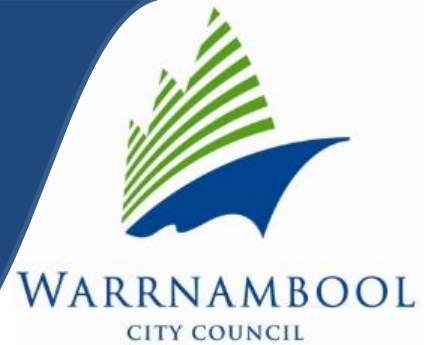


# MINUTES

**ORDINARY MEETING**

**WARRNAMBOOL CITY COUNCIL**

**5.45PM - MONDAY 2 OCTOBER 2017**



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**VENUE:**

**Reception Room  
25 Liebig Street  
Warrnambool**

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**COUNCILLORS**

Cr. Kylie Gaston (Mayor)  
Cr. Robert Anderson  
Cr. Sue Cassidy  
Cr. Tony Herbert  
Cr. Peter Hulin  
Cr. Michael Neoh  
Cr. David Owen

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can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

**Bruce Anson  
CHIEF EXECUTIVE**

## **AUDIO RECORDING OF COUNCIL MEETINGS**

All Open and Special Council Meetings will be audio recorded, with the exception of matters identified as confidential items in the agenda. This includes public participation sections of the meeting. Audio recordings of meetings will be made available for download on the internet via the Council's website by noon the day following the meeting and will be retained and publicly available on the website for 12 months following the meeting date. The recordings will be retained for the term of the current Council, after which time the recordings will be archived and destroyed in accordance with applicable public record standards. By participating in Open and Special Council meetings, individuals consent to the use and disclosure of the information that they share at the meeting (including any personal/sensitive information), for the purposes of Council carrying out its functions.

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**MINUTES OF THE ORDINARY MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON MONDAY 2 OCTOBER 2017 COMMENCING AT 5.45PM**

**PRESENT:** Cr. Kylie Gaston, Mayor/Chairman  
Cr. Robert Anderson  
Cr. Sue Cassidy  
Cr. Tony Herbert  
Cr. Peter Hulin  
Cr. Michael Neoh  
Cr. David Owen

**IN ATTENDANCE:** Mr Bruce Anson, Chief Executive  
Mr Peter Utri, Director Corporate Strategies  
Mr Scott Cavanagh, Director City Infrastructure  
Mr Russell Lineham, Manager, Recreation & Culture  
Mr Andrew Paton, Director City Growth  
Ms. Wendy Clark, Executive Assistant

**1. OPENING PRAYER**

Almighty God  
Grant to this Council  
Wisdom, understanding and Sincerity of purpose  
For the Good Governance of this City  
Amen.

**ORIGINAL CUSTODIANS STATEMENT**

I wish to acknowledge the traditional owners of the land on which we stand and pay my respects to their Elders past and present.

**2. APOLOGIES**

Nil.

**3. CONFIRMATION OF MINUTES**

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**MOVED: CR. ANDERSON**  
**SECONDED: CR. CASSIDY**

That the Minutes of the Ordinary Meeting of Council held on 4 September 2017, be confirmed.

**CARRIED – 7:0**

**4. DECLARATION BY COUNCILLORS & OFFICERS OF ANY CONFLICT OF INTEREST IN ANY ITEM ON THE AGENDA**

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended) direct and indirect conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting. Declaration of indirect interests must also include the classification of the interest (in circumstances where a Councillor has made a Declaration in writing, the classification of the interest must still be declared at the meeting), i.e.

- (a) direct financial interest
- (b) indirect interest by close association
- (c) indirect interest that is an indirect financial interest
- (d) indirect interest because of conflicting duties
- (e) indirect interest because of receipt of an applicable gift
- (f) indirect interest as a consequence of becoming an interested party
- (g) indirect interest as a result of impact on residential amenity
- (h) conflicting personal interest

A Councillor 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. Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

<b>Cr. Neoh</b>	<b>Item 5.9 - City Centre Renewal Project – Program Staging Review</b>
<b>Nature of Disclosure</b>	Direct interest
<b>Nature of Interest</b>	Property owner in Stage 2 redevelopment

<b>Cr. Neoh</b>	<b>Item 5.9 - City Centre Renewal Project Schematic Design Zone 2 – 2018 Works</b>
<b>Nature of Disclosure</b>	Direct interest
<b>Nature of Interest</b>	Property owner in Stage 2 redevelopment

## **5. REPORTS**

### **5.1 WARRNAMBOOL CITY COUNCIL 2016-2017 ANNUAL REPORT**

#### **PURPOSE**

*This report presents the 2016-2017 Annual Report to Council, which includes a Report of Operations, Council Profile, Governance and Compliance details, audited Financial Statements and other matters required by legislation. This years annual report is testament to the breadth and quality of services provided by this Council for the community. Council remains committed to a sustainable financial future and has acted appropriately in a constrained financial environment.*

#### **BACKGROUND**

Section 134 of the Local Government Act 1989 (“the Act”) and reporting regulations require Council to consider the Annual Report at a meeting of Council within 30 days of the Annual Report being lodged with the Minister for Local Government.

On September 25, 2017 the Auditor-General gave notification that Council’s Financial Report and Performance Statement for the year ended June 30, 2017, had been audited and that an unqualified audit opinion had been issued on all statements.

As required by Section 133(1) of the Local Government Act 1989 (“the Act”) Council forwarded a copy of the 2016-2017 Annual Report (which contains all matters required by Section 131 of the Act ) and the Local Government (Planning & Reporting) Regulations 2014, to the Minister for Local Government by the September 30 deadline.

A copy of the 2016-2017 Annual report is enclosed separately.

In accordance with Section 134 of the Act the meeting has been advertised and the Annual Report loaded onto Council website. Council is required to “consider” the Annual Report once it has been lodged with the Minister.

#### **ANNUAL REPORT**

The Annual Report format is designed to create uniformity across the sector, consistent with annual budget and financial statements which have mandated reporting formats.

The Annual Report is a comprehensive review of highlights and achievements for the 2016-2017 financial year. It has been prepared in accordance with the Local Government Act and Local Government (Planning & Reporting) Regulations 2014 and includes:-

- Report of operations
- Summary of the year in review
- Our Council - Council profile
- Our people – organisational details
- Our performance
- Governance
- Financial reports & performance statement

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**MOVED: CR. NEOH**  
**SECONDED: CR. OWEN**

**That Council considers and adopts the Warrnambool City Council 2016-2017 Annual Report in accordance with Section 134 of the Local Government Act 1989.**

**CARRIED – 7:0**

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## **5.2 SCHEDULE OF ORDINARY MEETINGS FEBRUARY TO DECEMBER 2018 INCLUSIVE**

### **PURPOSE**

***This report relates to the schedule of Ordinary Meeting dates for Council meetings from February 2018 to December 2018 inclusive.***

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### **ORDINARY MEETING DATES**

The proposed schedule of Ordinary Council meeting dates for the period February 2018 – December 2018 is attached as **Appendix A**.

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**MOVED: CR. NEOH**  
**SECONDED: CR. CASSIDY**

**That Council, pursuant to Section 83(a) of the Local Government Act 1989 adopt the schedule of Ordinary Meeting dates for Council meetings for the period February 2018 – December 2018 inclusive, as contained in Appendix A to this report.**

**CARRIED – 7:0**

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**WARRNAMBOOL CITY COUNCIL  
SCHEDULE OF ORDINARY MEETINGS (S.83(a) L.G.A)  
FEBRUARY 2018 – DECEMBER 2018 INCLUSIVE**

<b>2018</b>
<b>FEBRUARY</b>
FEBRUARY 5
<b>MARCH</b>
MARCH 5
<b>APRIL</b>
APRIL 9
<b>MAY</b>
MAY 7
<b>JUNE</b>
JUNE 4
<b>JULY</b>
JULY 2
<b>AUGUST</b>
AUGUST 6
<b>SEPTEMBER</b>
SEPTEMBER 3
<b>OCTOBER</b>
OCTOBER 1 OCTOBER 29 – Annual Meeting
<b>NOVEMBER</b>
NOVEMBER 5
<b>DECEMBER</b>
DECEMBER 3

- NOTES:**
1. Each Ordinary meeting and Annual Meeting shown to be at 5.45 pm and on a Monday at the Council Chamber (Warrnambool Civic Centre) unless otherwise noted.
  2. Schedule of meeting dates for any Section 86 Special Committees to be subject to separate report(s) and Council decision(s).

### **5.3 ANNUAL CLOSE-DOWN, CHRISTMAS / NEW YEAR PERIOD 2017/18**

#### **PURPOSE**

***This report is to facilitate an annual close-down between Christmas and New Year for the majority of Council employees, as for previous years.***

#### **EXECUTIVE SUMMARY**

It is usual for Council to consider its business hours during the Christmas/New Year period taking into account customer service and Council's capacity to provide 24 hour emergency service.

Over recent years, during the Christmas/New Year period the Civic Centre and other establishments have been closed except for those areas where staff were partly or fully deployed for essential or emergency services, particularly having regard to those sites which operate at a higher level at this time of the year, such as holiday parks, AquaZone, Flagstaff Hill and the Visitor Information Centre.

Experience from previous years indicate there were only a very low level of customer requests received at the Civic Centre or depot. In addition, there is no special rates or account payment period which occurs between the Christmas/New Year period.

---

**MOVED: CR. ANDERSON**  
**SECONDED: CR. OWEN**

**That Council approve the Christmas/New Year office closure arrangements for 2017/18.**

**CARRIED – 7:0**

#### **PROPOSED CLOSE-DOWN**

It is proposed the Civic Centre and relevant establishments be closed as follows (from 12noon Friday 22 December 2017 until Tuesday 2 January 2018):-

▪ Monday 25 December 2017	Public Holiday – Christmas Day
▪ Tuesday 26 December 2017	Public holiday – Boxing Day
▪ Wednesday 27 December 2017 ▪ Thursday 28 December 2017 ▪ Friday 29 December 2017	Close-down period – all relevant staff (except essential/emergency staff) to take annual leave.
▪ Monday 1 January 2018	Public Holiday - New Year's Day

#### **CONSULTATION**

Following consideration by Council, the public will be advised via the Council website and Facebook page, along with notices in the Warrnambool Standard and at Council offices.

#### **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this proposed annual close down that have not been foreseen and included in operational budgets.



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## **5.4 PETITION - FOR REMOVAL AND REPLACEMENT OF NATURESTRIP TREES JAMIESON STREET**

### **PURPOSE**

*To respond to the petition received requesting the removal and replacement of nature-strip trees in Jamieson Street*

---

### **EXECUTIVE SUMMARY**

- A petition has been received with signatures representing 10 properties requesting that Council remove and replace nature strip trees in Jamieson Street.
- In accordance with Local Law L.1 Governance the petition was received at Councils meeting on 7<sup>th</sup> August 2017 where it was referred to the Chief Executive Officer for consideration and response.

---

**MOVED: CR. HERBERT**  
**SECONDED: CR. HULIN**

### **That Council:**

1. **Develop a project proposal for the implementation of a streetscape and tree replacements for consideration as part of the to 2018/2019 budget process.**
2. **Write to the author of the petition and advise them of the outcome of this report.**

**CARRIED – 7:0**

---

### **BACKGROUND**

A petition was received by Council at its meeting of 7 August 2017 representing 10 properties and which sought the removal and replacement of nature-strip trees in Jamieson Street.

In accordance with Warrnambool City Council, Governance (Meeting Procedures) Local Law No. 1 Division 4 Section 35, the petition was referred to the Chief Executive for a report to a future Council meeting.

### **ISSUE**

Council adopted a Street Tree Planting and Management Policy and Guidelines in 2013. The Street Tree Policy and Guidelines has recently been reviewed and adopted (May 2017).

Councils Infrastructure Services Tree Team implemented a nature-strip and open space tree planting program in 2013 that identified streets and open space areas throughout the municipality that are devoid of trees.

Since the tree planting program began in 2013 almost 2000 new trees have been planted in open space and nature-strips; these do not include new plantings, revegetation sites along the foreshore, rivers and coastal sites.

Councils Infrastructure Services Tree and Asset Teams commenced an audit of all Councils trees to support the tree planting program and identify any tree risks. The first of 3 stages of the audit was completed in 2016.

Over 4813 sites were inspected in stage 1 of the audit which identified 2637 nature-strip trees and 2176 vacant nature-strips. The high level of vacant sites identified, strengthens the need for Council to plant these vacant areas, not to remove and replace trees that still provide value and are not identified as a risk.

## **CURRENT STATUS**

Council's tree condition assessments of the 9 trees related to the petition identify varying conditions and useful life expectancy ranging from 0 to 20+ years. Three of the trees present a moderate risk and the remaining 6 are low to very low risk.

A recent tree inspection generated by the petition supports the 2016 condition assessment.

## **KEY CONSIDERATIONS**

The 5 trees on the western side of Jamieson Street are currently in the footpath underneath powerlines, requiring continual pruning for clearance.

Jamieson Street provides a significant entry into the CBD from the outer north eastern suburbs of the city. The street has significant heritage buildings including the school and housing. Any future works including tree planting needs to consider these surrounding features.

There are several complex factors in the street around the school, businesses, resident access and traffic flows that need to be considered. The Infrastructure Services Tree team recommend a streetscape / traffic plan of Jamieson Street, including parking, access, traffic flows be considered with any tree removal and suitable locations for new tree plantings.

The Street Tree Planting and Management Policy, 'policy principles' state that: "Council will consult and engage the community and affected landowners where large scale plantings, significant streetscape works or tree removals are to take place".

## **FINANCIAL CONSIDERATION**

The Street Tree planting budget for nature-strip tree planting is \$83,694 for 2017-2018. The Infrastructure Services Tree team has its nature-strip tree planting program fully allocated for 2017-2018

## **RISK**

The tree condition reports and a recent assessment do not highlight any significant risks to Council if the trees are not removed and replaced

## **5.5 PETITION - TO REINSTATE OLD PUBLIC TRANSPORT BUS ROUTES IN WARRNAMBOOL**

### **PURPOSE**

*To receive the petition which requests that old public transport bus routes in Warrnambool be returned.*

---

### **EXECUTIVE SUMMARY**

A petition has been received with signatures representing 52 residents

- A petition has been received with signatures representing 52 residents of Warrnambool requesting that the old public transport bus routes in Warrnambool be returned.
- In accordance with Local Law L.1 Governance the petition is received, and referred to the Chief Executive for consideration and response.

---

**MOVED: CR. HULIN**  
**SECONDED: CR. ANDERSON**

**In accordance with Local Law L1 Governance, the petition is received and referred to the Chief Executive for consideration and response.**

**CARRIED – 7:0**

---

## **BACKGROUND**

Council has received a 52 signed petition signed by requesting that the old public transport bus routes in Warrnambool be returned. – ***Refer Appendix A.***

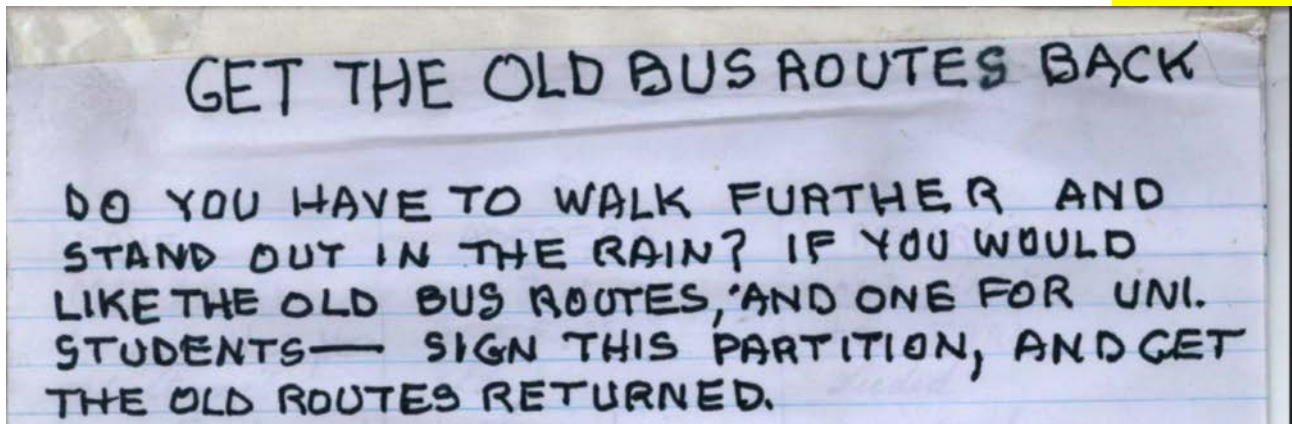
## **ISSUES**

The issue raised in the petition asks for the old public transport bus routes in Warrnambool to be returned.

## **CONSULTATION / COMMUNICATION**

A response letter has been sent to the person who submitted the petition, to inform them of the Council process. Further letters will be provided to inform them of subsequent recommendations.

**APPENDIX A**



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## **5.6 PETITION (JOINT LETTER) - FOR COUNCIL TO IMPROVE PEDESTRIAN AND STUDENT SAFETY, ACCESS TO FACILITIES AROUND THE PRECINCT OF BOTANIC AND QUEENS ROAD ROUNDABOUT WARRNAMBOOL**

### **PURPOSE**

***To provide follow up information in regard to the petition (joint letter) to improve pedestrian and student safety, access to facilities around the precinct of the Botanic and Queens Road roundabout Warrnambool***

---

### **EXECUTIVE SUMMARY**

- On 7 August 2017 a petition (joint letter) was received by Council, and referred to the Chief Executive for consideration and response.
- Council staff have undertaken monitoring of the intersection to identify usage patterns.
- On average at peak times 50 pedestrians per hour cross Queens Road south of the Botanic Road Roundabout.
- The intersection is part of a larger precinct, and any proposed changes should assess the flow on impacts to the other intersections and entrances.
- To ensure the appropriate treatments are identified for the precinct, Council should consider undertaking a process known as Local Area Traffic Management (LATM)
- The LATM process is thorough and involves opportunities for community participation and information.
- The cost to undertake a LATM process for the precinct is estimated to be up to \$30,000. Currently there are no available funds in Council's 17/18 budget to undertake these works

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**MOVED: CR. CASSIDY**  
**SECONDED: CR. OWEN**

**That Council consider funding in 18/19 Budget to undertake a Local Area Traffic Management (LTAM) for the Botanic and Queens Intersection Precinct.**

**CARRIED – 7:0**

---

### **BACKGROUND**

Council has received 17 signed and addressed joint letters asking that Council *improve pedestrian and student safety, access to facilities around the intersection at Botanic and Queens Road Warrnambool – Refer Appendix A*

On 7 August 2017 the joint letter was presented to Council where the following motion was passed:

*“That in accordance with Local Law L1 Governance, the joint letter is received and referred to the Chief Executive for consideration and response.”*

### **CURRENT**

VicRoads Crash Stat Data indicates that 3 accidents were recorded over the past 5 years at this location, of these 2 involved a collision between a car and a cyclist, and the other was a collision between 2 cars. There are no current pedestrian accidents recorded at this location.

Current traffic data collected at the intersection indicated that the weekday peak periods for the intersection were between 8am to 9am (am peak) and 3pm to 4pm (pm peak), with the following average volumes were recorded:

- Pedestrians Crossing Queens Road South – 50 pedestrians per hour
- Queens Road Traffic at roundabout - 275 vehicles per hour
- Botanic Road Traffic at roundabout - 474 vehicles per hour

The intersection forms only part of the traffic management picture within the Schools, Botanic Gardens and Aquazone precinct, any proposed changes to traffic flow would need to give consideration to impacts at other intersections, facility entrances and parking areas.

## **ISSUES**

The issue raised in the petition asks that Council improve access to facilities, pedestrian and student safety in the areas around the Botanic Road and Queens Road intersection in Warrnambool.

## **KEY CONSIDERTATIONS**

### **Strategic Justification**

The following Council Strategic documents would support action towards the issue raised.

- Council Plan 2017- 2021 – Objective to Maintain and improve the physical fabric of the city
  - Strategy to Build better connections for cyclists and pedestrians
- Road Users Plan – Objective to Changes to infrastructure networks to improve equality of roads to all road users.
- Aquazone 2025 Strategy - 2 options identified for expansion car park
  - Extend the existing car park towards the Mortlake Road roundabout.
  - Closure of Queens Road to through traffic between Botanic Road and Jamieson Street
- Botanic Gardens Master Plan - Recommendation to construct a new gardens entrance and pedestrian crossing point opposite Aquazone to connect the sites.

## **Options for Consideration**

Improvement options available for consideration include:

- A New Roundabout at Queens Botanic with wombat crossings and islands
- New Wombat crossing mid-block in Queens Road between Jamieson Street and Botanic Road.
- Restrict Traffic to one-way in Queens Road between Jamieson Street and Botanic Road.

To ensure that an appropriate treatment is provided, Council should consider undertaking a Local Area Traffic Management (LTAM)

A LTAM considers the planning and management of roadways within a local traffic area, often to modify streets and street networks which were originally designed in ways that are now no longer considered appropriate to the needs of the community.

The LTAM process would include the following key activities:

### **Phase 1 Data collection and problem identification**

- Define and collect required data
- Identify problems via consultation with Stakeholders
- Identify potential solutions
- Define and confirm objectives
- Consider impacts on the surrounding road network

### **Phase 2 Development of plans**

- Clarify suitable strategies and options
- Develop outline proposed treatments and supporting arterial improvements
- Consult on draft plans
- Assess and refine alternatives
- Select, present to Council for adoption

## **CONSULTATION / COMMUNICATION**

During the LTAM process key stakeholders and the community can be consulted to ensure the best outcomes are achieved for the area.

## **FINANCE**

The cost to prepare a LTAM is estimated to be \$30,000. Currently there are no available funds in Council's 17/18 budget to undertake these works. Funding will need to be considered in the 18/19 Council budget and through external funding applications.

Dear Cr. Kylie Gaston, Mayor, Warrnambool City Councillor and City Executive Staff, including;

- Chief executive Officer: Bruce Anson,
- Director City Infrastructure: Scott Cavanagh,
- Director Community Development: Vikki King,
- Healthy Moves Coordinator: Nicole Wood.

**RE: Pedestrian and student safety, access to facilities around the precinct of Queens Road and Botanic Road roundabout, Warrnambool.**

I am writing as a concerned parent and local citizen of Warrnambool to highlight the need of children and the Warrnambool community having available safe pedestrian access to the Aquazone swimming recreational facility, the Warrnambool Botanic Gardens, area car parking and St. Joseph's Primary School.

Safe and clear access is needed to these facilities during both work and after hours. Patronage in and around these facilities continues to grow and the current infrastructure is inadequate, dangerous and not pedestrian friendly. Safe access to all these facilities is critical to continued user use and citizen safety.

**Particularly our young people's safety is significantly compromised in accessing these wonderful recreational and learning facilities by:**

- A very busy roundabout at Queens Road and Botanic Road that has extremely poor crossing safety features for pedestrians use.
- A very busy traffic area - made up of various vehicles including cars, busses, bicycles, scooters, walkers, strollers, handicapped vehicles and motorcycles.
- Diversity of users; school children, customers, sightseeing visitors and the general public.
- Area features including steep sloping hill, narrow streets, footpaths very close to the road, no protection barriers, poor signage and very poor designated car parking.

**Of note:**

- The Healthy Moves Program, in which St. Joseph's Primary School is a leading participant, supports healthy movement across the city. This program is successful and is encouraging walking, riding and scooting. Engaging the community in passive recreational pursuits while moving around the city has benefits for community health, the roads and environment.
- The Warrnambool City Council Infrastructure team supported by Glenn Reddick has made several slight design adjustments to this dangerous corner (Botanic and Queens Road) that help safety. In my opinion significant infrastructure work is required to further meet the safety needs of both pedestrians and vehicles accessing this precinct.
- Many minor and several major accidents have occurred at this site.
- Bus safety was an issue in this area but has been significantly improved with excellent bus bays and weather shelters to come.

**What we are supporting and seeking is?:**

- Re think of this very busy area to allow safe people and road traffic access to crossing roads and car parking.
- A meeting with schools, aquazone pool, the botanical gardens supporters and the Healthy Moves representative to review and provide input to a plan to changes to the location.



## **5.7 JAMIESON STREET WARRNAMBOOL SPEED LIMIT REVIEW**

### **PURPOSE**

***To respond to a Council resolution regarding a review of speed zones in Jamieson Street Warrnambool.***

---

### **EXECUTIVE SUMMARY**

- On 28 November 2016 Council resolved that a review of speed zones including the school time speed zone along Jamieson Street be undertaken.
- Up to 8,000 vehicles travel along Jamieson Street each day and 85% of vehicles were recorded travelling at or below 51km/hr (85<sup>th</sup> percentile speed).
- As a Road in a built up area the default speed limit for Jamieson St is 50km/h but there is currently a large section that is 60km/h.
- Speed limits are a speed management tool used to improve road safety, while maintaining the efficiency of the road network and preserving the amenity of the area.
- Under legislation VicRoads approval is required for the alteration of speed limits. As part of any application to VicRoads for the alteration of speed limits a review is undertaken using their Speed Zoning Guidelines.
- A speed limit assessment has been undertaken for Jamieson Street using the speed zoning guidelines and it has indicated that the appropriate speed limit for Jamieson Street along all sections is 50km/hr and that the 40km/hr timed school zone be retained.
- The speed zone review has been discussed with VicRoads Officers and Local Police, with both indicating their support for a reduction to 50km/hr.

---

**MOVED: CR. ANDERSON**  
**SECONDED: CR. CASSIDY**

### **That Council**

- 1. Seek VicRoads approval to install a 50km/hr Speed Limit along the entire length of Jamieson Street Warrnambool and include looking at the speed limit along the section of Canterbury Road between King Street and Jamieson Street.**
- 2. Maintain the current extent of the 40km/hr timed School zone in Jamieson Street, Warrnambool.**

**CARRIED – 7:0**

---

### **BACKGROUND**

On 28 November 2016 a report was provided to Council on the delivery of projects under the 2015-2016 Federal Blackspot Program, where the proposed treatment and construction date was provided for Jamieson Street / Canterbury Road / Princess Street / Spence Street roundabout.

As part of this report the following resolution was also made by Council referring to Jamieson Street:

*“That Council officers review speed zones including the school time speed zone areas.”*

### **ISSUES**

Council is required to conduct speed limit reviews in accordance with VicRoads guidelines and apply to them for consent to alter a speed limit.

### **CURRENT STATUS**

Jamieson Street is an undivided road with single traffic lanes. On road bike lanes, footpaths, and On road parallel/angled parking exists on both sides. – Refer **Appendix A**

Under Council's Road Management Plan, Jamieson Street is classified as a Link Road (known as collector in the Speed Zoning Guidelines) which is part of the public transport bus network.

Along Jamieson Street there are intersections at Queens Road, Nelson Street, and Canterbury Road.

There are 2 school crossings along Jamieson Street at the following locations:-

- Between Raglan Parade and Canterbury Road
- North of Nelson Street.

Current Traffic Data Collected along Jamieson Street is provided in the following table.

Location	Vehicle Count	Speed Limit	85% Speed	% Cars	Cars	Trucks
Jamieson St: Raglan – Canterbury	3975	50	50	96	3819	156
Jamieson St: Canterbury – Queens	7955	60	51	95	7717	238
Jamieson St: Queens – Mortlake	5920	60	58	97	5742	178

Over the past 5 years between 1 January 2012 and 31 December 2016, VicRoads crash stat data only has one recorded accident along Jamieson which occurred on 9 October 2012 at the Canterbury Road roundabout. This accident involved a collision of 2 vehicles.

The following current posted speed limits are provided along Jamieson Street.

Location	Speed Limit (km/hr)
Jamieson St: Raglan - Canterbury	50 and (40 time based school zone)
Jamieson St: Canterbury - Mortlake	60

The current abutting property use varies along Jamieson Street with the following mixes:

- Jamieson Street Primary School
- Residential both single and multi-unit developments
- Local Milk bar Shop
- VicRoads Offices
- Medical Clinic
- Open Space (Botanic Gardens & Rotary Park)
- AquaZone

## KEY CONSIDERATIONS

The primary purpose of speed management is to enhance the safety of roads and the roadside environment for all users.

Greater safety can be achieved by lowering vehicle speeds, but lower speeds may mean longer travel times. Depending on the change in speed and distance to be travelled the increased trip duration may or may not be noticeable to the average vehicle occupant.

Legislation relating to the authority to determine speed limits is set out in the Road Management Act 2004. Regulations relating to how and where speed limits apply and the rules to be observed by road users are specified in Road Safety Road Rules 2009. Installation, operation and management of speed limit signs are covered by the Road Safety (Traffic Management) Regulations 2009. Under these regulations Speed signs are a major traffic control device, where Council must seek VicRoads approval for the installation and removal of signs.

In Victoria, speed limits are set in accordance with the VicRoads Traffic Engineering Manual, Volume 3 – Additional Network Standards & Guidelines, Speed Zoning Guidelines.

Setting speed limits in accordance with these guidelines this will ensure that they are consistent and credible throughout Victoria. The determination of a maximum safe speed limit for a set of circumstances is a complex process which takes into account a multitude of factors. Some of the key factors are:

- Road classification and its function within the network
- Road characteristics, i.e. number of lanes, intersection spacings, road condition, width, alignment, off road obstructions
- Extent and nature of abutting development, i.e. number, type and traffic generated
- Road users, their movements and the number of potential conflicts between road users
- Crashes and Potential Risk
- Seasonal issues
- Existing operating speeds
- Speed limits on adjacent road sections

The default speed limit in Victoria is 50km/h for roads in built up areas and 100km/h for roads outside built up areas (rural areas). Under certain circumstances there will be a need to adjust the speed limit either up or down from the relevant default speed limit. Guidance on determining the appropriate speed limit for a length of road is found in the Speed Zoning Guidelines.

There is a defined process used in making a decision on appropriate speed limits under the VicRoads Speed Zoning Guidelines – **Refer Appendix B.**

Jamieson Street is considered as a road in a **built-up area**. The default speed limit of 50km/h applies to this type of roadside category. The use of the process defined under the VicRoads Speed Zoning Guidelines can assist in justifying a different speed limit. – **Refer Appendix B.**

Consideration for a 60km/hr speed zone could be made as Jamieson Street is a link/collector road As the road is not divided where there are some pedestrians and cyclist present with a number of intersections and access points this speed limit may no longer be appropriate.

Consideration for a 40km/hr speed zone could be made to enhance the safety needs of pedestrian cyclists in the area. However this would need to be supported with the implementation of traffic management devices, which could impact on the flow of traffic. As Jamieson Street is a Link/Collector Road that carries up to 8000 vehicles per day, this speed limit may not be appropriate.

To assist in determining appropriate speed limits VicRoads have developed a software package called VLimits which models the Speed Zoning Guidelines.

To confirm the appropriate speed limit for Jamieson Street the VLimits assessment software was used. The VLimits assessment indicated that the appropriate speed limit for Jamieson Street along all sections be 50km/hr.

A review of the existing 2 school crossing sites was also undertaken where the following was considered:-

- **School Crossing between Raglan Pde and Canterbury Road** – Existing treatment of a school time based 40km/hr meets the current guidelines and is appropriate.
- **School Crossing North of Nelson Street** – This location is not outside a school where a different assessment is considered. Locations that are determined to be high risk can be considered for a time based 40km/hr speed zone. A risk assessment of the site was undertaken where the risk result did not warrant the criteria for 40km/hr timed speed zone.

## CONSULTATION / COMMUNICATION

As part of the speed zone review Council has discussed the proposal with the Victorian Police and VicRoads Officers who were both supportive of the reduction in the speed limit to 50km/hr for all sections of Jamieson Street and maintaining the current 40km/hr timed School zone.

It is important that the community is made aware of any changes to these speed zones and for this reason the following actions would occur in conjunction with a change:

- Media Release and Public Notice of speed limit changes.
- Installation of Temporary message boards for a 1 week period.
- Implement other information signage requirements as directed by VicRoads, such as 'New Limit' signage.

#### **TIMING**

The approval process and replacement of signage could be programed to occur within a 6 week period.

#### **FINANCIAL IMPACT**

It is expected that the cost of the works would be in the order to \$1,000. These works can be funded through Council's Road Safety Implementation Budget.

#### **ENVIRONMENTAL / RISK IMPACT**

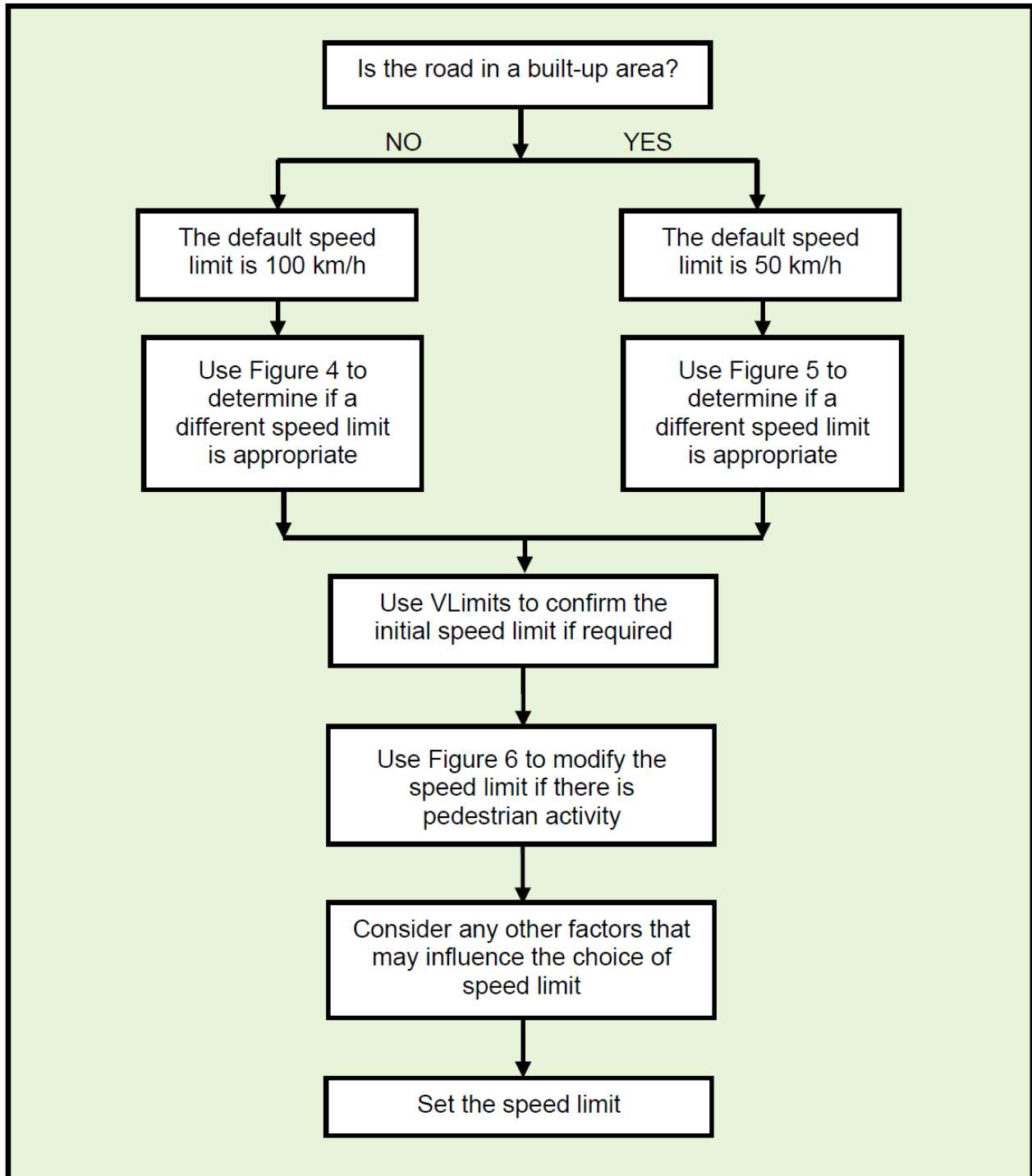
The primary purpose of speed management is to enhance the safety of roads and the roadside environment for all users.

The Safe System approach to road safety, which is the key concept in Victoria's strategy to reduce fatalities and serious injuries from road crashes, provides the overarching principle that guides the setting of speed limits.

**APPENDIX A**



**APPENDIX B**



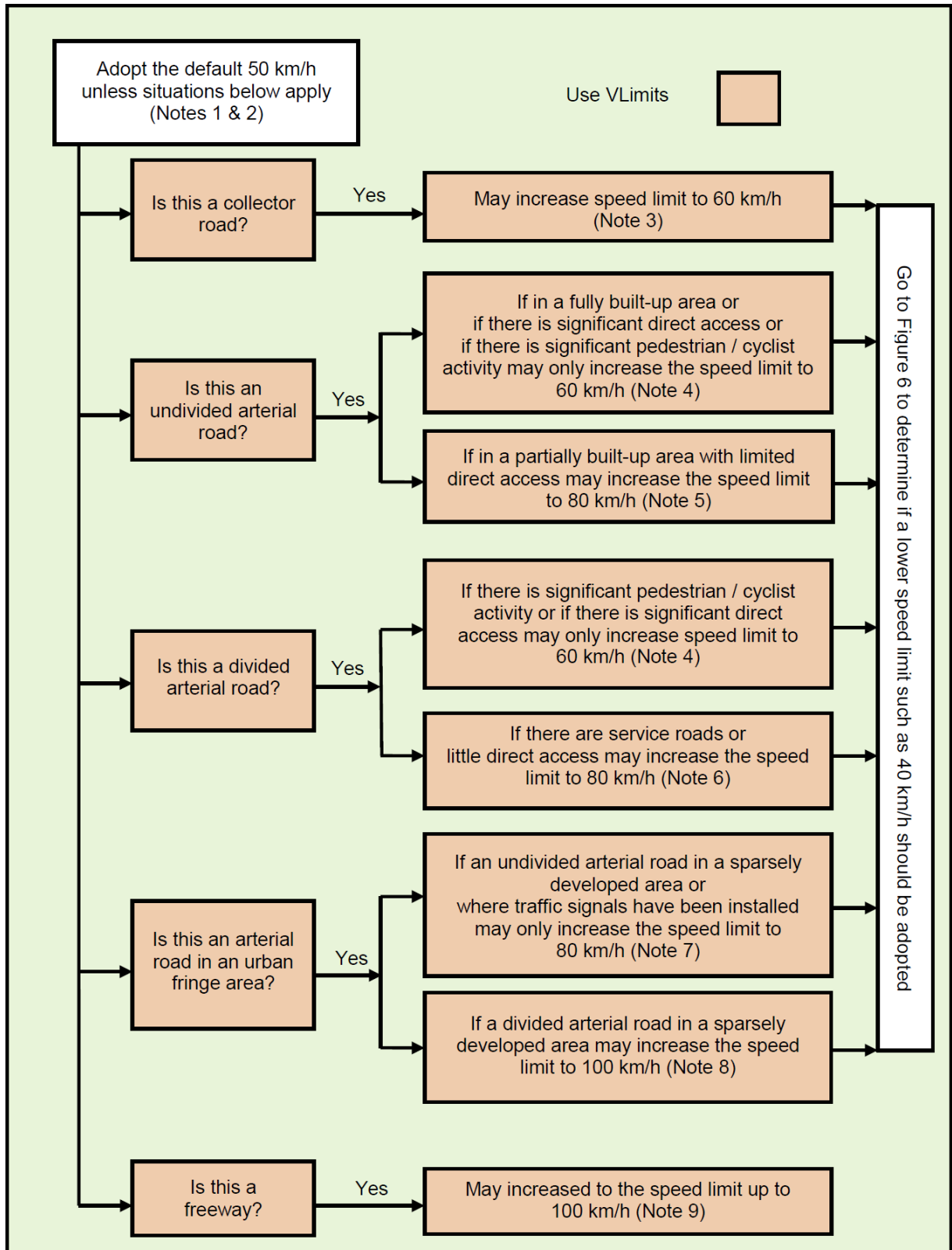


Figure 5: Process for determining speed limits in built-up areas

## NOTES FOR FIGURE 7.2

1. The default limit applies to rural roads with undeveloped abutting land or abutting farmland and no signposted speed limit.

If operation becomes unsatisfactory (i.e. the crash rate is high) and warning signs such as advisory speed signs on curves fail to correct the problem, sections with low standard of alignment and cross-section can be:

- Investigated for permanent improvements to curve alignment, cross-section, delineation and shoulders
- Speed limited to a lower value if infrastructure improvements are not possible or practical in the short term.

2. A speed limit of 80 km/h may apply to:

- Undivided arterial roads or local roads in sparsely built-up areas (typically the outer urban / rural fringe) OR
- Divided or undivided roads in rural areas that have an alignment standard that is just less than 100 km/h and unsatisfactory operation is being experienced (i.e. the crash rate is high) OR
- Divided or undivided roads in areas of sparse development where traffic signals have been installed (where the default speed limit of 100 km/h would otherwise apply) OR
- Roads that pass through a hamlet – a small rural settlement with sparsely built-up development.

3. A speed limit of 110 km/h can generally only be applied to the highest standard rural roads. To be eligible, a road must satisfy ALL of the following criteria:

- Perform an interstate or inter-regional transport function AND
- Be a divided arterial with a design speed of 120 km/h AND
- Have full access control AND
- Have sealed shoulders (highly desirable) and appropriate roadside clear zones AND
- Have a crash rate not greater than 0.50 casualty crashes per km/year for the latest two to three years.

Each individual criterion should not be viewed as an absolute warrant but should be considered in combination with others in judging the suitability of road sections for the higher limit.

An isolated curve that has a 100 km/h design speed would not preclude a section being signposted at 110 km/h, provided that the shoulders are sealed, the curves are adequately signposted and delineated, and the crash history does not indicate a safety problem.

Some permitted points of access may exist (generally not more than two per km per carriageway). In general, entry and exit will be by well-spaced interchanges, and ramps signposted to interchange standards in the case of service centres and rest areas. However, some well-spaced, low volume (< 100 vpd) at-grade intersections would not exclude the section if the crash history is satisfactory.

Any hazard (including rigid objects) within the roadside recovery area must be frangible or be shielded by crash barriers.

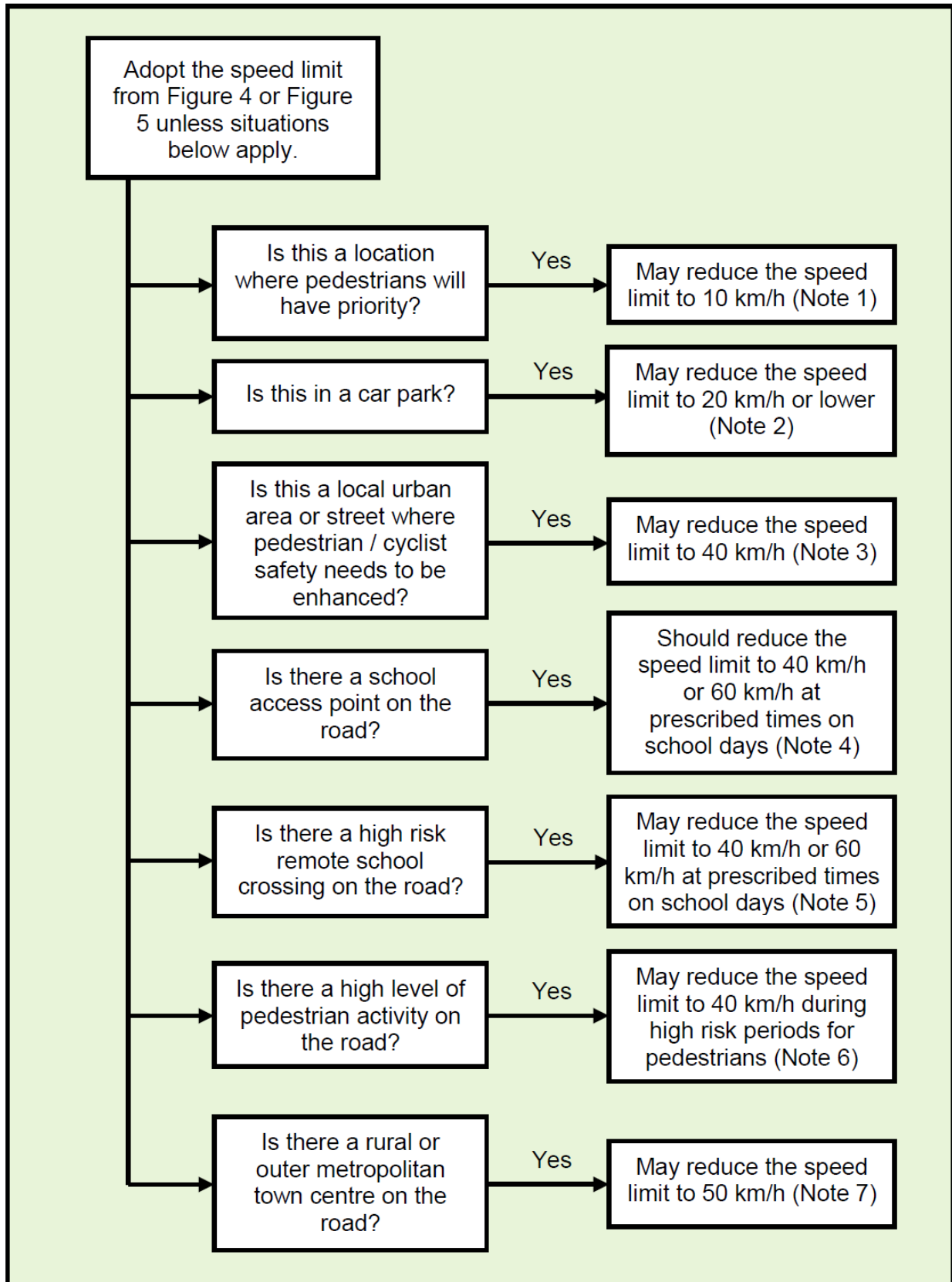
A 110 km/h speed limit is not appropriate for sections of freeways in or around the general built-up areas of Melbourne or provincial cities where there is a high proportion of commuter trips, relatively closely spaced interchanges (typically < 3km) leading to complex traffic manoeuvres or traffic volumes generally in excess of 25,000 vpd (two-way).

4. Applies at railway level crossings on sealed roads in rural areas. A speed limit of 80 km/h shall generally apply for minimum distances of 400 metres on the approach to a level crossing and 100 metres on the departure.

Also applies if there are isolated traffic signals on a rural road. A speed limit of 80 km/h shall generally apply for minimum distances of 400 metres on the approach to the traffic signals and 100 to 200 metres on the departure.

Note that split speed zones are permitted in these instances (i.e. the start and finish of the 80 km/h speed zone do not coincide for each direction of traffic).





**Figure 6: Process for determining speed limits in pedestrian activity areas**

## Notes to Figure 6

### 1. SHARED ZONES

A speed limit of 10 km/h or 20 km/h may be applied by creating a Shared Zone in streets where pedestrians are given priority over vehicles while maintaining basic access for motor vehicles. The speed limit in a Shared Zone is covered by Rule 24 of the RSRR (2009). This type of speed limit requires road engineering that is integrated with the surrounding built environment. Information relating to the design of Shared Zones is provided in the VicRoads Supplement to Austroads Guide to Traffic Management (AGTM) - Part 8 (2008), Section 7.5.7.

### 2. CAR PARKS

All roads and aisles within a car park are 'roads' as defined in RSRR (2009). Accordingly, the Road Rules apply in car parks. A speed limit of 20 km/h may be applied in shopping centre and other car parks where motor vehicles mix with pedestrians and / or cyclists. A speed limit of 40 km/h may be appropriate on access roads to car parks. Speed limit signs will generally not be required where the geometry or other factors will limit vehicles to 20 km/h or lower. Area speed limit signs (Schedule 2 of RSRR (2009)) may be appropriate. A Shared Zone (see Note 1) may be implemented in a car park subject to appropriate design.

### 3. LOCAL URBAN AREAS & STREETS

A speed limit of 40 km/h may be applied to an area comprising a network of local urban streets. The area should be bounded by arterial roads and/or collector roads and/or a physical barrier such as a railway line or river. Local area traffic management (LATM) devices or other road design measures should generally be used to support the 40 km/h speed limit (see the VicRoads Supplement to AGTM Part 8 and AS 1742.13). Where the nature of any road within the area is such that speeds greater than 40 km/h are unlikely (for example, a narrow street where kerbside parking usage is high), LATM treatments may be unnecessary. In general, the minimum LATM requirements for a 40 km/h area include threshold treatments at all entry points and suitable devices to control speeds on any roads where the 40 km/h limit is likely to be exceeded by the majority of traffic without enforcement. Threshold treatments must be designed so that it is obvious to drivers that they are entering an area throughout which a 40 km/h speed limit applies.

A 40 km/h speed limit may also be applied to local urban streets that are identified as pedestrian or bicycle priority routes by a plan that is formally adopted by a council (e.g. a Principal Pedestrian Network). Consideration should be given to LATM treatments, including threshold treatments if the road environment does not support a 40 km/h speed limit, (see Appendix D - Speed Management Treatments for Permanent Lower Speed Limit Road Environments).

### 4. SCHOOL SPEED ZONES

Applies at all primary and secondary schools on roads that have boundary gates used for student access. The following limits are to be used:

- Roads with a speed limit of 50 km/h – either a permanent or time-based 40 km/h speed zone
- Roads with a speed limit of 60 km/h or pre-existing 70 km/h – a time-based 40 km/h school speed zone
- Roads with a speed limit of 80 km/h or greater – a time-based 60 km/h school speed zone shall generally apply. Where a flagged school crossing exists, a 40 km/h time-based school speed zone shall be used.

The times of operation of time-based school speed zones are 8:00 am to 9:30 am and 2:30 pm to 4:00 pm on school days (see Appendix C for the meaning of school days).

### 5. REMOTE SCHOOL CROSSINGS

Time-based school speed zones may be applied at remote school crossings that are determined to be high risk in accordance with the criteria and assessment process detailed in Appendix B.

The speed limits to be used at remote school crossings and the times of operation shall be in accordance with Note 4 above.

Refer to Appendix C for the definition of remote school crossing.

### 6. PEDESTRIAN ACTIVITY PRECINCTS

A speed limit of 40 km/h may apply on roads where there is a high level of pedestrian activity and a lower speed limit is desirable to reduce the risk to pedestrians and cyclists. Pedestrian activity precincts include strip shopping centres, rural and outer metropolitan town centres as well as other locations where the land uses abutting the road generate high levels of pedestrian activity. In principle, if there are frequent pedestrian movements across the road, a significant proportion of which are not at controlled crossing points (a strip shopping centre on an undivided road is a typical example), a 40 km/h speed limit may be appropriate. Eligible sites must meet the following criteria:

- Continuous and directly abutting retail development and / or other types of land uses, for not less than 400 m, that generate frequent pedestrian movements across the road AND
- The abutting development that generates the pedestrian movements should preferably be on both sides of the road but may be predominantly on one side provided that there are frequent movements of pedestrians across the road (for example to access car parking) AND
- A high level of pedestrian activity for a minimum of four hours per day, and preferably five days a week AND
- The presence of kerbside parking resulting in frequent parking manoeuvres is preferable.

## **5.8 DOMESTIC ANIMAL MANAGEMENT PLAN REVIEW**

### **PURPOSE**

***To seek Council approval to release the Draft Domestic Animal Management Plan for public comment.***

---

### **EXECUTIVE SUMMARY**

- The Domestic Animal Management Plan 2017-2021 (the Plan) details Councils approach to domestic animal management for the next 4 years.
- Warrnambool City Council has approximately 4100 dogs and 1500 cats registered.
- Under Section 68A of the Domestic Animals Act 1994, every Council must prepare a domestic animal management plan (The Plan) – **Refer Appendix A.**
- The Plan is reviewed internally each year, and every 4 years the plan must be advertised for public consultation.
- The Plan will allow Council to create an environment that encourages safe and responsible pet ownership, where people and animals integrate harmoniously.
- The Plan recognises that animals, both domestic and agricultural, are part of the community and they contribute to the quality of life, whilst also recognising the needs of non-pet owners.
- The key changes to the Plan include format amendments, updates to animal registration numbers and statistics.
- The Plan can now be released for public comment for a period of 4 weeks seeking feedback from key stakeholders before being submitted to Council for adoption.

---

**MOVED: CR. OWEN**  
**SECONDED: CR. CASSIDY**

### **That Council:**

1. **Agree to release the Draft Domestic Animal Management Plan 2017-2021 for public comment for a period of 28 days.**
2. **Consider submissions in relation to the Draft Domestic Animal Management Plan 2017-2021 at a future Council meeting.**

**CARRIED – 7:0**

---

### **BACKGROUND**

Warrnambool City initially adopted a Domestic Animal Management Plan in 2008 and is required to have a current plan under section 68A of the Domestic Animals Act.

The Plan sets future guidelines for Domestic Animal management in the City.

Council is required to provide services that maximise the social, economic and environmental benefits to the people of the City.

### **ISSUES**

The Plan identifies strategies and actions to implement the vision, aims and objectives that maintain a balance between all interested parties and meet legislative requirements.

The Plan also seeks to minimise the risk of dog attacks and nuisance, and addresses animal population through the minimisation of euthanasia rates in the municipality.

## **KEY CONSIDERATIONS**

The key changes to the plan include format amendments, updates to animal registration numbers and statistics.

The Plan also informs the public of legislative requirements, records the training of Council Officers, details compliance practices, and promotes responsible pet ownership.

## **CONSULTATION / COMMUNICATION**

This report is recommending that Council release the draft plan for public comment to ensure that key stakeholders such as the RSPCA, Veterinarian practitioners, and interest groups can provide feedback on the Plan.

## **TIMING**

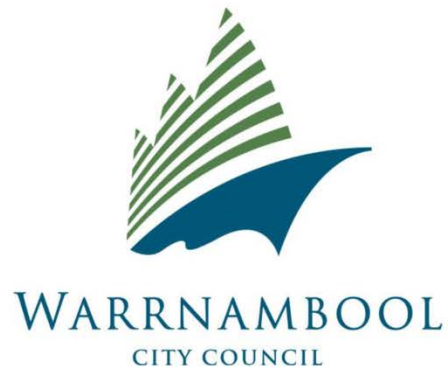
The Plan can now be released for public comment with feedback considered and any necessary amendments made before the Plan is brought back to Council for adoption.

## **FINANCIAL CONSIDERATION**

The Plan has been completed using internal resources and its implementation is funded through the regulatory control program.

## **RISK**

There is a legislative requirement for Council to have an adopted Plan. Failure to do so would be a breach of Legislation under the Domestic Animals Act 1994.



**Warrnambool City**  
**Domestic Animal Management Plan**  
**2017 - 2021**



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## Document Control

<b>Document title:</b>	<i>Domestic Animal Management Plan.</i>
<b>Policy type:</b>	<i>Council</i>
<b>Responsible branch:</b>	<i>City Amenity.</i>
<b>Responsible officer:</b>	<i>Peter McArdle, Coordinator Local Laws.</i>
<b>Document status:</b>	<i>Ongoing</i>
<b>Approved by:</b>	<i>Council</i>
<b>Adopted date:</b>	
<b>Review date:</b>	<i>Annually</i>

<b>Review type:</b>	<b>Review date:</b>	<b>Completed by:</b>
Internal	29 August 2017	Manager, Coordinator and officers of the Animal Control department.

## 1. Introduction

Animal management is one of Council's primary responsibilities. The City's Domestic Animal Management Plan for 2017 - 2021 provides a clear overview of Council's plans for the current and future management of animals within our municipality and ensures the City meets its statutory requirements.

This plan highlights the most important aspects of responsible pet ownership which, together with education, will be a particular focus for domestic animal management within the municipality. There is a strong emphasis on community safety and the need to reduce the number of dog attacks and dogs at large.

The plan also discusses the importance of pet owners having their pets desexed, which will help reduce unwanted litters of puppies and kittens placing pressure on our pound services.

Basic pet ownership responsibilities, including picking up your dog's waste and ensuring your cat is contained between sunset and sunrise, help protect the environment and ensures pets are kept safe and healthy. Registration and microchipping, controlling barking dogs and maintaining 'effective control' over your dog when out walking are all key responsibilities of pet ownership.

Council aims to offer our community a fair and balanced environment – where people can enjoy our community and the many open public spaces, regardless of whether or not they are a pet owner.

Residents have access to a range of dedicated off and on-lead areas, including beach locations and most sporting grounds. For the remainder of the municipality, owners are required to keep their dogs on a lead at all times.

The City's Domestic Animal Management Plan for 2017 – 2021 will provide Council with the framework to work with the community to ensure our services are sufficient for the City's population of pets.



## 2. Legislative requirements

Under Section 68A of the Domestic Animals Act, every Council must prepare a domestic animal management plan, as follows:

### **68A Councils to prepare domestic animal management plans**

- (1) Every Council must, in consultation with the Secretary (*of the Department of Economic Development, Jobs, Transport & Resources*), prepare at 4 year intervals a domestic animal management plan.
- (2) A domestic animal management plan prepared by a Council must—
  - (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
  - (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
  - (c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
    - (i) to promote and encourage the responsible ownership of dogs and cats; and
    - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
    - (iii) to minimise the risk of attacks by dogs on people and animals;
    - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
    - (v) to encourage the registration and identification of dogs / cats;
    - (vi) to minimise the potential for dogs and cats to create a nuisance; and
    - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations;
  - (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
  - (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
  - (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
- (3) Every Council must—
  - (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
  - (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
  - (c) publish an evaluation of its implementation of the plan in its annual report.

### 3. Warrnambool - municipal demographic

The City of Warrnambool is located in Southwest Victoria; approximately 260km west of Melbourne and covers approximately 120sqkm.

The City is surrounded by the Shire of Moyne and the Southern Ocean.

It has a population of approximately 35,000 residents which also includes the townships of Allansford, Bushfield and Woodford.

The City economy is based on tourism, education, farming and food production.

In 2016 Warrnambool had 4211 registered dogs and 1591 registered cats.

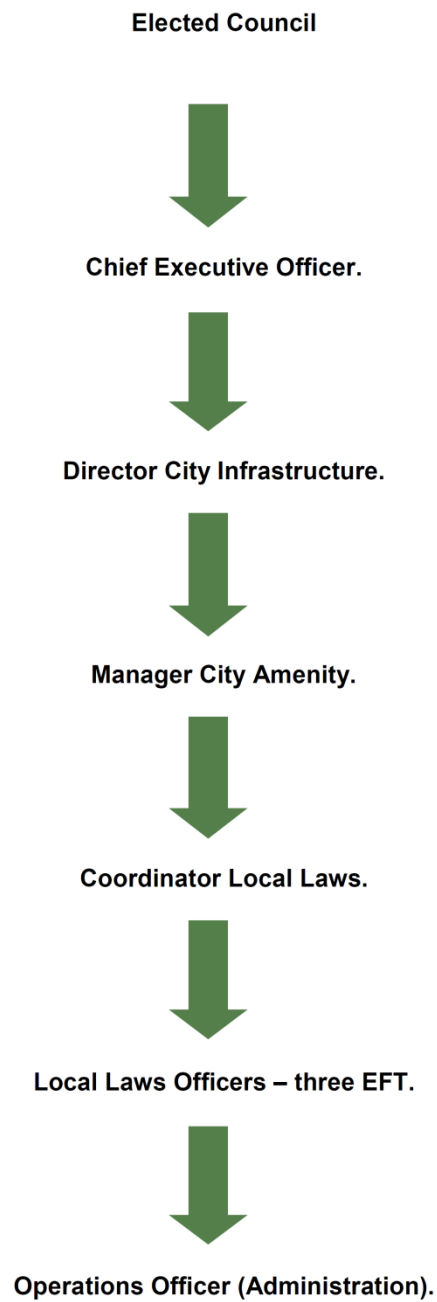
Officers patrol seven days a week, and provide a 24 hour emergency service.

The City has three domestic animal businesses:

- the RSPCA, which also manages the Council pound facility;
- a pet shop; and,
- a cattery.

Warrnambool City Key Statistics	2016 -2017
<b>Council:</b>	
Population.	35,000
Area.	120sqkm
Rate paying properties (approx.)	18,000
Domestic Animal Businesses.	3
<b>Dogs:</b>	
Registered.	4211
Reported attacks.	22
Declared Menacing (ongoing total)	20
Declared Dangerous (ongoing total)	4
Declared Restricted Breed	0
Impounded.	<b>RSPCA Admittance Data.</b>
Returned to owner.	228
Rehoused.	114
Euthanized.	32
<b>Cats:</b>	
Registered.	1591
Impounded.	<b>RSPCA Admittance Data.</b>
Returned to owner.	29
Rehoused.	276
Euthanized.	82

## 4. Council organisational structure



## 5. Purpose of the plan

For the purpose of this plan, a “**domestic animal**” is defined as an animal covered by the Domestic Animals Act 1994, which are predominantly dogs and cats.

This document will set the future guidelines of Domestic Animal Management for the Warrnambool City Council.

The plan identifies strategies and actions to implement the vision, aims and objectives for animal management.

The plan contains recommendations to be implemented in a structured program. These actions will enable Council to maintain a balance between all interested parties and to meet all legislative requirements.

Animal Management Officers developed the plan, in consultation with the following internal and external parties:

- RSPCA;
- Warrnambool veterinary clinics;
- Dog obedience / training clubs;
- the public; and,
- the Southwest Authorised Officer Group.

The community was invited to comment on the proposed plan for four weeks prior to being submitted to Council for adoption. Any submissions were referred to Council and where necessary incorporated into the plan.

The Plan is available at the Council Offices and on the Council website.

Review or improvements raised during the year may be considered and added to the plan, or considered for further investigation and discussion as part of the annual review process.

## 6. Training of Authorised Officers

The purpose of this section is to ensure all Animal Management Officers are skilled and appropriately trained to deliver the Council services and programs under Section 68 A(2)(b) of the Domestic Animals Act 1994.

Warrnambool City Local Laws Team consists of:

- a coordinator;
- two full-time officers;
- two permanent part-time officers;
- one casual officer commencing; and,
- one administration support officer.

The officers manage animal complaints relating to nuisance, attacks, registration and dogs at large.

Officers assist the promotion of responsible pet ownership by conducting foot and bike patrols along the city walking paths, talking to schools and service support groups.

Animal control is one component of the Authorised Officer duties, which include traffic management, local laws, fire and litter control.

Current and Planned Training

Authorised officer training	Current – (2017)	Planned
<b>Certificate IV Animal Control &amp; Regulation.</b> Full time Officer (1) Full time Officer (2) Full time Officer (3) Permanent part time Officer (4) Permanent part time Officer (5) Casual Officer (6)	Completed Completed	2018 No No No
<b>OH&amp;S training &amp; Dealing with difficult customers etc.</b> Full time Officer (1) Full time Officer (2) Full time Officer (3) Permanent part time Officer (4) Permanent part time Officer (5) Casual Officer (6)	Attended Attended Attended Attended Attended	Ongoing All staff  2018
<b>Bureau of Animal welfare or Industry information days.</b> Full time Officer (1) Full time Officer (2) Full time Officer (3) Permanent part time Officer (4) Permanent part time Officer (5) Casual Officer (6)	Attended Attended Attended Attended Attended	Ongoing depending on location and content  2018
<b>Australian Institute of Animal Management annual conference.</b> Officer 1	Attended	
<b>K9 SPAHRS (self-preservation, awareness &amp; harm reduction strategies) training.</b> Officer 1 Officer 2 Officer 3 Officer 4 Officer 5 Officer 6	Completed Completed Completed Completed Completed	2018
<b>Restricted Breed Identification.</b> Officer 1 Officer 2 Officer 3	Completed	2018 2018

## 7. Registration and identification

This section outlines the strategies to encourage pet registration, required for compliance under Section 68A (2)(c)(v) of the Domestic Animals Act 1994.

The Warrnambool City Local Laws team deals with a broad range of issues associated with the management of domestic animals in our community.

The table below summarises registration totals and impounded animals.

Dogs	2014 / 15	2015 / 16	2016 / 17
<b>Total registrations</b>	3011	4064	4211
<b>Council impounded</b>	295	264	236
<b>Public admitted</b>	120	130	138
<b>Reclaimed</b>	273	245	228
<b>Adopted</b>	115	117	114
<b>Euthanized</b>	27	32	32

Cats	2014 / 15	2015 / 16	2016 / 17
<b>Total registrations</b>	1123	1490	1591
<b>Council impounded</b>	37	36	49
<b>Public admitted</b>	285	269	392
<b>Reclaimed</b>	20	22	29
<b>Adopted</b>	216	234	276
<b>Euthanized</b>	86	49	82

Council provides a number of initiatives to assist with registration & identification,

These include:

- provision of advice to the community in relation to animal matters;
- dealing with customer questions and complaints;
- providing the collection of lost, stray and/or unwanted dogs and cats;
- investigations into alleged dog attacks;
- inspections / registration of relevant animal businesses;
- inspection of dangerous/restricted breed dog premises for compliance;
- educating and promoting responsible pet ownership to residents;
- ensuring Council completes its legislative duty and care;
- after-hours emergency service;
- working cooperatively with the RSPCA, and other councils and,
- educational foot and bicycle patrols.

## Governance

Council Local Laws provide a comprehensive description of regulations governing pet ownership, the responsibilities of the Council and the responsibilities of pet owners. Council policies and procedures describe the processes Council will follow to ensure compliance with Local Laws and to ensure that domestic animal owners can enjoy their pets and that non-owners are not adversely impacted by domestic animals within the municipality.

- Use of life time tags for dogs and cats.
- Renewal notices are generated and mailed to all previously registered animals.
- Registration forms are available from customer service, website and RSPCA.
- Registrations are paid at the Warrnambool City Council Civic Centre, or online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)
- Council charges additional fees for dangerous / restricted breed dogs;
- dangerous / restricted dogs must be microchipped, desexed and housed according to legislation prior to registration;
- pensioner discounts are available on request; and,
- local laws vehicles carry scanners and can link directly to Council records to assist in returning pets.

## Policies and procedures

Local Laws relating to registration and identification include:

- Local Law 3.23 limits the number of animals an individual can own within the city (two dogs/two cats).
- Local Law 3.29(3) the owner of any cat must confine the cat to the owner's property, between the hours of sunset and sunrise;
- Local Law 3.29(1) (2) relates to the control of dogs or cats in certain areas; (Prohibited areas, off leash areas and playgrounds etc);
- Local Law 3.23 relates to the number of animals that may be kept at a property without a permit; and,
- Local Law 3.26 relates to animal litter.

## Education and promotion of owner responsibilities

Council is committed to providing a visible Local Laws presence with officers wearing distinct uniforms and driving dedicated vehicles with local laws identification.

This creates a public awareness of the Local Laws team and patrols extend after-hours including weekends. Officers, where practical, will also move around the city on foot and bicycle.

There is also information on domestic animal ownership available on Council's website, [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au) and at the Civic Centre counter.

Council will continue to promote the benefits & legal requirements of microchipping, desexing of pets, the off-lead areas within the city, the RSPCA Million Paws Walk and dog litter collection.

Officers carry poo bags and pamphlets on patrol to assist local residents and tourists to the area.

Council will also:

- Door-knock an area if there are specific occurring concerns;
- Conduct promotions through the media;
- place newspaper advertisements, publish articles in the Council newsletter and install posters around the city;
- promote the availability of cages for hire to contain feral or nuisance cats.





## Compliance

Council will use a number of strategies to ensure compliance with Domestic Animals laws including:

- Enforcing the number of animals per residence.
- Patrolling for dogs at large.
- Patrolling for owners with dogs off-lead.
- Monitoring for dogs in prohibited areas etc.
- Monitoring Declared Dogs for compliance.
- Issue infringements for impounded dogs.
- Issuing renewal notices annually.
- Door knocking / phone call for non-renewed registrations.
- Door knocking "problem areas" for compliance.
- Opportunistic registration checks whilst completing other investigations.
- Leaving business cards requesting contact.
- Enforcement of dog littering.
- Advice on barking dogs (including a sheet of tips on causes and what to do).
- Cat curfew under Local Laws
- After hours patrols, door knocks, phone calls and SMS message reminders.
- Confirm animal information of all pets at a property of complaint.
- Patrol of prohibited areas for dogs.
- Promote the owners responsibility relating to animal litter.
- Hire cat cages for feral / nuisance cats.
- Council Local Law restricting the number of animals at a property.
- Use of warning notices in some situations.
- Monitoring housing compliance of Declared Dangerous Dogs.
- Enforcement of dog littering.

## 8. Nuisance

To minimise the potential for a dog or cat to create a nuisance as outlined in Section 68A (2)(c)(vi) of the Domestic Animals Act 1994.

To encourage people to manage pets in a way that protects the health and welfare of the animals, maximises the companion benefits of their pet and minimises potential for nuisance or harm to others.

Council has a cat curfew that requires all cats to be confined to the residence, or a cat enclosure, between sunset and sunrise. This will prevent nuisances such as spraying and fighting, and to protect native wildlife.

Council logs all complaint / request data electronically.

Complaint	2014 / 15	2015 / 16	2016 / 17
<b>Nuisance complaints</b>	182	189	137
<b>Dog at large complaints</b>	152	172	163
<b>Dog attacks</b>	24	32	22
<b>Cat cage requests</b>	48	64	64
<b>Stock on roads</b>	34	56	74

### Local Laws, Council Policies and Procedures

- Local Law 3.29(3) states that the owner of any cat must confine the cat to the owner's property between the hours of sunset and sunrise.
- Local Law 3.29(1) relates to the control of dogs or cats in certain areas. (Prohibited areas, off-leash areas, playgrounds etc).
- Local Law 3.23 relates to the number of animals that may be kept at a property without a permit.
- Local Law 3.26 relates to animal litter.

Council provides a 24-hour emergency service for dog's at large, stock on roads and injured animals.

A procedure document is initiated once Council receives a complaint about barking. Where required, a surrender form may be completed and signed by the owner of an animal.

Local Laws officers will attempt to reunite animals with owners through available owner details, use of scanners and 24-hour computer data access.

Council hires out to the public cat traps to assist with feral and stray cats. A doorknock will be completed before a permit to house extra animals is issued.

## Education and Promotion about nuisance animals

To assist the public:

- Pamphlets are issued during registration door knocks.
- After-hours patrols in residential areas are carried out and bike patrols along bike paths.
- Signage and mapping is being improved along walking tracks.
- Pet ownership pamphlets will be update to reflect any changes in off-lead and prohibited areas and pamphlets will be made available from City Assist (customer service area at the Civic Centre).
- Cat cages will be hired out for feral and nuisance cats.
- Where required media releases will be issued and advertisements placed with local media.
- Relevant information may be posted on highway display boards.
- Desexing of pets will be encouraged to reduce pets at large.
- Local Laws Officers will carry pamphlets to educate residents and visitors about collecting their pets' waste.

## Compliance

Council use a number of strategies to reduce nuisance complaints:

- Barking procedure, which includes issuing information on causes and tips.
- Cat curfew will be enforced.
- After-hours patrols, doorknocks, phone calls and SMS reminders will be issued.
- Accuracy of information on file will be confirmed at the property about which a complaint has been made.
- Prohibited areas will be patrolled for dogs.
- Warning notices may be issued in some situations.
- Housing compliance for Declared Dangerous Dogs will be monitored.
- Dog littering laws will be enforced.



## 9. Dog attacks

This section highlights Council's service and strategy to minimise the risk of a dog attack on a person or pet, compliant with Section 68 A(2)(c)(iii) of the Domestic Animals Act 1994.

Council is proactively trying to minimise the risk of injury or fear in the community due to the presence or actions of a dog.

Because dogs at large have the potential to attack without provocation, officers patrol regularly, including at weekends.

### Local Laws, Council Policies and Procedures

- Local Law 3.29(1) (2) relates to the control of dogs or cats in certain areas. (prohibited areas, off leash areas, playgrounds and sporting grounds etc.)
- Local Law 3.23 regulates the number of dogs and cats that may be housed at a property without a permit.
- All complaints / requests are recorded on the Council Customer Request system.
- Officers will collect any dog at large and may return it to the owner if registered, or take it to the RSPCA pound.
- All dog attacks, declarations, and seizures are investigated and acted on in accordance with the Domestic Animal Act.
- Council has developed a process manual for incident investigations.
- Dogs must be on leash, unless in a designated area.



## Education and Promotion about dog attacks

The importance of avoiding dog attacks, are assisted by initiatives including:

- After-hours patrols are conducted across the city in vehicles, on foot and bicycle.
- Officers provide information to the public when required.
- Animal welfare information is sent out with registration renewals.
- On request, Local Laws officers will present information sessions to schools, dog obedience training groups and other groups.
- Relevant information will be made available on Council's website and newsletter and, where required, via media release.
- Council is involved with the Warrnambool branch of the RSPCA.

## Compliance

All incident reports are investigated immediately that includes:

- All dog attack reports will trigger an immediate response from Local Laws officers, with Council providing a 24-hour emergency service.
- Weekend patrols will be conducted along with regular patrols in higher incident areas.
- Inspections of declared dangerous dog enclosures and signage will be conducted.
- Dogs declared dangerous, menacing or restricted will be recorded on the Victorian Declared Dog Register.

## 10. Dangerous, menacing and restricted breed dogs

The Domestic Animals Act 1994 Section 68 A(2)(c)(vii) relates to effectively identifying all Dangerous, Menacing and Restricted Breed dogs in the City and to ensure housing etc. compliance.

The Council objective is to minimise the risk of injury or fear in the community due to the presence or actions of a declared dog.

Compliance and control measures around dangerous dogs and dog attacks include:

- All dog attack reports receive immediate response from officers.
- Council provide a 24hr / 7days a week emergency service.
- Conduct weekend patrols.
- Conduct patrols in high incident areas.
- Promote ramifications for having a dog off lead or at large.
- Inspections of declared dog enclosures / signage etc.
- Conduct patrols in prohibited areas for dogs.
- All dogs declared (dangerous / menacing / restricted) are recorded on the Victorian Declared Dog Register.
- Local Laws Officers carry a current register of all declared dogs whilst on patrol, in case an animal with the distinguishing collar is observed.
- Council Officers randomly inspect the premises of Declared Dogs to ensure compliance of housing requirements.

Warrnambool currently has 4 live Dangerous dogs, 20 Menacing dogs and no Restricted Breed dogs listed on the Victorian Declared Dog Register.

Declared menacing by breed	No. in Warrnambool	Declared dangerous by breed (2017)	No. in Warrnambool
Blue Heeler	4	Blue heeler	1
Crossbreeds	3	German shepherd	1
German Shepherds	3	Bulldog	1
Rottweilers	2	Husky	1
Bulldogs	2		
Mastiff	1		
Jack Russell	1		
Golden Retriever	1		
Staffordshire Terrier	1		
Kelpie	1		

#### Local laws, council policies & procedures

Council declarations are governed by the requirements of the Domestic Animals Act:

- Council does not refuse the registration of a declared dog that meets all legislative and Council requirements of the declaration.
- Higher registration fees are charged for Declared Dangerous & Restricted Breed dogs but not Menacing dogs.
- Following an investigation, Council will issue a letter of proposed declaration explaining the incident, reasons and requirements. This may be followed by a letter including reasons for the declaration,.
- Declared dogs are listed on the Victorian Declared Dog Register.

#### Education and Promotion about dangerous, menacing and restricted breeds

Council officers assist the public by:

- Providing pamphlets to the community about the legislative requirements of Dangerous, Menacing and Restricted Breed dogs.
- Media releases following an incident.
- Educational media releases when possible.
- Officer patrols in the industrial area for guard dogs.
- Regular contact with owners of dogs on the register to monitor the dog, provide advice and assistance.
- Information sessions at schools and local service groups.

#### Compliance

- Ensure all dogs declared by Council are registered on the Victorian Declared Dog Register.
- Conduct unannounced inspections of declared dogs to maintain the requirements of the declaration.
- Ensure the details on the register are updated.
- Immediate response to complaints relating to declared dogs.

## 11. Animal population and euthanasia

Section 68 A(2)(c)(iv) of the Domestic Animals Act 1994 relates to overpopulation & euthanasia compliance.

Council encourages pet owners to take responsibility for environmental issues associated with roaming pets, and encourages desexing of domestic pets.

The chart below highlights low euthanasia & high reclaim percentages for dogs and cats.

<b>Dogs</b>					
<b>Year</b>	<b>Impounded Council &amp; Public</b>	<b>Total euthanized</b>	<b>%</b>	<b>Reclaimed by Owner</b>	<b>%</b>
2014 - 15	415	27	7	273	66
2015 - 16	394	32	8	245	62
2016 - 17	374	32	9	228	61

<b>Cats</b>					
<b>Year</b>	<b>Impounded Council &amp; Public</b>	<b>Total euthanized</b>	<b>%</b>	<b>Reclaimed by Owner</b>	<b>%</b>
2014 - 15	322	86	27	20	6
2015 - 16	305	49	16	22	7
2016 - 17	441	82	19	29	7

### Local Laws, Council Policies and Procedures

- Warrnambool City does not require pets to be de sexed prior to registration.
- Council Local Law 3.23 allows 2 dogs & 2 cats without a permit.
- Registration discounts.
- Officers' conduct patrols after hours, and on weekends which includes animal control, speaking with and explaining to pet owners about Local Laws, off lead areas, benefits of desexing and possible infringements for dogs at large.
- Hire of cat cages for stray / nuisance cats in residential areas.
- Local Law 3.29 (3) the owner of any cat must confine the cat to the owner's property, either within the dwelling or within another escape proof building between the hours of sunset and sunrise

## Education and promotion - animal population control

- Support the RSPCA Adult Cat Adoption program.
- Promote the Bureau of Animal Welfare programs including: "who's for cats?" campaign, education and promotion of de sexing programs.
- Support the purchase of pets from the RSPCA as they are de sexed and microchipped.
- Whilst on patrol, engage with the public in regards to animal control, laws, infringements etc.
- If an animal is returned to the owner, explain the reason and possible costs for an animal at large.
- Provide pamphlets & Council webpage information to the public.
- Speak to public service groups.

## Compliance

- Animals may be euthanised after the required holding period of the Domestic Animals Act if they do not pass the temperament test etc.
- Cat cages are hired to the public for feral / nuisance cats.
- Officer patrols including weekends, for dogs at large.
- Local Law 3.29 (3) the owner of any cat must confine the cat to the owner's property, either within the dwelling or within another escape proof building between the hours of sunset and sunrise.
- 24hr emergency service provided.

## 12. Domestic animal businesses

Ensure all Domestic Animal Businesses are managed appropriately and comply with Section 68 A(2)(c)(ii) of the Domestic Animals Act 1994.

The Warrnambool City Council objective is to work in partnership with domestic animal businesses to achieve State Government Legislative requirements. Warrnambool currently has 3 registered domestic animal businesses.

- 1 pet shop
- 1 boarding facility (cats).
- The RSPCA / pound.

These businesses are registered and inspected yearly.

- Conduct staff training in dealing with conflict and difficult customers.
- Meet annually with the RSPCA to discuss the procedures / management of the Council's shelter.



### 13. Emergency Welfare Plan

This section provides for the review of other matters related to the management of animals in the City, and compliant with Section 68 A(2)(e) of the Domestic Animals Act 1994.

Animals play a significant role in our lives. Victorians own dogs, cats, birds and horses. In addition there are cattle and sheep, pigs and poultry, and many more.

While it is difficult to quantify wildlife populations, human interest in the welfare of native animals can be reflected in the wildlife shelters, foster carers currently authorised to rehabilitate wildlife in Victoria, and the native animals which are treated in Victorian shelters each year.

Many types of emergencies in Victoria inevitably affect animals. Furthermore, recent disasters in Australia and overseas highlighted that bonds between people and animals strongly influence decision making in times of crisis. The lack of adequate planning for the management of animals and their welfare in emergencies often results in poor, last minute decisions with dangerous or fatal consequences for animals and their owners or carers.

Before, during and after an emergency, persons in charge of animals retain the ultimate 'duty of care' to provide for the needs of animals in their charge. In the event of an emergency, Government acknowledges the supporting role it can play in helping owners or carers meet their requirements.

Victoria's emergency management arrangements define the Department of Economic Development, Jobs, Transport and Resources as the primary agency for livestock and companion animal welfare support services during an emergency response. As the closest level of government to the affected community, local government also has a key role in supporting emergency animal welfare activities. Numerous non-government organisations assist in the management of animal welfare, with the RSPCA, Australian Veterinary Association and the Victorian Farmers Federation having special capacities to assist.

### 14. Annual Review of the Plan and Reporting

Section 68 A(3) of the Domestic Animals Act 1994 states:

Every Council must—

- (a) Review its domestic animal management plan annually, and if appropriate, amend the plan.
- (b) Provide the Department of Primary Industries' Secretary with a copy of the plan and any amendments to the plan.
- (c) Publish an evaluation of its implementation of the plan in its annual report.

## 15. Actions

### 1. Train authorised officers

Ensure that all Animal Management Officers receive training to a level that they can complete all requirements of the Act, Regulations and Local Laws within OHS guide lines, and community needs.

Activity	When	Evaluation
Coordinator to identify minimum training requirements for the position.	During annual Council appraisal program	Training needs to be finalised and incorporated into the Organisational Development plan by April each year.
Identify additional training opportunities by consultation with Organisation Development Dept.	Ongoing	April each year.

### 2. Train authorised officers

Ensure completion of the Certificate 4 in Statutory Compliance & Animal Control for full-time Animal Management Officers.

Activity	When	Evaluation
This qualification is preferred in the position description for staff as it covers all aspects of the position.	To be discussed with Organisation Development of availability.	Receiving accreditation from the service provider. Recorded with the Organisation Development dept.

### 3. Train authorised officers

Ensure all Animal Management Officers have completed their minimum in-house training requirements within 2 months of appointment.

Activity	When	Evaluation
Basic animal handling. Computer training. Internal procedures.	Within 2 months of appointment.	Coordinator to monitor and maintain a spread sheet.

**4. Registration and identification**

Conduct a media campaign highlighting the requirement and benefits of pet registration.

Activity	When	Evaluation
Conduct an annual media campaign before the April 10 <sup>th</sup> registration renewal date (include press releases, adverts, highway promotional display boards, renewal notices, provide pamphlets through Customer Service, information sessions for public groups and pet training facilities). Highlight benefits of registration.	March	The success will be measured by the number of follow up visits / phone calls required in May. Compare registration figures from the previous years.

**5. Registration and identification**

After April 10<sup>th</sup> conduct a follow up for non-renewed registrations.

Activity	When	Evaluation
<ul style="list-style-type: none"> <li>Officers' conduct door knocks in different locations across the city (including weekend and after hours) checking non renewed or unregistered pets, and leaving pamphlets if owner is not home</li> <li>Follow up phone calls and SMS messages to owners of unpaid renewals.</li> </ul>	May	<ul style="list-style-type: none"> <li>Collate the number of new registrations following the random door knocks.</li> <li>To be compared with the total registered pet numbers from the previous year</li> </ul>

**6. Registration and identification**

Improve records by cross referencing data.

Activity	When	Evaluation
Registration is not renewed & not released from the RSPCA until proof of ownership and correct microchip details are witnessed.  Council registration form updated, requiring mobile & e-mail.	Prior to a registration or release.	Ongoing

### 7. Registration and identification

Continue to promote benefits of registration.

Activity	When	Evaluation
Microchipping promotions, Million Paws Walk, walking tracks, off lead areas, after hour's patrols, improvements to facilities for animals and information sessions.	Ongoing	Public feedback and registration numbers

### 8. Nuisance

Continue to provide and improve weekend and after hours patrols.

Activity	When	Evaluation
Officers patrolling in vehicles, on foot, and on mountain bikes. Activities include: public relations, dogs off lead or in prohibited areas, animal litter control and to improve signage on walking tracks.	Ongoing	Positive public feedback. Monthly collation of figures from patrol sheets.

### 9. Nuisance

Purchase and promote the trial usage of training aids supplied by Council.

Activity	When	Evaluation
Council purchase barking control devices	As part of a barking complaint.	Collate figures of resolved barking complaints where tools have been used.

### 10. Nuisance

Conduct a feasibility study into the benefit and cost of constructing another off-lead enclosure.

Activity	When	Evaluation
Complete a report containing possible locations, benefits, costs etc. for Council.	2018	Council provided facilities for registered dog owners. If the enclosure was constructed collate the number of registered complaints from the area.

### 11. Nuisance

Improve and promote prohibited / off lead area information.

Activity	When	Evaluation
Update Council information for prohibited and off lead areas to include new areas and required information.	2018	Feedback during the holiday season. The number of requests for information, and complaints

### 12. Nuisance

Investigate mandatory de sexing of dogs & cats when application is made to house extra animals.

Activity	When	Evaluation
To issue a permit to house an extra dog or cat, the extra animal must be desexed.	2018	Promotes responsible pet ownership.

### 13. Dog attack

Improve officer patrol procedure.

Activity	When	Evaluation
Officers to discuss and collate patrol running sheets for problem areas.	Monthly.	Public feedback and improved information collated from running sheets.
Improve interaction with public (foot and bike patrols)	Ongoing.	Public confidence in the service provided by Council. Letters to the local press on animal control.

### 14. Dog attack

Feasibility study into setting up another off-lead park for registered dogs.

Activity	When	Evaluation
Develop a costing / benefit report for Council in conjunction with community groups and dog obedience training groups.	2018	Council providing facilities for registered dog owners. Concerned public able to walk in parks without dog interference.

### 15. Dog attack

Regular contact with obedience groups.

Activity	When	Evaluation
Develop a direct contact person within businesses and community groups that have contact with dogs in the city to discuss problem areas and specific concerns.	Every 6 months	Chart and date any concerns raised.

### 16. Dog attack

Develop a spreadsheet of incident locations.

Activity	When	Evaluation
Develop & record incident locations.	2018	Chart frequency and location over a long period to identify any trends that could be assisted by education.

**17. Dangerous, menacing, restricted**

Effectively inspect and audit all declared dog premises to ensure they are implementing all legislative requirements.

Activity	When	Evaluation
Unannounced visits to the listed address of a declared dog to ensure requirements of the declaration are implemented.	Twice yearly	Meeting the requirements of the declaration. Keep a spread sheet of results and required actions.

**18. Dangerous, menacing, restricted**

Regularly review procedure manual and educational material.

Activity	When	Evaluation
Discuss procedure manual following any major incident to ensure it is current. Maintain a supply of Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and Council pamphlets to assist with education.	Ongoing	Investigations completed with relevant information recorded.  Public feedback.

**19. Population and euthanasia**

Monitor cat cage requests.

Activity	When	Evaluation
Record the number of requests to Council to hire a cat cage. Collate the number of cats collected, how many were de sexed, reclaimed, re housed or euthanized.	Ongoing.	Collate the figures annually. Number of <ul style="list-style-type: none"> <li>• Cage requests</li> <li>• Cats caught</li> <li>• Desexed</li> <li>• Reclaimed</li> <li>• Rehoused</li> <li>• Euthanased</li> </ul>

**20. Population and euthanasia**

Promote public awareness of feeding stray cats.

Activity	When	Evaluation
Implement "Who's for Cats?" education campaign in local area. Utilise the following resources (available from Bureau of Animal Welfare ): <ul style="list-style-type: none"> <li>"Are you feeding a bigger problem?" (Who's for Cats? campaign fact sheet) - distributed throughout the Municipality and placement on the Council Website.</li> <li>Template media release - for publication in local newspapers</li> <li>Conduct information door knocks in problem areas</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Measure number and type of education materials distributed</li> <li>Record number of campaign queries received by council</li> <li>Number of media stories published</li> <li>Measure uptake on any promotions to encourage people to take responsible ownership of cats</li> </ul>

**21. Domestic Animal Business**

Identify and register all domestic animal businesses in the municipality.

Activity	When	Evaluation
Identify all businesses that should be registered.	April each year.	Compare number of registered DABs from the previous year

**22. Domestic Animal Business**

Annually inspect and audit all registered domestic animal businesses.

Activity	When	Evaluation
Visit all registered businesses and check for compliance and animal condition.	April and October.	Those requirements of the Act are met.

**23. Emergency welfare**

Develop a local animal emergency welfare plan

Activity	When	Evaluation
In conjunction with local parties, create a local sub plan, with a contact list for emergency situations for rangers.	2018	Adopted plan.

**24. Emergency welfare**

Establish a brochure for the public.

Activity	When	Evaluation
Create a brochure for the public on what you need, where to go, and who to contact in an emergency.	2018	The availability of brochures for the public.

**25. Annual review**

Conduct an annual review of the Domestic Animal Management Plan.

Activity	When	Evaluation
Conduct an annual, internal department review of the current plan.	December	Comparison with previous plan.

**26. Annual review**

Reporting of results

Activity	When	Evaluation
Provide results for Council's annual report. Notify of review. Conduct a major review every four years	Annually. Annually. Four-yearly	Evaluate results against the requirements of the Domestic Animals Act 1994



## **5.9 CITY CENTRE RENEWAL PROJECT – PROGRAM STAGING REVIEW**

*Cr. Neoh declared an interest in Items 5.9 and 5.10 and left the meeting at 6.30pm.*

### **PURPOSE**

*The purpose of this report is to recommend that Council review the implementation program for the City Centre Revitalisation Project.*

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### **EXECUTIVE SUMMARY**

- The City Centre Revitalisation Project is currently programmed to occur in two stages which are known as Zone 1 and Zone 2.
- The Zone 1 works area is currently under construction and includes the reconstruction of Liebig Street between Raglan Parade and Koroit Street, and includes the reconstruction of the Lava Street and Koroit Street roundabouts.
- The Zone 2 works area is scheduled to commence in 2018 and includes the reconstruction of Liebig Street between Koroit Street and Timor Street, and Koroit Street between Liebig Street and Kepler Street.
- The Liebig Street / Koroit Street roundabout works are being completed as part of the Zone 1 program and disruptive works will run through until the end of November 2017.
- The TAC Pedestrian Serious Casualty Area Program is offering funding to improve pedestrian accessibility in the Kepler Street / Koroit Street roundabout.
- Council should consider amending the City Centre Renewal Program to a 3 Zone project, effectively splitting the Zone 2 works across 2 years.

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**MOVED: CR. HULIN**  
**SECONDED: CR. HERBERT**

### **That Council:**

- 1. Agree to amend the construction program for the City Centre Renewal Project, extending the delivery program by 1 year.**
- 2. Amend the Zone 2 - 2018 works area to the section of Liebig Street between Koroit Street and Timor Street, including any works required to complete the Liebig Street / Koroit Street roundabout.**
- 3. Introduce a Zone 3 – 2019 works area for the section of Koroit Street between Liebig Street and Kepler Street.**
- 4. Delay the adoption of a design for Koroit Street until mid 2018 when the overall budget position is better understood.**

**CARRIED – 6:0**

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### **BACKGROUND**

The City Centre Renewal project was originally programmed to be constructed over four years commencing in 2016/2017, with Council accepting State Government and Federal Government support for the project.

During the design process for 2017 works, Council developed a construction management strategy, based on the concept design, which proposed undertaking the renewal project over a two year period.

## ISSUES

The following issues have arisen during the Zone 1 - 2017 project implementation and have necessitated a project program review:

- (i) The contractor for the Zone 1 - 2017 works has advised Council that it is unlikely that the previously proposed Zone 2 - 2018 scope of works can be completed within a single calendar year due to capacity constraints with the site, supply of materials and labour.
- (ii) The TAC funded Pedestrian Serious Casualty Accident program is offering funding which could see the Kepler Street / Koroit Street roundabout included into the works program.
- (iii) The extent of redundant, undocumented and active services impede the ability of the principle contractor to accelerate the construction program to meet deadlines.
- (iv) Recent business support consultation workshops highlighted a request from traders to delay construction to commence in the next block of Liebig Street until after May Races to minimise impact to footpath trading.
- (v) Favourable weather conditions during the Zone 1 - 2017 works may not occur in future project years.
- (vi) Drainage infrastructure in Liebig Street between Koroit Street and Timor Street not previously scheduled to be replaced will now need to be replaced due to its poor condition.
- (vii) Transport for Victoria have not yet provided funding for their component of the bus interchange review.
- (viii) Council's ability to deliver the high standard of finish across the project stages is unlikely to be affordable and it will be necessary to value manage the Koroit Street project area to meet budget expectations.

Due to a number of factors, which include programming, capacity of local skilled trades, the age of infrastructure and the extent of undocumented services, the City Centre Renewal contractors have struggled to achieve the projected productivity rates required to complete the full Zone 1 - 2017 program of works.

These issues have pushed the scheduled completion times for some components of the project such as the Liebig Street / Koroit Street roundabout into November. Site contingency arrangements have also been put in place to stop works and complete temporary reinstatements if the roundabout cannot be reopened by December.

Recent identification of shallow direct buried high voltage power in the Koroit Street / Liebig Street intersection is expected to slow finishing works to the kerb return to the north of the roundabout.

A number of concessions have been made for the principle contractor in relation to staging of the works with the intention of delivering the project on program. This has included the ability to manage the west side of Liebig Street as a single construction site; access to a larger staging area in Parkers carpark; construction agreements with Wannon Water, Telstra and Powercor.

The principle contractor has submitted a recent construction program indicating they are still working to open the south bound lane and car parking in Liebig Street prior to the peak Christmas period.

Paving to edge treatments, commissioning of electrical fittings, soft and hard landscaping elements will be finalised after traffic flows are returned. These are less disruptive works and are likely to be completed in the lead up to Christmas or in early 2018.

The TAC Pedestrian Serious Casualty Area program has also provided funding for the upgrade of the Koroit Street / Kepler Street roundabout and if accepted this would need to be programmed.

Council's funding agreement with the State Government broadly allows for the changes specified provided that the quality of the Koroit Street streetscape is still of a high quality. The Federal Government agreement will require some renegotiation to reflect the intent of this resolution.

## FINANCIAL IMPACT

The high standard of finish and significant cross sectional modifications being made to Liebig Street are putting significant pressure on the overall project budget.

The large number of latent condition precedents such as poor subgrade material, service realignments, unknown services, night work demands and surfacing constraints, has pushed the total delivery costs for Zone 1 over the initial project allowance by approximately \$0.5M.

Further, as the Liebig Street section between Koroit Street and Timor Street is expected to uncover similar latent condition items and have increased night work requirements due to the retail trading mix. It is therefore recommended that the Koroit Street design not be finalised until late in 2018 when a better understanding of the budget allowance for this section is known.

While the Zone 1 contractor indicated at tender that they made all reasonable allowance for night works they have stated that the demands and expectations placed on them have far exceeded their provision.

## **5.10 CITY CENTRE RENEWAL PROJECT SCHEMATIC DESIGN ZONE 2 – 2018 WORKS**

***Cr. Neoh remained out for this item.***

### **PURPOSE**

***To endorse the City Centre Renewal Zone 2 - 2018 Schematic Design.***

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### **EXECUTIVE SUMMARY**

- This report recommends that Council endorse a design that is consistent with the Zone 1 – 2017 works area for the section of Liebig Street between Koroit Street and Timor Street.
- This report only recommends adoption of a design for the amended Zone 2 – 2018 works area which now excludes Koroit Street.
- Design of the City Centre Renewal Zone 2 - 2018 area has reached the end of the schematic design phase and now requires sign off. A copy of the schematic design is provided in **Appendix A**.
- The design is a development of the concept design and City Centre Structure Plan which have previously been considered by Council.
- The design will see laneways off Liebig Street that connect with Off Street Car Parking areas, developed as pedestrian spaces with no direct vehicular access to Liebig Street.
- Council has only been partially successful in gaining funding to complete a review into the location of the Warrnambool Town Centre Bus Interchange, with Transport for Victoria unable to fund its share of the project costs.
- The schematic design has been on public display and was developed through a community design workshop process.

---

**MOVED: CR. HULIN**  
**SECONDED: CR. OWEN**

**That Council:**

- 1. Endorse the schematic design plans for the City Centre Renewal Zone 2 – 2018 works area in Liebig Street between Koroit Street and Timor Street.**
- 2. Note that funding from Transport for Victoria to complete a review of the central bus interchange, specifically focussing on identifying alternative locations for the central bus interchange has not been successful.**
- 3. Progress design outcomes for Koroit Street that do not include provision for a central bus interchange.**
- 4. Write to Transport for Victoria to express our disappointment at not being funded for the central interchange study, and request that they now lead a study to find the most suitable alternative.**

---

**CARRIED – 6:0**

## **BACKGROUND**

Council has been funded by the State and Federal Governments to complete a redevelopment of its City Centre, known as the City Centre Renewal Project.

Works currently under way will see the Zone 1 project area completed by the end of 2017.

The Zone 2 works area which covers Liebig Street between Koroit Street and Timor Street is being designed in readiness for construction in 2018.

## **DESIGN CONSIDERATION**

### ***Liebig Street***

The design for Liebig Street principally continues the same pedestrian priority treatments as seen in the Zone 1 - 2017 works area, including wider at grade footpaths, shared bike and traffic lanes, and a formal mid-block crossing.

We have also received positive support on the proposal to transform the laneways that connect Liebig Street to Off Street Car Parking areas to pedestrian friendly spaces. This has included requests to plan for the future upgrade of the laneways, making them more inviting and safe through activation, utilising new themed artwork, lighting and increased CCTV surveillance.

The project team is in discussion with Wannon Water around sharing the cost of duplication of the water main on the east side of the street, which will minimise the number of short term night time full road closures required.

New drainage infrastructure will be required on both sides of the street.

Council has been asked by traders to consider delaying the construction commencement until after the May races weekend. While this is not possible to achieve without impacting the Christmas period, the project team will work with the contractor to ensure a high level of functionality in this period.

Traders who rely on 'take-away' business have expressed some concern with the loss of the second lane, currently utilised for the propping of vehicles while food orders are collected. This has been addressed in the design with the inclusion of short term un-metered parking.

There has also been some comments related to the duration of signed parking restrictions and specifically that consideration is given to extending restricted parking until late evening periods.

## **ISSUES**

The design and investigation process has identified a number of items which were previously unknown or which Council thought could be retained.

These include:

- (i) Drainage in Liebig Street which we originally believed to be in suitable condition to support the redevelopment. However inspection of the drainage has shown it to be in a very degraded condition.
- (ii) Duplication of a water main in Liebig Street to avoid property connections which cross the street. Retaining these connections would make staging very difficult in this work area.
- (iii) Upgrade of High Voltage power which has been discovered in the Koroit Street / Liebig Street intersection.
- (iv) The location of the Warrnambool buses interchange which while unresolved will result in additional design costs to account for the two alternative options and will impede our ability to provide the best design outcome at the Liebig Street / Koroit Street intersection.

## **FINANCIAL**

The design process has identified a number of significant cost items which had not been previously accounted for in the outline cost plan for the Zone 2 - 2018 works area.

To account for these aspects the design scope has been reduce to omit any works associated with Koroit Street. This would allow Council to design Koroit Street to the remaining City Centre Renewal budget.

Several drainage investigations have also identified drainage assets in the works area that are at the end of their useful life. It is considered appropriate that these aspects of the works be funded from the drainage reserve.

As the design process moves into the documentation stages the project team is intending to run value management workshops to reduce the cost of the project and realign it with the project budget.

Critical in the management of this process will be the approach Council takes to the staging of remaining works, treatment of latent conditions costs from the Zone 1 - 2017 project area, and management of the bus interchange.

## **CONSULTATION**

A copy of all on-line responses from the public advertising period are contained in **Appendix B** of this report. Many of these responses focussed on aspects of the design that were set through the structure plan provisions and in particular strategic directions which have seen traffic lanes restricted and parking modified to create landscaped treatment.

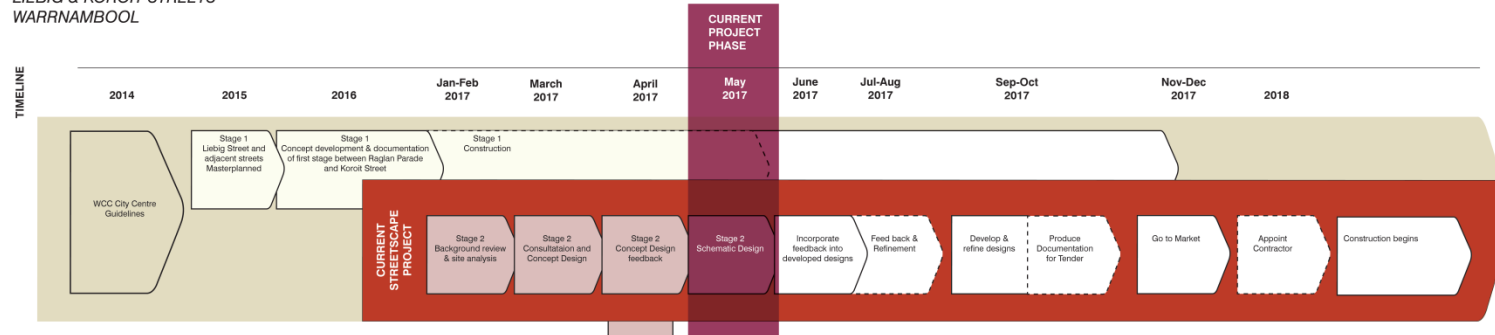
In addition to the on-line responses a design workshop was also held with representation from traders, landlords and community members. Feedback from these sessions has been consolidated and is contained in the schematic design response and report.

## **RISK**

The at-grade treatment has resulted in significant additional time and cost due to the extent of existing services as part of the 2017 works. The design team considers this treatment as visually important for Liebig Street.

The high incidence of latent site conditions experienced in the Zone 1 – 2017 design are expected to be repeated in the Zone 2 – 2018 works area.

CITY CENTRE REVITALISATION PROJECT  
LIEBIG & KOROIT STREETS  
WARRNAMBOOL



KEY PROJECT TEAM TASKS & OUTCOMES

Outlines worked together with Warrnambool City Council to develop city centre wide design guidelines to inform future renewal projects.

Working together with the Community and local traders, a Masterplan for Liebig Street and adjacent commercial streets was developed.

Concepts for Liebig Street between Ryna and Koroit Streets were developed in readiness for Tender and Construction.

Initial background analysis and site investigations were undertaken by Outlines to inform the next stage of streetscape renewals.

Concept designs were developed out of discussions with traders and interpretation of the City Centre Guidelines.

PROJECT SUMMARY

This is the second stage of Warrnambool City Council's streetscape renewal project encompassing Liebig Street and adjacent trading streets. The project stems from Warrnambool City Council's long standing commitment to preserving Liebig Street the Warrnambool's primary commercial and cultural 'spine' and undertaking the necessary streetscape upgrades to support this. Key drivers for these upgrades are improved pedestrian amenity and enjoyment as well as a safer public environment for citizens and visitors.

The design of Stage 1 (under construction) provides a safer vehicle/pedestrian environment, broader pavements for activities and seating, high quality surfaces and is considered a long term approach to planting and street trees. Public use throughout the year is also supported by improved pedestrian lighting and furniture.

Both stages of these upgrades draw on various strategic level documents prepared by Outlines and often in proceeding stages - summarised in the timeline on this page. These urban scale studies, aim to reflect the economic, cultural and environmental aspirations of Warrnambool and help map out critical design parameters for projects such as this.

The current phase of this project is schematic level designs, now on display for public view and comment. These masterplans establish the key design proposals for Liebig and Koroit Streets arising from initial stakeholder discussions and site investigations. They are informed by the Warrnambool City Council's City Centre Guidelines and aim to respond to the unique characters of the areas covered.

These resolved and considered designs are presented at this time to allow for further public input and comment before the designs have continued with developing full documentation and ultimately construction.

SUMMARY OF DISCUSSION POINTS & OUTCOMES FROM 1ST ROUND CONSULTATION HELD IN MARCH

As a way of steering the discussion around the streetscape design possibilities, a number of paired themes were proposed at the public consultation. These were chosen to assist participants in focussing on the key functional areas that the streetscape renewals aim to address, including: Identity & Activity, Movement & Access, Facilities & Amenity.

In collating the responses, the comments received were 'tagged' under similar headings to gauge their relative support. While the frequency of responses were not used to directly influence the concept designs, they serve as a useful record of what was discussed. The resulting Schematic Designs were developed with these responses in mind.

**Key Observations**

**Facilities & Amenity**

- Opportunities for small gathering spaces along the Streets welcomed
- Safe & well lit areas around public facilities important
- Ways of minimising negative aspects of bus stop zones in Koroit Street should be pursued
- Opportunities for open sided shelters to bus areas to include public transport passengers & pedestrians
- Well shaded & protected trees with seating and green wall elements, permeable pavements, use of soft landscaping, long term health & safety of trees
- Opportunities for improved street trading to southern end of Liebig St (issues at present with cross falls along length)
- Improved footpath interfaces with kerbs & potential for wider trading zone where possible

**Identity & Activity**

- Support current & future trading practices through considered streetscape improvements
- Reflect the principles set out in strategic guidelines and streetscape design documents
- Recognise and respond to activities at various times of day/year
- Emulate the unique character of city centre streets
- Include ways of expressing local pride
- Acknowledge and respond to different retail modes & types
- Koroit Street - Focused retail laneway (Bakery, restaurant, public transport, recreation, services shopping)
- Liebig Street - More meandering pedestrian behaviour (Hospitality, cafe, boutique)
- Recognise and support the hospitality precinct and it's connection to the precinct precinct
- Visual & physical connections to arts and culture precinct
- Support public art in the city centre - part of city wide policy
- Some level of continuity of the streetscape principles and aesthetic from stage 1

**Movement & Access**

- Navigation around streets, ease of wayfinding for both locals and visitors is important
- Ease of access to shops for abilities
- Consideration of various vehicle uses, including bikes, cars and those using mobility aids
- Ease of crossing roads safely
- Ease of access to bus stop zones and future uses of these areas
- Connections through footpath corridors to rest of shops important
- Potential for mid-block crossing to Liebig Street
- Protected access to rear carparking - future rear trading growth
- Unseen topdial surfaces, difficultly for some users to navigate

KOROIT STREET

Main areas of interest from initial consultation (in no order of importance):

1. Support for improvements to footpath surfaces including drainage improvements and permeable paving
2. Acknowledge the retail format of Koroit Street as different to Liebig Street and support this via streetscape works eg awnings and larger frontage shops
3. Support improvements to tree planting risk for public transport users and for nearby traders
4. Improve safety of all road users
5. Provide unique public space within Koroit Street

COMMON TO BOTH STREETS

Main areas of interest from initial consultation (in no order of importance):

1. Highlight the importance of good parking conditions to businesses both front & rear trading
2. Need for improved public safety and amenity through better lighting and accessibility
3. Enhance kerney connections to rear carparks and to businesses operating from these areas

LIEBIG STREET

Main areas of interest from initial consultation (in no order of importance):

1. Strong support for a mid block crossing between Koroi & Tintal Streets
2. Support for improvements to footpath and curb condition including protecting against tree root damage
3. Build on the existing 'hospitality precinct' character and support the through improved environmental measures eg wind breaks, shade
4. Support for a more pedestrian focussed experience of Liebig Street with potential for on benefits to trading
5. Support for better pavement with improved footpath gradients and more level areas for street trading

DETAILED FEEDBACK FROM FIRST ROUND CONSULTATION

Area of Interest	Comments	Design Response
Facilities & Amenity	Comments regarding public facilities, seating, and lighting.	Design response including improved seating and lighting.
Identity & Activity	Comments regarding street character and retail format.	Design response including unique public space and retail format.
Movement & Access	Comments regarding navigation, wayfinding, and accessibility.	Design response including improved wayfinding and accessibility.

APPENDIX A

The comments in this table are a record of the consultation and submissions from the first consultation and do not necessarily reflect the final design work. They are all used and have been considered in the resulting designs.

**LIEBIG STREET**

**Generally**

- New bluestone pavements throughout footpaths
- New Street lighting and poles to match stage 1
- New pedestrian lighting and public power
- Re-grade road to achieve new cross section to follow stage 1
- Irrigation to all planters & trees
- New street trees
- New line marking
- New street furniture

**Items to be confirmed**

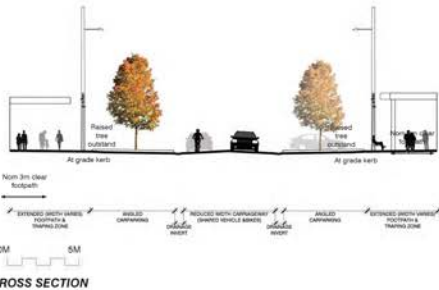
- Set out of all parking bays including DDA (disabled bays)
- Additional kerb extent
- Light pole locations
- Degree of laneway access
- Nature of pedestrian priority crossing
- Degree and nature of terraced platforms

**Key Design Propositions**

1. Continue stage 1 design principles along Liebig St, including tree selection and placement, street cross section, parking and cycle arrangement, improved pedestrian amenity. Narrower vehicle lanes as part of traffic calming measures and added road safety.
2. Extend kerb line for improved al-fresco opportunities.
3. Site new trees in outstands to:
  - 1) Protect and offer long term improved permeability & root health.
  - 2) Protect pavements and kerbs.
4. Create new pedestrian priority crossing adjacent Liebig Lane (pending authorities' approval).
5. Improve on street trading zones through introduction of level pavement areas - typically to the southern end of Liebig Street. Maintain constant footpath zone offset from property boundary.
6. Improve on street pedestrian comfort by investigating wind abatement, shade and other elemental protection gestures.
7. Pedestrian level lighting aiding safety and amenity.
8. Consistent, legible treatment to cross-overs. Improve visual connectivity with rear car parking and businesses.
9. Generally resurface pavements to provide consistent gradients and surfaces.
10. Pedestrian priority 'wombat' crossing

**Legend**

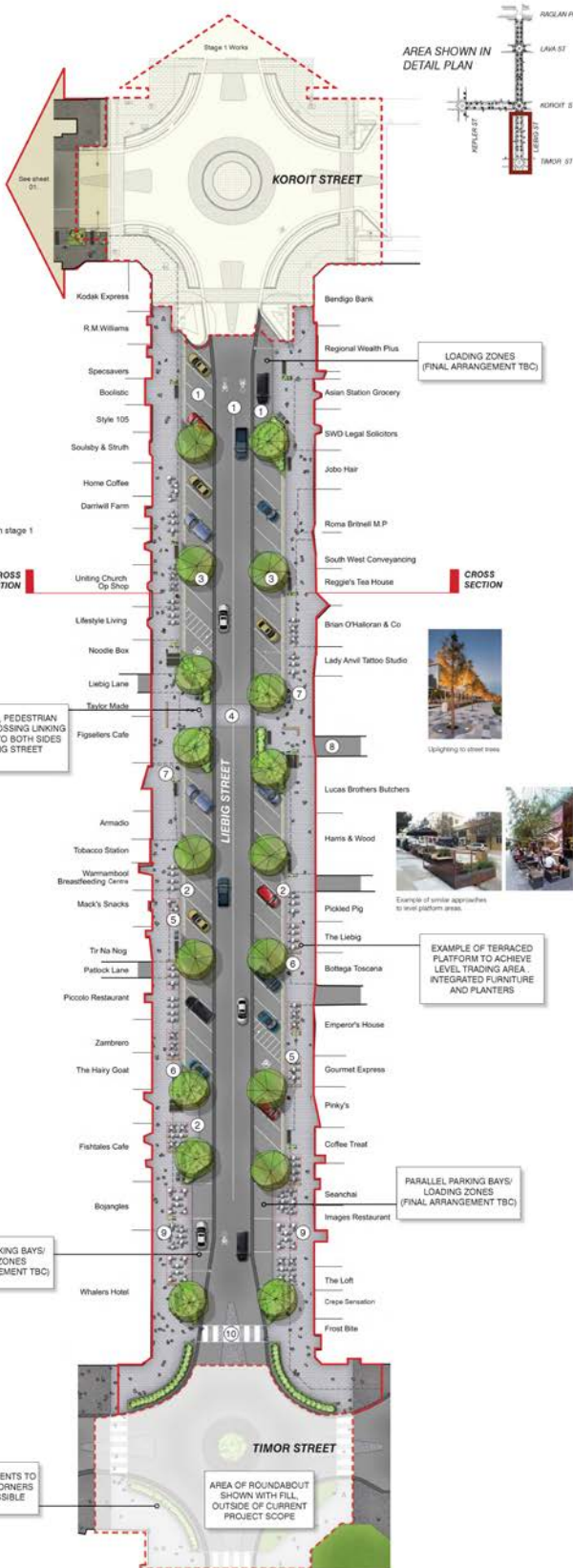
- Existing Tree
- Proposed Tree
- In ground, irrigated Planter
- Raised outstand planter, irrigated
- Granite kerb ramp - to match stage 1
- Coloured concrete spoon drain - to match stage 1
- Bluestone pavers
- Asphalt road surface
- Shared bike lane
- Pedestrian level lighting
- Street furniture
- Raised planter
- Trader loose furniture in terraced platform (red dashed line)



**CROSS SECTION**



**AREA SHOWN IN DETAIL PLAN**







City Centre Zone 2 Draft Design

#2



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Monday, June 05, 2017 3:28:24 PM

**Last Modified:** Monday, June 05, 2017 3:31:28 PM

**Time Spent:** 00:03:04

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

**Q1: What aspects of the proposed streetscape design do you like?**

Mid block pedestrian crossing

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

You are cutting further parking out. It's hard enough to get parking along that block as it is, and you're effectively taking out several parks. Functionality cannot be sacrificed for aesthetics. I highly doubt that restaurateurs are going to be thrilled with the increased competition for parking. This is one of the reasons why the CBD is suffering in the first place!

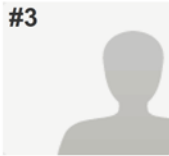
**Q3: Any other thoughts about the designs on exhibition?** *Respondent skipped this question*

**Q4: If you would like to receive project updates please leave your name and email address** *Respondent skipped this question*

City Centre Zone 2 Draft Design

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#3 **COMPLETE**  
**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, June 05, 2017 7:00:51 PM  
**Last Modified:** Monday, June 05, 2017 7:28:30 PM  
**Time Spent:** 00:27:39



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PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

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**Q1: What aspects of the proposed streetscape design do you like?**

The bluestone pavers.

---

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

The bottlenecking of traffic due to single lane roads, caused by the unnecessary widening of footpaths and bike lanes. This is already a big problem as traffic is forced to stop behind every single driver reversing into oncoming traffic. Logistically single lane roads are impractical from the users standpoint. The reduced parking also makes little sense, and I wonder "overall" how the CBD is expected to function and flow during peak periods, and overall growth of the town throughout the years to come.

---

**Q3: Any other thoughts about the designs on exhibition?**

The reduced parking seems fit for smaller towns, however I was understanding that Warrnambool was a growing town. In saying that I also wonder how the City Council plans to address the coming parking problem that we will be faced with once the CBD renewal is completed?

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**Q4: If you would like to receive project updates please leave your name and email address**

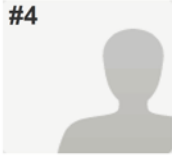
Name

Email Address

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City Centre Zone 2 Draft Design

#4



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Monday, June 05, 2017 7:27:04 PM

**Last Modified:** Monday, June 05, 2017 7:31:08 PM

**Time Spent:** 00:04:04

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

**Q1: What aspects of the proposed streetscape design do you like?**

All of it except bike lane

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

Protected bike lane on the inside (near footpath) like in Swanston st or else you have people reversing into cyclist paths and possibly not looking for on coming cyclists. Won't make people feel any safer then current situation; need to consider if we are aiming for a pedestrian/cyclist friendly city centre.

**Q3: Any other thoughts about the designs on exhibition?** *Respondent skipped this question*

**Q4: If you would like to receive project updates please leave your name and email address**

Name

Email Address

City Centre Zone 2 Draft Design

#5



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Monday, June 05, 2017 10:08:15 PM

**Last Modified:** Monday, June 05, 2017 10:17:08 PM

**Time Spent:** 00:08:53

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

**Q1: What aspects of the proposed streetscape design do you like?**

Too much money being spent

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

Where will we park. Is council going to build more off street parking to compensate for all the lost parks. What is council going to do to get rid of cold southern wind that can roar up Liebig street

**Q3: Any other thoughts about the designs on exhibition?**

Too much money on Liebig street, what about the rest of the city. Leave Koroit street alone it's already a bottleneck which runs around to Kepler street and down to lava street.

**Q4: If you would like to receive project updates please leave your name and email address**

*Respondent skipped this question*

City Centre Zone 2 Draft Design

#6



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, June 06, 2017 12:51:48 AM  
**Last Modified:** Tuesday, June 06, 2017 1:12:09 AM  
**Time Spent:** 00:20:20

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

**Q1: What aspects of the proposed streetscape design do you like?**

Bus stops are nice.

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

Eliminating 2 lanes is dumb. Also. Pedestrian crossing at the bottom of liebigh street will cause a lot of back ups. Both the lane way one and the 'wombat' crossing.

**Q3: Any other thoughts about the designs on exhibition?**

Stop wasting money on things that don't need changing. The city only just upgraded all the roundabouts and roads. The single lane just backs traffic.


**Q4: If you would like to receive project updates please leave your name and email address**

*Respondent skipped this question*

City Centre Zone 2 Draft Design

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#7 **COMPLETE**  
Collector: Web Link 1 (Web Link)  
Started: Tuesday, June 06, 2017 10:55:24 AM  
Last Modified: Tuesday, June 06, 2017 10:59:55 AM  
Time Spent: 00:04:31



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PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

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**Q1: What aspects of the proposed streetscape design do you like?**

The trees, though where possible these should be native

---

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

The crossings. The crossings put in near the TAFE on Kepler street cause confusion - are the pedestrian crossings where cars should give way or not? If they are pedestrian crossings they need zebra markings.

---

**Q3: Any other thoughts about the designs on exhibition?**

Where are bikes meant to go?

If this part takes as long as the previous section to finish then you will lose many of the businesses on this street.

---

**Q4: If you would like to receive project updates please leave your name and email address**

*Respondent skipped this question*

City Centre Zone 2 Draft Design

#8



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, June 07, 2017 10:16:05 PM  
**Last Modified:** Wednesday, June 07, 2017 10:18:18 PM  
**Time Spent:** 00:02:13

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

Q1: What aspects of the proposed streetscape design do you like? *Respondent skipped this question*

Q2: **What aspects of the proposed streetscape design do you feel need better resolution?**

Make sure people can park directly outside shops, if have mobility problems, need more disabled parking, limited mobility only able to walk short distances and want to shop in town ,

Q3: Any other thoughts about the designs on exhibition? *Respondent skipped this question*

Q4: If you would like to receive project updates please leave your name and email address *Respondent skipped this question*

City Centre Zone 2 Draft Design

#9



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Tuesday, June 13, 2017 4:03:55 PM

**Last Modified:** Tuesday, June 13, 2017 4:08:28 PM

**Time Spent:** 00:04:33

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

**Q1: What aspects of the proposed streetscape design do you like?**

None

What council wants council gets

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

Money could be used to better Aqua Arena

Needs upgrade as it is used by young and old so much

Desperately needs sauna nd spa area and entrance fees etc are far to expensive ( I can verify my comment aagainst bigger and better aquatic complexes)

**Q3: Any other thoughts about the designs on exhibition?**

As I stated the ratepayers don't count

Council sees to that

**Q4: If you would like to receive project updates please leave your name and email address**

*Respondent skipped this question*



City Centre Zone 2 Draft Design

#11



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, June 15, 2017 7:45:59 PM  
**Last Modified:** Thursday, June 15, 2017 8:00:16 PM  
**Time Spent:** 00:14:17

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

Q1: What aspects of the proposed streetscape design do you like? *Respondent skipped this question*

Q2: What aspects of the proposed streetscape design do you feel need better resolution?

"Wombat" crossings at roundabouts.

Q3: Any other thoughts about the designs on exhibition?

Surely you have considered the impracticality of placing the "wombat" crossings at roundabouts? Traffic will actually be forced to stop in the roundabout while pedestrians cross effectively converting it into a parking lot. As the roundabout fills vehicles will no longer be able to even enter the roundabout. Portland has already enacted this idea and it's a much a terrible idea here as it was there. Considering how poorly it works there it's baffling that you would want to try it here.

Q4: If you would like to receive project updates please leave your name and email address *Respondent skipped this question*

City Centre Zone 2 Draft Design



**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, June 15, 2017 8:23:56 PM  
**Last Modified:** Thursday, June 15, 2017 8:31:09 PM  
**Time Spent:** 00:07:12

PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

**Q1: What aspects of the proposed streetscape design do you like?**

Not much of it at all.

**Q2: What aspects of the proposed streetscape design do you feel need better resolution?**

Pedestrian priority crossings near round-a-bouts is just going to cause more congestion. Reduction of traffic to 2 lanes, and reversing cars already causes a huge amount of congestion at peak times.

**Q3: Any other thoughts about the designs on exhibition?** *Respondent skipped this question*

**Q4: If you would like to receive project updates please leave your name and email address** *Respondent skipped this question*

City Centre Zone 2 Draft Design

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**#13** **COMPLETE**  
**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, June 16, 2017 9:12:13 AM  
**Last Modified:** Friday, June 16, 2017 9:14:19 AM  
**Time Spent:** 00:02:05



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PAGE 1: Have your say on the draft design for Zone 2 of the City Centre Renewal

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Q1: What aspects of the proposed streetscape design do you like? *Respondent skipped this question*

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Q2: What aspects of the proposed streetscape design do you feel need better resolution? *Respondent skipped this question*

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Q3: **Any other thoughts about the designs on exhibition?**

By the time you have finished wasting tax payers money on these changes the Main street will be dead RIP!

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Q4: If you would like to receive project updates please leave your name and email address *Respondent skipped this question*

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**Cr. Neoh returned to the meeting at 6.50pm.**

**5.11 CONSIDERATION OF SUBMISSIONS - WARRNAMBOOL PLANNING SCHEME AMENDMENT  
C102 – 678-688 RAGLAN PARADE, WARRNAMBOOL**

**PURPOSE**

***This report considers a submission received to Warrnambool Planning Scheme Amendment C102. This report recommends that Council request the Minister for Planning appoint an Independent Panel to consider all submissions received.***

**EXECUTIVE SUMMARY**

- Network Planning Consultants (on behalf of the CFA) has requested Council prepare an amendment to the Planning Scheme to rezone land at 678-688 Raglan Parade (the land) to Mixed Use Zone (MUZ) and to apply an Environmental Audit Overlay (EAO).
- The subject site is the former Fire Station located on the corner of Raglan Parade and King Street and is currently zoned Public Use 1 – Service & Utility.
- The amendment is required to enable the sale of the land for private use.
- On 3 April 2017, Council resolved to seek the authorisation of the Minister for Planning to prepare and exhibit Planning Scheme Amendment C102.
- Following the exhibition period, one (1) submission has been received (**refer to Appendix 1**)
- It is recommended that Council request the Minister for Planning to appoint an Independent Panel, and refer the submission to the Panel for consideration.

---

**MOVED: CR. HULIN**  
**SECONDED: CR. HERBERT**

**That Council:**

- 1. Receives and considers all written submissions made to Amendment C102 to the Warrnambool Planning Scheme.**
- 2. Pursuant to Section 23(1)(b) of the Planning and Environment Act 1987, requests the Minister for Planning to appoint a Planning Panel to review the submissions received to Amendment C102.**
- 3. Refers all submission to the Planning Panel to be appointed by the Minister for Planning, including any late submissions.**
- 4. Endorses the officer response to issues raised by submissions outlined in Attachment 1, as the basis for Council's submission to the Planning Panel.**
- 5. Writes to all submitters to inform them of Council's decision to proceed to the Planning Panel stage.**

**CARRIED – 7:0**

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**BACKGROUND**

On 3 April 2017, Council resolved to:

- Seek the authorisation of the Minister of Planning to prepare and exhibit Amendment C102 to the Warrnambool Planning Scheme to rezone land at 678-688 Raglan Parade, Warrnambool from the Public Use Zone 1 to Mixed Use Zone and apply the Environmental Audit Overlay.

The land is the former CFA Fire Station located on the corner of Raglan Parade and King Street and is currently zoned Public Use 1 – Service and Utility.

(Locality plan below)



A new fire station has been developed in Mortlake Road and is now operational. Accordingly, the former fire station is now obsolete and surplus to the CFA requirements. It is now the intention of the CFA to sell the land on the open (private) market.

The current zone does not provide for private use, therefore the land needs to be rezoned before it can be disposed of.

The removal of the Public Use Zone is consistent with the Ministerial Direction on the Form and Content of Planning Schemes, which states a *Planning Scheme may only include a Public Use Zone if the land is Crown land, or is owned by, vested in or controlled by a Minister, government department, public authority or municipal council* (Officer emphasis).

Amendment C102 proposes to include the land within the Mixed Use Zone. The purpose of the Mixed Use Zone, includes:

- *To provide for a range of residential, commercial, industrial and other uses which complement the mixed-use function of the locality.*
- *To provide for housing at higher densities.*
- *To encourage development that responds to the existing or preferred neighbourhood character of the area.*
- *To facilitate the use, development and redevelopment of land in accordance with the objectives specified in a schedule to this zone.*

It is considered the inclusion of the land in a Mixed Use Zone would be the most appropriate zoning option having regard to the mixed land use pattern of the area and the strategic objectives contained in the Warrnambool Planning Scheme.

The land is located in a high profile location, on the northern edge of Warrnambool City Centre with prominent abuttal to Raglan Parade. The area comprises a mix of commercial, residential, professional services, and educational facilities. It is a reasonably large site, with good access to a wide range of services and facilities. Applying the Mixed Use Zone to the land would provide for a range of residential, commercial and other uses which would complement the mixed use function of the locality.

The Mixed Use Zone is supported by the Warrnambool City Centre Revitalisation – The Structure Plan (July 2012), which is a reference document in Council's Municipal Strategic Statement at Clause 21.02-1 of the Warrnambool Planning Scheme. The land is included within the north / central mixed use precinct (Precinct b). The structure plan encourages the implementation of the Mixed Use Zone so as to promote a diversity of land uses.

Raglan Parade is also identified in the Structure Plan as a collector loop providing vehicle circulation and access to local shopping streets. Land with abuttal to Raglan Parade is recommended for a maximum three-storey development height subject to protecting scale and character of the area. On this basis, the Mixed Use Zone, with a purpose to provide for housing at higher densities, could assist in achieving this outcome.

Given the former use of the land for a fire station, there is a potential for the land to be contaminated. To ensure that all appropriate safeguards for future owners and users of the land are in place, an Environmental Audit Overlay (EAO) will be applied. The EAO will require the site to be remediated, and an environmental audit undertaken, before a sensitive use can commence on the land. A sensitive use includes residential, child care centre, kindergarten or primary school.

The current step in the amendment process is identified in Figure 1 below.

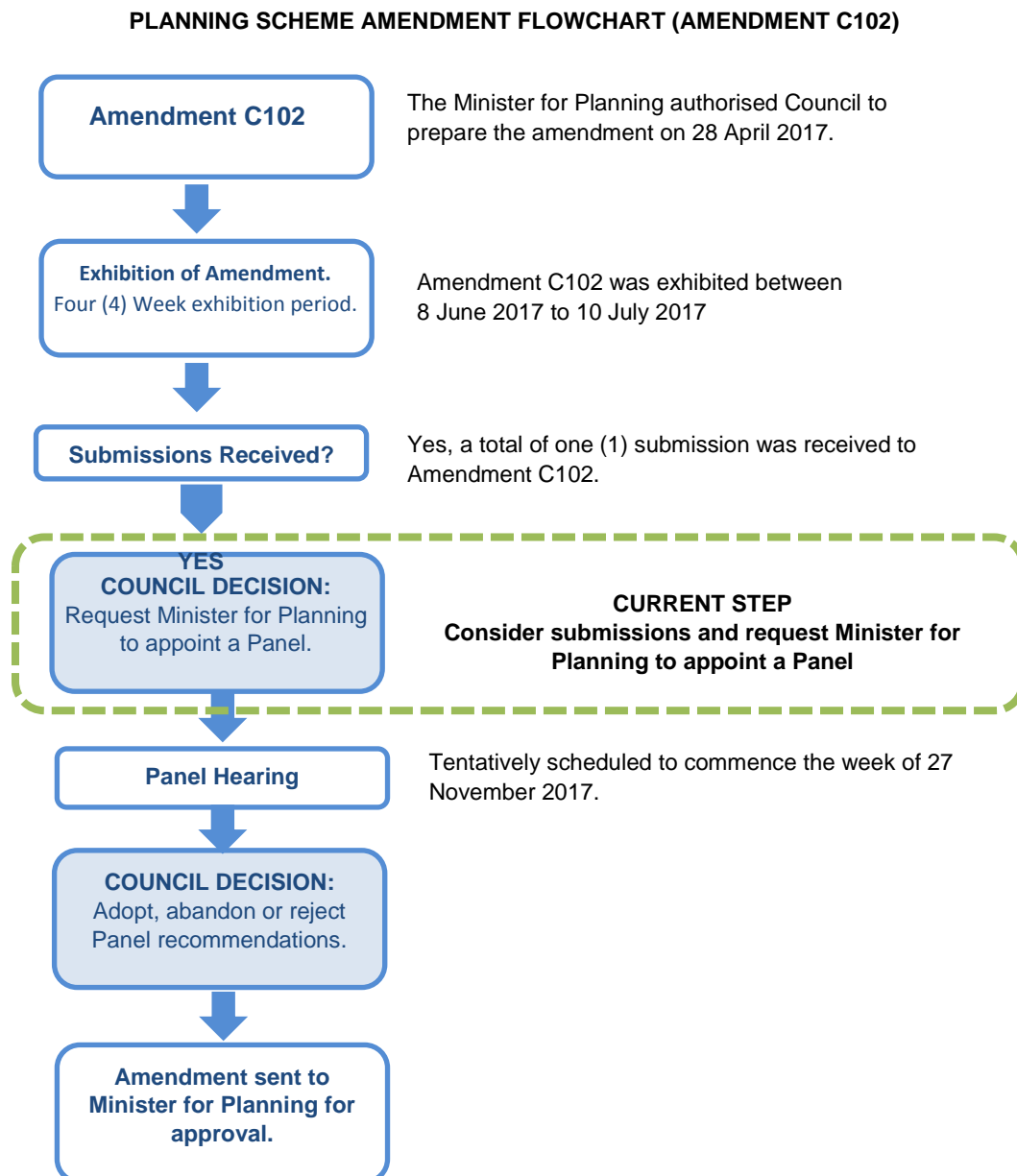


Figure 1: Planning Scheme Amendment Process

## CONSULTATION/COMMUNICATION

Amendment C102 was exhibited for a four (4) week period from 8 June 2017 to 10 July 2017, in accordance with Section 19 of the Planning and Environment Act 1987, including:

- A public notice in the Warrnambool Standard.
- A notice in the Victorian Government Gazette.
- Information at the Warrnambool City Council offices, including on the Council's website
- Information available on the Department of Environment Land Water & Planning website
- Direct notification to land owners and occupiers within 200 metres of the site.

At the conclusion of the exhibition period, one (1) submission was received. **Appendix 2** provides a summary of the submission received including the Council officer response.

## ISSUES

One (1) submission received was from the Warrnambool Primary School. In summary, the submission is centred on two key areas. Firstly, the school believes the land should not be rezoned at all, and instead retained for public use under the control of the volunteer fire fighting services or for use as a community facility. Secondly, the external grounds at the rear of the former fire station could be utilised by the adjoining school (Warrnambool Primary School) as a student drop off and pick up exchange, which would improve student safety by alleviating congestion along Jamieson Street.

Council officers have assessed the two issues raised in the submission and consider them to be matters which are not relevant to planning and are discussed below:

### **Whether the land is surplus public land**

The CFA, a government agency responsible for identifying the land and building requirements for firefighting service delivery in Warrnambool, has formed the view that the land is surplus to its needs and as such, has requested that the Council rezone the land. In accordance with State Government Policy, the land was offered to other Government agencies for purchase. No Government agency expressed an interest in acquiring the land.

### **Availability of a student drop off and pick up exchange**

With regard to maintaining the land for public use so as to facilitate a student drop off and pick up exchange for the adjoining school, it is understood that the government agency responsible for the school (Department of Education and Training) has not sought to acquire the land for this purpose. As such, this is considered a private issue between neighbours e.g., rights of access, which cannot be achieved through the planning scheme amendment process.

Removing the land from the Public Use Zone will not prevent the school negotiating this private access arrangement with any future land owner.

Council officers attempted to clarify the submitter's concerns on several occasions, including a meeting held with the submitter on 20 September 2017 to provide an update on the Planning Scheme Amendment, and to explain the role of the Planning Panel process.

As the one (1) submission is unresolved, Council has two options:

1. Refer Amendment C102, including the unresolved submission, to an independent planning panel.
2. Abandon Amendment C102.

As engagement with the submitter was not successful, it is proposed option one (1) be undertaken and refer Amendment C102, including the unresolved submission, to a Panel. The proponent has also requested that Council follow this course of action.

Ministerial Direction 15 requires pre-set panel hearing dates to be set prior to exhibition of an amendment. The pre-set hearing dates for Amendment C102 are:

- Directions Hearing to commence the week beginning 6 November 2017.
- Panel Hearing to commence in the week beginning 27 November 2017.

#### **FINANCIAL IMPACT**

Costs associated with the preparation of Amendment C102 have been included within the 2017/18 City Strategy and Development Budget and all statutory fees will be paid by the applicant.

#### **ENVIRONMENTAL/RISK IMPACT**

The proposal has been assessed against all relevant requirements of the Warrnambool Planning Scheme and the Planning and Environment Act 1987.



**Julie Glass**

---

**From:** Town Planning Shared Mail  
**Sent:** Monday, 19 June 2017 4:07 PM  
**To:** Julie Glass  
**Subject:** FW: Planning Scheme Amendment C102

Town Planning Shared Mail | |  
| 25 Liebig Street Warrnambool 3280 | P.O Box 198 Warrnambool 3280  
T: 0355594800 | M: | F: | E: [planning@warrnambool.vic.gov.au](mailto:planning@warrnambool.vic.gov.au)

---

**From:** Auchettl, Peter G [<mailto:auchettl.peter.g@edumail.vic.gov.au>]  
**Sent:** Monday, 19 June 2017 12:58 PM  
**To:** Town Planning Shared Mail  
**Cc:** Trendset Kitchens  
**Subject:** Planning Scheme Amendment C102

Dear Julie,

With reference to the recent correspondence re the re-zoning of land at 678-688 Raglan Parade described as PC 165360Y.

The Warrnambool Primary School Council has been in discussions with Nicole Wood from the City Council around safety for our students during drop off and pick up times. I have also been in discussions with Daryl Love from the fire services who will be putting forward a submission to keep the site for the use of volunteer fire fighters. If this eventuates then there is a real possibility that our school would gain access to the external grounds as a drop off and pick up exchange, thereby helping to alleviate congestion along Jamieson Street.

With this in mind, we would be opposed to the notion of rezoning the site as outlined in your correspondence as we are strongly in favour of the station being under the control of the volunteer fire fighting services and remaining as a community facility.

Please don't hesitate to contact me if you require any clarification regarding our position.

Yours Sincerely,

*Peter G Auchettl*

Principal  
Warrnambool Primary School

IMPORTANT - This email and any attachments may be confidential. If received in error, please contact us and delete all copies. Before opening or using attachments check them for viruses and defects. Regardless of any loss, damage or consequence, whether caused by the negligence of the sender or not, resulting directly or indirectly from the use of any attached files our liability is limited to resupplying any affected attachments. Any representations or opinions expressed are those of the individual sender, and not necessarily those of the Department of Education and Training.

## **5.12 ADVISORY COMMITTEES**

### **PURPOSE**

***This report contains the record of three Advisory Committees and one Reference Group meeting.***

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### **REPORT**

1. **Economic Development Advisory Committee**  
Thursday 24 August 2017 – refer **Appendix A**
2. **International Relations Advisory Committee**  
Tuesday 29 August 2017 – refer **Appendix A**
3. **Australia Day Advisory Committee**  
Wednesday 13 September 2017 – refer **Appendix B**

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**MOVED: CR. OWEN**  
**SECONDED: CR. ANDERSON**

**That the Advisory Committee reports be received.**

**CARRIED – 7:0**

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## **Economic Development Advisory Committee**

### **MINUTES**

of the  
**Economic Development Advisory Committee (EDAC)**  
held in the **Councillor's Room** at the  
**Civic Centre on Thursday August 24<sup>th</sup>, 2017 at 12.10pm**

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### **B U S I N E S S**

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#### **Attendees**

Cr. Tony Herbert (Chair); Cr. Peter Hulin; Dean Luciani; Alistair McCosh; Dr. Helen Scarborough; James Tait; Martin Ellul; Shaun Miller; Andrew Paton; Eddie Ivermee

#### **Apologies**

Karen Foster; Rob Lane; Doreen Power; Catherine Smith

#### **1. Welcome and Apologies**

- Chair declared the meeting open at 12.10pm
- Apologies received from Karen Foster, Rob Lane and Doreen Power.
- Catherine Smith submitted in writing her withdrawal from the Committee due to a relocation interstate. The Chair thanked Catherine for her involvement in the Committee.

#### **2. Minutes of Previous meeting**

Minutes of the previous EDAC meeting 14 June 2017 were passed as true and correct.  
Dean Luciani – Moved. Dr. Helen Scarborough - Second.

#### **3. 2017 Warrnambool Business Trends Survey**

Andrew Paton provided a summary of the key findings of the 2017 Warrnambool Business Trends Survey that was recently presented at the State of the City: Economic Perspective session held as part of the Great South Coast Small Business Festival. Key findings were:

- Increased business in 2017 compared to 2015 with anticipated increases in financial performance, employees, and investment in the next 12 months.
- Increased belief by respondents they are faring good or excellent compared to other regional businesses.
- Increase in businesses saying they are better off in 2017 compared to 2015.
- Increased confidence in the Warrnambool business environment at the medium to very high level in 2017 compared to 2015. More respondents from the CBD and Gateway Plaza had greater confidence.

The Group noted: –

- the value of the data and the trend analysis that it generated and recognised the partnership approach between Deakin University, South West Credit and the Warrnambool City Council to deliver the Business Trends Report.
- That further work will be undertaken as to whether the Survey is conducted annually or bi-annually and be brought back to the committee for decision. **Action: Andrew Paton /Shaun Miller**
- Further data to be presented relating to employment figures and in particular regional data on apprenticeship and traineeship take-up. **Action: Dean Luciani**

#### **4. The role of Economic Development and Investment in the region**

Andrew Paton discussed with the committee the role Warrnambool City Council plays in economic development and its capacity to influence jobs and investment

General discussion about the state of the City's economy included the following points:

- concern about businesses being unable to find local apprentices or trainees, therefore stunting business growth opportunities.
- the importance of Skilled Migration program and how that can in turn help fill local businesses employment needs.
- the continued importance of the Great Ocean Road to the region and ways that we may be able to improve our standing in regards to attracting tourists
- the group to explore strategies the city can adopt to maximise the promotion of our city as a place to live, work and invest in.

#### **5. Summary of presentation from Troy Haines and next steps on funding regarding a local business incubator.**

Shaun Miller Manager of Economic Development and Investment presented to the group draft scope for the Council's plans to service a local business incubator.

Shaun talked to the committee about the funding that is currently available from the Federal Government and how Council is planning on using a similar model as the Space program that has been successfully run in Cairns by its creator Troy Haines.

The incubator will be an empowering tool to the local region to help foster small businesses growth and entrepreneurial spirit and will be facilitated by a regional coordinator and tap into local schools and home based businesses as well as others looking to grow or start their businesses regionally.

Some of the group's comments around the Incubator and its goals included;

- importance to be "funded correctly" and if we "work together" the program could be a great success.
- ensuring the incubator complements other educational options in the region

## **6. Other Business**

- Shaun Miller provided details of the upcoming business delegation to Warrnambool sister city Changchun in China.

**MEETING CLOSE: 1.40pm**

**Next Meeting: Tuesday October 31<sup>st</sup>**

## **INTERNATIONAL RELATIONS ADVISORY COMMITTEE**

### **Minutes**

**International Relations Advisory Committee (IRAC)**  
held in the **Reception Room** at the  
**Civic Centre on Tuesday 29 August 2017 from 4pm to 5pm.**

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#### **B U S I N E S S**

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**1. Attendees**

Cr Tony Herbert (WCC Councillor, Chair)  
Troy Tampion  
Ken Howell  
Rob Askew  
Michelle Joseph  
David McKenzie  
Shaun Miller (WCC Economic Development Manager)  
Andrew Paton (WCC Director City Growth)  
Annabel Cussen (WCC Economic Development officer)

**2. Apologies**

Les Gardiner  
Amanda Cumming  
Carolyn Moore  
Courtney Mathew  
Sawako Suzuki

**3. Standing Business**

Tabled minutes from meeting dated 30 May 2017

Chair calls for motion to support minutes being true and correct

Motion : Troy Tampion

Second : David McKenzie

**3.1 Warrnambool (AU) & Knoxville, IA, USA – update**

a) Letter on behalf of WCC seeking to reengage with Knoxville, IA

R Askew reported on his recent trip to Knoxville (IA) including presentation of letter on behalf of WCC reinvestigating the potential of establishing sister city relations.

Letter presented to Cr Brian Hatch, warmly received and discussed potential to re-establish links between the two cities.

Recommendation through the chair that WCC draft letter of invitation to Knoxville Council to formally re-establish links, committee supported.

### **3.2 Warrnambool (AU) & Miura, KN, Japan – update**

- a) Cultural Exchange Representative, Warrnambool Miura sister city
  - i. Courtney Mathew (August 2017)  
A Cussen reported to the committee the selection of Courtney Mathew as the Warrnambool Miura Cultural Exchange Representative taking up position in Miura in August 2017. Committee discussion about the pressures of short time frame for selection, and support for Courtney as the selected candidate.
  - ii. Amanda Cumming (April 2018)  
A Cussen reported to the committee the selection of Amanda Cumming as the Warrnambool Miura Cultural Exchange Representative taking up the position in Miura in April 2018.
  - iii. GAP year proposal  
M Joseph reported on discussions taking place between Miura City Hall and herself, (on behalf of Emmanuel College) developing a proposed 'gap year' student teacher placement in Miura, beginning 2018. Proposal would see candidate take up 3 month placement in Miura City, (homestay) as part of a larger gap year experience. Structure of proposal is still being workshopped.

### **3.3 Japanese Garden**

- i. Small Infrastructure Fund works  
Report to the committee on the works undertaken in the Japanese Garden as part of the 2016-2017 allocation from WCC's Small Infrastructure Fund, and opening ceremony held as part of the Miura student visit to Warrnambool in August. Positive discussion around the outcome of the works, and importance of future utilisation of the space.
- ii. Ongoing maintenance  
NOT ADRESSED – STANDING ITEM

### **3.4 Warrnambool (AU) & Changchun, JI, China – update**

- i. Delegation – September 2017  
S Miller reported to the committee on the upcoming delegation trip to Changchun, made up of representatives from WCC, business and industry and supported through the work of the Warrnambool China Bureau. A Paton spoke of the positive outcomes of the previous delegation tours, and the importance of sharing that knowledge with current tour participants and into the future. S Miller spoke of the regional significance of the work undertaken by the Warrnambool China Bureau and its impact in business and investment.

## **4. Other Business**

### **- School tours, Mayoral welcomes**

S Miller raised developing a formal structure around how school tours and mayoral welcomes are coordinated for the committee to review for the coming meeting. Unanimous support by the committee

- **Honorary citizen - concept discussion**

S Miller raised proposal to appropriately acknowledge members of the community that have had significant involvement in the development of sister city relations, both with Miura and Changchun. D McKenzie raised recognition he and Fumiko had received from Miura City previously and spoke of the benefits he saw in WCC establishing a similar system of recognition.

S Miller to present proposal at coming meeting for review.

Unanimous support by the committee.

5. **Next Meeting:** *Tuesday 28 November 2017*



## **MINUTES OF THE WARRNAMBOOL AUSTRALIA DAY ADVISORY COMMITTEE HELD AT 12NOON, TUESDAY 13 SEPTEMBER 2017, WARRNAMBOOL CITY COUNCIL**

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### **PRESENT**

#### **Attendees:**

Bronwen Levett, Chair  
Rachel Furnell  
Lisbeth Cheah  
Cr. Michael Neoh  
Peter Utri, Director Corporate Strategies  
Nick Higgins, Manager Communications  
Shakira Lamb, Corporate Administration Assistant

#### **1. Apologies**

Andrew Suggett

#### **2. Welcome New Member**

Peter Utri welcomed Lisbeth Cheah to the Committee.

#### **3. Elect a Chairperson**

Bronwen Levett was elected as Chair for the meeting.

#### **4. Disclosure of Conflict of Interest**

Nil

#### **5. Application Processes & Recommendations for 2018 Campaign.**

##### **Draft Process for 2018 Australia Day Awards**

- Committee reviews selection criteria – consider the inclusion of a clause that states people cannot win the same award twice, or within a specified time frame, eg. five years.  
*The Committee agreed there should be a timeframe in relation to the possibility of a person winning an award multiple times. The Committee agreed that a five year period would be appropriate and this will be included on the nomination form. Nick Higgins to draft the appropriate wording.*
- Nomination form to be expanded to include a requirement that nominees must be informed by the nominator that their names are being put forward for an award.  
*The Committee agreed with this action. An additional section will be included on the nomination form to include a tick box for the nominator to acknowledge they have informed the nominee of the application.*
- Advice that incomplete nomination forms will not be considered. Nominators cannot rely on the reputation of their nominee to be a replacement for a completed nomination form.  
*The Committee agreed with this action. A statement will be included on the nomination form indicating that the Committee will not rely on reputation and does require substantial information to be provided to support the nominations. Nick Higgins to draft up appropriate wording.*

- Does the Committee want to advise people on the nomination forms that nominations may be re-categorised at the discretion of the Committee?

*The Committee agreed with this action. If a nomination has been re-categorised at the discretion of the Committee the nominee and nominator will be advised by phone, email or letter by the Manager Communications or Director Corporate Strategies.*

- Committee meeting minutes are to be maintained by the Corporate Strategies Administrative Assistant or in their absence, the Manager Communications.

*The Committee agreed with this action. A copy of the minutes will be distributed to the Committee via email.*

### **Call for nominations**

This is to be promoted through social media, newspaper advertisements, radio advertisements, media releases and interviews.

*The Committee was comfortable with the current Warrnambool Australia Day Awards logo and advertising program calling for nominations. Additional promotional possibilities included:*

- *An article in the C2C magazine.*
- *Instagram.*
- *Video/interview with previous award recipients, possibly Young Citizen of the Year.*

*The selection criteria for each category will be included with the nomination form.*

*The hard copy nomination form to be updated, including graphic design elements, and also provided online via survey monkey with the results collated.*

*The Committee was comfortable with the wording for the public notice with the closing date of 5pm, Friday 24 November 2017.*

### **Consideration of nominations**

The Committee reconvenes to consider nominations against the list of criteria.

To assist in this process the Committee is to be provided with a complete list of past winners across all categories by the Executive Assistant.

*The list of past winners will be provided as information along with the nomination form. The list will also be provided to the Committee for information/consideration of 2018 nominations.*

### **Recommendation to Council**

Based on the feedback from the Committee a report is prepared for Council which contains the award recommendations of the Committee.

*The report will be finalised and presented to Council on Monday 4 December 2017.*

### **Final decision by Council**

The decision of the Council is to be provided in writing to the Committee Coordinators (Director Corporate Strategies and Manager Communications) by the Executive Assistant.

*The Committee agreed with this action*

### **Notifications**

Award recipients are to be notified by the Executive Assistant.

Those whose nominations were unsuccessful will also be notified by the Executive Assistant.

*The Committee agreed with this action*

### **Public announcement of award winners**

To be made by the Communications Branch in the week before Australia Day to provide award recipients' friends and families with an opportunity to attend the celebrations on January 26.

Media release will also be issued to publicise Warrnambool's Australia Day ambassador.

*The Committee agreed with this action.*

## **6. Next Steps – Timeline**

- Call for nominations (advertisement in Council's Noticeboard) – Saturday 23 September.
- Closure of nominations – 5pm, Friday 24 November 2017.
- Committee to consider nominations – 12noon, 29 November 2017.
- Recommendation to Council – 4 December 2017.

## **7. General Business**

Nil.

## **8. Next Meeting**

12noon, Wednesday 29 November 2017.

The meeting closed at 12.56pm

### **5.13 ASSEMBLY OF COUNCILLORS RECORDS**

#### **PURPOSE**

*The purpose of this report is to provide the record of any assembly of Councillors, which has been held since the last Council Meeting, so that it can be recorded in the Minutes of the formal Council Meeting.*

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#### **BACKGROUND INFORMATION**

The Local Government Act provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or, the exercise of a Council delegation and the meeting is:

1. A planned or scheduled meeting that includes at least half the Councillors (5) and a member of Council staff; or
2. an advisory committee of the Council where one or more Councillors are present.

The requirement for reporting provides increased transparency, particularly the declarations of conflict of interest.

#### **REPORT**

Section 80A(2) of the Local Government Act 1989 requires the record of an Assembly of Councillors be reported to the next practicable Ordinary Meeting of Council.

The record of the following Assembly of Councillors is enclosed:-

1. Monday 4 September 2017 – refer **Appendix A**
2. Monday 25 September 2017 – refer **Appendix B**
3. Wednesday 27 September 2017 – **Appendix C.**

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**MOVED: CR. OWEN**  
**SECONDED: CR. HERBERT**

**That the information be received.**

**CARRIED – 7:0**

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### Assembly of Councillors Record

Purpose of meeting:	Special Councillor Briefing
Meeting date:	4 September 2017
Start time:	3pm
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T. Herbert Cr. P Hulin Cr. M Neoh Cr D Owen
Council Officers present:	Bruce Anson, Chief Executive Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development
Other persons present:	
Apologies:	
Conflict of Interest Disclosures:	Cr Neoh in relation to elements of Stage 2 design discussions of the City Centre Renewal
Items discussed:	<ul style="list-style-type: none"><li>▪ City Centre Renewal</li><li>▪ Pedestrian Serious Casualty area program</li><li>▪ Domestic Animal Management Plan.</li></ul>
Other items raised by Councillors & Officers:	Nil

The meeting closed at 5.00pm.

## Assembly of Councillors Record

Purpose of meeting:	Councillor Briefing
Meeting date:	25 September 2017
Start time:	1.45pm
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T. Herbert Cr. P Hulin Cr. M Neoh Cr D Owen
Council Officers present:	Bruce Anson, Chief Executive Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development David McMahon, Manager Visitor Economy Jodie McNamara, Manager City Strategy & Development
Other persons present:	Emma Dart, Senior Public Land Officer, DELWP Jen Lilburn, Kismet Consultants Michael Smith Parks Victoria
Apologies:	
Conflict of Interest Disclosures:	Cr Neoh in relation to City centre renewal project stage 2 design considerations
Items discussed:	<ul style="list-style-type: none"> <li>▪ Belfast Coastal Reserve</li> <li>▪ Schedule Of Ordinary Meetings 2018</li> <li>▪ Annual Close-Down, Christmas / New Year Period 2017/18</li> <li>▪ Jamieson Street Warrnambool Speed Limit Review</li> <li>▪ Petition - Naturestrip Trees Jamieson Street</li> <li>▪ Petition - Old Public Transport Bus Routes In Warrnambool</li> <li>▪ Petition (Joint Letter) Botanic and Queens Road Roundabout Warrnambool</li> <li>▪ City Centre Renewal Project</li> <li>▪ Warrnambool Planning Scheme Amendment C102 – 678-688 Raglan Parade, Warrnambool</li> <li>▪ Roof Material – 3 Ryot Street, Warrnambool</li> <li>▪ Monthly Financial Report – August 2017</li> <li>▪ Warrnambool Boat Ramp</li> <li>▪ RDA Barwon South West Committee</li> </ul>
Other items raised by Councillors & Officers:	<ul style="list-style-type: none"> <li>▪ Exploration of next steps for a proposed dog park</li> <li>▪ Interpretive signage for the aquarium domes</li> <li>▪ Continued advocacy in relation to homelessness in Warrnambool</li> <li>▪ Work to be explored in relation to the development of policy around exhibition and management of public art</li> <li>▪ Exploration required for marketing opportunities of Warrnambool in a prominent Hwy location</li> <li>▪ Council to continue to actively support Brett Montgomery in his efforts to revitalise old Fletcher Jones site</li> <li>▪ State Mav Council motions were distributed to Councillors for review and comment</li> </ul>

The meeting closed at 6.30pm.

### Assembly of Councillors Record

Purpose of meeting:	Special Councillor Briefing
Meeting date:	27 September 2017
Start time:	4.30pm
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T. Herbert Cr. P Hulin Cr. M Neoh Cr D Owen
Council Officers present:	Bruce Anson, Chief Executive Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development
Other persons present:	James Purcell MLC, Member for Western
Apologies:	Nil.
Conflict of Interest Disclosures:	Nil.
Items discussed:	▪ Prioritisation of projects for funding applications
Other items raised by Councillors & Officers:	Nil

The meeting closed at 5.00pm.

## **5.14 MAYORAL & CHIEF EXECUTIVE COUNCIL ACTIVITIES – SUMMARY REPORT**

### **PURPOSE**

*This report summarises Mayoral and Chief Executive Council activities since the last Ordinary Meeting which particularly relate to key social, economic and environmental issues of direct relevance to the Warrnambool community.*

### **REPORT**

<b>Date</b>	<b>Location</b>	<b>Function</b>
31 August 2017	Camperdown	Mayor – Attended and Chaired the Great South Coast Board meeting.
	Geelong	Chief Executive – Attended a meeting of the Regional Development Australia Barwon South West Committee.
	Warrnambool	Mayor – Hosted a reception for business support to Deakin University.
6 September 2017	Warrnambool	Chief Executive – Attended a meeting of the Deakin University South West Advisory Group.
7 September 2017	Warrnambool	Mayor – Participated in the Warrnambool Primary School Book Week Event.
8 – 17 September 2017	China	Mayor & Chief Executive – Led a 12 member business delegation to Shanghai, Changchun and Beijing. The delegation included representatives from food and fibre, education, aged care, wine and tourism industries.
20 September 2017	Warrnambool	Mayor – Attended the Southern Way Direct Care Service Inc 15 <sup>th</sup> Annual General Meeting.
23 September 2017	Warrnambool	Mayor – Attended the Hampden Football League 2017 Grand Final President's Luncheon.
27 September 2017	Warrnambool	Mayor & Chief Executive – Attended the MAV Rural South West Regional Forum.

**MOVED: CR. ANDERSON**  
**SECONDED: CR. HULIN**

**That this report be received.**

**CARRIED – 7:0**

### **6. PUBLIC QUESTION TIME**

Nil.

### **7. CLOSE OF MEETING**

The meeting closed at 6.55pm.

### **CHAIRMAN**