notice	SSO, STP, MSG,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
s 60	Duty to consider certain matters	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 60(1A)	Duty to consider certain matters	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 61(1)	Power to determine permit application, either to decide to grant a	SSO, STP, MSG,	The permit must not be inconsistent with a cultural

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	permit, to decide to grant a permit with conditions or to refuse a permit application	TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	heritage management plan under the Aboriginal Heritage Act 2006
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 62(2)	Power to include other conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and	STP, MSG, MSTP,	This provision applies also to a decision to grant

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	objectors	CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF,	This provision applies also to a decision to grant an amendment to a permit - see s 75A

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, 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
s 69(1)	Function of receiving application for extension of time of permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1A)	Function of receiving application for extension of time to complete development	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 69(2)	Power to extend time	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 71(1)	Power to correct certain mistakes	SSO, STP, MSG,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 71(2)	Duty to note corrections in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 73	Power to decide to grant amendment subject to conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 74	Duty to issue amended permit to applicant if no objectors	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF,	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, 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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83	Function of being respondent to an appeal	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 83B	Duty to give or publish notice of application for review	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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,	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 91(2)	Duty to comply with the directions of VCAT	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 93(2)	Duty to give notice of VCAT order to stop development	SSO, STP, MSG, CCPSC, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, EMRS, CP, PP, SGP, SPLEO, PPO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 95(3)	Function of referring certain applications to the Minister	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 95(4)	Duty to comply with an order or direction	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96F	Duty to consider the panel's report under s 96E	Not Delegated	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96H(3)	Power to give notice in compliance with Minister's direction	MSG, MSTP, CSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96J	Duty to issue permit as directed by the Minister	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 97C	Power to request Minister to decide the application	DDG, EMDF	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MH	Duty to provide information or assistance to the Planning Application Committee	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, PP, SGP, SPLEO, PPO, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97Q(4)	Duty to comply with directions of VCAT	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 101	Function of receiving claim for expenses in conjunction with claim	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 103	Power to reject a claim for compensation in certain circumstances	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s.107(1)	Function of receiving claim for compensation	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 107(3)	Power to agree to extend time for making claim	MSG, MSTP, CSTP, DDG, PSPUD, EMDF,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP, PSP	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	SSO, STP, MSG, MSTP, PSPUD, EMDF, PTP, PSP	
s 114(1)	Power to apply to the VCAT for an enforcement order	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(1)	Power to carry out work required by enforcement order and recover costs	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	MSG, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	Except Crown Land
s 129	Function of recovering penalties	MSG, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 130(5)	Power to allow person served with an infringement notice further time	MSG, CCPSC, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	

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

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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, PSPUD, EMDF, PSTP, CP, PP, PPO, PTP, PSP	
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
s 173(1)	Power to enter into agreement covering matters set out in s 174	MSG, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 178A(1)	Function of receiving application to amend or end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178A(5)	Power to propose to amend or end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the	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
	proposal	CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP,	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
		MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP,	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
		PTP, PSP	
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 182	Power to enforce an agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 184G(2)	Duty to comply with a direction of the Tribunal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 184G(3)	Duty to give notice as directed by the Tribunal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 199(1)	Duty to give planning certificate to applicant	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 201(1)	Function of receiving application for declaration of underlying zoning	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
s 201(3)	Duty to make declaration	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
	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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP,	

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

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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	
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	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 526A(3)	Function of receiving report of inspection	TLEH, TOEH, EHO, AOEH, CEH, TLRATS, 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	

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	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(9)(b)	Duty to advise Registrar	EMO, DDG, DIE, EMDF, EMI	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	EMO, DDG, DIE, EMDF, EMI	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(5)	Duty to consider written submissions received within 28 days of notice	EMO, DDG, DIE, EMDF, EMI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	EMO, DDG, DIE, EMDF, EMI	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	EMO, DDG, DIE, EMDF, EMI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
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

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

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

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

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

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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	DDG, DIE, CAM, EMDF, EMI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DDG, DIE, CAM, EMDF, EMI	Power of coordinating road authority and sch 2 also applies
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	EMO, DDG, DIE,	Where Council is the responsible road authority,

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	EMDF, EMI	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	
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	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(2)	Duty to give notice of proposal to make a road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
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
s 66(1)	Power to consent to structure etc	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 67(3)	Power to request information	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 68(2)	Power to request information	DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, TLCP, EMDF, EMI, SASU, CID, CRM, 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	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(1)	Function of receiving complaints	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
s 87(2)	Duty to investigate complaint and provide report	SPD, SRS, RMS, EMO, DCS, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DIE, EMI	
s 112(2)	Power to recover damages in court	EMO, DDG, DIE, EMDF, EMI	
s 116	Power to cause or carry out inspection	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 119(2)	Function of consulting with the Head, Transport for Victoria	EMO, DDG, DIE, EMDF, EMI	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	EMO, DDG, DIE, CAM, EMDF, EMI, SASU	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	SPD, SRS, RMS, EMO, DDG, DIE, CAM, RMCS, SUR, SUSR, EMDF, EMI, SASU, CRM	
s 121(1)	Power to enter into an agreement in respect of works	EMO, DDG, DIE, CAM, EMDF, EMI	
s 122(1)	Power to charge and recover fees	EMO, DDG, DIE, CAM, EMDF, EMI	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(1)	Power to charge for any service	SPD, SRS, RMS, EMO, DCS, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CRM	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DDG, DIE, CAM, EMDF, EMI	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not Delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not Delegated	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	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 5	Duty to publish notice of declaration	DDG, DIE, CAM, EMDF, EMI	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DDG, DIE, CAM, EMDF, EMI	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the coordinating road authority
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,	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, EMI, SASU, CRM	
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
sch 7 cl18(1)	Power to enter into an agreement	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
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
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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	EMPF, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	EMPF, DIE	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	months of the date of cremation		
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	
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	

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 42(1)	Power to approve hunting within a public cemetery	EMPF, DIE	
r 43	Power to approve camping within a public cemetery	EMPF, DIE	
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
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

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Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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
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

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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, PSPUD, EMDF, MSP, CSP, PTP, PSP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	Where Council is not the responsible authority but the relevant land is within Council's municipal district

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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, PSPUD, EMDF, MSP, CSP, PTP, PSP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
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Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DDG, MSP, CSP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	MSTP, DDG, PSPUD, EMDF, PTP, PSP	
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, PSPUD, EMDF, MSP, CSP, PTP, PSP	

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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 7	Function of entering into a written agreement with a caravan park owner	TLEH, TOEH, EHO, CEH, EMPF	
r 10	Function of receiving application for registration	TLEH, TOEH, EHO, AOBS, AOEH, AOLLT, TOBS, CEH, TLRATS, EMRS, HSO, AORS	
r 11	Function of receiving application for renewal of registration	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	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EMPF, DIE	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	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	
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	

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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 18(4)	Power to determine where the emergency contact person's details are displayed	TLEH, TOEH, EHO, CEH	
r 18(6)	Power to determine where certain information is displayed	TLEH, TOEH, EHO, CEH	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	TLEH, TOEH, EHO, CEH	
r 22(2)	Duty to consult with relevant emergency services agencies	TLEH, TOEH, EHO, CEH	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	TLEH, TOEH, EHO, CEH	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	TLEH, TOEH, EHO, CEH	
r 25(3)	Duty to consult with relevant floodplain management 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 26	Duty to have regard to any report of the relevant fire authority	TLEH, TOEH, EHO, CEH	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	TLEH, TOEH, EHO, CEH	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	TLEH, TOEH, EHO, AOBS, AOEH, AOLLT, TOBS, MBS, CEH, EMPF, CBS, TLRATS, 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	
r 43	Power to approve use of a non-habitable structure as a dwelling or part	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
	of a dwelling		
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	
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	

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
r 13(1)	Duty to publish notice of amendments to road management plan	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	EMO, DDG, DIE, CAM, EMGR, EMDF, EMI, CRC	
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

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(2)	Power to make submission to Tribunal	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	EMO, DDG, DIE, CAM, EMDF, EMI	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	EMO, DDG, DIE, CAM, EMDF, EMI, SASU	Where Council is the responsible road authority
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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Provisions for Principal Strategic Planner and Urban Designer (PSPUD)

S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 8A(5)	Function of receiving notice of the Minister's decision	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 12B(1)	Duty to review planning scheme	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12B(2)	Duty to review planning scheme at direction of Minister	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 17(1)	Duty of giving copy amendment to the planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty of giving copy s 173 agreement	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, CSP, PTP, PSP	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP,	Until the end of 2 months after the amendment comes into operation or lapses

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
s 21A(4)	Duty to publish notice	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	SP, MSG, EMO, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 23(2)	Power to refer to a panel submissions which do not require a	SP, MSG, MSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	change to the amendment	CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP,	During the inspection period

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 27(2)	Power to apply for exemption if panel's report not received	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 28(1)	Duty to notify the Minister if abandoning an amendment	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, SSTP, SGP, SPLEO, PTP, PSP	
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, PSPUD, EMDF, SSTP, SGP, SPLEO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(a)	Duty to say if amendment has lapsed	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 30(4)(b)	Duty to provide information in writing upon request	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 32(2)	Duty to give more notice if required	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 33(1)	Duty to give more notice of changes to an amendment	SP, MSG, MSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 36(2)	Duty to give notice of approval of amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 38(5)	Duty to give notice of revocation of an amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
s 40(1)	Function of lodging copy of approved amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, SSTP, SGP, SPLEO, PTP, PSP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Where Council is a responsible public entity
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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	Where Council is a responsible public entity
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, PSPUD, EMDF, PSTP, PP, SGTSO,	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	also the relevant development agency
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting	MSG, SGPO, DCA,	Where Council is the development agency under

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	STP, MSG, SGPO, DCA, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGTSO, SGP, SPLEO, PPO, PTP, PSP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
s 46Q(1)	Duty to keep proper accounts of levies paid	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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	MSG, MSTP, CSTP,	Must be done in accordance with Part 3

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	development contributions plan	DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s46Q(4)(e)	Duty to expend that amount on other works etc.	MSG, SGPO, DCA, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, PP, SGTSO, PPO, PTP, PSP	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 47	Power to decide that an application for a planning permit does not comply with that Act	CO, MSG, POC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 50(4)	Duty to amend application	SSO, STP, MSG, TSODF, MSTP, CSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 50(5)	Power to refuse to amend application	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 50(6)	Duty to make note of amendment to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, SCO, EMDF, PSTP, AOSC, CP, PP, PPO, PTP, PSP	
s 50A(1)	Power to make amendment to application	SSO, SP, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 50A(4)	Duty to note amendment to application in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
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, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 52(3)	Power to give any further notice of an application where appropriate	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 54(1)	Power to require the applicant to provide more information	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 54(1B)	Duty to specify the lapse date for an application	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 57A(5)	Power to refuse to amend application	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 57B(1)	Duty to determine whether and to whom notice should be given	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 58	Duty to consider every application for a permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 58A	Power to request advice from the Planning Application Committee	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 60	Duty to consider certain matters	STP, MSG, MSTP, CSTP, DDG, PSPUD,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 60(1A)	Duty to consider certain matters	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO,	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(1)	Duty to include certain conditions in deciding to grant a permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 62(2)	Power to include other conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD,	This provision applies also to a decision to grant

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and	SSO, STP, MSG, TSODF, MSTP, CSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	person who objected under s 57	DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP,	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, 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
s 69(1)	Function of receiving application for extension of time of permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 69(1A)	Function of receiving application for extension of time to complete development	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSO, SGP, SPLEO, PPO, PTP, PSP	
s 69(2)	Power to extend time	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 71(1)	Power to correct certain mistakes	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
s 71(2)	Duty to note corrections in register	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 73	Power to decide to grant amendment subject to conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
s 74	Duty to issue amended permit to applicant if no objectors	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, 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

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	
s 83	Function of being respondent to an appeal	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 83B	Duty to give or publish notice of application for review	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	SSO, STP, MSG, TSODF, MSTP, CSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	SSO, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 91(2)	Duty to comply with the directions of VCAT	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 93(2)	Duty to give notice of VCAT order to stop development	SSO, STP, MSG, CCPSC, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, EMRS, CP, PP, SGP, SPLEO, PPO,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 95(3)	Function of referring certain applications to the Minister	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 95(4)	Duty to comply with an order or direction	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96H(3)	Power to give notice in compliance with Minister's direction	MSG, MSTP, CSTP, DDG, PSPUD, EMDF,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP, PSP	
s 96J	Duty to issue permit as directed by the Minister	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	MSG, MSTP, CSTP, DDG, PSPUD, EMDF,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP, PSP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	STP, MSG, MSTP, CSTP, DDG, PSPUD,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97Q(4)	Duty to comply with directions of VCAT	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 101	Function of receiving claim for expenses in conjunction with claim	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 103	Power to reject a claim for compensation in certain circumstances	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s.107(1)	Function of receiving claim for compensation	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 107(3)	Power to agree to extend time for making claim	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	SSO, STP, MSG, MSTP, PSPUD, EMDF, PTP, PSP	
s 114(1)	Power to apply to the VCAT for an enforcement order	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 120(1)	Power to apply for an interim enforcement order where s 114	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	application has been made	EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	MSG, CCPSC, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	MSG, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	Except Crown Land
s 129	Function of recovering penalties	MSG, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 130(5)	Power to allow person served with an infringement notice further time	MSG, CCPSC, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMRS, PP, PPO, PTP, PSP	
s 149A(1)	Power to refer a matter to the VCAT for determination	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	MSG, MSTP, CSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 171(2)(g)	Power to grant and reserve easements	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, CP, PP, PPO, PTP, PSP	
s 173(1)	Power to enter into agreement covering matters set out in s 174	MSG, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
	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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987	MSG, MSTP, DCS, CSTP, DDG, PSPUD,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	requires that something may not be done without the consent of Council or Responsible Authority	EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 178A(1)	Function of receiving application to amend or end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178A(5)	Power to propose to amend or end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178C(4)	Function of determining how to give notice under s 178C(2)	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD,	If no objections are made under s 178D

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP,	After considering objections, submissions and matters in s 178B

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPLEO, PPO, CSP, PTP, PSP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, PP, PPO, PTP, PSP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
s 182	Power to enforce an agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 184G(2)	Duty to comply with a direction of the Tribunal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
s 184G(3)	Duty to give notice as directed by the Tribunal	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
s 198(1)	Function to receive application for planning certificate	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 199(1)	Duty to give planning certificate to applicant	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 201(1)	Function of receiving application for declaration of underlying zoning	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	
s 201(3)	Duty to make declaration	MSG, MSTP, CSTP,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
	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, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
	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, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give written authorisation in accordance with a provision of a planning scheme	MSG, MSTP, CSTP, DDG, PSPUD, PSTP, PP, PPO, PTP, PSP	

S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, MSP, CSP, PTP, PSP	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	SP, STP, MSG, MSTP, CSTP, DDG, PSPUD,	

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	
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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, PSPUD, EMDF, PSTP, SSTP, MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	MSG, MSTP, DDG, PSPUD, EMDF, MSP, CSP, PTP, PSP	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

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S6 Instrument of Delegation - Members of Staff - Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			an acquiring authority.

S6 Instrument of Delegation - Members of Staff - 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, PSPUD, EMDF, PTP, PSP	
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, PSPUD, EMDF, MSP, CSP, PTP, PSP	

9.13. 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 [9.13.1 - 1 page]
2. QT105/23 David Clements [9.13.2 - 1 page]
3. QT106/23 Julia Mann [9.13.3 - 1 page]
4. QT107/23 Stuart Kelly [9.13.4 - 1 page]
5. QT108/23 and QT 110/23 Deb Kileen [9.13.5 - 1 page]
6. QT114/23 Deb Ramsey [9.13.6 - 1 page]
7. QT115/23 Kylie Firms [9.13.7 - 1 page]
8. QT116/23 Sean Mulcahy [9.13.8 - 1 page]
9. QT117/23 Sean Mulcahy [9.13.9 - 1 page]

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Outstanding Question Time Items					
Meeting	Status	Requested	Question	Officer Responsible	Response
22/11/2023 QT105/23	Completed	David Clements	The Courier report (26 October 2023) of Council vote on this decision states "When voting, the recommendation had four against and four supporting. Councillor Daniel Moloney was on leave. Mayor Hudson said he had contacted Cr Moloney over his vote intention, which was to support the recommendation, meaning the majority were in support and the recommendation passed" meaning the Councillors present (excluding the mayor) voted 4 to 3 against the motion. My question is: was the vote of Cr Moloney obtained in accordance with Council rules (eg formal proxy) so that it could be formally counted, or was it not?	Cr Des Hudson, Mayor	The Office of the Mayor provided a written response
22/11/2023 QT106/23	Completed	Julia Mann	Question 1: Will the Ballarat Council release a statement condemning the war crimes of the Israeli Government against Palestinians in Gaza and call for the Australian Government to demand an immediate ceasefire and release of all hostages? Question 2: As we are a diverse, multi-cultural and multi-faith community, will the Council consider flying the Palestinian flag at half mast in recognition of the genocide being carried out against the Palestinian people in Gaza?	Cr Des Hudson, Mayor	The Office of the Mayor provided a written response
22/11/2023 QT107/23	Completed	Stuart Kelly	Question 1: At the September meeting of Council as the Delegated Planning Committee, a decision regarding Heritage Overlays for five properties and one heritage precinct was deferred pending mediation with submitters and land holders. What is the current status of this? When will this come back to Council for a decision? Question 2: Also at the September meeting Cr McIntosh requested that an update of the Heritage Gap Study be presented to a future council briefing. Will the details of that report be made publicly available?	Natalie Robertson, Director Development and Growth	Natalie Robertson - Director Development and Growth provided a written response
22/11/2023 QT108/23 & QT110/23	Completed	Deb Kileen	Question 1 (QT108/23): When did council first become aware that there were people sleeping in tents, and on the grandstand, at WhiteFlat oval and when did council first take action make the oval safe for oval users? Question 2 (QT110/23): Will council release correspondence it had had, either from the Mayor, CEO and officers, to authorities and agencies, regarding the situation at white flat oval?	Natalie Robertson, Director Development and Growth	Natalie Robertson - Director Development and Growth provided a written response
22/11/2023 QT114/23	Completed	Deb Ramsey	I am quite pleased to see that the Council plans to retain male and female toilets. With a compromise of gender neutral toilets as well, everyone should be satisfied. Will the Council give assurance that the signage will use the words male and female on the appropriate toilets to avoid confusion about allowing men who identify as women or vice versa into the opposite sex toilets? It would be no compromise at all if men who identify as women were to be allowed access to female toilets.	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response
22/11/2023 QT115/23	Completed	Kylie Firms	Question 1: For the sake of correct use of toilets, can Council please clarify their definition of the terms "woman and man" and "female and male" Question 2: Is a trans woman that has a full beard and "appears" to look like a man to a reasonable person currently given access to women's toilets and change spaces?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response
22/11/2023 QT116/23	Completed	Sean Mulcahy	Is clause 74.3.6 of the Community Local Law 2017 inoperative as a result of section 71(3) of the Local Government Act?	Natalie Robertson, Director Development and Growth	Natalie Robertson - Director Development and Growth provided a written response
22/11/2023 QT117/23	Completed	Sean Mulcahy	In light of the Bins 4 Blokes awareness and advocacy campaign, will Council consider providing sanitary disposal bins in male public toilets, which can be used by trans men who are menstruating or men who are experiencing incontinence?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment provided a written response

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Date: 30 November 2023

Direct Phone: [REDACTED]

Email: [REDACTED]

David Clements

Email: [REDACTED]

**RE: RE: RESPONSE TO PUBLIC QUESTION QT105/23 AT COUNCIL MEETING
ON 22 NOVEMBER 2023**

Dear David,

Please see below my response to your question QT105/23 at the Council Meeting on the 22 November 2023 as you were not in attendance at the meeting.

**QT105/23 – David Clements
Question**

The Courier report (26 October 2023) of Council vote on this decision states "When voting, the recommendation had four against and four supporting.

Councillor Daniel Moloney was on leave. Mayor Hudson said he had contacted Cr Moloney over his vote intention, which was to support the recommendation, meaning the majority were in support and the recommendation passed" meaning the Councillors present (excluding the mayor) voted 4 to 3 against the motion.

My question is: was the vote of Cr Moloney obtained in accordance with Council rules (eg formal proxy) so that it could be formally counted, or was it not?

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

Cr Des Hudson, Mayor, responded that at Council we don't normally do a formal proxy provision. I've exercised two casting votes during my term as Mayor, and on both occasions I've sought advice of that Councillor that was away to give me an indication of what their thinking might be. But ultimately the decision of the casting vote does come down and lies with the mayor and I accept responsibility for the casting vote that was given.

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
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Telephone: 03 5320 5500
Facsimile: 03 5333 4061
Email: info@ballarat.vic.gov.au



Date: 30 November 2023

Direct Phone: [REDACTED]

Email: [REDACTED]

Julia Mann

Email: [REDACTED]

**RE: RE: RESPONSE TO PUBLIC QUESTION QT106/23 AT COUNCIL MEETING
ON 22 NOVEMBER 2023**

Dear Julia,

Please see below my response to your questions QT106/23 at the Council Meeting on the 22 November 2023 as you were not in attendance at the meeting.

QT106/23 – Julia

Question 1.

Will the Ballarat Council release a statement condemning the war crimes of the Israeli Government against Palestinians in Gaza and call for the Australian Government to demand an immediate ceasefire and release of all hostages?

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

We have three level of Government in Australia - Federal, State and Local with very different responsibilities. Local Government's role is to respond to issue that affect local communities, while the Federal Government is responsible for issues that affect all Australians at a national level. International conflicts falls under the remit of the Federal Government's Department of Foreign Affairs and Trade. On this basis, the City of Ballarat will not be making a public statement about the Hamas-Israel conflict. The City of Ballarat denounces violence of any form and will continue to look to enhance Ballarat's reputation as being a diverse, inclusive and compassionate community.

Question 2.

As we are a diverse, multi-cultural and multi-faith community, will the Council consider flying the Palestinian flag at half mast in recognition of the genocide being carried out against the Palestinian people in Gaza?

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

As previously stated, international conflicts falls under the remit of the Federal Government's Department of Foreign Affairs and Trade. On this basis, the City of Ballarat will not be flying a Palestinian flag at half mast. The City of Ballarat denounces violence of any form and will continue to look to enhance Ballarat's reputation as being a diverse, inclusive and compassionate community.

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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Ballarat Vic 3353
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Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 7 December 2023

Our Ref: NR:kr

Your Ref: QT107/23

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Stuart Kelly

Email: [REDACTED]

Dear Stuart,

RE: OUTSTANDING QUESTION TIME ITEM – QT107/23

I refer to your questions asked at the 22 November 2023 Council Meeting.

Question 1

At the September meeting of Council as the Delegated Planning Committee, a decision regarding Heritage Overlays for five properties and one heritage precinct was deferred pending mediation with submitters and land holders. What is the current status of this? When will this come back to Council for a decision?

Answer 1

The decision regarding the five individual Heritage Overlay places and one heritage precinct deferred at the September meeting of the Delegated Planning Committee will return to Council for consideration at the 13 December meeting.

Question 2

Also at the September meeting Cr McIntosh requested that an update of the Heritage Gap Study be presented to a future council briefing. Will the details of that report be made publicly available?

Answer 2

A Council briefing on the Heritage Gaps Review Program is scheduled for 6th December, as requested by Cr. McIntosh. The program to be delivered has also recently been presented to the Ballarat Heritage Advisory Committee. As the significant program of work progresses there will be opportunity for community and stakeholder engagement.

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

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Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 7 December 2023

Our Ref: NR:kr

Your Ref: QT108/23 & QT110/23

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Deb Kileen

Email: [REDACTED]

Dear Deb,

RE: OUTSTANDING QUESTION TIME ITEM – QT108/23 & QT110/23

I refer to your questions asked at the 22 November 2023 Council Meeting.

Question 1

When did council first become aware that there were people sleeping in tents, and on the grandstand, at WhiteFlat oval and when did council first take action make the oval safe for oval users?

Answer 1

The Regulatory Services team were first made aware of the concerns raised, in May 2023, and at that time joined discussions with partner agencies including Victoria Police and Uniting. It is understood that Engaged Communities have been working with VicPOL and Uniting since February 2023 in relation to the situation of rough sleeping, more generally, including reports of rough sleeping at White Flat.

During this time, Council and other agencies have been working together towards achieving a long-term solution to this matter. In more recent times, it is understood that reports of anti-social and illegal behaviours have escalated requiring a heightened level of response. As you would appreciate, this is a significantly complex situation and requires a coordinated and combined response from all involved to achieve a resolution. We continue to be mindful of the extraordinary situation that some individuals find themselves in and continue to strive towards a long-term resolution with all involved.

Question 2

Will council release correspondence it had had, either from the Mayor, CEO and officers to authorities and agencies, regarding the situation at white flat oval?

Answer 2

In relation to the second question posed, the City of Ballarat and more particularly other partner agencies such as Victoria Police are bound by privacy and confidentiality legislation relating to individuals. Information is shared on an 'as needs' basis with respect to actioning any critical matters.

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

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Facsimile: 03 5333 4061



Date: 29 November 2023
Our Ref: BW:mh:bk
Your Ref: Public Question QT114/23
Enquiries: (61) 03 5320 5500
Direct Email: info@ballarat.vic.gov.au

Deb Ramsey
Ballarat East

Email: [REDACTED]

Dear Deb

RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 22 NOVEMBER 2023

I refer to your question asked at the Council meeting held on Wednesday 22 November 2023 as follows:

"I am quite pleased to see that the Council plans to retain male and female toilets. With a compromise of gender neutral toilets as well, everyone should be satisfied. Will the Council give assurance that the signage will use the words male and female on the appropriate toilets to avoid confusion about allowing men who identify as women or vice versa into the opposite sex toilets? It would be no compromise at all if men who identify as women were to be allowed access to female toilets."

Signage on public toilets will be reflective of identified use i.e. male, female, disability accessible, and all gender. The Public Toilet Strategy includes a strategic action (55) to undertake work with the Council's LGBTQIA+ committee with regard to future signage design. Building code requirements will also be required to be taken into consideration when identifying location and placement of signage. The toilet signage will provide the expectation about the toilet's intended use.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Bridget W".

Bridget Wetherall
Director Infrastructure and Environment

CC: Mayor and Councillors
Civic Support
Governance
Michael Hynes, Executive Manager Property and Facilities

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Date: 29 November 2023
Our Ref: BW:mh:bk
Your Ref: Public Question QT115/23
Enquiries: (61) 03 5320 5500
Direct Email: info@ballarat.vic.gov.au

Kylie Firms

Email: [REDACTED]

Dear Kylie

RE: PUBLIC QUESTIONS ASKED AT COUNCIL MEETING HELD 22 NOVEMBER 2023

I refer to your question asked at the Council meeting held on Wednesday 22 November 2023 as follows:

Q1. For the sake of correct use of toilets, can Council please clarify their definition of the terms "woman and man" and "female and male."

As per Chapter 4 of the Public Toilet Strategy, public toilets are for everyone. The Strategy seeks to consider diverse community needs especially when planning or building a new public toilet. Diverse community needs include those with a physical disability, vision impaired people, children and young people, older people, parents and carers, culturally and linguistically diverse people, LGBTQIA+ people, people experiencing homelessness, women and people menstruating and people with bladder and bowel challenges.

Q2. Is a trans woman that has a full beard and "appears" to look like a man to a reasonable person currently given access to women's toilets and change spaces?

All people have a right to be safe, welcome, respected and considered in City of Ballarat toilet facilities. The Public Toilet Strategy guides the future provision of public toilets across the municipality to ensure they are clean, safe and well-designed for all. A Service and Typology Guide has been developed as part of the Strategy to provide the City of Ballarat with guidance on provision and configuration of new and upgraded toilets. The Strategy does not seek to determine who can access toilets and change spaces.

Yours sincerely

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

Bridget Wetherall
Director Infrastructure and Environment

CC: Mayor and Councillors
Civic Support
Governance
Michael Hynes, Executive Manager Property and Facilities

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Date: 7 December 2023

Our Ref: NR:kr

Your Ref: QT116/23

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Sean Mulcahy

Email: [REDACTED]

Dear Sean,

RE: OUTSTANDING QUESTION TIME ITEM – QT116/23

I refer to your question asked at the 22 November 2023 Council Meeting.

Question 1

Is clause 74.3.6 of the Community Local Law 2017 inoperative as a result of section 71(3) of the Local Government Act?

Answer 1

The City of Ballarat Community Local Law was developed and implemented in 2017, in accordance with the legislation in place at the time (Local Government Act 1989).

When the City of Ballarat Community Local Law is next reviewed and developed, it will be in accordance with the current legislation (Local Government Act 2020) and will therefore ensure consistency with those legislative requirements such as the Charter of Human Rights and Responsibilities Act 2006.

The inclusion of Clause 74.3.6 in the Community Local Law was not intended to deny access to any person but was to enable the provision for any person under the age of six (6) or any person with a disability to be supported by a carer to access and use public amenities in a municipal building.

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

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Telephone: 03 5320 5500
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Date: 29 November 2023
Our Ref: BW:mh:bk
Your Ref: Public Question QT117/23
Enquiries: (61) 03 5320 5500
Direct Email: info@ballarat.vic.gov.au

Sean Mulcahy

Email: [REDACTED]

Dear Sean

RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 22 NOVEMBER 2023

I refer to your question asked at the Council meeting held on Wednesday 22 November 2023 as follows:

"In light of the Bins 4 Blokes awareness and advocacy campaign, will Council consider providing sanitary disposal bins in male public toilets, which can be used by trans men who are menstruating or men who are experiencing incontinence?"

The Public Toilet Strategy makes recommendations in regard to the provision of sanitary services including:

- Action number 42 'Determine the provision of sanitary disposal bins in male public toilets on a case by case basis'. The provision of bins to also support incontinence in male public toilets will form part of this sanitary service consideration.
- Action number 41 'Provide sanitary disposal bins in female and all gender toilets'.

Yours sincerely

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

Bridget Wetherall
Director Infrastructure and Environment

CC: Mayor and Councillors
Civic Support
Governance
Michael Hynes, Executive Manager Property and Facilities

OFFICIAL

10. NOTICE OF MOTION

11. REPORTS FROM COMMITTEES/COUNCILLORS

12. URGENT BUSINESS

13. SECTION 66 (IN CAMERA)

7.1. OBJECTION TO PROPOSED POWERCOR ELECTRICAL SUBSTATION AT 203 YORK STREET

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

(confidential information)

9.4. TENDER 2022/23-103 M.R.POWER PARK

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Robin Hand - Contracts Administration Officer

(confidential information)

9.5. DISABILITY ADVISORY COMMITTEE MEMBERSHIP

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

(confidential information)

13.1. AUSTRALIA DAY COMMUNITY AWARDS

Division: Executive Unit
Director: Evan King
Author/Position: Vivienne Murphy - Head of Executive and Civic Services

(confidential information)

14. CLOSE