

OFFICIAL

Council Meeting

Agenda

26 March 2025 at 6:30pm

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





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

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

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

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

PUBLIC SUBMISSIONS

- Public representations may be made on any items listed on the agenda in a Council Meeting apart from those listed in the confidential section.
- Presentations must be submitted in writing, not more than 500 words by 2:00pm on the day of the relevant meeting:
 - i. In the [form approved](#); or
 - ii. by email to Council's prescribed email address;.or
 - iii. in person during normal office hours at the Council Offices at 25 Armstrong Street South, Ballarat.
- If a person submitting a presentation is not present in the gallery, their presentation will be read out subject to the time limits.

ORDER OF BUSINESS:

1. Opening Declaration.....	6
2. Apologies For Absence.....	6
3. Disclosure Of Interest	6
4. Matters Arising From The Minutes.....	6
5. Confirmation Of Minutes.....	6
6. Public Question Time	6
7. Chief Executive Officer Report.....	7
7.1. Chief Executive Officer Report.....	7
8. Officer Reports.....	12
8.1. Tender 2024/25-360 Gillies Road	12
8.2. Tender 2024/25-282 Kerbside Glass Bin Supply.....	16
8.3. Tender 2024/25-330 Kerbside Organics Processing.....	20
8.4. Appeal of Permit for the Lydiard Street Railway gates to Heritage Council.....	24
8.5. Yangzhou 10th Anniversary of Friendship City.....	56
8.6. Art Gallery of Ballarat Drawcard Exhibition International Travel	64
8.7. Street Naming Proposals	69
8.8. Youth Services Plan - Year 2.....	75
8.9. Youth Profile 2024	88
8.10. Asset Management Policy	116
8.11. Councillor Representation - Western Highway Action Committee.....	126
8.12. Councillor Representation - Sunraysia Highway Improvement Committee	130
8.13. Ballarat Public Holiday	134
8.14. S6 Instrument of Delegation	138
8.15. S11A Instrument of Appointment and Authorisation.....	316
8.16. Contracts Approval Delegated Committee Minutes	419
8.17. Outstanding Question Time Items	426

9. Notices Of Motion448

10. Reports From Committees/Councillors.....448

 10.1. Reports from Advisory Committees448

 10.2. Reports from Councillors476

11. Urgent Business477

12. Section 66 (In Camera)477

13. Close479

The next meeting of the Ballarat City Council will be held on Wednesday 30 April 2025.

1. OPENING DECLARATION

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

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

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE OF INTEREST

4. MATTERS ARISING FROM THE MINUTES

5. CONFIRMATION OF MINUTES

6. PUBLIC QUESTION TIME

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

QUESTION TIME

- Questions must be in English and must be 75 words or less and not include a preamble, other additional material, or multiple parts.
- Questions must be submitted via the [form](#) on Council's website, no later than 12:00pm on the day of the Council Meeting.
- **Please note:** no person may submit more than two questions at each meeting; questions may not be allowed if the time allotted for public question time has finished.
- If a person submitting a question is not present in the gallery during Public Question Time, their questions will be read out and a response provided at the meeting.

7. CHIEF EXECUTIVE OFFICER REPORT

7.1. CHIEF EXECUTIVE OFFICER REPORT

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

PURPOSE

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

BACKGROUND

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

KEY MATTERS

Investment in aquatic centre upgrade

3. The City of Ballarat is celebrating a significant step toward sustainability and energy efficiency, with the Australian Government announcing a \$2.5 million grant to support a major heating system upgrade at the Ballarat Aquatic and Lifestyle Centre (BALC). This transformative \$7.7 million project will see the installation of an eco-friendly heat pump system, dramatically reducing gas consumption, emissions, and operational costs at one of the region's largest community facilities. The City of Ballarat is contributing \$5.2 million towards the project, reinforcing its commitment to environmental sustainability and smart energy solutions. The upgrade will replace the centre's aging gas boilers with state-of-the-art heat pump technology, significantly cutting gas use by 96%, which will reduce greenhouse gas emissions by 1,743 tonnes annually. Utility fees are a significant component of the annual running costs. The project is expected to generate operational savings of \$480,000 per year, achieving a return on investment within about 10 years and net savings of \$2.1 million by year 15.

Flood mitigation works for Cardigan Village and Miners Rest communities

4. The City of Ballarat is progressing flood mitigation projects to better protect Cardigan Village and Miners Rest communities. The flood mitigation projects will focus on upgrading stormwater systems, improving water flow management and implementing engineered solutions to reduce the risk of flooding in these areas. The City of Ballarat has advertised a tender for design services for the Cardigan Village Flood Mitigation project after completing flood modelling that identified several flooding hotspots within the township. The flood study outlined several mitigation

solutions, and the successful engineering consultant will be asked to design four flood protection measures for assessment and consideration.

5. As part of the Miners Rest Drainage Plan, updated flood modelling has been completed. A concept design that targets interventions in key areas to provide flood protection, while minimising the impact of works on local residents and the environment, is now underway. The City of Ballarat plans to engage a civil design consultant to further develop the concept design this year, prior to commencing construction. The City of Ballarat 2024-25 Budget included an increased investment in drainage projects to address storm event flooding in Cardigan Village and Miners Rest communities. The Budget allocated \$6.5 million for drainage projects, including the Cardigan Village Flood Mitigation project and the Miners Rest Drainage Plan, with additional funding proposed for future years' budgets.

Community Impact Grant applications open

6. The City of Ballarat is continuing to support a stronger and more connected community by funding initiatives that align with the priority areas of both Council and the community. Applications for the 2024/25 Community Impact Grant Program are now open, with local not-for-profit community groups, clubs, and organisations encouraged to apply. The program is designed to strengthen links between community members and groups by funding programs, events, products and services that bring a range of benefits to Ballarat. Grants of between \$500 and \$20,000 can be applied for, with applications open until 30 March 2025. There will only be one round of funding in the 2024/25 financial year. Priority will be given to projects that address healthy, connected and inclusive communities, community capacity building, and environmental sustainability.

Mars Stadium naming rights in place for another three years

7. The Western Bulldogs and Mars Wrigley announced a three-year partnership extension, which will see Ballarat's showpiece AFL, sporting and events venue continue to be known as Mars Stadium until at least the end of 2027. Over the next three years, the Bulldogs and Mars Wrigley will offer bespoke match-day and inner sanctum experiences and initiatives for members of the Ballarat community, while an increased investment will see local community heroes and sporting clubs around the region thrive through a range of new initiatives. This latest partnership renewal between the Western Bulldogs, City of Ballarat and Mars Wrigley will mark 10 years of an ongoing commitment towards giving back and helping grow the Ballarat sporting and events community.

New netball courts opened at Alfredton Recreation Reserve

8. The Alfredton community is gearing up for a huge netball season following the completion of new netball courts to cater to the needs of the growing western suburbs. The Alfredton Recreation Reserve Netball Courts project is now complete, following an overhaul of two outdated netball courts, as well as the refurbishment of a third court at the adjacent Alfredton Primary School. The joint \$1.33 million project was supported by \$700,000 from the State Government's Community Support Fund. Broken down into two stages, the first stage of the project saw the two existing netball courts receive new LED lighting and undergo a complete reconstruction that was completed in 2023. The second stage of the project, completed in late 2024, involved a reconstruction of the netball court and new lights on the Alfredton Primary School property. This court will be shared by the Alfredton Primary School and the Ballarat Football Netball Club.
-

Sebastopol Community Hub starting to come to life

9. A project that will transform Sebastopol and become a vital part of community life has reached a major construction milestone. The concrete slab of the Sebastopol Community Hub is about to be poured, as significant progress continues to be made towards the community-shaping project. It is expected the structural steel framing will be complete in autumn as the designs start to become reality. The community hub will provide a vital facility for Sebastopol and surrounding suburbs and has extensive financial support from all three tiers of government.
10. The collaborative project is jointly funded by the City of Ballarat (up to \$5 million), the Federal Government (\$4.5 million) through the Investing in Our Communities program and the State Government (\$4.5 million) through the Building Blocks Capacity program. The Sebastopol Community Hub will include:
 - Three 22-place kindergarten rooms.
 - A main hall with a 150-person capacity.
 - Three meeting rooms with varying capacities ranging from 12-50 people.
 - Maternal child health consulting rooms.
 - A community kitchen.
 - A kindergarten play space and an undercover play area.
 - On-site carparking.

Victoria Solver of the Year second year running

11. The City of Ballarat's efforts to improve customer service have again been recognised, with the Customer Experience team announced as the Victorian Solver of the Year by Snap Send Solve. This is the second consecutive year that the team has won the award, recognising the City of Ballarat as the organisation with the highest star rating by Snap Send Solve users. Throughout 2024, 8,103 reports were made to the City of Ballarat, an increase of 26% from the year prior. The Snap Send Solve app was first introduced to the Ballarat community in 2022 and, with so much uptake in residents using the app, the City of Ballarat has announced two new features that will make the service more effective in communicating the progress of requests (snaps).
12. The Squads function will allow users to create groups with other users and through a unique code, all those with a vested interest in the snap can stay informed of its progress. The second feature enables snaps to be made public. Slightly different to Squads, the snap will be visible to a range of users in the geographic area. While no private information is shared, the basic information including type, location and photo can be viewed online. These new features will bring communities together in their mission to keep public spaces well maintained through more effective information sharing, while also reducing the number of duplicate jobs coming through to Council for the same issue. The Snap Send Solve app is free and available on Apple and Android phones.

Victorian Goldfields given green light to go for World Heritage Listing

13. The City of Ballarat and its local government counterparts are celebrating following the Australian Government's announcement that it has officially given the green light for the Victorian Goldfields to seek World Heritage Listing, marking an historic milestone after 35 years of continued advocacy. The addition of the Victorian Goldfields to Australia's World Heritage Tentative List signifies a major step forward

in the efforts to achieve UNESCO recognition, which can only receive a formal nomination for consideration following 12-months of Tentative List status.

14. The World Heritage bid is the initiative of a regional partnership made up of the 15 local councils and the Victorian Goldfields Tourism Executive, led by the City of Ballarat and the City of Greater Bendigo. The Victorian Government announced \$2 million to progress the Victorian Goldfields World Heritage nomination in 2023. The Victorian Goldfields Tentative List submission begins to tell a unique story that includes and goes beyond mining and the goldrush – a story of the region’s gold bearing landscape, the experiences of Traditional Owners and of the men, women and children who came from all around the world and of technological innovation and global expansion.
15. Achieving UNESCO World Heritage status will bring extensive benefits to the region’s local communities. A 2024 economic assessment found that the listing could see 2.5 million new visitors to the Victorian Goldfields Region over 10 years, with an estimated visitor spending increase into local economies of over \$500 million.

Events

16. The **73rd annual Ballarat Begonia Festival** was held in March, with tens of thousands of people flocking to the Ballarat Botanical Gardens for the three-day festival. Held every year over the Labour Day long weekend, the Ballarat Begonia Festival offers a diverse range of free activities, entertainment, and educational experiences for all ages. This year, there was a renewed focus on conservation of native flora and fauna, highlighted by the headline act ‘The Last Numbat’. The Last Numbat was a large-scale, interactive performance installation that uses puppetry to tell the story of the decline of the endangered Australian marsupial.
17. **Ballarat Ageing Well Expo 2025** was held on 26 March 2025 with over 50 information stalls with information from local health, home care and social services, advocacy and support groups, government services, a focus on health and wellbeing plus aids and equipment options. There were guest speakers from the Department of Health and Aged Care, Housing for the Aged Action Group, and Ballarat and Grampians Community Legal Service. The expo was attended by hundreds of Ballarat locals who enjoyed exploring ways to age well, connect with local services, learn about changes to aged care and start planning for your future.
18. Cross country running is set for a significant boost, with the Victorian Government confirming a three-year partnership for Ballarat to host the **Australian Athletics Cross Country Championships**. The investment from Sport and Recreation Victoria will see ‘The Golden City’ play host to the annual Championships from 2025 through to 2027, reinforcing the city’s status as a premier destination for distance running and sport. The 2025 Australian Athletics Cross Country Championships will be held from August 23-24 and serve as a key event in the national athletics calendar that provides a truly diverse offering of national competition.

COMMUNITY ENGAGEMENT

19. Community engagement is not applicable to this report as it represents a high-level summary of the main activities and issues involving the City of Ballarat.

OFFICER RECOMMENDATION

20. That Council:

20.1 Receive and note the CEO's Operational Report.

ATTACHMENTS

Nil

8. OFFICER REPORTS

8.1. TENDER 2024/25-360 GILLIES ROAD

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Levi Cox – Contracts Administrator

PURPOSE

1. The purpose of this report is to recommend award of Contract Number 2024/25-360 for the provision of Gillies Road reconstruction, from Addington Road to Glendonald Road.

BACKGROUND

2. This project will see the reconstruction of Gillies Road from Addington Road to Glendonald Road, Ascot.
3. The extent of works to be undertaken includes:
 - Earthworks.
 - Tree removal.
 - Drainage construction.
 - Road pavement construction and sealing.
 - Guardrail installation.
 - Table drain formation.
 - Line marking and ancillary works.

KEY MATTERS

4. Under Council's Road Hierarchy, Gillies Road is a link road, which is the highest category under arterial road.
5. The practice which officers have adopted and included in the specification for this project is to require contractors to meet pre-qualification standards to undertake work on roads of this status. This practice is intended to ensure that appropriate safety standards and history of operations in similar traffic conditions is inherent in the contractor's capability. City of Ballarat has adopted a VicRoads (Regional Roads Victoria) standard for prequalification which is R3. This was detailed as a mandatory requirement within the specification and published as part of the tender for this project.
6. The evaluation panel noted that there were four (4) tender responses received. One (1) submission was deemed non-conforming and three (3) were evaluated in full.
7. The City of Ballarat have been successful in being awarded funding of \$2,697,921.00 from the Federal Roads to Recovery program. This Gillies Road project has a nominated funding amount of \$2,000,000.00 that has been included in the 2024/25 Capital Works Program.
8. The City of Ballarat have assigned \$2,910,000.00 for this project that has been included in the 2024/25 Capital Works Program.

9. The project has a total combined budget of \$4,910,000.00. The nominated provisional sum included in the contract sum is not expected to be utilised under the contract. This will see the tender contract sum fall within budget limitations. Should the contingency sum be needed, guaranteed savings on other capital projects can be used (for example, the Tress Street rehabilitation project has a saving of \$190,000 that can be used to cover the shortfall in budget for this contract).

COMMUNITY ENGAGEMENT

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

OFFICER RECOMMENDATION

12. **An Officer Recommendation has been provided within the Tender Evaluation Report confidential attachment.**

ATTACHMENTS

1. Governance Review [8.1.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report supports the Council Plan goals of livability and sustainability by upgrading Council's Infrastructure and Assets throughout the municipal road network to improve road conditions for all affected users.

The plan aligns with the following:

- City of Ballarat Council Plan 2021-2025
 - Goal 2: A healthy, connected, and inclusive community
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 5: A strong and innovative economy and city
 - Goal 6: A Council that provides leadership and advocates for its community
- City of Ballarat Budget 2024-2025
- City of Ballarat Asset Plan 2022-2032
- City of Ballarat Community Vision 2021-2031

COMMUNITY IMPACT

2. This project is providing much needed upgrades to Council assets which will enable users to have a safer connection of road networks.
3. This project will see the rehabilitation of Gillies Road from Addington Road to Glendonald Road and will include pavement construction, table drain formation, guardrail installation, linemarking and ancillary works.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

5. The construction of this project will see full-time local jobs over the period of the project along with ancillary employment from material suppliers and professional services.
6. The project will utilise labor, materials, plant, and equipment sourced from within the defined group of local municipalities.

LEGAL AND RISK CONSIDERATIONS

7. The project has been designed and will be constructed in accordance with all relevant design standards. The contract provides for management of traffic, pedestrians, property, and environment during the delivery of the works, with stringent Occupational Health and Safety requirements.

OFFICIAL

OFFICIAL

8. The recommended contractor possesses the required VicRoads (Regional Roads Victoria) R3 prequalification. The R3 prequalification serves to verify that contractors possess the necessary expertise, experience, and resources to successfully complete the work required. This includes demonstrating technical qualifications, past performance on similar projects, financial stability, and adherence to safety and environmental standards.
9. By requiring this prequalification, City of Ballarat can mitigate the risk of project delays, cost overruns, or substandard work. This ensures consistent delivery of infrastructure that meets community needs, regulatory requirements on complex and high-impact projects.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

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

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

15. Officers considered this procurement for collaboration with other Councils and public bodies and deemed it not suitable as the type of work being completed is specific to this section of road and has nominated external funding.

OFFICIAL

8.2. TENDER 2024/25-282 KERBSIDE GLASS BIN SUPPLY

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Siobhan Dent – Coordinator Circular Economy

PURPOSE

1. The purpose of this report is to recommend that Council award Contract Number 2024/25-282 for the provision of kerbside glass bins.

BACKGROUND

2. In accordance with the *State Government's Circular Economy (Waste Reduction and Recycling) Act 2021* (the Circular Economy Act), all local government areas (LGAs) are required to transition to a separate glass service.
3. In October 2023, Council endorsed (R158/23) the introduction of a monthly residential kerbside glass collection. Preparations are underway for the introduction of the new kerbside glass service in November 2025.
4. In line with the planned implementation approach also endorsed by Council in October 2023, officers have been monitoring the community's usage of the Pass on Glass sites since the introduction of the Container Deposit Scheme (CDS) in November 2023 and note that:
 - the volume of glass collected via the Pass on Glass sites has declined by 30% (from November 2023 to January 2025).
 - there are regular instances of people removing CDS eligible items from the Pass on Glass skip bins, leading to safety concerns from contractors servicing the sites
 - officers receive regular complaints from households and businesses close to some Pass on Glass sites regarding anti-social behaviour and noise from glass being dropped off.
 - the operation, maintenance and servicing of the ten Pass on Glass sites across Ballarat is expected to cost approximately \$490,000 in 2024/25.
5. This request for tender sought an experienced contractor to supply approximately 51,000 mobile garbage bins (MGBs), as well as the ongoing MGB supply and associated spare parts for the glass kerbside service.

KEY MATTERS

6. The Procurement Australia Mobile Garbage Bin Panel 2510/0513 was used to select bidders invited to respond to the tender. This is a form of collaborative procurement which leverages the combined buying power of Councils to achieve the best value for money outcome. This approach is provided for under section 3.9 of the City of Ballarat's Procurement Policy.

7. All three invited tenderers submitted a response and the tenders were evaluated against a set of criteria.
8. The project budget allocation for the supply and rollout of MGBs for the kerbside glass service is \$2,300,000.
9. The contract is priced as a schedule of rates to ensure that there is not an under or oversupply of bins as a result of the potential variation in the number of households that will initially receive the new kerbside glass service and to facilitate the ongoing MGB supply and associated spare parts for the service.

COMMUNITY ENGAGEMENT

10. In November 2022, the Kerbside Transition Plan community survey was conducted and 2,176 responses were received. The community was asked what factors should be taken into consideration when designing the new glass service.
11. Respondents were asked how they preferred to manage their household glass waste:
 - 83.9% of respondents indicated that they would prefer a new kerbside bin for glass.
 - 61.6% of respondents indicated that they often or sometimes used the current Pass on Glass skip bins.

OFFICER RECOMMENDATION

12. **An Officer Recommendation has been provided within the Tender Evaluation Report confidential attachment.**

ATTACHMENTS

1. Governance Review [8.2.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 1: An environmentally sustainable future

COMMUNITY IMPACT

2. City of Ballarat is preparing to commence a residential kerbside glass collection to meet the State Government's *Circular Economy (Waste Reduction and Recycling) Act 2021* requirement that all councils provide a separate glass collection service to households.
3. The introduction of a kerbside glass collection service will change the way our residents manage their glass waste and will help to create higher quality recyclable materials and reduce the amount of waste being sent to landfill.
4. The effect this change may have on different parts of the community include:
 - a. An added cost of a glass kerbside bin collection may have a proportionally larger impact on low-income households.
 - b. Homes or units may have limited storage space for an additional bin.
 - c. For older people or people with disability that have trouble moving bins, a glass bin could become quite heavy and difficult to manoeuvre.
 - d. Some households do not create a lot of glass waste and will not require a regular kerbside glass bin service.
 - e. The difference in bin lid colour can be hard to determine to those who are blind, have low vision or are colour blind.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

5. The implementation of a kerbside glass collection will increase the volume of glass collected for recycling and lead to less waste being sent to landfill.

ECONOMIC SUSTAINABILITY IMPLICATIONS

6. The kerbside collection of glass is expected to offer not only environmental benefits but economic benefit by recovering glass materials from landfill for processing and reuse.

FINANCIAL IMPLICATIONS

7. The budget allocation for the supply and rollout of MGBs for the kerbside glass service is \$2,300,000.

OFFICIAL

OFFICIAL

LEGAL AND RISK CONSIDERATIONS

8. The kerbside glass MGBs are being supplied and delivered to households by an experienced contractor that has well developed processes and appropriate risk management policies and procedures in place.
9. The provision of a glass collection service is required under the *Circular Economy (Waste Reduction and Recycling) Act 2021*.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

11. In November 2022, the Kerbside Transition Plan community survey was conducted, and 2,176 responses were received. The community was asked what factors should be taken into consideration when designing the new glass service.
12. Respondents were asked how they preferred to manage their household glass waste:
 - a. 83.9% of respondents indicated that they would prefer a new kerbside bin for glass
 - b. 61.6% of respondents indicated that they often or sometimes used the current Pass on Glass skip bins.

GENDER EQUALITY ACT 2020

13. Potential gender equality implications identified for the implementation of a kerbside glass service are outlined in the Gender Impact Assessment.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

PROCUREMENT COLLABORATION

15. The Procurement Australia Mobile Garbage Bin Panel 2510/0513 was used to select bidders invited to respond to the tender. The Procurement Australia Mobile Bins 2510/0513 panel was established as a collaborative effort from 17 local governments participating in the tender and subsequent contract.

OFFICIAL

8.3. TENDER 2024/25-330 KERBSIDE ORGANICS PROCESSING

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Siobhan Dent – Coordinator Circular Economy

PURPOSE

1. The purpose of this report is to recommend that Council award Contract Number 2024-25/330 for the provision of kerbside organics processing. The duration of the contract is three years with the provision of two x one year extensions.

BACKGROUND

2. The City of Ballarat is planning to expand its current green waste kerbside service to a food organics and garden organics (FOGO) service in 2025.
3. The kerbside organics processing contract will include the receipt and processing of green waste and future FOGO materials, collected via City of Ballarat's kerbside collections service, into a sustainable end use product.

KEY MATTERS

4. The City of Ballarat issued tender 2024/25-330 on 20 November 2024, for a professional, proven industry operator to accept and process green waste and future FOGO materials, collected via its kerbside service, into a sustainable end use product. The tender closed on 20 December 2024.
5. The Evaluation Panel noted that four (4) tender responses were received. All four tender submissions were evaluated against a set of criteria.
6. The existing green waste processing budget is \$1,100,000 for 2024/25.

COMMUNITY ENGAGEMENT

7. In November 2022, the Kerbside Transition Plan community survey was conducted and 2,176 responses were received. The community was asked what factors should be taken into consideration when designing the new FOGO kerbside services.
8. Respondents were asked to identify what they considered the top priority for Council to consider when designing the new FOGO kerbside services:
 - a. 60.9% of respondents identified '*Maximise recycling and environmental benefits*'.
 - b. 18.8% of respondents identified '*Most cost-effective option*'.
 - c. 17.9% of respondents identified '*Most convenient option*'.
 - d. 2.4% of respondents identified '*Other*'

OFFICER RECOMMENDATION

- 9. An Officer Recommendation has been provided within the Tender Evaluation Report confidential attachment.**

ATTACHMENTS

1. Governance Review [8.3.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 1: An environmentally sustainable future

COMMUNITY IMPACT

2. The subject of this report will impact the community by providing an opportunity for residents access compost and mulch products that are produced using FOGO materials collected from Ballarat households.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. The processing City of Ballarat's kerbside FOGO materials into compost and mulch, will enable these materials to be diverted from landfill and reduce associated carbon emissions.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. The processing of kerbside FOGO materials are expected to offer not only environmental benefits but significant economic benefit by recovering organic materials from landfill for processing and reuse.

FINANCIAL IMPLICATIONS

5. The existing Green Waste Processing budget is \$1,100,000 for 2024/25.

LEGAL AND RISK CONSIDERATIONS

6. The contract provides for the processing of kerbside organic materials by a professional and proven industry operator at sites that have the required EPA approvals.

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. In November 2022, the Kerbside Transition Plan community survey was conducted, and 2,176 responses were received. The community was asked what factors should be taken into consideration when designing the new kerbside FOGO service.
9. Respondents were asked to identify what they considered the top priority for Council to consider when designing the new kerbside services:

OFFICIAL

OFFICIAL

- a. 60.9% of respondents identified '*Maximise recycling and environmental benefits*'.
- b. 18.8% of respondents identified '*Most cost-effective option*'.
- c. 17.9% of respondents identified '*Most convenient option*'.
- d. 2.4% of respondents identified "*Other*"

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

12. Officers considered this procurement for collaboration with other Councils and Public Bodies and deemed it not suitable.
13. The City of Ballarat is currently leading the Ballarat Region Circular Economy Materials Staged Collaborative Procurement process in partnership Central Goldfields Shire, Golden Plains Shire, Hepburn Shire, Moorabool Shire, Northern Grampians Shire, Pyrenees Shire, and Central Highlands Water. This regional procurement project is currently developing the Request for Tender process seeking a regional processor for organic materials.
14. Due to the complexity of the project, there have been unforeseen delays in the collaborative process, and as such the decision has been made to release this separate Kerbside Organics Processing tender as City of Ballarat's current green waste processing contract is scheduled to expire on 30 June 2025.

OFFICIAL

8.4. APPEAL OF PERMIT FOR THE LYDIARD STREET RAILWAY GATES TO HERITAGE COUNCIL

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Annabel Neylon – Coordinator Heritage

PURPOSE

1. The purpose of this report is to inform Council of the process and costs associated with an appeal of the Heritage Victoria issued permit P39923m to inform a decision on whether Council wishes to pursue an appeal.
2. The permit allows for the introduced mechanical boom gates to remain indefinitely at the Lydiard Street level crossing, and for the static positioning within the public realm of two (2) of the original (restored) timber gate panels, the relocation of the surviving steel gate post and the placement of one recycled gate post.

BACKGROUND

3. The Executive Director Heritage Victoria issued Permit P39923 on 7 February 2025 to allow for reinstatement of the surviving interlocking timber sector gates and associated tie rods, posts and stays to the Lydiard Street level crossing area in a static non-operational manner.
4. The following documents are attached to this report to provide context and background to the matter. These are:
 - a. Heritage Permit P39923, issued 07 February 2025.
 - b. Q and A Permit P39923.
 - c. Extract from 14 August 2024 Planning Delegated Committee Meeting – 6.6 Heritage Victoria Permit Application P39923 – Ballarat Railway Complex, City of Ballarat Written Submission (Council report).
 - d. 14 August 2024 Planning Delegated Committee Meeting - 6.6 Heritage Victoria Permit Application P39923 – Ballarat Railway Complex, City of Ballarat written submission (Attachment).
 - e. Architectural Plans submitted with Heritage Permit Application P39923.

KEY MATTERS

5. Where change is sought to a place on the Victorian Heritage Register, a Heritage Permit is required. Heritage Victoria's Executive Director makes the decision on whether to issue a permit.
6. The *Heritage Act 2017* (the Act) provides for a permit issued by the Executive Director of Heritage Victoria to be reviewed by the Heritage Council of Victoria under section 106.

7. A written request for the review of a permit must be made to the Heritage Council of Victoria within 60 days of the permit being issued or refused.
8. A permit review can only be requested by:
 - a. The applicant;
 - b. The owner or government asset manager of the registered place or object; or
 - c. A person with a real and substantial interest in the registered place or object.
9. Ballarat City Council and the Chief Executive Officer are considered to have a real and substantial interest in the registered place, being the Ballarat Railway Complex.
10. To appeal Heritage Permit P39923 issued 07 February 2025, City of Ballarat would need to prepare a written submission and request a hearing by the Heritage Council of Victoria.
11. This must be done on the Heritage Council Form C Request a permit review and a fee submitted by 8 April 2025.
12. The fee to request a permit review and hearing is dependent on the total cost of the works. It is estimated to be approximately \$10,00-15,000 if the works are in the vicinity of \$250,000-450,000.
13. Should the Heritage Council agree to undertake a hearing, written submissions and in person presentations will be heard by all parties, and a determination will be made within 60 days of the hearing.
14. The Minister of Planning is legislated to take responsibility for the review of a permit that is before the Heritage Council and may refer a review of a permit to the Victorian Civil and Administrative Tribunal for determination.
15. The cost of engaging specialised independent expert evidence services will incur a cost of approximately \$10,000.
16. Costs associated with expert evidence can be reduced by utilising the skills and experience of our Heritage Advisor to provide background information and support to the engaged expert.
17. A quotation indicates that the cost of engaging legal counsel to run the hearing on behalf of Council is estimated to be \$25,000-\$35,000.

OFFICER RECOMMENDATION

18. That Council:

18.1 Determine to seek a review of Heritage Victoria permit P39923 as issued.

ATTACHMENTS

1. Governance Review [8.4.1 - 2 pages]
 2. Architectural Drawings M K for P39923 [8.4.2 - 9 pages]
-

3. Draft Ltr HV Permit P39923 Ballarat Railway Complex Lydiard Street North [**8.4.3** - 2 pages]
4. Q-and- A- Ballarat Railway Station P39923 [**8.4.4** - 2 pages]
5. Permit P39923 [**8.4.5** - 5 pages]
6. Heritage Victoria Permit Application Agenda [**8.4.6** - 8 pages]
7. Heritage Victoria Permit Application Minutes [**8.4.7** - 1 page]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 6: A Council that provides leadership and advocates for its community
 - City of Ballarat Community Vision 2021-2031

COMMUNITY IMPACT

2. The subject of this report will impact the community by providing certainty as to Council's position on the historic Lydiard Street Interlocking gate system and demonstrates Council's commitment to advocate for its community.

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 costs associated with the appeal, which are described in the report.

LEGAL AND RISK CONSIDERATIONS

6. The appeal of the permit for the Lydiard Street Railway Gates to the Heritage Council is a legal process and will require legal representation.

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. Community consultation and engagement has been conducted by Council over the past four years in relation to this project, for the purpose of understanding the community's views and position on the re-instatement of the Lydiard Street Railways Gates in working order. Council has informed, consulted with and collaborated with the relevant stakeholders.

OFFICIAL

OFFICIAL

GENDER EQUALITY ACT 2020

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

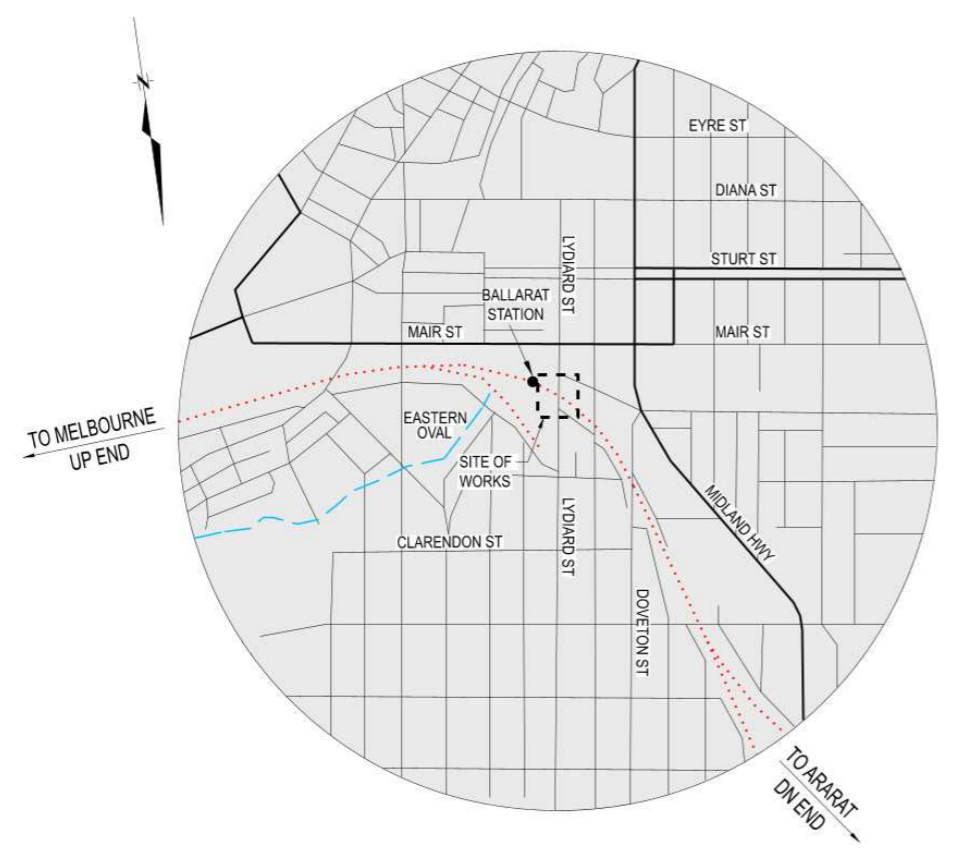
CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

LYDIARD STREET, BALLARAT HERITAGE GATES RENEWAL LOCALITY PLAN AND DRAWING INDEX

Certified By: (BLOCK LETTERS)
(SIGNATURE)
(DATE)



DRAWING NUMBERS	TITLE
1731_C0001	LOCALITY PLAN AND DRAWING INDEX
1731_C0002	GENERAL NOTES AND LEGEND
1731_C0011	GENERAL ARRANGEMENT PLAN
1731_C0012	HERITAGE OVERLAY ARRANGEMENT PLAN
1731_C0015	TYPICAL CROSS SECTIONS - SHEET 1
1731_C0016	TYPICAL CROSS SECTIONS - SHEET 2
1731_C0017	TYPICAL CROSS SECTIONS - SHEET 3
1731_C0021	TYPICAL DETAILS - SHEET 1
1731_C0022	TYPICAL DETAILS - SHEET 2

FINAL DESIGN

NOT FOR CONSTRUCTION

2/07/2024 10:44:47 AM

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant

KINSLEY GROUP

www.kinsleygroup.com.au

Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL

BALLARAT

HERITAGE GATES RENEWAL

LYDIARD STREET - 118.923km

LOCALITY PLAN AND DRAWING INDEX

Up Location East. North. ID#	Down Location East. North. ID#	Datum MGA Z54
------------------------------	--------------------------------	---------------

PUBLIC TRANSPORT VICTORIA

File Name 1731_C0001.dgn

Sheet No. 01 of 01

In Serv.

Scale N.T.S. Sheet Size A3

Drawn By M JOHNSTONE	Designed By M JOHNSTONE
Checked By A SIM	Ind. Review D ZHANG
Approved A SIM	Approval Date 02/07/24
Drawing Number 1731_C0001	Revision C

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0001.dgn

Certified By: (DATE) (SIGNATURE) (BLOCK LETTERS)

GENERAL NOTES

- G1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO THE SUPERINTENDENT FOR DECISION BEFORE PROCEEDING WITH THE WORK.
- G2. ALL DIMENSIONS RELEVANT TO SETTING OUT AND OFF-SITE WORK SHALL BE VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION AND FABRICATION COMMENCES. THE ENGINEER'S DRAWINGS SHALL NOT BE SCALED.
- G3. WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE SPECIFICATION, BUILDING CODE OF AUSTRALIA, CURRENT S.A.A. CODES INCLUDING ALL AMENDMENTS, BUILDING REGULATIONS, AND THE REQUIREMENTS OF ANY OTHER RELEVANT STATUTORY AUTHORITIES, EXCEPT WHERE VARIED BY THE CONTRACT DOCUMENTS.
- G4. THE APPROVAL OF A SUBSTITUTION SHALL BE SOUGHT FROM THE ENGINEER BUT IS NOT AN AUTHORISATION FOR A VARIATION. ANY VARIATION INVOLVED MUST BE TAKEN UP WITH THE SUPERINTENDENT BEFORE THE WORK COMMENCES.
- G5. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE. ALL LEVELS ARE EXPRESSED IN METRES.
- G6. CONTRACT WORKS SHALL NOT COMMENCE UNTIL APPROVED BY RELEVANT AUTHORITIES.
- G7. THESE DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION UNTIL ISSUED AS "FOR CONSTRUCTION" BY THIS OFFICE.
- G8. THE CONTRACTOR RETAINS RESPONSIBILITY OF THE WORKS EVEN IF THE ENGINEER HAS INSPECTED THE WORKS DURING CONSTRUCTION.
- G9. THE DESIGN, CERTIFICATION, CONSTRUCTION AND PERFORMANCE OF FORMWORK AND FALSE WORK SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AND SHALL BE CARRIED OUT IN ACCORDANCE WITH THE RELEVANT CODES.
- G10. DURING CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE STRUCTURE IN A STABLE CONDITION AND ENSURING NO PART SHALL BE OVER STRESSED UNDER CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL DESIGN AND INSTALL TEMPORARY BRACING AS REQUIRED TO KEEP THE WORKS AND EXCAVATION STABLE AT ALL TIMES. WHEN REQUESTED, THE CONTRACTOR SHALL PROVIDE CALCULATIONS TO JUSTIFY THE ADEQUACY OF THE STRUCTURE TO SAFELY WITHSTAND ANY IMPOSED LOADS AND/OR CONSTRUCTION PROCEDURE.
- G11. IF THE CONTRACTOR INTENDS TO VARY THE SCOPE OR METHOD OF WORKS OR MATERIALS USED THE CONTRACTOR SHALL SUBMIT FULL DETAILS OF THE PROPOSAL TO V/LINE AND THE DESIGN ENGINEER FOR DESIGN CHECK.
- G12. PRIOR TO ANY EXCAVATION, THE CONTRACTOR SHALL CHECK WITH ALL RELEVANT AUTHORITIES AND OBTAIN ALL NECESSARY PERMITS AND BY SITE EXPLORATION IF NECESSARY FOR THE LOCATION OF ANY EXISTING SERVICES WHICH MAY AFFECT THE WORKS. IF SERVICES ARE FOUND TO EXIST, THEN THE CONTRACTOR SHALL NOTIFY THE SUPERINTENDENT AND OBTAIN INSTRUCTIONS PRIOR TO PROCEEDING.

STEELWORK

- S1. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH AS 4100 AND AS 1554.
- S2. UNLESS NOTED OTHERWISE:
 - ALL WELDS SHALL BE 6mm CONTINUOUS FILLET WELDS FROM E48XX ELECTRODES, OR EQUIVALENT.
 - ALL WELDS SHALL BE CATEGORY SP.
 - ALL BUTT WELDS SHALL BE COMPLETE PENETRATION BUTT WELDS.
- S3. THE BOLTING PROCEDURE IS DESIGNATED AS FOLLOWS:
 - 4.6/S - REFERS TO COMMERCIAL BOLTS OF STRENGTH GRADE 4.6 TO AS 1111 TIGHTENED USING STANDARD WRENCH TO A SNUG TIGHT CONDITION.
 - 8.8/S - REFERS TO HIGH STRENGTH BOLTS OF STRENGTH GRADE 8.8 TO AS 1252 TIGHTENED USING A STANDARD WRENCH TO SNUG TIGHT CONDITION.
 - 8.8/TF - REFERS TO HIGH STRENGTH BOLTS OF STRENGTH GRADE 8.8 TO AS 1252, FULLY TENSIONED TO AS 4100, DESIGNED AS A FRICTION TYPE JOINT.
 - 8.8/TB - REFERS TO HIGH STRENGTH BOLTS OF STRENGTH GRADE 8.8 TO AS 1252, FULLY TENSIONED TO AS 4100, DESIGNED AS A BEARING TYPE JOINT.

- S4. ALL BOLTS SHALL BE OF SUCH LENGTH THAT AT LEAST ONE AND A HALF FULL THREAD IS EXPOSED BEYOND THE NUT AFTER THE NUT IS TIGHTENED. A MINIMUM OF ONE WASHER SHALL BE USED UNDER THE NUT IN ALL SITUATIONS. IF TIGHTENING IS CARRIED OUT AT THE HEAD, AN ADDITIONAL WASHER SHALL BE USED UNDER THE HEAD. FOR SLOTTED HOLES USE HARDENED WASHERS UNDER THE NUT AND BOLT HEAD.
- S5. ALL STEEL WORK, INCLUDING MEMBERS AND FIXINGS, SHALL BE HOT DIPPED GALVANISED. COATINGS DAMAGED DURING TRANSPORT AND ERECTION OR BY WELDING SHALL BE MADE GOOD AFTER BEING WIRE-BRUSHED CLEAN.
- S6. HOT DIP GALVANISING SHALL BE COMPLETED FOLLOWING THE COMPLETION OF WELDING WORKS UNLESS OTHERWISE STATED SPECIFICALLY ON THE DESIGN DRAWINGS "WELDING WORKS TO BE COMPLETED ONSITE".
- S7. HOT DIP GALVANISING SHALL BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AS 1214, AS 1559, AS 4680, AS 4791 AND AS 4792. REPAINT / REPAIR OF DAMAGED GALVANISED SURFACES (eg. SITE WELDS) SHALL BE PAINTED WITH 2 COATS OF APPROVED ZINC RICH PAINT. THE CONTINUOUS AVERAGE ZINC COATING MASS SHALL BE AS FOLLOWS:

COMPONENT	MINIMUM AVERAGE COATING
STEEL 5mm THICK AND OVER	600g/m ²
STEEL 2mm TO 5mm THICK	450g/m ²

- S8. COATINGS DAMAGED DURING TRANSPORT AND ERECTION OR BY WELDING SHALL BE MADE GOOD AFTER BEING WIRE-BRUSHED CLEAN, AND RECOATED IN ACCORDANCE WITH NOTE S7.
- S9. DURING FABRICATION REGULAR INSPECTIONS SHALL BE CARRIED OUT BY THE INSPECTOR TO ENSURE THE REQUIRED QUALITY CONTROL IS ADHERED TO.
- S10. UNLESS NOTED OTHERWISE ON THE DRAWINGS, ALL STEEL SHALL BE OF THE FOLLOWING GRADE IN ACCORDANCE WITH THE FOLLOWING AUSTRALIAN STANDARDS:

TYPE OF STEEL	GRADE
UNIVERSAL BEAMS, COLUMNS AND PARALLEL CHANNELS TO AS 3679.1	300 PLUS
WELDED BEAMS TO AS 3679.2	300 PLUS
COLD FORMED SHS AND CHS	350
ALL OTHER STEELWORK	250

- S12. ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO CONSTRUCTION CATEGORY 3 (CC3) IN ACCORDANCE WITH AS 5131.
- S13. WELD TYPES ARE DESIGNATED AS FOLLOWS:
 - CFW - CONTINUOUS FILLET WELD
 - CPBW - COMPLETE PENETRATION BUTT WELD
 - PPBW - PARTIAL PENETRATION BUTT WELD
 - FSBW - FULL STRENGTH BUTT WELD
- S14. WELDS SHALL CONFORM TO AS 1554 AND WELDING ELECTRODES TO AS 1553. WELDING SHALL BE PERFORMED BY AN EXPERIENCED OPERATOR. THE INSPECTION / TESTING OF ALL WELDS SHALL BE CARRIED OUT BY QUALIFIED PERSONNEL IN ACCORDANCE WITH AS 5131, AS 2214 AND NOTES ON THE DRAWINGS.

REINFORCEMENT

- R1. REINFORCEMENT SHOWN ON THE DRAWINGS IS REPRESENTED DIAGRAMMATICALLY AND NOT NECESSARILY SHOWN IN TRUE PROJECTION.
- R2. REINFORCEMENT SYMBOLS :
 - N GRADE 500 DEFORMED REINFORCING BARS, DUCTILITY CLASS N TO AS 4671.
 - R GRADE 25D PLAIN REINFORCING BARS TO AS 1302.
 - W HARD DRAWN STEEL REINFORCING WIRE, GRADE 500 DUCTILITY CLASS L TO AS 4671.
 - TM HARD DRAWN STEEL TRENCH MESH, GRADE 500 DUCTILITY CLASS L TO AS 4671
 - RL RECTANGULAR RIB MESH, GRADE 500 DUCTILITY CLASS L TO AS 4671
 - SL SQUARE RIB MESH, GRADE 500 DUCTILITY CLASS L TO AS 4671

THE NUMBER FOLLOWING THE BAR SYMBOL IS THE NOMINAL BAR DIAMETER IN MILLIMETRES.

- R3. REINFORCEMENT ABBREVIATIONS :
 - EF EACH FACE
 - NF NEAR FACE
 - FF FAR FACE
 - T TOP
 - B OR BTM BOTTOM
 - C CENTRAL
 - LV LENGTH VARIES

- R4. MINIMUM LAPS IN MESH SHALL BE THE LARGER SPACING OF TRANSVERSE WIRES UNLESS SHOWN OTHERWISE.
- R5. MESH SHALL NOT BE LAID ON THE GROUND AND PULLED INTO POSITION THROUGH THE CONCRETE.
- R6. CONCRETE SHALL NOT BE POURED UNTIL FINAL APPROVAL FOR REINFORCEMENT INSPECTION IS OBTAINED.
- R7. SPLICES IN REINFORCEMENT SHALL BE MADE ONLY IN THE POSITION SHOWN ON THE DRAWINGS OR AS OTHERWISE APPROVED BY THE ENGINEER. WHERE THE LAP LENGTH IS NOT SHOWN IT SHALL BE SUFFICIENT TO DEVELOP THE FULL STRENGTH OF THE REINFORCEMENT. BAR LAPS IN MILLIMETRES ARE SHOWN BELOW UNLESS NOTED OTHERWISE.

BAR	MINIMUM LAP LENGTH
N12	350
N16	550
N20	750
N24	1000
N28	1250
N32	1550
N36	1850

THE MINIMUM LAP LENGTH SHOWN SHALL BE INCREASED BY 25% FOR HORIZONTAL BARS WITH 300mm OR MORE CONCRETE CAST BELOW THE BAR.

CONCRETE

- C1. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH AS 3600 EXPOSURE CLASSIFICATION B1.
- C2. CONCRETE SHALL BE SUPPLIED FROM AN APPROVED SOURCE AND COMPLY WITH THE REQUIREMENTS OF THE FOLLOWING STANDARDS, UNLESS NOTED OTHERWISE:
 - AS 3600 CONCRETE STRUCTURES
 - AS 4671 STEEL REINFORCING MATERIALS
 - AS 3972 PORTLAND CEMENT
 - AS 1379 READY-MIXED CONCRETE
 - AS 2758.1 CONCRETE AGGREGATES
- C3. UNLESS NOTED OTHERWISE ALL CEMENT SHALL BE "GP" GENERAL PURPOSE CEMENT AND COMPLIED WITH AS 3972. RAPID HARDENING CEMENT CONTAINING SUPERSULPHATE AND CHLORIDE AND HIGH ALUMINA CEMENT SHALL NOT BE USED. FLY ASH AND SILICA FUME SHALL ONLY BE USED IN QUANTITIES ALLOWED BY "GB" CEMENT DESIGN CONCRETE MIX.
- C4. MINIMUM CONCRETE COMPRESSIVE STRENGTH AT 28 DAYS (f_c) SHALL BE 40MPa.
- C5. ALL SUPPLIED CONCRETE SHALL HAVE A MAXIMUM NOMINAL AGGREGATE SIZE OF 20mm.
- C6. THE FINISHED CONCRETE SHALL BE A DENSE HOMOGENOUS MASS, COMPLETELY FILLING THE FORMWORK THOROUGHLY EMBEDDING THE REINFORCEMENT AND FREE OF HONEY COMBING.
- C7. ALL CONCRETE INTERFACES SHALL BE ROUGHENED TO ENSURE A SATISFACTORY BOND BETWEEN ADJACENT CONCRETE SURFACES U.N.O. ALL CONCRETE SURFACES SHALL BE CLEAN AND FREE OF LAITANCE.
- C9. ALL CONCRETE SHALL BE THOROUGHLY COMPACTED USING VIBRATION EQUIPMENT.
- C10. MINIMUM CLEAR CONCRETE COVER TO ALL REINFORCEMENT SHALL BE 50mm UNLESS CAST AGAINST THE GROUND WHERE THE CLEAR COVER SHALL BE 80mm UNLESS OTHERWISE NOTED.
- C11. EXPOSED EDGES OF CONCRETE SHALL BE PROVIDED WITH 20x20 CHAMFERS UNLESS NOTED OTHERWISE.
- C12. ALL EXTERNAL FINISHES SHALL COMPLY WITH AT LEAST CLASS 2 FINISH TO AS3610.1

FINAL DESIGN
NOT FOR CONSTRUCTION

2/07/2024 10:44:48 AM

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant
KINSLEY GROUP
www.kinsleygroup.com.au
Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL
BALLARAT
HERITAGE GATES RENEWAL
LYDIARD STREET - 118.923km
GENERAL NOTES AND SPECIFICATIONS

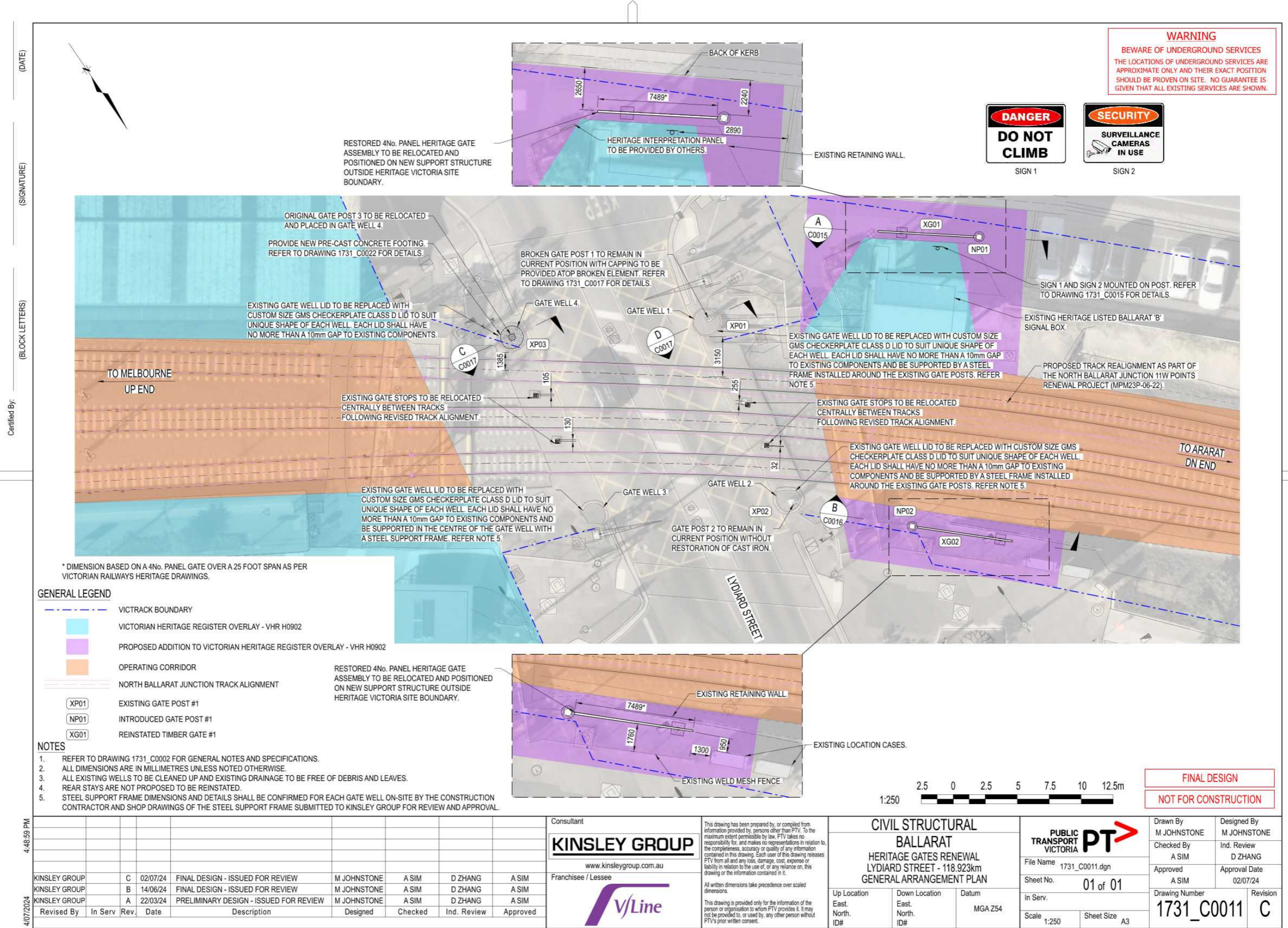
Up Location	Down Location	Datum
East.	East.	MGA 254
North.	North.	
ID#	ID#	

PUBLIC TRANSPORT VICTORIA

File Name 1731_C0002.dgn
Sheet No. 01 of 01
In Serv.
Scale N.T.S. Sheet Size A3

Drawn By M JOHNSTONE	Designed By M JOHNSTONE
Checked By A SIM	Ind. Review D ZHANG
Approved A SIM	Approval Date 02/07/24
Drawing Number 1731_C0002	Revision C

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0002.dgn



Certified By: (DATE) (SIGNATURE) (BLOCK LETTERS)

* DIMENSION BASED ON A 4No. PANEL GATE OVER A 25 FOOT SPAN AS PER VICTORIAN RAILWAYS HERITAGE DRAWINGS.

- GENERAL LEGEND**
- VICTRACK BOUNDARY
 - VICTORIAN HERITAGE REGISTER OVERLAY - VHR H0902
 - PROPOSED ADDITION TO VICTORIAN HERITAGE REGISTER OVERLAY - VHR H0902
 - OPERATING CORRIDOR
 - NORTH BALLARAT JUNCTION TRACK ALIGNMENT
 - XP01 EXISTING GATE POST #1
 - NP01 INTRODUCED GATE POST #1
 - XG01 REINSTATED TIMBER GATE #1

- NOTES**
1. REFER TO DRAWING 1731_C0002 FOR GENERAL NOTES AND SPECIFICATIONS.
 2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
 3. ALL EXISTING WELLS TO BE CLEANED UP AND EXISTING DRAINAGE TO BE FREE OF DEBRIS AND LEAVES.
 4. REAR STAYS ARE NOT PROPOSED TO BE REINSTATED.
 5. STEEL SUPPORT FRAME DIMENSIONS AND DETAILS SHALL BE CONFIRMED FOR EACH GATE WELL ON-SITE BY THE CONSTRUCTION CONTRACTOR AND SHOP DRAWINGS OF THE STEEL SUPPORT FRAME SUBMITTED TO KINSLEY GROUP FOR REVIEW AND APPROVAL.

Revised By	In Serv	Rev	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant
KINSLEY GROUP
 www.kinsleygroup.com.au
 Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL
BALLARAT
 HERITAGE GATES RENEWAL
 LYDIARD STREET - 118.923km
 GENERAL ARRANGEMENT PLAN

Up Location East, North, ID#	Down Location East, North, ID#	Datum MGA Z54
------------------------------	--------------------------------	---------------

PUBLIC TRANSPORT VICTORIA

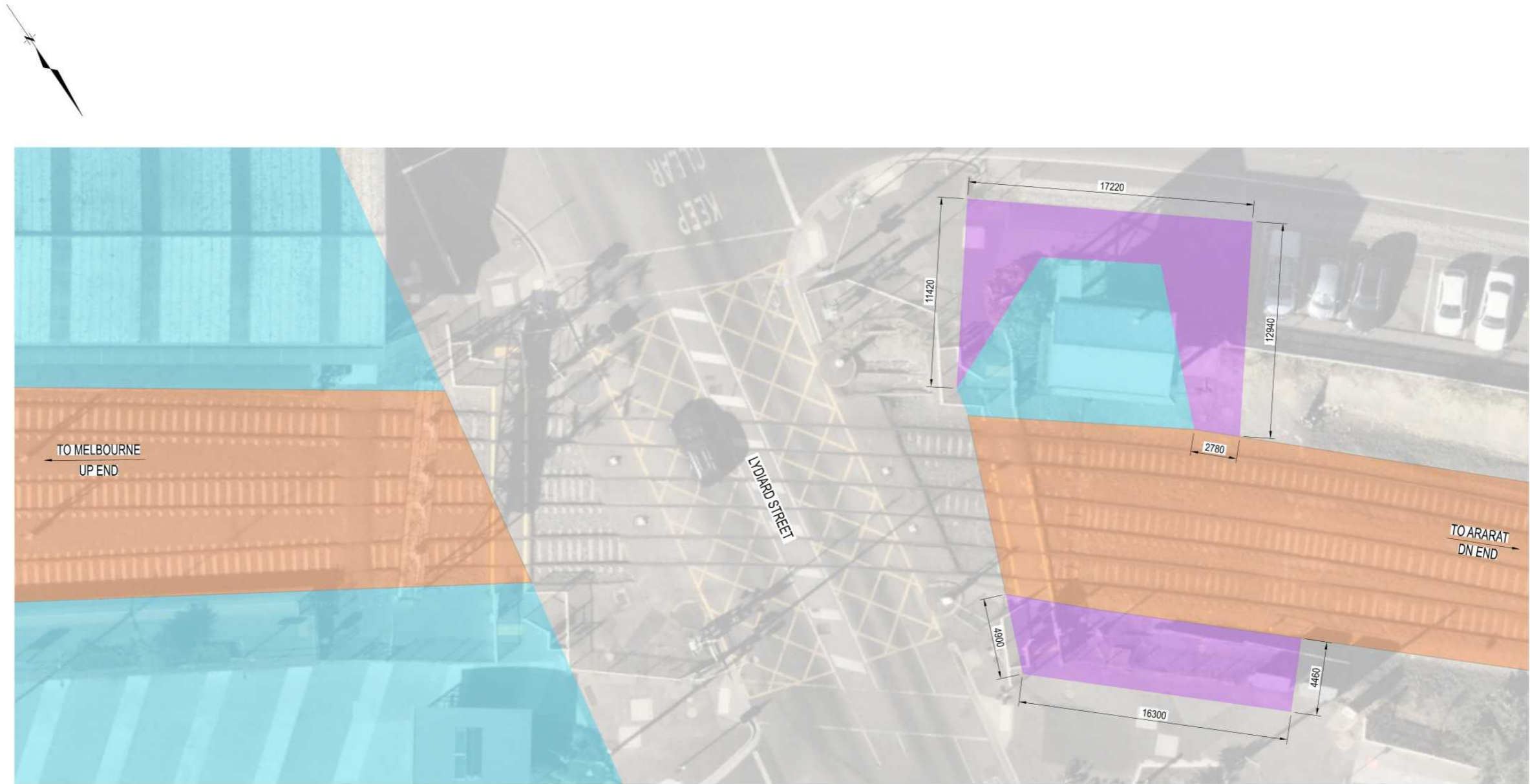
File Name 1731_C0011.dgn
 Sheet No. 01 of 01
 In Serv.
 Scale 1:250 Sheet Size A3

FINAL DESIGN
NOT FOR CONSTRUCTION

Drawn By M JOHNSTONE	Designed By M JOHNSTONE
Checked By A SIM	Ind. Review D ZHANG
Approved A SIM	Approval Date 02/07/24
Drawing Number 1731_C0011	Revision C

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_c0011.dgn

Certified By: (BLOCK LETTERS)
(SIGNATURE)
(DATE)



GENERAL LEGEND

- VICTORIAN HERITAGE REGISTER OVERLAY - VHR H0902
- PROPOSED ADDITION TO VICTORIAN HERITAGE REGISTER OVERLAY - VHR H0902
- OPERATING CORRIDOR



FINAL DESIGN

NOT FOR CONSTRUCTION

2/07/2024 10:44:52 AM

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		B	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant

KINSLEY GROUP

www.kinsleygroup.com.au

Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL

BALLARAT

HERITAGE GATES RENEWAL
LYDIARD STREET - 118.923km
HERITAGE OVERLAY ARRANGEMENT PLAN

Up Location East, North, ID#	Down Location East, North, ID#	Datum MGA Z54
------------------------------	--------------------------------	---------------

PUBLIC TRANSPORT VICTORIA

File Name 1731_C0012.dgn

Sheet No. **01 of 01**

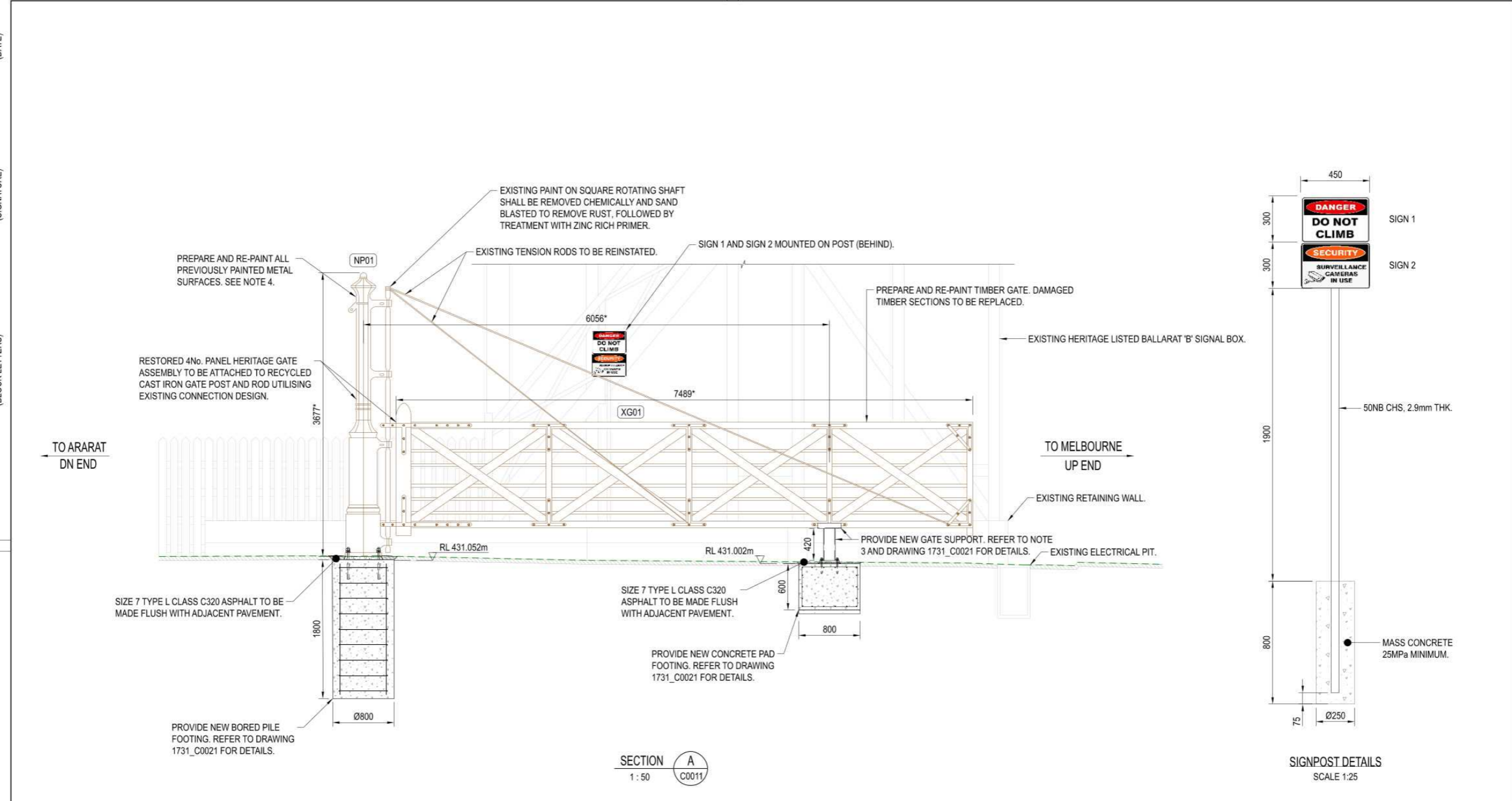
In Serv.

Scale 1:250 Sheet Size A3

Drawn By M JOHNSTONE	Designed By M JOHNSTONE
Checked By A SIM	Ind. Review D ZHANG
Approved A SIM	Approval Date 02/07/24
Drawing Number 1731_C0012	Revision B

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0012.dgn

Certified By: (DATE) (SIGNATURE) (BLOCK LETTERS)



- * DIMENSION BASED ON A 4No. PANEL GATE OVER A 25 FOOT SPAN WITH LARGE GATE COLUMN AS PER VICTORIAN RAILWAYS HERITAGE DRAWINGS.
- NOTES**
- REFER TO DRAWING 1731_C0002 FOR GENERAL NOTES AND SPECIFICATIONS.
 - ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
 - CONSTRUCTION TO ENSURE GATE IS AT NO POINT CANTILEVERED WITHOUT PROPOSED GATE SUPPORT OR TEMPORARY PROPPING.
 - METAL ELEMENTS SHALL BE PAINTED WHITE TO MATCH THE EXISTING HERITAGE COLOUR AT THE SITE EXCLUDING THE SQUARE ROTATING SHAFT. A RELEVANT ARCHITECTURAL PAINT REPRESENTATIVE SHALL CONFIRM THE COLOUR AND SHEEN LEVEL PRIOR TO PAINTING.



FINAL DESIGN

NOT FOR CONSTRUCTION

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant

KINSLEY GROUP

www.kinsleygroup.com.au

Franchisee / Lessee

V/Line

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL		
BALLARAT		
HERITAGE GATES RENEWAL		
LYDIARD STREET - 118.923km		
TYPICAL CROSS SECTIONS - SHEET 1		
Up Location	Down Location	Datum
East. North. ID#	East. North. ID#	MGA Z54

PUBLIC TRANSPORT VICTORIA

PTV

File Name 1731_C0015.dgn

Sheet No. 01 of 01

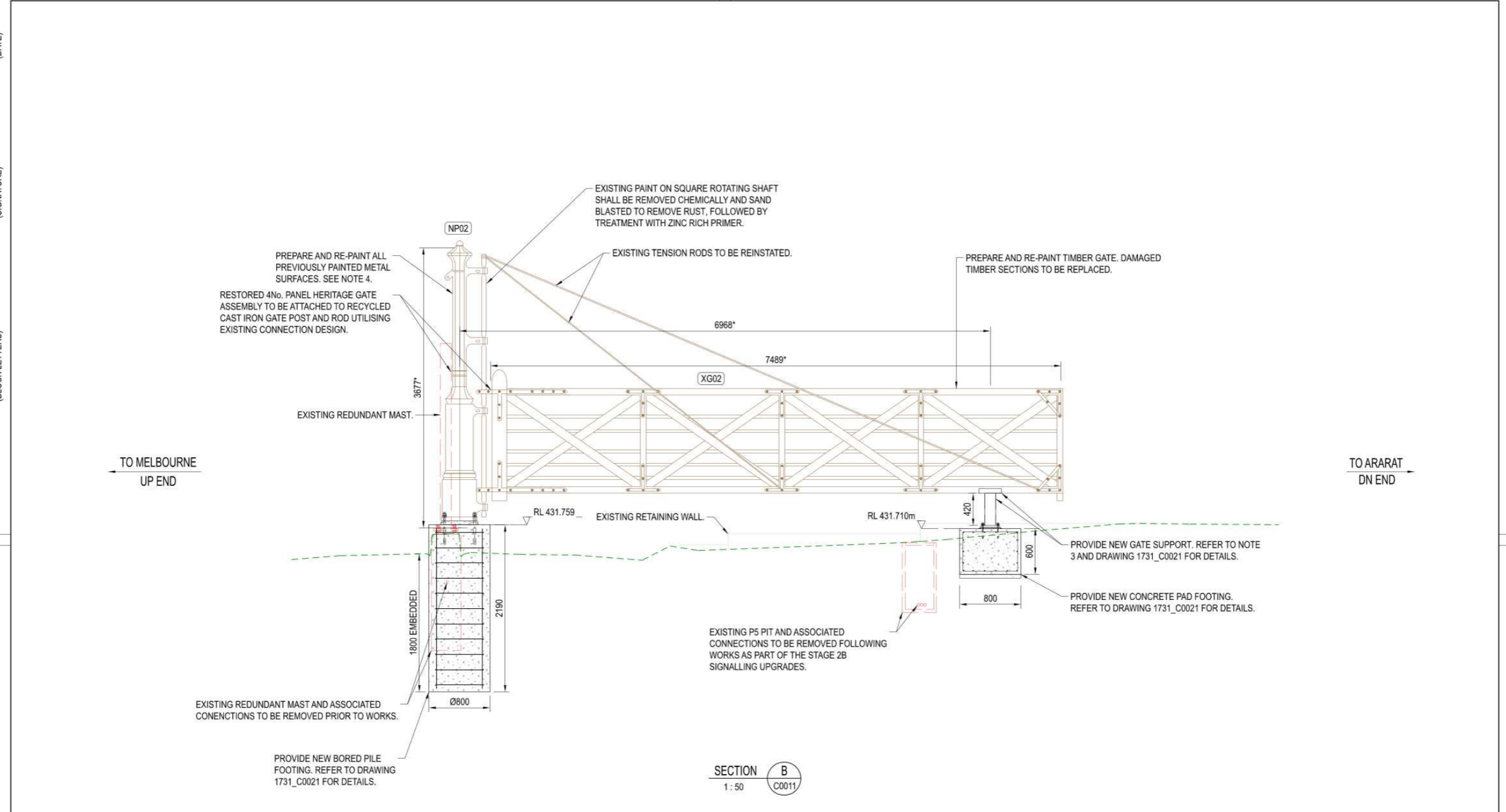
In Serv.

Scale VARIES Sheet Size A3

Drawn By	Designed By
M JOHNSTONE	M JOHNSTONE
Checked By	Ind. Review
A SIM	D ZHANG
Approved	Approval Date
A SIM	02/07/24
Drawing Number	Revision
1731_C0015	C

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_c0015.dgn

Certified By: (BLOCK LETTERS)
(SIGNATURE)
(DATE)



* DIMENSION BASED ON A 4No. PANEL GATE OVER A 25 FOOT SPAN WITH LARGE GATE COLUMN AS PER VICTORIAN RAILWAYS HERITAGE DRAWINGS.

NOTES

1. REFER TO DRAWING 1731_C0002 FOR GENERAL NOTES AND SPECIFICATIONS.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
3. CONSTRUCTION TO ENSURE GATE IS AT NO POINT CANTILEVERED WITHOUT PROPOSED GATE SUPPORT OR TEMPORARY PROPPING.
4. METAL ELEMENTS SHALL BE PAINTED WHITE TO MATCH THE EXISTING HERITAGE COLOUR AT THE SITE. A RELEVANT ARCHITECTURAL PAINT REPRESENTATIVE SHALL CONFIRM THE COLOUR AND SHEEN LEVEL PRIOR TO PAINTING.



FINAL DESIGN

NOT FOR CONSTRUCTION

2/07/2024 10:44:55 AM

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant
KINSLEY GROUP
 www.kinsleygroup.com.au
 Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.
 All written dimensions take precedence over scaled dimensions.
 This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL
BALLARAT
 HERITAGE GATES RENEWAL
 LYDIARD STREET - 118.923km
 TYPICAL CROSS SECTIONS - SHEET 2

Up Location	Down Location	Datum
East. North. ID#	East. North. ID#	MGA Z54

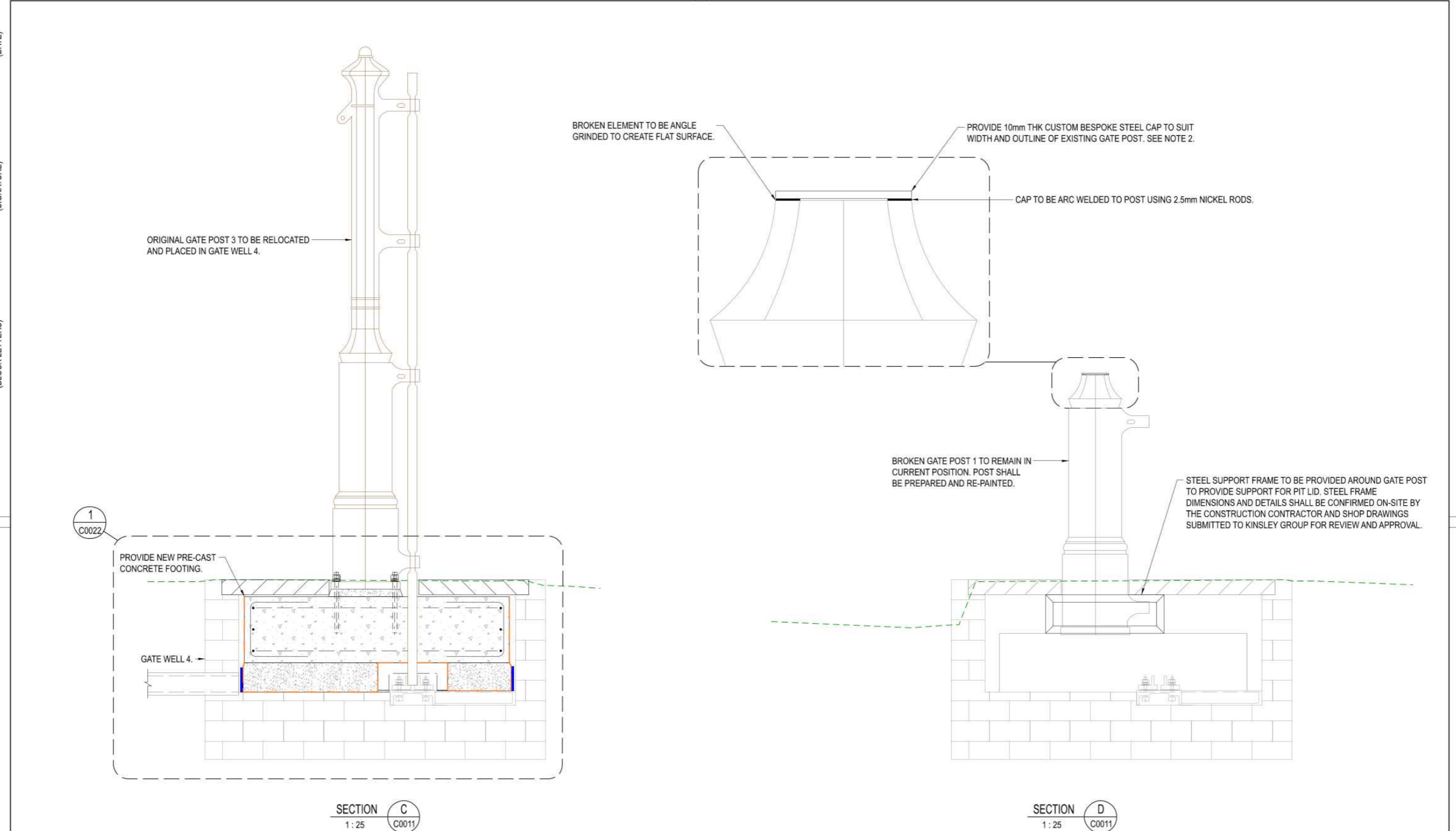
PUBLIC TRANSPORT VICTORIA

File Name 1731_C0016.dgn
 Sheet No. 01 of 01
 In Serv.
 Scale 1:50 Sheet Size A3

Drawn By M JOHNSTONE	Designed By M JOHNSTONE
Checked By A SIM	Ind. Review D ZHANG
Approved A SIM	Approval Date 02/07/24
Drawing Number 1731_C0016	Revision C

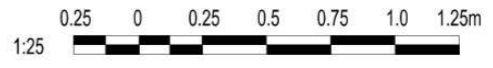
K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0016.dgn

Certified By: (BLOCK LETTERS)
(SIGNATURE)
(DATE)



NOTES

1. REFER TO DRAWING 1731_C0002 FOR GENERAL NOTES AND SPECIFICATIONS.
2. METAL ELEMENTS SHALL BE PAINTED WHITE TO MATCH THE EXISTING HERITAGE COLOUR AT THE SITE. A RELEVANT ARCHITECTURAL PAINT REPRESENTATIVE SHALL CONFIRM THE COLOUR AND SHEEN LEVEL PRIOR TO PAINTING.
3. ALL EXISTING WELLS TO BE CLEANED UP AND EXISTING DRAINAGE TO BE FREE OF DEBRIS AND LEAVES.



FINAL DESIGN

NOT FOR CONSTRUCTION

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant
KINSLEY GROUP
 www.kinsleygroup.com.au
 Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL
BALLARAT
 HERITAGE GATES RENEWAL
 LYDIARD STREET - 118.923km
 TYPICAL CROSS SECTIONS - SHEET 3

Up Location East. North. ID#	Down Location East. North. ID#	Datum MGA Z54
------------------------------	--------------------------------	---------------

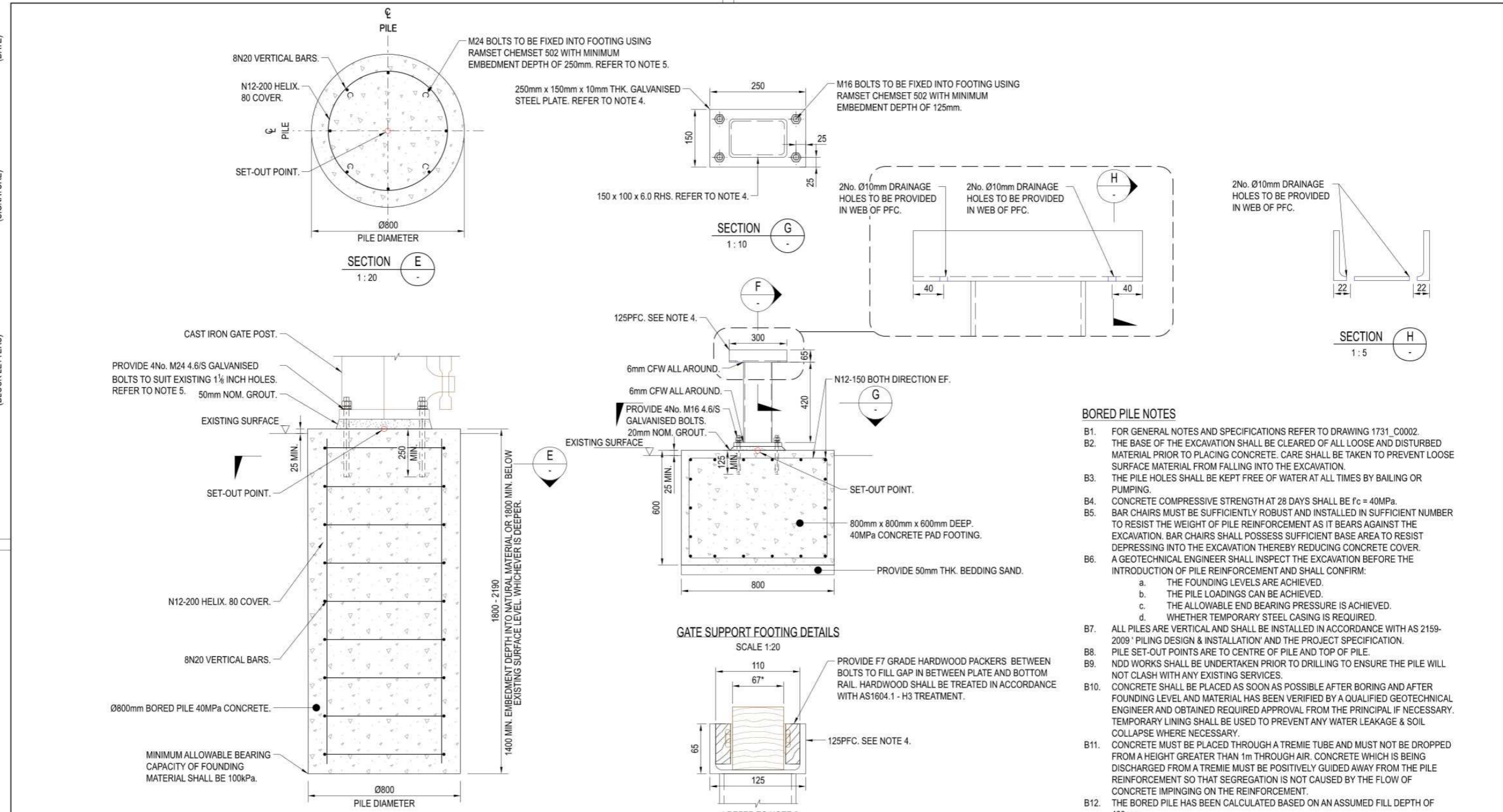
PUBLIC TRANSPORT VICTORIA

File Name 1731_C0017.dgn
 Sheet No. 01 of 01
 In Serv.
 Scale 1:25 Sheet Size A3

Drawn By M JOHNSTONE	Designed By M JOHNSTONE
Checked By A SIM	Ind. Review D ZHANG
Approved A SIM	Approval Date 02/07/24
Drawing Number 1731_C0017	Revision C

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0017.dgn

Certified By: (DATE) (SIGNATURE) (BLOCK LETTERS)



- NOTES**
- REFER TO DRAWING 1731_C0002 FOR GENERAL NOTES AND SPECIFICATIONS. SCALE 1:20
 - ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
 - DIMENSIONS OF BOTTOM RAIL OF RESTORED GATE TO BE CONFIRMED PRIOR TO FABRICATION TO ENSURE FLUSH ALIGNMENT.
 - METAL ELEMENTS SHALL BE PAINTED WHITE TO MATCH THE EXISTING HERITAGE COLOUR AT THE SITE. A RELEVANT ARCHITECTURAL PAINT REPRESENTATIVE SHALL CONFIRM THE COLOUR AND SHEEN LEVEL PRIOR TO PAINTING.
 - HOLE SIZE TO BE CONFIRMED PRIOR TO FABRICATION.
 - NATURAL MATERIAL HAS BEEN ASSUMED TO CONSIST OF SOFT CLAYS AND SILTS AND SHALL BE 1:5 VERIFIED ON-SITE BY CONSTRUCTION CONTRACTOR.



- BORED PILE NOTES**
- FOR GENERAL NOTES AND SPECIFICATIONS REFER TO DRAWING 1731_C0002.
 - THE BASE OF THE EXCAVATION SHALL BE CLEARED OF ALL LOOSE AND DISTURBED MATERIAL PRIOR TO PLACING CONCRETE. CARE SHALL BE TAKEN TO PREVENT LOOSE SURFACE MATERIAL FROM FALLING INTO THE EXCAVATION.
 - THE PILE HOLES SHALL BE KEPT FREE OF WATER AT ALL TIMES BY BAILING OR PUMPING.
 - CONCRETE COMPRESSIVE STRENGTH AT 28 DAYS SHALL BE $f_c = 40\text{MPa}$.
 - BAR CHAIRS MUST BE SUFFICIENTLY ROBUST AND INSTALLED IN SUFFICIENT NUMBER TO RESIST THE WEIGHT OF PILE REINFORCEMENT AS IT BEARS AGAINST THE EXCAVATION. BAR CHAIRS SHALL POSSESS SUFFICIENT BASE AREA TO RESIST DEPRESSING INTO THE EXCAVATION THEREBY REDUCING CONCRETE COVER.
 - A GEOTECHNICAL ENGINEER SHALL INSPECT THE EXCAVATION BEFORE THE INTRODUCTION OF PILE REINFORCEMENT AND SHALL CONFIRM:
 - THE FOUNDING LEVELS ARE ACHIEVED.
 - THE PILE LOADINGS CAN BE ACHIEVED.
 - THE ALLOWABLE END BEARING PRESSURE IS ACHIEVED.
 - WHETHER TEMPORARY STEEL CASING IS REQUIRED.
 - ALL PILES ARE VERTICAL AND SHALL BE INSTALLED IN ACCORDANCE WITH AS 2159-2009 'PILING DESIGN & INSTALLATION' AND THE PROJECT SPECIFICATION.
 - PILE SET-OUT POINTS ARE TO CENTRE OF PILE AND TOP OF PILE.
 - NDD WORKS SHALL BE UNDERTAKEN PRIOR TO DRILLING TO ENSURE THE PILE WILL NOT CLASH WITH ANY EXISTING SERVICES.
 - CONCRETE SHALL BE PLACED AS SOON AS POSSIBLE AFTER BORING AND AFTER FOUNDING LEVEL AND MATERIAL HAS BEEN VERIFIED BY A QUALIFIED GEOTECHNICAL ENGINEER AND OBTAINED REQUIRED APPROVAL FROM THE PRINCIPAL IF NECESSARY. TEMPORARY LINING SHALL BE USED TO PREVENT ANY WATER LEAKAGE & SOIL COLLAPSE WHERE NECESSARY.
 - CONCRETE MUST BE PLACED THROUGH A TREMIE TUBE AND MUST NOT BE DROPPED FROM A HEIGHT GREATER THAN 1m THROUGH AIR. CONCRETE WHICH IS BEING DISCHARGED FROM A TREMIE MUST BE POSITIVELY GUIDED AWAY FROM THE PILE REINFORCEMENT SO THAT SEGREGATION IS NOT CAUSED BY THE FLOW OF CONCRETE IMPINGING ON THE REINFORCEMENT.
 - THE BORED PILE HAS BEEN CALCULATED BASED ON AN ASSUMED FILL DEPTH OF 400mm.

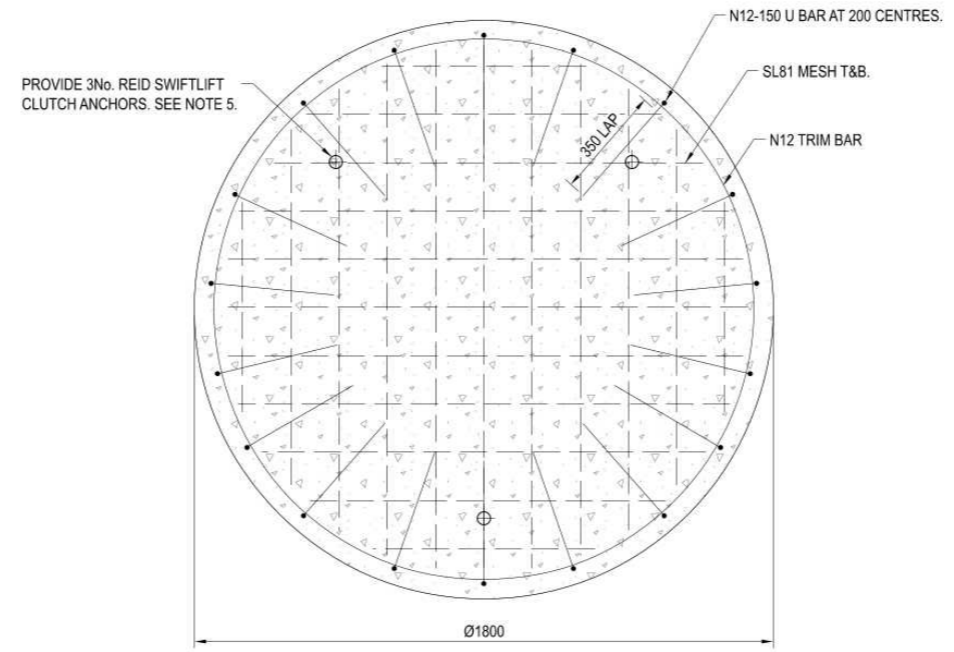
FINAL DESIGN

NOT FOR CONSTRUCTION

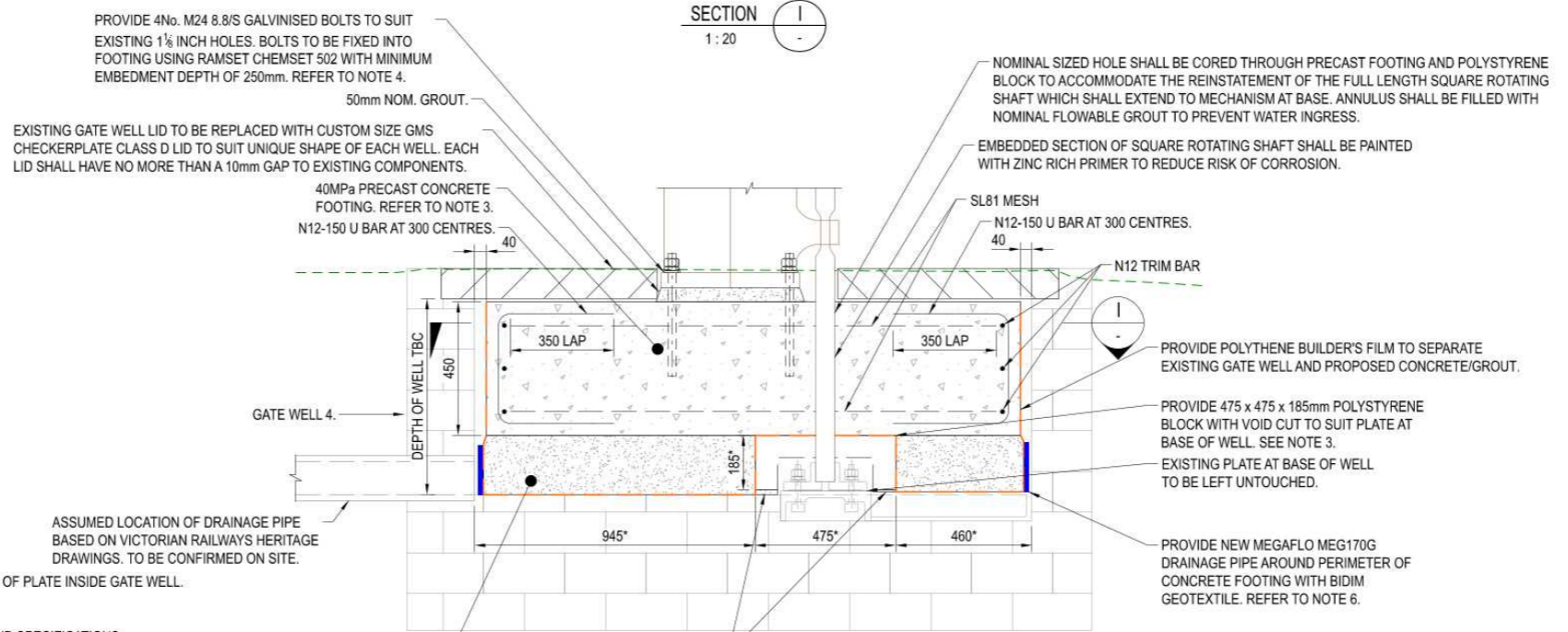
<p>2/07/2024</p> <p>10:45:09 AM</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Revised By</th> <th>In Serv</th> <th>Rev.</th> <th>Date</th> <th>Description</th> <th>Designed</th> <th>Checked</th> <th>Ind. Review</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>KINSLEY GROUP</td> <td></td> <td>C</td> <td>02/07/24</td> <td>FINAL DESIGN - ISSUED FOR REVIEW</td> <td>M JOHNSTONE</td> <td>A SIM</td> <td>D ZHANG</td> <td>A SIM</td> </tr> <tr> <td>KINSLEY GROUP</td> <td></td> <td>B</td> <td>14/06/24</td> <td>FINAL DESIGN - ISSUED FOR REVIEW</td> <td>M JOHNSTONE</td> <td>A SIM</td> <td>D ZHANG</td> <td>A SIM</td> </tr> <tr> <td>KINSLEY GROUP</td> <td></td> <td>A</td> <td>22/03/24</td> <td>PRELIMINARY DESIGN - ISSUED FOR REVIEW</td> <td>M JOHNSTONE</td> <td>A SIM</td> <td>D ZHANG</td> <td>A SIM</td> </tr> </tbody> </table>	Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved	KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM	KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM	KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM	<p>Consultant</p> <p>KINSLEY GROUP</p> <p>www.kinsleygroup.com.au</p> <p>Franchisee / Lessee</p> <p>V/Line</p>	<p>This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.</p> <p>All written dimensions take precedence over scaled dimensions.</p> <p>This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.</p>	<p>CIVIL STRUCTURAL</p> <p>BALLARAT</p> <p>HERITAGE GATES RENEWAL</p> <p>LYDIARD STREET - 118.923km</p> <p>TYPICAL DETAILS - SHEET 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Up Location</td> <td>Down Location</td> <td>Datum</td> </tr> <tr> <td>East. North. ID#</td> <td>East. North. ID#</td> <td>MGA Z54</td> </tr> </table>	Up Location	Down Location	Datum	East. North. ID#	East. North. ID#	MGA Z54	<p>PUBLIC TRANSPORT VICTORIA</p> <p>PT</p> <p>File Name 1731_C0021.dgn</p> <p>Sheet No. 01 of 01</p> <p>In Serv.</p> <p>Scale VARIES Sheet Size A3</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Drawn By</td> <td>Designed By</td> </tr> <tr> <td>M JOHNSTONE</td> <td>M JOHNSTONE</td> </tr> <tr> <td>Checked By</td> <td>Ind. Review</td> </tr> <tr> <td>A SIM</td> <td>D ZHANG</td> </tr> <tr> <td>Approved</td> <td>Approval Date</td> </tr> <tr> <td>A SIM</td> <td>02/07/24</td> </tr> <tr> <td>Drawing Number</td> <td>Revision</td> </tr> <tr> <td>1731_C0021</td> <td>C</td> </tr> </table>	Drawn By	Designed By	M JOHNSTONE	M JOHNSTONE	Checked By	Ind. Review	A SIM	D ZHANG	Approved	Approval Date	A SIM	02/07/24	Drawing Number	Revision	1731_C0021	C
Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved																																																								
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM																																																								
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM																																																								
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM																																																								
Up Location	Down Location	Datum																																																														
East. North. ID#	East. North. ID#	MGA Z54																																																														
Drawn By	Designed By																																																															
M JOHNSTONE	M JOHNSTONE																																																															
Checked By	Ind. Review																																																															
A SIM	D ZHANG																																																															
Approved	Approval Date																																																															
A SIM	02/07/24																																																															
Drawing Number	Revision																																																															
1731_C0021	C																																																															

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0021.dgn

Certified By: (DATE) (SIGNATURE) (BLOCK LETTERS)



SECTION 1
1:20



DETAIL 1
1:20

NOTES

- REFER TO DRAWING 1731_C0002 FOR GENERAL NOTES AND SPECIFICATIONS.
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
- EXISTING DIMENSIONS OF GATE WELL TO BE CONFIRMED PRIOR TO FABRICATION OF CONCRETE FOOTING TO ENSURE PROPOSED DESIGN DIMENSIONS SUIT.
- HOLE SIZE TO BE CONFIRMED PRIOR TO FABRICATION.
- LIFTING ANCHORS TO BE DESIGNED BY THE FABRICATOR TO SUIT LIFTING AND TRANSPORTATION REQUIREMENTS. ESTIMATED UNIT WEIGHT IS 3 TONNES.
- MEGAFLO STRIP DRAIN SHALL NOT EXTEND ABOVE BASE OF PRECAST CONCRETE BLOCK.
- ALL EXISTING WELLS TO BE CLEANED UP AND EXISTING DRAINAGE TO BE FREE OF DEBRIS AND LEAVES.



FINAL DESIGN

NOT FOR CONSTRUCTION

Revised By	In Serv	Rev.	Date	Description	Designed	Checked	Ind. Review	Approved
KINSLEY GROUP		C	02/07/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		B	14/06/24	FINAL DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM
KINSLEY GROUP		A	22/03/24	PRELIMINARY DESIGN - ISSUED FOR REVIEW	M JOHNSTONE	A SIM	D ZHANG	A SIM

Consultant

KINSLEY GROUP

www.kinsleygroup.com.au

Franchisee / Lessee

This drawing has been prepared by, or compiled from information provided by, persons other than PTV. To the maximum extent permissible by law, PTV takes no responsibility for, and makes no representations in relation to, the completeness, accuracy or quality of any information contained in this drawing. Each user of this drawing releases PTV from all and any loss, damage, cost, expense or liability in relation to the use of, or any reliance on, this drawing or the information contained in it.

All written dimensions take precedence over scaled dimensions.

This drawing is provided only for the information of the person or organisation to whom PTV provides it. It may not be provided to, or used by, any other person without PTV's prior written consent.

CIVIL STRUCTURAL

BALLARAT

HERITAGE GATES RENEWAL

LYDIARD STREET - 118.923km

TYPICAL DETAILS - SHEET 2

Up Location	Down Location	Datum
East.	East.	MGA Z54
North.	North.	
ID#	ID#	

PUBLIC TRANSPORT VICTORIA

PTV

File Name 1731_C0022.dgn

Sheet No. 01 of 01

In Serv.

Scale 1:20 Sheet Size A3

Drawn By	Designed By
M JOHNSTONE	M JOHNSTONE
Checked By	Ind. Review
A SIM	D ZHANG
Approved	Approval Date
A SIM	02/07/24
Drawing Number	Revision
1731_C0022	C

K:\Projects\KG1731 - Lydiard Street Heritage Gates\Drawings\20240701- IFC CP Design (Heritage Submission)\1731_C0022.dgn

OFFICIAL

Mr Steven Avery
Executive Director, Heritage Victoria
C/O Dr Jessica Hood, Principal, Permits
[email: heritage.permits@delwp.vic.gov.au]

Dear Mr Avery,

RE: PERMIT APPLICATION P39923 - BALLARAT RAILWAY COMPLEX, 140 LYDIARD STREET NORTH BALLARAT CENTRAL AND 202 LYDIARD STREET NORTH AND NOLAN STREET SOLDIERS HILL AND SCOTT PARADE AND 60 CORBETT STREET BALLARAT EAST AND 75 HUMFFRAY STREET NORTH BAKERY HILL, BALLARAT CITY (H0902)

The City of Ballarat would like to thank you for your invitation on 11 July 2024 and would like to make this submission to Heritage Victoria (HV) for Permit (P39923) for work to the Lydiard Street North level crossing Interlocking Sector Gates within the Ballarat Railway Complex (HV Ref H0902).

Proposal

It is noted that this permit is as a result of a collision on 30 May 2020 when a V/Line passenger train collided with and damaged the Lydiard Street North level crossing Interlocking Sector Gates which were, at the time, closed into the rail corridor.

It is understood that the permit seeks to permanently retain the existing mechanical boom gates fitted in 2021. The permit also proposes to install the two surviving sector gates with new posts and stays as fixed interpretative features on the Ararat side of Lydiard Street adjacent to the tracks. Lovell Chen have prepared a Heritage Impact Statement (HIS) submitted with the application for this heritage permit. The HIS advises (p25) that the two standing gate posts and the single post severed by the collision will be managed as a ruin. Conservation work is proposed for the posts as well as all four gate wells.

Heritage Significance

The Lydiard Street North Interlocking Sector Gates are identified as an element which contributes to the significance of the Ballarat Railway Complex. The listing on the Victorian Heritage Register (VHR) advises that the Ballarat Railway Station Complex is of historical, architectural, social, and technological significance at a State level.

The HIS provides excerpts and information from a Conservation Management Plan (CMP) for the Ballarat Railway Complex currently being prepared by Lovell Chen. It is understood that the document has not been formally approved by Heritage Victoria and is still in draft form. The HIS advises (p11) that the draft CMP considers that the sector gates are of Representative significance, and that they perform a 'supporting role' in terms of their contribution to the heritage significance of the Ballarat Railway Complex. However, it also states (p6) that the interlocked installation and signaling system at Ballarat Station, which includes the Signal "B": Box, its contents, the Signal Gables and the sector gates is the largest surviving interlocked installation in Victoria, and that the interlocking sector gate system is rare within country Victoria. Ballarat City Council submits that this is an important consideration in determining the significance and the future of the gates and their mechanical systems and workings.

Conclusion

The VHR and heritage assessments reaffirm that the Lydiard Street North Interlocking Sector Gates contribute to the significance of the Ballarat Railway Station Complex. The gates contribute to the technological significance of the station as they are part of the 'largest surviving interlocked installation in the state. It appears that the gate system itself is also a rare survivor in country Victoria.

OFFICIAL

OFFICIAL

Ballarat City Council notes the importance of the whole Lydiard Street North Interlocking Section Gates, their historic use and role as part of Ballarat's interlocked and signaling system. Accordingly, Ballarat City Council submits to Heritage Victoria that the whole gate assembly should be repaired and rebuilt in-situ, with new elements to match existing, and be made operational again to maintain the important and rare original historical relationships evidenced in the whole interlocking assembly, including the Signal "B" Box, the sector gates and the Signal Gantries.

Other Matters

Ballarat City Council notes the HIS' advice (p25) that proposal does 'not provide a heritage outcome in relation to the significance of the place, but that the relocation of the replica gates can be seen as one way of managing and conserving this fabric'. Keeping the surviving gate posts in their original positions as a ruin but then placing the two surviving sector gates with new posts and stays as fixed features separate and away from the intersection would create a meaningless arrangement that would not convey the assembly's function and movements which are a critical aspect of its technological significance. The whole assembly would be fragmented if the parts are placed away from their historic locations. This will end the important and rare original historical relationships between the whole interlocking assembly, being the largest surviving assembly in the state, especially, as the gates' have a very visible role in the assembly.

The Ballarat Railway Complex demonstrates significance under VHR Criterion G, a strong or special attachment with a present-day community for a social reason. However, the heritage assessments do not seem to have considered the Ballarat community's attachment to the operating gates as a conspicuous, familiar, if prosaic, piece of daily infrastructure in the heart of the City. There is vocal support in parts of the local community for the gates to be re-installed and to operate again which suggests that the gates may strongly demonstrate heritage significance under VHR Criterion G. There is concern that this consideration has not been included as part of a balance assessment of the merits of this proposal to date and its omission may undermine the validity of any determination of the proposal.

Ballarat City Council recommends that Heritage Victoria furnish itself with following information from the applicant and include it in its assessment of the proposal:

- the rarity of the gates' continuous historic use; and
- the Ballarat community's attachment to the operating gates which may strongly demonstrate heritage significance under VHR Criterion G.

OFFICIAL



GPO Box 2392
Melbourne, Victoria 3001 Australia

H0902 BALLARAT RAILWAY COMPLEX

140 LYDIARD STREET NORTH BALLARAT CENTRAL AND 202 LYDIARD STREET NORTH AND NOLAN STREET SOLDIERS HILL AND SCOTT PARADE AND 60 CORBETT STREET BALLARAT EAST AND 75 HUMFFRAY STREET NORTH BAKERY HILL, BALLARAT CITY

PERMIT APPLICATION P39923

Why is the Ballarat Railway Complex of cultural heritage significance?

Ballarat Railway Complex is included in the Victorian Heritage Register under the provisions of the *Heritage Act 2017* for its historical, architectural, social and technological significance to the state of Victoria.

The station complex is one of the few nineteenth century railway stations in Australia which includes a train hall and clock tower, symbolising Ballarat's wealth and importance as a provincial centre.

The interlocking timber sector gates demonstrated a once-common method of controlling a road and rail corridor intersection. Originally controlled from the adjoining signal box to the west of the level crossing, since the early 2000s the gates have been remotely operated from Melbourne. The gates have been replaced and repaired many times, and in appearance they differ from those shown in nineteenth century photographs of the Lydiard Street North level crossing.

What was the permit application for?

On 10 July 2024 Heritage Victoria received a permit application from V/Line seeking approval to return elements of the Lydiard Street North level crossing including interlocking timber sector gates, tie rods, posts and stays which were removed to storage at the V/Line Wendouree Depot in late 2021, in accordance with permit P34464 issued on 7 October 2021. The permit application seeks approval to return the gates and supporting elements to the setting of the level crossing in a non-operational manner.

The permit application was advertised between 24 July 2024 and 6 August 2024.

What is the background to the permit application?

In May 2020, an out-of-control V/Line train travelled at speed through the Ballarat Railway Station without stopping and smashed through one of the pair of gates which



OFFICIAL

controlled the Lydiard Street North level crossing, destroying them, and one of the supporting cast iron posts. Lydiard Street North was immediately closed to vehicular traffic and the rail corridor continued to operate with the remaining set of interlocking timber sector gates closed across the roadway.

In May 2021 a permit application was received from V/Line seeking approval for the temporary removal of much of the surviving fabric of the gates and posts to off-site storage so that Lydiard Street North could reopen. Before this could occur, temporary boom gates were installed by V/Line at the crossing ahead of the removal of the remaining pair of interlocking timber sector gates so that the level crossing could resume full operation, controlling both vehicular and rail traffic. As the boom gates were able to be installed outside of the extent of registration for the Ballarat Railway Complex in the Victorian Heritage Register, approval was not required from Heritage Victoria.

Why has the permit been issued?

On 7 February 2025 the Executive Director, Heritage Victoria determined to issue a permit with conditions for the return of the interlocking timber sector gates, tie rods, stays and supporting posts to the setting of the level crossing as a static display, supported by conservation works and historic interpretation.

The determination to issue the permit in full acknowledges the operational framework that the rail operator must accord with to continue to operate a rail service to the highest operational safety standards as enshrined in Rail Safety National Law. In particular it has been accepted that V/Line cannot reinstate a form of crossing control which does not accord with present-day standards and methods.

HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P39923

Applicant: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

NAME OF PLACE/OBJECT: BALLARAT RAILWAY COMPLEX

HERITAGE REGISTER NUMBER: H0902

LOCATION OF PLACE/OBJECT: 75 HUMFFRAY STREET NORTH BAKERY HILL AND 140 LYDIARD STREET NORTH BALLARAT CENTRAL AND SCOTT PARADE AND 60 CORBETT STREET BALLARAT EAST AND 202 LYDIARD STREET NORTH AND NOLAN STREET SOLDIERS HILL, BALLARAT CITY

THE PERMIT ALLOWS: The return from offsite storage of significant heritage fabric (with associated conservation works) which was approved for removal from the Lydiard Street level crossing in accordance with permit P34664 in October 2021, the decommissioning of salvaged but now surplus heritage fabric, and the installation of both the returned heritage fabric and new elements within the setting of the Lydiard Street level crossing, generally in accordance with the following documents:

PUBLIC TRANSPORT VICTORIA V/LINE KINSLEY GROUP LYDIARD STREET, BALLARAT
HERITAGE GATES RENEWAL FINAL DESIGN ISSUE (NFC) 2 JULY 2024

1. 1731_C0001 LOCALITY PLAN AND DRAWING INDEX REVISION C
2. 1731_C0002 GENERAL NOTES AND SPECIFICATIONS REVISION C
3. 1731_C0011 GENERAL ARRANGEMENT PLAN REVISION C
4. 1731_C0012 HERITAGE OVERLAY ARRANGEMENT PLAN REVISION B
5. 1731_C0015 TYPICAL CROSS SECTIONS - SHEET 1 REVISION C
6. 1731_C0016 TYPICAL CROSS SECTIONS - SHEET 2 REVISION C
7. 1731_C0017 TYPICAL CROSS SECTIONS - SHEET 3 REVISION C
8. 1731_C0021 TYPICAL DETAILS - SHEET 1 REVISION C
9. 1731_C0022 TYPICAL DETAILS - SHEET 2 REVISION C

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Prior to the commencement of works, the registration of the Ballarat Railway Complex must be reviewed and amended, subject to the review of the Heritage Council of Victoria to allow for the interlocking timber sector gates to be installed on registered land. Once this has been completed, the Executive Director, Heritage Victoria (**Executive Director**) will write to the applicant informing them of the outcome of the amendment of the registration and provide them with the proposed date of gazettal of the amended registration.

2. The permission granted for this permit will expire if one of the following circumstances applies: the permitted works have not commenced within one (1) year of the gazettal of the revised extent of registration referred to in condition 1 or are not completed within five (5) years of the original date of issue of this permit unless otherwise agreed in writing by the Executive Director Heritage Victoria.
3. The Executive Director is to be given five working days' notice of the intention to commence the approved works.
4. Prior to the commencement of any of the works approved by this permit, an updated set of issued for construction drawings are to be provided to the Executive Director for review and approval. Once these have been endorsed a set will be provided to the permit holder for their records. A further set will form part of the documentation associated with the permit.
5. Prior to the commencement of any of the works approved by the permit, an experienced consulting conservation architect is to be nominated in writing to the Executive Director who shall approve the nomination in writing. The approved conservation architect shall then be appointed by the permit holder to provide advice to assist with the fulfilment of the approved works including the requirements of Condition 6 and Condition 7.
6. Once appointed, the consulting conservation architect approved under Condition 5 shall prepare a methodology/work statement which will demonstrate the appropriate means of achieving minimal detriment to the interlocking timber sector gates, gate braces, rear stays, cast iron gate posts and square rotating shafts during their reinstatement at the broader Lydiard Street level crossing setting by compliance with best conservation practice. The methodology/work statement shall be submitted to the Executive Director for review and endorsement. Once endorsed, a copy of the endorsed methodology/work statement will be provided to the permit holder, allowing the reinstallation works to proceed. Another endorsed copy will then form part of the documentation associated with the permit.
7. Prior to the commencement of any of the works approved by this permit, the consulting conservation architect approved under Condition 5 must prepare a Heritage Maintenance and Management Plan (HMMP) which must be submitted to the Executive Director for approval. Once approved, the HMMP will be endorsed and will then form part of the documentation associated with the permit. The plan must include:
 - o Detail of the maintenance actions and frequency required to achieve the ongoing management of the interlocking timber sector gates, their supporting posts and stays, and registered elements and the interpretation at the level crossing;
 - o Detail of the approach proposed for the management of other works that are of a non-regular nature, eg repair of damage, surface water management, management and removal of graffiti by an approved method, and replacement of materials that have reached end of life;
 - o Nomination of the authority responsible for carrying out different aspects of the maintenance and management works affecting the heritage place.
8. Prior to the commencement of any of the works approved by this permit, a financial security in the form of an unconditional bank guarantee in favour of the Heritage Council of Victoria (ABN 87 967 501 331) regardless of the financial status of the permit holder, is to be lodged with the Executive Director. The sum of the financial security will be \$500,000.00 (Five Hundred Thousand Dollars). The period of validity of the financial security is to be unspecified. The financial security shall be released on written application to the Executive

Director, once the permit expires, subject to the satisfactory completion of the works approved by the permit including any identified actions within the Heritage Maintenance and Management Plan required by Condition 7.

9. Prior to the commencement of any of the works approved by this permit, the applicant must submit a heritage interpretation plan to the Executive Director for approval. Once approved, the plan will be endorsed and will then form part of the documentation associated with the permit. The plan must be prepared by a suitably qualified interpretation specialist and must:
 - o Outline an approach to content, graphics and design for the interpretation including a setout plan showing the location of the proposed interpretation devices on registered land and within the immediate surrounds of the Lydiard Street level crossing;
 - o Communicate the role of the interlocking timber sector gates and incorporate a timeline of their history up to and including the events of May 2020 and enable the relationship between Signal Box B and the operation of the interlocking timber sector gates to be understood;
 - o Provide the full text and images for two (2) formal interpretation devices to be installed on registered land and within the immediate surrounds of the Lydiard Street level crossing;
 - o The interpretation devices are to be fabricated and installed within the period of permit validity.
10. Within six (6) months of the reinstallation of the elements of the heritage place at the Lydiard Street level crossing, an inventory of elements removed from the level crossing in accordance with permit P34664 and surplus to the reinstallation and interpretation of the interlocking timber sector gates is to be prepared and provided to the Executive Director for review and endorsement. Once this has been reviewed and endorsed, a copy will be returned to the permit holder. Another endorsed copy of the inventory will form part of the documentation associated with the permit.
11. At the date of expiration of the permit, the approved heritage conservation architect required under condition 5 must submit to the Executive Director, for their approval, a brief written report of acquittal, confirming that any identified actions required within the Heritage Maintenance and Management Plan and which have arisen during the period of validity of the permit have been completed. The acquittal report may form the basis of the applicant's submission to the Executive Director in regard to requesting the return of the bank guarantee lodged in accordance with Condition 8.
12. Should further minor changes in accordance with the intent and approach of the endorsed documentation become necessary, correspondence and supporting documentation must be prepared and lodged in accordance with the permit condition for endorsement by the Executive Director. If the Executive Director considers that the changes are not minor, an amendment to the permit or a new application will be required.
13. Approved works or activities are to be planned and carried out in a manner which prevents damage to the registered place. However, if other previously hidden original or inaccessible details of the object or place are uncovered, any works that may affect such items must immediately cease. The Executive Director Heritage Victoria must be notified of the details immediately to enable Heritage Victoria representatives to inspect and record the items, and for discussion to take place on the possible retention of the items, or the issue of a modified approval.

14. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
15. The Executive Director must be informed when the approved works have been completed.
16. The works approved by this permit must be carried out in their entirety unless otherwise agreed in writing by the Executive Director.

NOTE THAT PERMISSION HAS BEEN GIVEN FOR INSPECTIONS OF THE PLACE OR OBJECT TO BE UNDERTAKEN DURING THE CARRYING OUT OF WORKS, AND WITHIN SIX (6) MONTHS OF NOTIFICATION OF THEIR COMPLETION.

TAKE NOTICE THAT ANY NATURAL PERSON WHO CARRIES OUT WORKS OR ACTIVITIES NOT IN ACCORDANCE WITH THE PERMIT OR CONDITIONS IS GUILTY OF AN OFFENCE AND LIABLE TO A PENALTY OF 120 PENALTY UNITS (\$23,710.80 FROM 1 JULY 2024) OR IN THE CASE OF A BODY CORPORATE 600 PENALTY UNITS (\$118,554 FROM 1 JULY 2024) UNDER s104 THE HERITAGE ACT 2017.

WORKS UNDERTAKEN WITHOUT A PERMIT OR PERMIT EXEMPTION CAN INCUR A FINE OF UP TO 4800 PENALTY UNITS (\$948,432 FROM 1 JULY 2024) FOR A NATURAL PERSON OR 5 YEARS IMPRISONMENT OR BOTH AND UP TO 9600 PENALTY UNITS (\$1,896,864 FROM 1 JULY 2024) IN THE CASE OF A BODY CORPORATE UNDER SECTION 87 OF THE HERITAGE ACT 2017.

THE ATTENTION OF THE OWNER AND/OR APPLICANT IS DRAWN TO THE NEED TO OBTAIN ALL OTHER RELEVANT PERMITS PRIOR TO THE COMMENCEMENT OF WORKS.

Date Issued:

07 February
2025

**Signed by the Executive Director, Heritage
Victoria**

A handwritten signature in black ink, appearing to read 'Steven Avery', with a horizontal line underneath.

Steven Avery
Executive Director
Heritage Victoria



14 August 2024 Planning Delegated Committee Meeting



6.6. HERITAGE VICTORIA PERMIT APPLICATION P39923 - BALLARAT RAILWAY COMPLEX, CITY OF BALLARAT WRITTEN SUBMISSION

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Annabel Neylon – Coordinator Heritage

PURPOSE

1. The purpose of this report is for the Planning Delegated Committee to determine a position on Heritage Victoria (HV) Permit P39923 regarding the Lydiard Street Intersector Gates and associated mechanisms and fabric.

BACKGROUND

2. On 30 May 2020, a V/Line passenger train was not able to stop approaching Ballarat Station and collided with the Lydiard Street North level crossing Interlocking Sector Gates which were, at the time, closed into the rail corridor.
3. Two gates, their posts and stays were destroyed and debris was scattered around the impact site. The Lydiard Street North level crossing could not function and was closed.
4. On 2 September 2020, Ballarat City Council considered the incident affecting the Lydiard Level Crossing Gates. The following resolution (R223/20) was made which:
 - i. Notes the established heritage importance of the Ballarat Station Railway gates and strong preference that they be reinstated if investigations conclude safety will not be compromised;
 - ii. Acknowledges that V/Line is the Responsible Authority for the restoration of the crossing at Lydiard St and calls for its opening to traffic as soon as possible; and
 - iii. Advise all relevant Ministers and stakeholders of this position.
5. HV Permit P34664, issued 7 October 2021, approved the temporary removal and storage of the gates' surviving parts. Mechanical boom gates were installed so the Lydiard Street North level crossing could re-open.



Figure 1. Part of a street view prior to 20 May 2020 looking northeast to the Lydiard Street North Interlocking Sector Gates showing location of gate parts.

6. V/Line Corporation have recently submitted an application to HV for a heritage permit. The permit seeks to permanently retain the existing mechanical boom gate. The permit proposes to relocate the two surviving gates with new posts and stays as fixed interpretative features on the Ararat side of Lydiard Street adjacent to the tracks. Conservation work is proposed for the two standing gate posts, the single posts severed by the incident, as well as all four gate wells.
7. This Heritage Permit application (P39923) is prompted by Condition 12 of P34664 (amended), which is as follows:

Within six (6) months of the receipt of the endorsed copy of the options paper required under Condition 11, a permit application is to be lodged with Heritage Victoria requesting approval for the return of the removed fabric to their substantive locations at the Lydiard Street North level crossing, or in an arrangement to the satisfaction of the Executive Director, Heritage Victoria.
8. In accordance with section 100 of the *Heritage Act 2017*, HV has referred the permit application to the City of Ballarat for comment.

KEY MATTERS

9. V/Line Corporation cites operational and safety concerns if the gates are re-installed to operate in their original locations. However, the cause of the collision was not that the gates malfunctioned, but that the train was unable to stop prior to entering Ballarat Station. The Australian Transport Safety Bureau (ATSB) report 28 October 2022, page iii, found that:

What the ATSB found

It was found that slippery rail conditions existed for at least the final 2.5 km of the approach to Ballarat Railway Station and probably the final 5 km. It was concluded that moisture from light rain was the primary environmental factor influencing the formation of very low levels of adhesion¹ at the contact between the train's wheels and the rail head. This substantially reduced the braking performance of train 8185.

It was found that the sanding system installed on train 8185 to improve adhesion in slippery conditions was ineffective at improving braking performance during this event. It was concluded that several factors potentially adversely influenced the effectiveness of the sanders.

https://www.atsb.gov.au/publications/investigation_reports/2020/rair/ro-2020-007

10. Approval of HV Permit P34664 in 2021 to salvage the gate parts included the preparation of an Options Paper for consideration by the Executive Director HV. The Ballarat Railway Complex (H0902) Lydiard Street North Sector Gates Options Paper, prepared for V/Line Corporation by Lovell Chen and dated July 2023, was endorsed under Condition 11 of P34664.
11. The Options Paper considered five options developed by V/Line, which included:
 - a) The new mechanical (boom) gates at the level crossing will be retained and the replica heritage gates will be displayed elsewhere within the Ballarat Station precinct. Supported by V/Line.
 - b) The new mechanical (boom) gates at the level crossing should be retained and the replica heritage gates should be placed in a static position at the crossing, running parallel to the train line. Supported by V/Line.
 - c) The replica heritage gates should be reinstated in a functional capacity. Considered by V/Line to be unviable.
 - d) Lydiard Street should be closed with the replica heritage gates returned to the crossing and placed permanently across the road. Considered by V/Line to be unviable.
 - e) The mechanical (boom) gates at the level crossing should be retained and the replica heritage gates should be placed in a static position at the level crossing, at varying angles, roughly perpendicular to the train line. Considered by V/Line to be unviable.

Proposed works

12. Permit Application P39923, currently being assessed by HV, involves the following (refer Fig 4 annotated plan below, source Heritage Impact Statement 2024):
 - Permanent retention of new mechanical (boom) gates at the level crossing.
 - The broken Gate Post 1 to remain in current location and subject to conservation and repair works, including the capping of the broken upper section.
 - The surviving Gate Post 2 to remain in current location and subject to conservation and repair works.
 - The salvaged Gate Post 3 to be relocated to Gate Well 4 to replace Gate Post 4 (destroyed by the accident), and subject to conservation and repair works.

This relocation enables safe maintenance access to the boom gate positioned at Gate Post 3).

- One surviving gate (2 or 3) to be positioned south of Signal Box B on new supports.
- One surviving gate (2 or 3) to be positioned on new supports, north-west of the level crossing and north of the retaining wall parallel to the rail line.
- The four gate stops, still in their original locations, to be relocated within the level crossing, in preparation for planned track realignment.
- Conservation of the four gate wells and their significant fabric and to allow future maintenance, such as providing new gate-well lids.
- Installation of two cast-iron gate posts (provided by V/Line, not from Ballarat Railway Complex) to support the two surviving gates (2 and 3) in their new display locations.
- Installation of an interpretive panel south-east of Signal Box B to communicate the interlocking sector gates' history which will replace the existing interpretation.
- Installation of a signpost with two signs 'DO NOT CLIMB' and 'SURVEILLANCE CAMERAS IN USE' between Signal Box B and the displayed sector gate by Ararat Street.
- Decommissioning of salvaged fabric not included in the design, not listed.

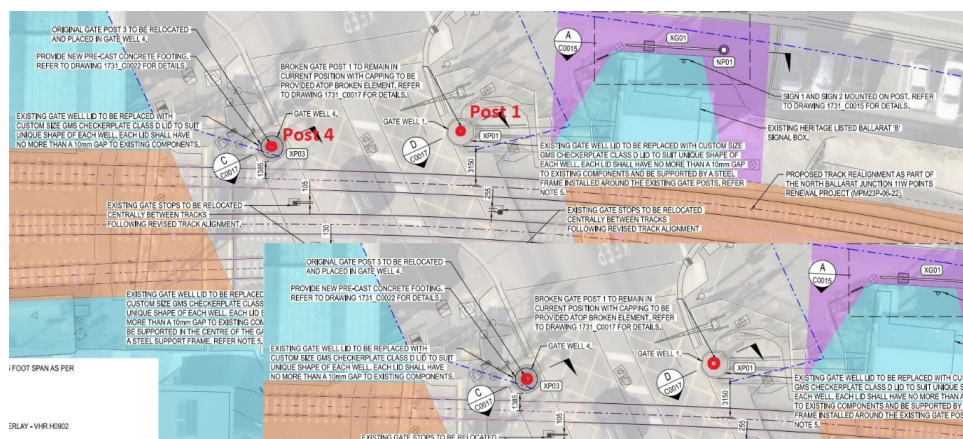


Figure 2. Plan of the proposal, annotated by author to highlight the original gate post locations referred to in the scope of work above. Source. Kinsley Group for Public Transport Victoria.

Heritage Significance

- The Ballarat Railway Complex (H0902) is included on the Victorian Heritage Register (VHR). The Lydiard Street North Interlocking Sector Gates are identified as an element which contributes to the significance of the Ballarat Railway Station Complex.
- Lovell Chen has prepared a Heritage Impact Statement (HIS) submitted with the permit application.

15. The HIS provides excerpts and information from a Conservation Management Plan (CMP) for the Ballarat Railway Complex currently being prepared by Lovell Chen. The document has not been formally approved by HV and is still in draft form.
16. The HIS asserts that the (draft) CMP considers that the gates are of representative significance, and that they perform a 'supporting role' in terms of their contribution to the heritage significance of the Ballarat Railway Complex.
17. However, the HIS also states that the interlocked installation and signaling system at Ballarat Station, which includes the Signal "B" Box, its contents, the Signal Gables and the sector gates, is the largest surviving interlocked installation in Victoria and that the interlocking sector gate system is rare within the state. This is an important consideration in determining the significance of the gates and their associated mechanical system and elements.
18. Officers acknowledge the risks associated with vehicles potentially being stuck between the gates as per the HIS Executive Summary. This Executive Summary states that the new boom barriers and flashing light controls alleviate the danger of vehicles being trapped on the crossing by the manually operated gates. It was therefore considered in the HIS that the road crossing would be safer with boom barriers and that any reinstatement of the gates in an operational state would compromise safety. Given that this submission is a response to the heritage attributes of the gates, HV will need to take into consideration the safety and risk implications of the heritage swing gates when determining the permit application.

Conclusion

19. The VHR and heritage assessments for this proposal reaffirm that the Lydiard Street North Interlocking Sector Gates contribute to the significance of the Ballarat Railway Station Complex.
20. The gate system is an important part of the station's interlocked installation which is the largest surviving interlocked installation in Victoria. The gate system itself also appears to be a rare survivor in regional Victoria.
21. Noting the importance of the gate system, officers recommend that the whole Lydiard Street North Interlocking Section Gates should be repaired and rebuilt in-situ and returned to operation.

OFFICER RECOMMENDATION

22. **That the Planning Delegated Committee resolves to:**
 - 22.1 **Endorse and submit the written submission to Heritage Victoria as presented in the attachment to this report.**

ATTACHMENTS

1. Governance Review [6.6.1 - 1 page]
2. Draft response to Heritage Victoria Permit P 39923 [6.6.2 - 2 pages]

14 August 2024 Planning Delegated Committee Meeting

6.6.1

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. This report aligns with Council's Vision, Council Plan, Strategies and Policies

COMMUNITY IMPACT

2. There are no negative community impacts identified for the subject of this report. This is a submission to Heritage Victoria who will ultimately decide on the application.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. There are no 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 for the City of Ballarat as a result of the proposal. The proposal will be funded and delivered by the Victorian government.

LEGAL AND RISK CONSIDERATIONS

6. There are no legal and risk considerations relevant to the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. Community consultation and engagement is currently underway and is being delivered by the Victorian government. As a State driven project, the City of Ballarat is not responsible for the consultation and engagement process.

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

14 August 2024 Planning Delegated Committee Meeting

6.6.2

OFFICIAL

DRAFT LETTER IN RESPONSE TO HERITAGE VICTORIA PERMIT P39923

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[email: [REDACTED]]

Dear [REDACTED]

RE: PERMIT APPLICATION P39923 - BALLARAT RAILWAY COMPLEX, 140 LYDIARD STREET NORTH BALLARAT CENTRAL AND 202 LYDIARD STREET NORTH AND NOLAN STREET SOLDIERS HILL AND SCOTT PARADE AND 60 CORBETT STREET BALLARAT EAST AND 75 HUMFFRAY STREET NORTH BAKERY HILL, BALLARAT CITY (H0902)

The City of Ballarat would like to thank you for your invitation on 11 July 2024 and would like to make this submission to Heritage Victoria (HV) for Permit (P39923) for work to the Lydiard Street North level crossing Interlocking Sector Gates within the Ballarat Railway Complex (HV Ref HO902).

Proposal

It is noted that this permit is as a result of a collision on 30 May 2020 when a V/Line passenger train collided with and damaged the Lydiard Street North level crossing Interlocking Sector Gates which were, at the time, closed into the rail corridor.

It is understood that the permit seeks to permanently retain the existing mechanical boom gates fitted in 2021. The permit also proposes to install the two surviving sector gates with new posts and stays as fixed interpretative features on the Ararat side of Lydiard Street adjacent to the tracks. Lovell Chen have prepared a Heritage Impact Statement (HIS) submitted with the application for this heritage permit. The HIS advises (p25) that the two standing gate posts and the single post severed by the collision will be managed as a ruin. Conservation work is proposed for the posts as well as all four gate wells.

Heritage Significance

The Lydiard Street North Interlocking Sector Gates are identified as an element which contributes to the significance of the Ballarat Railway Complex. The listing on the Victorian Heritage Register (VHR) advises that the Ballarat Railway Station Complex is of historical, architectural, social, and technological significance at a State level.

The HIS provides excerpts and information from a Conservation Management Plan (CMP) for the Ballarat Railway Complex currently being prepared by Lovell Chen. It is understood that the document has not been formally approved by Heritage Victoria and is still in draft form. The HIS advises (p11) that the draft CMP considers that the sector gates are of Representative significance, and that they perform a 'supporting role' in terms of their contribution to the heritage significance of the Ballarat Railway Complex. However, it also states (p6) that the interlocked installation and signaling system at Ballarat Station, which includes the Signal "B": Box, its contents, the Signal Gables and the sector gates is the largest surviving interlocked installation in Victoria, and that the interlocking sector gate system is rare within country Victoria. Ballarat City Council submits that this is an important consideration in determining the significance and the future of the gates and their mechanical systems and workings.

Conclusion

The VHR and heritage assessments reaffirm that the Lydiard Street North Interlocking Sector Gates contribute to the significance of the Ballarat Railway Station Complex. The gates contribute to the technological significance of the station as they are part of the 'largest surviving interlocked

OFFICIAL

14 August 2024 Planning Delegated Committee Meeting

6.6.2

OFFICIAL

installation in the state. It appears that the gate system itself is also a rare survivor in country Victoria.

Ballarat City Council notes the importance of the whole Lydiard Street North Interlocking Section Gates, their historic use and role as part of Ballarat's interlocked and signaling system. Accordingly, Ballarat City Council submits to Heritage Victoria that the whole gate assembly should be repaired and rebuilt in-situ, with new elements to match existing, and be made operational again to maintain the important and rare original historical relationships evidenced in the whole interlocking assembly, including the Signal "B" Box, the sector gates and the Signal Gantries.

It is acknowledged that the Heritage Impact Statement identifies a risk associated with vehicles potentially being stuck between the gates as per the information provided in the Executive Summary. The Executive Summary states that the new boom barriers and flashing light controls alleviates the danger of vehicles being trapped on the crossing by the manually operated gates. It was therefore the Heritage Impact Statement's view that the road crossing would be safer with boom barriers than when the sign gates were in operation. Any reinstatement of these gates in an operational state would compromise safety. In the event that this is the case and a decision to support the boom gates is affirmed by Heritage Victoria, the City of Ballarat requests further and more particular details of this be provided to satisfy itself that the safety reasons outweighs the significant heritage elements.

Other Matters

Ballarat City Council notes the HIS' advice (p25) that proposal does 'not provide a heritage outcome in relation to the significance of the place, but that the relocation of the replica gates can be seen as one way of managing and conserving this fabric'. Keeping the surviving gate posts in their original positions as a ruin but then placing the two surviving sector gates with new posts and stays as fixed features separate and away from the intersection would create a meaningless arrangement that would not convey the assembly's function and movements which are a critical aspect of its technological significance. The whole assembly would be fragmented if the parts are placed away from their historic locations. This will end the important and rare original historical relationships between the whole interlocking assembly, being the largest surviving assembly in the state, especially, as the gates' have a very visible role in the assembly.

The Ballarat Railway Complex demonstrates significance under VHR Criterion G, a strong or special attachment with a present-day community for a social reason. However, the heritage assessments do not seem to have considered the Ballarat community's attachment to the operating gates as a conspicuous, familiar, if prosaic, piece of daily infrastructure in the heart of the City. There is vocal support in parts of the local community for the gates to be re-installed and to operate again which suggests that the gates may strongly demonstrate heritage significance under VHR Criterion G. There is concern that this consideration has not been included as part of a balance assessment of the merits of this proposal to date and its omission may undermine the validity of any determination of the proposal.

Ballarat City Council recommends that Heritage Victoria furnish itself with following information from the applicant and include it in its assessment of the proposal:

- the rarity of the gates' continuous historic use; and
- the Ballarat community's attachment to the operating gates which may strongly demonstrate heritage significance under VHR Criterion G.

OFFICIAL

14 August 2024 Planning Delegated Committee Meeting



6.6. HERITAGE VICTORIA PERMIT APPLICATION P39923 - BALLARAT RAILWAY COMPLEX, CITY OF BALLARAT WRITTEN SUBMISSION

Division: Development and Growth
Director: Natalie Robertson
Author/Position: Annabel Neylon – Coordinator Heritage

PURPOSE

1. The purpose of this report is for the Planning Delegated Committee to determine a position on Heritage Victoria (HV) Permit P39923 regarding the Lydiard Street Intersector Gates and associated mechanisms and fabric.

RESOLUTION:

22. That the Planning Delegated Committee resolves to:
 - 22.1 Endorse and submit the written submission to Heritage Victoria as presented in the attachment to this report.

Moved: Cr Mark Harris
Seconded: Cr Samantha McIntosh

CARRIED
(PDC/24)

8.5. YANGZHOU 10TH ANNIVERSARY OF FRIENDSHIP CITY

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Suzannah Burton - Coordinator of Reconciliation and Social Inclusion

PURPOSE

1. The purpose of this report is to seek Council consideration of the future of the Friendship City agreement between the City of Ballarat and City of Yangzhou, People's Republic of China.

BACKGROUND

2. Yangzhou is located in the central Jiangsu Province, East China. At the 2020 census, Yangzhou had a population of 4,559,797. Its urban area is home to 2,635,435 residents, across three urban districts.
3. Yangzhou has developed six major leading industrial clusters, being high-end equipment, new energy, new materials, new-generation information technology, automobile and parts, life and health.

Diplomatic relations between City of Ballarat and Yangzhou City

4. In 2013, City of Ballarat sent a delegation to the City of Yangzhou to meet with representatives from Yangzhou Municipal People's Government. During this visit, terms for strengthening ties between Ballarat and Yangzhou were discussed to further advance economic, cultural and educational opportunities.
5. On 30 September 2015, an agreement was signed between Ballarat and Yangzhou, establishing a Friendship City relationship (the Agreement).
6. The Agreement determines that the two signatories will carry out, in accordance with the principles of equality and mutual benefit, exchanges and cooperation between the two cities in various forms in fields such as economy, trade science and technology, culture, education, sports, health personnel to promote common prosperity and development.
7. In 2019 the City of Ballarat sent a delegation to the City of Yangzhou, signing a memorandum to continue the partnership for an additional five years on 15 May 2019.
8. Since signing the latest agreement, the City of Ballarat has hosted three delegations from Yangzhou. One delegation occurred in 2016 and two in 2024 (April and November). On 24 April 2024, Yangzhou delegates met informally with City of Ballarat representatives including Mayor Cr Des Hudson OAM and CEO Evan King, with the purpose of continuing the connection and gaining insight into economic development and Creative Cities/UNESCO.
9. Yangzhou delegates met with Mayor Cr Tracey Hargreaves and CEO Evan King on 21 November 2024 for the purpose of discussing plans for the 10th anniversary of the Friendship City agreement and cultural heritage discussions. Ding Sihai, Chairman Yangzhou Chinese Overseas Friendship Association, invited the City of

Ballarat to visit Yangzhou in September 2025 to celebrate the 10th anniversary of the Friendship Agreement and to renew the agreement. This was followed by a letter formalising this invitation on 5 December 2024.

10. There has been no clear economic development or trade objectives implemented as part of previous agreements
11. Significant cultural exchanges have taken place as part of previous agreements with regular delegations taking place over the last twelve years.
12. Ballarat has a number of local cultural organisations who work to continue to build friendship between the two cities.
13. Ballarat also has some significant Chinese related assets and connections including the Chinese Heritage Trail, Chinese cemeteries at the old and new Ballarat General Cemetery, Open Monument on Main Road and the Xin Jin Shan Library, which is the largest Chinese library in the southern hemisphere.

KEY MATTERS

14. The estimated cost of travel to China is \$7,000. This provides for a Councillor and an officer to travel and includes flights and four nights' accommodation.
15. There is also the possibility that members from Ballarat's Chinese cultural associations may request to join the delegation at their own cost should Council decide to send a delegation.

OPTIONS

16. Council may determine to:
 - a. Send a delegation in September 2025 to mark the tenth anniversary of the Friendship City Agreement and formally renew the Agreement.
 - b. Renew Friendship City Agreement but do not send a delegation in September 2025.
 - c. Write to Yangzhou formally concluding the Friendship City Agreement.

COMMUNITY ENGAGEMENT

17. No community engagement was undertaken for the purpose of this report.

OFFICER RECOMMENDATION

18. That Council:

- 18.1 **Renew the Friendship City Agreement but do not send a delegation to Yangzhou in September 2025.**

ATTACHMENTS

1. Governance Review **[8.5.1 - 2 pages]**
2. D-19-34919 Memorandum Between Yangzhou Peoples Republic of China & Ballarat **[8.5.2 - 3 pages]**

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 2: A healthy, connected, and inclusive community
 - City of Ballarat Intercultural Plan 2022-2026
 - Active Citizenship - Promoting Ballarat as a Welcoming City and Intercultural City: *Support Council's Friendship City Agreements with Ainaro in Timor Leste, Nanjing in China, Kunshan Province in China, Jiangjin City in China, Yang Zhou Municipality in China, and Peterborough in the United Kingdom*

COMMUNITY IMPACT

2. The subject of this report will impact the community by potentially strengthening a partnership between the City of Ballarat and Yangzhou City.

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. The financial implications of this report are the costs associated with the City of Ballarat sending a Council delegation to Yangzhou City; the Peoples Republic of China. The estimated cost is \$7,000.
6. There are no financial implications of renewing the Friendship Agreement without sending a delegation to Yangzhou to sign the agreement in person.

LEGAL AND RISK CONSIDERATIONS

7. There are no legal and risk considerations identified for the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

OFFICIAL

OFFICIAL

COMMUNITY CONSULTATION AND ENGAGEMENT

9. Community consultation and engagement is not required for the subject of this report.

GENDER EQUALITY ACT 2020

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

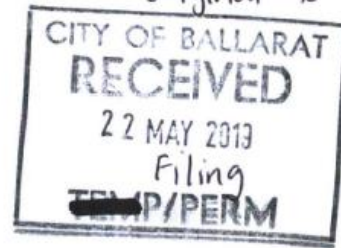
CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

Memorandum on the
Friendship - City Cooperation
Between Yangzhou,
People's Republic of China and
Ballarat, The Commonwealth of Australia
Fully Signed.

Original to Legal Box



**MEMORANDUM ON THE FRIENDSHIP-CITY COOPERATION
IN 2019-2024
BETWEEN YANGZHOU, PEOPLE'S REPUBLIC OF CHINA,
AND BALLARAT, THE COMMONWEALTH OF AUSTRALIA**

In order to strengthen the existing friendship-city relationship and enhance cooperation in the next five years, this memorandum is signed on the basis of mutual benefit by Yangzhou, People's Republic of China, and Ballarat, the Commonwealth of Australia. The following articles are agreed upon by both parties:

1. Since September 30, 2015, when a friendship-city relationship is officially established between Yangzhou and Ballarat, the two cities have maintained sound communication and cooperation. The two cities both wish to continue this partnership and extend cooperation fields by this memorandum;
2. In the next five years, the two cities shall expand the cooperation in education, introducing more capable and interested schools to establish friendship-school relationship, and promoting interaction activities such as summer camps and exchange programs for teachers and students;
3. Based on the principles of equality, mutual benefit and achieving shared growth through discussion and collaboration, the two cities shall motivate relevant departments and enterprises to conduct communication and cooperation in a wide range of featured fields such as innovation, advanced manufacturing, tourism, and cultural heritage protection, so as to share prosperity and development together;
4. As the liaison department of the two cities, Yangzhou Foreign Affairs Office and Ballarat Economic Development Unit shall establish a regular contact mechanism, sending newsletters about the two cities' latest development information to each other every three months. The two departments shall also assist city officials and relevant departments in contact with their counterparts and track cooperation programs;
5. This memorandum shall come into force upon signing and maintain effective for five years. After five years, if neither party propose termination, this memorandum shall remain effective.

It is understood that neither party assumes any financial obligations as a result of this memorandum, but that financial arrangements shall be negotiated on a case by case basis and shall depend upon the availability of funds.

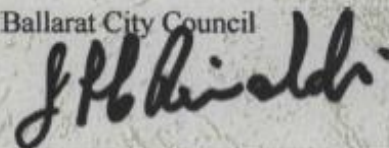
The signatures of the respective officials below signify the interest of both parties in promoting friendship, cooperation and the desire to continue an ongoing, mutually beneficial relationship for five years beyond the date of the signatures below.

Yangzhou Municipal Government



Mr. Liu Yutong,
Deputy Mayor
May 15, 2019

Ballarat City Council



Mr. James Rinaldi
Deputy Mayor
May 15, 2019

中华人民共和国扬州市与澳大利亚联邦巴拉瑞特市 2019年-2024年友好城市交往合作备忘录

为加强友好城市合作关系，增进未来5年两市交往，在互惠互利的基础上，本备忘录由中华人民共和国江苏省扬州市和澳大利亚联邦巴拉瑞特市共同签署。以下事项经由双方认可：

一、自2015年9月30日扬州市与巴拉瑞特市正式建立的友好城市关系以来，双方一直保持着良好的交往。双方希望通过本备忘录继续保持并扩展合作领域；

二、未来5年内，两市将扩大已有在教育方面的交流，推荐更多有条件有兴趣的学校建立友好学校关系，并推动双方学校开展如暑期夏令营、师生互换交流等活动。

三、在科技创新、先进制造业、旅游业、文化与遗产保护等多个特色领域，两市将根据平等互利和共商共建共享的原则，推动有关部门和企业开展交流合作，促进共同繁荣和发展。

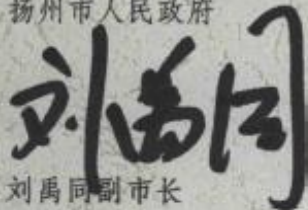
四、作为两市联络的牵头单位，扬州市人民政府外事办公室和巴拉瑞特市经济发展局将建立定期信息沟通机制，每季度互相发送两市信息通讯，并协助两市领导和有关部门保持密切联系，跟踪合作项目。

五、本备忘录自签署之日起生效，有效期为五年。逾期后，若没有任何一方提出终止协议，则该协议保持效力。

根据本协议备忘录，双方均不承担任何财务义务，财务安排将根据具体情况决定，并且取决于是否有可用的资金。

双方官员在下方签名，表明双方都有意愿促进友谊与合作，并希望在下列签名日期之后的五年时间内继续保持持续的互利关系。

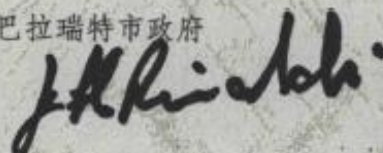
扬州市人民政府



刘禹同副市长

日期：2019年5月15日

巴拉瑞特市政府



詹姆斯·瑞纳迪副市长

日期：2019年5月15日

8.6. ART GALLERY OF BALLARAT DRAWCARD EXHIBITION INTERNATIONAL TRAVEL

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

PURPOSE

1. The purpose of this report is to update Council following recent overseas travel by the Director Art Gallery of Ballarat, Louise Tegart, and Assistant Director – Engagement, Humphrey Clegg.

BACKGROUND

2. The development of a Drawcard Exhibition Program was identified in the Art Gallery of Ballarat Strategic Plan 2023-2028 as a key objective.
3. The Art Gallery of Ballarat is currently developing a Drawcard Exhibition Program, to bring the most significant works of art to Ballarat for the local community to enjoy and learn from, as well as contribute to visitation and a positive economic impact for Ballarat.
4. It is estimated that for every 50,000 tickets sold, there will be a significant economic impact for the City of Ballarat estimated at \$12 million, while facilitating 59 local jobs.
5. In September 2024, Louise Tegart and Humphrey Clegg were invited to visit Paris with the CEO of Art Exhibitions Australia (AEA), Carol Henry, to meet with the team of Le Centre National des Arts Plastiques (Cnap) to discuss exhibition opportunities. Cnap is a public institution attached to the French Ministry of Culture and holds a collection of more than 107,000 works by 22,000 artists. Art Exhibitions Australia is the premier agency in Australia for the management of international exhibitions in Australia, working with all state and major public galleries.
6. The officers received Council approval to travel to France, the Netherlands and England to meet with potential exhibition partners and undertake research for the Drawcard Exhibition Program as well as the Gallery Masterplan, specifically related to collection storage.
7. The travel expenses including flights and accommodation were paid for by the Art Gallery of Ballarat Foundation. The Foundation's remit is to support the Gallery including travel . The total cost of the trip was \$29,384.64 including meals, accommodation, travel and exhibition entry. There was no cost to the City of Ballarat.

KEY MATTERS

8. Staff met with 15 potential partners and visited 20 additional organisations to plan the Art Gallery of Ballarat future exhibition program and the current Masterplan development and research. Meetings were held with a broad spectrum of potential partners, including:
 - a. CNAP
 - b. Australian Embassy, Paris
 - c. Musee des Arts Decoratifs
 - d. Centre Pompidou
 - e. Fondation Cartier
 - f. Depot, Rotterdam
 - g. Victoria and Albert Museum
 - h. Tate Modern
 - i. Design Museum
 - j. Oxford Cultural Leaders
 - k. Arter
 - l. HM Conceils
9. Through the meetings, the team discovered how competitive the international exhibition sector is and how significantly it relies on personal relationships, in particular regular in person meetings. The Bendigo Art Gallery Director recently met with many of the same organisations in person to pursue exhibition and partnership opportunities.
10. As a result of the travel, the team has made a number of positive approaches with international partners and is currently in negotiations to secure exhibitions for the Drawcard series from 2026 through to 2029.

COMMUNITY ENGAGEMENT

11. Community engagement was undertaken for the Art Gallery of Ballarat Strategic Plan in 2023 via in person meetings, consultation sessions and a MySay survey.
12. Visitors and non-visitors to the Gallery were invited to submit responses. Specific questions were asked in relation to the types of exhibitions that respondents would like to see presented.
13. Overwhelmingly there was broad demand for bringing international exhibitions to Ballarat and a demand for larger exhibitions.

OFFICER RECOMMENDATION

14. That Council:

14.1 Receive and note the report.

ATTACHMENTS

1. Governance Review [**8.6.1** - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 2: A healthy, connected, and inclusive community
 - Goal 3: A city that fosters sustainable growth
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 5: A strong and innovative economy and city
 - Goal 6: A Council that provides leadership and advocates for its community
 - City of Ballarat Budget 2024-2025
 - City of Ballarat Community Vision 2021-2031
 - Art Gallery of Ballarat Strategic Plan 2023-2028
 - Creative City Strategy

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 legal and risk considerations for this report are that if the Art Gallery of Ballarat does not engage in showcasing international exhibitions, it faces reputational risk.

OFFICIAL

OFFICIAL

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. Community consultation and engagement was conducted in relation to this project, for the purpose of consulting with the relevant stakeholders. The community engagement undertaken for the Art Gallery of Ballarat Strategic Plan was used to inform this project.

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

8.7. STREET NAMING PROPOSALS

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Maddison Campbell – Naming Officer

PURPOSE

1. The purpose of this report is to provide Council with:
 - a. An update on the community consultation that was undertaken for the renaming of Airport Road and continuation of the renaming process.
 - b. Street naming options for an unnamed lane in Mitchell Park and an unnamed lane between 201 and 209-211 Mair St, Ballarat.

BACKGROUND

Renaming of the eastern section of Airport Road:

2. Due to the removal of a portion of Airport Road, the eastern side of Airport Road must be assigned a separate road name to comply with AS/NZS Rural Urban Addressing Clause 4.2.4.
3. To avoid confusion for the community and establish Liberator Drive as the only public accessway to the Airport, officers recommended renaming the eastern side of Airport Road to 'Aviation Close'.

Unnamed service lane on Ballarat Link Road - Wings Way

4. A naming proposal for the unnamed service lane on Ballarat Link Road was initiated by a local business. The business was struggling to direct customers to their business as there was no name on the service lane.

Unnamed lane between 209-211 Mair Street – Cincotta Lane

5. An unnamed lane between 209-211 Mair Street is used as a delivery lane for the surrounding businesses. A local business has initiated a naming proposal for the lane. The lane has taken on the unofficial name of 'Cincotta Lane' due to the Cincotta Fruit and Vegetable Merchants Mural in the lane as well as being the former grocery site.
6. The Cincotta Family has been running stores in Ballarat since the Gold Rush. Most recently, Joe and John Cincotta ran a fruit and vegetable shop on 209 Mair Street from the late 1940s to the early 2000s that was a household name for Ballarat residents.

KEY MATTERS

Renaming of the Eastern Section of Airport Road

- To avoid further confusion of access to the Airport and the Ballarat West Employment Zone Stage 2 development, officers recommend continuing to rename section 1 to 'Aviation Close' (highlighted yellow below). Officers will commence 30 days of consultation to rename section 2 of Airport Road to 'Wackett Drive' (highlighted orange below). Wackett was the name of an aircraft that was held at Ballarat Airport during the 1940s.

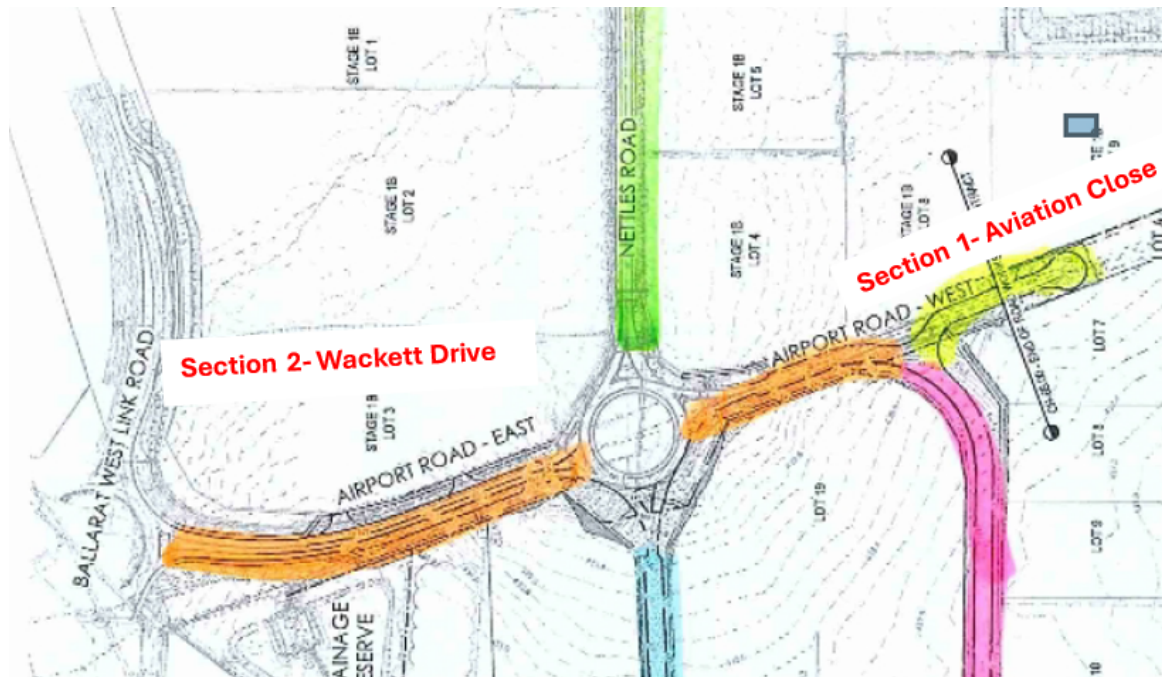


Figure 1. Section 1 to be renamed (outlined in yellow). Section 2 to be renamed (outlined in orange)

Unnamed service lane on Ballarat Link Road – Wings Way:

- The unnamed service lane proposal was made in consultation with local businesses. The proposed name for the service lane is 'Wings Way' which references the aviation theme within the surrounding street names.
- Officers will community consultation with the immediately surrounding property owners surrounding the unnamed service lane. The consultation period is required for a minimum of 30 days as stated in the Naming Rules for Places in Victoria (2022 edition).



Figure 2. Proposed service lane to be named 'Wings Way'

Unnamed lane between 201 and 209-211 Mair Street – Cincotta Lane

10. Council approval is needed to commence community consultation with the immediate property owners surrounding the unnamed lane. The consultation period is required for a minimum of 30 days as stated in the Naming Rules for Places in Victoria (2022 edition).
11. Naming Rules for Places in Victoria (2022 edition) require that, where streets have an unofficial street name, that name be used when naming the unnamed street.
12. Approval from the Cincotta family has been granted to the City of Ballarat to pursue a commemorative naming proposal to commemorate the late Joe and John Cincotta for their contribution and service to Ballarat's history. Therefore, officers recommend naming the unnamed lane 'Cincotta Lane'.

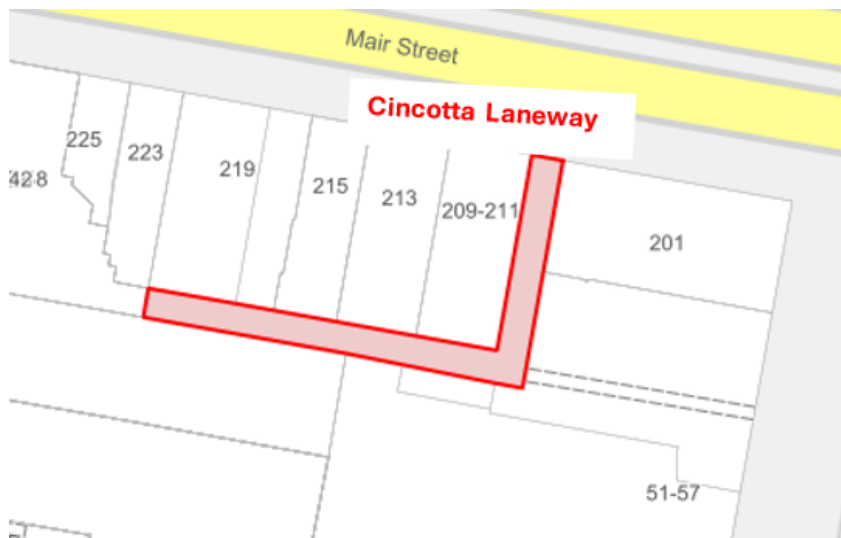


Figure 3. The unnamed lane that is proposed to be named Cincotta Laneway

COMMUNITY ENGAGEMENT

13. Community consultation for renaming Aviation Close was undertaken via letters sent to adjacent owners seeking submissions on Friday 10 January 2025. The consultation process was open for 30 days as required under the Naming Rules for Places in Victoria (2022 edition)
14. One submission was received, requesting that 2 parts of the eastern section of Airport Road be renamed to avoid confusion for patrons visiting businesses as well as accessing the lots and the new road being developed as part of the Ballarat West Employment Zone Stage 2 development.

OFFICER RECOMMENDATION

15. That Council:

15.1 Note the community feedback received and proceed with naming section 1 'Aviation Close' as shown in Figure 1.

15.2 Note that officers will commence community consultation on the following naming proposals:

15.2.1 Section 2 of the road indicated in Figure 1, proposed to be renamed 'Wackett Drive'

15.2.2 The unnamed service lane indicated in Figure 2, proposed to be named 'Wings Way'

15.2.3 The unnamed lane indicated in Figure 3, proposed to be named 'Cincotta Laneway'

ATTACHMENTS

1. Governance Review [8.7.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 4: A city that conserves and enhances our natural and built assets
 - City of Ballarat Budget 2024-2025
 - City of Ballarat Asset Plan 2022-2032
 - City of Ballarat Community Vision 2021-2031

COMMUNITY IMPACT

2. The impact of renaming roads is identified in the report, specifically resolving confusion and providing clarity in relation to access to roads and businesses.

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. Accurate and clear road naming assists to mitigate risk by enabling emergency and other services to easily identify and access properties.

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. Community consultation has been undertaken for the proposed renaming of 'Aviation Close'. The outcome of this consultation is described in the report.
9. Community consultation and engagement will be conducted in relation to this project, for the purpose of consulting with the relevant stakeholders.

OFFICIAL

OFFICIAL

GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

8.8. YOUTH SERVICES PLAN - YEAR 2

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Stacey Oliver – Coordinator Youth Services

PURPOSE

1. The purpose of this report is to provide an overview of the implementation of the Youth Strategy 2022-2026 – Year 2.

BACKGROUND

2. The Youth Strategy 2022-2026 was developed in consultation with young people in 2021. City of Ballarat is midway through the four year strategy. The Youth Services team and other departments listed in the strategy are making progress towards the key actions across the five focus areas identified in the document.

KEY MATTERS

Youth Strategy – Implementation of Action Plan – Year 2

3. Highlights for 2024 include:
 - a. Weekly volunteer-based programs (45 volunteers engaged in 2024). Key youth and community events have been delivered including the City of Ballarat Youth Awards (105 nominations, 400 attendees) and PopCon (2,000 attendees). Other activities include youth facilitated programs, recreation activities and social connection programs. Civic participation and leadership opportunities by the Youth Ambassadors include their ‘passion project’ which focused on youth homelessness. The total interactions with young people throughout 2024 across all programs, events and activities was 5,153 (excluding Youth Awards and PopCon).
 - b. Establishing a Ballarat Youth Hub has progressed, including additional consultation with young people that has further supported the need to develop a youth hub facility. To assist with developing a future business case and advocacy for investment from State and Federal Governments, an architect has been engaged to develop concept designs and provide indicative costings.
 - c. Facilitated by the Engaged Communities team, the Community Directory has been completed and implemented. It will provide greater connection and local referral pathways to support the needs of a range of people, including young people.
 - d. Locations have been activated across Ballarat with youth programming opportunities at Djila-tjarriu and Lucas Community Hubs, Delacombe, Wendouree West Recreation Reserve and the Ballarat Library with between 7-12 young people in attendance at each session. From April 2024, the Youth Services team has assisted the Ballarat Police and Citizens Youth Club (PCYC) with a weekly response at the Little Bridge Street bus exchange providing

sausages, snacks and drinks (supplied by local Coles and Woolworths stores) to approximately 60 young people each week.

- e. Progress has been made towards increasing traineeship/apprenticeship opportunities across City of Ballarat business units. A traineeship priority list has been developed to match candidates with possible opportunities within business units. City of Ballarat currently hosts 5-6 traineeships per year with the aim of increasing this to 8-10 over the coming two years.
- f. In partnership with Highlands LLEN and the Economic Development business unit, Youth Services are developing a project to create a video series titled "*A day in the life of ...*". The goal is to showcase a range of career options and traineeship possibilities within the City of Ballarat.
- g. Live4Life (L4L) Teen Mental Health First Aid (TMHFA) has been delivered to approximately 3,500 young people over the past two years. In 2024, 11 schools have been engaged in the program including a pilot at a flexible learning school (Berry St). In 2024 alone, 2,345 year 8 and year 10 students took part in the TMHFA education.
- h. 2024 saw the implementation of L4L Crew in participating schools. The L4L Crew is comprised of year 9 or 10 students who have completed TMHFA and act as mental health ambassadors within their school environment to reduce the stigma associated with mental ill health. Anecdotally, teachers saw an increase in young people reaching out to support their peers when they became concerned about their mental health or mood. In 2024, a total of 111 adults had been trained in Youth Mental Health First Aid (YMHFA) resulting in a significant cohort of adults who share the same language and understanding of youth mental health and suicide concerns to provide the 'first response' in the event of youth mental ill health. Ballarat is one of 14 Live4Life communities across Victoria and Tasmania.
- i. Partnerships and stakeholder engagement has been provided an increased focus, including the establishment of a Central Highlands Youth Service Network and expanding and strengthening community partnerships with a range of schools, organisations and community groups.
- j. Of the total Victorian homeless population, 25% are aged 12-24 years.

COMMUNITY ENGAGEMENT

4. The development of the Youth Strategy in 2021/22 involved consultation with approximately 1,000 young people using genuine principles of codesign. The implementation of the Youth Strategy uses the IAP2 principles of consult, involve, collaborate and empower young people in the decision making of program outcomes and deliverables. All volunteer youth programs are youth led and events such as the Youth Awards, PopCon and the Youth Ambassadors passion project are identified, planned and delivered by young people with the support of the Youth Services staff team. Community engagement with young people regarding program design and outcomes is at the forefront of all Youth Services programming and service provision.
5. The cohort of young people that Youth Services typically engage is 12-25 years. However, most interactions and engagement are with people aged 13-17 years

from all backgrounds. An opportunity for input from youth participants exists in all programming and may include surveys, brainstorming sessions, discussions and focus groups for particular projects. These sessions are facilitated at times convenient for young people, and through our youth partner agency networks when it suits their timetabling.

6. This report provides a mid-strategy review. Youth Services anticipates commencing community consultation for the next iteration of the Youth Strategy 2026-2030 in the second half of this year. This will again involve numerous opportunities for engagement with significant numbers of young people from across our community.

OFFICER RECOMMENDATION

7. That Council:

- 7.1 **Receive and note the report on the work undertaken in year two of the Youth Strategy 2022-2026.**

ATTACHMENTS

1. Governance Review [8.8.1 - 2 pages]
2. Youth Strategy 2022- 2026 Implementation Plan Report Year 2, 2024 [8.8.2 - 8 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 1: An environmentally sustainable future
 - Goal 2: A healthy, connected, and inclusive community
 - Goal 3: A city that fosters sustainable growth
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 5: A strong and innovative economy and city
 - City of Ballarat Budget 2024-2025
 - City of Ballarat Asset Plan 2022-2032
 - City of Ballarat Community Vision 2021-2031
 - City Of Ballarat Youth Strategy 2022 - 2026

COMMUNITY IMPACT

2. The subject of this report will impact the community as it provides an update on the progress towards the Year 2 outcomes identified in the City of Ballarat Youth Strategy 2022-2026, and provides access to the data in the updated Youth Profile 2024.

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 as implementation is resourced through the adopted Council budget, and subject to annual review.

LEGAL AND RISK CONSIDERATIONS

6. There are no legal and risk considerations identified for the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

OFFICIAL

OFFICIAL

COMMUNITY CONSULTATION AND ENGAGEMENT

8. Community consultation and engagement is not required for the subject of this report as it relates to an accountability based annual report on actions undertaken to deliver on a Council adopted strategy and an updated community youth demographic profile. The development of the Youth Strategy included extensive community engagement.

GENDER EQUALITY ACT 2020











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







CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT








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








OFFICIAL








City of Ballarat Youth Strategy 2022 - 2026 Mid-Strategy Update Actions completed January 2024 - December 2024






Strategies	Result	Work completed or in progress
<p><i>Legend:</i></p>		<p><i>Delivered in Full</i></p>
		<p><i>In Progress</i></p>
		<p><i>Not Delivered</i></p>
		<p><i>Ongoing</i></p>
<p>Focus area 1 - Health and wellbeing</p>		
<p><i>Priority - Mental health & suicide prevention</i></p>		
<p>Produce and regularly update a youth services directory to inform young people about support available to them via Council's website, posters and the Youth Services social media sites.</p>		<p>The Community Directory now active and being updated regularly. Youth Services monthly newsletter implemented and distributed every 6 weeks.</p>
<p>Deliver events and festivals that contribute to positive health and wellbeing.</p>		<p>Participated in or celebrated Pride Month, International Day of Happiness, National Sorry Day, Trans awareness week, Ballarat Begonia Festival, National Volunteer Week.</p>
<p>Deliver the Live4Life program (youth mental health and wellbeing program) in partnership with schools and community organisations.</p>		<p>Delivered Teen Mental Health First Aid to approximately 2,345 students in eleven participating secondary schools. Established the 'Crew' with 36 young people engaged as Mental Health ambassadors in their school environment. 66 Adults trained in Youth MHFA</p>
<p>Conduct a self-assessment of council action on social determinants of mental wellbeing.</p>		<p>Youth Live4Life engaged University of Melbourne to conduct research of Year 8 Live4Life participants. Further work in this space to be carried out.</p>
<p><i>Priority - Physical health</i></p>		
<p>Develop the Len T. Fraser Skate Park into a significant youth destination incorporating a range of activities.</p>		<p>Hosted a Skate Park Leagues (SPL) competition in February 2024. Thirty young people provided consultation for the skate park extension at LT Fraser</p>
<p>Develop partnerships with sports clubs and associations, peak sporting bodies and recreation providers to deliver structured, unstructured and social recreation programs to promote the benefits of physical health and participation.</p>		<p>Delivered 10 various recreational opportunities including skate, disc golf, summer pool series, basketball 4 x 4, aqua fit, amazing race, ice-skating, and dodge ball. Youth Services developed partnerships and relationship building with agencies to provide pathway opportunities for anyone wanting to continue participation.</p>

<p>Install condom vending machines in designated public toilets / community infrastructure to improve access to contraception and the prevention of sexually transmitted infections.</p>		<p>Ballarat Community Health working with Basketball Ballarat to install condom vending machines at Selkirk Stadium. Further review required and additional sites yet to be determined as per Public Toilet Strategy. Condoms now available at youth spaces and a STI self-testing station located at the Ballarat Central Library in partnership with Ballarat Community Health (Pilot until March 2025)</p>
<p>Priority - Prevention of alcohol and other drugs usage</p>		
<p>Encourage socially healthy lifestyles by providing youth events, programs and information that are free of smoking, drugs and alcohol, e.g. FReeZA events.</p>		<p>All Youth Services workshops/activities and FReeZA events are smoke, drug and alcohol free. This is explicit on all promotional and marketing flyers/communication.</p>
<p>Focus area 2 - Connected community</p>		
<p>Priority - Equality / inclusion / discrimination</p>		
<p>Provide dedicated youth spaces and programming in libraries.</p>		<p>Delivered several youth programs in the 'youth space' in the central library, (post redevelopment) with cooking, intergenerational workshops, digital art and meetings. The Library team deliver regular sessions including dungeons and dragons and study support leading into VCE exam period.</p>
<p>Incorporate a greater 'youth lens' and strengthen engagement with young people when developing social policy-related documents, social inclusion frameworks and 'Design</p>		<p>Community engagement activities for community infrastructure design guidelines included focus groups with young people with a disability.</p>
<p>Deliver cultural competency, disability and LGBTIQIA+, inclusion training to youth volunteers and the community on an annual basis by people with lived experiences.</p>		<p>Participated in Pride Month activities. LGBTIQIA+ considerations for event planning session delivered to volunteer programs</p>
<p>Seek partnerships to deliver intergenerational programs.</p>		<p>Established a partnership with an aged-care facility for young people to attend to celebrate International day of happiness Established a partnership with Country Women's Association to deliver a scones making session. Involvement in the Senior's month activities including supporting with judging for the City of Ballarat Seniors awards and an intergenerational weaving workshop.</p>







Undertake a disability inclusion audit (of Council facilities and services) from a children’s and young person’s perspective.		In Progress
Provide inclusive social connection programs (including a geographical spread) to improve access and connectedness within communities.		Delivered monthly events including nerf battle, craft workshops, cooking and yoga at varied locations including Lucas, Wendouree, Delacombe, Central Library and Djila-tjarriu
Use a co-design approach to enhance the event management skills of young people to plan and deliver social, creative arts and culture based programs and events.		The Youth Services team engages on youth-led, co-design approaches to working with young people. The team utilises the Positive Youth Development Framework developed by Griffith University to guide the way in which they do this. Co-design examples include FReeZA (Sonika), Young Eventsters & Youth Ambassador programs.
Activate key facilities and community spaces that provide access to safe, inclusive and welcoming youth friendly programs for young people across the municipality e.g. Pools, libraries, school holiday programs.		Delivered monthly events including nerf battle, craft workshops, cooking, yoga at varied locations including Lucas, Wendouree, Delacombe, Central Library and Djila-tjarriu in a welcoming inclusive manner. Delivered pool parties at Black Hill and Buninyong outdoors pools during summer.
Involve young people in key inclusive community awareness days/weeks of significance activities e.g. Harmony, International Day of People with Disability (IDPWD), International Day Against Homophobia, Biphobia, Interphobia & Transphobia (IDAHOBIT) and Reconciliation Action Week.		Recognised 5 days/weeks of significance through in person events and/or social media recognition and awareness raising campaigns. Days included: National Sorry Day, R U Ok day, World Mental Health Day, Trans awareness week and ADHD awareness campaign
Priority - Transport		
Advocate to PTV to review and overhaul the Ballarat Bus Network.		Youth Services contributed information from feedback on the Youth Strategy to the experiences of young people with the Ballarat public transport system as part of the advocacy work in 2022/23 which featured in local media and Council's website.
Continue to support the delivery of L2P Program.		Coordinator of Youth Services supported the L2P program via attendance and participation at quarterly meetings, facilitating the role of Chair at meetings, and contributing letter of support for the extension of L2P funding from TAC.
Priority - Respectful relationships		

Engage secondary schools/flexible learning options in respectful relationships initiatives such as 'Expect Respect'.		In partnership with Ballarat Community Health, Expect Respect was delivered to 449 Year 10 students in 2024
Focus area 3 - Living and Learning		
Priority - Education, Training, volunteering, & Life Skills		
Deliver youth leadership and volunteer programs, e.g. Youth Ambassadors, FReeZA and the Western Bulldogs Leadership Program.		Youth Ambassadors, Young Eventsters and Sonika ran throughout 2024 with 14-20 young people engaged on a weekly basis. Youth Ambassadors partnered and supported the Western Bulldogs leadership program. Together they collaborated on discussions with the United Nations
Deliver and partner with other organisations to provide work related and life skill development programs such as: job readiness, worker rights, volunteering, barista training, first aid training, cooking, money matters, etc.		Delivered five 'Skills for Life' development programs in 2024 including First Aid, Finances and budgets, and entrepreneurial workshops.
Support pathways for young people to access local volunteering opportunities in the community, e.g. the Soup Bus.		Participated in community volunteer expo's. Advertised volunteering opportunities through Youth Services social media.
Utilise co design with young people teaching project and event management skills to support youth planned and delivered social, creative and culture based programs and events		Young Eventsters, Youth Ambassadors and FReeZA program co-designed and delivered 9 programs/events in 2024.
Build on training opportunities and pathways through youth facilitation programs e.g. creative programs and business entrepreneur programs.		Delivered 12 Youth workshops in 2024 facilitated by young people. Workshops included Anime drawing, Pottery, Drawing, Photography, cooking and other art programs.
Priority - Employment		
Provide greater access to employment programs such as graduate / apprenticeship/ traineeships as well as work experience placements, internships, mentorship and career expos at the City of Ballarat.		Partnered with Highlands LLEN to support secondary school students in work experience and structured workplace learning (SWL) placements across business units. One traineeship completed as part of this initiative. Attendance at several careers and jobs expo's locally.

<p>Better connect industry to education providers to understand local needs – via expos, industry tours for schools, committees and taskforces.</p>		<p>Youth Services supported Commerce Ballarat's 'Big Day Out' (school version of the Business Day Out) Industry tours and guest speaking conducted for school leavers. Economic Development Team sits on the Local Jobs Taskforce and the Ballarat Tech School Committee. Collaboration between People and Culture and Economic Development Business Unit's exploring initiatives to connect industry to education providers and held 2 industry discussion with Asuria with various departments across the City of Ballarat</p>
<p>Develop paid pathway opportunities for young people within events, programs, workshops etc.</p>		<p>Paid opportunities and pathways across multiple business units including 12 x youth facilitator workshops, FReeZA events and other internal events. Engaged two aspiring graphic designers to create the design elements for the Youth Profile 2024</p>
<p>Priority - Housing</p>		
<p>Involve young people in the development of the Ballarat Housing Strategy.</p>		<p>Young people contributed to the social and affordable housing action plan via My Say. Young people were identified as target group within the action plan in relation to specific cohorts that need additional housing as a priority group.</p>
<p>Support sector advocacy for more resources for youth housing.</p>		<p>The Youth Ambassadors 2024 passion project was youth homelessness. The group participated in training, housing agency tours, making food for the homeless and they were involved in the 'Houses at Parliament' origami houses campaign during homelessness awareness week in August.</p>
<p>Priority - Environmental Issues</p>		
<p>Engage young people in consultation about environmental issues to inform actions and initiatives.</p>		<p>Young people attended the Youth Biodiversity Forum contributing to the outputs of the Biodiversity strategy</p>
<p>Priority - Access to Food</p>		
<p>Develop a food coalition with input from young people - (potential to advocate for food security and food access issues, healthy eating etc.).</p>		<p>Youth volunteers provided input to help guide development of the Local Food Coalition Action Plan (2023)</p>
<p>Work with sports clubs and event organisers to ensure healthy food choices are available at venues attended by young people.</p>		<p>Worked in partnership with Ballarat Community Health and Ballarat Aquatic Lifestyle Centres to increase healthy options at Selkirk Stadium and Eureka outdoor pool (2023)</p>

Focus area 4 - Safety		
Priority - Personal Safety		
Include young people as a priority group in the delivery of the Empowering Communities Ballarat Project and other community safety initiatives		Not yet completed
Provide opportunities for young people to influence urban renewal projects to increase their sense of safety.		Youth Ambassadors participated in a consultation and community engagement on the development of the Open Space strategy and the Biodiversity strategy and forum. Young people were also involved in the design and discussion around the skate park delivered at MR Power Park and the extension of the Skate Park at LT Fraser
Implement and embed the Victorian Family Violence Multi-Agency Risk Assessment and Management (MARAM) Framework and Child Safe Standards across all City of Ballarat services, policies and frameworks.		33 staff completed two sessions of MARAM (Family Violence Multi-Agency Risk Assessment and Management Framework) collaborative practice training. New Child Safe Policy and Procedure developed and adopted. Child Safety training provided to business units across Council. Child safety session held in all volunteer programs and at Wendouree Youth Space to get an understanding of the feelings of safety in City of Ballarat facilities
Priority - Bullying / Social Media		
Engage secondary school students in bullying prevention and awareness initiatives (including a component on critical thinking) and campaigns such as Project Rockit or similar.		L4L Crew (Damascus) supported 'Dolly's Dream' through a fundraiser planned and delivered by the students
Priority - Family conflict / violence		
Improve access to information, resources and supports for issues related to family violence.		The Community Directory includes information relating to Family Violence support. Young Ambassadors were involved in coordinating '16 Days of Activism Community Walk Against Violence,' including co-hosting the event.
Focus area 5 - Youth Infrastructure, Sector leadership and partnerships		
Priority - Youth Infrastructure		

Undertake a study to determine the feasibility of developing an integrated and multidisciplinary youth hub in Ballarat.	●	Feasibility study complete. Identified appropriate sites for a Youth Hub. Currently going to tender for architect to present concept designs to assist with funding advocacy
Develop relationships and partnerships to expand the provision of youth infrastructure that improves outcomes in areas of safety, access to health and wellbeing, and social connection.	●	A youth activation space was created as part of the new Arts Incubator in 2023. Partnership with Wendouree Neighbourhood Centre creating activation of a youth space one night p/w with workshops aligned with social connection of young people. Ballarat Library dedicated youth space area with the redeveloped Central Library. Sebastopol Library provides youth programming via youth space and periodic programming. Youth Services programming included the activation of other community hub facilities including Lucas, Djila-tjarriu and Delacombe Stadium
Priority - Support Service Access		
Support the youth sector to advocate for additional mental health support in Ballarat for young people.	●	City of Ballarat is the lead agency for the Live4Life Ballarat program, a mental health education and suicide prevention program. This has extended reach into eleven secondary schools in 2024 and provided mental health education to young people in Year 8 and Year 10, school teachers, youth sector and community members. Youth Services staff trained in Applied Suicide Intervention Training (ASIST). Worked in partnership with Headspace Ballarat to deliver other suicide prevention initiatives
Priority - Sector leadership		
Play an active role in contributing to sector networking, professional development, advocacy and leadership via Ballarat Youth Services Network.	●	Ballarat Youth Services Network (BYSN) committee of support members as well as representation and attendance at meetings. Additionally in 2024, City of Ballarat Youth Services established a Central Highlands Youth Services Network incorporating surrounding LGA's of Hepburn, Moorabool, Golden Plains, Pyrenees and Ararat Shire Council
Provide recognition to young people celebrating their contributions and achievements via annual Youth Awards.	●	Delivered the annual City of Ballarat Youth Awards recognising 105 nominees across 10 categories in 2024. There were 400 people in the audience for this event.

<p>Improve provision of information via Youth Services landing page/website that provides program info and support services which have various methods of contact e.g. Chat function, text, phone.</p>		<p>Worked with the communications team to enhance the layout and accessibility of the Youth Services information for young people by including links to social media platforms and event/ activity ticket links</p>
<p>Develop inclusive engagement guidelines and opportunities to ensure that young people are actively consulted, engaged and considered in Council's decision-making processes.</p>		<p>Utilising the YACVIC updated code of ethical practice to inform decision a making and inclusion of young people in planning and delivery of events and activities. Developed the 'Children's Think Tank' in relation to consultation for the new Council plan 2025-2029. The inclusion of Gender Impact Assessments will assist in identifying inclusive practices in Council's decision making processes.</p>
<p>Review and develop Youth Profile on periodic basis.</p>		<p>The Youth Profile has been updated highlighting key statistics of the status of young people across the municipality. Mental Health, Loneliness, Unemployment and Homelessness being key areas of concern for Ballarat young people</p>
<p>Increase accessibility of Parent Place and early years information for all families – inclusive of young parents, including outreach and co-delivery with community organisations.</p>		<p>Parent Place Outreach operated weekly (during school terms) in areas of need across Ballarat and partners attended the majority of sessions.</p>
<p>Collaborate with antenatal care providers to link vulnerable young parents with the types of services they need at the earliest possible stage.</p>		<p>Established a connection with Yuille Park Young Parents Program. Viewed the new sleep and settling clinic to provide referral pathways</p>
<p>Provide diverse representation of imagery on Council social media platforms and collateral</p>		<p>Young people and youth events have regularly featured as part of media alerts on City of Ballarat website, featured in mainstream media articles, included in Our Ballarat magazine, and included on both Youth Services and Council social media platforms. Examples of key features in media articles include: skate event SPU (skate park user) Fest, Youth Awards, PopCon 2024, various Youth Fest initiatives, Youth Hub Feasibility Study, various youth volunteer program initiatives</p>

8.9. YOUTH PROFILE 2024

Division: Community Wellbeing
Director: Matthew Wilson
Author/Position: Stacey Oliver – Coordinator Youth Services

PURPOSE

1. The purpose of this report is to present Council with the updated Youth Profile 2024.

BACKGROUND

2. The last Youth Profile was completed in 2022 following the release of the 2021 census data. The Youth Strategy identified that an update of this profile was required in 2024. While there is no updated census data, the Youth Services team have worked with local community organisations and utilised recent research and reports to provide an update on the status of young people across the municipality.

KEY MATTERS

Youth Profile 2024

3. The updated Youth Profile demonstrates the key insights into the status of a range of factors for young people across our region. This dataset enables City of Ballarat to focus its priority activities to where the most impact can be made with and for young people. The Youth Services team are planning to facilitate workshops for responses to this information with sector partners at a youth-led forum in the first half of 2025.
4. The updated Youth Profile includes several key statistics for Ballarat including:
 - a. Mental health remains the number one chronic health condition for young people aged 18-24 years.
 - b. Youth unemployment rose to 13.6% in July 2024. This figure has more than doubled in a 12-month period.
 - c. Loneliness is a prevalent concern for young people.
 - d. Of the total Victorian homeless population, 25% are aged 12-24 years.
5. The Youth Profile provides a broad insight into current challenges for Ballarat's youth population. It gives Council, other levels of government, and youth sector partner agencies a data- and evidence-base from which to plan service and program responses to these challenges.

COMMUNITY ENGAGEMENT

6. The process to collate the data within the Youth Profile 2024 involved significant research in recently released reports, desktop review and collaboration with local youth agencies to gain as much relevant local data as possible.

7. The City of Ballarat Youth Services team plan to use the Youth Profile to initiate discussions with young people on how the insights indicated in the youth profile relate to them. This data will provide a foundation for the development of the next Youth Strategy, which will commence in 2026.

OFFICER RECOMMENDATION

8. That Council:

8.1 Receive and note the Youth Profile 2024.

ATTACHMENTS

1. Governance Review [8.9.1 - 2 pages]
2. COB Youth Profile 2024 HR [8.9.2 - 24 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 2: A healthy, connected, and inclusive community
 - City of Ballarat Community Vision 2021-2031
 - City Of Ballarat Youth Strategy 2022 - 2026

COMMUNITY IMPACT

2. The subject of this report will impact the community as it provides access to the data regarding Ballarat's young people contained in the updated Youth Profile 2024, and this is an action identified in the City of Ballarat Youth Strategy 2022-2026.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND RISK CONSIDERATIONS

6. There are no legal and risk considerations identified for the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. The process to collate the data within this report involved research and engagement with local youth agencies. It is intended that the Youth Profile be used to initiate collaboration with young people about how the information relates to them. The development of the Youth Strategy included extensive community engagement, and the reviewed Youth Profile will inform the next iteration.

OFFICIAL

OFFICIAL

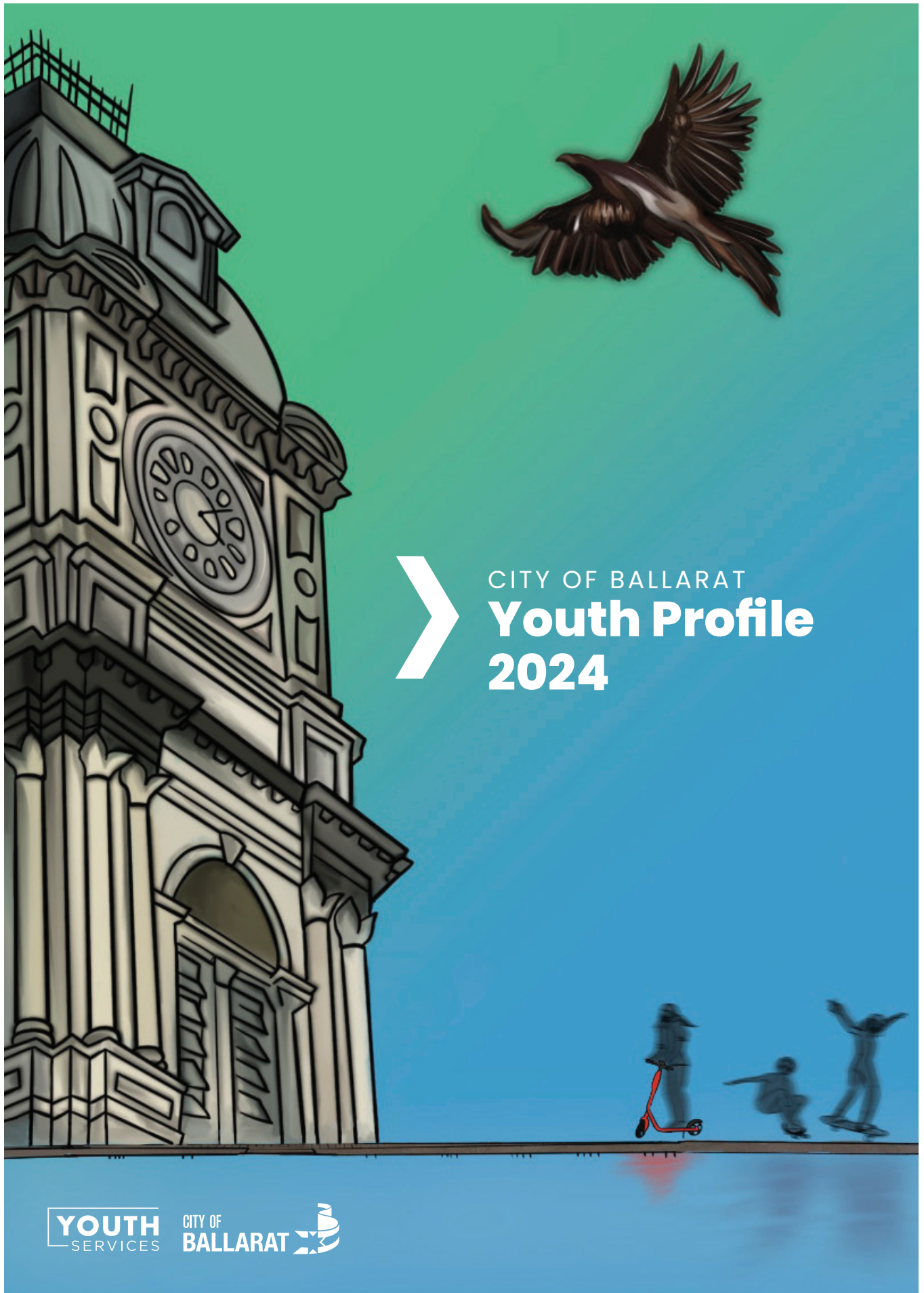
GENDER EQUALITY ACT 2020

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

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL





—

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

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

—



Table of Contents

Introduction	04	Health and Wellbeing	12
		Physical health	12
Demographics	05	Mental health	12
First Nations population	06	Sexual health	13
Cultural diversity	06	Relationships	13
Gender identity	06	Young parents	13
		Alcohol, smoking, vaping and illicit drugs	13
Housing, Family and Social Supports	07	Gambling	14
Living arrangements	07	Discrimination	14
Homelessness	07	Disability	14
		Community Connections	16
Education and Employment	09	Mission Australia	18
School retention rates	09	Safety	21
Absentee days	09	Conclusion	21
Connection with school	09	References	23
Post-school destinations	09		
Disengaged youth	10		
Labour force status	10		
Income	10		
Youth unemployment rate	10		
Employment industries	10		
Future employment projections	10		

While every effort has been made by the City of Ballarat to ensure the information presented in this report is comprehensive and accurate at the time of publication, new or revised data and changing circumstances may affect the correctness of the content within. The City of Ballarat does not give any assurance of the reliability of the information in this report. The City of Ballarat accepts no liability for any loss suffered from using of any information contained in this report. The report has been compiled using information from a range of sources including third parties, publicly available documents, community organisational reports and accessible websites. The City of Ballarat also acknowledge that data may not fully represent the community demographics. Certain data sets reference to gender is binary only and does not include other gender identities. This publication is copyright. Apart from fair dealing for the purpose of private study, research, criticism or review as permitted under the Copyright Act 1968 (Cth), no part may be reproduced by any process without written permission.



Introduction

The City of Ballarat is committed to supporting the vision, voices and creativity of young people. Ballarat young people are energetic and unique as they work out who they are and what they stand for.

Our young people add richness and vibrancy to the city through their involvement in sport, creative arts, volunteering, education and employment all contributing to the overall success of Ballarat and surrounding areas. However, adolescence and young adulthood are critical and often challenging life stages where people experience significant change in areas of education, employment, housing and relationships causing worry and anxiety. The increased independence that comes with adolescence provides opportunity for greater decision-making, increased responsibilities and is a vital period for establishing positive habits that will foster robust physical and mental health throughout life.

The 2024 Youth Profile is a collection of data and statistics specifically highlighting the demographics and factors affecting Ballarat young people aged 12 – 25 years. This data tells part of the story of young people and we are committed to work in genuine partnership with young people to understand the rest of their story. We will use this data to recognise where we are now and address the gaps that exist when supporting the potential of young people across Ballarat. This information should be considered alongside policies and activities of organisations, Local, State and Federal governments.

Young people are determined and passionate. We have seen young people take the lead locally and globally on issues that concern them such as climate change, mental health, inclusion, equality and gender-based violence.

Demographics



Victoria has the **SECOND HIGHEST** youth population over 1 million people aged between 12 and 25 live in Victoria



16.4% of the total Ballarat population is young people (aged 12-25 years) or 18,648 people



23,627 is the forecasted youth population by 2030



42% of Ballarat young people feel positive about the future



14.6% Young People (aged 15 – 24) in Ballarat are living with a disability



25% of Victorians without a home are young people (aged 12-24 years)



1,955 young people (15-24 years) volunteered across Ballarat



1,000+ young people (aged 10-24) do not speak English in Ballarat



17.4% of young people (aged 15-24) in Ballarat experience mental ill health



72% of young people (15-19 years) will seek support from peers. (Followed by parents/guardians - 62%)



52.72% of Ballarat residents completed year 12. 14.69% lower than the state.



13.6% is the youth unemployment rate in Ballarat



Demographics

The Ballarat youth community is diverse. We are fortunate to have many young people from all backgrounds in our municipality, it adds to the richness and vibrancy of our regional city providing opportunities for learning, growth and social cohesion.

First Nations population

The City of Ballarat will support, foster, and encourage the sharing of walking together with Aboriginal and Torres Strait Islander Peoples as well as non-Indigenous community members.

- 533 Young First Nations peoples
- 41% of Indigenous residents over 14 yrs, had left school before completing Year 11

“All people, especially Ballarat’s Aboriginal and Torres Strait Islander people, feel acknowledged and have a voice in the decisions made in our community”

Compassionate Ballarat Youth Survey respondent

Cultural Diversity

The City of Ballarat Intercultural Plan 2022 -2026 states *“Our vision: Ballarat, an Intercultural City An inclusive intercultural city that celebrates diversity and is welcoming to people of all cultures.”*

Ballarat is rich with diversity and culture.

- 7.5% of young people aged 12 - 25 yrs are born overseas
- People aged 15-24 years in Victoria, were more likely to participate (41%) than any other age group in cultural activities

Gender identity

According to the Mission Australia Youth Survey 2023, of the 288 respondents 5% identified as gender diverse.

Additionally, Headspace data for Ballarat indicated that 32.4% clients identify as LGBTQIA+

2% of Year 8 students in Ballarat/ Hepburn who partook in the University of Melbourne Baseline survey (874) identify as non-binary (UoM 2024).

Across the State, young adults aged 18-24 yrs who identify as LGBTQIA+ (12.5% men, 27.1% women) (VPS 2024).

“All people, especially members of Ballarat’s LGBTQI+ community, feel safe, respected and free from discrimination.”

Compassionate Ballarat Youth Survey respondent



Housing, Family and social supports

The security of a stable home provides greater health and wellbeing outcomes of young people. Young people that have stable home environments face less barriers daily. Often during adolescence, a young person’s home environment may change as they move away from home through study or employment. Sadly, for a number of young people this is also the time they start couch surfing as the dynamics in the family home change, reducing security and stability.

Living arrangements

In Ballarat, 54.9% of people aged 12 to 25 years were in households who were purchasing or fully owned their home, 35.2% were renting privately, and 4.3% were in social housing in 2021.

48.2% of people aged 12 to 25 years were in couples with children households (2021).

77% of Year 8 students surveyed in Ballarat/Hepburn live in two parent households

The most densely populated area in Ballarat for young people will be Delacombe in 2030 (.id)

Homelessness

25% of Victorians without a home are young people between 12 and 24 years (CHP 2024).

99 young people aged 10-19 years in Ballarat are At Risk of Homelessness and 167 are Homeless. For the 20–29 year age group in Ballarat 258 young people are At Risk of Homelessness and 327 are Homeless (ABS 2021).

**Figures are per 10,000 persons.*

According to Headspace Ballarat, 1.6% of clients accessing services are homeless or at high risk of homelessness (2024).

Similarly, Mission Australia’s Youth Survey 2023 states that from 288 Ballarat respondents 15% of 15 - 19 year olds were worried about having a safe place to stay and from the same survey cohort 2% had no fixed address.

“I wish that homelessness could be eliminated in Ballarat, and that there was more funding to support a safe place for all”
Compassionate Ballarat Youth Survey respondent

“I wish that everyone in Ballarat could have a home and that no one would be outside in the winter living on the streets.”
Compassionate Ballarat Youth Survey respondent

“We wish that everyone has a home, whether that be a place or a person, to feel safe with/within.”
Compassionate Ballarat Youth Survey respondent



The adolescence phase can be likened to the four seasons Autumn, Winter, Spring and Summer. Autumn represents the changes which occur during puberty and adolescence as young people transition into adulthood.



During adolescence there is a greater focus on education as young people move into the Secondary school environment. Many young people also commence employment for the first time in casual or part-time jobs and undertake work experience as they continue to prepare for adulthood. During the later part of adolescence, young people are generally choosing to either continue tertiary or TAFE study or commence employment and start building their careers.

School retention rates

Across Victoria, in 2023 the Year 7-12 retention rate across all schools was 85.88%. In the South-Western Region this dropped to 79.58% and concerningly, for First Nations Young people in South West Victoria, Year 7 - 12 school retention rates fell to 39.92% in 2022 (Dept. of Ed. 2023).

In the City of Ballarat, 50.6% of people aged over 15 years had completed Year 12 schooling (or equivalent) as of 2021. This was greater than Regional VIC (ID – ABS 2021).

Absentee days

Ballarat schools are seeing a huge drop in attendance as they struggle to keep students engaged post COVID.

Data released on the My School website reveals that Victorian secondary school attendance has

plummeted to a record low with less than half of all students meeting benchmarks last year – a fall from three-quarters in 2019.

The benchmark is met when students attend 90% of classes or more (3BA 2020).

Connection with school

7,734 people are engaged in secondary education across Ballarat in 2021 (ABS 2021).

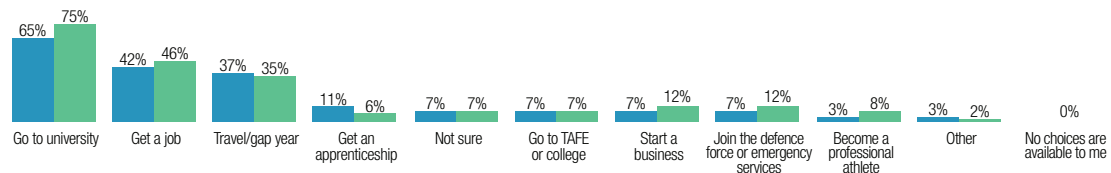
Post-school destinations

According to the Mission Australia Youth Survey (MAYS) 2023 of the 263 Ballarat respondents, 65% of young people plan to go to university, 42% plan to get a job and 37% plan to travel/ have a gap year.

*Noting respondents could choose more than one response for this question.

Plans after leaving school

● Your young people ● Your state



Base: Respondents studying at school or equivalent. Respondents were able to choose more than one option. (MAYS 2023)

The majority (95%) of respondents in the MAYS 2023 indicated they feel somewhat or very confident in achieving their work/ study goals after school (*Mission Australia 2023*).

This is supported by the On Track data where the majority of Year 12 completers have enrolled in a Bachelor degree followed by VET/ TAFE degree or Trainee/ Apprenticeship (*Dept of Ed. 2022*).

Australia wide, the enrolment rate in upper secondary vocational education and training is above the OECD average for 20-24-year-olds. The attainment rate in tertiary education is also above the OECD average, with almost half of young people by age 25 reporting having completed a bachelor or postgraduate degree and 38 per cent having completed vocational education and training (*Barker et al. 2024*).

Disengaged Youth

In 2021, 9.5% of 15 to 24 year olds in the City of Ballarat were disengaged with employment and education, compared to 9.3% in Regional VIC. (*ABS 2021*)

Labour force status

Young People 15 -24 years make up 16.8% of Ballarat's workforce compared with 13.8% of Victoria's workforce (*ABS 2021*).

In July 2024, 4,905 Ballarat people were receiving job seeker and youth allowance (*DSS 2024*)

Income

In 2021, the medium gross individual income for 15-19 year olds in Ballarat was \$67 per week and for 20-24 years olds it was \$658 (*ABS 2021*).

Youth Unemployment rate

In July 2024, the Ballarat Youth Unemployment rate was 13.6% which has more than doubled in a twelve-month period (*Jobs and Skills Centre 2024*).

Employment industries

In the February 2024 Quarter, the largest employing industries in Ballarat were Health Care and Social Assistance (*Jobs and Skills Centre 2024*).

Future employment projections

Below are top five occupations in Ballarat and surrounds which can be entered through a Vocational Education and Training (VET) pathway. Figures show the number of workers in 2023 and the new workers expected to enter the workforce by 2026.

For young people embarking on their career journey, there is a need for an additional 2,567 workers in health care and social assistance, 1,097 accommodation and food service workers and 1,114 education and training workers in Ballarat by 2026.

With the increase in Artificial Intelligence (AI) and automation, technology-based knowledge and expertise are likely to be skills in demand in the future. We need to ensure we are encouraging these pathways for young people.

Future employment projections

Occupation	Workers 2023	Workforce growth 2023-2026	New workers needed by 2026
Aged and disabled carers	2,019	5.7%	575
Welfare support workers	575	3.6%	94
Nursing support and personal care workers	611	3.2%	122
Chefs	812	2.9%	113
Registered nurses	2,538	2.1%	321

(*Vic.Gov 2024*)



The Winter image demonstrates the darker, challenging times that many young people experience during this phase of their lives. At this stage, young people need connection and support from others to help them through.



Health and Wellbeing

Health and wellbeing factors are important to consider and help promote healthy choices among young people. Health and wellbeing as a young person can affect educational achievements, lifestyle, relationships, shift from education to the workforce, transition to becoming a parent and connection to the community.

Poor health as a young person increases the risk of chronic health conditions, such as mental health issues, cancer and heart disease. Poor mental health also puts young people at risk of self-harm, homelessness, substance use and suicide.

While the Mission Australia Youth Survey 2023 for the personal wellbeing index indicates that 61.8% of respondents (Ballarat) are happy with their health, the prevalence of mental health disorders remains alarmingly high across Ballarat for young people. Continued efforts in this space are vital to reduce the harrowing statistics associated with youth deaths by suicide.

City of Ballarat aims to prevent and reduce chronic health conditions and poor health of young people by working in partnership with health providers across the region.

Physical Health

Overweight and obesity

A healthy body weight is an important factor for a young person's current and future health, with young people considered overweight or obese more likely to become or remain obese as adults (*AIHW 2021b*).

Based on measured height and weight data collected through the 2022 National Health Survey (NHS), it was estimated that around:

- 1 in 4 (26% or 241,700) 15–17-year-olds were either overweight (18% or 165,400) or obese (9.2% or 84,700) Australia

- 4 in 10 (42% or 909,000) 18–24-year-olds were overweight (27% or 590,300) or obese (14% or 309,200) (*ABS 2023e*) Australia

(*Australian Institute of Health and Welfare 2023*)

Chronic Illness

Asthma is the second highest chronic illness experienced by young people (15 – 24 yrs) in Ballarat at 13.4% (*ABS Census 2021*)

Mental Health

Mental Health is the most prevalent health concern across Ballarat's young people. This has remained constant for several years. According to the ABS census record, 11 chronic illnesses were identified, and mental health was recorded as the most severe illness of young persons living in Ballarat within the ages of 15-24 years with a total of 17.4%.

Across the State, for 18-24 yr olds (24.1% men and 41.6% women) experience High or Very High psychological distress. For the same age group statewide, 19.6% men and 38.3% women sought professional help for a mental health problem in past 12 months (*VPS 2024*).

The City of Ballarat is committed to taking a proactive approach to addressing youth mental health and suicide prevention. Therefore in 2023, City of Ballarat partnered with 8 Ballarat secondary schools (and growing), several health providers and community partners to deliver the Youth Live4Life@ mental health in schools' model. Since then, approximately 3500 students have received Teen Mental Health First Aid education and there have been over 100 community members trained in Youth Mental Health First Aid. Additionally, 2024 has seen the establishment of the Live4Life 'Crew' in Ballarat, where 36 young people have become mental health 'ambassadors' in their schools, aiming to reduce the stigma associated with mental health. Ballarat is one of 14 Live4Life communities across Victoria and Tasmania.

Headspace Ballarat provided a total of 2,156 occasions of service from July 1st 2023 to 30th June 2024. With an average of 355 visits per month.

Sexual Health

Young people's sexual health is an important factor of their overall health and wellbeing. Ensuring consent and safe sex practices for young people supports them as they begin to explore physical intimacy with a partner. Correct information from reputable sources ensures positive Sexual Health knowledge.

Nationally, a large proportion of students (77%) sought information about sex or sexual health from friends, followed by seeking information from websites (57%) and their mothers (50%). However, the most trusted sources of information were general practitioners (GP) (78%) (AIHW 2023).

Relationships

In 2023/24 Ballarat Community Health delivered the Expect Respect - Respectful relationships program to 449 Year 10 students across Ballarat

Among young people in Ballarat/Hepburn, 28% were experiencing problematic levels of loneliness (UoM 2024). (In line with the Young Australians Loneliness Survey, a problematic level of loneliness is defined as when participants scored above 52 on a well-known psychometrically validated loneliness scale.)

Victorians in the 18-24 yr aged group on average feel lonely at 31.2% for men and 32.5% for women (VPS 2024).

Social Connections for Young people in Year 8 are primarily made at school 78% (UoM 2024)

"We wish every single person feels love, compassion and connection and has a trusted person that they can talk to."

Compassionate Ballarat Youth Survey respondent

Young parents

10.3% of women aged 20-24 had given birth. This is 91% higher than the state level.

Alcohol, smoking, vaping and illicit drugs

Throughout adolescence, and into early adulthood young people may become more interested in consuming alcohol, smoking, vaping and illicit drugs which aligns with greater risk-taking behaviours during this stage of life.

In 2022/2023, 62% of students reported having ever consumed alcohol, including just a few sips. Just over two-fifths (42%) had consumed an alcoholic drink in the past year, 23% had drunk in the past month, and 12% had drunk in the past week. Four percent of students had engaged in risky drinking in the past week (i.e., consumed five or more drinks on any day during this period) (Scully et al. 2023).

Just under half of all current drinkers (48%) reported experiencing at least one negative outcome after drinking alcohol in the past year, with this proportion significantly higher among female students compared to male students (56% vs 35%) including vomiting or doing something that they would later regret (Scully et al. 2023).

In Australia, the NHS 2022 reported on smoking and e-cigarette use among young people aged 15-24. Estimates using self-reported data show that in 2022:

- Among people aged 15-17, 1.6% were daily smokers and 6.8% currently use an e-cigarette/vaping device. Nearly 1 in 10 (8.3%) people aged 18-24 were daily smokers and 9.3% currently use an e-cigarette/vaping device.
- Almost one quarter of young male and female adults (18 - 24 yrs) across Victoria partake in smoking or vaping (24.9% men, 22.2% women) (VPS 2024).
- In 2023/24 Ballarat Community Health delivered the 'Party Safe' program SSMART ASSK to 1,591 to Year 9 students.

Gambling

Gambling continues to be a source of entertainment for many young people. However, studies have shown the effects of gambling on young people can be detrimental to their health, relationships and of course financial stability.

In 2022/23 Victorians lost \$7.4 billion to gambling (VGCCC 2023).

In 2022/23, it is estimated that the Ballarat community lost \$149.1 million to legal gambling, and our losses to pokies per day were \$176,331. The money lost through pokies in our community last year could have fed 23,575 children for an entire year (CoB 2024).

Young people aged 18-24 are among the first generation to grow up with the saturation marketing of sports and race betting products. As an age group they are overrepresented when it comes to sports betting: 32% of men, and 10% of women in this age group who gamble participate in sports betting (Gambling Victoria 2022).

More than one third of parents (39%) are concerned about gambling for one or more of their teenage children.

Almost half of parents (45%) have never discussed gambling with their teen.

One in four parents (25%) find it difficult to discuss gambling with their teen. (RCH 2024)

Discrimination

Discrimination exists in many forms, race, gender, ability, sexual identity, financial status, appearance. It may be used to put someone down and make them feel inadequate, self-conscious and bad about themselves. Discrimination is illegal yet, it is still very prevalent within our community.

48% of Year 8 Live4Life crew participants surveyed (Ballarat and Hepburn) reported experiencing at least one form of discrimination, particularly based on body size or appearance (35%) (UoM 2024).

“I wish for people to actually value diversity so we can use all kinds of minds to build community.”

Compassionate Ballarat Youth Survey respondent

Disability

Although people naturally have varying abilities, it is often the environment in which we live, work, learn and play that makes participation more difficult for some people. There are many forms of disability, some disabilities are temporary, like a broken arm. Some are permanent, such as a missing limb. Some are invisible, including various chronic diseases, mental health conditions, neurodivergences or being hard of hearing. Some people with disability may require particular aids or supports on some or most days such as wheelchairs, walking stick, hearing aids, glasses, an assistance animal or additional learning supports. The easiest way to seek to include everyone, is to use universal design.

- In 2021, 14.6% of Young People aged 15 – 24 in Ballarat are living with a disability (ABS 2021)
- In 2021, 19.1% of people ages 12-24 were recorded as Persons Providing Unpaid Care to a Person with a Disability (ABS 2021).

“All people, especially those with disabilities, can have access and inclusion in all that Ballarat has to offer”

Compassionate Ballarat Youth Survey respondent



Spring brings hope, independence and new life as many teens start to feel excited about the possibilities of the future.



To thrive, we know that connections with the broader community are vital for young people to meet their potential and achieve their goals. Some key insights were provided by our Youth Service agency partners across the municipality.

We are pleased to work in collaboration with these agencies to improve the outcomes for young people across our municipality.

- Ballarat and District Aboriginal Cooperation
- Ballarat Community Health
- Ballarat Foundation
- Ballarat Group Training
- Ballarat Neighbourhood Centre
- Big Brother Big Sister
- Centre for Multicultural Youth
- Child and Family Services
- Compassionate Ballarat
- Department of Education (along with Public Schools, Catholic Schools and Independent Schools)
- Department Families, Fairness and Housing
- Employment and Training organisations
- Grampians Health
- Headspace
- Highlands Local Learning and Employment Network
- Sports Central (along with sporting clubs and associations)
- The Salvation Army
- The Smith Family
- The Y
- Uniting Ballarat
- Wadawurrung Traditional Owners Aboriginal Corporation
- Wendouree Neighbourhood Centre
- Western Bulldogs Community Foundation
- Youth Live4Life

“We wish for... more community Hubs”
Compassionate Ballarat Youth Survey respondent

“Even when things get hard, we’re stronger when we stick together. Let’s look out for each other and make our community a place where everyone feels safe and supported.”
Compassionate Ballarat Youth Survey respondent

Below are some key insights from our partners



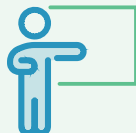
1,066
young people
engaged in
volunteering

In Ballarat (2021), among 15 – 19 year olds, 1,066 young people engaged in volunteering. For the 20 -24 year old group 889 young people volunteered their time. Volunteerism dropped across the State and Nationally from 2016 – 2021 largely due to the impact of COVID 19 and the inability to complete volunteer work during lockdowns (BF 2022).



70
young people
in Ballarat*
achieved their
drivers licence
through TAC
L2P program

*Ballarat and Hepburn



100+
young people
commenced
a traineeship or
apprenticeship
in Ballarat
in 2023



774
young people
received a
Smith Family
Learning for
Life
Scholarship



355
average number of
visits to headspace
Ballarat per month

The majority of visits were provided to the 12-14 and 15-17 year aged groups. headspace Ballarat provided 2,156 occasions of service from July 1st 2023 to 30th June 2024.



85+
young people
were engaged in
Youth Advisory
Committees,
Youth Leadership
programs and
Youth Reference
groups across
Ballarat in 2023.



32%
of Victorian
young people
(15-19 years)
are involved in
organised sport.
(VicHealth 2022)

Mission Australia

City of Ballarat would like to acknowledge the work of Mission Australia in their development and execution of the annual Youth Survey. This survey provides excellent insights into the issues that young people are facing from year to year.

“Each year, we ask young people aged 15 to 19 in Australia to share their challenges, concerns and experiences in Australia’s largest annual survey of young people. The report details findings from 19,501 responses to the Youth Survey 2023. Young people identified concerns relating to the environment, equity and discrimination, the economy and financial matters and mental health” (Mission Australia 2024.)

Of the 19,501 survey respondents Australia wide, 296 surveys were completed by young people residing in Ballarat from postcodes 3350, 3351, 3352, 3353, 3354, 3355, 3356 and 3357. Below are their responses.



42% of young people surveyed **feel positive about the future.**



94% of respondents plan to **complete Year 12.**



After finishing school **65%** of respondents plan to go to **university**

42% plan on **getting a job**

37% plan a **gap year**

(respondent could choose more than one response.)*



Mental health and **financial difficulty** are listed as the **top barriers** for young people achieving their study/work goals.



68% of respondents are **engaged in casual employment**



83% of respondents feel lonely a little to all the time



31% of respondents find it **hard to socialise** and fit in



Young people are involved in a variety of activities from sport to **volunteering** to political interests



Friends 72% and **parents 62%** are the biggest source of support for important issues *(* respondents could choose more than one option)*

The top three issues for young people who completed the survey were



1. The Environment (47%)



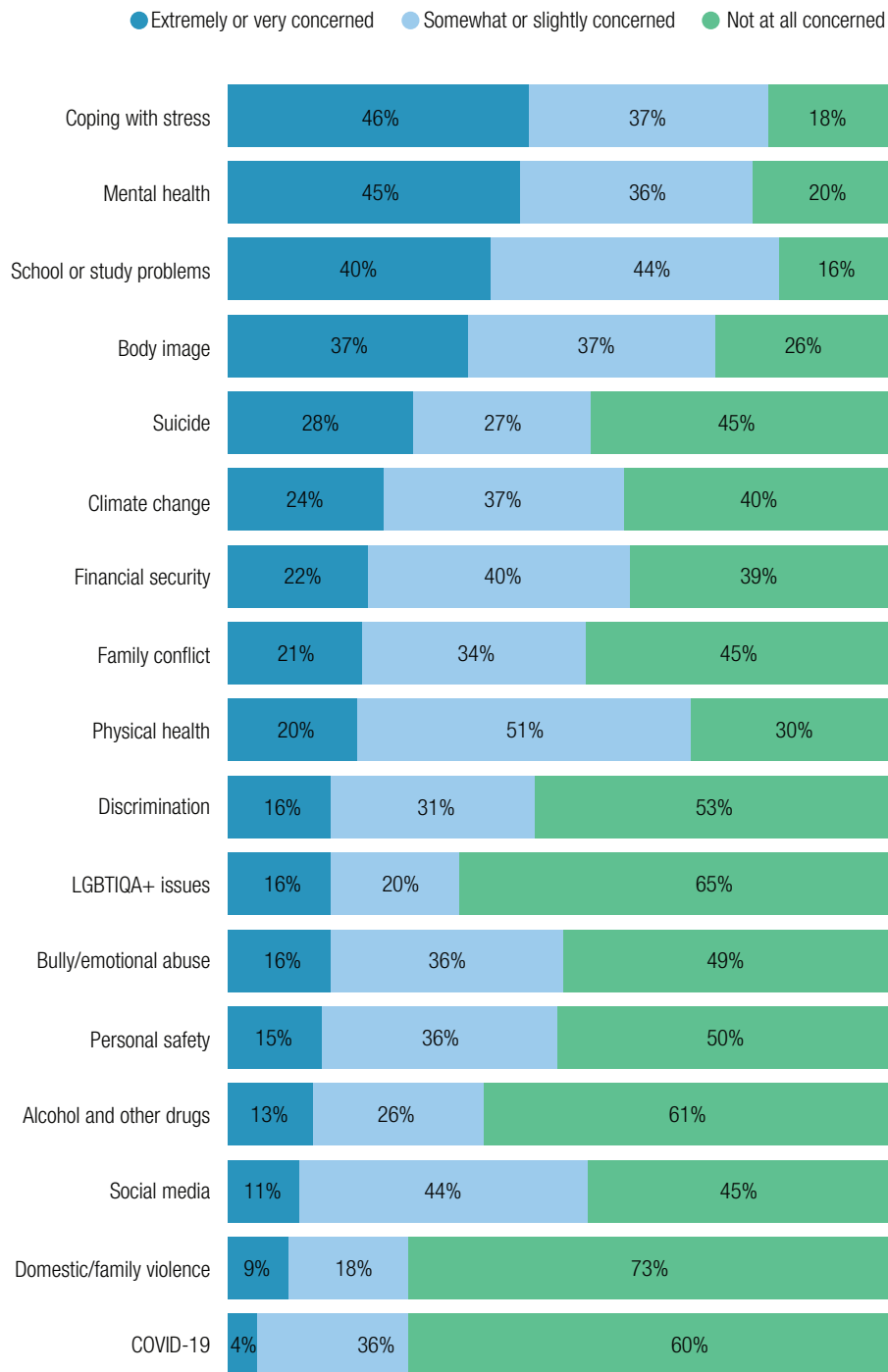
2. Mental Health (41%)



3. Economic/ financial matters (35%)

Respondents were: **57% Female**, **37% Male** and **5%** identified as **gender diverse**

Issues of personal concern in the last year



Sample sizes vary per row. This chart shows the data for your young people only



For the full report visit missionaustralia.com.au



The Summer image represents a maturity and peace as the adolescent reaches adulthood and enters that next phase of life.



Safety

Everyone has the right to feel and be safe. A safe community ensures everyone feels comfortable in all environments and scenarios. Safety involves physical and emotional safety. Safety can be real or perceived however, the feelings associated with feeling unsafe may feel very real to individuals even if there was no actual threat.

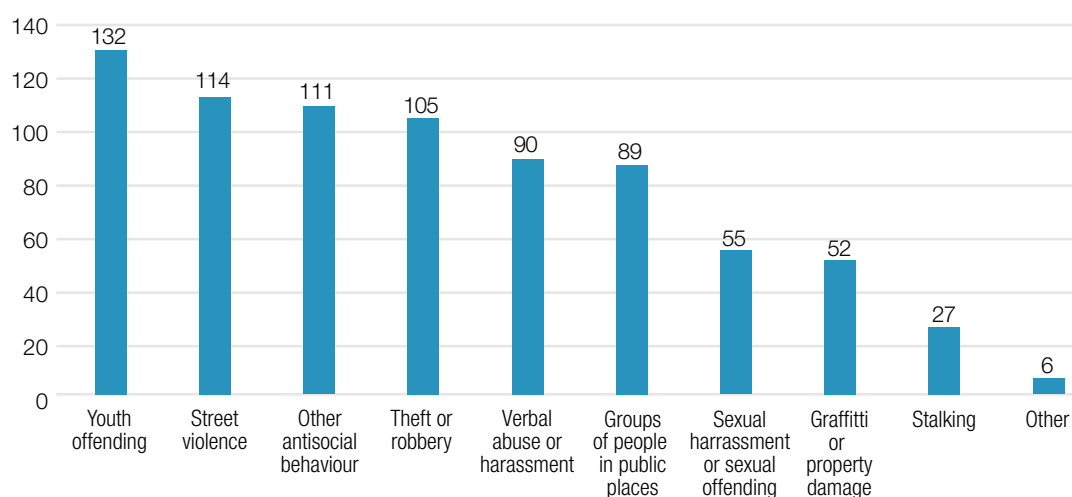
According to the annual Victoria Police community Sentiment survey 2024, the top three safety concerns raised by general Ballarat community members surveyed were:

- 1. Safety in public places** Youth Offending, Street Violence, and Other antisocial Behaviour.
- 2. Drugs and alcohol** People affected by drugs or alcohol, public drinking or drunkenness and taking illegal drugs.

3. Safety of my property and possessions Home burglary, Theft, and Stolen cars, bikes or other vehicles (Vic Pol 2024)

According to the Mission Australia Youth Survey 2023, Personal Wellbeing Index indicated how safe they feel at 72.2% feeling safe.

Number of survey responses - 196



(Victoria Police 2024)



Conclusion

The data provided in this report shows some concerning areas for young people, however with this knowledge we can continue to take steps towards resolving issues that young people are facing. No single organisation can do this in isolation, we must work collaboratively to change the outcomes for young people. They are relying on us to continue providing support, advocacy and to take action to make systemic change where they are yet to have the power to influence. Young people's health, wellbeing, education employment and safety are always worth the effort in our community.

REFERENCES

- 3BA, 2023, 'Latest school attendance figures highlight school refusal epidemic,' News Article, viewed September 2024, 3ba.com.au/local-news/latest-school-attendance-figures-highlight-school-refusal-epidemic/
- Australian Institute of Health and Wellbeing [AIHW], 2024, 'Health of Young People – Australia,' Australian Government, viewed September 2024, aihw.gov.au/reports/children-youth/health-of-young-people#profile
- Australian Bureau of Statistics [ABS], 2021 'General Community Profile,' Census Community Profiles - Ballarat, abs.gov.au/census/find-census-data/community-profiles/2021/LGA20570
- Australian Bureau of Statistics [ABS], 2022, 'Cultural and Creative Activities,' ABS, viewed October 2024, abs.gov.au/statistics/people/people-and-communities/cultural-and-creative-activities/latest-release
- Australian Bureau of Statistics [ABS] 2022, 'National Health Survey,' ABS, viewed September 2024, abs.gov.au/statistics/health/health-conditions-and-risks/national-health-survey/latest-release
- Ballarat Foundation [BF], 2022, 'Vital Signs 2022,' viewed May 2024, ballaratfoundation.org.au/news/16/vital-signs
- Barker B, Sampson K, Morris B, & Dundas R, 2024, 'Empowering Young Minds: A review of Australian children and young people's learning,' Report prepared by ARACY in collaboration with UNICEF Australia. Canberra, viewed September 2024, aracy.org.au/wp-content/uploads/2024/09/Empowering-Young-Minds-ARACY-UNICEF-learning-report.pdf
- City of Ballarat [CoB], 2022a, 'Inclusion Framework 2022,' viewed September 2024, ballarat.vic.gov.au/sites/default/files/2022-10/COB_Inclusion_Framework.pdf
- City of Ballarat [CoB], 2024, 'Gambling Harm,' viewed September 2024, ballarat.vic.gov.au/community/our-community/social-policy/gambling-harm
- City of Ballarat [CoB], 2022b, 'Intercultural Plan 2022 -2026,' viewed August 2024, ballarat.vic.gov.au/sites/default/files/2022-10/Intercultural%20Plan%202022%E2%80%932026.pdf
- Council to Homeless Persons [CHP], 2024, 'Data and demographics,' viewed August 2024, chp.org.au/about-homelessness/data-and-demographics/
- Department of Education, 2023, 'On Track 2023: Destinations of Victorian School Leavers,' Victorian Government, viewed October 2024, education.vic.gov.au/Documents/about/research/OnTrack2023/2023-Snapshot-Summary-Report-Accessible.pdf
- Department of Social Services [DSS], 2024, 'JobSeeker and Youth Allowance recipients - monthly profile,' .id - Informed Decisions, viewed September 2024, <https://data.gov.au>
- Gambling Victoria, 2024, 'Sport and race betting in Australia,' Victorian Government, viewed August 2024, responsiblegambling.vic.gov.au/resources/gambling-victoria/sport-and-race-betting-in-victoria/
- headspace Ballarat, 2024 'headspace Ballarat attendance data 2023 – 2024,' headspace.org.au/headspace-centres/ballarat/
- ID Forecast, 2024, 'Population and household forecasts, 2021 to 2046,' .id-Informed Decisions, <https://profile.id.com.au/ballarat/age-by-housing-tenure?COIID=3080&Denominator=3080>
- Lim M, Eres R, Peck C, 2019, 'The Young Australian Loneliness survey,' VicHealth and Swinburne University, viewed September 2024, vichealth.vic.gov.au/sites/default/files/The-young-Australian-loneliness-survey-Report.pdf
- Mission Australia, 2023, 'Mission Australia Youth Survey 2023' missionaustralia.com.au/publications/youth-survey?layout=columns&filter_order=tbl.created_time&filter_order_Dir=DESC&start=5
- Mission Australia, 2023, 'Mission Australia Youth Survey 2023: Ballarat Postcodes,' PDF provided by Mission Australia
- Reavley N, Neelakantan L, Logan N, R M, 2024, 'Baseline community report - Live4Life co-evaluation: Ballarat and Hepburn,' ALIVE National Centre for Mental Health Research Translation & University of Melbourne. Melbourne, Australia.
- Royal Children's Hospital [RCH], 2024, 'National Poll – Gambling and teens: Concern among Parents,' viewed October 2024, rchpoll.org.au/polls/gambling-and-teens-concern-among-parents/
- Scully M, Koh I, Bain E, Wakefield M & Durkin S, 2023, 'ASSAD 2022/2023: Victorian secondary school students use of alcohol,' Centre for Behavioural Research in Cancer - Cancer Council Victoria Prepared for: Australian Government Department of Health and Aged Care, viewed August 2024, health.gov.au/sites/default/files/2024-02/australian-secondary-school-students-use-of-alcohol-and-other-substances-2022-2023.pdf
- VicHealth, 2024, 'Sport Participation 2015 – 2022,' Victorian Government, viewed October 2024, vichealth.vic.gov.au/sites/default/files/2024-03/VH_Sport-participation-2015-22.pdf
- Victoria Police, 2024, 'Community Sentiment Survey,' Engage Victoria, viewed August 2024, engage.vic.gov.au/project/vicpol-2024/update/509
- Victorian Agency for Health Information [VAHI], 2022, 'Victorian Population Health Survey,' Victorian Government, viewed October 2024, vahi.vic.gov.au/reports/victorian-population-health-survey
- Victorian Gambling and Casino Control Commission [VGCCC], 2023, 'Annual report 2022–23,' viewed September 2024, vgccc.vic.gov.au/sites/default/files/vgccc_annual_report_2022-2023.pdf
- Victorian Government, 2024, 'Future job growth in Ballarat and surrounds,' viewed October 2024, vic.gov.au/future-job-growth-ballarat-surrounds
- Victorian Skills Authority, 2024, 'Skills – Ballarat and surrounds,' Victorian Government, viewed October 2024, vic.gov.au/skills-ballarat-surrounds
- Youth Advisory Council Victoria [YACVIC], 2024, 'Youth Engagement Resource Platform – YERP,' YACVIC, viewed September 2024, yacvic.org.au/resources/what-is-yerp/

Our Graphic Designers



SARAH



Icon and Infographics designer

Sarah Buck is the creative behind Peridot Original Design, @peridot.original.design, a business that specialises in graphic design, photography and videography. Having just completed her Certificate IV in Photography and Digital Imaging with her Diploma of Screen and Media, the concept of co-designing the 2024 Youth Profile allied perfectly with Sarah's professional interests.

Throughout the process of designing the infographics and icons for the Youth Profile, Sarah's aim was to design fun and engaging content, which explores important issues about the youth of Ballarat.

With the additional goal to have all of the designs look cohesive and visually pleasing. The simple designs explore complex topics, but Sarah enjoyed the challenge and creative freedom that it allowed. As a young person herself, Sarah knew the importance of this project to elevate the experiences of young people in Ballarat and the Ballarat region. So she intended to make her designs unique but inclusive as possible, so that all young people could potentially see themselves in the infographics.



JADE



Front & back cover and divider artist

Jade Milton is a local artist, who enjoys creating pieces that share joy, and helps bring the imagination of herself and those around her to reality.

For the City of Ballarat Youth Profile, Jade decided to draw inspiration from the history and culture of Ballarat. From the start she knew that Bunjil would be an essential piece to work around, bringing in components of Australian flora and fauna, as well as the unique essence of Ballarat.

The kangaroos represent different stages of life which she also used to create a feeling of change in seasons as well as in emotions and life.

By incorporating these elements, the artist aims to honor the traditional knowledge and practices that have been passed down through generations. Additionally, the feeling of Ballarat, with its sense of community and natural beauty, provides a backdrop that resonates with many different personal experiences.

The combination of these inspirations came together to recreate the vibrant atmosphere of Ballarat, ultimately conveying a message of unity and appreciation for our shared environment.





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



8.10. ASSET MANAGEMENT POLICY

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Justin Hinch – Acting Coordinator Development Engineering

PURPOSE

1. The purpose of this report is for the Council to adopt an amended Asset Management Policy and rescind the 2020 adopted policy.

BACKGROUND

2. In accordance with the *Local Government Act 2020*, City of Ballarat Council Plan 2021-2025, current best practice asset management principles, the Asset Management Policy (adopted in 2020, R246/20) has been reviewed and amended. The update provides a renewed focus on efficient and sustainable management of the City of Ballarat's significant asset portfolio of over \$2 billion.
3. The Asset Management Policy is the foundation in a suite of documents that make up the City of Ballarat's Asset Management Framework. The framework includes a Strategic Asset Management Plan and Asset Management Plans currently in development. The policy provides high-level direction on the principles, objectives, commitment, planning, decision-making and accountability proposed to be implemented by Council.

KEY MATTERS

4. The amended Asset Management Policy remains generally consistent with the 2020 version with the following improvements:
 - a. Establishes more detail in relation to the Asset Management Framework, and its governance through the Asset Management Steering Committee and Plan Workgroups.
 - b. Aligns to terminology used with ISO 55000 – International ISO standards for Asset Management and/or the International Infrastructure Management Manual (IIMM).
 - c. Includes greater recognition of the necessity and integral nature for both financial and asset management practices in achieving corporate objectives and future planning.

COMMUNITY ENGAGEMENT

5. No community engagement is proposed or has previously been undertaken for the Asset Management Policy.

OFFICER RECOMMENDATION

6. That Council:

- 6.1 **Adopt the attached Asset Management Policy, which supersedes the Asset Management Policy adopted by Council on 16 September 2020 (R246/20).**

ATTACHMENTS

1. Governance Review [8.10.1 - 2 pages]
2. Asset Management Policy 2025 [8.10.2 - 6 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 1: An environmentally sustainable future
 - Goal 2: A healthy, connected, and inclusive community
 - Goal 3: A city that fosters sustainable growth
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 5: A strong and innovative economy and city
 - Goal 6: A Council that provides leadership and advocates for its community
 - City of Ballarat Asset Plan 2022-2032
 - City of Ballarat Community Vision 2021-2031

COMMUNITY IMPACT

2. The subject of this report will impact the community by providing accurate, clear and accountable policies that enable Council to ensure good governance and leadership to the community. As part of the Asset Management Framework, the policy supports a community focused and vibrant City, to ensure assets are fit for purpose, well-utilised, safe and reflect the needs of the community now and into the future.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

3. The climate emergency and environmental sustainability implications of this report are that the asset management decision-making process must be cognisant of both the risks and the impact decisions will have on the environment and resulting climate. As part of the Asset Management Framework, the policy supports assets being environmentally resilient, to continually adapt to changing local environmental conditions.

ECONOMIC SUSTAINABILITY IMPLICATIONS

4. The economic sustainability implications of this report are that the asset management planning considerations include land use changes, economic and tourism activity with decision frameworks using economic evaluation methods. As part of the Asset Management Framework, the policy supports ongoing economic sustainability, to enable business to be conducted in a financially sustainable manner.

FINANCIAL IMPLICATIONS

5. The financial implication of this report is a commitment by Council to ensure adequate resources for asset management activities are considered in Council's Long-Term Financial Plan, given high priority, resource are available, and programs are being implemented.

OFFICIAL

OFFICIAL

LEGAL AND RISK CONSIDERATIONS

6. The legal and risk considerations for this report are associated with section 92 of the *Local Government Act 2020* with the principles of the Asset Management Policy that guide Council's asset management practices being a pre-cursor to the Asset Plan required by the Act to be reviewed in accordance with its deliberative engagement practices and adopted by 31 October 2025.

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. Community consultation and engagement are not required for the subject of this report. Council's Asset Plan which is to reflect the Asset Management Policy is to be reviewed in accordance with its deliberative engagement practices and adopted by 31 October 2025 as per the *Local Government Act 2020*.

GENDER EQUALITY ACT 2020

9. There are no gender equality implications identified for the subject of this report. The Asset Management Policy forms part of the Asset Management Framework which will include a Gender Impact Assessment to link how asset management policies, programs and services will meet the different needs of women, men and gender diverse people.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL



ASSET MANAGEMENT POLICY

1.0 Purpose

Sound asset management is a key concept underpinning the conservation and enhancement of natural and built assets, guided from the objectives of the Council Plan, the strategic intent outlined within the Community Vision, and Asset Plan.

The purpose of this Asset Management Policy is to guide sustainable management of City of Ballarat assets to support services that meet current and future community needs. The Asset Management Policy draws on guidance provided in the International Organisation for Standardisation (ISO) series of international standards for asset management, the International Infrastructure Management Manual, and compliance with the *Local Government Act 2020*.

2.0 Scope

This policy applies to all physical assets owned or managed by the City of Ballarat recognising that efficient asset management is an organisation-wide responsibility that supports the delivery of services provided for the benefit of the community; or are held for future use.

This policy applies to the creation, operation, maintenance, renewal, upgrade, expansion, disposal and optimisation of community assets required for the delivery of services. This includes Committees of Management, contractors and consultants responsible for asset management undertaken for or on behalf of the City of Ballarat.

3.0 Policy Statement

3.1 Principles

The following principles will guide the City of Ballarat's asset management practices:

- Transparent assumptions about service delivery requirements will form the basis of asset management strategies.
- Asset management is integral for corporate and financial planning.
- Decisions must be informed by and incorporate a life-cycle approach to asset management.
- Clear points of accountability and responsibility for the lifecycle of assets, including the assessment of each assets condition, use and performance must be established.
- Works programs use Asset Management Frameworks such as asset criticality.
- Long term sustainability of the Council should guide all decisions.

Hardcopies of this document are considered uncontrolled. Please refer to the intranet for the latest version.

OFFICIAL



3.2 Commitment

Strong leadership of asset management is to be established to ensure all parts of the City of Ballarat work together effectively in the pursuit of responsible asset management as outlined in the following roles and responsibilities.

a. Council

- i. Act as stewards for community assets to ensure the assets and services are managed for current and future generations through an Asset Plan, Asset Management Policy, Strategic Asset Management Plan and Asset Management Plans considering sustainable levels of service, budgets, risk and cost standards.
- ii. Ensure adequate resources for Asset Management activities are considered in Council's Long-Term Financial Plan.

b. Asset Management Sponsor

- i. The Executive Leadership Team will establish its commitment to asset management by appointing an Executive Leadership level 'sponsor' with asset management responsibilities to champion asset management across the whole of the Council and ensure that:
 - Asset management issues are given high priority;
 - Resource requirements are available; and
 - Asset management programs are being effectively implemented.

c. Asset Management Steering Committee

- i. The Steering Committee is to provide guidance to the Executive Leadership Team in relation to Council's asset management needs and provide recommendations to meet asset management objectives.
- ii. The Steering Committee will ensure that the Asset Management Policy, Strategic Asset Management Plan, Asset Management Plan are integrated with the Long-Term Financial Plan and supported by a framework of processes which foster asset management and financial management alignment.

d. Asset Management Plan Workgroups

- i. Plan Workgroups are to collaboratively coordinate and implement Asset Management Plans across the asset lifecycle.
- ii. Plan Workgroups provide guidance to the Asset Management Steering Committee.



3.3 Planning

The City of Ballarat will ensure its Asset Management Policy and Strategic Asset Management Plan incorporate both financial and asset management practices with its corporate objectives and planning, emphasising corporate responsibility, and establishes a strategic approach and direction by:

- Engaging with community on the trade-off between cost, service levels, risks and social equity.
- Managing and communicating risk and affordable service targets.
- Developing long term plans for financial sustainability.
- Providing affordable service level objectives that include a balanced scenario considering performance, cost and risks.
- Integrating the effective management of assets with service planning.

Asset Management Plans are developed to define the services and service levels to be provided, how and when the services are to be provided and what funds are required to provide the services.

3.4 Decision-Making

Asset management decisions will be informed by evaluating alternative means of service provision, full life cycle costing, and performance measurement and monitoring.

Informed decision-making recognises the long-lived nature of infrastructure assets and the need to plan and budget for them on a full lifecycle basis, beginning with the identification of a service need and the means to meet that need. The phases of an asset's life cycle are as follows.

- Acquire: involving the specification of asset type and the timing, financing and means of procurement.
- Operate and Maintain: requiring performance levels, operating and maintenance schedules to be specified.
- Renew: renewal schedules to be specified.
- Dispose: involving the specification of the intended method, costs and timing of disposal or retirement, including options such as transfer for alternative use, rental, sale and/or lease-back, and demolition.

Performance management is the other essential element of informed decision-making. It requires agreed performance indicators to be developed and applied throughout the asset life cycle. The cycle applies to all assets, although some may not be considered for disposal for cultural or heritage reasons.

An essential element of performance management is to clearly communicate scenarios for affordable service levels and corresponding risks, and how these risks will be managed.

The Long-Term Financial Plan determines the available funding scenarios and an assessment of affordability and social impact of these scenarios.



3.5 Accountability

To manage assets effectively, responsibility for their control must be defined and assigned, which requires:

- Effectively linking responsibility for service provision with responsibility for asset management.
- Asset registers are kept up-to-date and provide information that meets decision-making requirements.
- Control, accountability, risk management and reporting requirements for assets established, clearly communicated, and implemented.
- Contribution to asset management will form part of performance management reviews.

3.6 Sustainability

Assets will be managed so that the benefits of the services supported are available for future generations. Intergenerational equity will be considered and any requirement for existing users to pay for their asset consumption, rather than leaving their costs to be borne by future generations promoting sustainability by:

- Planning, maintenance and renewal to reflect current asset consumption.
- Evaluating all potential methods to meet service delivery demands, including non-asset solutions.
- Demand management strategies, such as beneficiary/user-pays charges where these are deemed appropriate.

4.0 Supporting documents and references

4.1 Legislation

- *Local Government Act 2020*
- *Road Management Act 2004*
- *Gender Equality Act 2020*

4.2 Associated Documents

- *City of Ballarat Community Vision 2021-2031*
- *City of Ballarat Council Plan 2021-2025*
- *Long-term Financial Plan (Financial Plan)*
- *City of Ballarat Asset Plan 2022-2032*
- *City of Ballarat Asset Management Framework*
- *ISO 55000;2014 – Asset Management*
- *International Infrastructure Management Manual (IIMM)*
- *City of Ballarat Community Infrastructure Planning Policy*

OFFICIAL



4.3 Definitions

Asset	Resources controlled by the City of Ballarat as a result of past events and from which future economic benefits or service potential are expected to flow to the City of Ballarat. An essential characteristic of an asset is that the City of Ballarat must have control over the future economic benefits or service such that it is able to enjoy those benefits or services and deny or regulate the access of others to the benefits.
	Where Council (City of Ballarat) is the Committee of Management for a Crown reserve, assets located on the reserve are considered controlled assets and should be included in City of Ballarat's corporate asset register.
Asset Management	The systematic and coordinated activities and practices of the City of Ballarat to optimally and sustainably deliver its objectives through the cost-effective lifecycle management of assets.
Asset Management Plan (AMP)	Long-term plans that outline the asset activities and programs for each service area and resources applied to provide a defined level of services in the most cost-effective way.
Asset Management System	The way the City of Ballarat uses people, processes, data and information systems to manage assets and services.
Creation (New)	Expenditure on new works or acquisitions that create an asset that did not previously exist in any shape or form.
Council	Consists of the Councillors who are democratically elected to represent the Ballarat municipality in accordance with the <i>Local Government Act 2020</i> .
City of Ballarat	The body corporate constituted in accordance with the <i>Local Government Act 2020</i> .
Disposal	Activities necessary to dispose of decommissioned assets that are no longer required.
Expansion	Expenditure which extends an existing asset or a new asset at the same standard currently enjoyed by users to a new group of users.
Levels of Service	A relevant measurable standard or target that reflects the required performance of assets to meet agreed community expectations in relation to the type, quality and quantity of services delivered by the City of Ballarat.
Lifecycle Management	Effectively manage City of Ballarat assets throughout their lifecycle (i.e. creation, operations, maintenance, renewal, upgrade, expansion and disposal) to support delivery of the City of Ballarat's services.

OFFICIAL



Maintenance	All actions necessary for maintaining an asset as operational but does not increase the service potential of the asset or keep it in its original condition, instead slowing down deterioration and delaying the need for renewal.
Operation	The active process of utilising an asset which will consume resources such as human resources, energy or materials.
Optimisation	The process to identify and prioritise all potential renewal options to achieve asset management objectives considering performance and utilisation, aiming for high return on investment and service delivery.
Renewal	Expenditure on an existing asset which returns the service function or the life of the asset back to its original condition.
Strategic Asset Management Plan (SAMP)	A high-level action plan that gives effect to the City of Ballarat's Asset Management Policy, containing documented information that specifies the approach for developing Asset Management Plans, and the role of the asset management in supporting achievement of objectives.
Upgrade	Expenditure on an existing asset which enhanced and/or improves its function, and a consequence provides a higher level of service.

5.0 Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, Council must consider it.

6.0 Policy owner

Executive Manager Infrastructure

7.0 Authorisation

Adopted by Ballarat City Council

OFFICIAL

8.11. COUNCILLOR REPRESENTATION - WESTERN HIGHWAY ACTION COMMITTEE

Division: Corporate Services
Director: John Hausler
Author/Position: Rosie Wright – Coordinator Risk, Governance and Compliance

PURPOSE

1. The purpose of this report is to appoint a Councillor representative to the Western Highway Action Committee for 2025.

BACKGROUND

2. The Western Highway is a 419km long, major arterial route and the main road link between Melbourne and Adelaide. The Western Highway passes through Nhill, Dimboola, Horsham, Stawell, Ararat, Beaufort, Ballarat, Ballan, Bacchus Marsh, Melton, Rockbank and Caroline Springs. As a major arterial road, the Western Highway is managed by VicRoads.
3. The Western Highway Action Committee was established to:
 - a. Pursue the improvement, safety, upgrading and amenity of the Western Highway.
 - b. Lobby and obtain allocation of government funding for the implementation of approved strategies for the construction, planning and maintenance of the Western Highway.
 - c. Investigate the relationship between all transport systems linking Adelaide with Melbourne through the western corridor.
 - d. Liaise with and support local government with initiatives and actions relating to bypass issues of the cities and towns along the Western Highway.
 - e. Support and assist in the implementation of highway enhancement programs and strategies for the economic, tourism and employment opportunities available along the Western Highway.
 - f. Encourage the implementation of programs for the appearance, presentation and serviceability of the highway facilities.
4. Member Councils are Melton City Council, Moorabool Shire Council, Pyrenees Shire Council, Ararat Rural City Council, Northern Grampians Shire Council, Horsham Rural City Council, Yarriambiack Shire Council, Hindmarsh Shire Council, and West Wimmera Shire Council.

KEY MATTERS

5. City of Ballarat has previously been a member of the Western Highway Action Committee. The committee is seeking Councillor representation for City of Ballarat for 2025, and as a municipality in the Western Highway corridor, City of Ballarat is

entitled to nominate up to two delegates to the committee and one delegate as substitute.

6. When Council considered its committee representation on 27 November 2024, the Western Highway Action Committee was not allocated any Councillor representation.
7. City of Ballarat has maintained membership on the Western Highway Action Committee since December 1999, when Council formally supported the formation of the Western Highway Action Committee. City of Ballarat ceased having a Councillor representative on the committee in 2021.
8. The last financial contribution made to the Western Highway Action Committee by City of Ballarat was \$2,368.75 for the 2015/16 financial year. Given the funds held by the Western Highway Action Committee, contributions have not been called on since that time.
9. Future likely activities of the Western Highway Action Committee include the development of a strategy and a supported advocacy program, estimated at approximately \$40,000. Regardless of these expenses, the Western Highway Action Committee have identified there would still be a reasonable balance in the short term.
10. Subsequent calls for funding might amount to Council members contributing \$10,000 over the following three years.
11. If Council determines to continue membership on the Western Highway Action Committee for 2025, it must appoint a Councillor and a substitute as delegate to the committee, in accordance with section 8.1.2 of Council's Governance Rules.

COMMUNITY ENGAGEMENT

12. Membership and representation on the Western Highway Action Committee will enable Council to engage with other relevant Councils and stakeholders as outlined above.

OFFICER RECOMMENDATION

- 13. That Council:**
 - 13.1 Confirm its membership of the Western Highway Action Committee for 2025.**
 - 13.2 Appoint Cr Ted Lapkin as its representative on the Western Highway Action Committee for 2025, with Cr Samantha McIntosh appointed as a substitute.**

ATTACHMENTS

1. Governance Review [8.11.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 6: A Council that provides leadership and advocates for its community

COMMUNITY IMPACT

2. Membership of the Committee will allow the Ballarat community to be represented on matters related to the Western Highway.

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. Membership of the Western Highway Action Committee requires payment of a membership fee.

LEGAL AND RISK CONSIDERATIONS

6. There are no legal and risk considerations identified for the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. Community consultation and engagement is not required for the subject of this report. Membership of the Committee enables the Ballarat community to be represented on matters related to the Western Highway, and enables Council to engage with relevant stakeholders.

GENDER EQUALITY ACT 2020

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

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

8.12. COUNCILLOR REPRESENTATION - SUNRAYSIA HIGHWAY IMPROVEMENT COMMITTEE

Division: Corporate Services
Director: John Hausler
Author/Position: Rosie Wright – Coordinator Risk, Governance and Compliance

PURPOSE

1. The purpose of this report is to appoint a Councillor representative to the Sunraysia Highway Improvement Committee for 2025.

BACKGROUND

2. The Sunraysia Highway is a 330km long highway which links the Calder Highway at Ouyen (near Mildura) and the Western Freeway at Mitchell Park, and acts as a secondary route to the Calder Highway between Melbourne and Mildura. The Sunraysia Highway passes through Speed, Lascelles, Woomelang, Birchip, Donald, St Arnaud, Avoca and Lexton. As an arterial road, the Sunraysia Highway is managed by VicRoads.
3. The Sunraysia Highway Improvement Committee was established to:
 - a. Pursue the improvement and upgrading of the Sunraysia Highway.
 - b. Obtain a fair and reasonable allocation of government funds for the improvement and maintenance of the Sunraysia Highway.
 - c. Achieve recognition and raise the profile of the Sunraysia Highway as a highway strategic to the significance of the municipalities of Yarriambiack, Buloke, Pyrenees, Northern Grampians, Mildura and Ballarat.
 - d. Investigate and pursue the most cost effective and economical transport systems and linkages associated with the Sunraysia Highway.
4. Member Councils are Yarriambiack Shire Council, Buloke Shire Council, Pyrenees Shire Council, Northern Grampians Shire Council and Mildura Rural City Council.

KEY MATTERS

5. City of Ballarat has previously been a member of the Sunraysia Highway Improvement Committee. The committee is seeking Councillor representation for City of Ballarat for 2025, and City of Ballarat is entitled to nominate one Councillor delegate.
6. When Council considered its committee representation on 27 November 2024, the Sunraysia Highway Improvement Committee was not allocated any Councillor representation. City of Ballarat ceased having a Councillor representative on this committee in 2021.
7. City of Ballarat has continued to pay financial support of \$2,000 per year.

8. In August 2024, City of Ballarat was contacted by the Chair of the Sunraysia Highway Improvement Committee advising there was insufficient Councillor representation at meetings in order for any determinations on matters to be made. The Chair requested that City of Ballarat consider allowing a proxy vote to the Sunraysia Highway Improvement Committee Chair. In January 2025, City of Ballarat advised the Sunraysia Highway Improvement Committee that approval for a proxy vote could not be provided, as there is no condition to allow a proxy vote within the committee's own constitution.
9. If Council determines to continue membership on the Sunraysia Highway Improvement Committee for 2025, it must appoint a Councillor representative to the committee, in accordance with section 8.1.2 of Council's Governance Rules.

COMMUNITY ENGAGEMENT

10. Membership and representation on the Sunraysia Highway Improvement Committee will enable Council to engage with other relevant Councils and stakeholders as outlined above.

OFFICER RECOMMENDATION

11. **That Council:**
 - 11.1 **Confirm its membership on the Sunraysia Highway Improvement Committee for 2025.**
 - 11.2 **Appoint Cr Jim Rinaldi as its representative on the Sunraysia Highway Improvement Committee for 2025, with Cr Samantha McIntosh appointed as a substitute.**

ATTACHMENTS

1. Governance Review [8.12.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 4: A city that conserves and enhances our natural and built assets
 - Goal 6: A Council that provides leadership and advocates for its community

COMMUNITY IMPACT

2. Membership of the Committee will allow the Ballarat community to be represented on matters related to the Sunraysia Highway.

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. Membership of the Sunraysia Highway Improvement Committee requires payment of a membership fee.

LEGAL AND RISK CONSIDERATIONS

6. There are no legal and risk considerations identified for the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

8. Community consultation and engagement is not required for the subject of this report. Membership of the Committee enables the Ballarat community to be represented on matters related to the Sunraysia Highway, and enables Council to engage with relevant stakeholders.

GENDER EQUALITY ACT 2020

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

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

8.13. BALLARAT PUBLIC HOLIDAY

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

PURPOSE

1. The purpose of this report is for Council to consider the public holiday for the Ballarat municipal district for 2025-2029.

BACKGROUND

2. The *Public Holidays Act 1993* allows non-metropolitan Councils to substitute the Melbourne Cup Day public holiday with:
 - Another day; or
 - Two half days (one half day of which may be Melbourne Cup Day).
3. In accordance with section 8A of the *Public Holidays Act 1993*, a request for a public holiday other than Melbourne Cup must be made to the Minister at least 90 days before the Melbourne Cup day. As Melbourne Cup falls on 4 November 2025, Council must notify the Minister by no later than 6 August 2025 if it chooses to substitute the public holiday for another day or two half days. If Council chooses to proceed with Melbourne Cup day as the public holiday for Ballarat or does not otherwise make a decision, no notification is required to the Minister as the Melbourne Cup public holiday will apply by default.

KEY MATTERS

4. Council has previously determined this public holiday as follows:

Determination	Year	Meeting Date
Melbourne Cup Day	2021 – 2024	28 April 2021
Ballarat Show Day*	2020	22 July 2020
Ballarat Show Day	2017 – 2020	22 March 2017
Ballarat Show Day	2013 – 2016	13 March 2013
Ballarat Show Day	2012	13 June 2012

*The public holiday was changed in 2020 to Melbourne Cup due to COVID-19 and the Ballarat Show being unable to proceed.

5. The Victorian State Government provides a [register](#) of the Victorian non-metropolitan Councils that have determined to observe an alternative public holiday. The relevant municipalities and their chosen public holidays for 2025 are provided below.

Date	Municipality	Details
1 May 2025	Warrnambool City Council	Full day public holiday within the municipality of Warrnambool City Council.

1 May 2025	Moyne Shire Council	Full day holiday for the municipal district of Moyne Shire Council.
22 October 2025	Greater Geelong City Council	Full day holiday throughout the City of Greater Geelong municipality.
29 October 2025	Greater Bendigo City Council	Full day holiday for all areas west of the Campaspe River.
28 November 2025	Wodonga City Council	Full day public holiday for Wodonga Gold Cup.

6. It is clear from this data that most municipalities do not observe an alternative public holiday. Of the 48 non-metropolitan Councils, only the 5 above are indicated to have chosen an alternative public holiday. Including the 31 metropolitan Councils, this leaves 74 of 79 municipalities that observe the Melbourne Cup holiday. Additionally, the City of Ballarat has observed the Melbourne Cup holiday for the past five years (2020-2024) and is likely accustomed to this day as its public holiday. For consistency both with the rest of Victoria and with past practice in Ballarat, it is recommended that Council determine to observe the Melbourne Cup public holiday, rather than choose an alternative day.

COMMUNITY ENGAGEMENT

7. There was no community engagement undertaken for the purpose of this report.

OFFICER RECOMMENDATION

8. That Council:

- 8.1 Determine that no alternative public holiday will be requested, and that the Ballarat municipality will therefore observe the Melbourne Cup public holiday for the years 2025-2029.**

ATTACHMENTS

1. Governance Review [8.13.1 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The plan aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 6: A Council that provides leadership and advocates for its community

COMMUNITY IMPACT

2. The subject of this report impacts the community as it relates to the public holiday to be observed throughout the City of Ballarat municipality.

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 legal considerations relating to this report are provided within the report. These relate to the process to notify the Minister at least 90 days prior to the Melbourne Cup public holiday, if an alternative public holiday is requested. As Melbourne Cup will occur on 4 November 2025, Council would need to notify the Minister by no later than 6 August 2025.

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. Community consultation and engagement is not required for the subject of this report.

GENDER EQUALITY ACT 2020

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

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

8.14. S6 INSTRUMENT OF DELEGATION

Division: Corporate Services
Director: John Hausler
Author/Position: Stephanie Hosking – Statutory Governance Officer

PURPOSE

1. The purpose of this report is to provide the updated S6 Instrument of Delegation – Members of Staff for Council’s consideration.

BACKGROUND

2. Delegations are made 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:
 - Legislated changes to the *Road Management Act 2004, Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024* and *Food Act 1984*.
 - Change of position title from Coordinator Asset Management to Manager Assets.
 - Change of position title from Supervisor Asset Surveillance to Asset Surveillance Lead.
 - Change of position title from Senior Asset Management Engineer to Principal Asset Management Engineer.
6. A summary of the legislative updates are highlighted with track changes at Attachment 2.

COMMUNITY ENGAGEMENT

7. This report did not require community engagement as it relates to staff delegations. There has been consultation with the relevant managers to ensure the correct delegations have been included in the Instrument of Delegation.

OFFICER RECOMMENDATION

8. That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolves that:
 - 8.1 There be delegated to the members of Ballarat City Council (Council) staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - 8.2 The instrument comes into force effective upon being signed by the Council's Chief Executive Officer.
 - 8.3 On the coming into force of the instrument, all previous delegations to members of Council staff (other than to the Chief Executive Officer) are revoked.
 - 8.4 The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

ATTACHMENTS

1. Governance Review [8.14.1 - 2 pages]
2. S6 Instrument of Delegation Members of Staff Updates [8.14.2 - 4 pages]
3. S6 Instrument of Delegation Members of Staff [8.14.3 - 170 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The delegation of legislative powers, duties and functions is required to ensure Council can function effectively.

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 appropriate 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. Community consultation and engagement is not required for the subject of this report.
10. There has been consultation with the relevant managers to ensure the correct delegations have been included in the Instrument of Delegation.

GENDER EQUALITY ACT 2020

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

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

Ballarat City Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
755974	Road Management Act 2004	s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road		

Ballarat City Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
737525	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(1)	PowerFunctiontoofetermine wherereceiving notice of transfer isofdisplayedownership.	TLEH, EHO, CEH, EMRS	_____
737512	Food Act 1984	s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	TLEH, EHO, CEH, EMRS	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Subject to s 19FA(2), which requires a time limit for compliance to be specified _____

Ballarat City Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
737513	Food Act 1984	s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, CEH, DDG, EMRS	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
737514	Food Act 1984	s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, CEH, DDG, EMRS	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises

Ballarat City Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
737515	Food Act 1984	s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, CEH, DDG, EMRS	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises

OFFICIAL



BALLARAT CITY COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

OFFICIAL

OFFICIAL

Preamble

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

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

2. record that references in the Schedule are as follows:

Abbreviation	Position
AOBS	Administration Officer Building Services
AOEH	Administration Officer Environmental Health
AOLLT	Administration Officer Local Laws and Traffic
AORS	Administration Officer Regulatory Services
ASL	Asset Surveillance Lead
BCO	Building Compliance Officer
BS	Building Surveyor
CO	Compliance Officer
CBS	Coordinator Building Services
CCO	Coordinator Civil Operations
CCP	Coordinator Compliance and Parking
CEG	Coordinator Economic Growth

OFFICIAL

OFFICIAL

Abbreviation	Position
CEH	Coordinator Environmental Health
CGNR	Coordinator Gardens and Natural Resources
CID	Coordinator Infrastructure Delivery
CRGC	Coordinator Risk, Governance and Compliance
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

OFFICIAL

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
MA	Manager Assets
MSTP	Manager Statutory Planning
MSP	Manager Strategic Planning
MSG	Manager Sustainable Growth
MBS	Municipal Building Surveyor
Not Applicable	Not Applicable
Not Delegated	Not Delegated
PBA	Planning Business Analyst
PSO	Planning Support Officer
PP	Principal Planner
PPO	Principal Planning Officer

OFFICIAL

Abbreviation	Position
PSTP	Principal Statutory Planner
PSP	Principal Strategic Planner
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
SEGO	Senior Governance Officer
SPLEO	Senior Planning Liaison Enforcement Officer
SSTP	Senior Statutory Planner
SSO	Senior Subdivision Officer
SGOO	Statutory Governance Officer
STP	Statutory Planner
SP	Strategic Planner
SPD	Supervisor Pathways and Drainage
SRS	Supervisor Road Safety

OFFICIAL

OFFICIAL

Abbreviation	Position
SUSR	Supervisor Sealed Roads
SUR	Supervisor Unsealed Roads
SGP	Sustainable Growth Planner
SGPO	Sustainable Growth Project Officer
SGTSO	Sustainable Growth Technical Support Officer
TLEH	Team Leader Environmental Health
TLP	Team Leader Parking
TLPA	Team Leader Parking and Administration
TOBS	Technical Officer Building Services
TOEH	Technical Officer Environmental Health
TSODF	Technical Support Officer Development Facilitation
TTE	Traffic and Transport Engineer

OFFICIAL

OFFICIAL

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 when the common seal of Council is affixed to this

Instrument of Delegation or where the Chief Executive Officer of Council is

authorised under resolution, the Chief Executive Officer executes the Instrument of

Delegation;

3.2.2 remains in force until varied or revoked;

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

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

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

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

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

(a) policy; or

(b) strategy

adopted by Council;

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.

Signed by the Chief Executive Officer of Council

in the presence of:

)

)

.....

Witness

Date:

OFFICIAL

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- 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
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

OFFICIAL

OFFICIAL

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	TLEH, EHO, CEH, EMRS	
r 10	Function of receiving application for registration	TLEH, EHO, CEH, EMRS	
r 11	Function of receiving application for renewal of registration	TLEH, EHO, CEH, EMRS	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	TLEH, CEH, EMRS	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	TLEH, CEH, EMRS	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	TLEH, CEH, EMRS	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park	TLEH, CEH, EMRS	

OFFICIAL

OFFICIAL

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	complies with these regulations		
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	TLEH, EHO, CEH, EMRS	
r 12(4) & (5)	Duty to issue certificate of registration	TLEH, CEH, EMRS	
r 14(1)	Function of receiving notice of transfer of ownership.	TLEH, EHO, CEH, EMRS	
r 14(3)	Power to determine where notice of transfer is displayed	TLEH, EHO, CEH, EMRS	
r 15(1)	Duty to transfer registration to new caravan park owner	TLEH, CEH, EMRS	
r 15(2)	Duty to issue a certificate of transfer of registration	TLEH, CEH, EMRS	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	TLEH, EHO, CEH, EMRS	
r 16(1)	Power to determine the fee to accompany applications for registration or	TLEH, EHO, CEH, EMRS, HSO	

OFFICIAL

OFFICIAL

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	applications for renewal of registration		
r 17	Duty to keep register of caravan parks	CEH, EMRS	
r 21(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, EHO, CEH, EMRS	
r 21(2)	Duty to consult with relevant emergency services agencies	TLEH, EHO, CEH, EMRS	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	TLEH, EHO, CEH, EMRS	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	TLEH, EHO, CEH, EMRS	
r 24(2)	Power to consult with relevant floodplain management authority	TLEH, TOEH, EHO, CEH, EMRS	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a	TLEH, TOEH, EHO, CEH,	

OFFICIAL

OFFICIAL

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	movable dwelling	EMRS	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	TLEH, TOEH, EHO, BS, BCO, TOBS, MBS, CEH, CBS, EMRS	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	TLEH, TOEH, EHO, BS, BCO, TOBS, MBS, CEH, CBS, EMRS	
r 39(3)	Function of receiving installation certificate	TLEH, TOEH, EHO, BS, BCO, TOBS, MBS, CEH, CBS, EMRS	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	TLEH, TOEH, EHO, CEH, EMRS	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	TLEH, TOEH, EHO, CEH, EMRS	

OFFICIAL

OFFICIAL

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	CGNR, 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	CGNR, 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	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	CGNR, EMO, EMPF, DIE,	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CUFOS, CGNR	
s 15(4)	Duty to keep records of delegations	DCS, EMGR, SGOO, CRGC, SEGO	
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	CGNR, 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	CGNR, EMO, EMPF, DIE,	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CUFOS, CGNR	
s 19	Power to carry out or permit the carrying out of works	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 20(1)	Duty to set aside areas for the interment of human remains	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CGNR, EMO, EMPF, DIE,	

OFFICIAL

OFFICIAL

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	CGNR, 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	CGNR, 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	CGNR, 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

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	EMPF, DIE	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CGNR, 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	CGNR, 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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	interment for a surrendered right of interment	EMPF, DIE, CUFOS, CGNR	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	EMPF, DIE	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	EMPF, DIE	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	EMPF, DIE	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	EMPF, DIE	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	CGNR, 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	CGNR, EMO, EMPF, DCS,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CGNR, 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)	CGNR, 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)	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103(1)	Power to require a person to remove a building for ceremonies	CGNR, 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)	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 103(3)	Power to recover costs of taking action under s 103(2)	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CGNR, EMO, EMPF, DIE,	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 notice under s 106(1) is not complied with	EMPF, DIE	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CGNR, 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	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 108	Power to recover costs and expenses	CGNR, 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
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	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DCS	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 112	Power to sell and supply memorials	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 119	Power to set terms and conditions for interment authorisations	EMPF, DIE	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	EMPF, DIE	Subject to the approval of the Secretary
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	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	EMPF, DIE	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	EMPF, DIE	
s 151	Function of receiving applications to inter or cremate body parts	EMPF, DIE	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 cl 8(8)	Power to regulate own proceedings	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	Subject to cl 8

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CCP, DDG, EMRS	Council may delegate this power to a Council authorised officer

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

OFFICIAL

OFFICIAL

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	TLEH, EHO, CEH, DDG	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	TLEH, EHO, CEH, DDG	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	TLEH, EHO, CEH, DDG	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	DDG	If s 19(1) applies

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Only in relation to temporary food premises or mobile food premises
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 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the	TLEH, EHO, CEH, EMRS	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit

OFFICIAL

OFFICIAL

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	food safety program		for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, CEH, DDG, EMRS	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 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, CEH, DDG, EMRS	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, CEH, DDG, 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

OFFICIAL

OFFICIAL

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, TLPA, HSO, AORS	Where Council is the registration authority

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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, TLPA, HSO, AORS	Where Council is the registration authority

OFFICIAL

OFFICIAL

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, TLPA, 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

OFFICIAL

OFFICIAL

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, TLPA, 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

OFFICIAL

OFFICIAL

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)

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40E	Duty to comply with direction of the Secretary	TLEH, EHO, CEH, EMRS	
s 40F	Power to cancel registration of food premises	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 43	Duty to maintain records of registration	TLEH, EHO, CEH, EMRS	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	TLEH, EHO, CEH	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	TLEH, EHO, CEH, DDG	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

OFFICIAL

OFFICIAL

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 45AC	Power to bring proceedings	TLEH, EHO, CEH, EMRS	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	TLEH, EHO, CEH, DDG	Where Council is the registration authority

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

OFFICIAL

OFFICIAL

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,	

OFFICIAL

OFFICIAL

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 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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12B(1)	Duty to review planning scheme	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, 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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, 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,	Until the end of 2 months after the amendment comes into operation or lapses

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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	

OFFICIAL

OFFICIAL

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, CSTP, DDG, PSPUD,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, PSP	
s 40(1)	Function of lodging copy of approved amendment	SP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, 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	Not Applicable	Where Council is a responsible public entity and is

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Strategic Plan which is expressed to be binding on the responsible public entity		a planning authority
s 46AW	Function of being consulted by the Minister	DDG, EMDF	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	DDG, EMDF	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	SP, MSG, MSTP, CSTP, DDG, 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	SP, MSG, MSTP,	Where Council is a responsible public entity

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	CSTP, DDG, PSPUD, EMDF, PSTP, MSP, PP, PPO, CSP, PTP, PSP	
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DDG, EMDF	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DDG, EMDF	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DDG, EMDF	
s 46GP	Function of receiving a notice under s 46GO	DDG, EMDF	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DDG, EMDF	
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	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DDG, EMDF	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DDG, EMDF	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	MSG, SGPO, DCA, DDG, EMDF, SGTSO	
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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	provision of the land component of an infrastructure contribution to be secured to Council's satisfaction		
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
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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Function of receiving the monetary component	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, 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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP	also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the	MSG, SGPO, DCA,	If any inner public purpose land is vested in

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DDG, EMDF, SGTSO	<p>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>

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the development agency under an approved infrastructure contributions plan
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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(3)	Function of receiving proceeds of sale	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is the collecting agency under an approved infrastructure contributions plan
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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	MSG, SGPO, DCA, DDG, EMDF, SGTSO	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council’s Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	MSG, SGPO, DCA, DCS, DDG, EMDF, SGTSO	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	STP, MSG, SGPO, DCA, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGTSO, SGP, SPLEO, PPO, PTP, PSP	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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	MSG, SGPO, DCA, MSTP, DCS, CSTP, DDG, PSPUD, EMDF,	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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	PSTP, PP, SGTSO, PPO, PTP, PSP	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
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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		TSODF, MSTP, CSTP, DDG, PSPUD, SGOO, EMDF, PSTP, CP, PP, PPO, PTP, PSP, SEGO	
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	
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,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPLEO, PPO, PTP, PSP, PBA	
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, PBA	
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, PBA	
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,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PTP, PSP, PBA	
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, PBA	
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, PBA	
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, SGP, SPLEO, PPO,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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, PBA	
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	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	SSO, STP, MSG, 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, PBA	
s 58	Duty to consider every application for a permit	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, SGP, SPLEO, PPO, PTP, PSP	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, PTP, PSP	The permit must not be inconsistent with a cultural 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,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PBA	
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, PBA	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, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP, PBA	This provision applies also to a decision to grant an amendment to a permit - see s 75

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP, PBA	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, PBA	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP, PBA	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PBA	
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, PBA	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, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP, PBA	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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, 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, PBA	
s 71(1)	Power to correct certain mistakes	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP, PBA	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PBA	
s 73	Power to decide to grant amendment subject to conditions	SSO, STP, MSG, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, 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, PPO, PTP, PSP, PBA	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	STP, MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, SSTP, CP, PP, PSO, SGP, SPLEO, PPO, PTP, PSP, PBA	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, PBA	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, PBA	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
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,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 84AB	Power to agree to confining a review by the Tribunal	SSO, MSG, SGPO, TSODF, DCA, DCS, DDG, EMDF, SGTSO	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to issue a permit at order of Tribunal within 3 business days	SSO, STP, MSG, TSODF, MSTP, CSTP, 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,	

OFFICIAL

OFFICIAL

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 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, CCP, TSODF, MSTP, CSTP, DDG, PSPUD, EMDF,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PSTP, SSTP, EMRS, CP, PP, SGP, SPLEO, PPO, 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	MSG, MSTP, CSTP,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	for a permit to use and develop Council land	DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, 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 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	MSG, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	1996	PSP	
s 96H(3)	Power to give notice in compliance with Minister's direction	MSG, MSTP, CSTP, 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	CO, MSG, POC, MSTP, CSTP, DDG, PSPUD,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	less than 5 years from receipt of the certificate	EMDF, PSTP, PP, PPO, PTP, PSP	
s 97C	Power to request Minister to decide the application	DDG, EMDF	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	MSG, MSTP, CSTP, DDG, 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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, 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, CCP, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	MSG, CCP, 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, CCP, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	MSG, CCP, 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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	CCP, MSTP, DDG, EMDF, EMRS	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
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, CCP, MSTP, DCS, CSTP, DDG, PSPUD, EMDF, PSTP, 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	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	MSG, CCP, MSTP, CSTP, DDG, PSPUD, EMDF, PSTP, EMRS, PP, PPO, PTP, PSP	
s 149B	Power to apply to the Tribunal for a declaration.	CCP, MSTP, DDG, EMDF, EMRS	
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	

OFFICIAL

OFFICIAL

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,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PTP, PSP	
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, CEG	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	MSG, MSTP, CSTP, DDG, PSPUD, EMDF,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	accordance with Division 2 of Part 9	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	
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	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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.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, 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,	If no objections are made under s 178D

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MSP, CP, PP, SGP, SPLEO, PPO, CSP, PTP, PSP	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, 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,	After considering objections, submissions and matters in s.178B

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPLEO, PPO, CSP, PTP, PSP	
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, 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,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, DDG, PSPUD, EMDF, PSTP, PP, PPO, PTP, PSP	
	Power to decide, in relation to any planning scheme or permit, that	SP, STP, MSG, MSTP,	

OFFICIAL

OFFICIAL

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	a specified thing has or has not been done to the satisfaction of Council	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	
	Power to give written authorisation in accordance with a provision of a planning scheme	MSG, MSTP, CSTP, DDG, PSPUD, PSTP, PP, PPO, PTP, PSP	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, SGOO, CRGC, SEGO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	TLEH, TOEH, EHO, MBS, CEH, EMPF, CBS, EMRS	
s 526A(3)	Function of receiving report of inspection	TLEH, TOEH, EHO, AOEH, CEH, TLPA, 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	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	EMO, DDG, DIE, EMDF, EMI	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	EMO, DDG, DIE, EMDF, EMI	
s 11(9)(b)	Duty to advise Registrar	EMO, DDG, DIE, EMDF, EMI	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	EMO, DDG, DIE, EMDF, EMI	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	EMI, CP	
s 12(10)	Duty to notify of decision made	EMO, DDG, DIE, EMDF, EMI	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	EMO, DDG, DIE, EMDF, EMI	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	EMO, DDG, DIE, EMDF, EMI, CTT, TTE	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	EMO, DDG, DIE, MA,	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, MA, 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, MA, EMDF, EMI	
s 15(2)	Duty to include details of arrangement in public roads register	DDG, DIE, MA, EMDF, EMI	
s 16(7)	Power to enter into an arrangement under s 15	DDG, DIE, MA, EMDF, EMI	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(8)	Duty to enter details of determination in public roads register	DDG, DIE, MA, EMDF, EMI	
s 17(2)	Duty to register public road in public roads register	DDG, DIE, MA, 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, MA, EMDF, EMI	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DDG, DIE, MA, 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, MA, EMDF, EMI	Where Council is the coordinating road authority

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	DDG, DIE, MA, 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, MA, EMDF, EMI	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DDG, DIE, MA, EMDF, EMI	
s 19(4)	Duty to specify details of discontinuance in public roads register	DDG, DIE, MA, EMDF, EMI	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(5)	Duty to ensure public roads register is available for public inspection	DDG, DIE, MA, EMDF, EMI	
s 21	Function of replying to request for information or advice	DDG, DIE, MA, EMDF, EMI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DDG, DIE, MA, EMDF, EMI	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	EMO, DIE	
s 22(5)	Duty to give effect to a direction under s 22	EMO, DIE	
s 40(1)	Duty to inspect, maintain and repair a public road.	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF,	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		EMI, CCO	
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, CCO	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	SPD, SRS, RMS, EMO, DDG, DIE, MA, RMCS, SUR, SUSR, EMDF, EMI, ASL, CCO	
s 42(1)	Power to declare a public road as a controlled access road	DDG, DIE, MA, 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, MA, EMDF, EMI	Power of coordinating road authority and sch 2 also applies

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	EMO, DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	EMO, DDG, DIE, EMDF, EMI, CTT, TTE	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	EMO, DDG, DIE, EMDF, EMI	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	EMO, DDG, DIE, EMDF, EMI	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49	Power to develop and publish a road management plan	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
s 51	Power to determine standards by incorporating the standards in a road management plan	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
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, MA, EMGR, EMDF, EMI, CRGC	
s 54(2)	Duty to give notice of proposal to make a road management plan	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
s 54(7)	Duty to incorporate the amendments into the road management plan	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
s 63(1)	Power to consent to conduct of works on road	SPD, SRS, RMS, EMO, MA, RMCS, SUR, SUSR, EMI, ASL, CCO	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, MA, RMCS, SUR, SUSR, EMI, ASL, CCO	Where Council is the infrastructure manager

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to comply with cl 13 of sch 7	DDG, DIE, MA, EMDF, EMI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DDG, DIE, MA, 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, MA, EMDF, EMI	Where Council is the coordinating road authority
s 67(3)	Power to request information	DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
s 68(2)	Power to request information	DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(3)	Power to appoint an authorised officer	SPD, SRS, RMS, EMO, DDG, DIE, MA, RMCS, SUR, SUSR, TLP, EMDF, EMI, ASL, CID, CCO, CTT	
s 72	Duty to issue an identity card to each authorised officer	DCS, EMGR, SGOO, CRGC, SEGO	
s 85	Function of receiving report from authorised officer	DDG, DIE, EMDF, EMI	
s 86	Duty to keep register re s 85 matters	DDG, DIE, EMDF, EMI	
s 87(1)	Function of receiving complaints	SPD, SRS, RMS, EMO, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CCO	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(2)	Duty to investigate complaint and provide report	SPD, SRS, RMS, EMO, DCS, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CCO	
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, SUSR, EMDF, EMI, CCO	
s 119(2)	Function of consulting with the Head, Transport for Victoria	EMO, DDG, DIE, EMDF, EMI	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MA, EMDF, EMI, ASL	
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, MA, RMCS, SUR, SUSR, EMDF, EMI, ASL, CCO	
s 121(1)	Power to enter into an agreement in respect of works	EMO, DDG, DIE, MA, EMDF, EMI	
s 122(1)	Power to charge and recover fees	EMO, DDG, DIE, MA, EMDF, EMI	
s 123(1)	Power to charge for any service	SPD, SRS, RMS, EMO, DCS, DDG, DIE, RMCS, SUR, SUSR, EMDF, EMI, CCO	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DDG, DIE, MA, 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, MA, EMDF, EMI	
sch 2 cl 5	Duty to publish notice of declaration	DDG, DIE, MA, EMDF, EMI	

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MA, 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, MA, 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, MA, RMCS, SUR, SUSR, EMDF, EMI, CCO	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DDG, DIE, MA, EMDF, EMI	Where Council is the infrastructure manager or works manager

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DDG, DIE, MA, 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, MA, EMDF, EMI, ASL	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DDG, DIE, MA, EMDF, EMI, ASL	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, MA, RMCS, SUR, SUSR, EMDF, EMI, ASL, CCO	Where Council is the coordinating road authority
sch 7 cl	Power to recover costs	DDG, DIE, MA, EMDF,	Where Council is the coordinating road authority

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
12(5)		EMI, ASL	
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, MA, EMDF, EMI	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DDG, DIE, MA, 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, MA, EMDF, EMI	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	EMO, DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority, responsible authority or infrastructure manager

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(5)	Power to consent to proposed works	EMO, DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	EMO, DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	EMO, DDG, DIE, MA, 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, MA, EMDF, EMI	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
sch7 cl	Power to give notice requiring rectification of works	DDG, DIE, MA, EMDF,	Where Council is the coordinating road authority

OFFICIAL

OFFICIAL

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
19(1)		EMI, ASL	
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, MA, EMDF, EMI, ASL	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, MA, EMDF, EMI, ASL	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

OFFICIAL

OFFICIAL

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	EMPF, DIE	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	concrete-lined graves		
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	EMPF, DIE	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	cremation		
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	EMPF, DIE	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	EMPF, DIE	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	EMPF, DIE	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	EMPF, DIE	
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	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 40	Power to approve a person to play sport within a public cemetery	EMPF, DIE	
r 41(1)	Power to approve fishing and bathing within a public cemetery	EMPF, DIE	
r 42(1)	Power to approve hunting within a public cemetery	EMPF, DIE	
r 43	Power to approve camping within a public cemetery	EMPF, DIE	
r 45(1)	Power to approve the removal of plants within a public cemetery	CGNR, EMPF, DIE, CUFOS, CGNR	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CGNR, 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	CGNR, EMO, EMPF,	

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	road, track or parking area	DIE, CUFOS, CGNR	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	
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	CGNR, 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	CGNR, 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	CGNR, 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	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	See note above regarding model rules

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 8	Power to approve certain mementos on a memorial	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CGNR, 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	CGNR, 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	CGNR, 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	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	See note above regarding model rules
sch 2 cl	Power to approve action to disturb or demolish property of the cemetery trust	CGNR, EMO, EMPF,	See note above regarding model

OFFICIAL

OFFICIAL

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
17(1)		DIE, CUFOS, CGNR	rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	CGNR, EMO, EMPF, DIE, CUFOS, CGNR	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	MSG, MSTP, DDG, 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,	

OFFICIAL

OFFICIAL

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

OFFICIAL

OFFICIAL

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DDG, MSP, CSP	
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	

OFFICIAL

OFFICIAL

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, MA, EMGR, EMDF, EMI, CRGC	
r 9(2)	Duty to produce written report of review of road management plan and make report available	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
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, MA, EMGR, EMDF, EMI, CRGC	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, MA, EMGR, EMDF, EMI, CRGC	
r 13(1)	Duty to publish notice of amendments to road management plan	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	where Council is the coordinating road authority

OFFICIAL

OFFICIAL

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	EMO, DDG, DIE, MA, EMGR, EMDF, EMI, CRGC	
r 16(3)	Power to issue permit	EMO, DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	EMO, DDG, DIE, MA, EMDF, EMI	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	EMO, DDG, DIE, MA, 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, MA, 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, MA, EMDF, EMI, ASL	Where Council is the responsible road authority

OFFICIAL

OFFICIAL

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	EMO, DDG, DIE, MA, 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, MA, EMDF, EMI	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	EMO, DDG, DIE, EMDF, EMI	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act

OFFICIAL

OFFICIAL

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

OFFICIAL

8.15. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION

Division: Corporate Services
Director: John Hausler
Author/Position: Stephanie Hosking – Statutory Governance Officer

PURPOSE

- The purpose of this report is to request that Council endorse an amended S11A Instrument of Appointment and Authorisation following an external legal review for the following staff:

Andrea Nino	Kenneth Enright
Andrea Watkins	Kylie Sullivan
Brenda Carey	Linda Gray
Charyn Symes	Lynne Souter
Chris Duckett	Luxman Francis
Chris Stathis	Mairin Briody
Claire Pepin	Mathieu Cron
Clare Douglas-Haynes	Natalie Calleja
Colleen Evans	Natalie Robertson
Connor Perrott	Nicole Burns
Deanne Sheppard	Olivia Harwood
Dylan Clark	Peter Dreimanis
Dylan Holmes	Rebecca Carter
Edmond Riley	Robert Harvey
Edmund Beebe	Susanne Perera
Evan Burman	Suzanne Verdoorn
Fiona Tsirlin	Stephanie Preece
James Guy	Stephen Murphy
Joanna Cuscaden	Teagan Bruty
Joseph Cooper	Terry Natt
Julian Pollard	Tyler Channell
Kate MacDougall	Umaiyal Kamalanesan
Kate MacLaren	Unnati Rawal
Katy Baker	Vicky Lu
Kellie Jantzen	

- To revoke the S11A Instrument of Appointment and Authorisation for Jie Shan.

BACKGROUND

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

KEY MATTERS

4. The S11A Instrument of Appointment and Authorisation template document has been updated by an external review and wording has been amended to point 1 Under s147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*. This change necessitates an update to the existing instruments to ensure that they remain accurate.
5. The 49 staff listed above hold relevant positions within the planning and compliance teams and the *Planning and Environment Act 1987* requires Council to resolve the authorisation for the officers to undertake duties under that Act.
6. Jie Shan is no longer with the City of Ballarat and their authorisation can now be revoked.

COMMUNITY ENGAGEMENT

7. There has been consultation with relevant managers and officers to ensure the correct officers have been authorised to complete tasks. The revocation of 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

OFFICER RECOMMENDATION

- 8.1 **That Council, in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*, resolves that:**
 - a. **The members of Ballarat City Council (Council) staff referred to in the instruments attached be appointed and authorised as set out in the instrument.**
 - b. **The instruments come into force immediately upon being signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it.**
- 8.2 **That Council revoke the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for Jie Shan effective 26 March 2025.**

ATTACHMENTS

1. Governance Review [8.15.1 - 2 pages]
2. Andrea Nino S11A Appointment and Authorisation Mar 2025 [8.15.2 - 2 pages]
3. Andrea Watkins S11A Appointment and Authorisation Mar 2025 [8.15.3 - 2 pages]
4. Brenda Carey S11A Appointment and Authorisation Mar 2025 [8.15.4 - 2 pages]
5. Charyn Symes S11A Appointment and Authorisation Mar 2025 [8.15.5 - 2 pages]
6. Chris Duckett S11A Appointment and Authorisation Mar 2025 [8.15.6 - 2 pages]
7. Chris Stathis S11A Appointment and Authorisation Mar 2025 [8.15.7 - 2 pages]
8. Claire Pepin S11A Appointment and Authorisation Mar 2025 [8.15.8 - 2 pages]
9. Clare Douglas Haynes S11A Appointment and Authorisation Mar 2025 [8.15.9 - 2 pages]

10. Colleen Evans S11A Appointment and Authorisation Mar 2025 [8.15.10 - 2 pages]
11. Connor Perrott S11A Appointment and Authorisation Mar 2025 [8.15.11 - 2 pages]
12. Deanne Sheppard S11A Appointment and Authorisation Mar 2025 [8.15.12 - 2 pages]
13. Dylan Clark S11A Appointment and Authorisation Mar 2025 [8.15.13 - 2 pages]
14. Dylan Holmes S11A Appointment and Authorisation Mar 2025 [8.15.14 - 2 pages]
15. Edmond Riley S11A Appointment and Authorisation Mar 2025 [8.15.15 - 2 pages]
16. Edmund Beebe S11A Appointment and Authorisation Mar 2025 [8.15.16 - 2 pages]
17. Evan Burman S11A Appointment and Authorisation Mar 2025 [8.15.17 - 2 pages]
18. Fiona Tsirlin S11A Appointment and Authorisation Mar 2025 [8.15.18 - 2 pages]
19. James Guy S11A Appointment and Authorisation Mar 2025 [8.15.19 - 2 pages]
20. Joanna Cuscaden S11A Appointment and Authorisation Mar 2025 [8.15.20 - 2 pages]
21. Joseph Cooper S11A Appointment and Authorisation Mar 2025 [8.15.21 - 2 pages]
22. Julian Pollard S11A Appointment and Authorisation Mar 2025 [8.15.22 - 2 pages]
23. Kate MacDougall S11A Appointment and Authorisation Mar 2025 [8.15.23 - 2 pages]
24. Kate MacLaren S11A Appointment and Authorisation Mar 2025 [8.15.24 - 2 pages]
25. Katy Baker S11A Appointment and Authorisation Mar 2025 [8.15.25 - 2 pages]
26. Kellie Jantzen S11A Appointment and Authorisation Mar 2025 [8.15.26 - 2 pages]
27. Kenneth Enright S11A Appointment and Authorisation Mar 2025 [8.15.27 - 2 pages]
28. Kylie Sullivan S11A Appointment and Authorisation Mar 2025 [8.15.28 - 2 pages]
29. Linda Gray S11A Appointment and Authorisation Mar 2025 [8.15.29 - 2 pages]
30. Luxman Francis S11A Appointment and Authorisation Mar 2025 [8.15.30 - 2 pages]
31. Lynne Souter S11A Appointment and Authorisation Mar 2025 [8.15.31 - 2 pages]
32. Mairin Briody S11A Appointment and Authorisation Mar 2025 [8.15.32 - 2 pages]
33. Mathieu Cron S11A Appointment and Authorisation Mar 2025 [8.15.33 - 2 pages]
34. Natalie Calleja S11A Appointment and Authorisation Mar 2025 [8.15.34 - 2 pages]
35. Natalie Robertson S11A Appointment and Authorisation Mar 2025 [8.15.35 - 2 pages]
36. Nicole Burns S11A Appointment and Authorisation Mar 2025 [8.15.36 - 2 pages]
37. Olivia Harwood S11A Appointment and Authorisation Mar 2025 [8.15.37 - 2 pages]
38. Peter Dreimanis S11A Appointment and Authorisation Mar 2025 [8.15.38 - 2 pages]
39. Rebecca Carter S11A Appointment and Authorisation Mar 2025 [8.15.39 - 2 pages]
40. Robert Harvey S11A Appointment and Authorisation Mar 2025 [8.15.40 - 2 pages]
41. Stephanie Preece S11A Appointment and Authorisation Mar 2025 [8.15.41 - 2 pages]
42. Stephen Murphy S11A Appointment and Authorisation Mar 2025 [8.15.42 - 2 pages]
43. Susanne Perera S11A Appointment and Authorisation Mar 2025 [8.15.43 - 2 pages]
44. Suzanne Verdoorn S11A Appointment and Authorisation Mar 2025 [8.15.44 - 2 pages]
45. Teagan Bruty S11A Appointment and Authorisation Mar 2025 [8.15.45 - 2 pages]
46. Terry Natt S11A Appointment and Authorisation Mar 2025 [8.15.46 - 2 pages]
47. Tyler Channell S11A Appointment and Authorisation Mar 2025 [8.15.47 - 2 pages]
48. Umaiya Kamalaneshan S11A Appointment and Authorisation Mar 2025 [8.15.48 - 2 pages]
49. Unnati Rawal S11A S11A Appointment and Authorisation Mar 2025 [8.15.49 - 2 pages]
50. Vicky Lu S11A Appointment and Authorisation Mar 2025 [8.15.50 - 2 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The Instruments of Appointment and Authorisation are a statutory requirement of Council.

COMMUNITY IMPACT

2. City of Ballarat will make the register of authorised officers available on the City of Ballarat 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 City of Ballarat's authorisations are constantly maintained and periodically reviewed so that appropriate officers have the power to carry out their duties lawfully. 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.

GENDER EQUALITY ACT 2020

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

OFFICIAL

OFFICIAL

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Andrea Nino

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Andrea Watkins

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Brenda Carey

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Charyn Symes

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Chris Duckett

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Chris Stathis

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Claire Pepin

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Clare Douglas-Haynes

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Colleen Evans

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Connor Perrott

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Deanne Sheppard

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Dylan Clark

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Dylan Holmes

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Edmond Riley

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Edmund Beebe

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Evan Burman

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Fiona Tsirlin

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

James Guy

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Joanna Cuscaden

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Joseph Cooper

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Julian Pollard

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Kate MacDougall

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Kate MacLaren

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Katy Baker

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Kellie Jantzen

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Kenneth Enright

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Kylie Sullivan

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Linda Gray

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Luxman Francis

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Lynne Souter

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Mairin Briody

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Mathieu Cron

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Natalie Calleja

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Natalie Robertson

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Nicole Burns

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Olivia Harwood

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Peter Dreimanis

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Rebecca Carter

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Robert Harvey

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Stephanie Preece

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Stephen Murphy

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Susanne Perera

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Suzanne Verdoorn

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Teagan Bruty

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Terry Natt

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Tyler Channell

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Umaiyal Kamalanesan

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

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

OFFICIAL

OFFICIAL



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

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

Unnati Rawal

By this instrument of appointment and authorisation Ballarat City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

OFFICIAL



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

Ballarat City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

OFFICIAL

OFFICIAL



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

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

Vicky Lu

By this instrument of appointment and authorisation Ballarat City Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

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

Signed by the Chief Executive Officer of Council

Date:

OFFICIAL

8.16. CONTRACTS APPROVAL DELEGATED COMMITTEE MINUTES

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

PURPOSE

1. The purpose of this report is to provide Council with minutes of Council's Contracts Approval Delegated Committee in accordance with the adopted Terms of Reference. This report provides minutes of the meetings held on 29 January 2025 and provides a summary of information in relation to these minutes.

BACKGROUND

2. To ensure good governance and transparent decision making, minutes of meetings of Delegated Committees are presented to Council and kept in accordance with the adopted Terms of Reference and the Governance Rules. Minutes of the Contracts Approval Delegated Committee (the Committee) meeting held on 29 January 2025 are attached to this report.
3. The Committee has been established to more effectively facilitate Council's capital works program. To that end, the Committee meets fortnightly, as required, in order to provide Council officers with necessary decisions of Council to enable procurement processes to be completed.

KEY MATTERS

4. The following matters were considered by the Contracts Approval Delegated Committee.

Contract	Award to	Value	Outcome	Local Content
2024/25-176	Butler Excavations Pty Ltd	\$563,896.38 (excluding GST)	Provision of unsealed rural road resheet and drainage	Yes
Update on tender status				

COMMUNITY ENGAGEMENT

5. There was no community engagement undertaken for the purpose of this report as it relates to the procedural requirement to provide minutes of a Delegated Committee to Council.

OFFICER RECOMMENDATION

6. That Council:

- 6.1 Note, in accordance with section 66 of the *Local Government Act 2020*, that the material contained in the Contracts Approval Delegated Committee agendas has been designated confidential.**
- 6.2 Receive the Contracts Approval Delegated Committee minutes of the meeting held on 29 January 2025.**

ATTACHMENTS

1. Confirmed Contracts - Minutes of meeting held Wednesday 29 January 2025.docx
[8.16.1 - 5 pages]



***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

29 January 2025

DocuSign Envelope ID: 31658CBE-DCD6-4F95-847C-B588142BA87A

MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING ON WEDNESDAY 29 JANUARY 2025 AT 1:00PM

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Ted Lapkin
Cr Tess Morgan

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr John Hausler (Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Mr Michael Riseley (Executive Manager Business Services)
Ms Judi Bird (Procurement Co-ordinator)
Paul Humphrey (Operations Contracts Co-ordinator)
Luke Ives (Executive Manager Operations)
Rod Leith (Manager Revenue and Procurement)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Nil

ACKNOWLEDGEMENT TO COUNTRY

Acknowledgement to Country was read by the Chair.

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the meeting held on 4 September 2024 be confirmed.

Moved Cr Ben Taylor
Seconded Cr Ted Lapkin

CARRIED

That the minutes of the meeting held on 11 December 2024 be confirmed.

Moved Cr Tess Morgan
Seconded Cr Ted Lapkin

CARRIED

SECTION 66 MATTERS

RESOLUTION:

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

Moved Cr Ben Taylor
Seconded Cr Ted Lapkin

CARRIED

Docusign Envelope ID: 31658CBE-DCD6-4F95-847C-B588142BA87A

Contracts Special Committee Minutes

29 January, 2025

TABLE OF CONTENTS

	PAGE(S)
6.1 CONTRACT 2024/25-176 – UNSEALED RURAL ROAD RESHEET AND DRAINAGE (RO BRIDGET WETHERALL / PAUL HUMPHREY)	4
6.2 UPDATE ON TENDER STATUS (RO JOHN HAUSLER / MICHAEL RISELEY)	5

6.1 TENDER 2024/25-176 UNSEALED RURAL ROAD RESHEET AND DRAINAGE
(RO – Bridget Wetherall / Paul Humphrey)**SUMMARY**

1. This report, recommends that Council award a contract for the provision of unsealed rural road resheet and drainage.

BACKGROUND

2. Tenders were invited to deliver the 2024/25 Unsealed Rural Road Resheet and Drainage Program. The following five locations were included in the scope of works:
 - a. Blairs Lane, Warrenheip
 - b. Bell Avenue, Mount Helen
 - c. Nolans Road, Scotchman's Lead
 - d. Reid Park Road, Mount Helen
 - e. Sandy Hill Road, Durham Lead

KEY MATTERS

3. The tender period closed on 7 November 2024 and nine (9) tender submissions were received, and eight (8) were considered conforming tenders and one (1) non-conforming.
4. The expected completion date is 30 June 2025.

RESOLUTION**5. That the Contracts Approval Delegated Committee:**

- 5.1 **Resolve to enter into Contract Number 2024/25-176 for the provision of Unsealed Rural Road Resheet and Drainage with Butler Excavations Pty Ltd for the total tendered price of \$563,896.38 (excluding GST).**
- 5.2 **Authorises the Chief Executive Officer to:**
 - a. **finalise the terms of Contract Number 2024/25-176 with Butler Excavations Pty Ltd, provided that those contract terms are consistent with this Resolution; and**
 - b. **execute Contract Number 2024/25-176 on behalf of Council.**

Moved Cr Ben Taylor
Seconded Cr Ted Lapkin

CARRIED

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

SUMMARY

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

BACKGROUND

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

KEY MATTERS

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

RESOLUTION

7. That the Contracts Approval Delegated Committee

7.1 Receive and note the tender forecast report

Moved Cr Tess Morgan
Seconded Cr Ted Lapkin

CARRIED

SECTION 66 MATTERS

RESOLUTION:

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

Moved Cr Ben Taylor
Seconded Cr Tess Morgan

CARRIED

General Business

No general business was discussed.

There being no further business, the Chairperson declared the meeting closed at 1.29pm

Confirmed this 26th day of February, 2025

Cr Ben Taylor
Cr Ben Taylor
Chairperson

8.17. OUTSTANDING QUESTION TIME ITEMS

Division: Corporate Services
Director: John Hausler
Author/Position: Stephen Wright – Governance Support Officer

PURPOSE

1. This report provides Council with an update of responses to questions taken on notice and outstanding unanswered questions from public question time.

BACKGROUND

2. The City of Ballarat Governance Rules, section 3.7.1 calls for a standard agenda item at each Council meeting that reflects unanswered questions from question time.

KEY MATTERS

3. Nil

COMMUNITY ENGAGEMENT

4. This report reflects community engagement at the level of 'Involve' on the IAP2 Spectrum of Engagement and aims to ensure that public concerns and aspirations are consistently understood and considered.

OFFICER RECOMMENDATION

5. **That Council:**
 - 5.1 **Endorse the Outstanding Question Time report.**

ATTACHMENTS

1. Outstanding Question Time Items [8.17.1 - 2 pages]
2. QT1/25 Kalyan Velagala [8.17.2 - 1 page]
3. QT2/25 Sarah Kernighan [8.17.3 - 1 page]
4. QT4/25 Stuart Postlethwaite [8.17.4 - 1 page]
5. QT5/25 Joyce Robinson [8.17.5 - 1 page]
6. QT7/25 Dora Pearce [8.17.6 - 1 page]
7. QT8/25 Joan Brick [8.17.7 - 2 pages]
8. QT11/25 Sue Ann Permezel [8.17.8 - 2 pages]
9. QT12/25 Leanne Pitman [8.17.9 - 1 page]
10. QT13/25 Merle Hathaway [8.17.10 - 2 pages]
11. QT19/25 Vivienne Webb [8.17.11 - 1 page]
12. QT20/25 Tracey Browne [8.17.12 - 1 page]
13. QT22/25 Bernadette Cheeseman [8.17.13 - 1 page]
14. QT25/25 Sean Mulcahy [8.17.14 - 1 page]

- 15. QT26/25 Sean Mulcahy [8.17.15 - 1 page]
- 16. QT27/25 Christina Mauseth [8.17.16 - 1 page]

Outstanding Question Time Items

Meeting	Status	Requested	Question	Officer Responsible	Response
26/2/2025 QT1/25	Completed	Kalyan Velagala	Inclusion of a children's playground when developing a residential estate - What is minimum standard and who monitors them? Eg: "The Meadows on Eureka" estate has only 1 swing - Does it satisfy the requirement of a children's park?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth, provided a written response
26/2/2025 QT2/25	Completed	Sarah Kernighan	I am the current President of Ballarat Senior Citizens club in Redan. We have over 200 members of our club and I'm here as their representative. My question is to Council, we currently have a serious problem with the Latrobe Street traffic with the expansion of the Western Corridor to Lucas and Alfredton. The traffic along La Trobe Street is horrendously dangerous. We have so many issues trying to get across the road from where our club is over to the Blakes Shopping precinct, where a lot of our Members are forced to park because we've only got space for 23 car parking spaces in our club. And so I submitted a letter to Council today just addressing these problems and just wondering what Council suggestions are to alleviate these problems? We have also our turning lane into our club is exactly opposite a turning lane into Blakes so there is the propensity for a lot of accidents to happen, and we've had several heart rending near misses and we're just concerned that it's a tragedy waiting to happen. We don't want it to be a tragedy before something's done. So, my question to Council is, what are the suggestions that you can suggest that can help alleviate this problem to avoid a tragedy from occurring?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment, provided a written response
26/2/2025 QT4/25	Completed	Stuart Postlethwaite	In relation to the POWP Master Plan, are councillors aware that the master plan does not comply with EPA regulations? Can council provide a definition of "Public Open Space" and explain how the POWP master plan fits within the City of Ballarat's own Public Open Space policy?	Matthew Wilson, Director Community Wellbeing	Matthew Wilson, Director Community Wellbeing, provided a written response
26/2/2025 QT5/25	Completed	Joyce Robinson	Question 1 Gillies Street is the primary thoroughfare in Ballarat, with one entry/exit to Prince of Wales Park positioned at a roundabout. At present, at peak times, traffic becomes hugely congested. The Ballarat Hockey Clubs are actively seeking to host regional and international hockey competitions at Prince of Wales Park. WHAT CONSIDERATION HAS BEEN GIVEN TO TRAFFIC FLOW MANAGEMENT DURING THESE EVENTS? Question 2 At the Ballarat City Council meeting on August 28th, 2024, a request was made for the installation of a Public Toilet in Prince of Wales Park. *Officer Response* "We will install an ADDITIONAL public toilet in the new shared baseball pavilion. This will also support Parkrun" (which is a weekly event with numerous participants) COULD YOU PLEASE INFORM US WHERE THE CURRENT PUBLIC TOILET IS IN PRINCE OF WALES PARK AND WHETHER IT IS OPEN FOR RESIDENTS USING PRINCE OF WALES PARK?	Matthew Wilson, Director Community Wellbeing	Matthew Wilson, Director Community Wellbeing, provided a written response
26/2/2025 QT7/25	Completed	Dora Pearce	Question 1 PERMIT CONDITIONS for PLP/2022/644 Item 13 states that, prior to commencement of construction of TSF4 at Ballarat Gold Mine, a Risk Analysis Workshop must consider "potential failure scenarios in relation to mitigation measures" and identify "further mitigation strategies" required to underpin a Mitigation Measures Implementation and Risk Analysis Plan (MMIRAP) and an amended Human Health Risk Assessment (HHRA) to be approved by the Responsible Authority. Has this prescribed Risk Analysis Workshop been successfully conducted? Question 2 PERMIT CONDITIONS for PLP/2022/644 Item 13 also states that "...where ongoing monitoring of mitigation measures is required in accordance with the endorsed amended HHRA, the applicant must submit to the Responsible Authority all monitoring data upon request." Does the City of Ballarat Council also review ambient air dust monitoring data for the currently operational tailings storage facility (TSF3)?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth, provided a written response
26/2/2025 QT8/25	Completed	Joan Brick	Question 1 In keeping with permit conditions for PLP/2022/644 item 19-22 related to the Vegetation Plan, will the council ensure before approval that the plan provides sufficient time for the treed buffer zone to sufficiently grow before the construction of TS4 as to protect the local community along Whitehorse Rd and Tinworth Ave. namely the Mt Clear and Sebastopol communities from the noise, dust and unsightly view associated with gold mining operation within an urban area? Question 2 Is there a Council policy regarding residents putting unwanted free items on the nature strip and if not should there be that includes the length of time those items can remain there and the responsibility of the residents not the Council to dispose of these rather than using our Council rates?	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth, provided a written response
26/2/2025 QT11/25	Completed	Sue Ann Permezel	Question 1 Council's plan for the Gong exposes the (currently concealed) roadway and traffic to the Lower Garden, conflicting starkly with its historical, aesthetic and botanical values. This will most surely disrupt the utility and tranquility of the gardens and discourage popular community activities like weddings, picnics, and events. What measures have the Council's community consultation and planning procedures used to understand and address the botanical, heritage, and social values of the Gardens? Question 2 Presentations by Council representatives have fuelled fears within some quarters of the community regarding potential loss and trauma associated with the Gong wall. Media quotes attributed to Council and a video depicting community terror would seem without reasonable foundation. The validity of these comments is questionable, as concerns have been raised that the Council's communication approach may have contributed to community unease and division. Relative to the potential risk of the Gong wall failing as described by GHD Group, how does Council justify its projections of community fears and chaos?	Bridget Wetherall, Director Infrastructure and Environment, and Natalie Robertson, Director Development and Growth	Bridget Wetherall, Director Infrastructure and Environment, and Natalie Robertson, Director Development and Growth, provided a written response
26/2/2025 QT12/25	Completed	Leanne Pitman	The artificial lowering of the Gong water level has significantly compromised its value as an environmental and recreational asset as evidenced by the current drying out of the eastern end and perimeter. This is resulting in a decrease in the water quality which is impacting the number of aquatic birds regularly using this habitat, and an increase in the proliferation of weeds and other noxious plants into an already neglected area, creating a growing maintenance problem and cost. Is Council willing to support further degradation of this much used community asset should the already approved Master Plan be delayed or altered?	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment, provided a written response

26/2/2025 QT13/25	Completed	Merle Hathaway	<p>Question 1 Regarding Buninyong Botanic Gardens. Given that this area of Buninyong has porous volcanic soil that doesn't hold water, if the embankment of the Gong is raised, & all trees removed, how can we know that it will fill and stay full?</p> <p>Question 2 Removal of 100 mature trees from the embankment is a probable heritage and environmental disaster. Has Council consulted its own experts – the Heritage and Biodiversity team?</p>	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment, provided a written response
26/2/2025 QT19/25	Completed	Vivienne Webb	<p>Flood risk is one reason given for a new dam wall.</p> <p>Will council please advise why this is the case since there is no flood overlay on properties in the area?</p>	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment, provided a written response
26/2/2025 QT20/25	Completed	Tracey Browne	<p>Question 1 In the motion from Cr Lapkin, there is reference to the road across the dam in Cornish Street as a single-lane road. This is incorrect. For the whole time that we have lived in Buninyong (30 years) it has been a narrow two-way road. Does Cr Lapkin wish to amend the motion to accurately reflect the fact that the road carries two-way traffic?</p> <p>Question 2 Is it possible for the council to commit to planting 100 trees in other areas of the gardens to provide a compromise for those who are opposing removal of the trees that line Cornish street on the dam wall.</p>	Natalie Robertson, Director Development and Growth	Natalie Robertson, Director Development and Growth, provided a written response
26/2/2025 QT22/25	Completed	Bernadette Cheesman	<p>Question 1 If Ballarat City Council (BCC) does proceed with their plans regarding major changes, including tree removal, etc, from the Gong, will they please explain how this decision complies with their responsibilities, in all aspects, under the Local Government Act, 2020 and any other relevant legislation and bylaws?</p> <p>Question 2 Should many BCC assets, including the Buninyong Botanical Gardens, etc, have their own Community Asset Committees, in addition to the Friends of groups?</p>	John Hausler, Director Corporate Services	John Hausler, Director Corporate Services, provided a written response
26/2/2025 QT25/25	Completed	Sean Mulcahy	<p>Question Does Council have data on the number of statues of women compared to men and others?</p>	Martin Darcy, Director Economy and Experience	Martin Darcy, Director Economy and Experience, provided a written response
26/2/2025 QT26/25	Completed	Sean Mulcahy	<p>What action is Council taking in response to the neo-Nazi fliers distributed in the city's CBD and to condemn this hate?</p>	Matthew Wilson, Director Community Wellbeing	Matthew Wilson, Director Community Wellbeing, provided a written response
26/2/2025 QT27/25	Completed	Christina Mauseth	<p>Question 1 I want to know what's happening with the unmade roads in Buninyong? There's quite a few and they're becoming quite busy. Also, with some of the parking areas that need to be completed properly.</p> <p>Question 2 There was an item in the news about electricity prices and state government is going to reduce the solar input prices and was to be addressed through Council. I just want to know if anyone knows anything about it?</p>	Bridget Wetherall, Director Infrastructure and Environment	Bridget Wetherall, Director Infrastructure and Environment, provided a written response

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 6 March 2025

Our Ref: NR:kr

Your Ref: QT1/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Kalyan Velagala

Email: [REDACTED]

Dear Kaylan,

RE: OUTSTANDING QUESTION TIME ITEM – QT1/25

I refer to your question asked at the 26 February 2025 Council Meeting.

Question

Inclusion of a children's playground when developing a residential estate - What is minimum standard and who monitors them? E.g.: "The Meadows on Eureka" estate has only 1 swing. Does it satisfy the requirement of a children's park?

Answer

The provision of play and other equipment in parks and reserves is guided by the Ballarat Open Space Strategy. This includes how to classify each park or reserve and what that means in terms of provision of infrastructure, play equipment, etc.

Ballarat currently has more than 250 parks and reserves across the municipality with varying levels of provision in each, depending on where they are, when they were developed and their role and function within a neighbourhood. The specific park referenced in Ballarat East, in Meadows on Eureka, would be classified as a 'local' park, which means it's intended to cater for frequent, short duration visits by residents from the immediate surrounding area, with the park providing a number of informal recreation opportunities catering for a range of age groups (for example, kick about space, quiet relaxation, and a small playground). The emphasis in this local type of park is to have a public space to go to, but not a strong focus on formal equipment or play within it.

The design of the reserves in a new estate is undertaken by the developer, and they submit the plans to Council as part of the planning process, with Council reviewing the designs to ensure it meets the specific requirements.

The current Open Space Strategy is being reviewed at the moment, and a revised draft with updated classifications and expectations on design is expected to be released to the public for comment later this year. Local parks and reserves are incredibly important for the health and wellbeing of our community so the revised Open Space Strategy is a really important opportunity to ensure developers are providing quality spaces in their developments.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Natalie Robertson".

Natalie Robertson
Director Development and Growth

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Sarah Kernighan
President
Ballarat South Senior Citizens Club Inc.

Email: [REDACTED]

Date: 11 March 2025

Our Ref: BW:cc:bk

Your Ref: QT2/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Dear Sarah

RE: REQUEST FOR PEDESTRIAN CROSSING IN LATROBE STREET REDAN

I refer to your public questions asked at the Council meeting held on Wednesday 26 February 2025 and provide the following response.

Question

I am the current President of Ballarat Senior Citizens club in Redan. We have over 200 members of our club and I'm here as their representative. My question is to Council, we currently have a serious problem with the Latrobe Street traffic with the expansion of the Western Corridor to Lucas and Alfredton. The traffic along La Trobe Street is horrendously dangerous. We have so many issues trying to get across the road from where our club is over to the Blakes Shopping precinct, where a lot of our members are forced to park because we've only got space for 23 car parking spaces in our club. And so I submitted a letter to Council today just addressing these problems and just wondering what Council suggestions are to alleviate these problems? We have also our turning lane into our club is exactly opposite a turning lane into Blakes so there is the propensity for a lot of accidents to happen, and we've had several heart rending near misses and we're just concerned that it's a tragedy waiting to happen. We don't want it to be a tragedy before something's done. So, my question to Council is, what are the suggestions that you can suggest that can help alleviate this problem to avoid a tragedy from occurring?

Answer

Bridget Wetherall, Director Infrastructure and Environment, responded that Latrobe Street is actually managed by the Department of Transport and Planning, so is a State Government managed asset and road. The City of Ballarat did receive the letter today, however, so is happy to look at any opportunities that the Council can undertake to improve safety for the group. That would have to obviously be strongly in consultation with DTP or, at the very least, Council can advocate for changes to that area on the group's behalf. Our officers will analyse it and get back to the group with a written response.

Yours sincerely

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

Bridget Wetherall
Director Infrastructure & Environment

CC: Governance
[REDACTED]
[REDACTED]

OFFICIAL

DocuSign Envelope ID: [REDACTED]

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 28 February 2025

Our Ref: MW:hm

Your Ref: QT 4/25

Enquiries: (03) 5320 5500

Direct Email: info@ballarat.vic.gov.au

Stuart Postlethwaite
[REDACTED]

Dear Stuart

RE: QUESTION TIME ITEM – QT 4/25

Thank you for your questions submitted to the Ordinary Meeting of Council on Wednesday, 26 February 2025, in relation to Prince of Wales Park. I can confirm my responses, which I provided on the night, as follows:

Question 1

In relation to the POWP Master Plan, are councillors aware that the master plan does not comply with EPA regulations?

Response to Question 1

Advice received from the EPA confirmed that sport related noise coming from a sporting reserve is exempt under the EPA regulations. However, the proposed treatments in the Master Plan for any potential sound concerns are considered reasonable responses to any concerns raised under the EPA regulations.

Question 2

Can council provide a definition of "Public Open Space" and explain how the POWP master plan fits within the City of Ballarat's own Public Open Space policy?

Response to Question 2

A working definition of public open space is public space which involves both passive and active recreational opportunities. The Master Plan adopted by Council provides both passive and active provision for the community. The adopted MP fits within the working definition of public open space.

If you wish to discuss this matter further, please do not hesitate to contact me via City of Ballarat's Customer Service number (03) 5320 5500.

Yours sincerely

Matthew Wilson

Matthew Wilson
Director Community Wellbeing

OFFICIAL

DocuSign Envelope ID: [REDACTED]

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 28 February 2025

Our Ref: MW:hm

Your Ref: QT 15/25

Enquiries: (03 5320 5500)

Direct Email: info@ballarat.vic.gov.au

Joyce Robinson
[REDACTED]

Dear Joyce

RE: QUESTION TIME ITEM – QT 15/25

Thank you for your questions submitted to the Ordinary Meeting of Council on Wednesday, 26 February 2025, in relation to Prince of Wales Park. I can confirm my responses, which I provided on the night, as follows:

Question 1

Gillies Street is the primary thoroughfare in Ballarat, with one entry/exit to Prince of Wales Park positioned at a roundabout. At present, at peak times, traffic becomes hugely congested. The Ballarat Hockey Clubs are actively seeking to host regional and international hockey competitions at Prince of Wales Park. What consideration has been given to traffic flow management during these events?

Response to Question 1

Major Events require traffic management plans as a condition of permit, and any issues relating to traffic flow will be considered under the traffic management plan on an event-by-event basis.

Question 2

At the Ballarat City Council meeting on August 28th, 2024, a request was made for the installation of a Public Toilet in Prince of Wales Park.

Officer Response "We will install an additional public toilet in the new shared baseball pavilion. This will also support Parkrun" (which is a weekly event with numerous participants). Could you please inform us where the current public toilet is in Prince of Wales Park and whether it is open for residents using Prince of Wales Park?

Response to Question 2

Whilst there is currently no provision of public toilets in Prince of Wales Park, reserve users can approach the Ballarat Lifestyle and Aquatic Centre for use of these amenities if the need arises.

If you wish to discuss this matter further, please do not hesitate to contact me via City of Ballarat's Customer Service number (03) 5320 5500.

Yours sincerely

Matthew Wilson

Matthew Wilson
Director Community Wellbeing

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 6 March 2025

Our Ref: NR:kr

Your Ref: QT7/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Dora Pearce

Email: [REDACTED]

Dear Dora,

RE: OUTSTANDING QUESTION TIME ITEM – QT7/25

I refer to your questions asked at the 26 February 2025 Council Meeting.

Question

Permit conditions for PLP/2022/644 Item 13 states that, prior to commencement of construction of TSF4 at Ballarat Gold Mine, a Risk Analysis Workshop must consider “potential failure scenarios in relation to mitigation measures” and identify “further mitigation strategies” required to underpin a Mitigation Measures Implementation and Risk Analysis Plan (MMIRAP) and an amended Human Health Risk Assessment (HHRA) to be approved by the Responsible Authority. Has this prescribed Risk Analysis Workshop been successfully conducted?

Answer

No, the permit applicant is currently working through design detail matters and has not yet progressed to this condition requirement. This requirement must be satisfactorily discharged to the satisfaction of the responsible authority prior to the commencement of development in accordance with the terms of the conditions.

Question

Permit conditions for PLP/2022/644 Item 13 also states that “...where ongoing monitoring of mitigation measures is required in accordance with the endorsed amended HHRA, the applicant must submit to the Responsible Authority all monitoring data upon request”. Does the City of Ballarat Council also review ambient air dust monitoring data for the currently operational tailings storage facility (TSF3)?

Answer

The air quality data is currently reviewed by Earth Resources Regulator (or ERR).

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 6 March 2025

Our Ref: NR:kr

Your Ref: QT8/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Joan Brick

Email: [REDACTED]

Dear Joan,

RE: OUTSTANDING QUESTION TIME ITEM – QT8/25

I refer to your questions asked at the 26 February 2025 Council Meeting.

Question

In keeping with permit conditions for PLP/2022/644 item 19-22 related to the Vegetation Plan, will the Council ensure before approval that the plan provides sufficient time for the treed buffer zone to sufficiently grow before the construction of TS4 as to protect the local community along Whitehorse Rd and Tinworth Avenue, namely the Mt Clear and Sebastopol communities, from the noise, dust and unsightly view associated with gold mining operation within an urban area?

Answer

Condition 21 of Planning Permit PLP/2022/644 requires planting to occur as part of stage 1 of TSF4. Plantings are not required before the construction of Stage 1 and this is due to practicalities. Please note the existing vegetation around the perimeter of the site will not be removed. The plantings required by the permit are in addition to perimeter plantings, and it is noted that Conditions 13 and 14 refer to mitigation measures necessary during the construction phase. These conditions should be read in association with Conditions 9 and 11, which also seek to provide the mitigation measures during the construction process to safeguard local amenity.

Question

Is there a Council policy regarding residents putting unwanted free items on the nature strip and if not, should there be that includes the length of time those items can remain there and the responsibility of the residents not the Council to dispose of these rather than using our Council rates?

Answer

The City of Ballarat does not currently have a policy regarding residents putting unwanted free items on their nature strip. The City of Ballarat Community Local Law prohibits the placement of waste on a road or on Council land, other than in an approved waste bin or receptacle, without a valid permit. Any reported incidents of this may result in enforcement under the Local Law. Enforcement may include a direction to remove the items or dispose of them appropriately or may include a penalty such as an infringement. The Community Local Law will commence a review this year.

Should you require a copy of the planning permit please contact me via email: [REDACTED] to arrange.

Yours sincerely

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

OFFICIAL

OFFICIAL

Natalie Robertson
Director Development and Growth

OFFICIAL

DocuSign Envelope ID: [REDACTED]

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 6 March 2025

Our Ref: NR:BW:kr:bk

Your Ref: QT11/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Sue Ann Permezel

Email: [REDACTED]

Dear Sue Ann,

RE: OUTSTANDING QUESTION TIME ITEM – QT11/25

I refer to your questions asked at the 26 February 2025 Council Meeting.

Question

Council's plan for the Gong exposes the (currently concealed) roadway and traffic to the Lower Garden, conflicting starkly with its historical, aesthetic and botanical values. This will most surely disrupt the utility and tranquillity of the gardens and discourage popular community activities like weddings, picnics, and events. What measures have the Council's community consultation and planning procedures used to understand and address the botanical, heritage, and social values of the Gardens?

Answer

Natalie Robertson, Director Development and Growth, responded that the Buninyong Botanic Gardens Masterplan was developed through the conventional planning processes that included:

- Consideration of the client brief amended and revised as required to inform clear understanding;
- Review of established and new documentation and other information relevant to the site;
- Understanding of the site through information, conversations and analysis;
- Understanding of the need to remediate the Gong Dam wall to make sure that these works will impact/change the gardens;
- Consideration of the landscape, botanical, heritage, natural, community attachment, and other values that pertain to the place;
- Consideration of community feedback through engagement;
- Development of site opportunities and constraints that informed the plan.

As an outcome of the adherence to this process the Landscape Masterplan (as adopted) acknowledges that the community "love the gardens" and the community "preferred minimal changes to them". Importantly the Masterplan identified that the removal of the willows which currently divide the upper and lower gardens as an "opportunity" to unite the two spaces as one by increasing views from east to west. Additionally, pedestrian safety is enhanced by removing the visual obstruction and constriction caused by the plantings and the existing road formation and providing safe off-road access via new pathways and the proposed boardwalk along the Gong.

OFFICIAL

DocuSign Envelope ID: 73120385-8CE2-45E0-B9BD-B5E10D1E009A

OFFICIAL

Question

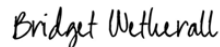
Presentations by Council representatives have fuelled fears within some quarters of the community regarding potential loss and trauma associated with the Gong wall. Media quotes attributed to Council and a video depicting community terror would seem without reasonable foundation. The validity of these comments is questionable, as concerns have been raised that the Council's communication approach may have contributed to community unease and division. Relative to the potential risk of the Gong wall failing as described by GHD Group, how does Council justify its projections of community fears and chaos?

Answer

Bridget Wetherall, Director Infrastructure and Environment responded that the risks relating to the Gong Dam, as identified in the various technical reports, are real and the City has an obligation to take them seriously. As the dam wall cannot be properly inspected in its current form, the risks associated with the dam wall and likelihood of failure are slowly worsening. Specifically, the probability of the Gong Dam wall failure has been calculated at 1:2016 according to the 2019 GHD risk assessment report. As time goes by however, the probability of failure increases.

Yours sincerely

Yours sincerely



Natalie Robertson
Director Development and Growth

Bridget Wetherall
Director Environment and Infrastructure

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 11 March 2025

Our Ref: BW:vn:bk

Your Ref: QT12/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Leanne Pitman

Email: [REDACTED]

Dear Leanne

RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 26 FEBRUARY 2025

I refer to your public questions asked at the Council meeting held on Wednesday 26 February 2025 and provide the following response.

Question

The artificial lowering of the Gong water level has significantly compromised its value as an environmental and recreational asset as evidenced by the current drying out of the eastern end and perimeter. This is resulting in a decrease in the water quality which is impacting the number of aquatic birds regularly using this habitat, and an increase in the proliferation of weeds and other noxious plants into an already neglected area, creating a growing maintenance problem and cost. Is Council willing to support further degradation of this much used community asset, should the already approved Master Plan be delayed or altered?

Answer

Bridget Wetherall, Director Infrastructure and Environment responded that the City does not support degradation of the Gong Dam. In its current form, the reduced water level in the Gong is needed to reduce the risk of Gong Dam wall failure. One of the design elements of the proposed Gong Dam wall upgrade project is to enable the Gong to be returned to its former water level and capacity.

Yours sincerely

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

Bridget Wetherall
Director Infrastructure & Environment

CC: Governance
[REDACTED]

OFFICIAL

Docusign Envelope ID: [REDACTED]

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 7 March 2025

Our Ref: NR:BW:kr:bk

Your Ref: QT13/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Merle Hathaway

Email: [REDACTED]

Dear Merle,

RE: OUTSTANDING QUESTION TIME ITEM – QT13/25

I refer to your questions asked at the 26 February 2025 Council Meeting.

Question

Central Buninyong, we know, and of course this means the whole area of the Buninyong Botanic Gardens, has porous chocolate soil and we know that dams don't hold water unless they're lined with clay anyway. If the embankment is raised and all the trees removed permanently, because we have been told it's only knee-high shrubs that will replace the trees, how do we know that it will fill and will stay full?

Answer

Bridget Wetherall, Director Infrastructure and Environment responded that the water level in the Gong Dam fluctuates with the seasons and may dry up in periods of prolonged drought. This is natural for a water body of this size. She noted that the type of material to create the new and upgraded Dam will not necessarily be the chocolate volcanic soil. It will be highly compacted soil that is able to withstand the pressures of the water in the dam. So, there's lots of other things that will reduce that risk.

Question

Council's planned removal of 100 mature trees, and replacement with only little shrubs, is a potential heritage as well as environmental disaster. Has Council consulted its own Heritage and Biodiversity teams?

Answer

Natalie Robertson, Director Development and Growth, responded that the existing conditions survey shows approximately 18 willows on the western bank (the Gong side), noting the willows are a medium sized tree with multi-stemmed habit and an inclination to sucker. Approximately 40 large shrubs / small trees are planted on the eastern bank (on the Botanical Garden side), noting these are mixed species, including Irish Strawberry. This comprises:

Approx count the bank on the Gardens side (west side)

Approx 40 large shrubs/small trees of mixed species including Irish Strawberry (small tree), Laurustinus (large shrub), Melaleuca (medium tree), Euonymus (shrub) and Agapanthus (lilly type).

Count on the Gong side (west bank)

Approx 18 Willows (medium tree) noting many suckers which make it difficult to count accurately.

OFFICIAL

DocuSign Envelope ID: 87639796-2B27-406A-9F6A-F7523B2C09A9

OFFICIAL

On the basis that the plants cannot be retained in order to remediate the wall, there will be approximately 58 plants removed inclusive of medium and small trees and large shrubs. Additionally, the Landscape Masterplan provides for opportunity to plant a diverse range of tree species to offset this loss.

The tree removal has been acknowledged to have some impact on heritage and initial amenity of the garden. However, it is considered that future planting opportunities will ameliorate.

With the information provided, and weighing up all matters, officers do not consider the proposed removal to be an environmental disaster as the willows are generally considered a pest species to adjacent waterways. Again, a diverse planting scheme post construction, will enhance the biodiversity values of the site.

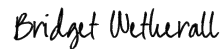
Council officers are employed to utilise their knowledge and expertise and to give advice to Council on what they consider the most appropriate way forward, and this has been applied when assessing biodiversity and heritage and to arrive at the current recommendation to Council.

Yours sincerely

Yours sincerely



Natalie Robertson
Director Development and Growth



Bridget Wetherall
Director Environment and Infrastructure

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 11 March 2025

Our Ref: BW:vn:bk

Your Ref: QT19/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Vivienne Webb

Email: [REDACTED]

Dear Vivienne

RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 26 FEBRUARY 2025

I refer to your public question asked at the Council meeting held on Wednesday 26 February 2025 and provide the following response.

Question

Flood risk is one reason given for a new dam wall. Will Council please advise why this is the case since there is no flood overlay on properties in the area?

Answer

Bridget Wetherall, Director Infrastructure and Environment responded that flood modelling for the Union Jack Creek and its subsidiaries have not been completed before and is now currently in process. This is the reason there is currently no flood overlay shown for Buninyong. The last major flood of 2011 saw overtopping of the Gong Dam. It is hoped that the modelling will help inform the areas that need to be considered more firmly going forward, and flood risk.

Yours sincerely

A handwritten signature in black ink that reads "Bridget W".

Bridget Wetherall
Director Infrastructure & Environment

CC: Governance
[REDACTED]

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 6 March 2025

Our Ref: NR:kr

Your Ref: QT20/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Tracey Browne

Email: [REDACTED]

Dear Tracey,

RE: OUTSTANDING QUESTION TIME ITEM – QT20/25

I refer to your questions asked at the 26 February 2025 Council Meeting.

Question

In the motion from Cr Lapkin, there is reference to the road across the dam in Cornish Street as a single-lane road. This is incorrect. For the whole time that we have lived in Buninyong (30 years) it has been a narrow two-way road. Does Cr Lapkin wish to amend the motion to accurately reflect the fact that the road carries two-way traffic?

Answer

Cr Lapkin responded that he sees this change as editorial and would defer to the Governance Officer for his judgement on how to proceed.

Cameron Montgomery, Executive Manager Governance and Risk, responded that in accordance with the Governance Rules, if there is a need or the desire for the Councillor to change the notice of motion just slightly with the wording, it can be done in accordance with rule 3.4.2(n) '...may with the leave of Council amend the motion prior to it being seconded'.

Question

Is it possible for the Council to commit to planting 100 trees in other areas of the gardens to provide a compromise for those who are opposing removal of the trees that line Cornish Street on the dam wall?

Answer

Natalie Robertson, Director Development and Growth, responded that yes, the Buninyong Botanic Gardens Landscape Masterplan does provide for an opportunity to plant a diverse range of tree species to offset this loss.

Yours sincerely

A handwritten signature in blue ink, appearing to read "N. Robertson".

Natalie Robertson
Director Development and Growth

OFFICIAL

Docusign Envelope ID: [REDACTED]

OFFICIAL

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



Date: 6 March, 2025

Ms Bernadette Cheeseman
[REDACTED]

Dear Ms Cheeseman

PUBLIC QUESTION TIME – 26 FEBRUARY 2025

Thank you for your questions submitted to Council, at its meeting held 26 February, 2025 and I am pleased to provide you the following response:-

Question 1

If Ballarat City Council (BCC) does proceed with their plans regarding major changes, including tree removal, etc, from the Gong, will they please explain how this decision complies with their responsibilities, in all aspects, under the Local Government Act, 2020 and any other relevant legislation and bylaws?

The City of Ballarat will abide by all relevant legislation in this matter.

Question 2

Should many BCC assets, including the Buninyong Botanical Gardens, etc, have their own Community Asset Committees, in addition to the Friends of groups?

Council may determine to establish Community Asset Committees where it considers these Committees are necessary to manage a facility. Usually, though not in all cases, they are established for community buildings, such as halls, where access to (including locking and unlocking the building) and hiring of the facility needs to be managed. In many cases, community assets are well cared for by existing volunteers and a Community Asset Committee is not necessary.

Yours sincerely,

A handwritten signature in cursive script that reads "John Hausler".

John Hausler
Director Corporate Services

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 5 March 2025

Our Ref: MD:kg

Your Ref: QT25/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Sean Mulchay

Email: [REDACTED]

Dear Sean,

RE: COUNCIL QT25/25 STATUES

Thank you for your question to Council at the 26 February meeting.

As per the response provided at the meeting, the City of Ballarat has 20 statues of women 38 statues of men and 68 statues that include events, memorials and wider issues.

As our city grows, it is important that we continually grow and evolve our public art collection. The Creative City Strategy and Public Art Policy, available at [Strategy — Creative Ballarat](#) encourage growth in temporary and ephemeral artistic expressions, as well as growing our permanent public art pieces.

Once again thank you for your question to Council and interest in Ballarat's Public Art.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Martin Darcy". The signature is fluid and cursive, with a large loop at the end.

Martin Darcy
Director Economy & Experience

OFFICIAL

DocuSign Envelope ID: [REDACTED]

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 28 February 2025

Our Ref: MW:hm

Your Ref: QT 26/25

Enquiries: (03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Sean Mulcahy
[REDACTED]

Dear Sean

RE: QUESTION TIME ITEM – QT 26/25

Thank you for your question submitted to the Ordinary Meeting of Council on Wednesday, 26 February 2025, regarding neo-Nazi fliers. I can confirm my response, which I provided on the night, as follows:

Question 1

What action is Council taking in response to the neo-Nazi fliers distributed in the city's CBD and to condemn this hate?

Response to Question 1

The City of Ballarat is on the record through the local media, acknowledge that this decisive act would cause alarm and concern for the community. However, this is not representative of the wider community and that Ballarat is a welcoming, compassionate and inclusive community and we work together to make this a safe community where everyone can prosper.

If you wish to discuss this matter further, please do not hesitate to contact me via City of Ballarat's Customer Service number (03) 5320 5500.

Yours sincerely

Matthew Wilson

Matthew Wilson
Director Community Wellbeing

OFFICIAL

OFFICIAL

PO Box 655
Ballarat Vic 3353
AUSTRALIA

Telephone: 03 5320 5500
Facsimile: 03 5333 4061



Date: 11 March 2025

Our Ref: BW:bk

Your Ref: QT27/25

Enquiries: (61) 03 5320 5500

Direct Email: info@ballarat.vic.gov.au

Christina Mauseth

Email: [REDACTED]

Dear Christina

RE: PUBLIC QUESTION ASKED AT COUNCIL MEETING HELD 26 FEBRUARY 2025

I refer to your public questions asked at the Council meeting held on Wednesday 26 February 2025 and provide the following response.

Question

I want to know what's happening with the unmade roads in Buninyong. There's quite a few and they're becoming quite busy. Also, with some of the parking areas that need to be completed properly.

Answer

Bridget Wetherall, Director Infrastructure and Environment, responded that she is happy to have a more specific outline of any roads. In general, City of Ballarat has a Sealing of Gravel Roads Policy in which certain criteria need to be met before embarking on a path of reconstructing the road. Director Wetherall would have to look specifically about which roads that Ms Mauseth is interested in and see if they firstly meet criteria (there's a minimum number of cars that need to be passing through an area to then consider the viability of reconstructing a road), and if it is meeting criteria where it sits on our priority list. Bridget is very happy to receive further information from Ms Mauseth or come and have a chat at a later time.

Question

There was an item in the news about electricity prices and state government is going to reduce the solar input prices and was to be addressed through Council. But that was just over the news. I just want to know if anyone knows anything about it?

Answer

Cr Tracey Hargreaves, Mayor, responded that the question would have to be taken on notice.

Yours sincerely

A handwritten signature in black ink that reads "Bridget W".

Bridget Wetherall
Director Infrastructure & Environment

CC: Governance
[REDACTED]

OFFICIAL

9. NOTICES OF MOTION

10. REPORTS FROM COMMITTEES/COUNCILLORS

10.1. REPORTS FROM ADVISORY COMMITTEES

Division: Corporate Services
Director: John Hausler
Author/Position: Sophie Brown – Governance Project Officer

PURPOSE

1. The purpose of this report is to:
 - a. Provide Councillors with records of meetings held under the auspices of Council for noting from Council advisory committee and stakeholder reference group meetings that took place during February 2025; and
 - b. Recommend Cr Damon Saunders be removed as Chairperson from the Lake Wendouree and Gardens Stakeholder Reference Group and appoint Cr Samantha McIntosh as Chairperson.

BACKGROUND

2. To improve reporting back to Council on the progress and activities of Council committees in achieving their purpose and in accordance with rule 9.1 of Council's Governance Rules, records of meetings held under the auspices of Council must be kept for meetings that involve Councillors and City of Ballarat officers.
3. These records include the attendees at the meeting, the topics discussed and a summary of the discussion points, and any conflicts of interest disclosed. The records are prepared by a City of Ballarat officer in attendance at the committee meeting and will be presented to Council at the subsequent Council meeting following the committee meeting for noting.
4. At their 27 November 2024 Council meeting, Council appointed Cr Damon Saunders as Councillor representative and Chairperson and Cr Samantha McIntosh as Councillor representative to the Lake Wendouree and Gardens Stakeholder Reference Group.

KEY MATTERS

Meeting records

5. The following Council advisory committees and stakeholder reference groups met throughout February 2025, and the records of meetings held under the auspices of Council are attached to this report:
 - a. Disability Advisory Committee – met on 14 February 2025.

- b. Ballarat Friends of Ainaro Community Advisory Committee – met on 17 February 2025
- c. Ballarat Regional Soccer Facility Advisory Committee – met on 24 February 2025.
- d. LGBTIQA+ Advisory Committee – met on 25 February 2025.
- e. Arch of Victory / Avenue of Honour Stakeholder Reference Group – met on 25 February 2025
- f. Lake Wendouree and Gardens Stakeholder Reference Group – met on 11 February 2025
- g. Lake Learmonth Stakeholder Reference Group – met on 11 February 2025

Lake Wendouree and Gardens Stakeholder Reference Group

- 6. In accordance with rule 8.1.2 of Council's Governance Rules, by at least the last Council meeting of the calendar year, Councillors must nominate Councillor representatives to all Council committees, groups and boards. Council may, by resolution, allocate and remove Councillors from Council committees, groups and board positions at any time.
- 7. It is recommended that a change in Chairperson for the Lake Wendouree and Gardens Stakeholder Reference Group be made, from Cr Damon Saunders to Cr Samantha McIntosh with Cr Damon Saunders continuing on the Stakeholder Reference Group as a Councillor Representative.

COMMUNITY ENGAGEMENT

- 8. Council's advisory committees allow for consultation and empowerment of community members and organisations to aid in the Council decision-making process. This report presents records of meetings held under the auspices of Council throughout February 2025, highlighting the topics discussed and a summary of the discussion points relevant to the purpose of each of these advisory committees.

OFFICER RECOMMENDATION

- 9. **That Council:**
 - 9.1 **Note the records of meetings held under the auspices of Council for noting from Council advisory committee meetings that took place during February 2025, attached to this report.**
 - 9.2 **Remove Cr Damon Saunders as Chairperson for the Lake Wendouree and Gardens Stakeholder Reference Group, noting that Cr Damon Saunders will continue on as a Councillor representative for that group; and**
 - 9.3 **Appoint Cr Samantha McIntosh as Chairperson for the Lake Wendouree and Gardens Stakeholder Reference Group.**

ATTACHMENTS

1. Governance Review [**10.1.1** - 2 pages]
2. D-25-19497 Record of Meetings - BFACC Advisory Committee 17 February 2025 [**10.1.2** - 4 pages]
3. D-25-19711 - Record of Meetings - Arch Victory Avenue Honour 25 February 2025 [**10.1.3** - 3 pages]
4. Record of Meetings - Lake Wendouree and Gardens 11 February 2025 [**10.1.4** - 4 pages]
5. D-25-19492 Record of Meetings - Lake Learmonth 11 February 2025 [**10.1.5** - 3 pages]
6. D-25-19247 Council Record - BRSF Advisory Committee 24 February 2025 [**10.1.6** - 3 pages]
7. D-25-19243 Council Record - DAC Advisory Committee 14 February 2025 [**10.1.7** - 3 pages]
8. D-25-19245 Council Record - LGBTIQ A+ Advisory Committee 25 February 2025 [**10.1.8** - 3 pages]

OFFICIAL

ALIGNMENT WITH COUNCIL VISION, COUNCIL PLAN, STRATEGIES AND POLICIES

1. The report aligns with the following:
 - City of Ballarat Council Plan 2021-2025
 - Goal 2: A healthy, connected, and inclusive community
 - Goal 6: A Council that provides leadership and advocates for its community
2. Each advisory committee supports and provides advice to Council on plans and/or strategies relevant to their subject matter of expertise or experience.

COMMUNITY IMPACT

3. The subject of this report impacts the community as it contains a summary of the activities of Council's advisory committees, which are made up of members of the community. Advisory committees provide a mechanism for Council to receive advice and recommendations from community members who have particular expertise or experience.

CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

ECONOMIC SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND RISK CONSIDERATIONS

7. There are no legal and risk considerations identified for the subject of this report.

HUMAN RIGHTS CONSIDERATIONS

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

COMMUNITY CONSULTATION AND ENGAGEMENT

9. Community consultation and engagement is not specifically required for the subject of this report, however advisory committees are a mechanism for Council to engage with and empower the community to advise Council and contribute to Council decision-making.

OFFICIAL

OFFICIAL

GENDER EQUALITY ACT 2020

10. There are no gender equality implications identified for the subject of this report. There may be relevant gender equality implications for each individual advisory committee.

CONFLICTS OF INTEREST THAT HAVE ARISEN IN PREPARATION OF THE REPORT

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

OFFICIAL

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	Ballarat Friends of Ainaro Community Advisory Committee	
Date of meeting:	17 February 2025	
Start time:	3:30pm	
Finish time:	5:29pm	
Name of officer completing this record:	John Drennan – Intercultural Partnerships Officer	
Councillors present:	<input type="checkbox"/> Cr Hargreaves <input type="checkbox"/> Cr Taylor <input type="checkbox"/> Cr Saunders <input type="checkbox"/> Cr Lapkin <input type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input type="checkbox"/> Cr Rinaldi <input type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> • Suzannah Burton – Coordinator Reconciliation and Social Inclusion • John Drennan – Intercultural Partnerships Officer • Sophie Brown – Governance Project Officer 	
Other attendees present: <i>(e.g. consultants, presenters, committee members)</i>	<ul style="list-style-type: none"> • Chris Bluett • Andrew Miller • Dianne McGrath • Rob Gray • Rosey King • Roger Jeffrey 	

OFFICIAL



	<ul style="list-style-type: none"> • Rita Holt • Paul Simonsen • Karin Miller • Barry Flynn 	
Matters considered/discussed	Discussion	Outcome (if applicable)
Proposed changes to Terms of Reference for advisory committees	<ul style="list-style-type: none"> • Presentation from Governance around suggested changes • Updated Terms of Reference will be presented to Council at their 28 May meeting when advisory committees are re-established 	Committee noted presentation
Financial reports	<ul style="list-style-type: none"> • 2024-25 budget • Ainaro Community Development Action Plan funds • Friends of Ainaro Fundraising Trust account • Scholarship commitments and arrangements moving forward – potential for hospitality students 	<p>Committee noted update</p> <p>Action: Committee to discuss future of current scholarship recipient and scholarship commitments moving forward at next meeting.</p>
Ainaro Community Development Action Plan (ACDAP)	<ul style="list-style-type: none"> • Next steps – shipping goods to Ainaro in March 2025 • Request for health products, sporting goods, art supplies, coffee machines 	Committee noted update

OFFICIAL



	<ul style="list-style-type: none"> • Waste disposal considerations and signage language 	
Member updates	<ul style="list-style-type: none"> • Coffee shop training for hospitality students' venue booked and coffee shop being developed • Further training opportunities for young people in demand • Ainaro-Ballarat Commission working with City of Ballarat on the ACDAP • Playground update – final payment for sand • Movie night fundraising • BFACC strategic planning implementation plan update • Health support – St John of God Ballarat mentoring and education programs • Arte Ramelau – student attendance at classes, playground murals, 20th anniversary lino prints • Hospitality and Tourism Trade School – donations, training site, course commencement 	Committee noted updates
General business	<ul style="list-style-type: none"> • Attendance at Friendship Conference in Timor-Leste in July – committee discussed any issues to be raised 	<p>Committee noted general business</p> <p>Action: Agenda item for next committee meeting to discuss funding people</p>

OFFICIAL



		from Ainaro to attend conference
--	--	----------------------------------

Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the <i>Local Government Act 2020</i>, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	Arch of Victory / Avenue of Honour Stakeholder Reference Group	
Date of meeting:	25 February 2025	
Start time:	10:00am	
Finish time:		
Name of officer completing this record:	Katie Cooper – Administration Support Officer	
Councillors present:	<input checked="" type="checkbox"/> Cr Hargreaves <input checked="" type="checkbox"/> Cr Taylor <input type="checkbox"/> Cr Saunders <input checked="" type="checkbox"/> Cr Lapkin <input type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input checked="" type="checkbox"/> Cr Rinaldi <input type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> • Luke Ives – Executive Manager Operations • Dean Chester – Coordinator Urban Forest and Open Space • David Keighrey – Coordinator Gardens and Natural Resources • Katie Cooper – Administration Support Officer 	
Other attendees present: <i>(e.g. consultants, presenters, committee members)</i>	<ul style="list-style-type: none"> • Community Representatives x 4 • Lucas Past Employees Association Representatives x 2 • National Trust of Australia (Victoria) Ballarat Branch Representative 	

OFFICIAL



Matters considered/discussed	Discussion	Outcome (if applicable)
General business	<ul style="list-style-type: none"> • Operational update <ul style="list-style-type: none"> ○ Works completed and approved along the Avenue of Honour ○ Plaque replacement ○ Raised garden bed to be installed in garden of the Grieving Mother • Department of Transport and Planning update <ul style="list-style-type: none"> ○ Damage to bollards in turning circle – discussions regarding permanent solution ○ Stuart Street drainage – update on swale drain ○ Sealing of unsealed road planned for completion • Arch of Victory /Avenue of Honour Incorporated Committee update <ul style="list-style-type: none"> ○ Update on events ○ Lease of office space ○ Website updates ○ Tourist materials for the Visitor Information Centre ○ Anzac Day preparations 	Group noted general business

OFFICIAL



	<ul style="list-style-type: none"> • Conservation Management Plan <ul style="list-style-type: none"> ○ City of Ballarat officer from Strategic Planning to attend a future meeting to discuss Ballarat Northwest Framework ○ Discussion on capital works, tree replacement program, formative pruning and tree data collection • Extension of Avenue of Honour to Learmonth – update required from traffic and transport team 	
--	--	--

Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the <i>Local Government Act 2020</i>, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	Lake Wendouree and Gardens Stakeholder Reference Group	
Date of meeting:	11 February 2025	
Start time:	2:30pm	
Finish time:	3:50pm	
Name of officer completing this record:	Katie Cooper – Administration Support Officer	
Councillors present:	<input checked="" type="checkbox"/> Cr Hargreaves <input type="checkbox"/> Cr Taylor <input checked="" type="checkbox"/> Cr Saunders <input type="checkbox"/> Cr Lapkin <input checked="" type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input type="checkbox"/> Cr Rinaldi <input type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> • Bridget Wetherall – Director Infrastructure and Environment • Luke Ives – Executive Manager Operations • Jeff Johnson – Executive Manager Arts and Events • Kelli Moran – Executive Manager Economic Growth • Donna Thomas – Curator Gardens and Nursery • Bernard Blood – Supervisor Lake Wendouree • Anindita Banerjee – Public Art Officer • Katie Cooper – Administration Support Officer 	
Other attendees present:	<ul style="list-style-type: none"> • Community Representatives x 3 	

OFFICIAL



<i>(e.g. consultants, presenters, committee members)</i>	<ul style="list-style-type: none"> • Friends of the Ballarat Botanical Gardens Representative • Australian Ex-Prisoners of War Representative • Aquatic Association Dragon Boat Representative • Committee and Heritage Victoria Representative • Tramways Representative • Federation University – Presenter 	
Matters considered/discussed	Discussion	Outcome (if applicable)
Lake Water Quality and Harvest Modelling Presentation	<ul style="list-style-type: none"> • Topics covered: <ul style="list-style-type: none"> ○ Impact of aquatic weed in the lake and future impacts ○ Macroinvertebrates and aquatic plants survival ○ Nutrient loading 	Group noted presentation Action: Simplified brochure to be provided by presenter and distributed following internal approval
Prime Ministers Avenue damage and repairs	<ul style="list-style-type: none"> • Timeline provided on vandalism repairs and clean-up – insurance claim is being processed • Investigation being undertaken on installation additional CCTV in the gardens • 3D moulding of prime ministers' busts pending budget approval – currently investigating how many moulds are in storage 	Group noted update Actions: CCTV discussion as an agenda item for next meeting City of Ballarat officers to investigate location of the prime ministers' busts moulds
Botanical Gardens Master Plan	<ul style="list-style-type: none"> • Draft presented at 5 February Councillor briefing 	Group noted update

OFFICIAL



	<ul style="list-style-type: none"> • Key stakeholder meetings to occur throughout February, then wider community consultation prior to endorsement by Council 	
Lake Wendouree water report	<ul style="list-style-type: none"> • Water level sitting at 220ml below • Central Highlands Water continue to flow water and hoping to receive additional water 	Group noted update
General business	<ul style="list-style-type: none"> • Procurement process commenced for renewal of irrigation system at Ballarat botanical gardens • Membership on group – updated Terms of Reference currently in development • Signage for Tramway Museum location is underway. CCTV for Tramway Museum being investigated • Alfredton Rotary Club re-invigorating Apex Arch • Feedback from group on Summer Sundays and Survival Day Dawn Service • Begonia Festival and 30-year anniversary of conservatory • 21st anniversary of Prisoners of War memorial 	<p>Group noted general business</p> <p>Action: City of Ballarat officers to follow up on application for CCTV at Tramway Museum</p>

OFFICIAL



	<ul style="list-style-type: none"> Upcoming renovation of Robert Clark Centre to become satellite Visitors Information Centre 	
--	--	--

Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the <i>Local Government Act 2020</i>, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	Lake Learmonth Stakeholder Reference Group	
Date of meeting:	11 February 2025	
Start time:	7:00pm	
Finish time:	8:00pm	
Name of officer completing this record:	Luke Ives – Executive Manager Operations	
Councillors present:	<input checked="" type="checkbox"/> Cr Hargreaves <input type="checkbox"/> Cr Taylor <input type="checkbox"/> Cr Saunders <input type="checkbox"/> Cr Lapkin <input type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input checked="" type="checkbox"/> Cr Rinaldi <input type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> • Luke Ives – Executive Manager Operations • David Keighrey – Coordinator Gardens and Natural Resources 	
Other attendees present: <i>(e.g. consultants, presenters, committee members)</i>	<ul style="list-style-type: none"> • Community Representative x 3 • Lake Learmonth Ski Club Representative • Lake Learmonth Yacht Club Representative x 2 • Eureka Cycling Club Representative • Friends of Learmonth Representative 	
Matters considered/discussed	Discussion	Outcome (if applicable)

OFFICIAL



Operations updates	<ul style="list-style-type: none"> • Retaining wall works completed • Update on Morton's Cutting channel clearing works and diversion structure • Signage installed at Rennie Reserve • Rabbit baiting program recommencing • Possibility of raising weir spillway height • Fish trap relocation • Park sculpture repairs and maintenance • Finalising drainage in Shearers Lane 	<p>Group noted update</p> <p>Action: City of Ballarat officers to follow up with catchment authority regarding fish grate and discuss options for raising weir spillway height</p>
Lake water levels, rainfall, inflows and outflows	<ul style="list-style-type: none"> • Group noted water report • Meeting to be held with Goulburn Murray Water re raising the height of the bank 	Group noted update
Lake Learmonth Yacht Club report	<ul style="list-style-type: none"> • Lease of Yacht Club 	Group noted update
General business	<ul style="list-style-type: none"> • Removal of speed humps • Lake Learmonth website – information page and possible development of business directory • Update on waterway rules – similar to Lake Burrumbeet • Lake drying and fairy grass – review and 	<p>Group noted general business</p> <p>Action: City of Ballarat officers to arrange removal of speed humps and follow up with media and comms department regarding Lake Learmonth website</p>

OFFICIAL



	implement management <ul style="list-style-type: none"> • Ski club update – booklet presented on ski club history • Update to be provided to group on skills shed construction 	
--	--	--

Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the <i>Local Government Act 2020</i>, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	Ballarat Regional Soccer Facility Advisory Committee	
Date of meeting:	24 February 2025	
Start time:	5:00pm	
Finish time:	5:35pm	
Name of officer completing this record:	Marg Richards - Venue Manager Ballarat Regional Soccer Facility and Mars Stadium	
Councillors present:	<input checked="" type="checkbox"/> Cr Hargreaves <input type="checkbox"/> Cr Taylor <input checked="" type="checkbox"/> Cr Saunders <input type="checkbox"/> Cr Lapkin <input type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input type="checkbox"/> Cr Rinaldi <input checked="" type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> Mark Patterson – Executive Manager Recreation Services Venue Manager - Venue Manager Ballarat Regional Soccer Facility and Mars Stadium 	
Other attendees present: <i>(e.g. consultants, presenters, committee members)</i>	<ul style="list-style-type: none"> Ballarat and District Soccer Association Representative Ballarat City Football Club Representative 	
Matters considered/discussed	Discussion	Outcome (if applicable)
Financial reports	<ul style="list-style-type: none"> Reviewed operating statement as at 17 February 2025 	Committee accepted reports

OFFICIAL



	<ul style="list-style-type: none"> Reviewed current debtors report 	
Operations reports	<ul style="list-style-type: none"> Stadium pitch unavailable until 2 March due to winter grass sown in Function space bookings consistent, heavily booked until May 	Committee accepted reports
Recreation infrastructure planned for BRSF 2025-2029	<ul style="list-style-type: none"> Design synthetic replacement program – 2025 Review design and forecast cost of stadium roof – budget bid 2026 Pitch 2 Synthetic replacement and shelters – 2027 Pitch 4 Synthetic replacement and shelters – 2028 Stadium pitch surface replacement and grandstand roof – 2029 	Committee accepted report
External environmental factors	<ul style="list-style-type: none"> New governance structure at Football Victoria and implications on BRSF 	Deferred to next committee meeting when further information is available
General business	<ul style="list-style-type: none"> Maintenance / operational considerations for the facility 	Venue Manager Ballarat Regional Soccer Facility and Mars Stadium

OFFICIAL



Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the <i>Local Government Act 2020</i>, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	Disability Advisory Committee	
Date of meeting:	14 February 2025	
Start time:	12:31pm	
Finish time:	1:44pm	
Name of officer completing this record:	Meg Lawton – Community Inclusion Officer	
Councillors present:	<input checked="" type="checkbox"/> Cr Hargreaves <input type="checkbox"/> Cr Taylor <input checked="" type="checkbox"/> Cr Saunders <input checked="" type="checkbox"/> Cr Lapkin <input type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input type="checkbox"/> Cr Rinaldi <input type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> • Pete Appleton – Executive Manager Engaged Communities • Mark Patterson – Executive Manager Recreation Services • Suzannah Burton – Coordinator Reconciliation and Social Inclusion • Meg Lawton – Community Inclusion Officer • Rosie Wright – Coordinator Risk, Governance and Compliance • Sophie Brown – Governance Project Officer 	
Other attendees present:	<ul style="list-style-type: none"> • Community Representatives x 8 	

OFFICIAL



<i>(e.g. consultants, presenters, committee members)</i>		
Matters considered/discussed	Discussion	Outcome (if applicable)
Proposed changes to Terms of Reference for advisory committees	<ul style="list-style-type: none"> • Presentation from Governance around suggested changes • Updated Terms of Reference will be presented to Council at their 28 May meeting when advisory committees are reestablished 	Committee noted presentation
Eastwood Leisure Complex redevelopment update		
Review of remaining actions within the Disability Access and Inclusion Plan (2025-2026)		
Consultation for accessibility considerations in State Government expansion of Mars Stadium		

OFFICIAL



Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the Local Government Act 2020, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned
Vincent McDonald	One disclosure was made by Vincent McDonald regarding the Ballarat Aquatic and Lifestyle Centre All Abilities Upgrades	No	N/A	N/A

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

OFFICIAL



RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

In accordance with Council's Governance Rules (Chapter 9, Rule 9.1), records of meetings held between Councillors and Council staff that consider matters that could be the subject of a future Council decision should be recorded.

This record must be completed by an attending City of Ballarat officer and returned to the Governance team within 48 hours of the meeting occurring, for recording in the register.

Name of meeting:	LGBTIQA+ Advisory Committee	
Date of meeting:	25 February 2025	
Start time:	5:30pm	
Finish time:	7:00pm	
Name of officer completing this record:	Suzannah Burton – Coordinator Reconciliation and Social Inclusion	
Councillors present:	<input checked="" type="checkbox"/> Cr Hargreaves <input type="checkbox"/> Cr Taylor <input type="checkbox"/> Cr Saunders <input type="checkbox"/> Cr Lapkin <input type="checkbox"/> Cr McIntosh	<input type="checkbox"/> Cr Morgan <input type="checkbox"/> Cr Rinaldi <input type="checkbox"/> Cr Hudson <input type="checkbox"/> Cr Morrison
City of Ballarat staff present:	<ul style="list-style-type: none"> • Pete Appleton – Executive Manager Engaged Communities • Suzannah Burton – Coordinator Reconciliation and Social Inclusion • Sez Lothian – Community Inclusion Officer LGBTIQA+ • Rosie Wright – Coordinator Risk, Governance and Compliance • Sophie Brown – Governance Project Officer 	
Other attendees present: <i>(e.g. consultants, presenters, committee members)</i>	<ul style="list-style-type: none"> • Community Representative x 4 • Tiny Pride Representative • LaNCE TV Representative 	

OFFICIAL



	<ul style="list-style-type: none"> • Women's Health Grampians Representative 	
Matters considered/discussed	Discussion	Outcome (if applicable)
Proposed changes to Terms of Reference for advisory committees	<ul style="list-style-type: none"> • Presentation from Governance around suggested changes • Updated Terms of Reference will be presented to Council at their 28 May meeting when advisory committees are re-established 	Committee noted presentation
Council terminology (use of terms male and female) in Council record keeping and documentation	<ul style="list-style-type: none"> • Committee discussed the use of woman and man terminology in Council material as opposed to male and female 	City of Ballarat officers took feedback on notice
Recommendations for Council led celebrations for LGBTIQ+ days of significance		
Activities associated with the implementation of the LGBTIQ+ Inclusion Plan 2022-2026.		

OFFICIAL



Conflict of Interest disclosures:				
<p>Pursuant to Sections 127 and 128 of the Local Government Act 2020, if a Councillor, member of a delegated committee or a member of Council staff, has a conflict of interest in a matter which is to be considered or discussed at a meeting, if he or she is attending the meeting, they must disclose the conflict of interest.</p> <p>A Councillor, member of a delegated committee or a member of Council staff, who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.</p>				
Name of person(s) declaring the conflict	Subject/matter	Left Meeting Yes/No	Time left	Time returned
N/A	N/A	N/A	N/A	N/A

Sean Mulcahy made a general declaration stating that since the last meeting held in August 2024, his partner has been elected to Council.

City of Ballarat collects this information in order to maintain Council records in accordance with Chapter 9 of Council's Governance Rules. We may share this information with internal departments for record keeping purposes and may make publicly available upon request in accordance with the *Freedom of Information Act 1982*. If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact City of Ballarat's Privacy Officer on 03 5320 5500 or privacy@ballarat.vic.gov.au. A copy of Council's Privacy Policy can be found at www.ballarat.vic.gov.au.

10.2. REPORTS FROM COUNCILLORS

11. URGENT BUSINESS

12. SECTION 66 (IN CAMERA)

8.1. TENDER 2024/25-360 GILLIES ROAD

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Vaughn Notting – Executive Manager Infrastructure

(Confidential attachments)

Confidential attachments to the report in the Council Agenda.

Pursuant to sub rule 3.13.2 of the Governance Rules the information contained within this document is designated as confidential information for the purposes of the *Local Government Act 2020* (the Act). That is “confidential information” that in accordance with section 3 of the Act is:

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

8.2. TENDER 2024/25-282 KERBSIDE GLASS BIN SUPPLY

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Siobhan Dent – Coordinator Circular Economy

(Confidential attachments)

Confidential attachments to the report in the Council Agenda.

Pursuant to sub rule 3.13.2 of the Governance Rules the information contained within this document is designated as confidential information for the purposes of the *Local Government Act 2020* (the Act). That is “confidential information” that in accordance with section 3 of the Act is:

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

8.3. TENDER 2024/25-330 KERBSIDE ORGANICS PROCESSING

Division: Infrastructure and Environment
Director: Bridget Wetherall
Author/Position: Siobhan Dent – Coordinator Circular Economy

(Confidential attachments)

Confidential attachments to the report in the Council Agenda.

Pursuant to sub rule 3.13.2 of the Governance Rules the information contained within this document is designated as confidential information for the purposes of the *Local Government Act 2020* (the Act). That is “confidential information” that in accordance with section 3 of the Act is:

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

8.16. CONTRACTS APPROVAL DELEGATED COMMITTEE MINUTES

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

(Confidential attachments)

Confidential attachments to the report in the Council Agenda.

Pursuant to sub rule 3.13.2 of the Governance Rules the information contained within this document is designated as confidential information for the purposes of the *Local Government Act 2020* (the Act). That is “confidential information” that in accordance with section 3 of the Act is:

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

12.1. INFRASTRUCTURE IN THE BALLARAT WEST PRECINCT STRUCTURE PLAN (BWSP) AREA

Division: Corporate Services

Director: John Hausler

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

(Confidential report)

Pursuant to sub rule 3.13.2 of the Governance Rules the information contained within this document is designated as confidential information for the purposes of the *Local Government Act 2020* (the Act). That is “confidential information” that in accordance with section 3 of the Act is:

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

13. CLOSE